

RFP-DDEC-2026-07
Professional Psychological Support Services
Publication of Addenda / Responses¹

ID	Question Received	Response
Mandatory Documentation and Proposal Submission		
1	The Sworn Statement of Compliance with Act No. 2-2018 requires the RFP number to be entered on its header and must be signed and notarized. Given that our firm may be submitting proposals in response to multiple concurrent PRDEDC or Government of Puerto Rico solicitations, we would like to confirm: may a single notarized Sworn Statement be submitted covering multiple RFP numbers, or must a separate, individually notarized Sworn Statement be executed and submitted for each RFP to which we respond?	A separate notarized Sworn Statement must be submitted for each RFP and must identify the corresponding RFP number.
2	Could PRDEDC confirm that a CPA-prepared Statement of Financial Condition under ASC 274, together with accompanying notes, satisfies this requirement for individual owners, given that a Statement of Operations and Statement of Cash Flows do not apply under the governing standard for personal financial statements?	Yes. For individual owners, a CPA-prepared Statement of Financial Condition and accompanying notes under ASC 274 will satisfy the financial-statement component.
3	Is the contract intended to be awarded to a single provider or potentially multiple providers, as contemplated under Section 6.4?	PRDEDC intends to award the contract to a single qualified proposer that has the capacity to provide services throughout Puerto Rico.

¹ The questions answered are those received while the question period was open. Questions received after the July 23, 2026, 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 and/or translation.

4	Does the twenty (20) page limit for the Technical Proposal (Parts 4–5) include the organizational chart and staff resumes, or are these considered attachments outside the page count?	No. The twenty-page limit applies to Part 4, the Technical Proposal. The organizational chart and staff resumes required under Part 5 are outside that limit.
5	If the technical file and the cost file together exceed 25 MB combined, does the limit apply to each file individually or to the total file size?	The 25 MB limit applies to each PDF file individually. The Technical Proposal and Cost Plan must be submitted as separate PDF files.
6	Is submission via more than one email accepted (e.g., one for the technical proposal and one for the cost plan), or must both be included in the same message?	Both PDF files must be submitted in the same email, with the Cost Plan included as a separate attachment.
7	Section 10 on page 29: Annex A was not sent separately from the RFP. Annex A needs to be provided separately so that it can be completed and included in the proposal, as indicated in Part 1 (Mandatory Requirements) of Section 7.2 on page 22.	Annex A is included in Section 10 of the RFP and may be reproduced or extracted for completion. A separately issued file is not required.

ID	Question Received	Response
Mandatory Documentation and Proposal Submission		
8	“Criminal and Ethical Background Declaration”—Sworn statement that neither the proposer nor its principals have any criminal record or pending ethical proceedings. We understand that the information required in this document is contained in the “Sworn Statement of Compliance with Act No. 2-2018,” requested at the beginning of Table 2. If this is a different document, we would appreciate receiving it so that we may complete it.	The Criminal and Ethical Background Declaration is a separate sworn statement from the Sworn Statement of Compliance with Act No. 2-2018. Both documents must be submitted.
9	Sales and Use Tax (IVU) Debt Certification – Model SC-2927 Issued by the Puerto Rico Department of Treasury. Since 2020, the Puerto Rico Department of Treasury no longer generates this certification through its SURI platform; it was consolidated with the Debt Certification – Model SC-6096. Therefore, Model SC-2927 cannot be included as indicated in the list of Mandatory Requirements.	A current Model SC-6096 that includes the proposer’s IVU debt status will satisfy this requirement. A separate Model SC-2927 will not be required.
10	“Municipal Tax (CRIM) Certification”—Certification of filing and debt status for both personal and real property taxes, issued by the Municipal Revenue Collection Center (CRIM). We ask: Is this document the CRIM Tax Return Filing Certification? If not, please indicate the exact name of the certification that we must request from CRIM. Please also clarify the following: Does this CRIM document refer to the corporation that is the proposer, or does it refer personally to the president of the corporation?	The proposer must submit CRIM certifications showing tax-return filing and debt status for personal and real property. The certifications must correspond to the proposing entity; personal certifications for the corporation’s president are required only if that individual is the proposer.

