

Puerto Rico Department of Economic Development and Commerce
Request for Proposal (RFP) | Puerto Rico Workforce Reshoring Fund
Questions & Answers¹

I. General Questions	
Question	Answer
Does PRDEDC plan to issue additional RFPs in the future related to the Workforce Reshoring Fund?	While this RFP (RFP-DDEC-2025-01) is currently the primary procurement vehicle for the Puerto Rico Workforce Reshoring Fund, PRDEDC may re-solicit, or launch subsequent RFPs depending on evolving workforce and reshoring priorities.
Would not explicitly stating “willingness to integrate with existing PRDEDC programs (“where reasonable”) and leverage local assets” negatively affect scoring under the evaluation criteria?	The evaluation rubric awards points for “willingness to integrate existing PRDEDC programs where reasonable” under the Local Impact & PRDEDC Alignment factor (10% weight). Explicitly stating such willingness will strengthen a proposal’s competitiveness.
What is the source of funds for this project?	The source of funds for this project are funds delegated to PRDEDC by the Puerto Rico Fiscal Oversight and Management Board (PRFOMB) and aligned with Executive Order OE-2025-012.
Could you please confirm that the document titled "PRDEDC Puerto Rico Workforce Reshoring Fund RFP" is the only document that was released as part of this RFP? Tab 6 of the	Yes, the RFP document titled “RFP-DDEC- 2025-01 - Puerto Rico Workforce Reshoring Fund” is the only document released, aside from this Q&A document.

¹ The questions answered are those received while the question period was open. Questions received after the September 2, 2025, deadline were not answered. Related questions were grouped together, to avoid repetitive answers. The questions in this document were not edited by our team, unless necessary for spelling issues or referencing the wrong section of the RFP.

RFP, page 14 includes a Legal Entity Certification, is this an attachment that PRDEDC will provide to vendors?	PRDEDC will not be providing attachment templates as required under Tab 6, page. 14 of the RFP, they should be prepared following the requirements described.
While the RFP mentions numerous industries “including but not limited to pharmaceutical manufacturing, advanced manufacturing, medical device manufacturing, biotechnology, information technology, and aerospace,” is there a preference on industries served under this initiative?	No, there is no preference. Proposals must address workforce needs in cornerstone industries listed in the RFP (including but not limited to pharmaceutical manufacturing, advanced manufacturing, medical device manufacturing, biotechnology, information technology, aerospace, and agrotechnology). However, this list is not exhaustive.
Can DDEC please provide a general current status of the Reshoring and Investment Promotion Strategy (page 1-2)?	The strategy is being implemented under Executive Order OE-2025-012. For more information, please refer to PRDEDC’s website.
Will DDEC provide any initial support to contact certain industry stakeholders (including the Department of Education, the University of Puerto Rico, the Puerto Rico Science, Technology & Research Trust) (page 2)?	Yes. Proponents are expected to lead engagement, but PRDEDC will facilitate introductions and contact where necessary.
Can a staffing agency be used to fulfill personnel requirements?	Yes, provided subcontracting complies with eligibility rules and the proponent remains responsible for deliverables.
¿Puede confirmar el DDEC si una vez seleccionados los proponentes tendrán acceso a la información ya recopilada en los distintos programas de la agencia, como estudios, métricas de colocación y resultados de iniciativas vigentes para	Yes, the proposed work allows sharing of existing datasets and studies with proponents to avoid duplication. However, PRDEDC’s reserves the right to not share any confidential information.

facilitar el análisis de brechas de talento, o se espera que el análisis se realice desde cero sin apoyo de datos existentes?	
¿Deben los proponentes incorporar las alianzas educativas existentes (sistema UPR, Ana G. Méndez, colegios técnicos) establecidas bajo las iniciativas actuales del DDEC, o solo se prefieren nuevas alianzas?	Proposals should integrate existing initiatives “where reasonable.” Leveraging such partnerships will strengthen proposals under the evaluation rubric.
¿Cómo define el DDEC el concepto de “comunidades desatendidas”? ¿Existe una lista oficial de municipios o regiones consideradas como comunidades desatendidas o de tasa alta de desempleo que deban priorizarse en la planificación estratégica?	The RFP directs proponents to prioritize underserved or high-unemployment communities but does not provide a fixed list. Applicants should define target geographies using indicators such as unemployment, poverty, disability, or low labor-force participation
¿Tiene el DDEC apertura para que los proponentes integren tecnologías de inteligencia artificial y análisis predictivo para la realización de tareas compatibles? De ser así, ¿habrá flexibilidad presupuestaria para este tipo de herramientas dentro del fondo asignado? ¿Cuál sería el porcentaje máximo permitido para este tipo de herramientas?	Innovative tools such as AI are acceptable if they support the objectives. Budget flexibility exists within PRDEDC’s budget range, but costs must remain reasonable and justified. No fixed percentage is allocated for technology.
¿Qué sistemas de información y bases de datos del DDEC deberán integrarse con las herramientas de monitoreo que propongan los licitadores?	The RFP does not mandate integration with specific systems. Selected proponents must ensure data reporting complies with PRDEDC’s requirements (monthly, quarterly, semi-annual).
What has been the progress of the creation of the ‘Fondo de Capacitación de Fuerza de Trabajo para Reshoring’ mandated by the Executive Order (page 21)?	The fund is already created. This RFP represents its first major deployment mechanism.
II. Proponent Eligibility & Proposal Flexibility	
Question	Answer
Are institutions allowed to subcontract organizations based outside of Puerto Rico (but in mainland US)? If so, do they	Yes, subcontracted companies do not necessarily have to be registered to do business in Puerto Rico. However,

