## Appendix 1 – Work Plan and Pricing

**Notification of Funds' Availability for the Affordable Devices Program by the Puerto Rico Broadband Program within BEAD**

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| **General Information** |
| Name of the organization |  |
| Registration number of the organization (EIN) |  |
| Unique Entity Identifier (UEI) from SAM.gov |  |
| Address of principal offices |  |
| Name of the point of contact |  |
| Email of the point of contact |  |
| Phone of the point of contact |  |
| Name of the legal representative[[1]](#footnote-2) |  |
| Position of legal representative |  |
| Legal status of legal representative |  |
| City of residence of legal representative |  |
| Email of the legal representative |  |
| Phone of the legal representative |  |

**Overall approach**

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| **Please describe your organization and explain what is your overall plan / approach to be able to deliver on the goals of the program.** |
| * [To be completed]
 |

| 1. **Capacity and Experience**
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| **A.1. Please describe your experience in managing affordable device programs, including the list of programs, location, dates and the number of devices distributed.** |
| * [To be completed]
 |
| **A.2. Please detail your experience in managing the logistics and distribution of devices.** |
| * [To be completed]
 |
| **A.3. Please describe the logistical plans for device sourcing and distribution, including sourcing methods, warehousing, and delivery coordination for this program. How will you ensure effective management of the supply chain from sourcing to delivery?** |
| * [To be completed]
 |
| **A.4. Please explain the resources (staff) that will be dedicated to this program. Please also describe how the leadership at your organization will be involved in this program.** |
| * [To be completed]
 |

| 1. **Device cost, quality and sustainability**
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| **B.1. Please describe how many devices you would propose to distribute along the duration of the 5 years of the program (include # of devices per year). Detail this plan including timelines and milestones and a proposed disbursement schedule and its rationale. Please include the details of the types of devices you plan to provide.** |
| * [To be completed]
 |
| **B.2. Please describe the minimum specifications that you will require / include for all devices, as well as the software and antivirus that will be installed in all of them.** |
| * [To be completed]
 |
| **B.3. Please describe your plan to provide technical support in Spanish and the warranties that will be provided to the delivered devices.** |
| * [To be completed]
 |
| **B.4. Please explain your plan to ensure that this program will be sustainable, including the plan for ensuring recipients have ongoing access to devices after 3-5 years of usage (inc. complementary funding).** |
| * [To be completed]
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| 1. **Community Engagement and Delivery**
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| **C.1. Please describe the requirements and methodologies that you propose to select eligible program participants of the preferred target populations[[2]](#footnote-3). Please also detail how that plan will ensure that there is no fraud and that impact analysis can be performed by PRBP.** |
| * [To be completed]
 |
| **C.2. Please describe if you currently have established relationships with community organizations, such as schools, CBOs[[3]](#footnote-4) or non-profits in Puerto Rico or elsewhere. Please also describe if you have already reached out to organizations to be part of this program with you. Kindly detail which areas of Puerto Rico you anticipate working in and what populations you would target.** |
| * [To be completed]
 |
| **C.3. Please describe the sustainable pricing and ownership model that you propose for the beneficiaries and the rationale for it.** |
| * [To be completed]
 |
| **C.4. Please describe how you intend to coordinate / embed / deliver digital literacy courses as a pre-requisite to receive devices for specific populations. Please also describe how you would decide to which populations you would give these courses and how would update these courses.[[4]](#footnote-5)** |
| * [To be completed]
 |
| **C.5. Please explain how you propose to coordinate / embed / deliver affordable connectivity to low-income beneficiaries, how you would select target beneficiaries and under which conditions you would offer it.** |
| * [To be completed]
 |

**Please provide any additional details you deem relevant as an additional appendix to the proposal.**

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| **Proposed Program Pricing and Total Outcomes – please fill out and provide detail via attachment****Instructions**: The below table is just one way in which you can submit the Program Pricing. Proponents can submit their Proposed Pricing in the format and way the deem more appropriate. However, the Proposed Pricing should have a split per year and a proposed disbursement schedule based on milestones and timelines, as specified in Question B.1. |
| **Item** | **Numerical value** | **Note / Explanation** |
| **Total Pricing Proposed for Scope of Work ($)** | [To be filled] |  |
| Total Pricing for all Devices ($) | [To be filled] |  |
| Total Pricing of Affordable Internet ($) | [To be filled] |  |
| Total Pricing for Program Set-Up ($) | [To be filled] |  |
| Total Pricing for Program Marketing ($) | [To be filled] |  |
| Total Pricing for [Other items] ($) | [To be filled] |  |
| Total Pricing for [Other items] ($) | [To be filled] |  |

Annual Split of the above Pricing Proposal:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Itemss** | **2025** | **2026** | **2027** | **2028** | **2029** | **Total Cost** |
| Pricing per year ($) |  |  |  |  |  |  |
| # Devices per year |  |  |  |  |  |  |
| # beneficiaries of affordable internet |  |  |  |  |  |  |

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| **Certification** |
| **Please provide below a certification and signature that all the information provided, including appendixes and attachments, is true and accurate.** |
| * [To be completed]
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1. Person that would eventually sign the Grant Agreement if selected [↑](#footnote-ref-2)
2. This designation refers to individuals with disabilities, aging, those who have English as a language barrier, those who have low literacy levels, veterans, incarcerated, minorities, and residents who live in rural areas as described in the Puerto Rico Digital Equity Plan. See https://docs.pr.gov/files/Broadband/Documentos/PRBB\_EquityPlan\_R-2%20-%201210%20(1).pdf [↑](#footnote-ref-3)
3. Community-Based Organizations [↑](#footnote-ref-4)
4. Subgrantee will not need to deliver the course itself as there will be resources available for this purpose. Subgrantee will need to ensure coordination and effective adoption, which includes support to beneficiaries. See smartisland.pr.gov to understand details on the NOFAs on Digital Literacy and Digital Navigators. [↑](#footnote-ref-5)