



Puerto Rico Department of Economic Development and Commerce
Request for Proposal (RFP) | Puerto Rico Workforce Reshoring Fund

1. Overview and Purpose

The Puerto Rico Department of Economic Development and Commerce (PRDEDC), duly organized under Reorganization Plan No. 4 of June 22, 1994, as amended, and pursuant to the Department of Economic Development and Commerce Reorganization Plan Implementation Act of 2018, Act No. 141 of July 11, 2018, seeks qualified proponents to assess workforce readiness and develop actionable strategies to support talent pipeline development and reshoring efforts in Puerto Rico's cornerstone industries, including but not limited to pharmaceutical manufacturing, advanced manufacturing, medical device manufacturing, biotechnology, information technology, and aerospace.

This initiative supports Puerto Rico's economic competitiveness and workforce transformation by aligning training infrastructure with private-sector needs while promoting job creation in sectors such as the above mentioned industries.

This Request for Proposals (RFP) is part of Puerto Rico's broader commitment to workforce development, economic resilience, and sustainable employment strategies. The awarded proponent(s) will be responsible for conducting (and refreshing quarterly) a comprehensive labor-market and training-ecosystem analysis; designing and refining industry-aligned pilot programs that close priority skill gaps and boost employment readiness; establishing outcome-based KPIs with semi-annual impact reporting; and structuring a sustainable revolving-fund and phased-funding ('throttling') mechanism to finance ongoing workforce development. Full details are included in the Scope of Work [Section 4].

This RFP is issued in alignment with Executive Order OE-2025-012, which establishes a government-wide Reshoring and Investment Promotion Strategy. The Executive Order designates the PRDEDC Secretary as the *Principal Coordinator of the Reshoring Strategy* and mandates efforts to strengthen and expand current companies on the island, attract foreign and domestic investment, and position Puerto Rico as a preferred destination for high-tech, pharmaceutical, aerospace, agrotechnology and manufacturing activity.

2. Eligible Proponents

Proponents that are corporations, associations, educational institutions, or any other legal entity (for-profit or non-profit), United States or Puerto Rico based, shall be properly registered or capable to be registered to do business in Puerto Rico and the United States at the time of the submission of their proposal, and comply with all applicable Puerto Rico or United States laws and/or requirements. Proponents must have adequate resources to perform the project, or the ability to obtain them. Additionally, they must be able to demonstrate previous experience, organizational capacity and commitment to develop services for a diversity of tasks and requirements for

PRDEDC's Reshoring and Investment Strategy. The work requires understanding the current administration's goals, industry needs and particularities of the Puerto Rico ecosystem as they stand at the time of this project's initiation and as they evolve over the lifetime of this project.

3. Proposal Flexibility

Proponents are encouraged to submit proposals addressing the full scope of work. However, segmented or task-specific proposals will also be considered. This includes proposals focused solely on analytical components (e.g., workforce gap analysis), program design (e.g., pilot development), program implementation or financial structuring (e.g., revolving fund strategy). Proponents may also partner with other organizations to submit a joint or consortium proposal addressing multiple components.

4. Scope of Work

Task 1: Workforce Training Program and Workforce Needs Gaps Assessment

Conduct a qualitative and quantitative analysis of current and projected workforce demands in key established and emerging sectors (e.g., pharma, advanced manufacturing, medical device manufacturing tech, aerospace, agrotechnology, biosciences).

- Engage industry stakeholders (employers, chambers of commerce, trade associations, economic development entities) to validate findings.
- Identify key occupational profiles, skills requirements, hiring forecasts, and regional employment trends.
- Develop inventory and evaluate existing training programs (secondary, postsecondary, technical, credentialing, and apprenticeships) aligned to identified workforce needs.
- Identify opportunities to collaborate with and leverage resources from entities including but not limited to the Puerto Rico Department of Education, the Puerto Rico Science, Technology & Research Trust, the University of Puerto Rico system, private universities, technical colleges, industry trade associations, and other relevant workforce development organizations to create a unified, comprehensive talent pipeline strategy.
- Assess training program capacity, quality, alignment with industry needs, and geographic accessibility.
- Identify workforce readiness gaps (e.g., technical skills, soft skills, certifications) and unmet training demand.
- Develop a robust point of view on the types of programs that should be funded to meet the needs, an estimate of how many graduates are needed for each key area, and an estimate of how much funding each of these programs should require.
- Quarterly refreshment of the aforementioned analysis.

