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**DEPARTMENT OF
ADMINISTRATION**
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DIRECTOR'S OFFICE
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LOURDES A. LEON GUERRERO
Governor (Maga'hága)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'láhi)

January 31, 2022

The Honorable Leevin Camacho
Attorney General of Guam
Office of the Attorney General
590 S. Marine Corps Drive
ITC Bldg., Suite 901
Tamuning, Guam 96913

RE: AG21-0001 – FOIA FY 2021 Annual Report

Buenas yan Hafa Adai Attorney General Camacho,

Pursuant to the requirements set forth under 5GCA, Chapter 10 §10107, the following information is submitted regarding all Freedom of information requests for Fiscal Year 2021.

The Department of Administration (DOA) has responded to all FOIA requests received during this period.

Division of Accounts

- Ten (10) requests were received; two (2) of which were extended due to unusual circumstances as outlined in 5GCA Chapter 10, Section 101039 (e).
- Median number of days to process request is approximate five.three (5.3) days.
- The average number of manpower hours to complete a single FOIA request is 13.
- Total number of manpower hours spent on processing FOIA request for FY 2021 is equivalent to six (6) hours.

Human Resources Division

- Seven (7) requests were received; none of which were extended due to unusual circumstances as outlined in 5GCA Chapter 10, Section 101039 (e).
- Median number of days to process request is approximately two (2) days.
- The average number of manpower hours to complete a single FOIA request is two (2).
- Total number of manpower hours spent on processing FOIA requests for FY 2021 is equivalent to 13.5 hours.

The department **does not** have dedicated staff hired to address FOIA inquiries, instead DOA has one (1) lead employee that works with various individuals (depending on information requested) to complete FOIA requests.

General Services Agency

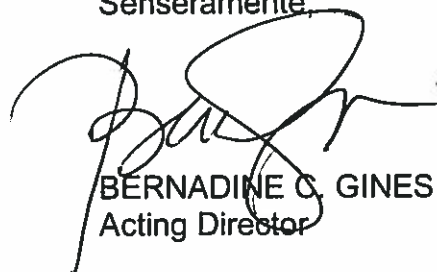
- Forty-four (44) requests received; one (1) of which was extended due to unusual circumstances as outlined in 5GCA Chapter 10, Section 101039 (e).
- Median number of days to process request is approximately three.eight (3.8) days.
- The average number of manpower hours to complete a single FOIA request is 5.6.
- Total number of manpower hours spent on processing FOIA request for FY 2021 is equivalent to 11 hours.

The Department of Administration will make this annual report available for public view on DOA website at <http://da.doa.guam.gov/>.

Should you have any questions, please feel free to contact Ms. Anita L.M. Arile at (671) 475-1115.

Si Yu'os Ma'ase!

Senseramente,



BERNADINE C. GINES
Acting Director

Attachments

Department of Administration - Division of Accounts
FOIA Control Log
Fiscal Year: 2021

| Requestor | If Gov ID#, enter 1 | Date | | | Average Number of | | | Number of | | Costs | | | Description / Reason for Rejection (if any) |
|--------------------------------------|---------------------------|-----------|-----------|------------------------|-------------------|------------|------------------------|-----------|----------|----------|-----------|--------------------|---|
| | | Received | Extended | Fulfilled ² | Rejected | Days | Hrs/staff ¹ | Staff | Pending | Copies | Copies | Staff | |
| Senator James Moylan | | 08-Oct-20 | - | 12-Oct-20 | - | 2 | 4.00 | 1 | | | | 176.44 | Section 30 Funds expenditures FY2021 |
| Senator James Moylan | | 28-Apr-21 | - | 30-Apr-21 | - | 2 | 8.00 | 1 | | | | 352.88 | Tax payments - Capital Gains tax or Corporate Tax |
| Senator Teresa Nelson | | 05-May-21 | - | 12-May-21 | - | 5 | 20.00 | 1 | | | | 618.80 | DPR Staffing Pattern by fund - GF, TAF & HPP |
| Attorney John Terfaje | | 28-May-21 | 03-Jun-21 | 14-Jun-21 | - | 15 | 30.00 | 2 | | | | 1,362.30 | Joeten Dev & DRT Lease - all docs 2018 to May 2021 |
| KUAM Chris Barnett | | 02-Jun-21 | - | 03-Jun-21 | - | 1 | 4.00 | 1 | | | | 176.44 | Payout plan to US Treasury |
| Jeanne A Flores | | 13-Jul-21 | - | 16-Jul-21 | - | 1 | 0.00 | 0 | | | | - | CWA payments (HR FOIA, not Payroll) |
| Joe L. Arizola / Annie S Arizola | | 11-Aug-21 | - | 17-Aug-21 | - | 4 | 16.00 | 1 | | | | 440.16 | Land Title |
| Senator James Moylan | | 31-Aug-21 | - | 08-Sep-21 | - | 6 | 12.00 | 2 | | | | 544.92 | Pacific Islands Development Bank (PIDB) - all docs FY18-FY21 |
| Senator James Moylan | | 31-Aug-21 | - | 15-Sep-21 | - | 13 | 17.33 | 3 | | | | 1,145.91 | Executive Security - FY18-FY21 Expenditures (OT, Travel & Equipment) |
| Guam Daily Post John O'Connor | | 22-Sep-21 | 22-Sep-21 | 08-Oct-21 | - | 14 | 56.00 | 1 | | | | 1,732.64 | Executive Security - FY18-FY21 Payroll expenditure with names |
| FY2021 Totals & Averages: | | 10 | 2 | 10 | 0 | 5.3 | 167.33 | 13 | 0 | 0 | \$ | \$ 6,550.49 | ¹ Based on average 4hrs/day part-time project focus ² Weekend and/or holiday deduction (not extended requests) |