11	Could PRDEDC confirm whether the "Institutional Experience and Past Performance" evaluation criterion under Section 6.2, together with the professional references required under Part 6, may be satisfied through the demonstrated professional experience of the firm's principal(s) and proposed key personnel — including prior resume preparation, workforce development, and Rapid Response-related experience obtained in their individual professional capacities or through prior organizations — rather than requiring such experience to be attributable exclusively to the proposing entity itself?	Yes. The Evaluation Committee will consider the relevant experience and past performance of both the proposing entity and its proposed key personnel, including experience obtained individually or through prior organizations.
----	--	---

ID	Question Received	Response
Service Demand, Historical Data and Geographic Distribution		
12	Could PRDEDC provide an estimate of: (a) the anticipated number of Rapid Response activations and groups per year, (b) the average number of participants per group, and (c) the anticipated total number of participants expected to be served annually under this contract.	Rapid Response demand is event-driven. During FY 2025–2026, six closure or layoff cases affecting 1,640 workers were recorded, with approximately 50-400 affected workers per event. PRDEDC does not establish a fixed number of groups, average group size, or guaranteed annual number of participants under this contract.
13	Can PRDEDC provide any available historical data, estimated annual volumes, or projections regarding Rapid Response events, affected workers, participants served, or any other related utilization metrics? Additionally, is service demand expected to be distributed throughout all workforce regions of Puerto Rico, or concentrated in particular regions, municipalities, industries, or workforce sectors?	See Response 12. FY 2025–2026 activity included six closure or layoff cases affecting 1,640 workers and four recruitment fairs attended by 3,668 persons. Demand may arise throughout Puerto Rico and is not limited to predetermined regions, municipalities, or industries.
14	Can PRDEDC provide estimated annual volumes for each of the following services? 3.2.1 – Rapid Response Psychological Support Services: Initial Services Presentation Initial Assessment (Screening) Six (6) Group Therapy Sessions Individual Counseling Crisis Intervention 3.2.2 – Specialized and Family Support Services: Six (6) Family Counseling Sessions Crisis Prevention	PRDEDC does not have service-specific annual volumes for the seven psychological services listed. Proposers should develop and clearly disclose reasonable volume assumptions using the requirements of Section 3.2 and the planning information in Response 12.

ID	Question Received	Response
Service Demand, Historical Data and Geographic Distribution		
15	Can PRDEDC provide the projected number of Rapid Response events expected during the contract period?	See Response 12.
16	Can PRDEDC provide an estimated number of dislocated workers expected to receive services annually?	See Response 12.
17	Are historical utilization statistics available for similar services provided under Rapid Response activities?	Available historical information is limited to the Rapid Response activity data summarized in Response 12.
18	Can PRDEDC provide an estimate of expected service demand by region or municipality?	No fixed demand allocation by region or municipality has been established. Services will be activated based on actual closures, layoffs, referrals, and Rapid Response events throughout Puerto Rico.
19	In the absence of historical data, should proposers develop their own volume assumptions for annual cost estimates?	Yes. Proposers should develop reasonable annual volume assumptions and clearly explain them in the Cost Plan, consistent with Responses 12 and 14.

ID	Question Received	Response
Service-Delivery Logistics		
20	Could PRDEDC confirm whether the contractor is responsible for securing and coordinating the physical venue/location for these presentations, or whether SUDWE will identify and arrange the venue and the contractor is only responsible for delivering the content?	PRDEDC/SUDWE and the local workforce areas will identify and coordinate the venue and related on-site infrastructure. The contractor will provide the qualified personnel and deliver the required services.
21	For services delivered in person under Section 3.2.1(a)—specifically Group Therapy Sessions and Individual Counseling Services—could PRDEDC clarify whether the contractor is responsible for providing and/or securing the physical space in which these sessions are conducted, or whether PRDEDC/SUDWE will provide the venue?	See Response 20. PRDEDC/SUDWE will provide or coordinate the physical space for in-person group therapy and individual counseling services.
22	Will PRDEDC, SUDWE, local workforce areas, or employers provide physical space for on-site presentations, screenings, group sessions, or crisis interventions, or should the contractor include facility-related costs in the proposal?	See Responses 20 and 21.
23	Will PRDEDC provide access to virtual service delivery platforms, or should proposers include such resources within their cost structure?	Proposers must include any secure virtual or telehealth platform required for service delivery within their cost structure and explain how it will meet applicable confidentiality requirements. PRDEDC has not committed to providing a virtual clinical platform.
24	Should travel expenses associated with island-wide deployment be included within proposed unit rates, or will they be reimbursed separately?	Travel and island-wide deployment costs must be included in the proposed service rates or clearly allocated in the Cost Plan. They will not be reimbursed separately unless expressly authorized in the resulting contract.