have to be registered to do business in PR? (<i>Ref: Section II – Eligible Applicants, p. 9</i>)	subcontracted companies must be agreed upon by PRDEDC before subcontracting services.
Is there a limit on subcontracting, or a minimum percentage of the work that must be completed by the prime applicant? (<i>Ref: Section II – Eligible Applicants, p. 9</i>)	The RFP does not specify a numerical cap. However, the prime applicant remains responsible for contract compliance and must demonstrate organizational capacity to oversee subcontractors.
If a company/organization will submit individual components of the RFP specific to their experience, will there be a cap in the size of grant they can/will be awarded and if so; can we get an idea of what this might be? *Page 2 - Point 3 (Proposal Flexibility)	No fixed cap exists. Section 3 allows segmented or task-specific proposals, and awards will be proportionate to scope and budget justification.
Can 2 or more companies get together (in a teaming agreement) to offer only a pilot program as a response to the RFP? Or should proponents respond to all deliverables requested and decide whether or not to include the execution of the pilot program?	Proponents may submit task-specific or pilot-only proposals under Section 3. Full-scope proposals are encouraged but not required.
If a company/organization submits on an individual Task(s), can they also be included in a consortium proposal? If not, will they be disqualified if they submit and then are included on another proposal(s)? *Page 2 - Point 3 (Proposal Flexibility)	Yes, proponents may participate both individually and in consortia. They will not be disqualified for appearing in multiple proposals, provided no conflicts of interest exist.

III. Scope of Work

Question	Answer
Funding Range for Task 2a - What is the expected award amount range for proposals addressing only Task 2a: Design and Implementation Strategy for Pilot Programs?	No specific range is set for Task 2a alone. Section 7 sets the overall funding between \$10M–\$20M for the entire project. Task 2a proposals must be budgeted reasonably within that framework.
Sequencing for Task 1 and Task 2a - Will PRDEDC award grants for Task 2a only after completion of Task 1: Workforce	Task 2a builds on Task 1 findings. Proponents may propose Task 2a independently, but they must demonstrate how they

Training Program and Workforce Needs Gaps Assessment, given that Task 2a appears dependent on Task 1?	will obtain workforce gap data. PRDEDC may sequence awards to ensure Task 1 data is available.
Submitting for Task 2a Only - If applying only for Task 2a, how will proponents obtain the workforce gaps information generated in Task 1? Will PRDEDC provide access to workforce datasets already collected, or are proponents expected to collect all data independently?	PRDEDC will provide access to available workforce datasets and analyses. However, proponents remain responsible for collecting and validating additional data as needed.
WIOA Coordination - Since the RFP mentions leveraging Workforce Innovation and Opportunity Act (WIOA) funds, will PRDEDC facilitate access to these funds for selected projects?	Proposals can identify opportunities for braiding WIOA funds. PRDEDC will facilitate such integration, as applicable, to maximize the use of state and federal resources, in full compliance with WIOA regulations, federal cost principles, and applicable guidance.
If a proponent intends to directly administer pilots end-to-end, is the Workforce Training Program and Workforce Needs Gaps Assessment section expected to be fully developed and included in the proposal submission, or we are not required to submit it since during the grant period won't be updated?	No. Segmented proposals are allowed. However, end-to-end pilots must still demonstrate alignment with workforce needs through data sources. PRDEDC will provide access to available workforce datasets and analyses. However, proponents remain responsible for collecting and validating additional data as needed.
Regarding the "Private Sector Labor Needs Analysis," "Existing Pertinent Workforce Training Ecosystem analysis," and "Gap Identification Report", are the critical and required data points, quantitative metrics, or format expectations from the department regarding the project deliverables beyond what is mentioned in the Scope of Work? – Page 2, Task 1	The RFP specifies key elements (occupations, skills, training programs, gaps) but does not prescribe formats. Deliverables must be comprehensive, data-driven, and refreshed quarterly.
The RFP mentions that PRDEDC may recommend integrating existing workforce initiatives. Will the selected proponent be assigned a single point of contact or group within PRDEDC to	Yes.

