

NOTICE OF EXTENSION OF DATES

RFP-DDEC-2025-07

Request for Proposal (RFP) | Professional Services for the Design and Preparation a Master Development Plan of an International Mercantil Center (IMC) in Guaynabo, Puerto Rico.

DDEC hereby notifies all interested proposers of the extension of key dates associated with the RFP referenced above. The updated schedule is as follows:

- **DDEC provides final vendor Q&A document on: December 10, 2025**
- **Proposal Submission Due Date: December 30, 2025**
- **Notice of Award (expected): January 13, 2026**
- **Execution of the Agreement (expected): January 26, 2026**
- **Project Kick-off: January 30, 2026**



Sebastián Negrón Reichard
Secretary



DEPARTAMENTO DE

DESARROLLO
ECONÓMICO Y COMERCIO

GOBIERNO DE PUERTO RICO



PUBLIC NOTICE

REQUEST FOR PROPOSAL

The Department of Economic Development and Commerce (DEDC) is seeking proposals from qualified individuals or companies with established experience to provide the following services:

Request for Proposal (RFP) | Professional Services for the Design and Preparation a Master Development Plan of an International Mercantil Center (IMC) in Guaynabo, Puerto Rico.

RFP-DDEC -2025-07

This Request for Proposal (RFP) is part of Puerto Rico's Government broader strategy to promote economic development through commercial infrastructure development.

The RFP Guidelines will be available in digital format starting November, 12 2025 at 8:00 a.m. and can be downloaded from the DEDC website: www.desarrollo.pr.gov or requested via the following email address: rfpinternationalmercantilcenter@ddec.pr.gov Emails will be answered during business hours, from 8:00 a.m. to 4:30 p.m.

Please indicate the number of the RFP in the subject line: RFP-DDEC-2025-07– Professional Services for the Design and Preparation a Master Development Plan of an International Mercantil Center (IMC).

Professionals interested in submitting proposal must register by sending an email to: rfpinternationalmercantilcenter@ddec.pr.gov on or before November 20, 2025, at 4:00 p.m. expressing their interest in submitting a proposal. The email must include the company name and title of the contact person, email address, and phone number. The email subject line should be: Interest to Submit Proposal related to RFP-DDEC-2025-07 - Professional Services for the Design and Preparation a Master Development Plan of an International Mercantil Center (IMC).

We will hold a meeting with interested proponents and a site visit to the area covered by the RFP on Friday November 21, 2025 at 1:30 p.m. at the International Business Center–Trade and Export Building, Carr. 165 Km 2.4 Sector Pueblo Viejo, Guaynabo, PR 00968

Any interested person or entity interested in provide the services requested in this RFP may submit their proposal on or before December 11, 2025 at 4:00 p.m. by email to: rfpinternationalmercantilcenter@ddec.pr.gov Proposals submitted after the established date and time will not be evaluated.

The DEDC will not evaluate incomplete proposals. The DEDC reserves the right to accept or reject one or all the proposals in conflict with the best interests of the program. The DEDC will not be responsible nor reimburse any expenses related to preparation and presentation of a proposal for this RFP.

Sebastián Negrón Reichard
Secretary



AVISO PÚBLICO

SOLICITUD DE PROPUESTAS

El Departamento de Desarrollo Económico y Comercio (DDEC) busca propuestas de personas o compañías calificadas con experiencia establecida para brindar el siguiente servicio:

Servicios Profesionales para el Diseño y Preparación de un Plan Maestro de Desarrollo en el Centro Mercantil Internacional (IMC) en Guaynabo, Puerto Rico.

RFP-DDEC -2025-07

Esta Solicitud de Propuesta (RFP) es parte de la estrategia del Gobierno de Puerto Rico para promover el desarrollo económico a través del desarrollo organizado de la infraestructura comercial.

Las guías del “RFP” estarán disponibles en formato digital a partir del 12 de noviembre de 2025, a las 8:00 a.m., y pueden descargarse en la página web del DDEC: www.desarrollo.pr.gov o solicitarse a través del siguiente correo electrónico: rfpinternationalmercantilcenter@ddec.pr.gov Los correos electrónicos se responderán durante horario laborable, entiéndase de 8:00 a.m. a 4:30 p.m.

Favor indique el número del “RFP” en la línea de asunto: RFP-DDEC-2025-07 – Servicios Profesionales para el Diseño y Preparación de un Plan Maestro de Desarrollo en el Centro Mercantil Internacional (CMI).

Los interesados deberán registrarse enviando un correo electrónico a: rfpinternationalmercantilcenter@ddec.pr.gov en o antes del 20 de noviembre de 2025 a las 4:00 p.m. expresando su interés en presentar propuesta. El correo electrónico debe incluir el nombre de la compañía, nombre completo de la persona contacto, título, correo electrónico y número de teléfono. El título del correo electrónico debe ser: Interés en Presentar Propuesta para el RFP-DDEC-2025-07 – Servicios Profesionales para el Diseño y Preparación de un Plan Maestro de Desarrollo en el Centro Mercantil Internacional (CMI).

Realizaremos una reunión con los proponentes interesados y una visita al área que comprende el RFP el viernes, 21 de noviembre de 2025 a la 1:30 p.m. en el Centro Mercantil Internacional –Oficina de Comercio y Exportación Carr. 165 Km 2.4 Sector Pueblo Viejo, Guaynabo, PR 00968

Cualquier persona o entidad interesada en brindar los servicios aquí solicitados puede presentar su propuesta en o antes del 11 de diciembre de 2025 a las 4:00 p.m. a través del correo electrónico: rfpinternationalmercantilcenter@ddec.pr.gov No se evaluarán propuestas presentadas posterior a la fecha y hora establecida.

El DDEC se reserva el derecho de aceptar o rechazar una o todas las propuestas conforme con los mejores intereses del Departamento. El DDEC no se hace responsable ni reembolsará los gastos incurridos por los proponentes interesados en la preparación de este RFP.



