



**AGA Guam Chapter
General Membership
Meeting Minutes
Wednesday, February 27, 2019 at
12:00pm
The Gallery, Hilton Resort Guam**

Frances Danieli, MBA, CB, CGFM
President
Debbie Ngata
President-Elect
Clariza Mae Roque, CICA
Immediate Past-President
Mary Grace Edrosa, PMBA
Treasurer
Shannon Bartonico, CFE
Treasurer-Elect
Justin Castro, CFE
Secretary

Attendance Count: AGA Members: 60 Non-Members:5

1. Meeting called to order at 12:07pm by President Frances Danieli
2. Approval of Minutes – November 2018 and January 2019 General Membership Meeting Minutes were approved
3. Treasurer’s Report -June 2018 – January 2019 were approved
4. President Report – AGA Program Year 2019-2020 Officer Election
 - a. Joy Bulatao and Pilar Pangelinan are running for President-Elect
 - b. Fierce Catoc will be running for Treasurer-Elect
 - c. Llewelyn Terlaje will be running for Secretary
5. Community Service – Margie mentioned the following community services events.
 - Bank of Guam Ifit 5k/ Block Party on March 9, 2019
 - Guma San Jose Feed the Homeless – April 13, 2019
 - Bank of Guam Financial Literacy – Details Pending
 - AGA 5k – June 29, 2019 – First 5k committee meeting will be held on February 27, 2019
6. Topic: The Do’s and Don’t’s of Procurement Laws
Presented by: Attorney Georgette Concepcion, ESQ. from Brooks Concepcion Law, P.C.
 - a. Attorney Georgette Concepcion’s topic was on 5 GCA § 5001, Purposes, Rules of Construction, which are as followed:
 - Interpretation. This Chapter shall be construed and applied to promote its underlying purposes and policies.
 - Purposes and Policies. The underlying purposes and policies of this Chapter are:
 - a. To simplify, clarify, and modernize the law governing procurement by this Territory;
 - b. To permit the continued development of procurement policies and practices;
 - c. To provide for increased public confidence in the procedures followed in public procurement;
 - d. To ensure the fair and equitable treatment of all persons who deal with the procurement system of this Territory;
 - e. To provide increased economy in territorial activities and to maximize to the fullest extent practicable the purchasing value of public funds of the Territory;

- f. To foster effective broad-based competition within the free enterprise system;
 - g. To provide safeguards for the maintenance of a procurement system of quality and integrity; and
 - h. To require public access to all aspects of procurement consistent with the sealed bid procedure and the integrity of the procurement process.
- b. The second topic of Attorney Georgette Concepcion presentation was dedicated to the § 5252. Rules for Procurement Records.
- Protect the integrity of the bidding process
 - Protect the confidentiality of trade secrets;
 - Establish reasonable charges for copying papers;
 - Provide for transcription of sound recordings;
 - Require public access to the record at the earliest possible time; and
 - Not require that the record be complete or that the procurement award be made before inspection and copying are permitted.
- c. § 5249. Record of Procurement Actions. Each procurement offer shall maintain a complete record of each procurement. The record is as followed:
- The date, time, subject matter and names of participants at any meeting including government employees that is in any way related to a particular procurement;
 - A log of all communications between government employees and any member of the public, potential bidder, vendor or manufacturer which is in any way related to the procurement;
 - Sound recordings of all pre-bid conferences; negotiations arising from a request for proposals and discussions with vendors concerning small purchase procurement;
 - Brochures and submittals of potential vendors, manufacturers or contractors, and all drafts, signed and dated by the draftsman, and other papers or materials used in the development of specifications; and
 - The requesting agency's determination of need.
- d. Attorney Georgette Concepcion's final topic was Specification. She mentioned that Specifications are the Bedrock of Procurement. She added that the most critical and first step in planning and soliciting is to get the specifications right.
- 5 GCA § 5265. Maximum Practicable Competition states that all specifications shall seek to promote overall economy for the purposes intended and encourage competition in satisfying the Territory's needs, and shall not be unduly restrictive.
 - 5 GCA § 5267. Publication of Source of Specifications states that the specifications contained in any invitation for bids or request for proposals, and any amendment thereto, for the procurement of supplies shall identify the person responsible for drafting the specifications and any persons, technical literature or manufacturer's brochures relied upon by the responsible person in drafting the specifications.

7. Next Meeting: March 27, 2019 at 12pm. Location: Hilton Resort and Spa

8. Rodalyn moved to adjourn the meeting. Vince seconded. All were in favor. Meeting adjourned at 1:07pm.

Minutes prepared by: /s/Justin B. Castro
AGA – Guam Chapter Secretary