



# **Investing in Resilient Infrastructure:**

*Program & Project Management Office  
Services for the Development of  
Multipurpose Community Facilities in  
Puerto Rico*

## Request for Proposals

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[www.smartisland.pr.gov](http://www.smartisland.pr.gov)

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## Request for Proposals

The Puerto Rico Broadband Program (“PRBP”), of the Puerto Rico Office of Management and Budget (“OMB”), as defined hereunder in **Section 1.1** and **Section 1.2** of this Request for Proposals (“RFP”), respectively, issues this RFP to obtain proposals from qualified firms that can provide PRBP and/or the Government of Puerto Rico (“Government”) the professional services defined in **Section 3** of this RFP (“Services”). This RFP seeks responses from Proponents capable of providing the Services and completing the related tasks required hereunder, while developing a productive relationship with PRBP and other relevant stakeholders.

This RFP does not commit nor obligate PRBP to award a contract nor to pay any costs incurred in the preparation of a response and/or proposal in connection to this RFP. PRBP reserves the right to award contracts to more than one qualified firm(s), to accept or reject any or all proposals received for this RFP, to negotiate with any eligible Proponent(s) or to modify or cancel this RFP in part or in its entirety for any reason. See **Section 6** of this RFP for further disclaimers and reservation of rights by PRBP.

By submitting a proposal, each Proponent certifies that it fully understands, acknowledges, and accepts all the terms and conditions of this RFP, and any amendments thereto, without any restriction whatsoever.

All Proponents must comply with the procurement requirements set forth by the Puerto Rico General Services Administration (“ASG”, for its Spanish acronym) pursuant to Act No. 73-2019, as amended, including but not limited to the ‘*Regulation on the Sole Registry of Bidders for the Government of Puerto Rico*’, Regulation No. 9301E, issued August 26, 2021.



## 1. Introduction

### 1.1 Puerto Rico Office of Management and Budget

The Puerto Rico Office of Management and Budget ("OMB") is an instrumentality of the Government of Puerto Rico, adjunct to the Governor of Puerto Rico's Office ("Governor"), created pursuant to Act No. 147-1980, as amended ("Organic Act"). OMB was created to advise the Government on budgetary, programmatic, and administrative management matters, as well as fiscal matters related to its ministerial duties, among other things.

Pursuant to the Organic Act, OMB has several powers, such as: those related to the Government of Puerto Rico's budget formulation; those related to said budget's administration, execution, and controls; those related to evaluation of managerial and programmatic analysis; those related to operational, managerial, or administrative audits. Furthermore, Article 2(b) of the Organic Act empowers OMB's Executive Director to contract professional, technical, consulting, auditing, and other services deemed necessary for the execution of OMB's ministerial duties.

### 1.2 Puerto Rico Broadband Program

On July 11, 2022, the Governor issued Executive Order No. OE-2022-040)<sup>1</sup> ("Broadband Executive Order"), creating the Puerto Rico Broadband Program ("PRBP"). PRBP was created in response to Puerto Rico's need for resilient, equitably distributed broadband infrastructure and the social support required to access it knowledgeably and safely. Under the executive order, the Governor appointed OMB as the overseeing agency of PRBP. OMB provides administrative and operational resources to support and enhance PRBP initiatives, which involve coordinating the disbursement of local and federal funds allocated to Puerto Rico for the construction of broadband infrastructure on the island.

### 1.3 PRBP's Objectives

Currently in Puerto Rico, the digital divide persists. Certain areas have limited or no access to high-speed internet connectivity. PRBP is working to bridge the digital divide and ensure widespread availability of broadband services for all. The overall objective of PRBP is to foster digital equity ensuring that all citizens have equal opportunities to internet access and can benefit from digital resources. This objective will be met through the deployment of

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<sup>1</sup> For more information on Executive Order No. OE-2022-04, see [Broadband\\_OE- 2022-040.pdf](#) and [Orden Ejecutiva-Comité Broadband -2024-008.pdf](#).



broadband infrastructure projects and digital equity programs over the next five years. The program's projects emphasize the importance of not just enhancing connectivity but also providing skill-building opportunities to every citizen for the effective use of digital resources.

PRBP has defined four pillars that align with this objective:

- **Connectivity** – Connectivity for all residential, commercial, and governmental structures in Puerto Rico, so that every resident on the island has access to high-speed internet through the proper infrastructure.
- **Quality** – Quality and speed in connectivity reaching citizens' homes, businesses, or offices, ensuring a recurring minimum capacity of 100 Mbps/20 Mbps.
- **Accessibility** – Accessibility for citizens to obtain high-speed internet reliably and at an affordable price.
- **Knowledge** – Basic knowledge so that every citizen can use the necessary technological equipment to connect to high-speed internet, whether for connecting with the government, school, healthcare providers, and/or work.

## 1.4 Broadband Funding in Puerto Rico

The PRBP draws on both local and federal funds to support projects that accelerate broadband infrastructure development and increase broadband access and connectivity on the island of Puerto Rico. Among the program's sources of funding, the U.S. Department of the Treasury's ("Treasury") Capital Projects Fund ("CPF") represents one critical funding stream for PRBP's infrastructure focused projects.<sup>2</sup> CPF is a federal funding program established under the American Rescue Plan Act of 2021, Pub. L. 117-2 ("ARPA") to provide support to states, territories, and freely associated states responding to the economic and public health impacts of the COVID-19 pandemic. CPF provides grants to states, territories, and freely associated states for capital and infrastructure projects that directly enable work, education, and health

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<sup>2</sup> In addition to CPF, the Commonwealth of Puerto Rico ("Commonwealth") has made available over \$900 million in local and federal funding to date to support broadband infrastructure development and access on the island. Sources of funding include the National Telecommunications and Information Administration's (NTIA) Broadband Equity, Access, and Deployment (BEAD) Program, the NTIA's Digital Equity (DE) Competitive Grant Program, the Department of Housing and Urban Development's (HUD) Community Development Block Grant – Mitigation Funds (CDBG-MIT), and the locally funded Puerto Rico Broadband Infrastructure Fund. These funding opportunities support a portfolio of projects that complement the work being funded by the Commonwealth's CPF allocation (e.g., [the utilization of BEAD funds to develop a resilient open access underground conduit system](#)). Visit the PRBP website [www.smartisland.pr.gov](http://www.smartisland.pr.gov) to learn more about these initiatives.



monitoring, including remote options.<sup>3</sup> Eligible projects include broadband infrastructure that will expand access to affordable, reliable, high-quality broadband internet to locations that lack access to adequate service necessary for full participation in school, healthcare, employment, social services, government programs, and civic life.

## 1.5 Puerto Rico Multipurpose Community Facilities Program

The Puerto Rico MPCFP seeks to improve access to broadband enabled amenities and services for underserved residents across the island. The program aims to invest in the redevelopment of 34 buildings to create Multipurpose Community Facilities (“MPCFs”) that provide public access to connected devices and telehealth, education, and employment services.

Through these investments, the MPCFP will improve broadband access in the communities of highest need in Puerto Rico. In addition, the investments precipitated through this program are intended to drive local growth and benefit those who live and work on the island. The MPCFP is designed to benefit all members of the community by offering essential resources such as telemedicine services, educational programs, career development and training programs, and e-government services.

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<sup>3</sup> For more information on the Capital Projects Fund, see the U.S. Department of the Treasury’s [Guidance For The Coronavirus Capital Projects Fund](#).



