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### **TRANSMITTAL SHEET**

**TO:** Prospective Bidder

**FROM:** Hospital Materials Management Administrator

**DATE:** December 19, 2025

**SUBJECT:** **GMHA RFP 001-2026 Revenue Cycle Management Services**  
**Amendment No. 8**

**PAGES:** 4 including cover sheet and attachment

**NOTES:**

An acknowledgement via a return email would be appreciated as soon as possible.

**DATE / VENDOR ACKNOWLEDGEMENT**

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# GUAM MEMORIAL HOSPITAL AUTHORITY

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AMENDMENT #8  
GMHA RFP 001-2026  
REVENUE CYCLE MANAGEMENT SERVICES  
DECEMBER 19, 2025

This amendment is to provide the Secure RFP Submission Guide in response to clarifications submitted from DIJINATION LLC.

**Question:** Submission of Proposals - Will GMHA accept secure file-transfer submissions for large files exceeding email size limits?

**GMHA Response (Amendment #7):** Yes. The instructions will be sent to everyone.

## Guam Memorial Hospital Authority (GMHA) - Secure RFP Submission Guide

### Purpose

To ensure the confidentiality, integrity, and timely receipt of all vendor submissions, GMHA requires that all Request for Proposal (RFP) documents be submitted through a secure, encrypted file-transfer method. This guide outlines the approved process.

### 1. Approved Secure File-Transfer Method

GMHA accepts submissions through the following encrypted file-transfer services:

**TransferNow (Recommended)**

A secure, no-account-required service that supports password protection and link expiration.

Website: <https://www.transfernnow.net>

**Smash (Alternative Option)**

A secure, no-account-required service with no file-size limits.

Website: <https://fromsmash.com>

Vendors may choose either option. Both provide encrypted upload and download, temporary storage, and optional password protection.

### 2. Submission Requirements

#### A. File Formats

Accepted formats include:

- PDF

- Excel (XLSX)
- Word (DOCX)
- ZIP archives for multiple files

## **B. File Naming Convention**

Please use the following format:

**RFP-[RFP Number]-[Vendor Name]-Submission**

Example:

**RFP-2025-004-ABC Solutions-Submission**

## **C. Password Protection (Required)**

Vendors must password-protect their uploaded file(s).

- Include the password in a **separate call or email** to the GMHA point of contact.
- Do **not** include the password in the file-transfer link.

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## **3. How to Submit Your Files**

### **Step 1 — Upload Your Files**

Using TransferNow or Smash:

- Upload your RFP submission package.
- Set link expiration to **at least 7 days**.
- Enable password protection.
- Generate a secure download link.

### **Step 2 — Email GMHA**

Send an email to the designated GMHA RFP contact with:

- Your company name
- RFP number
- Secure download link
- Contact person for follow-up and password provision

### **Step 3 — Call with or Send Password Separately**

Call RFP contact with or Send a second email containing only the password for your submission.

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## **4. Submission Deadline**

All submissions must be received by GMHA **no later than the deadline stated in the RFP**.  
Late submissions will not be accepted.

## 5. Confirmation of Receipt

GMHA will send an acknowledgment email within **one business day** confirming that your submission link was received. A separate confirmation will be sent once the files are successfully downloaded and verified.

Please acknowledge receipt of this Amendment by signing and sending it back to Materials Management via email to [materials.mgmt@gmha.org](mailto:materials.mgmt@gmha.org).

If you have any questions, please feel free to address your letter to Joleen M. Aguon, MD and email it to Materials Management at [materials.mgnt@gmha.org](mailto:materials.mgnt@gmha.org).

Sincerely;

*for* *you*  
DOLORES PANGELINAN  
Hospital Materials Management Administrator

#### ACKNOWLEDGMENT:

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**PRINT NAME**

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**SIGNATURE** **DATE**