



Mayors' Council of Guam

Kensehelen Mahet Guahan

February 11, 2026

AMENDMENT #3 INVITATION FOR BID NO. MCOG-26-002 Automated Management System for Residential Verifications

This Amendment is issued to amend the following items in reference to the above-mentioned bid:

1. Amend on page 2 of 44 of the bid packet.

From:

Bid Opening: This bid shall be submitted in duplicate and sealed to the issuing office above no later than **Time: 10:00 a.m. Date Wednesday, February 11, 2026** and shall be publicly opened. Bid submitted after the time and date specified above shall be rejected. See attached General Terms and Conditions and Sealed Bid Solicitation details.

To Now Read:

Bid Opening: This bid shall be submitted in duplicate and sealed to the issuing office above no later than **Time: 10:00 a.m. Date Wednesday, February 25, 2026** and shall be publicly opened. Bid submitted after the time and date specified above shall be rejected. See attached General Terms and Conditions and Sealed Bid Solicitation details.

2. Amend on page 3 of 44 of the bid packet.

This bid shall be submitted in duplicate and sealed to the issuing office above no later than **10:00 a.m. Date: Wednesday, February 11, 2026** and shall be publicly opened. Bid submitted after the time and date specified above shall be rejected. See attached General Terms and Conditions, and Sealed Bid Solicitation for details.

To Now Read:

This bid shall be submitted in duplicate and sealed to the issuing office above no later than **10:00 a.m. Date: Wednesday, February 25, 2026** and shall be publicly opened. Bid submitted after the time and date specified above shall be rejected. See attached General Terms and Conditions, and Sealed Bid Solicitation for details.

3. Amend to include (MCOG Attachment A - File Size per District)
4. Amend to replace page 42 of 44 (see attached)
5. Amend to replace page 43 of 44 (see attached)

*** NOTHING ELSE FOLLOWS ***


JOYJEAN R. ARCEO
Executive Director

Please Print:

Acknowledgement Copy (Please email MCOG)

Received By: _____

(Print and Sign Name)

Date: _____

Company Name: _____

(Email: procurement@mcof.guam.gov)



P.O. Box 786, Hagåtña, Guam 96932
Office: (671) 472-6940 / (671) 477-8461 Fax: (671) 477-8777
E-Mail: mcofadmin@teleguam.net

ITEM NO.	DESCRIPTION	QTY/UOM	UNIT PRICE	PRICE EXTENSION
1.0	Automated Management System For Residential Verifications	1 YR	_____	_____
1.1	OPTIONAL (At the discretion of MCOG and upon Availability of funds)	YEAR 2 RENEWAL	_____	_____
1.2	OPTIONAL (At the discretion of MCOG and upon Availability of funds)	YEAR 3 RENEWAL	_____	_____

SPECIFICATIONS:

Web-Based System Development: Design, develop, and implement a secure, cloud-hosted residential verification data management system, accessible via modern browsers. Web-based, cloud-hosted system accessible by authorized users. Migration and consolidation of all existing data. User roles and permissions for up to 75 users. Secure data storage and access. Real-time audit trail and tracking. Workflow and queue management for residential verification requests. Technical support, training, and documentation.

Data Migration: Migrate and import all existing residential verification data from Excel, Word, Google Docs, and other formats, including required data fields into data management system.

User Access Control: Configure user roles and permissions for up to 75 users, ensuring access restricted to their assigned village.

Workflow Automation: Implement workflow for request intake, review, approval, digital signature, distribution (download, print, email), and archiving, with queue management. System must support intake, review, approval, digital signature, distribution, and archiving of requests. Task Actions: Ability to add/transfer/delete head of household, upload supporting documents, print/void verifications, and process workflow tasks.

Audit Trail & Tracking: Real-time tracking and comprehensive audit trail for all requests, logging date, time, user, and workflow stage. All actions must be logged with date, time, user, and workflow stage.

Distribution: Requests must be downloadable, printable, and emailable with standard verbiage.

BIDDING ON REMARKS:

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Training: Provide user training in a test environment for all Administrative Assistants and Municipal Clerks, and Other Staff.

Bidder must provide a demo and conduct a live demonstration of the program they are proposing. This presentation would allow the office to review the system's features and functionality prior to implementation.

Technical Support & Maintenance: Troubleshooting, support, maintenance, software updates, and secure data backups for one (1) year post-deployment.

System Hosting & Security: Host the system on a secure, vendor-managed virtual server with regular backups and security measures.

Documentation: Deliver user manuals and system documentation, including workflow diagrams and training materials.

The bidder shall provide all labor, materials, equipment, and services necessary to deliver a fully operational, cloud-hosted residential verification data management system for the 19 villages of Guam, as further described herein.

General Requirements:
Support: One year of technical support and maintenance, including updates and backups.

Hosting: Secure, vendor-managed virtual server with regular backups.

Comprehensive user and system documentation.

Number of Users: 75 (Mayors: 19, Vice Mayors: 6, Administrative Assistants: 19 Municipal Clerks: 25, Executive Director: 1, Other staff: 5.

One Year with the option to renew for two years.

Deliverables:

Fully functional system as described.

Migrated and validated data.

User access and permissions configured.

Training sessions and materials.

Support and maintenance for one year.

System documentation.

(MCOG Attachment A)

(File Size per District)

Location	File size	Program/Storage Type
MTM	90.1 MB	File Maker
Chalan Pago	413 MB	Microsoft Access
Barrigada	40 GB	File Maker
Hågat	615 MB	Macros
Santa Rita- Sumai	5GB	Excel
Humåtak	71.2 MB	Excel
Malesso	New Folder 29.1 MB Old Folder 1.4 MB	Excel
Agana Height	136 MB	One Drive (Excel)
Asssan Maina	783 MB Folder#1 and 770 MB Folder#2	One Drive (Excel)
Hagatña	118.8 MB	One Drive (Excel)
Piti	124.8 MB	Google Drive (Google Sheets)
Inalåhan	7,000.00 KB	Microsoft Word
Mangilao	116.9 MB	Google Drive (Google Sheets)
Sinajana	300 MB	Excel (Hard Drive)
Yona	21.2 MB	Microsoft Word (One Drive)
Talofofo	32.6 GB	Excel
Dededo	N/A	Manual System
Tamuning	50 GB	Excel
Yigo	N/A	Manual System

Reference: Amendment # 3 Attachment dated February 11, 2026