## 2. Description of Procurement Process

### 2.1 Purpose of RFP

The selected Proponent(s) under this RFP shall:

- Work with PRBP and any other personnel on all matters that may arise in connection with the terms of this RFP and/or the contract that could be awarded pursuant to this RFP (“Agreement”).
- Assume sole responsibility for the complete effort required to provide the Services, as defined in **Section 3** of this RFP.
- Refrain from assigning, transferring, conveying, or otherwise disposing of the Agreement, or its rights, titles, or interest therein, or its power to execute such Agreement, to any other person, firm, partnership, company, or corporation without the prior consent and approval in writing of PRBP.
- Comply with applicable federal, state, local, and foreign laws and regulations governing projects initiated or supported by the Government of Puerto Rico and/or the U.S. Government.

### 2.2 The Contracting Executive Order

On April 27, 2021, the Governor issued Executive Order No. OE-2021-029 (“Contracting Executive Order”), which requires Puerto Rico’s public agencies, instrumentalities, public corporations, and component units, to perform an open, competitive, and public contracting process for contracts with a value above two hundred fifty thousand dollars (\$250,000), including any amendments thereto, during the same fiscal year.<sup>4</sup> This requirement applies to contracts funded completely or partially funded with federal funds if this requirement is not inconsistent with applicable federal regulations.

Thereafter, on June 7, 2021, OMB issued Circular Letter No. 013-2021, establishing uniform guidelines to comply with the Contracting Executive Order.

### 2.3 Schedule of Key Dates

A summary schedule of the major activities associated with the RFP process is presented below (**Figure 1**). Please note that the evaluation period and notice of award dates are subject to change from the schedule below. In such a case, Proponents shall be notified to their email

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<sup>4</sup> In alignment with U.S. Code of Federal Regulations (C.F.R) [simplified acquisition threshold](#) definitions.



of record, subject to PRBP disclaimers and reservation of rights indicated in **Section 6** of this RFP.

**Figure 1. RFP Timeline**

Event	Date	Time (AST)
RFP Published on <a href="http://www.smartisland.pr.gov">www.smartisland.pr.gov</a>	February 12 <sup>th</sup> , 2026	N/A
Deadline to Submit Questions via email at <a href="mailto:faq@smartisland.pr.gov">faq@smartisland.pr.gov</a>	February 20 <sup>th</sup> , 2026	4:30 PM
Responses to Questions Posted on <a href="http://www.smartisland.pr.gov">www.smartisland.pr.gov</a>	February 27 <sup>th</sup> , 2026	4:30 PM
Deadline to Submit Proposals via <a href="http://www.smartisland.pr.gov">www.smartisland.pr.gov</a> *	March 6 <sup>th</sup> , 2026	4:30 PM

\*Please submit one (1) electronic copy through this RFP's posting page on [www.smartisland.pr.gov](http://www.smartisland.pr.gov). Please note that no submissions will be accepted until seven days after RFP publication.

## 2.4 RFP Questions and Answers

PRBP is committed to a fair, open process for interested parties to receive information about the competitive solicitation process. Official responses to all questions and communications concerning this procurement process must be directed in writing to the PRBP, via electronic form using the following email address and subject line:

**[FAQ@smartisland.pr.gov](mailto:FAQ@smartisland.pr.gov)**

**Subject Line: RFP Multipurpose Community Facilities PMO Services**

PRBP will not respond to verbal inquiries or emails sent to addresses not specified in this RFP. Questions must be submitted by the deadline specified in **Section 2.3**. Answers will be provided within five (5) business days of the submission deadline. PRBP reserves the right to extend this deadline based on the volume and timing of questions. For each question, PRBP will determine whether a response is appropriate or necessary, subject to the disclaimers and reservation of rights included in **Section 6** of this RFP. Answers will be posted on [www.smartisland.pr.gov](http://www.smartisland.pr.gov). All information posted is deemed incorporated into this RFP.

Communications by prospective Proponents with officials and/or representatives of PRBP, OMB, other government entities, the Government of Puerto Rico and any of its instrumentalities, or any other parties associated with PRBP regarding the contents of this RFP or its qualification and selection process, are prohibited during the submission and



selection processes. Failure to adhere to this requirement may result in the disqualification of submitted applications.

Furthermore, Proponents are hereby advised that from the date this RFP is published until a final determination is issued by the PRBP (i.e., Notice of Award, or equivalent notice, as indicated in **Section 2.3** of this RFP), Proponents, and their agents or representatives, are prohibited from communicating with any employee of the PRBP 'involved' in any step of this procurement process, including PRBP's contractors (the "Blackout Period"). For purposes of the Blackout Period, the term 'involved' includes, but is not limited to, project management, design, development, implementation, procurement management, specifications development, and proposal evaluation.

In the event a Proponent is also a current PRBP contractor, the PRBP employees and the Proponent may contact each other with respect to their existing contract and duties only. Under no circumstances do the PRBP employees or current contractors discuss this RFP or corresponding procurement process or status. Any Proponent who breaches the Blackout Period may be excluded from this procurement process and may be liable to the PRBP in damages or subject to any other remedy allowed under law, including, but not limited to a ban in participating in any procurements issued by the Government, or any of its component units, for a period of ten (10) years, if it is determined that such action results in violation of the Anticorruption Code for a New Puerto Rico, Act No. 2-2018, as amended, and other relevant or incidental regulations.

## 2.5 RFP Amendments

PRBP reserves the right to amend the RFP at any time prior to the submission deadline defined in **Section 2.3** of this RFP. All RFP amendments will be posted on [www.smartisland.pr.gov](http://www.smartisland.pr.gov). Proponents are solely responsible for checking this website for any modifications to the RFP. PRBP reserves the right to cancel this RFP at any time for any reason at no cost to PRBP. Any costs incurred by Proponents in preparing or submitting a proposal shall be the sole responsibility of the Proponent.

## 2.6 Proposal Submission

Proponents should submit proposal responses electronically via this RFP's posting page on the Smart Island portal, [www.smartisland.pr.gov](http://www.smartisland.pr.gov), by the proposal deadline stated in **Section 2.3**. Proponents should submit their responses in a single PDF of no more than 10 MB. Proposals must include all exhibits, appendices, and/or attachments to be deemed complete. Proponents' proposals should clearly identify one point of contact for all RFP-related



correspondence, including email and phone number. Proponents who encounter issues when submitting their proposal should notify PRBP through email at [faq@smartisland.pr.gov](mailto:faq@smartisland.pr.gov) to receive alternate instructions on how to submit their response.

Any proposal that is delivered after the proposal deadline shall be considered late, rejected, and could be returned to the Proponent, subject to the disclaimers and reservation of rights levied in **Section 6** of this RFP. PRBP assumes no responsibility for deliveries made or attempted outside of the times specified above, late deliveries, or the method of delivery chosen by the Proponent.

## 2.7 Conflicts of Interest

The selected Proponent(s) under this RFP will be required to be free of any real or perceived conflict of interest as defined herein and/or under the applicable laws and regulations of the Government and/or those issued by the United States Federal Government, its agencies, instrumentalities and/or component units (“U.S. Government”), to the extent applicable.

By submitting their respective proposals, Proponents acknowledge that in the event they are selected under this RFP, potential services rendered thereunder are to be provided exhibiting complete loyalty towards PRBP, including, but not limited to, having no adverse interest to PRBP.

Consequently, as part of the contracting process, selected Proponent(s) shall certify that they are not currently aware of any relationship that would create a conflict of interest with PRBP, or those parties in interest, according to the applicable Government's contracting requirements. Furthermore, Proponents must ensure that all actions related to their proposal are consistent with PRBP and the U.S. Government Guidelines for the Evaluation of Conflicts of Interest and Unfair Advantages in the Procurement of Contracts, and other applicable ethics regulations.