<p>help coordinate and integrate these existing programs and access to relevant personnel? – Page 3, Task 2a</p> <p>The RFP also requires coordinating with private sector key stakeholders. Will the selected proponent have a designated single point of contact or group for agency outreach requirements and initiatives? – Page 2, Task 1</p>	
<p>The RFP requires a "quarterly refreshment" of the comprehensive labor-market and training-ecosystem analysis. What specific data sources or ongoing data collection efforts does the agency currently have that the proponent can build upon for these quarterly updates? – Page 2, Task 1</p>	<p>Data sources or ongoing data collection efforts being carried out by PRDEDC will be discussed and shared, when applicable and allowable, with selected proponent(s).</p>
<p>Regarding Task 1 in the Scope of Work (SOW), Workforce Gaps Assessment, can DDEC provide more details on the specific qualifications or methodologies that it expects to be implemented (page 2) (i.e. Assessment should be performed by an economist, or statistician)?</p>	<p>The RFP does not mandate specific professions (economist, statistician, etc.). Methodologies must be rigorous, quantitative and qualitative, aligned with industry best practices.</p>
<p>Given that task 2(a) requires proponents to indicate a willingness to incorporate existing workforce initiatives into their proposals, can DDEC please provide a general overview of currently existing workforce initiatives (page 3)?</p>	<p>PRDEDC, through its Workforce Development Program (<i>Conexión Laboral</i>), administers the Workforce Innovation and Opportunity Act (WIOA) Title I-B funds in Puerto Rico, which include services for adults, dislocated workers, and youth. These programs are delivered through the network of Local Workforce Development Areas and One-Stop Career Centers (<i>American Job Centers</i>) and are aligned with employer demand. In addition, PRDEDC coordinates with other federally and locally funded workforce efforts such as registered apprenticeships, sector partnerships, incumbent worker training initiatives, and rapid response activities.</p>

	<p>PRDEDC also works closely with educational institutions and other public and private partners to align training programs with industry needs. A general overview of these initiatives and further information and data will be shared with selected proponents to ensure alignment and prevent duplication of efforts.</p>
<p>Is it mandatory to address all industries listed in the RFP, or may the proposal focus on one or two specific industries (e.g., biotechnology and agro-industry)?</p>	<p>At a minimum, PRDEDC expects proponents to focus on cornerstone industries mentioned in the RFP, however, PRDEDC can award industry-specific awards, when deemed necessary.</p> <p>The list of industries includes, but is not limited to: pharmaceutical manufacturing, advanced manufacturing, medical device manufacturing, biotechnology, information technology, aerospace, and agrotechnology</p> <p>However, proponents are encouraged to suggest other industries that may align with the efforts of this RFP.</p>
<p>Is it acceptable to propose pilot strategies or phased implementation plans to assess effectiveness before expanding to full industry coverage?</p>	<p>Yes. Phased or pilot-first approaches are acceptable if they demonstrate scalability.</p>
<p>Must the initiative impact all 78 municipalities of Puerto Rico, or is it acceptable to focus on a specific municipality or region?</p>	<p>No. Proposals may target specific regions or municipalities, particularly underserved/high-unemployment areas.</p>
<p>Given that Task 2 is divided into sub-tasks A through D, is it permissible to develop only sub-task 2.C in our proposal, or is it expected that all sub-tasks be addressed?</p>	<p>Yes. Segmented proposals are explicitly permitted.</p>

<p>The RFP introduction lists six industries, but Task 1 references seven (adding agrotechnology). Which is the final list of industries?</p>	<p>The list of industries includes, but is not limited to: pharmaceutical manufacturing, advanced manufacturing, medical device manufacturing, biotechnology, information technology, aerospace, and agrotechnology</p> <p>However, proponents are encouraged to suggest other industries that may align with the efforts of this RFP.</p>
<p>Task 2a states that proponents should design one or more pilot programs to address workforce needs. Is the expectation to design pilots for all industries through a phased/stackable approach starting with priority sectors, or only for the subset of industries prioritized in the assessment?</p> <p>Does the piloting component refer only to the design of the curriculum within the different training formats, or should it also extend to job placement and talent retention strategies?</p>	<p>The expectation under Task 2a is not that proponents design and implement pilots for all industries simultaneously. The emphasis is around exhaustively addressing the identified workforce gaps. The piloting component extends beyond curriculum design and requires implementation. Proponents are expected to incorporate comprehensive strategies that include training design, employer engagement, job placement, and talent retention mechanisms to ensure that participants transition successfully into employment and that workforce outcomes are sustained.</p>
<p>Given Task 3 on reporting and monitoring, should the scope of work also include direct support phase for launching and managing subsequent RFPs/NOFAs for pilot program implementation, in addition to the assessment and design phases?</p>	<p>Task 3 is focused on reporting/monitoring. Launch of future procurements is not required.</p>
<p>Task 1 requires a “quarterly refreshment of the analysis.” Should this be understood as re-running the full workforce gap analysis four times per year, or is the expectation that the quarterly refresh aligns with the Deep-Dive Presentations</p>	<p>No. The refresh should align with quarterly presentations—updating key findings, KPIs, and addressing changes, not a full restart.</p>

