

RFP-DDEC-2026-14
WIOA PR Unified State Plan 2028-2032

Publication of Addendum / Responses¹

ID	Question Received	Response
Mandatory Documentation and Proposal Submission		
1	Must the proposal be submitted entirely in English, Spanish, or both languages? Are supplemental documents and attachments subject to any specific language requirements?	The proposal narrative must be submitted in English. Government-issued certifications, financial statements, and other supporting documents may be submitted in the language in which they were officially issued. PRDEDC may request translations or clarifications during the evaluation process if necessary.
2	Which parts of the proposal count toward the twenty-page limit? Do embedded graphics, tables, and organizational charts count toward the limit, and are Part 5 resumes and Part 6 references excluded?	The twenty-page limit applies only to Part 4, the Technical Proposal. All graphics and tables included in Part 4 count toward that limit. Parts 1, 2, 3, 5, and 6 are excluded, including the organizational chart and résumés required under Part 5 and the references required under Part 6. The Executive Summary remains subject to its separate three-page limit.
3	Should the Part 1 Mandatory Requirements documents be included in the same PDF as the technical proposal or submitted separately? Do they count against the 25 MB limit?	The 25 MB limit applies to each PDF file individually. The Technical Proposal and Cost Plan must be submitted as separate PDF files.
4	Part 4 contains a broken cross-reference defining the sections subject to the twenty-page limit. Which parts or sections count toward the Technical Proposal limit?	The broken cross-reference does not expand the page limit to other parts of the proposal. See Response 2.

¹ The questions answered are those received while the question period was open. Questions received after the July 28, 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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5	Are Part 5, including the team composition, résumés, and organizational chart, and Part 6, including references, subject to any page limit?	No separate page limit is established for Parts 5 and 6. See Response 2.
6	For a joint venture or teaming arrangement, must each member entity submit its own complete set of Table 1 and Table 2 documents, or only the lead or prime entity?	Each entity participating as a joint-venture member or co-proposer must submit the Table 1 and Table 2 documents applicable to that entity. The proposal must identify the lead entity and include the applicable authorization governing the joint venture or teaming arrangement.
7	Are identified subcontractors, as opposed to joint-venture partners, required to submit the Table 1 and Table 2 mandatory documents, or only the prime proposer?	Only the prime proposer must submit the complete Table 1 and Table 2 documentation. Subcontractors must be identified in Part 5, including their roles and functions, but are not required to submit the complete mandatory-document package unless requested by PRDEDC. Joint-venture members and co-proposers remain subject to Response 6.
8	Is Annex A available as an editable or fillable template, and where can proposers obtain the electronic version?	Annex A is included in the RFP and may be reproduced or extracted for completion. PRDEDC will not issue a separate editable or fillable version. The completed checklist must be included as the first page of the Mandatory Requirements section.
9	May a proposer responding to multiple PRDEDC solicitations submit one notarized Sworn Statement covering all RFPs, or is a separate statement required for each RFP?	A separate notarized Sworn Statement must be submitted for each RFP and must identify the corresponding RFP number.

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10	For individual owners of a newly formed entity, will a CPA-prepared Statement of Financial Condition under ASC 274, together with its accompanying notes, satisfy the financial-statement requirement when Statements of Operations and Cash Flows are not applicable to personal financial statements?	Yes. For individual owners, the applicable CPA-prepared personal financial statements under U.S. GAAP and ASC 274, including the Statement of Financial Condition and accompanying notes, will satisfy the requirement. Statements that do not apply to personal financial statements will not be required. All other applicable ownership disclosures, sworn statements, and tax-return requirements remain in effect.
11	May a newly formed entity use the individual experience of its principals and key personnel to satisfy the Institutional Experience and Past Performance criterion and the three-project-example requirements under Section 3.2?	Yes. The Evaluation Committee may consider the relevant experience and past performance of both the proposing entity and its proposed key personnel, including experience gained in an individual capacity or through prior organizations. The project examples must identify the relevant personnel, their roles and contributions, the client or organization, and the work performed.
Evaluation, Presentation and Award		
12	Is an in-person or oral strategic presentation part of the evaluation process and, if so, what are its date, format, and scoring weight?	No. An in-person or oral strategic presentation is not required and will not be separately scored, at this time. . However, PRDEDC reserves the right to establish in-person or oral strategic presentation as part of the evaluation process if needed.
13	Does PRDEDC anticipate awarding the engagement to a single contractor or dividing the scope among multiple awardees?	PRDEDC intends to award the contract to a single qualified proposer. The selected proposer must have the capacity to perform and integrate all six service domains, whether through its internal team or properly disclosed subcontractors or strategic partners. However, PRDEDC reserves the right to award to multiple proponents if deemed necessary.