## 3. Statement of Work

### 3.1 Background and Overview

The Puerto Rico Broadband Program seeks to renovate 34 existing buildings to create Multi-Purpose Community Facilities (“MPCFs”) that increase broadband access and connectivity across Puerto Rico. MPCFs will provide education, workforce, and health monitoring opportunities across the island to increase broadband access across the island. Each MPCF will also provide an opportunity for the public to access high-speed internet, use on-site devices, and have access to opportunities in digital learning, education, workforce support, and telehealth services. These MPCF’s will provide opportunities for community empowerment and economic development.

MPCFs are essential components of local plans to expand broadband access, affordability, and reliability. They are also critical to promoting digital literacy, economic development, and social equity, which aligns with PRBP’s mission to close the digital divide in Puerto Rico. To meet the diverse needs of the community, MPCFs will integrate a variety of mixed-use programs and activities. These centers will be designed to be flexible, combining access to technology with educational, professional, social, and civic functions. The aim is to ensure that a wide range of individuals and groups benefit from these facilities, making them a center for community development. In addition to expanding work, education, and healthcare programs for communities, the new centers will also serve as essential technology centers in the event of power and telecommunications outages in Puerto Rico.

Since each MPCF will be created by renovating existing buildings, every MPCF will have a unique layout and orientation; however, every MPCF will be designed to offer similar services within a flexible space and standardized design components. The budget for each MPCF facility is expected to vary depending on the size and complexity of the renovation scope.

Collectively, the 34 MPCFs represent approximately 117,894 square feet of space across all facilities. A detailed list of MPCF sites will be provided to the selected proponent during project initiation to support final planning, design coordination, and implementation.



## 3.2 Scope of Work

PRBP is seeking proposals from qualified firms to provide Program & Project Management Office (PMO) services for the execution of 34 Multipurpose Community Facilities across Puerto Rico. Specifically, the Proponent may provide services to address the following elements, discussed in greater detail in the sub-sections below:

- Support municipalities in planning, executing, and closing MPCF projects.
- Standardize project management practices across all MPCF sites.
- Ensure compliance with federal, state, and local regulations and requirements.
- Provide procurement, permitting, construction management and change management support to all municipalities.
- Facilitate communication among PRBP, municipalities, contractors, and stakeholders.
- Monitor progress, risks, and quality to ensure projects are delivered on time, within scope, and on budget.

The municipalities will be the primary responsible parties for procurement, permitting, construction, and overall program progress. Different levels of engagement, support, and oversight will be necessary from the PMO provider depending on the individual municipal capacities to self-manage some of the responsibilities included in this Scope of Work. This RFP also excludes Grants Management services, along with some Outreach responsibilities that PRBP will keep in-house.

### 3.2.1 Program Management and Coordination

Effective program management and coordination are essential to ensure that all MPCF projects are delivered in alignment with the overarching goals of the PRBP. The PMO may serve as the central hub for planning, organizing, and overseeing the execution of multiple projects, facilitating collaboration among municipalities, PRBP, and other stakeholders. Key program management and coordination may activities include, but are not limited to:

- Establish and operate a centralized PMO for the MPCF program.
- Develop and implement program-wide project management methodologies, tools, and templates.
- Coordinate with PRBP, municipalities, design/construction teams to ensure adherence with program requirements, and other stakeholders.
- Facilitate bi-weekly program coordination meetings, workshops, and status updates between Municipalities and PRBP.



- Maintain a master schedule and integrated program plan for all MPCF projects using PM software (e.g., MS Project, Primavera, or equivalent).
- **Deliverable:** Submit bi-weekly status reports to PRBP summarizing performance against schedule, cost, permit acquisition, quality and risk.

### 3.2.2 Project Planning and Initiation

The PMO may guide municipalities through the planning and initiation phases, helping to define clear objectives, scope, and deliverables for each MPCF project. By standardizing project planning processes and documentation, the PMO ensures that all projects begin with a solid framework and shared understanding of expectations. Key project planning and initiation activities may include, but are not limited to:

- Support municipalities in developing project charters, work breakdown structures, and detailed project plans including project scope, objectives, deliverables, and success criteria for each MPCF.
- Assist municipalities with pre-design assessments, design planning and programming to develop required procurement documents for each MPCF facility.
- Develop standardized templates for project documentation, reporting, and communication.
- Conduct project-specific kickoff meetings with each municipality no later than 3 weeks after contract signature.
- **Deliverable:** Provide a Project Plan for each municipality within 45 days of contract signature.

### 3.2.3 Procurement and Contract Management Support

The PMO may provide expert guidance and support to municipalities throughout the procurement and contract management processes, ensuring adherence to all applicable regulations and best practices. Key procurement and contract management activities may include, but are not limited to:

- Advise municipalities on procurement strategies to ensure compliance with 2 CFR 200 and applicable local regulations.
- Support municipalities for the preparation and review of RFPs (scope and requirements), bid documents and contracts for design, construction, and other services.
- Ensure fair and transparent procurement processes, including conflict of interest management.
- Support municipalities in the acquisition of CPF cost allowable supplies and equipment.
- Provide oversight and tracking support for CPF non-allowable costs and expenditures.



### 3.2.4 Design Management Support

Effective design management is critical to ensuring that MPCF projects meet program objectives, regulatory requirements, and stakeholder expectations. The PMO may support municipalities throughout the design phase, providing technical guidance, coordination, and oversight. Key design management support activities may include, but are not limited to:

- Coordinate design activities across all MPCF projects to ensure alignment with PRBP goals, program standards, and municipal requirements.
- Support design review meetings with municipalities, PRBP, and design teams to validate scope, functionality, and compliance.
- Support municipalities in managing design consultants, including tracking deliverables, resolving design issues, and ensuring adherence to schedules.
- Review and provide feedback on design documents, including schematic designs and design development packages.
- Maintain a centralized repository for design documentation, version control, and stakeholder access (e.g., SharePoint, MS Teams).
- **Deliverable:** Monitor design progress and provide bi-weekly updates to PRBP on design milestones, challenges, and resolutions.

### 3.2.5 Permitting Support

The PMO may assist municipalities in identifying, preparing, and submitting all necessary permits for MPCF projects, ensuring alignment with local, state, and federal regulations. Key permitting support activities may include, but are not limited to:

- Identify all required permits for each MPCF site, including building, environmental, and occupancy permits.
- Develop permitting schedules and track progress for each municipality.
- Coordinate with regulatory agencies to address questions or issues related to permitting.
- Maintain records of permit approvals and ensure all permits are obtained prior to construction start.
- **Deliverable:** Include permit acquisition status in bi-weekly reports to PRBP.



### 3.2.6 Construction Management Support

Successful construction delivery across multiple sites requires consistent oversight, technical guidance, and coordination. The PMO may support municipalities throughout the construction phase, helping to manage contractors, monitor progress, and address issues as they arise.

- Provide assistance to municipalities during contractor selection and mobilization.
- Support municipalities in tracking construction progress, leveraging updates from subcontractors to inform program-level reporting.
- Participate in periodic site visits and walkthroughs to observe progress and support stakeholder engagement.
- Maintain centralized documentation of construction activities, including meeting notes, correspondence logs, and status updates, in coordination with subcontractors.
- **Deliverable:** Provide monthly construction oversight reports to PRBP, incorporating inputs from subcontractors such as progress photos, milestone status, and variance highlights.