(structured findings, KPI review, and Q&A) described in Section 5?	
Section 4, Task 2a describes the design and development of pilot concepts to address skills gaps and prepare workers for the critical roles within Puerto Rico's cornerstone industries. Could PR DDEC please confirm whether these pilots should also be launched as part of this task, or if the sole focus is on the development of the pilot approach?	Yes. Proponents may design and either administer or hand off pilots. Implementation costs must be included if proposing direct delivery.
If the Section 4, Task 2a activities should include both strategy development and implementation of the pilots, could PR DDEC please clarify the approximate share of the budget that should be focused on implementation of pilots?	The RFP does not fix percentages. Proponents should justify budget allocations between design and implementation based on strategy.
What is the indirect cost rate for this project?	The RFP allows indirect costs but does not establish a fixed rate. Costs must be reasonable and well-documented.
Section 4 outlines four major task areas and Section 6 indicate the project should be completed within 2.5-3.5 years. Are there specific interim milestones or deadlines associated with each deliverable and task area that proponents should incorporate into their proposed schedule, or should we propose our own implementation timeline and deliverables deadlines for the full project period?	Proponents should propose their own schedule. Final milestones will be negotiated upon selection.
Should the analysis cover all of Puerto Rico, or will priority regions be specified?	Analysis should cover Puerto Rico broadly, with emphasis on priority or underserved regions, as identified by the proponent and/or PRDDEC.
What criteria will PRDDEC use to define an 'underserved' community (e.g., unemployment rate, disability, poverty, or low labor force participation)?	Indicators such as high unemployment, poverty, disability, or low participation may be used.

Will the revolving fund be managed by the proposer or by PRDEDC once implemented?	PRDEDC will oversee fund governance. Proponents must design sustainability models, but fund administration will remain under PRDEDC oversight.
Will PRDEDC provide an initial list of employer partners for the project?	PRDEDC may facilitate introductions and connections, but proponents are expected to identify and secure additional employer partners.
What is the expectation around the number of emerging sectors/industries included in the overall scope? The number should be capped to provide an even comparison of price across bidders	<p>At a minimum, PRDEDC expects proponents to focus on cornerstone industries mentioned in the RFP, however, PRDEDC can award industry-specific awards, when deemed necessary.</p> <p>The list of industries includes, but is not limited to: pharmaceutical manufacturing, advanced manufacturing, medical device manufacturing, biotechnology, information technology, aerospace, and agrotechnology</p> <p>However, proponents are encouraged to suggest other industries that may align with the efforts of this RFP.</p>
Please confirm whether Task 2a (page 3, bullet 7) allows the proponent to include and offer one or more workforce development programs or courses as part of the proposal.	Yes. Task 2a expressly allows inclusion of workforce programs or courses in the design.
Should the pilot program and later workforce development design be applicable to all industries or can it be designed for specific industries (i.e. pharmaceutical vs aerospace, etc.)?	Pilot programs and later workforce development designs can be applicable to all industries or be designed for specific industries.
¿Cómo espera el DDEC que el Fondo de Desarrollo Laboral para Reshoring se coordine con las iniciativas y recursos ya disponibles bajo WIOA y los programas relacionados que ya están en curso?	Proposals can identify opportunities for braiding WIOA funds. PRDEDC will facilitate such integration, as applicable, to maximize the use of state and federal resources, in full

	compliance with WIOA regulations, federal cost principles, and applicable guidance.
¿Qué papel, si alguno, jugará la Oficina de Incentivos del DDEC en proporcionar incentivos contributivos a los empleadores que contraten egresados de los programas?	While not directly part of this RFP, employers may leverage existing DDEC incentive programs. PRDEDC will coordinate alignment where applicable.
IV. Key Performance Indicators and Reporting	
Question	Answer
Must proponents use only the quantitative KPIs provided in the RFP, or are we allowed to propose additional KPIs that align with our training and workforce strategies?	The quantitative KPI's provided in the RFP are minimum mandatory thresholds. Proponents may exceed them and are encouraged to add metrics tailored to their industry scope, as long as they strengthen alignment with RFP objectives.
Section 5 outlines the requirements for "Monthly Reporting" and "Semi-annual Impact Monitoring". What is the preferred format for these reports, and are there any specific templates or data-reporting tools the agency requires the use of? – Page 5, Section 5	Reports must be written, data-driven, and aligned with KPIs. The RFP does not provide a strict template; proponents may propose formats that ensure clarity and comparability. Semi-annual impact reports must include quantitative and qualitative indicators.
Section 5 makes note of a report monitoring impact every six months during the period of performance. After the submission of which deliverable or the completion of which phase of the project does the beginning of the semi-annual Impact Analysis Report tie to? – Page 5, Section 5	The first semi-annual impact report is due six months after contract starts, tied to progress on tasks and deliverables established in the contract, regardless of sequencing.
Beyond the "quarterly deep-dive presentations" with PRDEDC leadership and technical staff, what will be the formal channels and frequency for day-to-day communication and collaboration with agency personnel? – Page 4	Formal monthly reporting and quarterly reviews will be required. Additional day-to-day communication and collaboration will be coordinated with PRDEDC's staff assigned to the project.
Could you confirm whether the KPIs stated in the RFP are mandatory or reference points. Additionally, could you tell us if as a proposer we may suggest additional metrics.	The quantitative KPI's provided in the RFP are minimum mandatory thresholds. Proponents may exceed them and are