Deliverables:

- Private Sector Labor needs analysis
- Existing Pertinent Workforce Training Ecosystem analysis
- Gap Identification Report

Task 2a: Design and Implementation Strategy for Pilot Programs Propose one or more pilot program concepts designed to, to the fullest extent possible, exhaustively address priority workforce needs identified through Tasks 1. These pilots should:

- Address critical skill gaps in emerging industries.
- Accelerate talent development aligned with reshoring objectives.
- Integrate work-based learning where appropriate (e.g., apprenticeships, internships, co-ops).
- Serve underserved or high-unemployment communities.
- Include:
 - Goals
 - Target population
 - Implementation strategy
 - Timeline
 - Estimated budget
 - Success metrics.
- Take into account the available funds as disclosed in Section 7.
- Proponents may propose to:
 - Design and hand off pilot programs to a third-party for implementation,
 - Partner with other organizations for joint delivery, or
 - Directly administer the pilots end-to-end.

All options will be considered, with the primary goal being to close identified gaps effectively and efficiently.

As part of the proposal review and coordination process, PRDEDC may recommend integrating existing workforce initiatives into selected proposals. We ask proponents to indicate a willingness to incorporate such programs into their proposed management system where reasonable.

Task 2b: Financial Sustainability

Propose a **financial sustainability strategy** for the pilots and future workforce efforts, including methods to convert the initial allocation into a self-replenishing revolving fund. This should:

- Recommend potential sources of replenishment (e.g., employer contributions, cost-sharing models, federal or philanthropic matches)
- Explain how assigned funds will be recaptured and redeployed (e.g., repayable stipends, employer cost-shares, revenue-sharing) to maintain a recurrent pool of capital.
- Propose a legal and administrative framework for fund governance and oversight
- Demonstrate how the mechanism can support long-term workforce development objectives beyond the life of the funds discussed in Section 7.
- [Optional but recommended] Identify any activities that qualify for Workforce Innovation and Opportunity Act (WIOA) funding and outline how WIOA dollars, particularly Puerto Rico's state reserve, could be braided with the Reshoring Workforce Fund to scale projects that demonstrate strong results.

Task 2c: Job Placement Plan

Proponents shall develop and submit a comprehensive job-placement plan that includes:

- Pathways to employment for program completers across the priority sectors.
- Partnership-development roadmap outlining how proponents will identify, engage, and formalize collaborations with employers, industry associations, and workforce intermediaries.
- Success metrics as outlined in Section 5 (KPIs)

Deliverable: Job-Placement Strategy

Task 2d: Talent Retention

Proposals should also include strategies to retain trained talent within Puerto Rico's labor market. Preference will be given to approaches that are enforceable, incentive-aligned, and practical.

Deliverables: Pilot Program Strategy Package(s), including detailed implementation plans for each proposed initiative and a sustainability model anchored in a revolving fund structure.

Task 3: Reporting/Monitoring

- See sections 5 and 6 for details.

5. Key Performance Indicators and Reporting (KPIs)

The selected proponent(s) will be expected to measure and report on the following KPIs throughout the engagement. In addition to any requested reporting, proponents must adhere to the following cadence of engagement and accountability:

Monthly Reporting:

- Submission of a brief written progress update summarizing completed work, upcoming milestones, emerging risks, and any requests for PRDEDC input or support.
- Updates must be submitted no later than the 5th business day of each month, covering the prior month's activities.