25	Are there any established limits or guidelines regarding travel-related costs?	No separate travel cap is established in the RFP. See Response 24; travel costs must be reasonable, necessary, clearly disclosed, and supported as required by the resulting contract.
----	--	--



ID	Question Received	Response
Clinical Operations, Privacy and Crisis Coverage		
26	Could PRDEDC confirm whether contractors are expected to share only non-confidential, aggregated participant data and reporting with PRDEDC/SUDWE, or whether individual clinical progress notes and confidential participant records must also be shared, and if so, through what secure mechanism?	The contractor will report non-confidential service data and aggregated participant information. PII, clinical progress notes, and confidential participant records will not be required.
27	Section 3.2.1 references on-site crisis intervention across all regions of Puerto Rico. Beyond the 3–5 business day initial contact window in Section 2.3, is there an expected response time (e.g., in hours)?	No separate hour-based crisis-response time is established. The contractor must provide prompt response and comply with the RFP timelines: initial contact within 3–5 business days of activation and service initiation within seven business days of referral.
28	May the remote crisis care model be used in this proposal?	Yes. Remote crisis care may be included in the service model, but it may not replace the required capacity to provide on-site crisis intervention throughout Puerto Rico when requested.
29	Does Crisis Intervention require 24/7 availability, or is coverage expected during extended business hours only? Section 4.2 also references “extended availability to address urgent or time-sensitive matters.” Could PRDEDC clarify the specific hours/on-call structure and/or response times (e.g., evenings, weekends, holidays)?	Twenty-four-hour, seven-day coverage is not required. The RFP requires regular business-hour coverage with extended availability for urgent or time-sensitive matters; proposers should define their proposed on-call structure and response protocol.

ID	Question Received	Response
Clinical Operations, Privacy and Crisis Coverage		
30	Could PRDEDC describe the workflow for obtaining such authorization, including how requests are submitted, who approves them, and the expected turnaround time? Additionally, how does this process affect compliance with the response-time requirements set forth in Section 3.2?	The contractor's Project Manager will submit authorization requests to SUDWE's designated contact, and SUDWE will issue the required prior approval. No separate approval turnaround is established; the workflow must support the response timelines stated in the RFP.
31	Is there a defined minimum or maximum number of participants that constitutes a "group" for purposes of Group Therapy Sessions and Initial Assessments?	No fixed minimum or maximum group size is established. Proposers should recommend clinically appropriate group sizes and a scalable staffing approach, subject to coordination with SUDWE.
32	Is there a minimum number of clinical personnel required, or may the proposer propose a team structure based on its own operational capacity?	No minimum number of clinical personnel is established. The proposer may recommend its team structure, provided it includes the required Project Manager and sufficient duly licensed personnel to deliver timely, scalable, island-wide services.

ID	Question Received	Response
Cost Plan and Billing		
33	Could PRDEDC clarify the unit of service and billing basis applicable to each service domain under the resulting contract? Specifically, will services be invoiced based on personnel hours, individual service units (e.g., assessments, counseling sessions, crisis intervention events, presentations), participants served, or another measure?	The Cost Plan must state a clear billing unit and rate for each service, such as per presentation, screening, session, hour, or crisis event, as applicable. The final billing units and rates will be established in the resulting contract.
34	Could PRDEDC clarify the assumptions proposers should use when estimating staffing levels, labor hours, and other costs and when allocating those costs among the various service domains?	Proposers should use the service durations and limits in Section 3.2, the historical information in Response 12, island-wide and virtual-delivery requirements, and their own clearly disclosed volume and staffing assumptions.
35	Could PRDEDC clarify the basis upon which services provided under the resulting contract will be invoiced and compensated, including the applicable billing unit and required supporting documentation for each service domain?	See Responses 33 and 36. Compensation will follow the service units and rates established in the resulting contract and will require documentation supporting the services actually delivered.
36	What information and documents will be required for each service domain billing? Will the services billing require the submission of payroll or payment data of the participating administrative, support and clinical resources for each invoice, or a fixed fee-for-service will be established for each service domain? In the latest, what documents and data will be required as supporting documents?	Each invoice must identify the service, date, location or modality, approved units or hours, unit rate, and amount billed, with applicable authorizations, service logs, attendance or completion summaries, and required deliverables. PII and confidential clinical notes must not be submitted. Payroll records or proof of payment are not routine invoice attachments, although PRDEDC may request supporting cost documentation.