Department of Administration - Human Resources Division
FOIA Requests - FY 2021

| Requestor | If GovGU, enter 1 | Date Received | Date Extended | Date Fulfilled | Rejected | Median Days | Hrs Per Staff | Staff | Pending | Copies | Cost Copies | Cost Staff | Description /Reason for Rejection (if any) |
|--------------------------|-------------------|---------------|---------------|----------------|----------|-------------|---------------|----------|----------|----------|-------------|-----------------|---|
| KUAM | N/A | 10/21/2020 | N/A | 10/22/2020 | N/A | | 1 | 1 | 0 | 0 | \$0 | \$32.93 | Request for Notification of Personnel Action |
| The Guam Daily Post | N/A | 12/7/2020 | N/A | 12/10/2020 | N/A | | 1 | 1 | 0 | 0 | \$0 | \$32.93 | Request for Notification of Personnel Action & Above-Step |
| KANDIT News | N/A | 12/17/2020 | N/A | 12/21/2020 | N/A | | 1 | 1 | 0 | 0 | \$0 | \$32.93 | Request for GG-1s |
| Law Office Bordallo-Bell | N/A | 1/31/2021 | N/A | 2/3/2021 | N/A | | 8 | 2 | 0 | 0 | \$0 | \$469.04 | Request for Job Announcements |
| Law Office of DB Moylan | N/A | 1/5/2021 | N/A | 1/6/2021 | N/A | | 0.5 | 1 | 0 | 0 | \$0 | \$16.47 | Request for Name, Worksite & Mailing Address |
| KUAM | N/A | 2/23/2021 | N/A | 2/24/2021 | N/A | | 1 | 1 | 0 | 0 | \$0 | \$32.93 | Request for Notification of Personnel Action |
| JMA Flores | N/A | 7/13/2021 | N/A | 7/16/2021 | N/A | | 1 | 1 | 0 | 0 | \$0 | \$31.62 | Request for CWA Appeal Information |
| Totals/Averages | | | | | | 2 | 13.5 | 4 | 0 | 0 | \$0 | \$648.85 | |

Department of Administration - General Services Agency (GSA)
FOIA Control Log
Fiscal Year: 2021