Quarterly Deep-Dive Presentations:

- Every quarter, the proponent(s) must participate in a live review session with PRDEDC leadership and technical staff.
- Each session should include:
 - A structured presentation of findings and progress to date
 - A review of KPIs
 - Open discussion and Q&A to assess alignment, resolve issues, and refine direction as needed

Quantitative KPIs include:

- Number of employers and industry partners consulted.
- Number of training programs inventoried and evaluated.
- Identification of at least 10 high-demand occupations across emerging industries.
- Identification of at least 5 critical skill gaps per industry.
- Number of local municipalities or regions included in analysis.
- Target number of workers to be trained
- Expected job placement rates
- Employer satisfaction targets
- Retention rates for trained workers

Semi-annual Impact Monitoring

The selected entity must submit an **Impact Analysis Report every six months** during the period of performance. This report must:

- Assess progress against the initiative's stated goals, including improvements in alignment between training supply and employer demand;
- Measure the effectiveness of funded or recommended programs using quantitative and qualitative indicators (placement rates, employer satisfaction, skill match rates and other similar metrics.);
- Identify emerging challenges and propose mid-course corrections where necessary.

The report should be data-informed and designed to guide both PRDEDC's internal decision-making and external stakeholder communication.

We expect a timely submission of all deliverables (based on a mutually agreed project timeline).

6. Period of Performance

This project is expected to be completed within 2.5 to 3.5 years from the contract award, with initial short-term wins and actions expected. Final timeline and milestones will be negotiated upon selection.

7. Budget Parameters

The proposals must include a detailed budget narrative and breakdown of all tasks. Cost-efficiency, scalability of pilot projects and reasonable costs will be considered in evaluation.

The available funding for this engagement is expected to range between **\$10 million and \$20 million**. Given that workforce development needs may evolve over time, proponents are expected to propose a **spending throttling mechanism** that enables staged deployment of funds. This mechanism should consider the potential variability in needs, timelines, and priorities that may emerge throughout the engagement.

Proponents are encouraged to:

- Present a phased financial plan tied to key milestones or decision points

- Identify baseline funding required to initiate each phase or workstream
- Distinguish between fixed and flexible budget components
- Propose clear criteria for unlocking subsequent tranches of funding, such as achievement of interim deliverables, alignment with revised priorities, or stakeholder validation

Final contract values and payment schedules will be negotiated in accordance with the proposed throttling structure and PRDEDC's evolving strategic goals.

8. Data Access and Sharing

PRDEDC shall have unrestricted access to all program-related data, including but not limited to workforce analyses, participant records, program outcomes, employer feedback, and financial information. The selected proponent(s) must:

- Transfer complete datasets and documentation upon request or contract completion
- Maintain data security compliance with applicable federal and Puerto Rico privacy laws
 - All data collected under this contract remains the property of PRDEDC. Non-compliance with data sharing requirements may result in payment delays or contract termination.

9. Proposal Evaluation Rubric

PRDEDC will select the proponent(s) whose proposals best align with the objectives and requirements outlined in this RFP. The following rubric serves as a guide for the evaluation process:

Evaluation Factor	Weight	Criteria	Key References in RFP
1. Strategic Fit & Workforce Alignment	25 %	<ul style="list-style-type: none"> • Strength of plan and demonstrated ability to address priority sectors (biopharma, medical devices, technology, agrotech/food processing). • Quality of the Gap Assessment and alignment between Gap Assessment and proposed pilot programs. • Clarity of objectives, target populations, and expected outcomes. 	Scope of Work – Task 1 & Task 2a
2. Job-Placement & Talent-Retention Approach	20 %	<ul style="list-style-type: none"> • Robustness of the Job-Placement Plan (pathways, employer-engagement roadmap, success metrics). • Feasibility and enforceability of Talent-Retention strategies (Task 2d) 	Task 2c & 2d; KPI section

		<ul style="list-style-type: none"> • Alignment with KPI targets for placement and retention. 	
3. Financial Sustainability & Revolving-Fund Design	25 %	<ul style="list-style-type: none"> • Soundness of the proposed revolving-fund mechanism and phased “throttling” model. • Strength of specific cost-recovery tools (e.g., employer cost-shares, repayable stipends). • Governance, controls, and reporting for fund oversight. • Budget feasibility. 	Task 2b; Budget Parameters
4. Proponent Qualifications & Past Performance	10 %	<ul style="list-style-type: none"> • Demonstrated experience with projects of comparable scale/scope. • Organizational capacity, key personnel expertise, and prior placement or training outcomes. • Evidence of effective project management and partnership delivery. 	Eligible Proponents; Proposal Requirements
5. Local Impact & PRDEDC Alignment	10 %	<ul style="list-style-type: none"> • Anticipated economic and social impact (job creation, underserved communities, regional spread). • Willingness to integrate existing PRDEDC programs “where reasonable” and leverage local assets. • Data-sharing commitments and alignment with PRDEDC strategic goals. 	Integration note in Task 2a; Data Access & Sharing
6. Overall Cost Structure	10%	<ul style="list-style-type: none"> • Cost-effectiveness: clarity of the cost breakdown, reasonableness of total budget and unit costs, value delivered per dollar within the proposed model. • Effectiveness of proposed spend throttling mechanism in accounting for the potential future variance in needs, timelines, and priorities that may emerge throughout the engagement. 	7.Budget Parameters