DEPARTMENT OF ECONOMIC

DEVELOPMENT
AND COMMERCE

GOVERNMENT OF PUERTO RICO

REQUEST FOR PROPOSALS (RFP)

FOR

PROFESSIONAL SERVICES FOR THE DESIGN AND PREPARATION OF A
MASTER DEVELOPMENT PLAN
INTERNATIONAL MERCANTIL CENTER (IMC) IN GUAYNABO, PUERTO RICO

ISSUED BY

**PUERTO RICO'S DEPARTMENT OF ECONOMIC
DEVELOPMENT AND COMMERCE**

RFP-DDEC -2025-07

RFP Issued

Date: November 12, 2025

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1. DEFINITIONS/ACRONYMS

The following terms shall have the meanings indicated below and shall apply to both their singular and plural forms:

- **“Addenda”** shall mean the written documents issued by the DDEC to revise, amend, or otherwise modify this RFP.
- **“Consultant”** refers to the experienced personnel appointed by the Proponent that can provide consulting services in the administration of the awarded contract.
- **“DDEC”** (by its acronym in Spanish) means the Department of Economic Development and Commerce.
- **“Evaluation Committee”** shall mean the qualified technical review committee appointed by the DDEC to evaluate the Proposals submitted by Proponents.
- **“Key Staff”** refers to the employees appointed by the Proponent to deploy the proposed solution.
- **“Property”** refers to the Amelia Ward of Guaynabo, at PR-165, Km 2.4
- **“Proposal's Due Date”** shall mean the date and time outlined in this RFP for submission of the Proposal, as said date and time may be amended from time to time by Addendum.
- **“Proposal”** shall mean each Proponent's submittal in response to this RFP. As applicable concerning the evaluation of Proposals and selection of a successful proposer, "proposal" shall include any best and final offers requested by DDEC and submitted by a Proponent.
- **“Proposer”** shall mean the firms that respond to this RFP. It could also be called Proponent.
- **“RFP”** shall mean this Request for Proposals, as amended, revised, or modified, issued by the DDEC to procure the services herein described.
- **“Successful Proposer or Selected Proposer”** shall mean the Proponent selected to provide services solicited through this RFP.

2. OVERVIEW AND PURPOSE

The Department of Economic Development and Commerce of Puerto Rico (DDEC) is actively seeking the services of qualified and experienced developers, planners, and/or licensed professionals to prepare a comprehensive Master Plan for the Industrial Park located at the International Mercantile Center (“IMC”), in the Amelia Ward of Guaynabo, at PR-165, Km 2.4 (hereinafter referred to as “the Property”).

The Property includes several buildings currently occupied by tenants, as well as undeveloped land. The undeveloped areas to be evaluated comprise approximately thirty-nine (39) cuerdas in one section, nine (9) cuerdas in another, and five (5) cuerdas in a third. The goal of this initiative is to maximize the use and value of these assets through thoughtful planning, sustainable redevelopment, and strategic investment. **Exhibit B** is provided solely for illustrative purposes. It is not intended to, and does not, represent a precise or exhaustive depiction of the Property,

including land boundaries or existing structures. Proponents should not rely on Exhibit B as a definitive representation of the Property and are responsible for verifying all relevant details independently.

This Request for Proposals (RFP) seeks to identify and engage qualified firms capable of developing a Master Plan that optimizes the use of available land and existing infrastructure, identifies redevelopment and investment opportunities, and establishes a phased implementation roadmap for future projects. The selected firm will be expected to provide innovative, data-driven recommendations that align with Puerto Rico's broader economic development vision and reshoring policies.

The Master Plan shall serve as a strategic framework guiding future land use, development, and redevelopment within the IMC. It will also evaluate existing facilities, undeveloped parcels, and surrounding properties that may enhance the overall vision for the area. The Plan is expected to propose conceptual layouts, development scenarios, and a phased implementation strategy to support sustainable economic growth.

A comprehensive site and facility assessment will be required, including the evaluation of leased and unleased structures, infrastructure capacity, and potential for new industrial or commercial uses. The analysis should integrate long-term strategies that promote competitiveness, investment attraction, and innovation within the Property and its surrounding context.

Finally, the Plan must align with the reshoring policies and economic priorities established by the DDEC, ensuring that future developments support Puerto Rico's strategic positioning in regional and global markets. The resulting Master Plan will serve as both a planning and decision-making tool for the DDEC as it considers the implementation of recommended projects.

2.1 Eligible Proponents

This RFP is issued to qualified Licensed Professionals and Professional Firms, with no legal impediments to contract with the DDEC to offer professional services indicated hereinafter.

All natural or legal entities, developers, planners and or licensed professionals authorized to do business within the United States and its territories (including the Commonwealth of Puerto Rico) may participate as proponents in this RFP. Proponents must provide evidence of compliance with all requirements by law to conduct business in Puerto Rico and contract with Puerto Rico Government.

Notwithstanding the above, proponents that are suspended or debarred by the federal government from participation in governmental contracts are ineligible to participate in this RFP. Proposers must have the Certificate of Eligibility from the General Services Administration (RUP).

Additionally, neither the proponent, nor any person or entity associated who is partnering with proponent may have been the subject of any adverse findings that would prevent Agency from selecting proponent. Such adverse findings include, but are not limited to, the following: negative findings from a Federal Inspector General or from the Government of Puerto Rico, or any other state when the proponent is the defendant and is related to his performance under a contract or his business responsibilities; arson conviction or pending case; harassment conviction or pending case; Puerto Rico and Federal, litigation against properties owned or managed by the DDEC; federal conviction for fraud, bribery, or grand larceny.

Also, Puerto Rico laws prohibit contracting with persons or with entities whose key personnel, controlling stakeholders, partners, officials, managers, employees, subsidiaries or holding companies have been convicted under Articles 4.2, 4.3 or 5.7 of Act 1-2012, as amended, known as the Organic Act of the Office of Government Ethic of Puerto Rico; any of the crimes listed in Articles 250 through 266 of Act No. 146-2012, as amended, known as the Puerto Rico Penal Code; any of the crimes typified in Act No. 2- 2018, as amended, known as the Anti-Corruption Code for a New Puerto Rico; or any other felony that involves misuse of public funds or property, including but not limited to the crimes mentioned in Articles 6.8 of Act No. 8-2017, as amended, known as the Act for the Administrations and Transformation of Human Resources in the Government of Puerto Rico; or for similar felonies in federal or states' jurisdictions. The public policy adopted by the Government extends these prohibitions to determinations of probable cause for arrest for such crimes. Proponents must fully disclose if such investigations or procedures are initiated against said person at any moment. The Department of Economic Development Commerce may disqualify a proponent for lack of disclosure or misleading information in this regard.

3. SCOPE OF WORK

The Scope of Services shall include, but not be limited to:

- (1) Site (Greenfield) and proposed Infrastructure evaluation: Evaluate all undeveloped parcels within the CMI site, including site conditions, topography, accessibility, proposed infrastructure, and utilities.
- (2) Building Inventory and Assessment: Analyze existing structures, whether leased or unleased, to determine suitability, condition, and potential reuse within the Master Plan.
- (3) Adjacent Parcel Evaluation: Identify nearby parcels not currently owned by the agency that may be suitable for acquisition or public-private partnerships to complete the Master Plan vision.
- (4) Master Plan Development: Develop a comprehensive Master Plan, including spatial organization, infrastructure improvements, phasing, and cost estimates, that will optimize and maximize development, taking into consideration applicable laws, rules, regulations, zoning, and any other relevant criteria.
- (5) Implementation Strategy: Provide recommendations and prioritization for phased

- implementation consistent with DDEC's funding capabilities and economic strategy.
- (6) Environmental and Mitigation Assessment: Evaluate potential environmental constraints, including wetlands and flood-prone areas, and develop mitigation strategies to ensure compliance with local and federal environmental policies. Integrate sustainability and resiliency principles into the Master Plan recommendations.
 - (7) Economic and Feasibility Analysis: Assess the financial and economic viability of proposed land uses, including cost-benefit analysis, potential return on investment, and alignment with Puerto Rico's reshoring and industrial development goals.

