



GHURA

Guam Housing and Urban Renewal Authority
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Date: Monday, February 24, 2025

Time: 09:00 a.m.

Subject: Pre-Proposal Meeting: RFP GHURA-25-001 On-Site Employee Technical Training

Non-Mandatory

Conducted: GHURA Procurement Office.

Items to be discussed:

I.

a. RFP Date of Issuance:

- February 17, 2025

b. Pre-Proposal Meeting:

- Monday, February 24, 2025 at 09:00 a.m.

c. Questions and Requests for Clarifications, Due no later than:

- Friday March 07, 2025

d. Answers and clarifications provided by GHURA:

- Friday March 14, 2025

e. Proposal Due date submittal:

- Wednesday March 26, 2025 at 2:00 p.m.

II.

a. Evaluation Criteria

III.

Scope of Services:

Scope #1. Administration

a. Customer Service

b. Fair Housing and Reasonable Accommodation

c. HOTMA Highlights, Programmatic Changes, Policy Impact

d. Supervision and Management



Scope of Services:

Scope #2. Section 8 Housing Choice Voucher (HCV) Program.

- a. Comprehensive Housing Specialist- Intake, Occupancy, and Rent Calculation Essentials
- b. Project-Based Voucher (PBV) Management
- c. National Standards for the Physical Inspection of Real Estate (Inspire) for Section 8 Housing Choice Voucher (HCV)/Rent Reasonableness.
- d. Informal Reviews and Hearings.
- E. Family Self- Sufficiency Training.
- F. Executive Management Training.
- G. HCV Financial Management.

Scope of Services:

Scope #3. Public Housing Program (Asset Management)

- a. Public Housing Specialist-Occupancy, Eligibility, Income, and Rent Calculation.
- b. Public Housing Management.
- c. Informal Reviews and Grievance Hearings.
- d. Public Housing Maintenance.
- E. Public Housing Assessment System (PHAS).
- F. National Standards for the Physical Inspection of Real Estate (Inspire) for Public Housing.
- G. Capital Fund Program.

Scope of Services:

Scope #4. Operational and Financial Management.

- a. Procurement and Section 3.
- b. Asset Management and Central Office Cost Center.
- c. Public Housing Operating Fund.
- d. HUD Reporting Systems.
- e. HCV Financial Accounting and Reporting.
- f. VMS Calendar Year Reconciliation.



g. Effective Internal Controls.

Scope of Services:

Scope #5. Community Development.

- a. Home Investment Partnerships Program (HOME) Fundamentals.
- b. Home Project Requirements-Utilizing a Current Project.
- c. Home Rental-Utilizing a Current Project.
- d. Home Homeownership.

Cost Proposal, based on the following;

- Scopes 1,2,3,4, and 5.