

RFP-DDEC-2026-08
Resume Preparation and Writing Services
Publication of Addenda / Responses¹

ID	Question Received	Response
Mandatory Documentation, Evaluation, Submission and Award		
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.

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.

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2	Section 5.1 (Table 1, “Financial Statements”) states that if the Proposer has not been in business within the year prior to the submission date, each Principal, Stockholder, Partner, or Member holding 25% or more ownership must provide audited, reviewed, or compiled financial statements for the last two years prepared by a CPA under U.S. GAAP, including a Balance Sheet, Statement of Operations, Statement of Cash Flows, and accompanying notes. Our CPA has advised that under ASC 274 (the U.S. GAAP standard governing personal financial statements for individuals), the appropriate and applicable statement is a Statement of Financial Condition—the individual equivalent of a Balance Sheet—and that ASC 274 does not contemplate a Statement of Operations or a Statement of Cash Flows for individuals in the way these apply to business entities. 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. The sworn ownership disclosure and two years of income tax returns required by the RFP must also be submitted.

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3	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.
4	Is there a specific format or template that must be used to prepare the Cost Plan?	No additional template is required. The Cost Plan must include the components and pricing information required under Section 7.3.
5	We understand that the Cost Plan must be submitted as a separate PDF document from the proposal. Is this correct? Should it be submitted in the same email as the proposal or in a separate email?	Yes. The Cost Plan must be submitted as a separate PDF document from the proposal and included in the same email.
6	Must the proposal be submitted exclusively in English, or may it be submitted in Spanish?	The proposal may be submitted in either English or Spanish.
7	Likewise, must the attachments be submitted in a specific language, or may they be submitted in either Spanish or English?	The attachments may be submitted in either Spanish or English, as applicable, while maintaining consistency throughout the submission. Documents from state agencies do not need to be translated.
8	Does PRDEDC anticipate awarding this RFP to a single contractor or multiple contractors, and if multiple, how would volume or geographic coverage be divided?	PRDEDC intends to award the contract to a single qualified proposer that has the capacity to provide services throughout Puerto Rico.
9	Will respondents be disqualified or adversely impacted during the evaluation process if they submit exceptions to PRDEDC?	Proposals are expected to comply with and accept the RFP requirements. Any exception will be evaluated for materiality and may adversely affect the evaluation or render the proposal nonresponsive. PRDEDC reserves the right to reject proposals containing material exceptions.

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10	Section 10 on page 28: Annex A was not sent separately from the RFP and contains information from the preceding section. Annex A must be available 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 21. Section 5.1, Mandatory Requirements, page 15, Table 2 (Certifications and Affidavits), requests a “Criminal and Ethical Background Declaration”—a 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 it may be completed.	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. The Criminal and Ethical Background Declaration is a separate sworn statement from the Sworn Statement of Compliance with Act No. 2-2018, and both must be submitted. No separate PRDEDC form is required for the Criminal and Ethical Background Declaration.
11	Section 5.1, Mandatory Requirements, page 15, Table 2 (Certifications and Affidavits), requests a “Criminal and Ethical Background Declaration”—a 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 it may be completed.	The Criminal and Ethical Background Declaration is a separate sworn statement from the Sworn Statement of Compliance with Act No. 2-2018, and both must be submitted. No separate PRDEDC form is required for the Criminal and Ethical Background Declaration.

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12	Section 5.1, Mandatory Requirements, page 15, Table 2 (Certifications and Affidavits), requests the Sales and Use Tax (IVU) Debt Certification—Model SC-2927—issued by the Puerto Rico Department of Treasury. Since 2020, the Department of Treasury no longer generates this certification through SURI; it was consolidated with the Debt Certification—Model SC-6096. Therefore, Model SC-2927 cannot be included as indicated in the Mandatory Requirements list.	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.
13	Is this document the CRIM Tax Return Filing Certification? 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.

