

RFP-DDEC-2026-09

Professional Informational Workshops on Job Preparation, Job Search, and Employment Retention 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.
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.

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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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	Are nonprofit organizations recognized under Section 501(c)(3) eligible to submit proposals under this RFP, or is eligibility limited to professional services firms and public entities?	Yes. Nonprofit organizations recognized under Section 501(c)(3) are eligible to submit proposals.
5	Does PRDEDC have a sample contract that respondents can review?	Yes. Respondents may review publicly available PRDEDC contracts through the Puerto Rico Office of the Comptroller's "Consulta de Contratos" portal.
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	Can PRDEDC disclose the anticipated annual budget or funding ceiling available under this RFP, either in total or by service domain (Section 3.2), to help proposers calibrate the scale and pricing of their proposals? Section 1.2 references a \$250,000 procurement-procedure threshold — please clarify whether this reflects the expected contract value.	No estimated annual budget or funding ceiling has been disclosed for this RFP. The \$250,000 amount is a procurement-procedure threshold and does not represent the expected contract value.
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. The selected proposer is expected to have the capacity to provide services throughout Puerto Rico.

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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.

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Mandatory Documentation, Evaluation, Submission and Award (continued)		
10	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 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.
11	The “Criminal and Ethical Background Declaration” requires a sworn statement that neither the proposer nor its principals have any criminal record or pending ethical proceedings. We understand that this information 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, and both must be submitted. No separate PRDEDC form is required for the Criminal and Ethical Background Declaration.
12	The Mandatory Requirements request 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 because it was consolidated with the Debt Certification — Model SC-6096. Therefore, Model SC-2927 cannot be included as indicated.	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	The Mandatory Requirements request a “Municipal Tax (CRIM) Certification” showing filing and debt status for both personal and real property taxes. Is this document the CRIM Tax Return Filing Certification? If not, what is the exact name of the certification that must be requested? Does this requirement refer to the corporation that is the proposer or personally to the corporation’s president?	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 when that individual is the proposer, such as a sole proprietor.

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Service Demand, Eligibility, Cost Planning and Logistics		
14	To properly size our staffing plan and prepare a responsive Cost Plan under Section 7.3, could PRDEDC provide an estimate of: (a) the anticipated number of workshops/groups to be facilitated over the contract term, and (b) the average number of participants per group?	PRDEDC anticipates approximately 8–10 organized recruitment fairs during each year, where the workshops will be delivered. Participant capacity will vary by municipality and venue and will be communicated before each activity; no fixed average group size is established.
15	Section 3.2.2 requires the contractor to provide flexibility to deliver services across different geographic regions under the in-person modality. Could PRDEDC clarify whether the contractor is responsible for securing and providing the physical venue where in-person workshops will be held, or whether PRDEDC/SUDWE will identify and provide such space?	PRDEDC/SUDWE will identify and provide the physical venue for in-person workshops. The contractor will be responsible for providing the qualified personnel and delivering the services.
16	Can PRDEDC provide an estimate of the anticipated number of workshops, participants per workshop, and geographic distribution across Puerto Rico expected during the contract's first year? This would help proposers size staffing, scheduling capacity, and the cost proposal appropriately.	See Responses 14 and 15.
17	The RFP describes services for "dislocated workers" affected by "permanent business closures, mass layoffs, or other qualifying events" served through Rapid Response activities coordinated by SUDWE. Are eligible participants limited to workers dislocated from private-sector employers, or does this also include public-sector/government layoffs?	Eligible participants may include workers dislocated from either private-sector or public-sector employers, provided they meet the applicable eligibility requirements for Dislocated Worker and Rapid Response services.
18	May the contractor serve general jobseekers who are not tied to a specific Rapid Response dislocation event, such as walk-ins or referrals from local workforce areas?	No. General jobseekers who are not connected to a specific Rapid Response event are not eligible under this RFP.

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19	Is there a prior-year or currently active contractor providing similar workshop services, and if so, can PRDEDC share historical service volumes (number of workshops delivered and participants served) to help proposers benchmark their proposals?	Yes. PRDEDC has previously engaged contractors to provide similar workshop services. For planning context, during FY 2025–2026, four recruitment fairs were held, serving 3,668 attendees.