	encouraged to add metrics tailored to their industry scope, if they strengthen alignment with RFP objectives.
¿Cómo define el DDEC una colocación laboral exitosa para fines de KPI's? ¿Implica una duración mínima de empleo, alcanzar un umbral salarial o permanencia en Puerto Rico del participante por un periodo determinado de tiempo?	A successful placement is defined as entry into unsubsidized employment in Puerto Rico, aligned to the training provided. Proponents may propose additional placement metrics (e.g., wage thresholds, retention duration) for evaluation.
V. Budget Parameters	
Question	Answer
Indirect Costs - Are indirect costs allowable under this RFP? If so, is there a maximum percentage?	Indirect costs are allowable, but the RFP does not establish a fixed maximum rate. All indirect costs must be reasonable, properly documented, and justified within the cost narrative.
Should the detailed cost plan be submitted as a separate PDF attachment, and to confirm, no cost information should appear within the main proposal narrative?	Yes. The RFP requires the Cost Plan/Budget to be submitted as a separate file (PDF), not included in the main narrative.
In reference to the proposal RFP-DDEC- 2025-01 - Puerto Rico Workforce Reshoring Fund, I would like to ask how the throttling budget works. My understanding is that we submitted a fixed budget initially. Please explain how the throttling budget works.	Proponents must propose a phased-funding model tied to milestones, deliverables, or decision points. This mechanism allows acceleration or deceleration of disbursements based on performance, evolving needs, or priorities.
Does the proposal have to include within the budget the cost of the academic programs for talent pipeline or will the funding for these academic programs come from a different source?	Yes, proponents must include academic program costs if they form part of their strategy. However, additional sources such as federal funds under the Workforce Innovation and Opportunity Act (WIOA) or employer contributions may be braided for scalability.
Will the vendor have access to DDDEC's legal personnel to assess adequacy of the legal compliance proposed in the funding and program structure? – Page 5, Section 7	Access to PRDEDC's legal personnel will be coordinated, when necessary, through PRDEDC personnel assigned to this initiative.

<p>The RFP requires the proposal to include a "phased-funding ('throttling') mechanism" for the vendor's cost structure proposal. What are the agency's primary goals for implementing this mechanism, and are there any specific examples of successful throttling mechanisms from similar projects that would serve as a model? – Page 5, Section 7</p>	<p>The goals are to:</p> <ul style="list-style-type: none"> • Ensure staged deployment of funds, • Allow flexibility for evolving workforce needs, and • Tie disbursements to performance and milestone achievement.
<p>Is the funding for this effort coming from state or federal funds (page 5)?</p>	<p>Award(s) under this initiative are financed with state funds; however, PRDEDC reserves the right to supplement these resources with available federal funds, subject to applicable eligibility criteria, compliance requirements, and federal cost principles.</p>
<p>Is there a budget template provided for proposal submissions?</p>	<p>No fixed template is provided. Proponents must submit a detailed budget narrative and breakdown consistent with Section 7 requirements.</p>
<p>Can you provide more clarity on the \$10–20 million budget range? E.g., inclusive of all implementation costs such as funding for training providers, universities, or other pilot programs?</p>	<p>Yes. The budget range covers all project costs, including pilot implementation, training providers, universities, and program operations. The budget range will also vary on the proposal submitted by the proponent, whether it's a proposal addressing the full scope of work or if it's a segmented or task-specific proposal. Proponents must submit a detailed budget narrative and breakdown consistent with Section 7 requirements.</p>
<p>Could PRDEDC clarify whether the initial capitalization of the revolving fund is expected to be drawn directly from the awarded project funding described in Section 7, or whether DDEC has already identified other sources or funding pools to serve as the fund's initial capitalization?</p>	<p>Initial capitalization of the revolving fund is expected to be drawn directly from the awarded project funding. Proponents should also propose additional replenishment mechanisms.</p>

Does PRDEDC have a specific starting amount in mind within that range (budget range is established between \$10M-\$20M), or will it depend entirely on the submitted proposal?	There is no starting amount in mind within the budget range established in the RFP. The final amount will depend on the quality, scope, and cost-effectiveness of proposals.
Will disbursements be subject to meeting contractual milestones?	Disbursements will be phased and contingent on achievement of contractual milestones, as outlined in proponents' throttling models. Final contract values and payment schedules will be negotiated in accordance with the proposed throttling structure and PRDEDC's evolving strategic goals.
Can you detail whether there are minimum or maximum annual disbursement limits for the staggered funding mechanism?	The RFP does not set minimum or maximum annual disbursement limits. Proponents are expected to propose a reasonable disbursement schedule, which will be reviewed and finalized during contract negotiations and adjusted as necessary.
Is there a student budget limit? Would it vary depending on the training profile?	No fixed cap is set. Proponents must justify training costs per participant, considering efficiency and value.
Como parte de la estructura de costos, ¿Ha dispuesto el DDEC límites porcentuales por partida para gastos administrativos y gastos operativos?	No fixed percentages are established. Administrative and operating costs must be reasonable, well-documented, and proportionate.
¿En qué momento de la vida del proyecto espera el DDEC que los fondos concedidos se consideren autosostenibles? ¿Qué porcentaje de los fondos concedidos se considerarían para el monto que debe reportarse como autosostenible?	Proposals must include a sustainability model under Task 2b. PRDEDC expects proponents to identify when and how revolving fund replenishment will achieve self-sustainability. No specific percentage is mandated.
VI. Data Access and Sharing	
Question	Answer
The RFP states that PRDEDC will have "unrestricted access to all program-related data" created by the proponent. What	PRDEDC will provide the selected proponent with access to relevant data, studies, and documentation already available to