Scoring Method

- Each factor will be scored on a **0-5 scale**
 - 5 = Outstanding: Exceeds all requirements, exceptional approach
 - 4 = Strong: Meets all requirements with some exceptional elements
 - 3 = Adequate: Meets basic requirements
 - 2 = Marginal: Meets some but not all requirements
 - 1 = Poor: Significant gaps
 - 0 = Response not included
- Weighted scores will be summed for a **maximum of 100 points**.
- PRDEDC may request clarifications or conduct interviews before final rankings.

Note on Evaluating Segmented or Task-Specific Proposals:

For proposals addressing only specific components of the scope (as permitted in Section 3), reviewers will:

- Evaluate only the factors relevant to the proposed tasks
- Adjust weights proportionally to maintain a 100-point scale
- Consider the clarity and completeness of the proposed scope boundaries
- Assess how well the proposal integrates with or complements other potential components

10. RFP Procedures:

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

RFP Documents Acquisition

All documents pertaining to the procurement process will be sent via e-mail upon request at propuestas@ddec.pr.gov. Requests for proposal guidelines will be answered during business hours, which are 8:00am to 4:30pm.

Addendum

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

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

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 addendum by PRDEDC.

Table: 1

Event/Activity	Date
RFP Release Date	August 19 th
Questions and Answers (Q&A) period: Questions must be submitted through propuestas@ddec.pr.gov the subject must be Questions related to RFP-DDEC- 2025-01 - Puerto Rico Workforce Reshoring Fund	September 2 nd
PRDEDC provides final Q&A document on http://www.desarrollo.pr.gov and via email	September 15 th
Proposal Deadline	September 30 th at 3:00pm

Correspondence and Communications

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

Allowed and Prohibited Communications

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

Submission of Inquiries

Each prospective proponent may submit written questions to explain any aspect of this RFP, its attachments and exhibits. Proponents must submit all questions in writing on or before the submission deadline established in this RFP to the email address specified above (See Table 1).

Questions must be clearly labeled and reference the relevant section(s) and page number in this RFP or related document. Questions may be in Spanish or English. Responses to all proponents' questions will be distributed as an addendum to this RFP on or before the date established in Table 1.

Representations for Proposal Submission

All costs associated with the proposal in response to this RFP are the sole responsibility of the proponent. Neither PRDEDC, the Government of Puerto Rico, nor any of its government entities or its instrumentalities, or other relevant entities of the federal government, 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 guaranteed to obtain work because of this RFP process. PRDEDC reserves the right, without limitation, to reject all or part of the proposals received in response to this RFP if it believes that doing so would serve the public interest, the best interest of the Government of Puerto Rico, or PRDEDC. PRDEDC 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 individuals or entities 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, PRDEDC reserves the right, without limitations, to re-solicit proposals.

By submitting a proposal, the proponent shall adhere to complying with all applicable Federal, State and Local laws and regulations.

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

Proposal Modification or Withdrawal

A proponent may modify or withdraw a proposal at any time before the proposal due date. The withdrawal must be submitted in writing to the following email address propuestas@ddec.pr.gov and directed to the Evaluation Committee of DEDC. Timely withdrawal of a proposal does not prejudice the right of a proponent to submit another proposal by the proposal due date. No oral, telephonic, or facsimile modification of a proposal shall be recognized. After the proposal's due date, no corrections will be allowed.

Ownership of Proposals

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

Requirements for Legal Entities

Proponents 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 proponent 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 proponent, said proponent should request authorization to do business in Puerto Rico before the execution of the contract.

