



RFP-DDEC-PDL-2024-01
Questions and Answers
(Q&A)

1. Can you please confirm that fonts used within tables and graphics can be smaller than 12-point?
 - a. **Yes, fonts used within tables and graphics can be smaller than 12-point.**
2. Can you please confirm that the 30 page limit only includes Tab 2 Company Information, Tab 3 Approach to Scope of Services, and Tab 4 team information (excluding Resumes). does not include Cover, tab 1: Executive Summary, Cover Letter, TOC, Resumes, Proof of Certifications, and Appendices?"
 - a. **The 30-page limit does not include resumes, table of contents, proof of certifications and appendices.**
3. Exhibit A is mentioned within sections 8.1 and 8.1.2. However, Exhibit A is not included in the proposal documents?
 - a. **Exhibit A is sent additional to the RFP Guidelines, as a separate document. It is a document titled "Anejo A – Hoja de Cotejo de Documentos" If for some reason the proponent didn't receive it, please send an email to PDL.RFP@ddec.pr.gov**
4. Appendix J is mentioned requested for questions, but we could not locate Appendix J in the proposal documents.
 - a. **Although it was mentioned, it was left open so every proponent could submit questions freely. Please disregard that sentence.**
5. Please verify that the proposal can be presented in single line spacing.
 - a. **Yes, the proposal can be presented in single-line space.**
6. Tab 1 requires Times New Roman and 12-point font. Is Times New Roman font required for all sections of the proposal?
 - a. **No, but it is recommended.**
7. Can vendors use a font lower than 12 point and use different font types for graphics, tables, and charts?
 - a. **Yes, fonts used within tables and graphics can be smaller than 12-point.**
8. Please confirm that the cover page, table of contents, transmittal letter, resumes and all attachments are not included in the 30-page limit.
 - a. **The 30-page limit does not include resumes, table of contents, proof of certifications and appendices.**

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9. Is there a page limit to the cost proposal?

a. No

10. Is there a pricing table format that all vendors are required to use to submit our proposed price?

a. No

11. Section 7.1, Proposal Format, states that all documents shall be signed in blue ink. Proposals are to be submitted electronically, so please confirm that blue ink is not required due to the electronic submission.

a. Even if the proposal is to be submitted electronically, wherever a signature is required, said signature must be signed in blue ink.

12. Will the resulting contract be Time and Materials or Firm Fixed Price?

a. The resulting contract will be based on time and materials.

13. Are the Cover Page, Transmittal Letter, and Resumes included in the 30-page limit?

a. The 30-page limit does not include resumes, table of contents, proof of certifications and appendices.

14. Section 7.1 States: "Written content of the Proposal can be presented in double line spacing." Can written content of the proposal also be presented in single line spacing?

a. Yes, the proposal can be presented in single-line space.

15. Would DDEC consider extending the Proposal Deadline by one week to Friday, February 23, 2024, at 3:00pm?

a. No.