### 3.2.7 Schedule, Cost, and Risk Management

Proactive management of schedules, budgets, and risks is key to keeping projects on track and within budget. The PMO may implement robust processes for monitoring timelines, controlling costs, and identifying potential risks across all MPCF projects. Key schedule, cost, and risk management activities may include, but are not limited to:

- Develop and maintain program and project schedules, including milestones and critical paths.
- Monitor project budgets, expenditures, and forecasts, support municipalities in cost control and reporting.
- Support municipalities with developing and enforcing timely vendor invoicing requirements.
- Identify, assess, and manage risks at both program and project levels; develop mitigation strategies.
- **Deliverable:** Report on defined key performance indicators (KPIs) for schedule, cost, quality, and risk during the bi-weekly status reports.



### 3.2.8 Quality Assurance and Compliance

The PMO may establish and enforce quality assurance protocols, conduct regular reviews, and ensure that all projects meet federal, state, and local requirements. Key quality assurance and compliance activities may include, but are not limited to:

- Establish quality management processes and standards for MPCF projects, including but not limited to:
  - internal audits and process reviews
  - standardization of deliverables
  - monthly project walkthroughs with stakeholders
- Support municipalities in preparing for and responding to external audits or reviews.
- **Deliverable:** Develop Standard Operating Procedures (SOPs) and templates for municipalities to use in recurring processes (i.e., status reporting template, invoicing procedure, resolution tracking guidance, etc.).

### 3.2.9 Stakeholder Engagement and Communication

Clear and consistent communication is crucial for ensuring stakeholder alignment. The PMO may develop and execute a comprehensive stakeholder engagement plan, facilitating effective communication among PRBP, municipalities and contractors. Key stakeholder engagement and communication activities may include, but are not limited to:

- Develop and implement a stakeholder engagement plan, including communication protocols for PRBP, municipalities, contractors, and the public in conjunction with PRBP's outreach team.
- Support constant communication between municipalities, PRBP, and other stakeholders to ensure alignment and timely information sharing.
- Develop and maintain dashboards to monitor key program and project specific progress.
- **Deliverable:** Facilitate bi-weekly program coordination meetings, workshops, and status updates between Municipalities and PRBP.
- **Deliverable:** Provide written minutes, action items, status and agreements between parties for all meetings (no more than 48 hours after the meetings).
- **Deliverable:** Create a communication repository for transparency and tracking of communication between stakeholders (i.e., SharePoint, MS Teams, Confluence, etc.).

### 3.2.10 Reporting and Documentation

The PMO may support collecting, synthesizing, and submitting all required reports to PRBP and the Grant Administrator, as well as maintaining thorough documentation of program and project activities. Key reporting and documentation activities may include, but are not limited to:



- Maintain comprehensive records of all program and project activities, decisions, and changes.
- Prepare and distribute bi-weekly status reports to PRBP summarizing performance against schedule, cost, permit acquisition, quality and risk.
- Support municipalities in preparing project closeout documentation and lessons learned within 60 days of project completion.
- Support municipalities in developing all ad-hoc or additional reports required by PRBP.
- **Deliverables:** Bi-weekly status reports, monthly construction oversight reports, close out reports, and any ad-hoc reporting required.

### 3.2.11 Change Management

Managing change in a structured and transparent manner is critical to maintaining project control and stakeholder confidence. The PMO may implement a formal change management process, ensuring that all modifications to scope, schedule, or budget are properly evaluated, documented, and approved. Key change management activities may include, but are not limited to:

- Establish and manage a formal change control process for scope, schedule, and budget changes.
- Establish a Change Control Board (CCB) with representatives from PRBP and municipalities; meet monthly or as needed.
- Ensure all changes are properly documented, evaluated, and approved (or rejected) within 10 business days of submission.

### 3.2.12 Program Closeout

A thorough and well-documented closeout process ensures that all MPCF projects are completed to standard and that lessons learned are captured for future initiatives. The PMO will support municipalities in finalizing project activities, preparing closeout documentation, and conducting post-project reviews. Key program closeout activities may include, but are not limited to:

- Support municipalities in project closeout activities, including final reporting and documentation.
- Conduct post-project reviews and develop program-level lessons learned and recommendations for future initiatives.
- Coordinate with Grant Manager for any additional close-out activities necessary.
- **Deliverable:** Individual project close-out reports for each municipality within 60 days of project completion.



## 4. Proposal Requirements

### 4.1 General Proposal Requirements

This section provides guidance for the submission requirements of this RFP, subject to the disclosures and reservation of rights indicated in **Section 6** of this RFP. PRBP expects proposals submitted under this RFP to provide enough information about the requested services to allow PRBP to evaluate, competitively rank, and choose a Proponent based on the Evaluation Criteria indicated in **Section 5** of this RFP.

### 4.2 Proposal Format Requirements

Proposals shall have all pages numbered consecutively within each section of the proposal and must conform to the page limitations identified in this RFP. Proposals must be presented in Arial (not Arial Narrow), 12-point font, including in diagrams, organizational charts, and other such graphics. Standard corporate brochures, awards and marketing materials shall not be included in the Proposal, and PRBP does not commit to review any materials included in a proposal that are not specifically required by the RFP.

All correspondence, documents, and related information submitted by Proponents for this RFP should be written in English. If documents are submitted in a language other than English, a full English translation should be provided.

### 4.3 Technical Proposal

Proponents should include the following information in their technical proposal, organized in the specified sections.

#### 4.3.1 Executive Summary

Proposals submitted by Proponents should lead with an Executive Summary, not exceeding three (3) pages. The Executive Summary should be written in a nontechnical style and contain sufficient information for reviewers with both technical and nontechnical backgrounds to become familiar with the Proponent's Proposal and its ability to satisfy the financial and technical requirements of the Project.

#### 4.3.2 Proponent Overview

Introduce the Proponent in this section. Provide a description of Team Members, if any, and the teaming arrangements that will be used to organize work across the members. Detail the Proponent's experience across the service areas described in the Scope of Work. The



Proponent must show effective and substantive experience relative to proposed Scope of Work. Proponents are expected to display strong leadership, accountability, and continuity, so the Proponent must demonstrate it has a staff and/or a team of experienced professionals and a dynamic collaborators network that include a broad range of private and government organizations. It is in the spirit of such capabilities that the Proponent shall discuss its experience herein.

In addition to the narrative overview of the Proponent team, proposals should also include a completed **Attachment A. Form 1: Proponent Information**.

#### 4.3.3 Team Structure

Introduce the Proponent, Lead Team Member and Team Members (if applicable). Describe any teaming and sub-contracting arrangements, existing or anticipated, including any technical, legal, and financial advisors/consultants that the Proponent anticipates retaining to assist in performance of the PMO Services (or such other support anticipated to be required during the term of the agreement).

Proponents must demonstrate through their proposal that they have the capacity to successfully execute the Scope of Work, including their previous experience with PMO projects of a similar nature. The Proponent can be composed of a Lead Team Member and one or more Team Members. In areas where the Lead Team Member does not currently have the in-house capacity to carry out the Scope of Work as detailed in the above sub-sections, it is understood that the Lead Team Member, will either team with other firms, subcontract other firms or persons, and/or retain professional services (e.g. legal, technical, or financial advisors; collectively the “Team Members”) as required to fulfill the Scope of Work.