11. General Instructions & Technical Requirements:

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

Proposal Format

All proposals should follow the format provided. Proposals 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 PRDEDC's needs are essential and required.

- 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 proponent'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 size.
- All documents that need a signature as part of the proposal shall be signed in blue ink.
- All names must be included below each signature.
- The cover page of the proposals shall include the proponent's name, contact information, mailing address, the RFP submission date and number, 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.

Table of Contents:

The proposal, should **NOT exceed thirty (30) pages**, shall contain a Table of Contents to facilitate PRDEDC'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:

Cover Page:

The title page shall contain the RFP subject and number; 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.

Letter of Interest:

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.

Tab 1: Executive Summary:

This part of the response to the RFP should be limited to a brief narrative highlighting the proposal. It should succinctly include qualifications, experience, and examples regarding the proponent's ability to do the work requested 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 PRDEDC, as stated in this RFP. The Executive Summary should be limited to a maximum of five pages (Times Roman, size 12, single space).

Tab 2: Company Information:

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

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

Background Information: The proponent shall submit a brief history describing its experience providing services, like the ones specified herein. Showcase firms' relevant projects that highlight successful outcomes in similar industries.

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's 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 that will enable the DEDC to evaluate its financial capacity to perform under the contract. The proponent shall demonstrate in the proposal that has adequate financial resources to perform the services under the contract(s), including providing audited financial statements or a reviewed financial statement if an audited report is not available. PRDEDC 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 DEDC's action plans.

Conflicts of Interest:

The proponent must disclose any prior contractual relationship between the legal entity, its partners, shareholders, officers, directors, or any other natural or legal person expected to participate in the execution of the contract, and the DEDC, its operational and affiliated entities, the Government of Puerto Rico, and/or any other federal or municipal government agency.

Tab 3: 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
- Overall description of the approach and methodology
- Detailed scope of services to be provided
- Risk management approach
- The purpose of this section is to provide all the information needed by PRDEDC to fathom the implications of the proposed services.

Although PRDEDC 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.

Tab 4: Resumes of Key Staff and consultants

Provide a personnel roster and resumes of key staff who shall be assigned by the proponent to perform duties or services under the contract. Include an estimated number of hours to be worked on the contract for each person. Provide a resume, including education, licenses, valid certifications, background, accomplishments and any other pertinent information of the proponent, key staff, and consultants. Provide an organizational chart highlighting the key people who shall be assigned to accomplish the work required by this RFP, illustrating the lines of authority. And designate the individual responsible for the completion of each service component and deliverable of the RFP.

Introduce the team members who will be involved in the execution strategy (including profiles and relevant projects).

The proponent shall provide the names of specific clients for whom similar work to the services requested in this RFP has been performed. Any licenses or certifications applicable to the services requested in this RFP should be submitted.

Tab 5: References for Services Performed

The proponent will provide at least two recent references, including client names, contact people, phone numbers and a description of services provided for successful completion of similar projects.

Tab 6: Attachments

Aside from other documents mentioned in this RFP, every proponent must attach the following documents to their proposal for it to be considered valid:

1. Certificate of Eligibility from the Registry of Professional Service Providers (Registro Único de Proveedores de Servicios): Proof that the proposer is registered and authorized to contract with the Government of Puerto Rico, as per the registry maintained by the General Services Administration (ASG).
2. Compliance Certification: A statement confirming that the proponent has read, understood, and accepted the terms of the RFP, including any addenda issued.
3. Conflict of Interest Certification: A declaration that the proponent's partners, officers, subcontractors, or any other natural or legal persons involved in the execution of the contract have no direct or indirect conflicts of interest, in accordance with applicable federal and state regulations.
4. Legal and Ethical Compliance and Criminal Conduct Certification: A statement confirming that none of the proponent's partners, employees, subcontractors, or related individuals:
 - have been convicted of crimes,
 - are under investigation for corruption, domestic violence, sexual offenses, or other disqualifying conduct.
5. Legal Entity Certification: Required when the proponent is a legal entity (corporation, LLC, etc.). The proponent must disclose the identity of all owners, shareholders, partners, and officers. *(This requirement does not apply to publicly traded companies.)*
6. Transparency and Disclosure Commitment: A certification in which the proponent agrees to disclose all information requested by PRDEDC to conduct a complete and accurate evaluation of the proposal.