Policy Requirement: Reshoring Alignment – All deliverables must integrate the strategic objectives of Puerto Rico's reshoring initiatives, maintaining alignment with DDEC's policies on industrial development and investment promotion.

The Proponent must possess the professional resources and technical expertise necessary to fulfill all requirements established in this Scope of Work. The selected firm shall manage all professional services, conduct research and analysis of applicable criteria, and ensure effective coordination among team members. The Proponent's staff shall attend project meetings, communicate regularly with members of the Project Team, and report progress to the Department of Economic Development and Commerce (DDEC).

The Proponent will be expected to participate in public presentations, as required, to present project findings and recommendations to the public, governmental authorities (state or federal), and other entities with jurisdiction over the Property or related matters.

The Proponent shall coordinate its services with other professional services provided by the DDEC or its consultants, if any. The Proponent may rely on the accuracy, completeness, and timeliness of information and services furnished by the DDEC and its consultants and shall not be held responsible for any deficiencies in such information. However, the Proponent shall promptly notify the DDEC in writing if it becomes aware of any errors, omissions, or inconsistencies in said materials.

4. RFP PROCEDURES

This RFP shall be governed by the procedures described in the following sections.

4.1 RFP Documents Acquisition

All documents pertaining to the procurement process will be sent via e-mail upon request at rfpinternationalmercantilcenter@ddec.pr.gov

Requests for proposal guidelines will be answered during business hours, which are 8:00am to 4:30pm.

4.2 Addenda

DDEC reserves the right to amend this RFP at any time. Any amendments to the RFP will be issued as written Addenda. Copies of each Addendum for all prospective Proposers shall be sent by e-mail or can be retrieved at DDEC's website to all the persons and entities that requested the RFP instructions.

All documents pertaining to the procurement process, including Addenda issued by DDEC, are and will be published at <http://www.ddec.pr.gov> under the section for RFPs. All prospective proposers must monitor the abovementioned website to retrieve Addenda, if any, issued for the below-stated procurement process.

Addendum will become a part of this RFP. **All prospective proponents are responsible of monitoring the Website and e-mail accounts to retrieve Addenda.**

4.3 Schedule

A summary schedule of major activities associated with this RFP is presented in Table 1 below. The dates, times, and activities are subject to change and may be revised through the issuance of Addenda by the DDEC.

Table 1: Schedule

Event/Activity	Date
RFP Public Notice Date	November 12, 2025
Professionals interested in participating in this RFP shall send an email to rfpinternationalmercantilcenter@ddec.pr.gov confirming their intention to submit a proposal including the main contact information (Full Name, Title, E-Mail, and Phone Number). The subject must be: Interest to submit proposal related to RFP-DDEC-2025-07 – Professional Services for the Design and Preparation of a Master Development Plan – International Mercantil Center (IMC)	Until November 20, 2025 4:00 p.m.
Meeting with prospective proposers (Pre RFP). Meeting and Site Visit / location at: Oficina de Comercio y Exportación / Centro Mercantil Internacional / Carr.165 Km 2.4 Sector Pueblo Viejo, Guaynabo, P.R. 00968	November 21, 2025 1:30 p.m.
Questions and Answers (Q&A) period: Questions must be submitted through rfpinternationalmercantilcenter@ddec.pr.gov the subject must be: Questions related to RFP-DDEC-2025-07 Professional Services for the Design and Preparation of a	December 1 st , 2025

Master Development Plan – International Mercantil Center (IMC) Question Period closes 12:00 noon (for inquiries on RFP clarification)	
DDEC provides final vendor Q&A document on ddec.pr.gov (estimated)	December 5, 2025
Proposal Submission Due Date Email to send the proposal: rfpinternationalmercantilcenter@ddec.pr.gov	December 11, 2025 4:00 p.m.
Notice of Award (Expected)	December 17, 2025
Execution of the Agreement (Expected)	December 30, 2025
Project Kick-off	January 9, 2026

4.4 Correspondence and Communications

Inquiries and communications regarding the RFP must be submitted to DDEC by the following electronic mail: rfpinternationalmercantilcenter@ddec.pr.gov. The proponent is responsible for obtaining any needed clarification of the RFP requirements, while the RFP is open until Q&A period closes. Email is the only method of contact.

4.5 Allowed and Prohibited Communications

Only questions and requests for clarifications on this RFP submitted by prospective Proposers of this RFP are allowed. Other than these communications for clarifications purposes, communications by prospective Proposers with officials and/or representatives of the DDEC, and other Government Entities, regarding any matter related to the contents of this RFP or this qualification and selection process, are prohibited during the submission and selection processes. Failure to adhere to this requirement may result in the rejection of submitted Proposals. Verbal inquiries or e-mails sent to addresses not specified in this RFP will not be addressed by DDEC.

4.6 Submission of Inquiries

Each prospective Proposer may submit written questions to the intent of clarity of this RFP, its attachments, and its Exhibits. Proposers must submit all questions in writing on or before the submission deadline established in this RFP to the electronic mailing address specified in Section 4.4 of this RFP.

Questions shall be clearly labeled and shall cite the Section(s) and page number in this RFP or other document that forms the basis of the question. Questions may be in Spanish or English.

Responses to all Proposers' questions will be distributed as an Addendum to this RFP on or before the date established in Table 1 in this RFP.

4.7 Representations for Proposal Submission

All costs associated with the Proposal in response to this RFP are the sole responsibility of Proposer. Neither DDEC, the Government of Puerto Rico, nor any of its government entities or its instrumentalities, will be responsible for any expenses in the preparation and/or presentation of the Proposals, oral presentations or for the disclosure of any information or material received in connection with this RFP.

No individual, or firm, is assured of obtaining any work because of this RFP process.

DDEC reserves the right, without limitations, to reject partially or completely all Proposals received in response to this RFP when, in its opinion, the Public Interest, the best interest of the Government of Puerto Rico or DDEC, will be served by such action.

DDEC further reserves the right, without limitations, to make such investigations as it deems necessary as to the qualifications or perceived conflicts of interest of all firms submitting Proposals in response to this RFP. The mere appearance of a conflict of interest shall constitute sufficient cause for the outright rejection of a Proposal. If any or all Proposals are rejected, DDEC reserves the right, without limitations, to re-solicit Proposals.

By submitting a Proposal, the Proposer shall adhere to complying with all applicable Puerto Rico laws and regulations.

DDEC reserves the right, without limitations, to: (i) grant more than one contract and/or select more than one qualified Proposer; (ii) amend the Contract(s) of the Selected Proposer(s) to, among others, extend its original duration, as further explained in this RFP, or to extend its scope to include work.

