



# Judiciary of Guam

Administrative Office of the Courts  
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HON. ROBERT J. TORRES  
CHIEF JUSTICE

HON. ALBERTO C. LAMORENA, III  
PRESIDING JUDGE

DANIELLE T. ROSETE, ESQ.  
ADMINISTRATOR OF THE COURTS

May 29, 2025

## **MEMORANDUM:**

To: All Prospective Offerors

From: Administrator of the Courts

Subject: **Amendment No. 1**  
**Re: RFP 25-07; Develop and Implement a Public Awareness Campaign for Mental Health Court**

Below are responses to questions submitted to my office.

1. Exhibit B – Scope for Services: Print Ad Media (I-4), how many designs are needed per item listed (brochure, magnet, banner)?

**Response:**

- a) 1 Design for Brochure and Banner
- b) 2 Designs for Magnets (1 to advertise the Mental Health Court and 1 to list available resources.)

**All designs should follow the same “theme” to be consistent.**

2. Exhibit B-Scope of Services Social Media Ad (II-1): What format and location of ads are meant for “Web” (e)?

**Response: JPEG format and the location would be the news sources in Guam through their website.**

3. Exhibit C: Pricing Sheet, the item numbers do not match the list of activities and deliverables under Exhibit B: Scope of Services

**Response: See Revised Exhibit C- Pricing Sheet. Please ensure to use this revised Exhibit C when submitting bids.**

4. Attachment G looks incomplete.

**Response: Attachment G is the same document in Exhibit A: General Terms and Conditions, items no. 30 and 31. Bidders may use Attachment G or the last page of Exhibit A, and attach to the proposals.**

5. Section VIII: Contents of Proposal, seeking clarification on letter K to “submit three (3) pricing.”

**Response: Section VIII (K) does not apply to this RFP and will be deleted.**

6. Section VIII: Contents of Proposal, on letter J, seeking clarification on what solutions are being asked to demonstrate.

**Response: Section VIII (J) does not apply to this RFP and will be deleted.**

7. Pre-proposal conference & site visit: Is there a scheduled date and time?

**Response: The Judiciary is conducting a pre-proposal conference on June 3, 2025 at 11am in the AOC Conference Room, Guam Judicial Center 1<sup>st</sup> floor in Hagåtña.**

The deadline to submit proposals is changed from June 6, 2025 at 10am, Guam Standard Time, to June 16, 2025 at 2pm, Guam Standard Time.

**Please be reminded that this Amendment shall be acknowledged in your proposals. Failure to acknowledge this Amendment No. 1 may result in disqualification from this RFP.**

Should you have any questions please contact the Procurement office at (671) 300-7994/475-3212/3175 or email at [mantonio@guamcourts.gov](mailto:mantonio@guamcourts.gov) and [kperez@guamcourts.gov](mailto:kperez@guamcourts.gov).



DANIELLE T. ROSETE

cc: RFP File

**“REVISED” EXHIBIT C**  
**(RFP 25-07)**  
**Pricing Sheet**

By submitting the price below and signing this RFP, Offeror declares that the instructions, requirements and specifications contained herein have been carefully examined and are fully understood and that Offeror agrees to furnish all labor, materials, tools, supervision, equipment, and to sustain all expenses incurred in performing the work, including bond and insurance fees, in strict accordance with the details and specifications which are made a part thereof at the following prices offered by Offeror. Offeror further agrees to complete the services within the completion time specified herein. **Pricing shall be subject to negotiations.**

Proposals submitted for this RFP shall include but are not limited to project scope, project timeline, material list and manufacturer's data sheets. Price proposal shall have an itemized listing of all cost associated with the project. Offerors may submit its own pricing sheet and attach to the proposal, or use the table below.

Item no.	Description	Qty.	TOTAL AMOUNT
1.	<b>Creation/Production Services: Social Media Ad</b> (See Scope of Services for details)	1 Job	\$ _____
2.	<b>Creation/Production Services: Radio Ad</b> (See Scope of Services for details)	1 Job	\$ _____
3.	<b>Creation/Production Services: Video Ad</b> (See Scope of Services for details)	1 Job	\$ _____
4.	<b>Creation/Production Services: Print Media Ad</b> (See Scope of Services for details)	1 Job	\$ _____
5.	<b>Media Spots: Social Media Ad</b> (See Scope of Services for details)	1 Job	\$ _____
6.	<b>Media Spots: Radio Ad</b> (See Scope of Services for details)	1 Job	\$ _____
7.	<b>Printing Services: Brochures</b> (See Scope of Services for details)	1 Job	\$ _____
8.	<b>Printing Services: Magnet</b> (See Scope of Services for details)	1 Job	\$ _____
9.	<b>Printing Services: Banner</b> (See Scope of Services for details)	1 Job	\$ _____
<b>Grand Total:</b>			\$ _____