existing data, studies, or documentation will PRDEDC provide to the selected proponent at the start of the project to inform the baseline analysis and prevent duplication of effort? – Page 6, Section 8	the agency. These materials will be disclosed and shared at the outset of the project to inform the baseline analysis and ensure efforts are not duplicated.
How will the agency manage and share documents with the selected proponent? Will a shared drive or a document management system be used to provide access to relevant government documents, datasets, and other reference materials? – Page 6, Section 8	While the RFP does not mandate a specific platform, PRDEDC may use secure methods such as shared drives or document management systems to exchange materials.
VII. Proposal Evaluation Rubric	
Question	Answer
The evaluation rubric states that proposals will be evaluated on the quality of the Gap Assessment and its alignment with the proposed pilot programs. Since the Gap Assessment corresponds to Task 1, and not all specific gaps may be identified at the proposal stage, could you clarify what expectations or standards the DEDC has for the Gap Assessment and its alignment with the pilot programs within the proposal?	PRDEDC will make available information from the Gap Assessment to proponents submitting segmented proposals for pilot programs. Nevertheless, proponents submitting pilot-only proposals remain responsible for demonstrating and substantiating the workforce need for the proposed pilot(s) with supporting data included in their submission.
Section 9. Proposal Evaluation Rubric, Page 7 & Section 11. Tab 4, Page 13 The evaluation rubric on Page 7, Factor 4 indicates past performance will be evaluated, and Tab 4 on Page 13 requires information about the proponent's experience. For consortium or joint proposals as permitted in Section 2, Page 3, will the past performance of all team members be considered in the evaluation, or only that of the prime contractor?	Past performance of all team members may be considered at the time of evaluation. This allows evaluation of collective experience and organizational capacity

<p>The document states: -If a proposal is submitted segmented by task. Question: How will the evaluation committee adjust the rubric weights if only some tasks are submitted (for example, Task 1 and Task 2a)</p>	<p>For proposals addressing only specific components of the scope (as permitted in Section 3), reviewers will:</p> <ul style="list-style-type: none"> • 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
VIII. RFP Procedures – General Instructions & Technical Requirements	
Question	Answer
<p>Vendor selection – The RFP mentions the potential for more than one proponent to be selected and for the contracts to be amended to extend their duration or scope. What is the agency's experience and preference for managing multiple vendors working on complementary but separate project components? How will the agency integrate multiple vendors into the project scope from the individual proposals submitted in this window? – Page 10, Representations for Proposal Submission</p>	<p>PRDEDC may select more than one proponent. If multiple awards are made, integration will be coordinated by PRDEDC, with each vendor/contractor responsible for its specific scope. Contracts may be amended to extend scope or duration as needed.</p>
<p>Which of the six documents outlined in Tab 6: Attachments (Page 14) of the RFP require notarization?</p>	<p>The RFP does not require notarization of Tab 6 documents unless specifically mandated by Puerto Rico law. Certifications must be signed but notarization is not required, unless required by Puerto Rico law.</p>
<p>For any documents that do require notarization, must this be done in Puerto Rico?</p>	<p>The RFP does not require notarization of Tab 6 documents unless specifically mandated by Puerto Rico law. However, if any additional documents submitted with the RFP response</p>

	require notarization, this notarization does not have to be done in Puerto Rico.
Confidentiality of Financial & Responsibility Information To confirm, should the financial and responsibility information be submitted as part of the PDF proposal, and will this information be treated as confidential by PRDEDC?	Yes. Financial and responsibility information must be included in the PDF proposal. This information will be treated as confidential, by PRDEDC.
Does the 30-page maximum apply only to Tab 3: Approach to Scope of Services (Strategy and Methods), or are resumes of key staff, consultants, and attachments also included in that page count? The RFP states that the proposal should not exceed 30 pages. Does the 30-page limit pertain to ALL Tabs or just Tab 3: Approach to Scope of Services (Strategy and Methods)? Please confirm that the 30-page limit does not include the Cover Page, Letter of Interest, and the Table of Contents. The RFP states that Tab 1: Executive Summary is limited to a maximum of 5 pages. Are these 5 pages included in the 30-page limit? Does the 30-page limit include the executive summary, table of contents, cover page, letter of interest, and all attachments (e.g., certifications, financial information, supporting documentation)? Alternatively, can some attachments be submitted separately without counting toward the limit?	<p>The 30-page limit applies only to the main narrative, including Letter of Interest, Executive Summary, and <i>Approach to Scope of Services (Strategy and Methods)</i>. The following do not count toward the 30-page limit:</p> <ul style="list-style-type: none"> • Table of contents • Cover page • Company information, including financial documents • Resumes of Key Staff and consultants • References for Services Provided • Attachments <p>The RFP requires that the Cost Plan/Budget Parameters to be submitted as a separate file (PDF).</p> <p>The title page/cover 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.</p>

May we include the company information requested in Tab 2 on the cover page? If so, would this count toward the 30-page limit?