37	Is there a maximum budget, funding ceiling, or not-to-exceed amount allocated for this contract?	No estimated contract value, funding ceiling, or maximum not-to-exceed amount is disclosed in the RFP. The \$25,000 and \$250,000 thresholds referenced in the contracting memorandum are approval thresholds, not a contract budget.
38	Does PRDEDC prefer that administrative, supervision, project management, technology, insurance and any other operational costs be presented as separate line items or incorporated into service rates?	Administrative, supervision, project-management, technology, insurance, and other operating costs must be clearly identified in the Cost Plan and included in the total price or applicable service rates. Personnel costs must also be presented in the separate breakdown required by Section 7.3.

ID	Question Received	Response
Cost Plan and Billing		
39	Can PRDEDC provide the estimated funding available for this procurement or the anticipated annual contract value?	See Response 37. PRDEDC has not disclosed an estimated funding amount or anticipated annual contract value.
40	Should the invoice be prepared separately for each service as established in Sections 3.2.1 and 3.2.2 of the RFP, or should a single monthly invoice be submitted covering all services provided	A single monthly invoice may cover all services provided during the billing period, provided that each service under Sections 3.2.1 and 3.2.2 is separately itemized and supported.
41	Could PRDEDC clarify the billing and documentation requirements applicable to each service domain under the resulting contract? Specifically, what supporting documentation will be required with each invoice, and whether invoicing will require the submission of timesheets, payroll records, proof of payment to administrative, support, or clinical personnel, service logs, participant records, or other supporting documentation. If services will instead be compensated on a fixed-price or fee-for-service basis, please identify the documentation and performance information that will be required to support invoices and payment.	See Responses 33, 36, and 40. Invoices must be based on the contracted service units, separately itemized by service, and supported by the applicable authorizations, service logs, participation or completion data, and deliverables.

ID	Question Received	Response
Cost Plan and Billing		
42	Could PRDEDC clarify the basis upon which these services will be compensated during contract performance? Specifically, will payment be tied solely to services actually rendered, or will any compensation be available for maintaining the service capacity, response readiness, and availability required during the contract validity?	Payment will be tied to services actually rendered and documented. No separate standby or readiness payment is established; the cost of maintaining required capacity and availability must be included in the proposed service rates.
43	Could PRDEDC clarify whether an estimated contract value, available funding allocation, budget ceiling, or maximum not-to-exceed amount has been established for this procurement?	See Response 37. No estimated contract value, funding allocation, budget ceiling, or maximum not-to-exceed amount has been disclosed.
44	Could PRDEDC clarify which costs, if any, may be treated as reimbursable costs under the resulting contract? Specifically, should costs such as travel, mileage, parking, tolls, per diem, transportation, mobilization, technology and telecommunications expenses, facility or meeting space costs, materials and supplies, interpretation or translation services if applicable, or other direct costs reasonably incurred in the performance of the contract be included as separate cost items, incorporated into service rates, or invoiced separately as reimbursable expenses? Additionally, please identify any limitations, approval requirements, supporting documentation requirements, or reimbursement policies applicable to such costs.	The RFP does not establish a separate reimbursable-cost category. Travel, transportation, mobilization, technology, telecommunications, materials, supplies, and other direct costs must be included in the proposed rates or clearly allocated in the Cost Plan. Facility costs should not be included for venues coordinated under Responses 20–22. Any separate reimbursement would require express contractual authorization and supporting documentation.

45	For services billed per session or per hour of clinical intervention, must the proposed price already include all operating and personnel costs, or are these presented and evaluated separately in the Cost Proposal?	The proposed session or hourly price must include all personnel and operating costs. Those costs must also be transparently disclosed in the Cost Plan, including the personnel breakdown required by Section 7.3.
----	--	--