4.8 Proposal Modification or Withdrawal

A Proposer may modify or withdraw a Proposal at any time before the Proposal Due Date. The withdrawal must be submitted in writing to the electronic mailing address specified in Section 4.4. of this RFP and directed to the Evaluation Committee of DDEC. Timely withdrawal of a Proposal does not prejudice the right of a Proposer to submit another Proposal by the Proposal Due Date. No oral, telephonic, or facsimile modification of a Proposal shall be recognized. After the Proposal Due Date, corrections or withdrawal of Proposals may be permitted only if the Proposer can show clear and convincing evidence that a mistake of a non-judgmental character was made, the nature of the mistake, and the Proposal price intended.

All decisions to allow correction or withdrawal of a Proposal shall be supported by a written determination signed by DDEC's Contracting Officer or Procurement Director, as official delegated after the Proposal Due Date. Changes in prices or other provisions of Proposals prejudicial to the interest of the DDEC or fair competition will not be permitted.

4.9 Ownership of Proposals

All materials submitted in response to this RFP shall become the property of DDEC and will not be returned. The selection or rejection of a Proposal does not affect this provision.

4.10 Requirements for Legal Entities

Proposers that are Puerto Rico based corporations, limited liability companies, partnerships, or any other legal entity, shall be duly and properly organized or registered in compliance with the applicable laws of Puerto Rico. Such entities must show that they are in "good standing" at the time of Proposal submission. In the event the Proposer is a foreign legal entity, including US-based entities, it shall be duly and properly organized and/or registered in compliance with the applicable laws of its place of organization and/or incorporation. Such entities must show that they are in "good standing" within their jurisdiction at the time of Proposal submission. If a Contract is awarded to a foreign entity Proposer, said Proposer should request authorization to do business in Puerto Rico before the execution of the contract.

5. GENERAL INSTRUCTIONS

To ensure uniformity with specific requirements and prompt reference among all Proposals, the format of the Proposals shall adhere to the following parameters:

5.1 Proposal Format

All proposals should follow the format provided. Responses will be reviewed for completeness before detailed evaluation. Any response submitted in a manner that makes evaluation unnecessarily time-consuming may be eliminated from further consideration. Elaborated proposals are not necessary. Quality, substance, brevity, clarity, and responsiveness to the DDEC's needs are essential and required. Incomplete proposals will not be reviewed, nor considered and thus will be rejected automatically.

- Take the time to use language that is clear and concise and respond to the rating factors listed below. "*Over-written*" submissions will reflect negatively to the Proposer's ability to prioritize and communicate in an effective manner.
- Proposals shall be type written in English or Spanish, on standard 8 ½" x 11" paper. Pages shall have a one-inch margin, and the font shall be 12-point pitch size.
- All documents that need a signature as part of the Proposal shall be signed in blue ink. Documents consisting of more than one page that require signature shall contain the initials of the Proposer's Authorized Representative at the right-top corner of every page.

- All names must be included below each signature.
- Proposals' cover page shall include the Proposer's name, contact information, mailing address, the RFP submission date, and the Project Title.
- Figures and tables must be numbered and referenced in the text by that number. They should be placed as close as possible to the referencing version.
- Written content of the Proposal can be presented in double line spacing. Insertion of tables, graphs, calculations, and projections may be written in single line spacing, as needed. Larger paper (up to 11" x 17") and smaller fonts are permissible for charts, diagrams, spreadsheets, etc.

5.2 Technical Proposal Organization

Table of Contents:

The Proposal shall contain a Table of Contents to facilitate the DDEC's consideration and evaluation. It is the Proponent's responsibility to ensure that all sections of the Proposal, including all Attachments, are identified and easy to locate. The Table of Contents should read as follows:

1.Cover Page:

The title page shall contain the RFP subject; the name, email, and postal address of the Proponent; the name, title and telephone number of the person authorized to represent the Proponent; and the date of the Proposal.

2.Transmittal Letter:

The letter of interest shall contain a general statement of the purposes for submission of a Proposal. It should briefly state the operational concept for the services (Project Approach), complying with the requirements of this RFP, demonstrate its understanding of the needs hereunder and the Proponent's commitment to performing the services by the provisions of this RFP.

3.Executive Summary:

This part of the response to the RFP should be limited to a brief narrative highlighting the Proponent's Proposal. It should succinctly include qualifications and experience regarding the Proponent's ability to do the work required in this RFP. The section should limit technical jargon and marketing information and focus instead on qualifications, experience, assumptions, and a summary of the Proponent's ability to meet the business partnering requirements of the DDEC, as stated in this RFP. The Executive Summary should be limited to a maximum of five pages.

4.Company Information:

- 1) Name of the Company or Entity
- 2) Corporate Registration Number in the State Department (if applicable)
- 3) Postal Address
- 4) Telephone numbers
- 5) Facsimile
- 6) Email address
- 7) Name, Position and Signature of the Authorized Representative or Contractor
- 8) Direct phone, cell phone and email address of the Authorized Representative
- 9) Employer Social Security Number
- 10) Number of the Merchant-Treasury Registration Certificate (if applicable)
- 11) Policy Number-State Insurance Fund
- 12) Number of Certificate of Eligibility from ASG (RUP) (If applicable)
- 13) Organization chart of the firm

Proponents are expected to address the following information items within this section of the Proposal:

Background Information: The Proponent shall submit a brief history describing its experience providing services, like the ones specified herein.

Type of Organization: The Proponent shall specify the type of organization, D/B/A, Corporation, Partnership, Joint Venture, or Sole Proprietorship.

Description of the Organization's History: If applicable, the Proponent shall describe the Proponent organization's history, including the ownership, operations, management and staff, subsidiaries, affiliations, and office locations of the organization.

Organizational Documentation: Certifications depending on the type of organization. The Proponent shall submit copies of the Certificate of Incorporation, Partnership Agreement or Joint Venture; and any other organizational document deemed necessary.

Financial and Responsibility Information: All Proponents shall submit financial information (See Section 6.1.3. FINANCIAL REQUIREMENTS) that will enable the DDEC to evaluate its financial capacity to perform under the contract.

5. Approach to Scope of Services (Strategy and Methods)

Proponents are expected to address the following information items within this section of the Proposal:

- Overall description of the proposed solution and the services to be provided
- Overall description of the approach and methodology
- The manner and time periods in which deliverables that meet the scope of work requirements will be delivered.
- Risk management approach

- A detailed execution schedule must be included in the proposal.
- Description of the proposed invoicing method aligned with the services to be provided.
- The purpose of this section is to provide all the information needed by the DDEC to determine the implications of the proposed services.

Although the DDEC recognizes that it may require additional information from specific Proponents concerning this section of the Proposal, it must be evident that Proponents have made a reasonably effort to formulate a responsible project approach.

