

GHURA

Guahan Housing and Urban Renewal Authority
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RFP GHURA-26-001- CDBG-DR Grants Management Software Response to Inquiries No. 1

This Addendum and Response to Request for Information (RFI) is issued to modify the previously issued RFP documents and/or given for informational purposes and to the extent the responses below modify the RFP documents, please treat them as an amendment to the RFP. The following responses are in response to RFIs received from potential bidders on November 18, 2025 and November 19, 2025.

REF:	QUESTIONS/ INQUIRIES AS SUBMITTED:	GHURA CDBG-DR RESPONSE:
Questions/Inquiries from November 18, 2025 and November 19, 2025		
1.	Section II Desired Qualification and Evaluation Criteria – 2 Qualifications – To ensure accurate responses, can GHURA clarify whether the preferred qualifications on page 5 related to inspections, environmental reviews, and compliance refer to hands-on delivery of these services, or whether experience providing technology that supports these functions would meet the requirement? Since this procurement is for a system of record, it seems the latter may be the intended focus.	The preferred qualifications related to inspections, environmental reviews, and compliance refer to experience in providing technology that support these functions.
2.	Section IV General Terms and Conditions – C. Submission of Cost Proposal – The RFP requires the Cost Proposal to be submitted in a separate sealed envelope. Given the geographic constraints of Guam and the potential	GHURA-CDBG-DR stands firm with submission of sealed envelope as electronic files are not protected.



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<p>3.</p>	<p>delays with physical shipment, will GHURA allow the Cost Proposal to be submitted electronically via email in a separate, clearly labeled digital file?</p> <p>Section IV General Terms and Conditions – S & T – The RFP requires one original hard copy, three hard copies, and an encrypted USB drive delivered to the GHURA office. With the approaching holidays and limited carrier availability to Guam, would GHURA allow offerors to submit the required materials electronically via email (PDF format), in lieu of physically shipping paper copies and a USB drive? This would ensure timely receipt and eliminate the risk of delayed delivery.</p>	<p>GHURA-CDBG-DR stands firm with One (1) original hard copy, three (3) complete hard copies, and one (1) electronic copy of the RFP must be submitted, including all addenda, amendment, if any.</p>
<p>4.</p>	<p>AFFIDAVIT DISCLOSING OWNERSHIP, INFLUENCE, COMMISSIONS AND CONFLICTS OF INTEREST – The disclosure affidavit also asks for the name of any person receiving compensation for assisting in obtaining business related to this RFP. Can GHURA confirm that this refers only to external agents or lobbyists—not to internal employees whose compensation is part of their regular job duties?</p>	<p>GHURA-CDBG-DR Disclosure Affidavit includes external, internal and lobbyists.</p>
<p>5.</p>	<p>Contractor Certification to Efforts to Fully Comply with Employment and Training Provisions of Section 3</p>	<p>GHURA-CDBG-DR stands firm with Section 3 Provision of 24CFR 75 as this is part of HUD's requirement.</p>



