



# GHURA

Guahan Housing and Urban Renewal Authority  
 Aturidat Ginima' Yan Rinueban Siudad Guahan  
 117 Bian Venida Avenue, Sanjiana, GU 96910  
 Phone: (671) 477-9851 · Fax: (671) 300-7565 · TTY: (671) 472-3701



## RFP-GHURA-25-001 On-Site Employee Technical Training Response to Inquiries No. 4

This Addendum and Response to Request for Information (RFI) is issued to modify the previously issued bid documents and/or given for informational purposes and to the extent the responses below modify the bid documents, please treat them as an amendment to the Bid. The following responses are in response to RFIs received from potential bidders on March 20, and 22, 2025.

REF:	QUESTION/ INQUIRY AS SUBMITTED:	GHURA RESPONSE:
<b>Questions from March 20, and 22, 2025.</b>		
1.	Pre-Assessment for Public Housing – page 12: In prior RFPs, there has been a call for pre-assessments for nearly all courses. Just to clarify, are pre-assessments only expected for Scope #3: Public Housing, or will all scopes need them?	<p>#1. * In previous RFPs, pre-assessments were conducted by providing pre-tests. This RFP takes a different approach between the pre-test and the Pre-Assessment Audit.</p> <p>* Pre-tests will be administered at all training modules listed in Scopes 1 through 5 to measure the employee’s knowledge of the training modules. (The number of people attending the training modules is required to take the pre-tests.)</p> <p>* The Pre-Assessment Audit will be conducted only for Scope #3: Public Housing.</p> <p>* The pre-tests will be used as the benchmark for the Pre-Assessment Audit to provide a training curriculum for the employees covered under Public Housing.</p>
2.	Post Assessments & Certification Testing – page 12: Throughout the Scopes, GHURA has provided the number of people attending who will need certification testing and noted when no certification is needed. For the courses	<p>#2. * This RFP is taking a different approach between post-assessment and certification testing. The post-assessment is a separate function from the certification testing.</p>



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	<p>indicating no certification exam or for the number of people attending the course but not taking the certification exam, do we need to plan for a post-assessment for those?</p> <p>3. The RFP is titled "All or None." Does this mean that we must bid on all classes, or can we bid on only some classes?</p> <p>4. Our HCV Specialist class is 5 days, but the RFP says it must be 7-10 days. Can you explain why the extra days are necessary? They will significantly increase the cost of the class.</p> <p>5. Do these classes need to be customized for GHURA policies? Because there are so many classes required, we would be unable to customize them.</p>	<p>* Post-assessments (post-test) will be administered at all training modules listed in Scopes 1 through 5. (The number of people attending the training modules is required to take the post-assessments.)          The post-assessments (post-test) will be compared against the pre-tests to measure the employee's job knowledge and the effectiveness of the training. This is the Post Assessment Audit.</p> <p>* For training modules requiring certification testing, the vendor will administer the certification testing to the number of people listed to take the test.</p> <p>#3. A bid is required for all training modules listed in the RFP. Vendors are welcome to team up with other companies.</p> <p>#4. Although cost may play a factor, GHURA wants to ensure that our staff fully comprehend the training module and can have their questions answered. We feel this approach will enhance staff training retention. Perhaps 5-6 days of full classroom instruction, and testing on the 6th or 7<sup>th</sup> day.</p> <p>#5. Classes do not need to be customized for GHURA policies. However, GHURA provided estimated times for each training course.</p> <p>GHURA will review each vendor's training proposal for the courses. GHURA anticipates that these courses be scheduled throughout the year.</p>
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Bidders are also notified to visit GHURA website: [www.ghura.org](http://www.ghura.org) to ensure that addenda to the bid, answers to questions, and reminders are communicated to all bidders throughout the solicitation process.

03/25/2025

Date:

Kimberly K. Bersamin

Kimberly K. Bersamin, DBA, SPHR, SHRM-SCP  
Human Resources Administrator

CONCURRED:

03/25/2025

Date:

Elizabeth F. Napoli

Elizabeth F. Napoli  
Executive Director