

Puerto Rico Department of Economic Development and Commerce
Request for Proposal (RFP) | Questions & Answers (Q&A)
RFP-DDEC- 2025-04-Consulting and Support Services for Federal Funds Programs
Management

1. The public notice refers to “RFP Guidelines.” Could you please confirm whether this refers to the document titled “Puerto Rico Department of Economic Development and Commerce – Request for Proposal (RFP) | Consulting and Support Services for Federal Funds Programs Management”?

Yes. The reference to “RFP Guidelines” corresponds to the document titled “Puerto Rico Department of Economic Development and Commerce – Request for Proposal (RFP) | Consulting and Support Services for Federal Funds Programs Management.”

2. Could you please confirm whether a specific Cost Form or pricing template is required for the proposal’s submission?

No specific Cost Form or pricing template is required. However, proposers must include a detailed Cost Plan outlining all costs associated with the proposed services, in accordance with the RFP instructions.

3. Could you please clarify what the mandatory requirements consist of?

The mandatory requirements refer to the minimum eligibility and submission requirements outlined throughout Section 5 (Proposal Format and Submission Requirements) of the RFP. These include, among others, submission of all required documentation, compliance with the proposal format, and adherence to the deadline and page limit.

4. Is the scope of support limited to the Single Audit?

No. The scope of support is not limited to the Single Audit. The consultant is expected to provide broader financial and administrative support, including oversight, internal controls, and assistance in managing federal funds and compliance requirements.

5. May proponents submit redacted versions of their audited financial statements?

Yes. Redacted versions of audited financial statements may be submitted, as they still enable DEDC to evaluate the proponent’s financial capacity. DEDC may request additional information or clarification during the evaluation process as needed.

6. Could you please clarify what the Qualifications evaluation criterion refers to and whether resumes or qualifications information are subject to the page limit?

The Qualifications evaluation criterion refers to the relevant experience, expertise, and capabilities of both the proposing firm and its proposed personnel. This includes prior experience in similar projects, technical knowledge demonstrated,

and the qualifications of key team members. All information related to qualifications and resumes must remain within the 30-page limit of the proposal.

7. What is the size of the current Finance and Accounting staff that will be supported?
Ongoing support will be provided to the current Finance and Accounting staff, which consists of approximately 25 people.
8. Will consultants have direct access to DDEC's accounting or information management systems?
Consultants will not have direct access to DEDC's systems. They will, however, be provided with the necessary information and documentation to support the areas where assistance is needed.
9. How does DDEC manage federally funded program reporting?
DEDC maintains internal processes and databases to compile and report federally funded program outcomes. Reporting deadlines vary depending on the specific grant requirements and may include quarterly, annual, and grant closeout submissions.
10. How long does the monthly close process take, and what causes delays?
The average monthly close process takes approximately 5-10 days, depending on program activity. Variations in the timing of program expense reporting and documentation from subrecipients are common contributors to delays.
11. Does DEDC maintain a system to manage fixed assets?
Yes. DEDC maintains a system to track and manage fixed assets.
12. What is the correct submission deadline for proposals?
The correct proposal submission deadline is November 21, 2025, at 3:00 p.m.
13. What are the mandatory requirements for proposal submission?
Mandatory requirements include timely submission, compliance with all submission format instructions, inclusion of all required forms and certifications, and adherence to the 30-page limit for the technical proposal.
14. Where should proposals be submitted, and are electronic signatures accepted?
Proposals must be submitted to naelia.cruz@ddec.pr.gov, which is the same email used for inquiries. Electronic signatures are accepted in lieu of blue-ink signatures.
15. Where should the Table of Contents appear in the proposal?
The Table of Contents should appear after the Cover Page.
16. Does the 30-page limit apply to the entire proposal?
Yes. The 30-page limit applies to the entire proposal, including all sections, attachments, and required certifications.

17. How should the Cost Plan be submitted?

The Cost Plan should be submitted as a separate attachment within the same submission email.

18. What is the correct naming format for submitted files?

Main proposal: RFP-DEDC-2025-04 – [Company Name].pdf –

Cost Plan: RFP-DEDC-2025-04 – [Company Name] – Cost Plan.pdf

19. Can proponents submit a redacted copy of their proposal?

Yes. A separate redacted copy may be submitted if desired.