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	<p>Provisions of 24CFR 75 – We do not have any written agreements with subcontractors or person who is not employed and trained at our company. Will GHURA consider waiving this requirement if the contractor can demonstrate how we support Section 3 business concerns both internally and externally?</p> <p>6. Special Terms & Conditions – Would GHURA prefer a redlined version of the Terms & Conditions, or a list of exceptions?</p> <p>7. Could GHURA please outline or prioritize the key functional capabilities it expects from the Grants Management Software, for example:</p> <ul style="list-style-type: none"> ● application intake and eligibility review ● document management, versioning and generation ● multi-funding source and project tracking ● program and fiscal tracking ● monitoring and compliance tracking ● beneficiary and subrecipient online portals ● reporting and dashboards 	<p>GHURA CDBG-DR stands firm with Section V Special Terms & Conditions, Page 14 Request for Proposal.</p> <p>Due to the timeline of expenditure of funds, we would like the key functional capabilities to be live and established. We would be prioritizing vendors whose Grants Management Software are ready to go live once awarded.</p>
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<p>8.</p> <p>9.</p>	<p>● Indicate which capabilities are considered mandatory at initial go-live versus desirable for later phases</p> <p>Could GHURA provide a brief description of the minimum system capabilities it expects the Grants Management Software to provide to support each of the following areas:</p> <ul style="list-style-type: none"> ● damage inspections ● subrecipient monitoring and compliance ● environmental reviews ● Davis-Bacon and Section 3 monitoring <p>In particular, it would be helpful to understand the key data elements, workflow/status tracking, and reporting outputs the system must support for each.</p> <p>For damage inspections related to CDBG-DR projects, does GHURA expect the Grants Management Software to:</p> <ul style="list-style-type: none"> ● support scheduling of inspections and assignment to users ● record inspection results (findings, notes, and attachments such as photos or documents) 	<p>Damage inspections – automation of determining duplication of benefits from F.E.M.A, be able to list damages that were the result from Typhoon Mawar, Mobile tools to conduct inspections, Able to document photos, Provide cost estimates</p> <p>Subrecipient monitoring and compliance – Manage subrecipient data, subrecipient is able to upload and store documents related to the grant, be able to communicate with GHURA staff, Track budgets</p> <p>Environmental reviews – Ability to track the process or workflow for each project that is related to environmental review</p> <p>Davis-Bacon and Section 3 Monitoring – Contractors and developers are able to upload reports related to Davis-Bacon and Section 3</p> <p>We expect the Grants Management Software to assist in supporting the schedule of inspections and assignment to users, record inspection results, track inspection- related statuses, ability to document photos and provide cost estimates</p>
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	<ul style="list-style-type: none"> ● track inspection-related statuses against projects or applications, <p>Or will detailed inspection work primarily be performed in a separate tool, with only high-level inspection status and documents stored in the Grants Management Software?</p> <p>10. Could GHURA please describe the main user groups that are expected to log into the Grants Management Software (for example: GHURA staff, subrecipients, developers, property managers, other partners), and the primary types of actions each group should be able to perform in the system (e.g., submit applications, upload documents, respond to requests for information, review award/contract information, certify compliance, etc.)?</p> <p>11. Could GHURA please clarify which program and fiscal management functions it expects the Grants Management Software itself to support (for example: budget setup, obligations/commitments, disbursement tracking, contract/grant agreement tracking, drawdown support, and related performance metrics), and which financial functions, if any, will remain solely within GHURA-CDBG-DR's existing financial systems?</p>	<p>We are expecting the following user groups to log into the Grants Management Software:</p> <ul style="list-style-type: none"> - GHURA staff – Master access to the software - Subrecipients – Submit applications, Upload documents, Track budgets, Respond to requests for information - Program participants – Submit applications, Upload documents, Respond to requests for information, Review contract information - Contractors - Submit bids, Upload documents, respond to requests for information, Review contract information, Process change orders, Request for payment - Developers - Submit bids, Upload documents, respond to requests for information, Review contract information, Process change orders, Request for payment <p>The Grants Management Software should have the functions to support budget setup, obligations/commitments, disbursement tracking, contract/grant agreement tracking, drawdown support, and related performance metrics.</p> <p>GHURA's CDBG-DR financial system will be used as a tandem with the Grants Management Software. The financial system will be controlled and used by the Finance Team and the Grants Management Software will be controlled and used by the Program individuals.</p>
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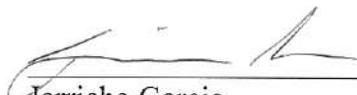
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12.	Are there any specific HUD, territorial, or internal reports or file formats that the Grants Management Software must be able to generate directly (for example, standard CDBG-DR performance or financial reports, dashboards for management, or export formats accepted by external systems)? If so, can GHURA provide examples or templates of any priority reports that should be supported by the system?	We are expecting the Grants Management to be able to produce reports of performance or financial reports, and dashboards for management. We currently do not have any specific templates as of this response.
13.	Can GHURA please describe what current systems are used to today and what processes are conducted using those systems? What improvements does GHURA envision as a result of a new system?	We currently do not have a Grants Management Software that is being utilized.
14.	How many grants are awarded each year under CDBG and under Disaster Recovery? What dollar amount do these awards represent? And what is the total number of applications received?	This RFP is only for CDBG Disaster Recovery funds. Guam was awarded \$500.8 million for the Community Block Grant – Disaster Recovery program. The total number of applications is undetermined as of this response.

Offeror's are also notified to visit GHURA website: www.ghura.org to ensure that addenda to the RFP, answers to questions, and reminders are communicated to all offerors throughout the solicitation process.

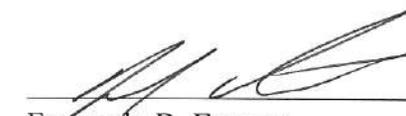
11/26/25
Date:



Jerricho Garcia
Deputy Controller

CONCURRED:

11/26/2025
Date:



Fernando B. Esteves
Deputy Director