



Puerto Rico Department of Economic Development and Commerce
Request for Proposal (RFP) | Questions & Answers (Q&A)
RFP-DDEC- 2025-06-Validation of Economic Development Incentives

1. How many cases will be handled, can you provide the number of projects/cases that will be worked on in the term of 1 year?
The exact number of cases to be handled within a one-year term cannot be determined at this time. The workload will depend on the number of cases active or assigned during the period, which may vary.
2. Will cases/projects overlap?
Yes, you will have more than one case assigned at the same time.
3. As the inspection of a \$1 million versus a \$20 million project differs enormously, is there a range or an average amount per project that will be inspected?
The monetary value of each case is not the determining factor for these services. The focus of the work lies in the inspection process and the proper documentation required, regardless of the incentive granted.
4. Does DDEC require a specific number of key staff per case?
DDEC does not require a specific number of key staff per case. The proponent should recommend an appropriate staffing structure to ensure proper execution of the services, based on the expected case completion.
5. How should the total Budget be provided?
Proponents must provide hourly rates per key staff position as requested in the RFP. A lump sum total is not required. The total cost for services will be determined based on the approved rates and actual work assigned.
6. Is there a standard Cost Form to estimate the Total Cost?
No specific cost form has been provided. Proponents should structure their cost proposal following the guidance in Section 6, "Budget Parameters," and include all required rate information clearly and consistently.
7. Is a template for the Transparency & Disclosure certification available?
There is no separate template. The statement provided in the RFP is sufficient as long as it includes the required acknowledgment and signature.

8. Estimated number of program applications to be reviewed?
The estimated number of cases cannot be determined at this stage. You will have more than one case assigned at the same time.
9. Does this RFP correspond to an active or ongoing program?
This RFP is related to active incentive programs under Act 60 involving machinery and equipment cash grants.
10. Does the 30-page limit include all sections?
The 30-page limit includes all sections of the proposal, including cover page, letter of interest, executive summary, and required attachments.
11. Estimated funding amount or budget range?
There is no estimated funding amount or budget range. Cost depends on hourly rates and assigned cases.
12. Correct submission deadline?
The correct proposal submission due date is November 21st, 2025.
13. What governing laws and regulations apply?
The compliance validation work is governed by the laws and regulations of Puerto Rico and applicable Cash Grants Incentives Programs. SOPs and guidelines will be provided upon contract execution.
14. Is a Puerto Rico-licensed Professional Engineer required?
A PE is not required for all tasks, but some technical or structural assessments may require validation by a PE.
15. What evidence of engineering expertise is required?
Proponents must provide objective evidence such as résumés, licenses, certifications, and project references.
16. Estimated number of monthly cases?
The exact number of monthly cases cannot be determined at this time.
17. Will DDEC personnel attend site visits?
DDEC personnel may attend site visits occasionally for oversight, but participation is not required.

18. Are there specific document review templates?

DEDC maintains checklists and templates. Preferred formats are PDF and Excel.

19. What site-access protocols apply?

Contractors must comply with all site-access protocols including safety and PPE.

Photography is permitted only for evidentiary purposes.

20. What is the review and acceptance process?

Reports will be reviewed by DEDC; revisions may be required. Final acceptance is issued by DEDC.

21. What should deficiency recommendations include?

Recommendations must include corrective plans, estimated effort or cost, reinspection timelines, and criteria for verifying closure.