April 6, 2023

Memorandum

From: Amanda Francel Blas, Associate Director
Global Learning and Engagement, University of Guam

Subject: MARKET RESEARCH: PROFESSIONAL DEVELOPMENT SERVICES FOR EDUCATORS: COACHES AND MENTORS

Hafa Adai!

The University of Guam Global Learning and Engagement (‘‘UOG GLE’’) is conducting market research for the following:

PROFESSIONAL DEVELOPMENT SERVICES FOR EDUCATORS: COACHES AND MENTORS

Specifications are as follows:

FOR COACHING PROFESSIONAL DEVELOPMENT
- Facilitation of twelve (12) 3-hour virtual learning sessions on the field of coaching
- Provide access to an online platform for asynchronous and collaborative learning
- Facilitate two (2) virtual sessions on instructional coaching
- Provide twenty (20) hours of small-group or personalized consultation support for participants upon completion of trainings
- Provide resources aligned with coaching professional development
- Estimated number of participants: 26

FOR MENTORSHIP PROFESSIONAL DEVELOPMENT
- Facilitation of sixteen (16) 3-hour group learning sessions on the field of mentorship
- Facilitation of two (2) 3-hour learning sessions for educators on supporting effective mentorship programs
- Customization of professional development resources and assessments aligned with mentorship programs
- Thirty (30) hours of virtual support “check ins” with small groups for a total of 12 sessions
- Provide access to an online platform for asynchronous and collaborative learning
- Estimated number of participants: 60

Response is due no later than Friday, April 14, 2023 at 5 p.m.
### For Vendor Use

<table>
<thead>
<tr>
<th>Vendor Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quotation Amount:</td>
</tr>
</tbody>
</table>

By signing below, the vendor certifies that they are able to provide the services based on the above specifications.

<table>
<thead>
<tr>
<th>Authorized Representative’s Name:</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Authorized Representative’s Title:</th>
</tr>
</thead>
</table>