6. Resumes of Key Staff and Consultants

The Proponent shall provide a detailed roster of personnel and resumes of all key staff assigned to perform duties and services under the contract. For each individual, include the estimated number of hours to be dedicated to the project, along with their education, professional background, licenses, valid certifications, accomplishments, and any other pertinent information demonstrating relevant qualifications. Each resume shall not exceed two (2) pages.

An organizational chart shall also be provided, identifying the key personnel assigned to this project, illustrating the lines of authority, and designating the individual responsible for the completion of each service component and deliverable required under this RFP.

7. Proponent Experience and References for Services Performed

The Proponent shall provide a description and history of the firm, emphasizing its relevant experience with governmental projects of similar nature and scope. A list of specific clients for whom similar work has been performed shall be submitted.

The Proponent will provide at least three recent references (in the last five years), including client names, contact persons, phone numbers and a description of services provided.

8. Attachments

Any and all attachments required, if any.

5.3 Proposal Execution

An authorized representative of the Proponent shall duly execute the Proposal. To constitute proper execution, the Proposal shall be in strict compliance with the following:

- **Individuals:** Proposals submitted by Individuals shall be signed by them. If the Proposal is signed by an authorized representative, a power of attorney, dated and executed by the individual shall be attached to the Proposal, as evidence of the representative's authority to sign the Proposal and to bind the Proposer thereto.
- **Partnerships:** Proposals submitted by a partnership shall be signed on the partnership's behalf by at least one general partner or by an authorized representative of the partnership. If an authorized representative signs the Proposal,

the power of attorney, dated and executed by all partners of the Proposer shall be attached to the Proposal, as evidence of the representative's authority to sign the Proposal and to bind the Proposer.

- **Corporations:** Proposals submitted by for-profit and non-profit corporations shall state the correct name of the corporation and must be signed by an authorized officer, whose authority to bind the corporation must be evidenced by the corresponding corporate resolution. The title or position occupied by the corporate officer executing the Proposal shall appear below the signature.
- **Joint Venture:** Proposals submitted by a joint venture shall be signed by all members of the joint venture. If the Proposal is signed by only one member of the joint venture entity, the Proposal shall be accompanied with a copy of the joint venture agreement evidencing that the Proposal is signed by a member with authority to bind the joint venture. The joint venture agreement shall be executed before the date and time specified for the proposal submission.

5.4 Proposal Submission

Proposals are to be submitted on the Proposal Due Date. Responses to the RFP submitted after the prescribed deadline will not be accepted.

Date: December 11, 2025

Time: 4:00 p.m.

Any Proposal received after this date and time shall be recorded as late, rejected and thus will not be considered during the review process.

The DDEC expressly reserves the right to extend or otherwise amend the Proposal Due Date via Addenda.

5.4.1 Emailed Submissions:

Email will be the only acceptable method to receive bids / proposals / responses (collectively known as submissions) from vendors (i.e., bidders, proponents, or Proponents) for all types of solicitation methods and contracts.

- Proposals must be saved in PDF format. The format must be "text searchable" and no scanned or "image" only document.
- The PDF file must be 25 megabytes or smaller.
- The PDF file must be submitted via email to:
rfpinternationalmercantilcenter@ddec.pr.gov
- RFP number and company name must be included in the subject line of the email.

- The PDF file shall be named using the following format: RFP-DDEC-2025-07 Company Name. PDF.
- Proposals must be received by the DDEC on or before the due date and time specified in each RFP.
- The DDEC will not consider any *proposals* that are *submitted* to an email address different from the one specified in the instructions.
- The DDEC recommends Proponents send one (1) email with their complete submission whenever possible, and if it is not possible, clearly explain what the DDEC should consider as the final and full submission.
- The DDEC may request the Proponent to clarify which of the emailed documents should be considered as their final and full submission. However, the Proponent will not be able to submit additional information in response to this clarification.
- Only the emails received on time are going to be considered, which may mean that only some of the emailed documents are considered if a submission is sent in multiple emails.
- There are risks associated with sending submissions via email, including but not limited to delays in transmission between the sender's computer and the DDEC's electronic mail system.
- The DDEC recommends that the email be sent with a delivery receipt request.
- If an email is rejected or if an automated email is not received confirming that the email was received, contact José Luis Meliá at (787) 758-4747 ext. 25212.
- Any email containing a virus or malware will be rejected.
- The DDEC's designated staff will not open any emailed attachments prior to the closing of the submission period and, if one or more files cannot be opened (e.g., are corrupted), the Proponents will not have an opportunity to resend such files after closing.
- The Proponent is responsible for the choice of the method ("channel") they use to submit the Proposal. The DDEC does not assume any responsibility for delayed or rejected emails or for any files that cannot be opened.
- The Proponent acknowledges that all risks associated with emailed submissions are their sole responsibility and that late submissions, regardless of the reason, will be rejected.
- The COST PLAN must be submitted as a separate file, and no financial proposal information should appear in any other documents included in the submission

6. TECHNICAL REQUIREMENTS

Each complete package of a Proposal shall comply with the technical information specified in the following sections.

6.1 Mandatory Requirements

Exhibit A provides a checklist of the documents and forms that must be submitted in a satisfactory manner to show evidence of satisfying Mandatory Requirements.

Proposers shall comply with the following Mandatory Requirements for their Proposals to be evaluated on their Qualification and Work Approach Requirements. Mandatory Requirements will be scored as either “Pass” or “Fail”. If the Proposal meets all Mandatory Requirements of this RFP, the Proposal will “Pass” the Mandatory Requirements evaluation.

If the Proposal does not meet all Mandatory Requirements of this RFP, the Proposal will “Fail” the Mandatory Requirements evaluation. **Failure to comply with each of the Mandatory Requirements of this RFP will result in the disqualification of the Proposer.** However, the DDEC reserves the right to waive minor irregularities and minor instances of noncompliance.

Mandatory Requirements for this RFP are as follows:

6.1.1 Proposal Submission

The Proposal must be submitted within the closing date and time for Proposals, as established in Section 4.3 of this RFP.

6.1.2 Organizational Documents

Include all documents that demonstrate that the Proposer:

1. Is properly organized and/or registered and in compliance with the laws of its place of incorporation.
2. Is in “good standing” with the Government of Puerto Rico or with their jurisdiction of incorporation.

(See Exhibit A for the mandatory documents required.)

6.1.3 Financial Requirements

The Proposer shall demonstrate in the Proposal that has adequate financial resources to perform the services under the contract. Accordingly, the Proposer shall provide the following financial information to allow the DDEC to evaluate its financial capability.

The Proponent must demonstrate its financial capacity to cover 100% of the project cost. In other words, the Proponent must be able to finance the full amount proposed for the project. This requirement ensures that the DDEC can confirm the Proponent’s ability to

cover all expenses up to the delivery of the Master Plan, even in the absence of invoice payments.