Proponents must:

- Identify the organizational structure for the team that it envisions carrying out and managing the Scope of Work
- Confirmation that the proposed team is up to 85% bilingual in English and Spanish. All team members that have direct contact with the municipalities will need to be 100% bilingual.
- Describe the experience and qualifications of the firm and the key individuals that will be engaged in the proposed project, including experience with endeavors like the Scope of Work (comparable size and complexity)
- Describe the length of time doing business, business experience, public sector experience, and other relevant engagements of the firm



- Include the identity of any firms that will provide the services
- Provide resumes for the identified Team Members, including definition of that person's role, and relevant project experience

#### 4.3.4 Approach

Provide the approach methodology for providing the PMO services for the execution of the Scope of Work set forth in **Section 3.2**. The approach should incorporate the Proponent's understanding of the goals and criteria of this project and how the Proponent intends to meet those goals and criteria. The approach should also clearly explain how the Proponent intends to manage and implement the Scope of Work and should include a proposed schedule depicting the timeline of deliverables.

Improvements and modifications to the activities specified in the Scope of Work are permitted. Please clearly note any proposed revisions and include justification for the changes in Proponents' proposal response.

Proponents are welcome to identify any gaps in this RFP that would require additional information or outreach by the Proponent. In the case that gaps are identified, Proponents should provide a summary of a proposed plan for rectifying, if the Proponent is engaged for this scope.

#### 4.3.5 Experience

Provide a list of minimum of three (3) similar projects developed by your Firm during the past five (5) years, including previous experience providing these services to municipalities and/or government agencies. These projects must demonstrate the Proponent's experience in effective delivery of federally funded projects. Include, for each, the dollar value of the contract, a description of the work performed, and contact information for the government agencies and municipalities.

#### 4.3.6 Qualifications

Demonstrate Proponent's PMO work experience by providing three (3) to five (5) qualifications per Team Member in compliance with the instructions and requirements set forth in **Attachment B. Form 2: Proponent Qualifications**.

For at least three (3) qualifications, provide a reference contact using **Attachment C. Form 3: Proponent References**. The PRBP reserves the right to contact the references named in the Proponent's proposal. The results of discussions with the references will be used to inform proposal evaluation, as described in **Section 5** of this RFP.



### 4.3.7 Compliance, Risk, and Transparency

Describe the Proponent's approach to the following compliance, risk, and transparency considerations:

- How to best ensure overall financial and legal compliance and transparency
- How to best ensure environmental protection and project resiliency
- Key project risks at each phase of work when completing the SOW
- Proponent's approach to managing the identified risks and proposed mitigation strategies

### 4.3.8 Financial Information

Proponents must present audited financial statements for the previous three (3) years. The Proponents must demonstrate the firm's financial ability to cover the cost of the firm's expenses based on a 30 and 60-day billing cycle.

## 4.4 Price Proposal

Proponents shall submit a price proposal to meet all requirements listed in **Section 3.2**, Scope of Work. Proponents should include the following information in their price proposal, organized in the specified sections.

### 4.4.1 Material Changes in Financial Condition

Information regarding any material changes in the financial condition of Proponent and each Team Member (if applicable) during its respective past three (3) fiscal years and anticipated for the next reporting period, must be provided. If no material change has occurred and none is pending, the Proponent and Team Member, as applicable, shall provide a signed letter from its CFO, treasurer, or equivalent officer so certifying. The letter must be dated not earlier than seven (7) calendar days prior to the proposal Due Date.

At the discretion of PRBP, any failure to disclose a prior or pending material change may result in disqualification from further participation in the selection process. In instances where a material change has occurred, or is anticipated, the affected entity shall provide a statement describing each material change in detail, the likelihood that the developments will continue during the period of performance of the Project, and the projected full extent of the changes likely to be experienced in the periods ahead.



Where a material change will have a negative impact, the affected entity shall also provide a discussion of measures that would be undertaken to insulate the Project from any recent material changes, and those currently in progress or reasonably anticipated in the future.

Set forth below is a representative list of events intended to provide examples of what PRBP considers a material change in financial condition. This list is indicative.

List of Representative Material Changes:

- An event of default or bankruptcy involving the affected entity.
- A change in credit rating (if applicable) for the affected entity.
- Inability to meet conditions of loan or debt covenants by the affected entity.
- The affected entity either: (i) the financial statements indicate that expenses and losses exceed income (i.e. negative net income excluding earnings from non-controlling interests); (ii) incurred a net operating loss (i.e. negative income before taxes, or negative earnings before taxes); or (ii) sustained negative cash flows from operating activities; in at least one of the last three fiscal periods, the affected entity shall provide a discussion of measures that will be undertaken to make the entity profitable in the future and an estimate of when the entity will be profitable.
- Other events known to the affected entity, or parent or affiliate organization of the affected entity which represent a material change in financial condition over the past three (3) years or may be pending for the next reporting period.

#### 4.4.2 Pricing Breakdown

Based on the Proponent's proposed Approach described in **Section 4.3.4**, provide an estimated total fee for each requirement outlined in the Scope of Work and an estimated cost for key staff resources by completing **Attachment D. Form 4: Cost Template**. The total fee breakdown should clearly attribute fees by sub-section: (i) Program Management and Coordination, (ii) Project Planning and Initiation, (iii) Procurement and Contract Management Support, (iv) Design Management Support, (v) Permitting Support, (vi) Construction Support, (vii) Schedule, Cost and Risk Management, (viii) Quality Assurance and Compliance, (ix) Stakeholder Engagement and Communication, (x) Reporting and Documentation, (xi) Change Management, and (xii) Program Closeout.

#### 4.4.3 Financial Statements

Financial statements must be provided for each Respondent, the Equity Members, and any Guarantors thereof for the three most recent completed fiscal years, provided consistent with the requirements below, to demonstrate financial capability of Respondent. Information for



each entity should be packaged separately and include a cover sheet identifying the name of the organization and its role as Respondent, an Equity Member, or Guarantor.

Financial statement information must include an Opinion Letter (Auditor's Report), Balance Sheet, Income Statement, Statement of Changes in Cash Flow, and Footnotes. Additionally, financial statements must meet the following requirements:

- **GAAP** – Financial statements must be prepared in accordance with U.S. Generally Accepted Accounting Principles ("U.S. GAAP") or International Financial Reporting Standards ("IFRS"). If financial statements are prepared in accordance with principles other than U.S. GAAP or IFRS, a letter must be provided from a certified public accountant discussing the areas of the financial statements that would be affected by a conversion to U.S. GAAP or IFRS.
- **U.S. Dollars** – Financial statements must be provided in U.S. dollars, if available. If financial statements are not readily available in U.S. dollars, Respondent must convert the Balance Sheet, Income Statement, Statement of Changes in Cash Flow and Current Assets and Non-Current Assets notes to U.S. dollars and provide a summary of the conversion methods and applicable foreign exchange rates used to do so.
- **Audited** – Financial statements must be audited by an independent party qualified to render audit opinions (e.g., a certified public accountant). If audited financials are not available for an Equity Member, any Guarantor, the Respondent shall include unaudited financial statements for such Equity Member, Guarantor, certified as true, correct and accurate by the chief financial officer ("CFO") or treasurer of the entity.
- **English** – Financial statement information must be prepared in English. If audited financial statements are prepared in a language other than English, translations of all financial statement information, including footnotes, must be provided with the original financial statement information.
- **Credit Ratings** – Respondent and Equity Members must supply appropriate credit ratings to the extent such entities have credit ratings. Credit ratings shall also be provided for any Guarantor to the extent a Guarantor is included. If no credit ratings exist, include a statement specifying that no credit ratings exist for that entity.



## 5. Proposal Evaluation

### 5.1 Proposal Evaluation Procedure

All responsive proposals received by the RFP closing date specified in **Section 2.3** will be evaluated and scored.

