Guam Legislature Clerks <clerks@guamlegislature.org>

## M&C Fwd: FY2021 Group Life Insurance Negotiating Team

1 message

**Speaker's Office** <speaker@guamlegislature.org> Wed, Nov 4, 2020 at 9:38 AM
To: Clerks Office <clerks@guamlegislature.org>
Cc: Rennae Meno <rennae@guamlegislature.org>

| | | | | | |
|---|---|---|---|---|---|
| 10/30/20 | 5:26 PM | 10/22/20 | FY2021 Group Life Insurance Negotiating Team.* | Department of Administration | 35GL-20-2404 |

*Sinseru yan Minagåhet,*

**Office of the Speaker • Tina Rose Muña Barnes**
Committee on Public Accountability, Human Resources & the Guam Buildup

35th Guam Legislature
*I Mina'trentai Singko na Liheslaturan Guåhan*

Guam Congress Building | 163 Chalan Santo Papa | Hagatna, GU 96910
T: (671) 477-2520/1
speaker@guamlegislature.org

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Gumai pribilehu yan konfedensia este siha na mensåhi. Solo espesiåtmente para hågu ma entensioña pat ma aturisa para unrisibi. Sen prubidu kumu ti un ma aturisa para manribisa, na'setbe, pat mandespåtcha. Yanggen lachi rinisibu-mu nu este na mensåhi , put fabot ago' guatu gi I numa'huyong gi as speaker@guamlegislature.org yan despues destrosa todu siha I kopian mensåhi. Si Yu'os ma'åse'.

---------- Forwarded message ---------
From: **Michele N. M. Rabon** <Michele.Rabon@doa.guam.gov>
Date: Fri, Oct 30, 2020 at 5:26 PM
Subject: FY2021 Group Life Insurance Negotiating Team
To: Speaker's Office <speaker@guamlegislature.org>
Cc: Leonora P. Candaso <Leonora.Candaso@doa.guam.gov>, Naomi Sablan <Naomi.Sablan@doa.guam.gov>

*Hafa Adai*!

Please see attached the FY2021 Group Life Insurance Negotiating Team Letter and accompanying attachment, the Confidentiality and Non-Disclosure Affidavit. Please note that the affidavit would need to be notarized. Please let us know if you are having difficulties obtaining a notary public. Kindly requesting that we may receive the name of the representative by Thursday, November 5, 2020 to begin scheduling the initial team meeting.

Should you have any questions, please contact our office at 475-1103/1121/1179.

Regards,

Michele M. Rabon
Personnel Specialist
Department of Administration
Human Resources Division
Email: michele.rabon@doa.guam.gov
Tel # 475-1121
website: www.hr.doa.guam.gov

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**2 attachments**

**LEG HR.EB.20.0076 FY2021 GLI Negotiations Team Letter-signed.pdf**
161K

**FY2021 GLI Confidentiality and Non-Disclosure Affidavit.pdf**
18K

EDWARD M. BIRN
*Director (Direktot)*
EDITH C. PANGELINAN
*Deputy Director (Sigundo Direktot)*

**DEPARTMENT OF ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
DIRECTOR'S OFFICE
*(Ufisinan Direktot)*
Telephone (*Telifon*): (671) 475-1101/1250

LOURDES A. LEON GUERRERO
*Governor (Maga'håga)*
JOSHUA F. TENORIO
*Lt. Governor (Sigundo Maga'låhi)*

**October 22, 2020**

**HR-EB-20-0076**

**Memorandum**

**The Honorable Tina Muña Barnes, Senator**
35th Guam Legislature
Guam Congress Building
163 Chalan Santo Papa
Hagatna, Guam 96910

**SUBJECT: FY2021 Group Life Insurance Negotiating Team**

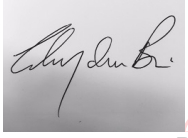
Dear Speaker,

*Hafa Adai!* Title 4, GCA §4301(a), reads in part, "*I Maga'haga* (the Governor) is authorized to enter contracts and reject proposals, with the written concurrence of the Speaker of *I Liheslaturan Guahan* (the Guam Legislature) or the Chief Justice of the Supreme Court of Guam whose consents may be withheld in their sole discretion, with insurance companies, authorized to do business in Guam, for group insurance, including, but not limited to, hospitalization, medical care, life, and accident, for all employees or separate groups of employees, and foster children, of the government of Guam." Therefore, a group life insurance negotiating team, with the assistance of an actuary, will be formed to negotiate with interested life insurance carriers for the most economical life insurance coverage.

