

QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM

Topic #	Question	Answers
Contract	<p>1</p> <p>The RFP says: "The period of performance for endeavors related to the Available Funding is five (5) years from the date(s) specified in the NOFO"</p> <p>Is there any estimated duration of the contract resulting from this RFP?</p>	<p>We are seeking a Grant Administrator to oversee the entire funding period, ensuring compliance, reporting, and effective management of the Capacity Grant Program. While the anticipated duration aligns with the five-year funding period, the final contract terms, including duration, will be subject to negotiation after proponent selection.</p>
	<p>2</p> <p>Will the contract have renewal options beyond the initial performance period?</p>	<p>The contract renewal will be contingent upon the performance period and the closeout stage as determined by the relevant federal entity. Any extension beyond the initial term will be subject to applicable regulations and funding availability.</p>
	<p>3</p> <p>What is the estimated timeline for contract award after proposals are submitted?</p>	<p>The estimated timeline for contract award will depend on the number of proposals received, the duration of the evaluation process, and the time required for contract negotiations. An approximate timeframe will be 45-60 days.</p>

QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM

Topic #	Question	Answers
4	Will the Grant Administrator have a transition period, or is immediate implementation required after the award?	The Grant Administrator will be required to begin immediate implementation upon contract award, as there is no designated transition period. However, PRBP will provide an onboarding process to ensure alignment with program objectives, compliance requirements, and operational expectations.
5	What is the anticipated start date of the performance of the contract?	The anticipated start date of contract performance will be upon contract signing, in coordination with Puerto Rico Broadband Program (PRBP) personnel.
6	What are the eligibility criteria the Grant Administrator must follow when evaluating applications?	The Grant Administrator must evaluate applications in accordance with Federal Guidance provided for the Digital Capacity Program, as well as the program's guidelines and requirements, ensuring full compliance with all applicable federal, state, and program-specific regulations.
7	Is the Grant Administrator responsible for ensuring regulatory, legal, and environmental compliance?	<p>Yes, the Grant Administrator is responsible for ensuring regulatory, legal, and environmental compliance. As stated in Section 2.2 of the RFP:</p> <p>"Provide assistance in the administration of the grant application process, including but not limited to: ((vi) ensuring regulatory, legal, and environmental compliance of proposed grant projects."</p>

Requirements

QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM

Topic #	Question	Answers
Eligibility & Compliance	8 Will the Grant Administrator be required to provide direct technical assistance to subgrantees for regulatory and financial compliance?	Yes, the Grant Administrator will be required to provide direct technical assistance to subgrantees to ensure regulatory and financial compliance, in accordance with program requirements and applicable regulations.
	9 Is a specific NTIA compliance certification required, or is general knowledge of 2 CFR 200 sufficient?	The only mandatory certifications are career-specific licenses or certifications that confirm adherence to industry standards (e.g., an attorney must have passed the bar). While additional licenses and certifications are preferred and demonstrate expertise in the field, they are not required. General knowledge of 2 CFR 200 is expected.
	10 What are the eligibility and certification requirements for financial and compliance specialists?	Licenses and certifications are highly encouraged, as they demonstrate expertise and experience in the field. However, they are not mandatory for financial and compliance specialists.

QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM

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11	<p>Will the Grant Administrator be involved in setting policy recommendations for grant allocations, or is that solely the Government Parties' responsibility?</p>	<p>The Grant Administrator will provide policy recommendations as requested by PRBP. As referenced in Section 2.2 of the RFP under Grant Administration Services:</p> <p>"Assist the Government Parties in the development of a transparent and competitive grant allocation process and solicited proposal mechanism in accordance with relevant regulations."</p> <p>"Assist the Government Parties in the creation of enduring public policy and partnerships with public (federal and local) and private stakeholders to ensure broadband expansion, long-term commitment, and accountability among stakeholders to maintain quality service levels."</p> <p>Therefore, while the Government Parties retain ultimate responsibility, the Grant Administrator will play a key role in developing policy recommendations and processes related to grant allocations.</p>

QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM

Topic #	Question	Answers
12	<p>Will the Grant Administrator be responsible for tracking disbursement schedules, or is that managed by another department?</p>	<p>The Grant Administrator will be responsible for tracking disbursement schedules. According to Section 2.2 of the RFP, Grant Administrator Services include:</p> <p>"Provide Grant Administrator Services for the PRBP, including, but not limited to, the following areas: (vii) program disbursement(s) & financial management"</p> <p>Additionally, the Grant Administrator is required to:</p> <p>"Provide assistance in the development of a performance-based disbursement plan and support the Government Parties in disbursing funds to selected subgrantees pursuant to the Executive Committee's established guidelines and regulations applicable to the PRBP, as well as any disbursement guidelines established by the Government Parties."</p> <p>Thus, tracking and managing disbursement schedules is a core responsibility of the Grant Administrator as part of their financial management duties.</p>

QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM

Topic #	Question	Answers
Grant Administration & Responsibilities	13 Will the Grant Administrator be responsible for developing new grant application procedures or just assisting with existing ones?	<p>The Grant Administrator will be responsible for both developing new grant application procedures and assisting with existing ones. According to Section 2.2 of the RFP, Grant Administrator Services include:</p> <p>"Provide Grant Administrator Services for the PRBP, including, but not limited to, the following areas: (ii) development of program procedures."</p> <p>Thus, the Grant Administrator will play a key role in establishing, refining, and managing grant application procedures to ensure alignment with program requirements and regulatory guidelines.</p>
	14 What are the Key Performance Indicators (KPIs) that will be used to evaluate the Grant Administrator's performance?	<p>The Key Performance Indicators (KPIs) to measure the Grant Administrator's performance are based on the Grant Administrator Services outlined in the RFP and aligned with the responsibilities defined within the document. Additionally, the specific KPIs may be further refined or supplemented as agreed upon in the final contract to ensure they fully reflect the expectations and objectives of the grant administration process.</p>
	15 How many subgrantees are expected to be managed under this program?	<p>The Government does not have an estimated number of subgrantees anticipated for funding under this program at this time.</p>

QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM

Topic #	Question	Answers
16	<p>Does PRBP have an existing policy for fund retention or penalties in case of subgrantee non-compliance?</p>	<p>PRBP's policy for fund retention and penalties related to subgrantee non-compliance is currently under development. However, PRBP's approach to managing subgrantee non-compliance is typically addressed through contractual mechanisms rather than a separate overarching policy.</p> <p>In practice, PRBP incorporates termination clauses and default provisions within its contracts with subgrantees. These clauses are designed to protect PRBP's interests and enable the agency to take corrective actions, including the potential recovery of funds, in the event of non-compliance by a subgrantee.</p> <p>Additionally, local law allows the government to recoup any funds expended without complying with the grant agreements or other applicable regulations.</p>

QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM

Topic #	Question	Answers
17	<p>Will the Grant Administrator be responsible for managing or distributing funds to subgrantees, or will the government handle disbursements? 2.2 11</p>	<p>The Government will be responsible for handling disbursements, while the Grant Administrator (GA) will be responsible for evaluating and recommending payments for subgrantees. Refer to Section 2.2 of the RFP:</p> <p>"Conduct handoff procedures for performance-based disbursement agreements as established in subgrantee's contracts, including, as necessary, technical training and legal transfer of oversight responsibility to the successor entity."</p> <p>Additionally, the Grant Administrator will manage and support the disbursement process by ensuring compliance with program guidelines and financial regulations. Refer to Answer 12 for further details.</p>

QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM

Topic #	Question	Answers
18	What level of decision-making authority does the Grant Administrator have in managing subgrantees?	Based on Section 2.2 of the RFP, the Grant Administrator will have substantial oversight and input in managing subgrantees, particularly in monitoring compliance, reporting, and financial management. However, final decision-making authority remains with the Government Parties, especially regarding grant awards, policy determinations, and enforcement of compliance requirements
19	Will the Grant Administrator be required to develop cost estimates or budgets?	Yes, the Grant Administrator will be required to develop cost estimates and budgets as needed to support grant administration, financial planning, and compliance with program requirements.
20	Will the Grant Administrator be responsible for developing policy and procedure manuals for subgrantees, or are there existing documents to be used?	The PRBP has overall implementation policies in place; however, the Grant Administrator may be required to develop additional policy and procedure manuals for specific cases as needed to ensure compliance and effective program execution.
21	What agencies will the Administrator need to report to?	To the Puerto Rico Office of Management and Budget, referenced in Section 1.1 of the RFP, pursuant to Executive Order No. OE-2022-040, referenced in Section 1.5 of the RFP.

QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM

Topic #	Question	Answers
22	How frequently are monitoring reports expected to be submitted?	As indicated in Section 2.4 – Key Deliverables of the RFP, the Grant Administrator is required to submit quarterly reports on the rendered Grant Administrator Services. However, the frequency of submission may be subject to adjustment or supplemented by additional reporting requirements as mutually agreed upon in the final contract, allowing for flexibility to meet specific program needs or contractual obligations.

QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM

Topic #	Question	Answers
23	<p>What are the key performance indicators (KPIs) that should be included in the monitoring reports?</p>	<p>As stated in Section 2.2 of the RFP, the Grant Administrator is responsible for monitoring ongoing subgrantee projects to ensure contract and regulatory compliance, including the tracking of key performance indicators (KPIs). The RFP specifies: "Monitor ongoing subgrantee's reporting, data collection, and other accountability measures to ensure that funded projects deliver the promised services (key performance indicators) as well as evaluate overall progress towards identified goals."</p> <p>The Grant Administrator will develop these KPIs in collaboration with PRBP. However, based on the program's objectives, potential KPIs may include: Participation Rates, Completion Rates, Digital Literacy Improvements, User Satisfaction Levels, Engagement Levels, Progress Towards Goals.</p>

QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM

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Reporting & Monitoring Requirements 24	<p>What format will be required for reporting? (i.e. Excel, PowerPoint, custom database, etc.)</p> <p>Are there existing formats or templates that the Grant Administrator will have to use?</p>	<p>The RFP specifies that deliverables, including reports, should be submitted in editable formats. Referring to Section 2.4 – Key Deliverables: "Deliverables shall be in an editable format such as Word, Excel, PowerPoint, Adobe Illustrator, Photoshop, InDesign, or Visio and/or other formats."</p> <p>While existing formats or templates may not be explicitly defined, the Grant Administrator may need to develop or propose their own reporting formats in collaboration with the Government Parties. As referenced in the same section: "Selected Respondent shall outline the types of Deliverables and timelines they produce, in performing the services being procured through this RFP, as assigned by the Government Parties (through Task Orders, or otherwise, as applicable)."</p>

QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM

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26	What will be the required frequency of financial and performance reports?	<p>The required frequency of financial and performance reports for the Digital Equity Capacity Grant Program is primarily annual, as mandated by the Notice of Funding Opportunity (NOFO). Grant recipients are expected to submit annual reports detailing program progress, effectiveness, and compliance with performance objectives. Additionally, recipients must comply with the National Telecommunications and Information Administration's (NTIA) reporting requirements, which may include evaluation reports, financial reports, and performance technical reports. While annual reporting is the minimum requirement, the specific frequency of these reports may be further defined by the Government Parties or stipulated in the grant agreement.</p>
27	What audit and oversight mechanisms does PRBP plan to implement for fund control?	<p>Per the RFP the Grant Manager will be responsible for establishing the oversight mechanism of the Digital Equity Capacity Grants.</p>

QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM

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28	<p>Will the Grant Administrator need to integrate the reporting system with state or federal databases to validate subgrantee compliance?</p>	<p>Yes, the Grant Administrator will likely need to integrate the reporting system with state and/or federal databases to validate subgrantee compliance. The RFP outlines several responsibilities that indicate data validation, compliance checks, and regulatory oversight will be required.</p>
29	<p>Will the Grant Administrator be expected to provide technical support for subgrantees using the reporting platform?</p>	<p>Yes, the Grant Administrator will be expected to provide technical support for subgrantees using the reporting platform. The RFP outlines several responsibilities related to reporting, compliance, and monitoring, which indicate that the Grant Administrator must assist subgrantees in effectively utilizing the platform.</p>
30	<p>Will the contractor be responsible for developing automation tools and dashboards, or is there an existing infrastructure that requires optimization?</p>	<p>The Grant Administrator will be responsible for developing dashboards, as referenced in Section 2.2 of the RFP: "Develop dashboards and/or reports illustrating key results and progress towards identified goals."</p> <p>While the RFP does not mandate a specific automation tool, the use of automation tools to streamline grant management processes is strongly encouraged. The extent to which the Grant Administrator develops new automation tools versus optimizing existing infrastructure will be determined in collaboration with the PRBP, based on program needs.</p>

QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM

Topic #	Question	Answers
Technology & System Requirements	<p>31</p> <p>Will the government provide equipment (e.g. computers) and software for the performance of this contract, or is the expectation that all equipment and data entry is performed and hosted within the contractors' equipment and information technology infrastructure?</p>	<p>The PRBP will not provide equipment or software for the performance of this contract. The Grant Administrator is responsible for ensuring that all necessary resources, including hardware, software, and IT infrastructure, are in place to fully comply with the Scope of Work (SOW) and all requirements outlined in the RFP.</p> <p>Additionally, the contractor's infrastructure must comply with Puerto Rico's cybersecurity regulations, including the Puerto Rico Innovation and Technology Service (PRITS) standards and the Cybersecurity Law (Law 40-2024). PRBP will consult PRITS to ensure compliance before finalizing the contract.</p>
	<p>32</p> <p>What are the key expectations for data integration, automation, and visualization tools? Are there preferred platforms or security protocols (e.g., Power BI, ArcGIS, Azure, O365, Power Platform) that we should align with?</p>	<p>The PRBP does not have a preference in platforms for automation and visualization purposes. For data validation and reporting, the RFP requires interoperability between state and federal reporting platforms.</p> <p>All solutions must fully adhere to the regulations and standards established by the PRITS. This includes compliance with security protocols, data management requirements, and any other applicable technology standards mandated by PRITS.</p>

QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM

Topic #	Question	Answers
Techn	33 Are there any specific technology tools, platforms, or data formats that the government requires for grant tracking, reporting, or compliance? 1.5 7-9	For data validation and reporting, the RFP requires interoperability between state and federal reporting platforms, but it has no specific preference. Nonetheless, all platforms used by the Grant Administrator must be approved by the PRBP, PRTIS and any other Government Agency.
	34 Is there an existing government system that must be integrated, or will the selected firm be allowed to build a new platform from scratch? 1.5 7-9	PRBP does not have a preference in reporting platform. The selected firm will be allowed to build a new platform, if it meets PRITS requirements .
	35 Will there be a centralized data source? Who is responsible for its maintenance?	The Grant Administrator will have its own data source; however, to facilitate data exchange, PRBP will provide access to a designated area within the PRBP SharePoint for document and data transfers. The Grant Administrator is responsible for maintaining its data source, including the implementation of cybersecurity best practices to ensure compliance with program governance and data management policies. All data related to PRBP and the Digital Capacity Grant will be owned by PRBP.
	36 Does the PRBP have its own tools for dashboard visualization and data collection, or a new platform/reporting mechanism needs to be created for this program? If the PRBP already has something in place, please describe.	The Grant Manager will be responsible for developing their own tools for dashboards and data collection.
	37 Does PRBP already have an established platform for program tracking, or is the Grant Administrator expected to develop one?	The Grant Manager will be responsible for developing their own tools for reporting platforms, dashboards and data collection.

QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM

Topic #	Question	Answers
38	<p>What cybersecurity and data storage requirements will be required for document management?</p> <p>Are there specific templates or formats that must be used for quarterly and annual reports?</p>	<p>The Grant Manager will be responsible for developing their own templates and formats (with feedback and approval from PRBP) for quarterly and annual reports. Regarding Cybersecurity requirements, the Grant Manager must comply with Act No. 75-2019 and Act No. 40-2024.</p>
39	<p>Are there any specific cloud hosting requirements (e.g., AWS, Microsoft Azure) for grant management systems?</p>	<p>Requirements are established in Act No. 75-2019 and Act No. 40-2024.</p>
40	<p>Does the government have an existing digital literacy platform / LMS, or is there an opportunity to develop a new one? 1.5 7-9</p>	<p>PRBP does not have an existing digital literacy platform. The Grant Manager will have the opportunity to develop a new one.</p>
41	<p>Should the Grant Administrator provide long-term support and system maintenance beyond the five-year grant period? 1.3 5</p>	<p>The RFP is only for the duration of the Digital Equity Capacity Grant.</p>
42	<p>Is there a budget cap for the administrative costs associated with managing grants?</p>	<p>Yes, the State Digital Equity Capacity Grant Program imposes a cap on administrative costs. Specifically, no more than 3% of the total grant amount may be used for administrative expenses. This limitation encompasses both direct and indirect administrative costs incurred by the administering entity.</p>
43	<p>Will the contract be fixed-price, cost-reimbursable, or time-and-materials based?</p>	<p>The contract will be negotiated after the proponent is selected.</p>

QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM

Topic #	Question	Answers
Budget & Financial Requirements	44 Are there restrictions on the amount of funds that can be used for administrative costs?	Yes, under the Digital Equity Act's State Digital Equity Capacity Grant Program, there is a restriction on the amount of funds that can be used for administrative costs. Specifically, no more than 3% of the grant amount may be allocated to administrative expenses. This cap encompasses both direct and indirect administrative costs incurred by the administering entity. It's important to note that this limitation does not apply to administrative costs incurred by subrecipients; it is solely applicable to the administering entity's expenses.
	45 What is the process for requesting budget modifications or adjustments during the program?	After contract execution, the only method to modify the agreed budget amount is through a contract amendment.
	46 Is professional liability insurance required for the Grant Administrator? If so, what is the minimum required coverage?	Yes. Minimum limit of liability requirements subject to market conditions.
	47 What is the expected budget allocation for technology development, digital platforms, and software integrations? 3.3.7 18	No budget is expected at the moment to be allocated for technology development, digital platforms, and software integration.
	48 Does the projected funding of \$9,807,187 include the funding for subgrantees and the grant administrator services, or does the program have separate funding for the grant administrator services to pay the winning 'Respondent' invoices?	Yes, the \$9,807,187 in projected funding includes both funding for subgrantees and grant administrator services, covering all program-related costs, including the payment of the winning Respondent's invoices.

QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM

Topic #	Question	Answers
49	Is there flexibility in budget adjustments if certain projects require additional funding?	Yes, there is a process in place to evaluate budget adjustments if PRBP determines there is a need and funds available
50	Is there a limit on indirect costs that can be included in the budget proposal?	Yes, the State Digital Equity Capacity Grant Program imposes a cap on administrative costs. Specifically, no more than 3% of the total grant amount may be used for administrative expenses. This limitation encompasses both direct and indirect administrative costs incurred by the administering entity.
51	Will the Grant Administrator have authority to request reimbursements or adjustments on awarded grants?	Refer to the responses provided for Questions 12 and 17.
52	Is there a page limit or specific format requirements for the written proposal?	No page limitation, as long as written proposals comply with the requirements levied in Section 3.2 of the RFP.
53	Are joint ventures or subcontracting arrangements allowed, and if so, is there a required documentation format?	The Government Parties will not accept proposals from joint ventures, consortiums, syndicates, professional pools, nor entities with similar arrangements, under this RFP. However, subcontracting may be allowed, subject to prior written approval from the Government Parties. There is no required documentation format.
54	What are the most heavily weighted evaluation criteria in the proposal scoring process?	Please see Exhibit 2 of the RFP.

QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM

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55	<p>The RFP mentions both smartisland.pr.gov (page 14) and smartisland@pr.gov (page 2) as the submission destination. Could you please confirm the correct email or portal for submitting the proposal? 3.1 2 and 14</p>	<p>Please submit one (1) electronic copy through the Smart Island Portal: smartisland@pr.gov</p>

QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM

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Proposal Requirements & Submission Guidelines	<p>Please clarify if the two required searchable PDF documents should contain the same content, or should one be dedicated to qualification requirements and the deliverables? 3.2 14</p>	<p>Although the preferred method for submission of responses under the RFP is through the smart island portal, respondents could submit their proposals through the email specified in Section 4.2 of the RFP, as a back-up measure.</p>
	<p>Regarding the requirement that all pages be numbered consecutively within each section of the proposal, except for required forms, should each section start at page 1, or should the numbering be continuous throughout the entire document? 3.2 15</p>	<p>Proposals shall have all pages numbered consecutively within each section of the proposal, other than required forms which shall be individually numbered, including any 11" x 17" pages</p>
	<p>The RFP specifies that potential subcontractors should be included in Section D: Work Plan, but would it also be acceptable to include them in Section C: Availability of Resources to better reflect the full team and capabilities available for the project? 3.3.3/3.3.4 17</p>	<p>Yes.</p>
	<p>Are audited financial statements required, or will compiled financials be accepted?</p>	<p>Audited Financial Statements are preferred, as specified in Section 3.3.8 of the RFP. Please note that the provided Financial Information will be scored as indicated in Exhibit 1 of the RFP.</p>
	<p>The RFP requires audited financial statements for the last three (3) fiscal years. If a company is newly established and does not have three years of audited financial statements, would alternative documentation, such as a bank certification or other evidence of financial capacity, 3.3.8 19</p>	<p>Respondents that cannot provide audited financial statements (GAAP nor IFRS), will be evaluated by the Evaluation Committees defined in Section 5 of the RFP according to the criteria illustrated therein (please refer to RFP's Exhibit 3, Technical Evaluation Committee, Evaluation Criteria, Part III. Financial Review: Financial Condition & Budget Breakdown).</p>

QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM

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61	<p>Exhibit 1 – Compliance Evaluation Committee, Evaluation Criteria Proposal Organization:</p> <p>Did the proposal include the following requirements (Sec. 3.3):</p> <p>2.1 Cover Letter & Executive Summary (Sec. 3.3.1)? (10 points)</p> <p>2.2 Background & Team Quali;ications (Sec. 3.3.2)? (10 Points)</p> <p>2.3 Availability of Resources (Sec. 3.3.3)? (10 Points)</p> <p>2.4 Work Plan (Sec. 3.3.4)? (10 Points)</p> <p>2.5 Local Engagement Approach (Sec. 3.3.5)? (10 Points)</p> <p>2.6 Scope of Work/Services Experience & References (Sec. 3.3.6)? (10 Points)</p> <p>2.7 Budget Breakdown (Sec. 3.3.7)? (10 Points)</p> <p>2.8 Financial Information (Sec. 3.3.8)? 10 Points)</p> <p>Total: 70 Points</p> <p>Please confirm that the total points for the Proposal Organization section of Exhibit 1 – Compliance Evaluation Committee, Evaluation Criteria is 80 points given the eight items on the list.</p>	<p>As indicated in Exhibit 1 of the RFP, the Technical Evaluation Committee will consider the following criterion in its assessment of proposals received under the RFP: I. Technical Review = 39 Points; II. Programmatic Review = 40 Points; III. Financial Review = 10 Points; IV. Digital Capacity Know-How = 10 Points; V. Other Considerations = 1 Point.</p>
62	<p>For companies recently organized under the Department of State that are unable to provide three previous engagements, would the Municipality consider the experience of the individuals comprising the team in lieu of the company's experience?</p>	<p>Ideally, as lead contractor, Respondent should comply with the requirements levied in the the Project Experience & References by itself. Please note that Grant Administrator Services Experience, Technology & Policy Experience, Technology Qualifications and Administration Qualifications will be evaluated by the Technical Committee as specified in Exhibit 1 of the RFP.</p>

QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM

Topic #	Question	Answers
63	Are commitment letters from subcontractors required as part of the proposal submission?	No at this juncture of the procurement process.
64	Can the 'Respondent' (prime) leverage its subcontractor's (teammate) three (3) experiences to comply with the evaluation criteria in response to 'Section F Project Experience & References'?	Ideally, as lead contractor, Respondent should comply with the requirements levied in the the Project Experience & References by itself. Please note that Grant Administrator Services Experience, Technology & Policy Experience, Technology Qualifications and Administration Qualifications will be evaluated by the Technical Committee as specified in Exhibit 1 of the RFP.
65	Is on-site presence required? If so, where? Will office space, utilities, and furniture be provided?	Occasional on-site visits will be preferred, after coordination with PRBP, and a basic working space will be provided to those attending
66	Will the government provide office space to the winning 'Respondent' to perform the duties of the contract upon award, or is it acceptable to perform the work at the contractor location?	No, the government wont be providing office space to perform the duties of the contract. PRBP does offer limited space for occasional visits.
67	What are the expectations regarding the number of full-time staff to be provided by the Grant Administrator for the Project? How many resources will be required for the grant administrator's team?	The Grant Administrator is expected to provide a team with sufficient Key Personnel to fulfill the scope of work detailed in the RFP.
68	Is there a minimum number of key personnel required for program administration?	No, the Grant Administrator is expected to provide a team with sufficient Key Personnel to fulfill the scope of work detailed in the RFP



QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM

Topic #	Question	Answers
69	Must personnel be based in Puerto Rico, or is remote work allowed for certain roles?	Personnel may be remote, but local presence is encouraged to meet RFP requirements. Please see section 3.3.5. of the RFP.



QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM

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Personnel & Staffing Requirements	70 Which State and City is the contract expected to be performed, or is remote acceptable?	Personnel may be remote, but local presence is encouraged to meet RFP requirements. Please see section 3.3.5. of the RFP.
	71 Is physical presence in PRBP offices required, or are periodic meetings sufficient?	Personnel may be remote, but local presence is encouraged to meet RFP requirements. Please see section 3.3.5. of the RFP.
	72 If the government had to choose, which is preferred, in person or briefings and interactions or remote?	Personnel may be remote, but local presence is encouraged to meet RFP requirements. Please see section 3.3.5. of the RFP.
	73 Are there background check or security clearance requirements for personnel?	As indicated in Sections 4.3, 4.5 & 4.6 of the RFP.
	74 If the government had to choose and design a staffing plan to perform this contract what labor categories are preferred?	Although common positions for this type of contract may include Grant Administrators, Financial Analysts, Compliance Officers, Project Managers, Data Analysts, Outreach Specialists, or IT Specialists, the PRBP does not make specific recommendations regarding labor categories. However, the Grant Administrator is responsible for proposing a staffing plan that aligns with the Scope of Work and program requirements.
75 How many full-time equivalents (FTEs) does the government estimate it will take to support each of the projects under '1.5 The GPR-Capacity Grant Program'?	The number of full-time equivalents (FTEs) required to support each project under Section 1.5 – The GPR-Capacity Grant Program will depend on the Grant Administrator's proposed staffing plan and the specific needs of the program.	

**QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM**

Topic #	Question	Answers
76	<p>How many hours does the government estimate it will take to support each of the projects listed under '1.5 The GPR-Capacity Grant Program'?</p>	<p>Refer to the response provided for Question 75.</p>
77	<p>On page 27 of the RFP, "The Government Parties reserve the right to interview Key Personnel of Respondent before the award of the Contract", how many and which LCATs are supposed to be listed as key personnel in the response?</p>	<p>As indicated in Section 3.3.2 of the RFP, Key Personnel are those team members who will be assigned and perform the endeavors related to the Grant Administrator Services, or a portion of them. Accordingly, person(s) that met those requirements should be classified as such.</p>
78	<p>1.5 GPR-Capacity Grant Program The GPR-Capacity Grant Program consists of the projects listed below, with a total projected funding of NINE MILLION EIGHT HUNDRED SEVEN THOUSAND ONE HUNDRED EIGHTY-SEVEN DOLLARS (\$9,807,187)5. Understanding funding amounts are subjected to change if required by the authorizing entity, please confirm that the available funding for the administration and implementation of the GPR-Digital Capacity Program comprises of the following awarded amounts:</p> <ul style="list-style-type: none"> • \$9,807,187 State Digital Equity Capacity Grant Program; • \$13, 250, 900 BEAD- Digital Navigators; • \$12, 250, 900 BEAD- Digital Literacy. 	<p>The total projected funding is the one specified in Section 1.5 of the RFP, subject to the terms & conditions specified thereunder.</p>

QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM

Topic #	Question	Answers
79	<p>1.4 BEAD Program & Digital Capacity Program</p> <p>Competitive Grant Program: provides funding for initiatives that ensure communities can access and skills needed to participate in the digital world. Before moving ahead with the covered populations of said programs, the PRBP will be working on digital literacy programs for citizens, considering that it is important to be able to educated different industries within the workforce in digital literacy so that they can be trained in their respective industries for endeavors related to digital programs, devices and information relevant to their tasks.</p> <p>Please confirm that the Digital Capacity Programs address the following Covered Populations:</p> <p>GPR-Capacity Grant Program is to address the Covered Populations under Section 1.5</p> <p>[Public Employees, Healthcare Professionals, Agriculture/Food</p>	<p>The BEAD program and the Digital Equity Capacity Grants are two different programs with different requirements. The scope of the RFP is for the Digital Equity Capacity Program, and the projects are listed in section 1.5.</p>

QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM

Topic #	Question	Answers
80	<p>Does the Digital Capacity Program addressing Covered Populations stated at Section 1.5 [Public Employees, Healthcare Professionals, Agriculture/Food Industry, Older Adults Workforce & Caretakers] and Covered populations stated at the State Digital Equity Plan [Individuals with Disabilities, Aging Population, English as Second Language, Veterans, Incarcerated Persons, Racial and Ethnic Minorities, Rural].</p>	<p>The BEAD program and the Digital Equity Capacity Program are two different programs with inconsistent requirements. The scope of the RFP is for the Digital Equity Capacity Program, and the projects are listed in section 1.5.</p>
82	<p>1.5 GPR-Capacity Grant Program Digital Capacity Grant Programs Descriptions:</p> <ol style="list-style-type: none"> 1. Public Employee Digital Literacy Program 2. Healthcare Professionals Digital Literacy Program 3. Agriculture & Food Industry Digital Literacy Program 4. Older Adults Workforce & Caretakers Digital Literacy Program 5. Update/Maintenance of State Digital Equity Plans 6. Evaluation of Program Efficiency <p>Please confirm that scopes of work detailed in Section 1.5 for each of the Digital Capacity Grant programs (6) are to be carried out by a different contractor from this proponent and that this Proponent's scope of work is that detailed under the Section 2.2 provisions.</p>	<p>PRBP is currently open to all options. It will depend on the applications received.</p>

QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM

Topic #	Question	Answers
83	<p>Please confirm the progress status and expected timelines for each of the initiatives under the GPR-Digital Capacity Program as publicly shown via the Puerto Rico Broadband Program website https://www.smartisland.pr.gov/#categorias</p> <ul style="list-style-type: none"> •State Digital Equity Capacity Grant Program: PLANNING STAGE •BEAD- Digital Navigators: PLANNING STAGE •BEAD- Digital Literacy: PLANNING STAGE 	<p>The progress status for the State Digital Equity Capacity Grant Program is currently in the PLANNING STAGE, and it will be later reflected on the Puerto Rico Broadband Program website. It is not currently there as we are in the process of selecting a grant manager right now . Updates will be made as the selected Grant Manager helps guide the implementation of this program and its initiatives.</p> <p>It is important to note that this grant is separate from the BEAD - Digital Navigators and BEAD - Digital Literacy initiatives. The BEAD program has its own Grant Manager, independent performance timelines, and a distinct target population. Progress for BEAD-related initiatives will be reported separately following its designated evaluation framework.</p>

QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM

Topic #	Question	Answers
84	Will the Grant Administrator be responsible for marketing or outreach efforts related to the program?	Yes, the Grant Administrator will have responsibilities related to marketing and outreach efforts for the program. As stated in Section 1.5 SDEC Update or Maintaining Digital Capacity Plans of the RFP: "(iv) launching awareness campaigns to inform the public about available digital capacity plan programs updates; (v) using feedback from participants to continuously improve training materials and delivery methods."
85	What is the expected number of stakeholders and their locations, who will the winning 'Respondent' need to interact with during the performance of this contract?	The Grant Administrator will interact with a variety of stakeholders throughout the performance of this contract; however, an exact number cannot be determined in advance. While these interactions will not be limited exclusively to specific stakeholders, it is essential that PRBP is always copied or included in the process whenever such engagements occur.
86	List any known or expected internal processes and stakeholders, not defined in this RFP, for which recipients will interact.	The Grant Administrator must engage with various government entities, compliance bodies, implementation partners, and community stakeholders as needed to fulfill the program's objectives. The specific internal processes and key stakeholders may be further clarified during contract negotiations and program implementation.

QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM

Topic #	Question	Answers
87	<p>Are there any required partnerships or collaborations with local agencies or stakeholders? 2.2 11</p>	<p>Yes, the RFP requires partnerships and collaborations with local agencies and stakeholders. As referenced in Section 3.3.5 of the RFP: "Given the impact the Grant Administrator Services might have on other stakeholders and/or component units of the GPR, the Government Parties have the objective of fostering the participation of local parties in providing or assisting to complete the Scope of Work object of this RFP. Under this section, Respondents must address their approach to assist the Government Parties to achieve said objective."</p>

QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM

Topic #	Question	Answers
88	<p>Please confirm the Grant Administration Services are to be provided for the implementation of the Digital Capacity Grant Programs under Section 1.5 and the Digital Navigators and Digital Literacy Programs.</p>	<p>The Grant Administration Services are specifically for the implementation of the Digital Capacity Grant Programs, as outlined in Section 1.5 of the RFP. While the Grant Administrator's primary responsibilities are focused on this program, collaboration with PRBP may be required to ensure alignment and the successful execution of shared objectives. This grant is not related to the Digital Navigators or Digital Literacy Programs in terms of decision-making; however, PRBP may determine the need to share time and spaces for integration. The BEAD program has its own Grant Manager responsible for its administration.</p>
89	<p>Will training programs require certification or assessment tracking for participants? 1.5 7-9</p>	<p>Yes, the training programs will require certification or assessment tracking for participants. The Grant Administrator will be responsible for implementing assessment tracking mechanisms or certification processes as part of the program's monitoring and evaluation requirements, in coordination with PRBP.</p>

QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM

Topic #	Question	Answers
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Miscellaneous</p> <p>90</p>	<p>Can you provide details on the target population, geographic region, or projected number of beneficiaries impacted by this program? Additionally, is there an estimation of how the program's reach and impact will be measured over time?</p>	<p>The target population for this program, as outlined in Section 1.4 of the RFP, includes: "The program allocates resources to help scale digital literacy programs (the 'Planning Grant Program') for: (i) individuals who live in covered households; (ii) aging individuals; (iii) incarcerated individuals; (iv) veterans; (v) individuals with disabilities; . The target population for this program includes workforce sectors in need of digital literacy training, specifically Public Employees, Healthcare Professionals, Agriculture/Food Industry Workers, Older Adults Workforce & Caretakers, and Teachers.</p> <p>The program's reach and impact will be evaluated based on the criteria outlined in Section 1.5 of the RFP, which states: 'The PRBP intends to evaluate the State Digital Capacity Plan programs by: (i) defining key performance indicators such as participation rates, completion rates, digital literacy improvements, and user satisfaction levels; (ii) setting baseline data points for comparison to measure progress over time' (continue reading in the RFP).</p> <p>While the RFP provides a framework for evaluation, the Grant Administrator is expected to enhance and optimize the program's effectiveness by implementing strategies that ensure efficient monitoring and assessment of its success in meeting its objectives.</p>

QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM

Topic #	Question	Answers
91	<p>Other than grant administration, is there any other background important for the performance of the contract?</p>	<p>Beyond grant administration, a background in financial management, project management, technology and data management, public policy, and stakeholder engagement would be valuable for the successful performance of this contract. These skills can help ensure compliance, effective program execution, and strong coordination with government agencies and subgrantees.</p>

**QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM**

Topic #	Question	Answers
92	Are there any incumbent companies providing these or similar services for the Broadband Program, if so which companies?	While several companies currently provide grant management-related services in Puerto Rico, as can be inferred from available information on various broadband initiatives and funding programs, this is not relevant to the scope of this RFP. The PRBP is focused solely on selecting a qualified Grant Administrator to fulfill the specific requirements outlined in the RFP.
93	Who will oversee and direct the execution of the contract?	Subject to the Disclaimers levied in Section 6 of the RFP, at this juncture the Puerto Rico Office of Management and Budget.
94	Will there be an issue if the 'Respondent' is a company from one of the 50 United States (e.g. Florida) instead of Puerto Rico? Is there an issue if '4.5 Further Contract Conditions' are met for the first time upon award, or is there an expectation that the 'Respondent' is a Puerto Rico registered company prior to responding?	We expect that the selected proponent fully complies with section 4.5 of the RFP. While non compliance with the mentioned RFP section does not result in an automatic disqualification, preference will be given to those applicants that comply.

QUESTIONS & ANSWERS
RFP GRANT ADMINISTRATOR SERVICES FOR THE DIGITAL CAPACITY GRANT PROGRAM

Topic #	Question	Answers
95	Are any aspects or components of the required RFP already in place, or expected to be migrated by the 'Respondent'?	Yes, there are aspects of this program that have already been developed and designed. While certain components are already in place, the Grant Administrator will be responsible for integrating, optimizing, and expanding upon these existing structures as needed. The extent of new development versus the migration or enhancement of existing components will be determined in collaboration with the Government Parties based on program requirements.
96	Is this program a completely new initiative, or an expansion of an existing program? Understanding this will help determine whether our approach should focus on process development versus process enhancement.	This program is a new initiative, although some aspects of program design have already been established. As a result, the approach will require a combination of process development and process enhancement, depending on the specific program components and their level of implementation.
97	Describe the invoicing process, structure, cycle, and payment terms of the contract.	The invoicing process, structure, cycle, and payment terms of the contract will be determined during contract negotiations. These terms will be established in alignment with the Scope of Work (SOW), funding requirements, and applicable regulations. The final agreement will outline the payment schedule, invoicing procedures, and any applicable conditions for disbursement as agreed upon by the Government Parties and the selected Grant Administrator.