An Evaluation Committee, designated by PRBP, will evaluate and score each proposal submitted after reviewing all proposals and after completion of oral presentations, if required. Members of the Evaluation Committee shall have the experience to perform proposal reviews and shall conduct their independent evaluation of the proposals received in accordance with the evaluation criteria and contract conditions set forth in this RFP.

Evaluation Committee members will score proposals according to the stated evaluation criteria at their discretion. Point assignments from each member of the committee will be totaled for an overall proposal score. Proponents will be ranked based on these overall scores. In the event of a tie between two overall proposal scores, the Evaluation Committee will assess awarded scores to determine whether any adjustments are appropriate. If appropriate, any adjustments made will be approved by the PRBP. If no adjustments are warranted, the Government Parties may use individual scoring criterion within each evaluation criteria category to break the tie.

PRBP reserves the right to request additional information from the Proponent on an as-needed basis during proposal evaluation. During the process, PRBP may solicit the Proponent to expand or limit the scope of work and, as a result, adjust the budget estimate accordingly to the updated terms.

### 5.2 Proposal Evaluation Criteria and Scoring Method

The scoring and ranking of each proposal will be based on a scoring method using weighted formulas for technical merit (proposed solution and ability to meet scope of work), qualifications (expertise and references) and price. The total score for each proposal will be on a scale of 0 to 100 points. As seen by **Figure 6**, three general categories will be used to evaluate the proposals.

**Figure 6: Proposal Scoring**

<b>Category</b>	<b>Maximum Number of Points Per Category</b>
Overall Solution and Approach	45 points
Qualifications and Experience	35 points
Pricing	20 points
<b>Total</b>	<b>100 points</b>

Scores for the *Overall Solution and Approach* category will be primarily based on the quality of Proponents' Technical Proposal response, as described in **Section 4.3**. Evaluators will consider the degree to which the technical approach proposed by the Proponent sufficiently addresses the Scope of Work requirements defined in **Section 3.2** of this RFP and the Proponent's ability to execute the Scope of Work. Proponents should include a structured, milestone driven schedule to support timely delivery, operational readiness, and significant progress toward completion within the required project timeline based on the federal fund's period of performance. Proponents are encouraged to review publicly available information regarding required project timeline and pricing, particularly as outlined in:

- [US Treasury's Puerto Rico CPF Allocation](#)
- [PRBP Five-Year Action Plan](#)
- RFP Section 1.4 Broadband Funding in Puerto Rico

*Qualification and Experience* scores will be assessed based on Proponent's previous experience performing similar work, the applicant's local experience with services in Puerto Rico, and general compliance with submitting information requested in the RFP.

*Pricing* scores are expected to primarily be a function of cost. The proposal that offers the lowest price shall receive the maximum 20 points for the *Pricing* section. The points allocated to higher priced proposals shall be equal to the lowest proposal price multiplied by the maximum points and then divided by the higher proposal cost.



An example case is provided below:

- Maximum points for pricing = 20 points
- Proponent A Total: \$250 (lowest cost) = Awarded 20 points
- Proponent B Total: \$275 (higher cost) =  $20 \times (250 / 275)$  = Awarded 18.18 points
- Proponent C Total: \$350 (higher cost) =  $20 \times (250 / 350)$  = Awarded 14.28 points

Proponents should note that the scoring criteria heretofore defined preferences alignment with Scope of Work requirements over price. While competitive pricing is a factor, the primary objective of evaluation will be to identify proposals that most fully address the objectives and specifications defined in **Section 3** of this RFP. Uncharacteristically low pricing found to suggest risks to overall quality and/or project success may be considered non-responsive or not competitive during evaluation.

### 5.3 Basis for Selection and Award of an Agreement for Services

PRBP will select and attempt to negotiate a mutually acceptable Agreement for Services with the first-ranked Proponent. If this cannot be accomplished within 15 calendar days after initial selection, PRBP reserves the right to terminate contract negotiations with the first-ranked Offeror and may select the second-ranked Proponent for negotiation of a potential award. This process may continue in order of Proponent ranking until a mutually acceptable Agreement for Services is achieved with the PRBP and an award is made to a selected Proponent.



## 6. Disclosures

### 6.1 General Disclosures, Rights, Options and Disclaimers

The issuance of this RFP, submission of a response by any firm/team, and the acceptance of such response by PRBP does not obligate PRBP. Proponent shall only be bound by its proposal for the period of sixty (60) days required in this RFP. Legal obligations will only arise upon the execution of a formal agreement between PRBP and the selected firm/team.

By responding to this RFP, Proponents acknowledge and consent to the following conditions relative to the procurement process. PRBP is not bound to accept any proposals if Proponents do not meet PRBP's requirements. Without limitation and in addition to other rights reserved by PRBP in this RFP, PRBP reserve and hold, at their sole discretion, the following rights, and options:

- To accept or reject all submittals, in whole or in part.
- To discuss, with any or all Proponents, different or additional terms to those included in this RFP or received in any response.
- To cancel this RFP in whole or in part, at any time, with or without substitution of another RFP if such cancellation is determined to be in the best interest of PRBP.
- To supplement, amend, or otherwise modify this RFP prior to the date of submission of the proposals.
- To receive written questions concerning this RFP from Proponents and to provide such questions, and PRBP responses, to all Proponents that received a copy of the RFP.
- To require additional information from one or more Proponents to supplement or clarify the proposals submitted.
- To conduct further investigations with respect to the qualifications and experience of each Proponent.
- To visit and contact the Proponent's client in any of the projects or engagements referenced in the proposals to obtain direct information regarding the Proponent's performance in such engagements.
- To waive any defect or technicality in any proposals received.
- To eliminate any Proponents that submit a nonconforming, non-responsive, incomplete, inadequate, or conditional proposal.
- To investigate the technical and financial qualifications of Proponents using sources in addition to what was included in the proposals.



All costs and expenses incurred by the Proponents in the preparation and delivery of a proposal will be the sole responsibility of the Proponents. PRBP will not be liable for any amounts to any Proponent in any manner, under any circumstances, including without limitation, due to the cancellation of the RFP process. The Proponents cannot make any claims whatsoever for reimbursement from PRBP for the costs and expenses associated with the process.

Proponents should submit their best proposals initially, since negotiations may not take place.

The laws of Puerto Rico shall govern this RFP process. Any disputes relating to this RFP must be resolved accordingly. The exclusive venue for a judicial challenge is the Appeals Court of Puerto Rico as provided for by the laws of Puerto Rico.

## 6.2 Accuracy of RFP and Related Documents

PRBP assumes no responsibility for the completeness or the accuracy of specified technical and background information presented in this RFP, or otherwise distributed or made available during this RFP process. Without limiting the generality of the foregoing, PRBP will not be bound by or be responsible for any explanation or interpretation of the RFP documents other than those given by it in writing. In no event may a Proponent to this RFP rely on any oral statement by PRBP's agents, advisors, or consultants.

## 6.3 Confidential or Proprietary Information

One copy of each proposal will be retained for PRBP's files and will not be returned. If a Proponent considers that its proposal contains material that is confidential and/or proprietary, the Proponent must clearly note or mark each section of material as confidential and/or proprietary. The PRBP will determine whether such material meets the requirements for an exemption from disclosure. If so, that information will not be disclosed pursuant to a request for public documents. If PRBP does not consider such material to meet the requirements for exemption from disclosure, the material will be made available to the public, regardless of the notation or markings. It is the responsibility of Proponents to be thoroughly informed and familiar with the requirements of disclosure of public documents.