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.
- **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, a power of attorney, dated and executed by all partners of the proponent shall be attached to the proposal, as evidence of the representative's authority to sign the proposal and to bind the proponent.
- **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 by 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.

Proposal Submission

Proposals are to be submitted on the proposal's due date. Responses to the RFP submitted after the prescribed deadline will not be accepted.

Date: September 30th, 2025

Time: 3:00pm

Any Proposal received after this date and time shall be recorded as late and retained unopened in the procurement file. PRDEDC expressly reserves the right to extend or otherwise amend the proposal due date via Addendum.

Emailed Submissions:

Through email will be the only method to receive bids / proposals / responses (collectively known as submissions) from vendors (i.e., bidders, proponents, or respondents) 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 propuestas@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-2025-01 - Company Name. PDF.
- Proposals must be received by PRDEDC on or before the due date and time specified in each RFP.
- PRDEDC will not consider any *proposals* that are *submitted* to an email address different from the one specified in the instructions. **NOTE: the email used to receive the RFP guide requests and submit questions regarding the RFP is not the same email to submit the proposal.**
- 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 PRDEDC's electronic mail system.
- PRDEDC 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 Mariamelia Sueiro Álvarez, Deputy Assistant Secretary of Federal Programs via email: mariamelia.sueiro@ddec.pr.gov
- Any email containing a virus or malware will be rejected.
- PRDEDC's designated staff will not open any email attachments prior to the closing of the submission period and, if one or more files cannot be opened (e.g., are

- corrupted), the proponent's 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. PRDEDC 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. None of the financial proposal data is disclosed in other documents of the submission.

12. Procurement and Award Process:

Receipt of Proposals

Proposals will be dated, and time stamped immediately upon their receipt at PRDEDC as evidence of timely delivery. Only proposals that are 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 DEDC, this RFP and the applicable legal and regulatory requirements. Submittals 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 here under by the DEDC.

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 proponents 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 DEDC, as described in the following sections.

Evaluation Committee

The Evaluation Committee appointed by the Secretary of DEDC 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 the receipt, the responses of all proponents will be reviewed for completeness and analyzed based upon the criteria described in this RFP. An initial evaluation will consider the requirements of the proposal. Those who meet the requirements will then be evaluated by the Evaluation Committee.

The Evaluation Committee may request clarifications to proponents, 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 PRDEDC with the corresponding recommendation for adjudication.

Errors and Omissions in Proposals

The DEDC 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 proponent, without opening clarifications for all proponents.

Proposal Scoring

Proponents will be awarded points based on their qualifications and work approach requirements, according to section 9 of this RFP.

Interviews and Proposal Refinements

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

Negotiations

After the corresponding evaluation of the proposals, the DEDC can select all qualified proponents for negotiations. Negotiations are exchanges between the DEDC and proponents that are undertaken with the intent of allowing the proponents to revise their proposals. If the DEDC is not satisfied with the price offer of the proponent, they will recommend continuing further discussions/negotiations. The primary object of discussions is to maximize the DEDC's ability to obtain the best value, based on the requirements and the evaluation factors outlined in the RFP. The DEDC's Evaluation Committee may request and receive the best and final offers.

Selection and Award

The proponent(s) to be selected for the award will be based on the Proposal Evaluation Rubric stated in this RFP and the negotiations section. PRDEDC, based on the overall proposals received and their evaluation results, shall determine the number of successful proponents that represent the best interest of the overall programs implementation and the people of Puerto Rico.

The proponent(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 DEDC will issue the Award Notice. Award will be made to the responsible and responsive proponent whose Proposal represents the best value to the DEDC, taking all elements (including price and technical score) into consideration. Award will be made at fair and reasonable prices only. The DEDC 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 PRDEDC 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 PRDEDC, 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 DEDC's interests and objectives.

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 PRDEDC may proceed directly to the award, provided that the RFP clearly stated that the award could be made without negotiations.

Notice of Selection

The DEDC will issue a written notice of selection to the successful proponent(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 proponent(s) obligation to submit any applicable post-award documentation.