| Requestor | If Gov GU, enter 1 | Date | | | Average Number of | | Number of | | Costs | | Description | |
|--|--------------------------|-----------|----------|------------------------|-------------------|------------|------------------------|-----------|----------|-----------|---------------------|---|
| | | Received | Extended | Fulfilled ¹ | Rejected | Days | Hrs/Staff ¹ | Staff | Pending | Copies | | Staff |
| Marcello M.C. Graniel, Advance Management Inc. | | 09-Aug-21 | | 18-Aug-21 | - | 7 | 28.00 | 1 | | - | 757.40 | Request for Copy of Bid Abstract for GSA-033-21 |
| Frank Cabo, MEGABYTE | | 23-Aug-21 | | 24-Aug-21 | - | 1 | 4.00 | 1 | | - | 108.20 | Request for Copy of Bid Abstract for GSA-049-21 |
| Pamela S. Quintana, Xerox Corporation | | 18-Aug-21 | | 25-Aug-21 | - | 7 | 14.00 | 2 | | - | 1,391.60 | Request for Copy of ANStar/Guam Copies' response to GSA-044-21 and a copy of MEGABYTE's response to GSA-036-21 |
| Razzano Walsh & Torres, PC | | 31-Aug-21 | | 07-Sep-21 | - | 7 | 14.00 | 2 | | - | 1,391.60 | Entire procurement record for GSA-029-21. GSA's response are attachments are updated and/or additional information from the previous requests. |
| Franklin Artero, Pacific Data Systems | | 01-Sep-21 | | 07-Sep-21 | - | 6 | 12.00 | 2 | | - | 1,192.80 | Complete copies of Teleguam Holdings, Inc. and DDCOMO Pacific, Inc bid submissions for GSA IFB 040-21, Telecommunication Upgrade for GSRHWC |
| Yard Express | | 03-Sep-21 | | 09-Sep-21 | - | 6 | 12.00 | 2 | | - | 1,192.80 | Reference GSA-081-21 - requests for 1) copy of the current contracts (year 2021) for all Park Restrooms "Attendants Services" of Dept. of Parks and Recreation; 2) copy of (3) years contracts (2019, 2020, 2021) for "Attendants Services" as well as copies of any "Change Orders" for year 2021 or the past 3 years; 3) copy of the past 6 months (March-Sept 2021) of "Invoices" for "Attendants Services". |
| Jean O. Grape, JIM-Edison | | 07-Sep-21 | | 09-Sep-21 | - | 2 | 4.00 | 2 | | - | 397.60 | Procurement record related to GSA IFB No. 048-21 including but not limited to 1) all bids and proposals submitted; 2) evaluation sheets from all evaluators, and 3) questions and answers related to the bid. |
| Yard Express | | 03-Sep-21 | | 09-Sep-21 | - | 6 | 12.00 | 2 | | - | 1,192.80 | Reference GSA-080-21 - requests for 1) for the janitorial guards building, provide a copy of the current contract and as well for the past 3 years (2019, 2020 and 2021); 2) for the DCA Historic building, provide a copy of the invoices for the past 6 months (March-Sept 2021), for both grounds and the building maintenance. |
| Yard Express | | 03-Sep-21 | | 09-Sep-21 | - | 6 | 12.00 | 2 | | - | 1,192.80 | Reference GSA-088-21 - requests a 1) copy of the last 3 years (2019, 2020, 2021) of purchase orders or change orders for ground maintenance and landscaping services, Department of Chamorro Affairs; 2) copy of the current contract (year 2021); 3) copy of the most recent invoices of the last 6 months (March-Sept 2021) for ground maintenance and landscaping services |
| Gushan Clean Master1 | | 07-Sep-21 | | 08-Sep-21 | - | 1 | 4.00 | 1 | | - | 100.10 | Reference GSA-088-21 - 1) who is the current contractor and what is their contract amount; 2) requesting to do a site visit; 3) requesting to extend the bid submission |
| Jean O. Grape, JIM-Edison | | 09-Sep-21 | | 13-Sep-21 | - | 4 | 8.00 | 2 | | - | 432.80 | Reference GSA-043-21, a copy of the procurement record related to GSA-043-21 including but not limited to 1) all bids and proposals submitted; 2) evaluation sheets from all evaluators, and 3) questions and answers related to the bid |
| FY2021 Totals & Averages: | | 44 | 1 | 44 | 0 | 3.8 | 425.00 | 79 | 0 | \$ | \$ 31,877.43 | ¹ Based on average 4hrs/day part-time project focus and/or holiday deduction (not extended requests) |