Furthermore, by responding to this RFP, Proponents acknowledge and agree that PRBP will not be responsible or liable in any way for any losses that the Proponent may suffer from the disclosure of information or materials to third parties. It is the responsibility of the Proponent, as the real party in interest, to object any disclosure and defend any action that may be necessary to protect its confidential information.



## 6.4 Further Contract Conditions

The contents of the proposal prepared by the selected Proponent, with any amendment approved by PRBP, will become part of the Agreement with the selected Proponent as a result of this RFP process. The Agreement will include those clauses required when contracting services similar to those procured under this RFP and those included in contracts with the Government, such as contractual provisions requiring:

- Sole Registry of Professional Services Providers Certification ("RUP", for its Spanish acronym), issued by ASG pursuant to the Regulation for Sole Registry of Professional Services Providers, Regulation No. 9302E, issued on August 26, 2021.
- All data generated and systems used during the rendering of the Services, must comply with the public policies of data and technology issued by PRITS, pursuant to Act No. 75-2019, and applicable regulations.
- Original certifications evidencing that Proponent has complied with its responsibility in the filing of tax returns and payment of its taxes, including sale and use tax as applicable, to the Government, to the U.S. Government, and to the state or jurisdiction where its base of operations resides, to the extent applicable.
- Commercial Registration Certification, issued by the PRTD (i.e., "*Departamento de Hacienda*").
- Certification of Compliance issued by the Puerto Rico Child Support Administration ("ASUME"). Corporations must file their request for said certification with the Employer Unit of ASUME. The same indicates that the employer complies with the orders issued in his name as employer to retain the salary of employees as a result of amounts owed for child support.
- Certification of Good Standing for corporations located in Puerto Rico or the authorization to do business in Puerto Rico for foreign corporations issued by the Department of State.
- Certification that neither the company nor its officers are suspended or debarred ("Suspension & Debarment") from doing business with the Federal Government.
- Certification that no conflict of interest exists should they be awarded the contract.
- Certification of Eligibility with the General Services Administration ("ASG" for its acronym in Spanish).
- Sworn statement, signed by the President or Chief Executive Office authorized to act on behalf of Proponent, indicating that Proponent, its subsidiaries, affiliates and/or parent companies, and their respective shareholders, directors, partners, officers, executives, or principals have neither been convicted nor has probable cause for their



arrest been found against any of them, nor are they being investigated under any administrative, judicial or legislative procedure, whether within or outside of Puerto Rico, or any other legal provision penalizing crimes against the treasury and the public trust, and that the person signing the statement has not been investigated, arrested, convicted, or found guilty or sentenced as a result of said criminal conduct.

- Certification of Employer Registration and of Debt in Respect of Unemployment Insurance and Disability Insurance issued by the Workplace Safety Bureau, Tax Division, Collection Unit of the Puerto Rico Department of Labor and Human Resources ("PR-DLHR"). The same shall indicate that the contractor does not have a debt with the Disability Insurance and Unemployment Insurance Programs. If the person is not an employer, it shall indicate that the person is not registered as an Employer and therefore does not have any debt.
- Certification of Employer Registration and of Debt in Respect of Driver's Insurance issued by the Persons with Non-Occupational Disabilities and Driver's Insurance Bureau of the PR-DLHR. The same shall indicate that the contractor does not have a debt with the Non-Occupational Disability Insurance and Driver's Insurance Programs. If the person is not an employer, it shall indicate that the person is not registered as an Employer and therefore does not have any debt.
- No debt Certification and copy of current policy issued by the Puerto Rico State Insurance Fund ("CFSE", for its Spanish acronym).
- The Proponent will be required to maintain the following types of insurance throughout the life of the contract:
  - Commercial general public liability insurance ("Liability Insurance") against liability for bodily injury and death and property damage, such Liability Insurance to be in an amount not less than One Million Dollars (\$1,000,000) for liability for bodily injury, death and property damage arising from any one occurrence and One Million Dollars (\$1,000,000) from the aggregate of all occurrences within each policy year. The policy should include completed operations coverage.
  - Workers' compensation and Employers Liability coverage providing statutory benefits for all persons employed by the Proponent, or its contractors and subcontractors at or in connection with the Work.
  - Errors and Omissions coverage written on a claims made basis and having an aggregate policy limit of at least Five Million Dollars (\$5,000,000). Such coverage shall be maintained throughout the life of the project and three (3) years beyond Substantial Completion.



- Certification of Existence or Certification of Authorization to do business in Puerto Rico. The Certification of Existence indicates that the applicant is incorporated under the laws of Puerto Rico and is issued by the Puerto Rico State Department ("PR-SD"). The Certification of authorization to do business in Puerto Rico applies to foreign companies. It indicates that the applicant is authorized to do business in Puerto Rico and is issued by the PR-SD. The certification indicates the date of issuance and authorization to do business in Puerto Rico.

All certifications must be current, that is, issued within thirty (30) days from the date the selected Proponent executes the Agreement with PRBP. The selected Proponent will be contractually required to abide by the laws of Puerto Rico as governing laws under the Agreement. PRBP shall reserve the right to terminate any contract entered into as a result of this RFP at any time, provided that written notice has been given at least thirty (30) days prior to such proposed termination date.

In addition to the foregoing, the Agreement will specify that any Deliverables and/or Work-Product related to the Services will include clauses directed towards making said Deliverables and/or Work Product shall become property of the corresponding PRBP, pursuant to applicable regulations.

## 6.5 General Federal Funds Requirements

PRBP anticipates that some or all the costs incurred under the contract that could be awarded pursuant to this RFP could be funded, partially and/or in whole, with federal funds. Consequently, any contract executed in relation to this RFP shall be governed by certain federal terms and conditions for federal grants, including any applicable circulars issued by the U.S. Government Office of Management and Budget ("USOMB").

Moreover, in the event any federal funding is used in the contract that could be awarded pursuant to this RFP, this procurement process is intended to be conducted in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as codified under 2 C.F.R. Part 200, et seq., issued by the USOMB pursuant to the authority granted under 31 U.S.C. 503 ("Federal Uniform Administrative Requirements"), which outlines the methods of procurement to be followed by non-federal entities.

Furthermore, said potential contract shall be also governed by any specific terms and conditions set forth by the awarding federal agency(ies). Below is an indicative list of the applicable federal terms and provisions (collectively, the "Federal Fund Requirements"):