Does required documentation such as bios and attachments count toward the 30-page limit, or can these be included in appendices outside the page cap?

The RFP states "the proposal, should NOT exceed thirty (30) pages". Does this include the Table of Contents, Cover Page, and Letter of Interest? We believe DEDC will receive higher quality content with more clarity for the proposals if the 30 page limit is restricted to Tabs 1-5.

To provide as much high-value and relevant content as possible within the 30-page limit, would DEDC accept short-form resumes (e.g., ½ page per resource) for our personnel on Tab 4, with long form Resumes provided as an Attachment to the RFP (not counted against the 30-page limit)?

Section 11. General Instructions & Technical Requirements, Page 11 states, "The proposal should NOT exceed thirty (30) pages." Please clarify whether the Table of Contents, Cover Letter, and resumes count toward this 30-page limit. Additionally, please confirm whether the Executive Summary's 5-page maximum (Section 11.a Tab 1, Page 12) is included within or separate from the overall 30-page limit.

Bios and attachments may be included in appendices and are excluded from the 30-page cap.

Short-form resumes are accepted.

While PRDEDC prefers for all documents, including attachments, be incorporated into a single PDF we recognize that this may cause the PDF to exceed the 25 megabytes or smaller requirement, therefore attachments can be submitted as separate documents, however they must be identified properly.

PRDEDC reserves the right to request additional information on any document provided.

<p>Tab 6 on Page 14 lists several required documents (Certificate of Eligibility, ASG Corporate Resolution, etc.) and Section 13 on Page 15 states the technical proposal must be submitted as a single PDF file not exceeding 25MB. Are these required documents counted toward the 30-page limit referenced in Section 11, Page 11? Should they be incorporated into the single PDF technical proposal or submitted as separate attachments?</p> <p>“The proposal, should NOT exceed thirty (30) pages,...” To clarify: resumes and audited financial statements do not count towards 30-page limit.</p> <p>Does the 30-page limit include the cover page and table of contents? Are attachments excluded from the 30-page limit?</p>	
<p>If several entities are collaborating to implement different parts of the proposal, should each entity submit its own compliance documentation, or should one entity take on the role of overseeing the others?</p>	<p>Each participating entity in a joint proposal must provide the required compliance documentation.</p>
<p>RFP indicates the proposal "can" be double spaced. May the proposal be single spaced?</p>	<p>Yes. Written content may be double-spaced, but single spacing is permitted for tables, graphs, calculations, projections, and the Executive Summary.</p>
<p>Please confirm that if a vendor submits their proposal electronically to propuestas@ddec.pr.gov that documents do not have to be signed in blue ink.</p>	<p>Confirmed. Electronic submission is valid. Blue-ink signatures are not required; digital signatures are acceptable.</p>

<p>The RFP states that the email for questions is not the same as the one for proposal submission, but both appear as propuestas@ddec.pr.gov. Can you clarify?</p> <p>Section 11. Emailed Submissions, Page 15 states, "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." However, both sections direct proponents to use propuestas@ddec.pr.gov. Please confirm whether separate email addresses should be used for questions versus proposal submissions, and if so, provide the correct addresses for each purpose?</p> <p>In page 15, 7th bullet, it is stated that the email to submit questions is not the same as the email to submit the proposal. Can you confirm that the email to submit the proposal is propuestas@ddec.pr.gov?</p>	<p>The correct and only email for proposal submission is: propuestas@ddec.pr.gov.</p>
<p>Could you please clarify which staff being proposed shall have a resume? Is it only for key staff, or all staff mentioned as part of the proposed team? Please confirm that resumes do not count towards the 30-page limit.</p>	<p>Only resumes of key staff and consultants are required. Resumes do not count toward the 30-page limit.</p>
<p>Can the letter of interest be single-spaced, or must it be double-spaced?</p>	<p>It may be single-spaced.</p>
<p>Where can we locate the attachment documents referenced in Tab 6?</p>	<p>Proponents must prepare these certifications themselves, except for the Certificate of Eligibility from the Registry of Professional Service Providers (<i>Registro Único de Proveedores de Servicios</i>) which is issued by the General Services</p>