**Department of Administration - General Services Agency (GSA)
FOIA Control Log
Fiscal Year: 2021**

| Requestor | If flow du, enter 1 | Date | | | Average Number of | | | Number of | | | Costs | | Description |
|--|---------------------------|-----------|-----------|-----------|-------------------|------|-----------|-----------|---------|--------|--------|----------|--|
| | | Received | Extended | Fulfilled | Rejected | Days | Hrs/staff | Staff | Pending | Copies | Copies | Staff | |
| Jean O. Grape, JIM-Edison | | 18-Oct-20 | - | 19-Oct-20 | - | 1 | 1.00 | 2 | | - | - | 99.40 | copies of procurement record related to GSA IFB No. 035-20 for Office Furnitures for DPHSS |
| Chris Malalukiahun Barnett, The Link KUAM News | | 21-Oct-20 | - | 23-Oct-20 | - | 2 | 4.00 | 2 | | - | - | 397.60 | request for any and all documents relative to the purchasing and/or procurement of any and all COVID-19 test kits for the duration of the Coronavirus Public Health Emergency |
| Razzano Walsh & Torres, PC | | 20-Oct-20 | | 26-Oct-20 | - | 4 | 8.00 | 2 | | - | - | 795.20 | copies of procurement records for GSA-047-20 and any written determination reflecting the need for the particular product size specifications contained in the IFB |
| Razzano Walsh & Torres, PC | | 12-Nov-20 | | 23-Nov-20 | - | 9 | 18.00 | 2 | | - | - | 1,789.20 | entire procurement record for GSA-118-17, any and all documents referencing P18DX00012, and any and all documents reference Job Order Number 510018502240 |
| Jean O. Grape, JIM-Edison | | 28-Oct-20 | 17-Nov-20 | 23-Nov-20 | - | 24 | 48.00 | 2 | | - | - | 4,771.20 | copy of procurement record related to GSA IFB No. 058-20, Arts & Crafts Educational Activity Supplies for DPHSS including, but not limited to, 1) All bids and proposals submitted, 2) evaluation sheets from all evaluators, and 3) questions & answers related to the bid. |
| Chris A. Morato, GETS Business System | | 01-Dec-20 | | 03-Dec-20 | - | 0 | 0.00 | 2 | | - | - | - | regarding GSA Requisition Number Q200910100, copies of purchase orders awarded for this requisition |
| Daniel J. Tydingco, GTA | | 18-Dec-20 | | 22-Dec-20 | - | 2 | 4.00 | 2 | | - | - | 397.60 | copies of all communications and responses to RFOQ20004508 and RFOQ20004677 |
| Henry Wood, The POST Guam | | 07-Jan-21 | | 12-Jan-21 | - | 5 | 10.00 | 2 | | - | - | 994.00 | copies of any and all documents related to RFOQ200005032 for Q2 10930010; any and all email/writer/fax communication related to RFOQ200005032 for Q2 10930010 |
| Rose Calma, JCME Distributors/JC Marketing | | 17-Feb-21 | | 22-Feb-21 | - | 5 | 10.00 | 2 | | - | - | 994.00 | copy of bid abstract reference to Purchase Order P218E00229/Q210280108 |
| Brent Butler, Nanbo Insurance | | 05-Mar-21 | | 05-Mar-21 | - | 0 | 0.00 | 2 | | - | - | - | copy of bid abstract for GSA-010-21 |
| Lejani G Teodosio, ST Corporation | | 04-Mar-21 | | 05-Mar-21 | - | 1 | 2.00 | 2 | | - | - | 198.80 | awarding information for RFO21000542 (Requisition No. Q211300033) for Item No. 4 - Laundry Soap Powder Minimum of 120 loads per box, approved price, item description, and winning vendor's name |
| Daniel J. Tydingco, GTA | | 03-Mar-21 | | 05-Mar-21 | - | 2 | 4.00 | 2 | | - | - | 397.60 | copies of all communications and responses to REVISED RFO for Requisition #Q210200046-RFO21000681 |
| Gwen Rabago, Data Management Resource | | 02-Mar-21 | | 16-Mar-21 | - | 12 | 48.00 | 1 | | - | - | 1,298.40 | Who was awarded to and the winning price for both line items reference Q210200050 - RFO21000684 |
| Answer James JWS Refrigeration & AC Ltd | | 08-Apr-21 | | 09-Apr-21 | - | 1 | 4.00 | 1 | | - | - | 289.40 | Provide a listing of all past RFO's submitted by JWS Refrigeration from last year to date, also which company were awarded the bids, why JWS's bids weren't awarded. |
| Aurionn Camacho, IT&E | | 14-May-21 | | 17-May-21 | - | 3 | 12.00 | 1 | | - | - | 324.60 | Which vendor was awarded to RFO21000744 - Q211730028 |
| Law Office of John C. Terleje | | 28-May-21 | | 01-Jun-21 | - | 4 | 8.00 | 2 | | - | - | 795.20 | Regarding Lease between Government of Guam and the Joetion Development Inc., Re: Revifax Building |