Execution of Agreements

The DEDC will seek to execute a Service Agreement with the selected proponent(s). If an agreement cannot be reached, the DEDC 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.

No proposal shall be binding upon the DEDC until an Agreement has been executed. The DEDC 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.

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 DEDC to award a contract. The DEDC 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 DEDC or the impacted communities.

The DEDC 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 DEDC or of the impacted communities will be served by such action.

DEDC Options

Without limitation and in addition to other rights reserved by the DEDC in this RFP, and when it is determined to be in its best interests, the DEDC 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 DEDC, specifically from the standpoint of work quality and progress.
- To reject any proposal due to uncompleted work, which, in the judgment of the DEDC, 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 DEDC 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 DEDC.
- 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 DEDC.
- By submitting a proposal, each proponent agrees, if the proposal is accepted, to enter a contract with the DEDC 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 DEDC before the selection, together with this RFP and any addenda hereto, will serve as confirmations of the proponent's acceptance of all terms and conditions therein.

13. Administrative Procedure:

Any person, party or entity that considers itself having been adversely affected by the Award Notice or award determination of the Secretary of the DEDC, 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 DEDC 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 DEDC, 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 DEDC.

The mere filing of a petition for reconsideration before the DEDC'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.

14. Contract:

Contract Period:

The DEDC intends to execute a contract with the proponent(s) selected under this solicitation. The contract awarded is expected to be completed within 2.5 to 3.5 years from contract award, with initial short-term wins and actions expected. Final timeline and milestones will be negotiated upon selection.

Performance Period

This project is expected to be completed within 2.5 to 3.5 years from the contract award. Final timeline and milestones will be negotiated upon selection.

Payments

Payments shall be issued for services provided, previously approved by the DEDC. It is the Selected Proposer's responsibility to provide all services, as set forth under the Scope of Services detailed in this RFP.

Payment will be made upon presentation of the invoice evidenced by the services provided and duly authorized by the DEDC. Selected proponents must submit all required invoices supporting documents, including but not limited to, monthly reports, time sheets, expense plans, work projections and any other documentation that supports the services provided. Invoices must be submitted within the first ten (10) calendar days from the end of the period for the services being invoiced.

If the DEDC finds the submitted invoice and supporting documents acceptable, then the invoice will be approved and processed for payment promptly after submission of the invoice. The DEDC reserves the right to review the correctness of invoices and perform audits as is necessary.

The Selected proponent shall submit monthly invoices for the agreed fees or in accordance with the contractual clauses reached. Invoices must be detailed, specified, and itemized, accompanied by a description of the services provided, as previously approved by the DEDC. In addition, it should be noted that no public servant of the contracting entity is a party or has an interest in the profits or benefits of the product from the contract, regarding the invoice. If it does have an interest in some part of the profits or benefits of the contract, it must specify that a waiver has been mediated. The

DEDC shall request from the Selected proponent all the necessary information related to the invoiced expenses, to verify them, before ordering the release of payment.

The selected proponent will deliver the original invoice to the DEDC as per the terms of the contract. Such an invoice must be properly completed and certified by the selected proponent. Upon receipt, the designated office within the DEDC will process it for certification, in accordance with the Internal Revenue Code of Puerto Rico, following the standards and regulations established by enforcement agencies of the Government of Puerto Rico.

15. Public Information:

All information submitted in response to this RFP becomes property of the PRDEDC. The documents and other records submitted to the PRDEDC are part of the public record and subject to public disclosure; accordingly, information submitted should be expected to be subject to public availability, except for proponent financial information which will remain confidential and will not be made public. Therefore, any response submitted which contains confidential information must be conspicuously marked on the outside as containing confidential information, and each page upon which confidential information appears must be conspicuously marked as containing confidential information.

16. Confidentiality of Information Associated with PRDEDC:

Information associated with the PRDEDC, or any other government entity, obtained by proponents as a result of their participation in this RFP is confidential and must not be disclosed without prior written authorization from the PRDEDC.

17. References

Executive Order-2025-012

<https://docs.pr.gov/files/Estado/OrdenesEjecutivas/2025/OE-2025-012.pdf>