The financial information requested is based upon circumstances existing at the time the RFP was released. The DDEC reserves the right, without limitations, to: (i) modify the requirements of the information; (ii) request additional information or clarification during the evaluation process and, if appropriate, (iii) modify the minimum score requirements; all in the best interest of the DDEC's action plans.

6.1.4 Conflicts of Interest

Pursuant to Act 12 of July 24, 1985, as amended and known as the Puerto Rico Government Ethics Act of 2011, Act 237 of August 31, 2004, known as Act to Establish Uniform Parameters in the Procurement Processes of Professional and Consulting Services for Commonwealth Agencies and Government Entities, and/or Act 2 of January 4, 2018 known as the Anticorruption Code for a New Puerto Rico, Proposers will be required to certify that no officer, agent or employee of the Government of Puerto Rico or its Government Entities and instrumentalities, has a monetary interest in the Proposal or has participated in contract negotiations on behalf of the Government of Puerto Rico; that the Proposal is made in good faith without fraud, collusion or connection of any kind with any other Proposers; that the Proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm; and that the Proposer has not been convicted or has pleaded guilty in a state of federal court or any other jurisdiction of the United States of America, or another country if the elements which constitute the crime are the same, of certain crimes constituting fraud, illegal appropriation or misuse of public funds, for the terms stated in Act 2-2018.

6.1.5 Sole Registry of Professional Service Providers

Pursuant Act 73 of July 23, 2019, as amended and known as the 2019 General Services Administration Act for the Centralization of the Purchases of the Government of Puerto Rico and Regulation No. 9302 of August 26, 2021, and known as the Regulation on the Sole Registry of Professional Service Providers for the Government of Puerto Rico, Proposers will be required to provide a copy of their active Sole Certificate of Professionals granted by the General Services Administration (GSA).

6.2 Qualifications

The DDEC will evaluate proposals based on the Qualification Criteria listed below. It will rank order submissions and determine which Proposal submissions best align with the needs of the Agency. Proponents must have at least five (5) years of experience performing services like those described in this RFP.

Proponents shall ensure that they submitted sufficient information to demonstrate the knowledge, experience, and expertise necessary to complete the tasks and provided the services

specified herein, to allow the DDEC to determine their qualifications based on the provided information.

To evaluate the Qualifications Criteria, Proposals must comply with each of the following requirements:

6.2.1 Experience and Qualifications (Maximum of 25 Points)

Describe your experience, that must be of must at least five (5) years, providing the services described in this RFP.

Evidence that the Proposer possesses the knowledge and capability of the individual consultant or legal entities necessary to perform adequately and meet contract requirements. Evidence should be based on past performance and client references.

The qualifications of the firm and its proposed project team must, at a minimum, include the following:

- a) Extensive knowledge, experience, and technical competence in compliance with State and Federal regulations.
- b) Demonstrated experience performing responsibilities comparable to those described in the *Scope of Work* section of this RFP
- c) Availability of bilingual (English and Spanish) personnel.
- d) Professional qualifications and expertise of the staff responsible for technical studies and deliverables. The proposal must include the names, years of experience, areas of specialty, professional license numbers (as applicable), project roles, and relevant project experience of each member of the proposed Project Management Team.

Profile of Firm

- Applicants must submit a Profile that must include how the firm qualifies to render the proposed services and the firm's Statement of Values and Key Factor for Success. May not exceed five (5) pages.

Organizational Chart

- Proposers must provide an organizational chart identifying team members and flow of authority that reflects the Staffing Plan for the deployment of the proposed scope of work. Identify key staff within the Proponent's organization that has been or will be instrumental in providing sound management experience and direction to the organization in the performance of the services under the Agreement.

- Must include an individual resume or summary of qualifications for the key staff assigned to this Project, addressing their experience and capabilities to perform the required work. No more than two pages per resume.
- The Proposal shall identify and include any professional memberships, licenses, certifications, or accreditations held by the company, the company executives, or the critical staff personnel.

Financial Analysis

Proposer's financial statements will be evaluated using basic financial analysis to determine if the Proposer is financially stable in accordance with Section 6.1.3 of this RFP.

6.2.2 References (Maximum score of 20 points)

Proponents must provide a minimum of three (3) professional references for projects completed within the past five (5) years that demonstrate experience relevant to the scope of work described in this RFP. Each reference must include the following information:

- Name of the client organization
- Project title and brief description
- Contract amount
- Period of performance (start and end dates)
- Contact person's name, title, email address, and telephone number

The DDEC will contact references at its discretion to verify project performance and overall client satisfaction. Failure to provide accurate or verifiable information may result in point deductions or disqualification.

6.3 Approach to Scope of Services (Strategies and Methods)

Proposers shall draft and submit their approach as part of the Proposal. The **Work Approach will have a maximum score of 30 points**. The document must clearly identify the following:

- The Proposer's approach or plan for developing and/or implementing each element of the Scope of Services.
- The Proposer's capabilities and abilities to provide responsive coordination for Scope of Services. Include a brief description of how the Proposer will address the required tasks.

- Must also take as reference what is requested in section 5 of the Table of Contents -Approach to Scope of Services (Strategy and Methods) and what is described in Section 3 - Scope of Work.

7. COST PROPOSAL REQUIREMENTS

Reasonable pricing will be considered as part of the evaluation, but it is not the sole or determining factor in selecting the successful Proposer(s).

The Proponents must clearly and unambiguously establish a fixed budget to complete the Project. Included in the preceding meetings, staff time coordination, and required project expenses. **The Cost Proposal will have a maximum score of 25 points.**

The Cost Proposals must be accompanied by a narrative to the budget submission that clarifies all significant plans and assumptions related to the budget.

Proponents are expected to establish the cost for the entire Master Plan, including all items established in the scope of work.

Finally, the Cost Proposal must state that the costs quoted are valid for one hundred and eighty (180) days from the proposal submission date. Also, once the contract is awarded, charges quoted must be accurate for the duration of the contracted services.

Note: The Proponent shall be solely responsible for all expenses incurred in preparing a response to this RFP and shall be responsible for all costs associated with any presentations or demonstrations, contract negotiation and related expenses related to this request and any proposals made

The cost presented must represent the delivery of the final master plan work, including meetings to achieve the objective, staff coordination, all requested deliverables, etc. For evaluation and contract purposes, the DDEC will consider only one final price that includes all work (Master Plan).

Cost shall be worth 25% of the total points assigned. Evaluation of cost shall take place after the technical evaluation of the rest of the proposal has been completed. The proposal with the lowest cost shall receive the highest cost evaluation score (25 points). Other proposals will receive a cost score computed as follows: $\text{Cost Proposal Score} = (\text{LPC}/\text{PC}) \times X$, where: LPC = Lowest proposed cost of all proposals, PC = Proposer's cost, X = 25 points

However, the Proponent must indicate how their billing will be established: its frequency, whether it will be by deliverable, whether there will only be one billing at the end, etc.