**Department of Administration - General Services Agency (GSA)
FOIA Control Log
Fiscal Year: 2021**

| Requestor | If GSA G/L enter 1 | Date | | | Average Number of | | | Number of | | | Costs | | | Description |
|--|--------------------------|-----------|----------|-----------|-------------------|------|-----------|-----------|---------|--------|--------|----------|--|-------------|
| | | Received | Extended | Fulfilled | Rejected | Days | Hrs/Staff | Staff | Pending | Copies | Copies | Staff | | |
| Pamela S. Quinata, Xerox Corporation | | 25-May-21 | | 26-May-21 | - | 1 | 2.00 | 2 | | | | 198.80 | References GSA-026-21. In review Guam Copiers' bid response and request a copy of their response and any other documents/compendiums Guam Copiers may have submitted related to the bid. | |
| Vic Wang, EcoSolar World | | 07-Jun-21 | | 09-Jun-21 | - | 2 | 4.00 | 2 | | | | 397.60 | Who the winning vendor and price was for Requestion No. Q210900028 | |
| Aileen de Dios, JJ Global | | 08-Jun-21 | | 09-Jun-21 | - | 1 | 2.00 | 2 | | | | 198.80 | Reference GSA-023-21, copy of 1) Guahan Clean Master1 bid packet submission relating to GSA-023-21, full bid packet containing all submission from Page 1 to last page; 2) Total Chemical Resources bid packet submission relating to GSA-023-21; full bid packet containing all submission from Page 1 to last page | |
| Jae Seung Park, Pacific Produce Corporation | | 08-Jun-21 | | 10-Jun-21 | - | 2 | 4.00 | 2 | | | | 397.60 | Request for Bid Abstract for GSA-026-21 | |
| Cherry Soifano, MD Wholesale | | 11-Jun-21 | | 14-Jun-21 | - | 3 | 6.00 | 2 | | | | 596.40 | Request for Bid Abstract for GSA-047-20 | |
| Anawer James, JWS Refrigeration & A/C Ltd | | 21-Jun-21 | | 23-Jun-21 | - | 2 | 4.00 | 2 | | | | 397.60 | Who was awarded to Q211300059 | |
| Juan-Carlos S. Pangelinan, Guahan Ventures Inc, dba TURFCO | | 23-Jun-21 | | 24-Jun-21 | - | 1 | 2.00 | 2 | | | | 149.53 | Award information for RFQ2100219 / Q210280170 - Golf Cart (emergency) | |
| Juan-Carlos S. Pangelinan, Guahan Ventures Inc, dba TURFCO | | 24-Jun-21 | | 25-Jun-21 | - | 1 | 2.00 | 2 | | | | 198.80 | PROTEST of Requestion #Q210280170 - RFQ21002179 | |
| Razzano Walsh & Torres, PC | | 25-Jun-21 | | 28-Jun-21 | - | 3 | 6.00 | 2 | | | | 566.40 | The entire procurement record for Quotation (REQ) 21002179 - Guahan Ventures, Inc. dba TURFCO | |
| Henry Wood, The POST Guam | | 01-Jul-21 | | 06-Jul-21 | - | 5 | 10.00 | 2 | | | | 994.00 | Any and all documents related to RFQ21001670 for the Requestion Q210810010; any and all documents relative to the award of RFQ21001670 for the Requestion No. Q210810010; any and all email/writer/fax communication related to RFQ21001670 for the Requestion Q210810010 | |
| Frank Cabe, MEGAbyte | | 06-Jul-21 | | 09-Jul-21 | - | 3 | 6.00 | 2 | | | | 566.40 | Request for Bid Abstract for GSA-025-21 | |
| Razzano Walsh & Torres, PC | | 28-Jun-21 | | 29-Jun-21 | - | 1 | 2.00 | 2 | | | | 198.80 | Copies of the entire procurement record for GSA-029-21 | |
| Vic Wang, EcoSolar World | | 19-Jul-21 | | 26-Jul-21 | - | 7 | 28.00 | 1 | | | | 757.40 | Who the winning vendor and price was for Requestion No. Q210900048 | |
| Razzano Walsh & Torres, PC | | 19-Jul-21 | | 30-Jul-21 | - | 9 | 18.00 | 2 | | | | 1,769.20 | Entire procurement record for GSA-029-21. Attachments are additional documents with regard to the June 28, 2021 FOIA letter that GSA responded to via email on 6/29/21. | |
| Razzano Walsh & Torres, PC | | 30-Jul-21 | | 05-Aug-21 | - | 6 | 12.00 | 2 | | | | 1,192.80 | All documents related to any procurements for locally caught frozen geckos issued in 2019 and 2020 | |
| George Icao, JMI-Edson | | 11-Aug-21 | | 12-Aug-21 | - | 1 | 4.00 | 1 | | | | 108.20 | Request for Copy of Bid Abstract for GSA-047-20 | |
| Frank Cabe, MEGAbyte | | 18-Aug-21 | | 20-Aug-21 | - | 2 | 8.00 | 1 | | | | 218.40 | Request for Copy of Bid Abstract for GSA-036-21 | |