	Administration of the Government of Puerto Rico (<i>Administración de Servicios Generales del Gobierno de Puerto Rico</i>).
Is it allowed to have an appendix section?	Yes. Appendices may be included and do not count toward the 30-page limit if used for supporting documents.
Where can we find the following documents: <ul style="list-style-type: none"> ○ Certificate of Eligibility from the Registry of Professional Service Providers ○ Compliance Certification ○ Conflicts of Interest Certification ○ Legal and Ethical Compliance and Criminal Conduct Certification ○ Legal Entity Certification ○ Transparency and Disclosure Commitment 	Proponents must prepare these certifications themselves, except for the Certificate of Eligibility from the Registry of Professional Service Providers (<i>Registro Único de Proveedores de Servicios</i>) which is issued by the General Services Administration of the Government of Puerto Rico (<i>Administración de Servicios Generales del Gobierno de Puerto Rico</i>).
Will the six “Attachments” included as part of Tab 6 be included in the 30-page limit for the Proposal?	No.
For companies currently in the process of applying for the Certificate of Eligibility from the Registry of Professional Service Providers, would it be acceptable to include proof in the RFP that the proposer is actively in the process of obtaining the certificate?	Yes.
Page 11 states, "Written content of the proposal can be presented in double line spacing. Insertion of table, graphs, calculations, and projections may be written in single line spacing, as needed." Additionally, Section 11, Tab 1 on Page 12 states the Executive Summary requires single spacing. Please clarify if double spacing is required for all written	Single-spacing is acceptable throughout the proposal, unless specified otherwise.

content outside the Executive Summary, or if single spacing is acceptable throughout the proposal.	
Tab 4, Page 13 states, "Any licenses or certifications applicable to the services requested in this RFP should be submitted." Is the DDEC requesting copies of actual licenses/certifications, or simply a list of relevant credentials within resumes? If copies are required, are these documents counted toward the 30-page limit referenced in Section 11, Page 11?	A list of relevant credentials within resumes can be provided, however, PRDEDC reserves the right to request a copy of actual licenses/certifications if needed. If copies are submitted, these documents will not count toward the 30-page limit.
Tab 5, Page 13 requires "at least two recent references." May proponents provide more than two references? Additionally, for consortium or joint proposals as permitted in Section 2, Page 3, may references include those from subcontractors/partners, or only from the prime contractor?	Yes. More than two may be provided. References may include subcontractors/partners as well as the prime applicant.
Tab 5, Page 13 requires references "for successful completion of similar projects." Will the DDEC consider references, including all required information, for ongoing projects for which the proponent has successfully delivered required services for several years?	Yes. References for ongoing projects are acceptable if services have been successfully delivered.
Tab 6, Page 14 requires a wide variety of documents for inclusion in the proposal. For consortium or joint proposals as permitted in Section 2, Page 3, are all of these documents required for <i>all</i> team members/subcontractors, or from just the prime contractor? If required from all team members/subcontractors, we recommend excluding these documents from the page limit.	Yes, each team member part of a consortium or joint proposal must present the required attachments. However, these attachments are excluded from the 30-page limit.
Is "Times Roman, size 12, single space" format required for the entire proposal, or for just the Executive Summary?	Single-spacing is acceptable throughout the proposal, unless specified otherwise.

<p>"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.)"</p> <p>Is there a specific document that should be included (Good Standing, Certificate of Incorporation, etc.) or is it up to the proponent to create the format/response?</p>	<p>The proponent should create the corresponding format/response, however, if the proponent already has a valid, corporate document that meets the requirement of the <i>legal entity certification</i>, there is no need to create another.</p>
<p>Can you confirm that the Cost Plan mentioned on page 16, 3rd bullet, refers to the Budget Parameters described in page 5, #7?</p>	<p>Confirmed.</p>
<p>Will the certifications required as attachments, on page 14, be provided or should the proponent draft each certification?</p>	<p>Proponents must prepare these certifications themselves, except for the Certificate of Eligibility from the Registry of Professional Service Providers (<i>Registro Unico de Proveedores de Servicios</i>) which is issued by the General Services Administration of the Government of Puerto Rico (<i>Administración de Servicios Generales del Gobierno de Puerto Rico</i>).</p>
<p>IX. Procurement and Award Process, including Contract</p>	
<p>Question</p>	<p>Answer</p>
<p>Could you please clarify how many awards the funder anticipates making under this opportunity?</p>	<p>PRDEDC has not set a fixed number of awards/contracts under this opportunity. However, this RFP establishes PRDEDC's right to make one or multiple awards, depending on the quality of proposals received. Awards may cover the entire scope or be segmented by tasks/deliverables (e.g., Gap Assessment, Pilot Programs, Sustainability, Reporting).</p>

Is DDEC projecting the selection of more than one proponent for the services, or for the different tasks on the Scope of Work?	PRDEDC is not necessarily projecting the selection of more than one proponent for the services and/or for the different tasks on this RFP's scope of work. However, this RFP establishes PRDEDC's right to make one or multiple awards, depending on the quality of proposals received. Awards may cover the entire scope or be segmented by tasks/deliverables (e.g., Gap Assessment, Pilot Programs, Sustainability, Reporting).
How many grants does PRDEDC anticipate awarding under this RFP?	There is no pre-determined number of grants/contracts. Multiple proponents may be selected to cover different tasks or regions, and awards will be based on best value and alignment with RFP goals.
What start date should applicants assume for the proposed project?	<p>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.</p> <p>The start date is anticipated to be on or around December 2025 – January 2026, subject to PRDEDC's contracting process. Applicants should plan for this timeframe when proposing activities and deliverables.</p>
Will awards under this RFP be structured as professional services contracts or as grants?	Awards will be executed as professional services contracts under Puerto Rico law, not as grants. The RFP frames this procurement as a contracting opportunity, with disbursements tied to deliverables and milestones.