- Regulations and/or guidance issued by the U.S. Government regarding: the Infrastructure Act; the Families First Coronavirus Response Act of 2020 (Pub. L. 116-127); the Coronavirus Aid, Relief, and Economic Security Act of 2020 (Pub. L. 116-260); relevant disposition of the Consolidated Appropriations Act of 2021 (Pub. L. 116-260); and/or the American Rescue Plan Act of 2021 (Pub. L. 117-2).
- Department of Commerce's Financial Assistance Standard Terms and Conditions (R&D Award, and/or Federal-Wide Research Terms and Conditions, as adopted by the Department of Commerce.
- Department of Commerce's Specific Award Conditions for Multi Year Awards.
- Domestic Preference for Procurements, 2 C.F.R. Sec. 200.332.
- Equal Employment Opportunity requirements, including, but not limited to, those levied in the Equal Pay Act of 1963, the Civil Right Act of 1964, the Age Discrimination in Employment Act of 1967, the Equal Employment Opportunity Act of 1972, the American with Disabilities Act of 1990, and/or the Civil Rights Act of 1991.
- Contract Work Hours and Safety Standards, 40 U.S.C. 3701, et seq.
- Access to Records, 2 C.F.R. Sec. 200.337.
- Retention Requirements for Records, 2 C.F.R. Sec. 200.334.
- Contracting with Small and Minority Business, Women's Business Enterprises, and Labor Surplus Area Firms, 2 C.F.R. Sec. 200.321.
- Byrd Anti-Lobbying Amendment, 31 U.S.C. Sec. 1352, as amended.
- The Federal Uniform Administrative Requirements.
- Contract Cost Principles and Procedures, 48 C.F.R. Part 31
- Davis Bacon Act, 40 U.S.C. Sec. 3141, et seq., as amended.
- Copeland Anti-Kickback Act, 40 U.S.C. Sec. 3145, as amended.
- Executive Order No. 12549 of 1986, Debarment and Suspension; and Executive Order No. 12689 of 1989, Debarment and Suspension (codified at 2 C.F.R. Part 180, and 2 C.F.R. Part 3000
- US Treasury's Supplemental Guidance concerning the administration of funding for broadband projects, including, but not limited, to the SLFRF and CPF Supplementary Broadband Guidance issued on May 17, 2023, as they may be amended from time to time.
- FCC's Ownership Disclosure Requirements for Applications, as codified in 47 C.F.R. § 1.2112(a)(1)-(7)



**By submitting their respective proposals, Proponents acknowledge, agree, and guarantee PRBP strict observance and compliance with the Federal Fund Requirements, to the extent applicable.**



## Attachment A. Form 1: Proponent Information

Name of Proponent:
Team Member Firm:
Year Established:
<b>Organization's Leadership (Executive Director/CEO/Chairperson) Contact Details</b>
Name of Contact:
Title:
Telephone:
Email:
Professional License Designation/License Number:
Headquarters Address:
Address of Office Performing Work (If different from Headquarters):
<b>Proponent Contact Details (if someone other than Organization's Leadership)</b>
Name of Contact:
Title:
Telephone:
Email:
Address:

**Organization Details**

Federal Tax ID No. (if applicable): \_\_\_\_\_

North American Industry Classification Code: \_\_\_\_\_

Business Organization (check one):

Corporation,  Unincorporated Association,  Partnership,  Foundation, or  
 Other (Describe): \_\_\_\_\_

Not-for-Profit Status: \_\_\_\_\_

Sam.gov UEI #: \_\_\_\_\_

The UEI (previously known as a DUNS number) is the primary key used to identify an organization throughout the federal awarding lifecycle and in SAM.gov. Applicants must have an active SAM.gov registration and, if awarded, no funding can be reimbursed in the future unless the SAM.gov registration is active. See 2 C.F.R. § 25.300 for more information. If your organization does not already have a UEI, please obtain one by visiting sam.gov and registering.

**If the Proponent is responding as a team - a Consortium, Partnership, Joint Venture, or Limited Liability Company - state the type of arrangement and structure between the firms, indicate the name and role of each member firm in the space below. Indicate which firm is the Lead Team Member. Complete a separate Information form (Form-1) for each member firm and attach it to the Proposal.**

Team Arrangement and Structure:

Name of Member Firms	Role



<b>Under penalty of perjury, I certify that the foregoing is true and correct, and that I am the firm's Official Representative:</b>	
By:	Print Name:
Title:	Date:
[Please make additional copies of this form as needed.]	



## Attachment B. Form 2: Proponent Qualifications

Complete the table below for each qualification selected for inclusion in Proponent response.

Provide a narrative description for between three (3) and five (5) past and/or current engagements per teaming member that are most relevant to the RFP scope of work and best indicate the Proponent's PMO qualifications and experience. The project narrative description must include:

- The Proponent's role in this project, (i) the nature of the arrangement, (ii) the research methodology applied, and (iii) any data collection and analysis techniques implemented.
- For each project, (as applicable), (i) what technical, legal, and/or financial technical expertise was integrated in the design process, (ii) how teaming entities were organized, and (iii) the Proponent's role in managing and/or coordinating technical, legal, and/or financial advisors.
- For each project, describe (i) the intent of the work, (ii) challenges encountered, and (iii) the outcomes/results.
- The name(s) of key personnel and additional resources proposed in response to this RFP that participated in each project and the functions they performed.

Please limit each completed qualification table to one page.

<b><i>Qualification Table</i></b>		
<b>Client Name:</b>	<b>Project Name:</b>	
<b>Proponent Name:</b>	<b>Location:</b>	<b>Sector:</b>
<b>Project Value (USD):</b>	<b>Start Date:</b>	<b>End Date:</b>
<b>Key Personnel:</b>		



**Narrative Description of Project per Instructions Above**

[Please make additional copies of this form as needed.]



## Attachment C. Form 3: Proponent References

<b>REFERENCE 1</b>	
Proponent (or Team Member, as applicable)	
Name of the project on which the reference hired or worked with the referee	
Name of reference	
Reference's title/position	
Reference's organization	
Reference's office phone and/or cell numbers (2)	
Reference E-mail address	
Reference's address	
<b>REFERENCE 2</b>	
Proponent (or Team Member, as applicable)	
Name of the project on which the reference hired or worked with the referee	
Name of reference	
Reference's title/position	
Reference's organization	
Reference's office phone and/or cell numbers (2)	



Reference E-mail address	
Reference's address	
<b>REFERENCE 3</b>	
Proponent (or Team Member, as applicable)	
Name of the project on which the reference hired or worked with the referee	
Name of reference	
Reference's title/position	
Reference's organization	
Reference's office phone and/or cell numbers (2)	
Reference E-mail address	
Reference's address	



## Attachment D. Form 4: Cost Template

### *Cost Template 1: Costs for Key Staff Resources*

[A] Resource Position	[B] FTE	[C] Total Hours	[D] Labor Rate	[E] Maximum Cost [B]x[C]x[D]
<b>[F] Key Staff Maximum Subtotal Cost: ΣMaximum Costs [E]</b>				
<b>[G] Profit Percentage: (%)</b>		<b>[H] Profit Amount: [F]x[G]</b>		
<b>[I] Overhead Percentage: (%)</b>		<b>[J] Overhead Amount: [F]x[I]</b>		
<b>[K] Key Staff Maximum Total: [F]+[H]+[J]</b>				

### *Cost Template 2: Total Costs for Scope of Work*

[A] Subsection	[B] Number of Units	[C] Task Unit Cost (\$/Unit)	[D] Task Cost [C]x[E] (\$)
3.2.1 Program Management and Coordination	1		
3.2.2 Project Planning and Initiation	1		
3.2.3 Procurement and Contract Management Support	1		
3.2.4 Design Management Support	1		
3.2.5 Permitting Support	1		
3.2.6 Construction Management Support	1		
3.2.7 Schedule, Cost, and Risk Management	1		
3.2.8 Quality Assurance and Compliance	1		



3.2.9 Stakeholder Engagement and Communication	1		
3.2.10 Reporting and Documentation	1		
3.2.11 Change Management	1		
3.2.12 Program Closeout	1		
<b>[E] Subtotal Cost (\$): <math>\Sigma</math>Task Costs [D]</b>			
<b>[F] Profit Percentage: (%)</b>		<b>[G] Profit Amount: [E]x[F]</b>	
<b>[H] Overhead Percentage: (%)</b>		<b>[I] Overhead Amount: [E]x[H]</b>	
<b>[J] Total Cost: [E]+[G]+[I]</b>			



OFFICE OF MANAGEMENT AND BUDGET

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GOBIERNO DE PUERTO RICO