A representative from your office had previously served on the negotiations committee in the past, and therefore, we respectfully request for your assistance by appointing a representative to serve on the FY2021 Group Life Insurance Negotiations Committee. Please advise our office of your appointed representative, to include an alternate. You may send your confirmation via email to leonora.candaso@doa.guam.gov, naomi.sablan@doa.guam.gov, and michele.rabon@doa.guam.gov by October 30, 2020.

Once the composition of the team is confirmed, an initial meeting is scheduled to commence early November with the team and the government's consultants to discuss upcoming life insurance benefits, preparations for the Request for Proposal (RFP), and strategies to reduce cost for FY2021 Group Life Insurance for government of Guam. Please note that subsequent meetings will be held thereafter and that RFP issuance is scheduled for early December. Your representative's attendance throughout the pre-negotiation meetings and negotiations proceedings is crucial.

Also attached is the Confidentiality and Non-Disclosure Affidavit for completion prior to the initial meeting. Your cooperation and continued support is appreciated. Should you have any questions, please contact our office at 475-1103/1121/1179. *Si Yu'us Ma'ase!*



Digitally signed by Edward M Birn
Date: 2020.10.29 11:28:26 +10'00'

**EDWARD M. BIRN**, Director

Attachment

**CONFIDENTIALITY AND NON-DISCLOSURE AFFIDAVIT**

I understand and affirm that as a member of the Negotiating Team for the Government of Guam (hereafter Negotiating Team), as a delegate of a member of the Negotiating Team, or as a consultant or attorney to the Negotiating Team, in the acquisition of group life insurance for government of Guam employees, retirees, survivors and their families, I have an obligation to maintain all information that I receive in this regard in the most confidential manner and may not disclose this information to any other person except as stated herein.

- I understand and affirm that as a member, delegate, consultant or attorney of the Negotiating Team, I will have access to confidential and privileged information regarding the solicitation of the group life insurance coverage for Fiscal Year 2021.

  *For purposes of this affirmation, "confidential and privileged information" means any fact, matter, document, or file in any form (oral, hard copy or electronic) disclosed to me or known to me which pertains to any proposal received from an offeror participating in the Fiscal Year 2021 solicitation of group life insurance, or which pertains to the process undertaken in the development of the solicitation, or to the review, evaluation and negotiation of a contract or contracts for Fiscal Year 2021 group life insurance for employees, retirees or survivors, and their families whether or not a contract is finally executed, or which pertains to legal advice or legal memoranda in any form (oral, hard copy or electronic) provided by the Office of the Attorney General, or which pertains to advice and information in any form (oral, hard copy or electronic) provided by the actuarial consultant to the Negotiating Team.*

- I will not disclose to, discuss or share with any unauthorized person or group any confidential and privileged information, in any form, except to the extent that such disclosure, discussion or sharing is expressly authorized by law, or as required by a court of competent jurisdiction.

- I will not distribute, duplicate, use, or disclose, in whole or in part, any materials containing confidential and privileged information except as absolutely necessary to fulfill my obligations as a member, delegate, consultant or attorney of the Negotiation Team.

- I will not use confidential and privileged information for my own personal purposes.

- If I am ever uncertain whether a particular fact, matter, document, or file is covered by this affidavit, I will resolve all uncertainties in favor of preserving the confidentiality of that information.

- Further, I affirm that I will comply with all applicable provisions in Chapter 15 of Title 4 of the Guam Code Annotated, the Standard of Conduct for Elected Officers, Appointed Officers, and Public Employees of the Government of Guam, and with all applicable

provisions in Chapter 5, Article 11 of Title 5 of the Guam Code Annotated, Ethics in Public Contracting, with regard to my responsibilities as a member, delegate, consultant or attorney of the Negotiating Team.

By affixing my signature below, I affirm that I have read and understand this Confidentiality and Non-Disclosure Affidavit in its entirety, and that I agree to be bound by its terms both during my tenure as a member, delegate, consultant or attorney of the Negotiating Team and after I leave my position with the Negotiating Team.

AFFIRMED BY:

_____

_____
POSITION TITLE

Guam )
) ss
City of _____ )

On this _____ day of _____, 2020, before me, a Notary Public in and for Guam, personally appeared _____, and he/she acknowledged for me that he/she executed the foregoing affidavit, as his/her voluntary act and deed for the purpose set forth.

By: _____

Notary Public