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Service Demand, Eligibility, Cost Planning and Staffing		
14	The Cost Plan table in Section 7.3 requires pricing per one-page and per two-or-more-page resume, organized by tiers of “Number of Participants in Layoffs or Dislocation Events” (e.g., fewer than 49, 50–100, 101–150, etc.). Could PRDEDC clarify (a) whether these tiers apply on a per-activity/per-event basis or as a cumulative annual total across all activities, and (b) provide an estimate of the anticipated number of layoff/dislocation events and employment fairs to be served over the contract term, along with the average number of participants per event, so that proposers can properly size staffing and prepare a responsive Cost Plan?	The participant-volume tiers apply to each individual activity or event, not to a cumulative annual total. Rapid Response activations are 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 anticipates approximately 8–10 recruitment fairs during each year. Participation will vary by municipality and venue, and no average or minimum service volume is guaranteed.
15	The Cost Plan table in Section 7.3 is structured by participant-volume tiers (fewer than 49, up to 301+), but the RFP does not indicate how many layoff/dislocation events or employment fairs are anticipated annually, nor the expected distribution of event sizes across those tiers. Can PRDEDC provide historical or projected data (number of events per year, typical/average event size, total resumes prepared in a prior period) to help proposers validate their pricing across tiers?	See Response 14. For additional context, FY 2025–2026 included four recruitment fairs with 3,668 attendees. Attendance and affected-worker totals do not equal the number of resumes that will be requested, and no historical total of resumes prepared or guaranteed distribution across pricing tiers is available.
16	As with the companion workshops RFP, please confirm whether eligible participants are limited to workers dislocated from private-sector employers, or whether public-sector/government layoffs are also included, and whether the contractor may serve general jobseekers outside a specific Rapid Response event.	Eligible participants are limited to workers dislocated from private-sector employers. Public-sector employees and general jobseekers outside a specific Rapid Response event are not eligible.

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17	Can PRDEDC disclose the anticipated annual budget or funding ceiling for this RFP, either in total or split between the two service domains (layoff/dislocation events vs. employment fairs), to help proposers calibrate their cost proposal?	No estimated annual budget, funding ceiling, or allocation by service domain has been disclosed for this RFP.
18	The Cost Plan distinguishes “one-page resume” from “two-or-more-page resume.” Please confirm whether the contractor or the participant determines which category applies, and whether there is an expected mix (e.g., what percentage of participants historically have required a one-page vs. multi-page resume).	The contractor will determine the applicable category based on each participant’s individual needs. There is no predetermined or expected mix between one-page and multi-page resumes.
19	Must the Cost Proposal necessarily include a Project Manager and administrative/assistant personnel for all requested services, or may the staffing structure be adjusted according to the nature and actual volume of the services?	A Project Manager is required under the RFP. Administrative and support staffing may be adjusted to the proposed service model and anticipated volume, provided the proposer demonstrates sufficient capacity to meet all service, coordination, quality-control, and reporting requirements. All assigned personnel and related costs must be identified in the Cost Plan.

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Deliverables and Service-Delivery Logistics		
20	Section 3.2.1 requires delivery of “ten (10) printed copies per participant on appropriate paper format.” Could PRDEDC clarify what constitutes “appropriate paper format” for this deliverable—specifically, whether a particular paper stock, weight, color, or size (e.g., resume-grade bond paper, standard letter size) is required, or whether this is left to the contractor’s professional discretion? Also, if the service is provided virtually, are the ten printed copies still required and, if so, is the participant responsible for collection or must the contractor deliver them?	The paper format is left to the contractor’s professional discretion. For virtual services, the contractor must coordinate delivery of the ten printed copies so that the participant incurs no additional costs, including transportation expenses.
21	The RFP requires ten (10) printed copies per participant. Please confirm the required paper/print specifications (e.g., paper stock, color vs. black-and-white, binding), and whether this requirement applies equally to both service domains (layoff events and employment fairs).	See Response 20. The ten copies must be printed in black and white and presented in a professional format. Paper stock, binding, and other print specifications are left to the contractor’s discretion. The requirement applies to both service domains.
22	Both service domains require in-person delivery throughout Puerto Rico, including real-time resume drafting and on-site printing during employment fairs. Could PRDEDC clarify whether the contractor is responsible for providing the physical venue, printing equipment, computers, and related on-site infrastructure for in-person and event-based service delivery, or whether PRDEDC/SUDWE and local workforce areas will provide such space and equipment at each activity location?	PRDEDC/SUDWE and the local workforce areas will provide the venue, equipment, and related on-site infrastructure for each activity and location. The contractor will be responsible for providing the qualified personnel required to deliver the services.