8. PROCUREMENT AND AWARD PROCESS

8.1 Receipt of Proposals

Proposals will be dated, and time stamped immediately upon their receipt at DDEC's Office as evidence of timely delivery.

Only Proposals timely received will be considered and evaluated. No Proponent may modify, withdraw, or cancel his Proposal or any part thereof after the Proposal Due Date, except as required in writing by the DDEC, this RFP and the applicable legal and regulatory requirements.

Submittal of Proposals shall serve as evidence of a Proponent's acceptance of the terms, conditions and disclaimers of this RFP and the rights and options reserved hereunder by the DDEC.

All proposals remain valid for a period of one hundred and eighty (180) days after the date specified for the receipt of proposals.

Following the receipt, the response of all Proposers will be reviewed to determine that: (i) each Proposal has been submitted following the requirements of this RFP; (ii) each Proposal is complete and (iii) all required documentation was included with the Proposal.

Proposals will be evaluated by the DDEC, as described in the following sections.

8.2 Evaluation Committee

The Evaluation Committee appointed by the Secretary of the DDEC will review and score the different sections of this RFP, as well as make final recommendations to the Secretary. The Committee shall conduct a comprehensive, fair and impartial evaluation of Proposals received in response to this RFP.

Following receipt, the responses of all Proposers will be reviewed for completeness and analyzed based upon the criteria described in this RFP. An initial evaluation will consider the Mandatory Requirements of the Proposal. Those who meet the Mandatory Requirements will then be evaluated by the Evaluation Committee for Experience and Qualifications, References, Work Approach and Budget or Cost Requirements of the Proposals.

The Evaluation Committee may request clarifications to Proposers, to assist in gaining additional understanding of the Proposals. A response to a clarification request must be to clarify or explain portions of the already submitted Proposal and may not contain new information not included in the original Proposal.

Technical Committees may be convened by the Evaluation Committee, as deemed necessary.

The Evaluation Committee shall then prepare a written evaluation report to document the ranking of the Proposals by technical and cost merits. The Evaluation Committee report will be

submitted to the Secretary of Economic Development with the corresponding recommendation for adjudication.

8.3 Errors and Omissions in Proposals

The DDEC reserves the right, without limitations, to reject a Proposal that contains an error or omission. It also reserves the right, without limitations, to request correction of any errors or omissions and/or to request any clarification or additional information from any Proposer, without opening clarifications for all Proposers.

8.4 Proposal Scoring

Proposers will be awarded points based on their qualifications and work approach requirements. **Table 2** presents the maximum points for the requirements of Proposals. For details regarding the distribution of points for each technical aspect of the Proposal, refer to the corresponding section.

Each requirement will be independently evaluated and assigned a score for each evaluation criteria up to the maximum points as described in the following chart. The points may be weighted by their importance to the Agency's needs. The proponent must submit evidence of documents meeting the criteria. The lowest offer in price will receive the maximum points for price; the price points for the other proponents will be proportional to the price offered against the lowest price.

Table 2: Proposal Scoring

Category	Points
Experience and Qualifications (refer to section 6.2.1)	25
References (refer to section 6.2.2)	20
Approach to Scope of Services / Work Approach (refer to section 6.3)	30
Cost Proposal (refer to section 7)	25
Total Maximum Scoring	100

To be considered a “Qualified Proposer”, Proposers need to obtain a score greater than or equal to seventy-five (75) points in the evaluation of their Proposals.

8.5 Interviews and Proposal Refinements

The DDEC reserves the option to engage in interviews with Proposers that it considers viable candidates, to discuss questions and/or considerations that can provide better clarity to refine proposals.

8.6 Negotiations

After the corresponding evaluation of the Proposals, the DDEC will select all Qualified Proposers for negotiations. Negotiations are exchanges between the DDEC and Proposers that are undertaken with the intent of allowing the Proposers to revise their Proposals.

If the DDEC is not satisfied with the price offer of the Proponent, they will recommend doing further discussions/negotiations.

The primary object of discussion is to maximize the DDEC's ability to obtain the best value, based on the requirements and the evaluation factors outlined in the RFP. The DDEC's Evaluation Committee may request and receive best and final offers.

8.7 Selection and Award

Proposer(s) to be selected for the award will be based on the Proposal Scoring stated in Section 8.4 and the negotiations from Section 8.6. The DDEC, based on the overall Proposals received and their evaluation results, shall determine the number of successful proposers that represent the best interest of the overall programs implementation and the people of Puerto Rico.

The Proposer(s) to be awarded the RFP shall be recommended by the Evaluation Committee. After the final recommendation from the Evaluation Committee, the Secretary of the DDEC will issue the Award Notice.

Award will be made to the responsible and responsive Proponent whose Proposal represents the best value to the DDEC, taking all elements (including price and technical score) into consideration. Award will be made at fair and reasonable prices only. The DDEC reserves the right to select a proposal other than the lowest price from a Proponent within the competitive range.

A proposal must conform to the material requirements of the RFP. If the Proposal does not conform to the solicitation, it will be rejected because it is considered non-responsive.

The Secretary of Economic Development shall review the Report of the Evaluation Committee and shall identify the Proponent(s) that should be selected to provide the services requested by this RFP. The determination of a Proponent's selection will be based on the merits of the Proposal presented, following the evaluation criteria. However, the Secretary of Economic Development, taking into consideration the Proponent's Proposal and the Evaluation Committee recommendation, shall identify for selection the Proponent(s) as deemed most advantageous to the DDEC's interests and objectives.

8.8 Award without Negotiation

If, after the initial evaluation of Proposals, there is a clear winner and there is no need to negotiate or obtain further clarification or information from that Proponent (e.g., the price is reasonable), the Secretary of Economic Development may proceed directly to award, provided that the RFP clearly stated that award could be made without negotiations.

8.9 Notice of Selection

The DDEC will issue a written notice of selection to the successful Proposer(s) through certified mail to the address provided as part of the Proposal (the "Notice of Selection"). The Notice of Selection will establish the selected Proposer(s) obligation to submit any applicable post-award documentation.

8.10 Execution of Agreements

The DDEC will seek to execute a Professional Services Agreement with the selected Proposer(s). If an agreement cannot be reached, the DDEC may terminate negotiations with the chosen Proponent(s) and proceed to the next-highest rated Proponent until an agreement determined to be fair and reasonable to both parties is obtained.

The DDEC has no obligation to execute an agreement with the Selected Proponent. The award or selection does not create any right whatsoever as to the execution of an agreement. No Proposal shall be binding upon the DDEC until an Agreement has been executed. The DDEC reserves the right to issue press releases or public statements regarding the services under the contract; and the right to cancel the award of an Agreement at any time before execution of the contract, without incurring in any liability.

