

**GUAM MEMORIAL HOSPITAL AUTHORITY
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PHONE: 671-647-2165
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TRANSMITTAL SHEET

TO: Prospective Bidder
FROM: Hospital Material Management Administrator
DATE: March 3, 2026
SUBJECT: **GMHA RFP-003-2026** Professional Services in the Development of Lean Management
Amendment No.2
PAGES: 3 including cover sheet

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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March 3, 2026

AMENDMENT #2

GMHA RFP-003-2026

PROFESSIONAL SERVICES IN THE DEVELOPMENT OF LEAN MANAGEMENT

This amendment is in response to clarifications submitted to Materials Management.

Question: Proposal Submission - Can you confirm whether proposals should be submitted electronically, as hard copies, or both? If both, are there specific documents that must be submitted in original hard copy form?

Response: As outlined in the Sealed RFP Solicitation Instructions, Section 5 (A, B, F, & G), proposals may be submitted electronically; however, hard copies are required and must be received no later than the stated deadline.

Question: Internal Teams & Resources - For the capability building and knowledge transfer work described, which internal teams does GMHA expect to be most involved (e.g., Improvement, Quality & Risk, HR, Organizational Development & Learning)? Additionally, will GMHA provide internal resources to support the engagement, such as a project coordinator, data access, or on-site workspace?

Response:

- All internal teams will be expected to be heavily involved in this project.
- An existing GMHA employee will be assigned to support the project.
- Data access will be provided.
- On-site workspace will be coordinated with the selected offeror.

Question: Strategic Plan, Metrics & Priorities - Will the selected offeror have access to GMHA's current strategic plan and any existing dashboards or performance metrics in use? Are there specific service lines or clinical/operational areas GMHA would like to prioritize as part of this work?

Response:

- Yes, the selected offeror will have access to GMHA's current strategic plan and any existing dashboards or performance metrics in use.
- All service lines and clinical/operational areas are considered priorities as part of this work.

Question: Current Leadership & Management Practices - Could you provide a brief overview of GMHA's current leadership and daily management practices for managers, directors, and executives, as well as GMHA's experience with prior Lean or operational excellence initiatives?

Response: Daily executive huddles hosted by the Hospital Administrator/CEO; division leadership meetings vary by division; GMHA has no prior experience with Lean or Operational Excellence Initiatives.

Question: Training & Change Management Infrastructure - Does GMHA currently use a Learning Management System (LMS) for training and development? If so, what platform is used? Additionally, does GMHA follow a specific change management model, or should the selected offeror propose an approach?

Response:

- GMHA currently utilizes the MCN LMS for training and development.
- The selected offeror should propose an approach.

Question: Conflict of Interest Documentation - If an offeror has no conflicts of interest as defined in Section 1.13(A), is submission of the notarized *Affidavit Disclosing Ownership, Influence, Commissions and Conflicts of Interest* (pages 50– 53 of the RFP) sufficient, or is a separate notarized document required?

Response: Submission of the notarized *Affidavit Disclosing Ownership, Influence, Commissions and Conflicts of Interest* is sufficient.

Question: Budget / Cost Information - Is budget or cost information required for this submission, or to be negotiated between the Hospital Administrator/CEO (or designee) with the “best qualified offeror” after initial selection? There is no budget deliverable or scoring noted, but Box #10 on page 21 (“Offeror’s Prices”) is checked. Does this apply ONLY if selected as the best qualified offeror during negotiation, or is a project budget expected as part of this submission?

Response: Budget or cost information is required upon selection as the best qualified offeror.

Question: If electronic submittal is permitted per section B, must we also submit hard copies per section A?

Response: Please refer to the Sealed RFP Solicitation Instructions, Section 5 (A, B, F, & G). Proposals may be submitted electronically; however, hard copies are required and must be received no later than the stated deadline.

The current bid submission deadline is Wednesday, March 11, 2026, at 4:00 p.m. However, to facilitate open competition, we have granted an extension.

Please acknowledge receipt of this amendment by signing and returning it to Materials Management via email to 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 the Materials Management department at materials.mgmt@gmha.org.

Sincerely,



DOLORES PANGELINAN
Hospital Materials Management Department

ACKNOWLEDGMENT:

PRINT NAME (VENDOR)

SIGNATURE

DATE