8.11 Rejection of Proposals and Cancellation of RFP

Issuance of this RFP does not constitute a commitment by the Government of Puerto Rico and/or the DDEC to award a contract. The DDEC reserves the right, without limitations, to accept or reject, in whole or in part, and without further explanation, any or all Proposals submitted; and/or to cancel this solicitation and reissue this RFP or another version of it, if it deems that doing so is in the best interest of the public interest, the Government of Puerto Rico, the DDEC or the impacted communities.

The DDEC reserves the right, without limitations, to disregard or waive any noncompliance, informalities and/or irregularities in the Proposals received in response to this RFP, not otherwise identified as Mandatory Requirements and Qualifications in this RFP when, in its opinion, the public interest, the best interest of the Government of Puerto Rico, the DDEC or of the impacted communities will be served by such action.

8.12 Confidentiality of Responses and Proprietary Information

Upon completion of the RFP process, the DDEC will make public its report regarding the qualification, procurement, and selection process, which shall contain certain information

related to this RFP process, except trade secrets, proprietary information or privileged and confidential information of the Proposers, so identified by Proposers. Accordingly, all Proposers are suggested to submit a redacted copy of their Proposal at the time of submission. For clarity, “redacted copy” refers to a copy of the Proposal that has been modified, edited, or revised and any confidential or sensitive information has been removed.

The DDEC reserves the right, without limitations, to make public the redacted copies of the Proposals at the conclusion of the RFP process. If a redacted copy is not submitted by a Proposer, the DDEC will assume that the original copy of the Proposal can be made public. Proposals containing substantial content marked as confidential or proprietary may be rejected by the DDEC.

Without limitation and in addition to other rights reserved by the DDEC in this RFP, and when it is determined to be in its best interests, the DDEC reserves and holds, at its sole discretion, the following rights, and options:

- To reject any Proponent that has a poor performance record, as demonstrated by past work performed for the DDEC, specifically from the standpoint of work quality and progress.
- To reject any Proposal due to uncompleted work, which, in the judgment of the DDEC, might hinder or prevent the prompt completion of additional work, if awarded.
- To reject a Proposal if any of the Proponent's previous agreements with the DDEC or any other public or private entity declared in default.
- To conduct further investigations regarding the technical and financial qualifications of Proponents from any sources deemed necessary, which might be others than those identified in the Proposal.
- To reject a Proposal if there are unauthorized additions, conditional or alternate proposals or irregularities of any kind which may tend to make the Proposal incomplete, indefinite, or ambiguous.
- To cancel, without prejudice, any selection of Proponents before the execution of the Agreements.
- To reject Proposals from a Proponent shown to be submitting Proposals under different names for the same services.
- To reject Proposals upon evidence of collusion among several or all Proponents.
- To take any action affecting the RFP process or the subject matter of this RFP, that would be in the best interests of the DDEC.
- Failure to provide any of the above-requested information shall be considered a substantial defect. All documents and products created by the Proponent's and their sub-consultants shall become the exclusive property of the DDEC.

- By submitting a Proposal, each Proponent agrees, if the Proposal is accepted, to enter a contract with the DDEC for the terms outlined in this RFP.
- Each Proponent also accepts all terms and conditions of this RFP and any amendment thereof. The Proponent's Proposal and any additional information submitted by the Proponent or negotiated between the Proponent and the DDEC before the selection, together with this RFP and any addenda hereto, will serve as confirmation of the Proponent's acceptance of all terms and conditions therein.

8.13 Intellectual Property

All documentation including data, analysis, programs, and files developed as part of the contractual requirements shall be the property of the Department of Economic Development and Commerce.

9. ADMINISTRATIVE PROCEDURE AND APPELLATE REMEDIES

Any person, party or entity that considers itself having been adversely affected by the Award Notice or award determination of the Secretary of the DDEC, made in relation to this RFP, may file a petition for reconsideration before the Secretary within the twenty (20) days from the date on which the copy of the Award Notice is duly notified, as established in Act 38-2017, known as the Uniform Administrative Procedures of the Government of Puerto Rico Act. This is a jurisdictional term not subject to any extension. Failure to timely file the petition for reconsideration will preclude the Secretary of the DDEC from considering the same.

The applicable terms for the filing of a judicial review petition before Puerto Rico's Court of Appeals in relation to this action or lack of action by the Secretary of the DDEC, shall be those established in Act 38-2017 for bids procedures, particularly, in Sections 3.19 and 4.2. Simultaneously with the filing of the petition for reconsideration, the petitioner shall submit a copy of the petition to all the parties in the procedure and to the Secretary of the DDEC.

The mere filing of a petition for reconsideration before the DDEC's Secretary or filing of a judicial review petition before Puerto Rico's Court of Appeals will not have the effect of halting the contested award.

10. CONTRACT

10.1 Type of Contract

The DDEC expects to award a professional services contract for the selected firm(s) for the services as solicited or as discussed in the negotiation of the contract.

10.2 Contract Period

The professional services under this contract must be completed within a maximum period of **six (6) months** following the contract's execution. Notwithstanding, the official period of performance shall begin only upon registration of the contract executed with the **Office of the Comptroller of Puerto Rico**. No services shall be requested or rendered prior to such registration.

The contract may be amended subject to availability of funds and with adequate justification.

10.3 Performance Period

The Performance Period for this Agreement is for a maximum of **six months**, including holidays, from the day stated in the contract. The time is included in the Contract Period and is not to be considered as in addition to the Contract Period. The duration of the services will be as per Statement Work and as agreed by the parties.

10.4 Payments

Payments shall be issued for services provided, previously approved by the DDEC. It is the Selected Proposer's responsibility to provide all services, as set forth under the Scope of Services detailed in this RFP. The services fees will be paid as discussed in the negotiation of the contract.

All Invoices for Professional Services presented to the Company must contain the following federal clause:

We certify under penalty of nullity that no public servant (of the Government of Puerto Rico nor the Department of Economic Development and Commerce) will derive or obtain any benefit or profit of any kind from the contractual relationship which is the basis of this invoice. If such benefit or profit exists, the required waiver has been obtained prior to entering into the Agreement. The only consideration to be received in exchange for the delivery of goods or for services provided is the agreed-upon price that has been negotiated with an authorized representative of the (agency that issues the purchase order). The total amount shown on this invoice is true and correct. The services have been rendered, and no payment has been received in respect thereof.

Exhibit A

Mandatory Requirements Checklist (As per section 6.1)

Document	Included (Yes / No)
Proposal Submission Before Due Date	
Organizational Documents	
Financial Requirements	
Conflicts of Interest	
GSA Sole Certificate of Profession	



DEPARTAMENTO DE

DESARROLLO
ECONÓMICO Y COMERCIO

GOBIERNO DE PUERTO RICO

Request for Proposal (RFP) | Professional Services for the
Design and Preparation a Master Development Plan of an
International Mercantile Center (IMC) in Guaynabo, Puerto Rico.

RFP-DDEC-2025-07

Exhibit B