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14	Is there an incumbent contractor currently supporting the development or maintenance of the Unified State Plan, and would that firm be eligible to submit a proposal?	The RFP does not identify an incumbent contractor for this engagement. Any qualified entity, including a current or former PRDEDC contractor, may submit a proposal, provided it satisfies all RFP requirements and discloses any prior relationships or potential conflicts of interest.
15	Can PRDEDC provide the missing Section 6.3 concerning the in-person strategic presentation, including its format, scheduling, attendance requirements, and evaluation weight?	The operative Section 6.3 addresses the Cost Plan Evaluation; no separate Section 6.3 concerning an in-person presentation applies. See Response 12.
16	If PRDEDC requests negotiations or Best and Final Offers, what is the anticipated timeframe relative to the September 3, 2026 Notice of Award?	If required, negotiations or Best and Final Offers are expected to occur during the evaluation period between August 18 and September 1, 2026. PRDEDC may adjust the procurement schedule through a written Addendum, and no negotiation or BAFO round is guaranteed.
17	Is an in-person strategic presentation required, given the references appearing in the Table of Contents and the Technical Proposal page-limit instruction?	No. However, PRDEDC reserves the right to establish in-person or oral strategic presentation as part of the evaluation process if needed.
18	Is a pre-bid meeting scheduled under this procurement and, if so, what are the date, format, and attendance requirements?	No. A pre-bid meeting is not scheduled for this RFP, at this time.
19	Will PRDEDC or the State Workforce Development Board provide the current Unified State Plan and approved modifications, WIOA performance data, labor market information, and the Regional and Local Plans referenced in Section 3.2.2?	PRDEDC will provide or facilitate access to relevant documents and data available to PRDEDC, the SWDB, and participating agencies after contract award. The contractor remains responsible for reviewing publicly available documents, identifying additional data needs, validating information, and using appropriate supplemental sources necessary to complete the required analyses.

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20	What is the anticipated number, format, and geographic distribution of stakeholder-engagement activities? Is there a minimum number of meetings, focus groups, Board sessions, or activities across the fifteen LWDAs?	The RFP does not establish a predetermined or minimum number of stakeholder-engagement activities. Proposers must recommend a reasonable methodology that provides meaningful participation by the fifteen LWDAs, WIOA core partners, the SWDB, employers, and other required stakeholders. The final number, format, location, and distribution of activities will be established in the approved Stakeholder Engagement and Communications Plan.
21	Will PRDEDC or its communications contractor handle public notices, venues, interpretation, and translation, or will these be the contractor's responsibility? Will engagement activities and deliverables be required in English, Spanish, or both?	Yes, PRDEDC will handle public notices, venues, interpretation, and translation. The Unified State Plan and its related deliverables must be prepared and submitted in English. However, stakeholder-engagement activities may be conducted in Spanish or English, as appropriate, so contractor must remain open to producing both.
22	Will PRDEDC coordinate and secure the participation of the WIOA core-program partners and the fifteen Local Workforce Development Areas (LWDAs), or is the contractor responsible for obtaining access to those entities?	PRDEDC will facilitate formal coordination with the WIOA core-program agencies, the SWDB, and the fifteen LWDAs and will identify the appropriate points of contact. The contractor will be responsible for outreach support, scheduling, follow-up, facilitation, documentation, relationship management, and the day-to-day coordination necessary to obtain stakeholder input and complete the required deliverables.

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23	Will the partner agencies draft their program-specific sections for the contractor to integrate, or must the contractor author the complete Unified State Plan narrative for all four WIOA titles, including the Vocational Rehabilitation sections?	The contractor must draft and integrate all required strategic and operational components of the Unified State Plan. Each core-program agency will provide the authoritative program information, data, policies, required federal content, and technical review applicable to its program. The contractor must coordinate with those agencies, incorporate their approved content, resolve inconsistencies, and produce one complete and cohesive plan, including the applicable Vocational Rehabilitation sections.
24	Will PRDEDC provide the current and prior Unified State Plans, approved modifications, Regional Plans, Local Plans, and partner-agency plans, or must proposers independently source them?	See Response 19.
25	Will PRDEDC facilitate introductions or designate points of contact at PRDOLHR, PRDE, VRA, and the fifteen LWDAs, or must the contractor independently establish those relationships?	See Response 22.
26	Does PRDEDC currently have a separate communications or public-relations contractor for this initiative, and how will responsibilities be divided between that contractor and the Unified State Plan contractor?	The RFP does not identify or guarantee a separate communications or public-relations contractor for this initiative.
Cost Plan and Project Schedule		

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27	Does PRDEDC have a budget ceiling or not-to-exceed amount? What is the expected federal submission date for the Program Year 2028 Unified State Plan, and how does it align with the one-year contract term beginning after the anticipated September 2026 award?	PRDEDC has not disclosed a budget ceiling, estimated contract value, or maximum not-to-exceed amount. Proposers must submit a reasonable and fully supported Cost Plan based on the complete scope, six service domains, proposed methodology, staffing, resource units, and disclosed pricing assumptions. The one-year contract term will begin on the effective date of the executed contract, not on the Notice of Award date. The federal submission schedule will be governed by the applicable USDOL and U.S. Department of Education guidance, and the approved work plan must align all planning, consultation, approval, drafting, and submission activities with the applicable federal deadlines. Any extension of duration or scope requires written contractual authorization.
28	Is there an estimated budget, funding ceiling, or maximum available amount that proposers should use as a benchmark for the Cost Plan?	No. See Response 27.
29	What is the anticipated contract-execution and project-kickoff date following the September 3, 2026 Notice of Award?	The exact contract-execution and project-kickoff dates have not been established. See Response 27.
Team Composition and Partners		

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30	May a prime contractor engage subcontractors or strategic partners to perform specific service domains, provided the prime contractor retains overall responsibility and complies with the disclosure requirements in Part 5?	Yes. A prime contractor may engage qualified subcontractors, consultants, or strategic partners to support specific service domains. All such entities and personnel must be identified in Part 5, together with their roles, functions, qualifications, and lines of authority, and their costs must be disclosed in the Cost Plan. The prime contractor remains fully responsible for project management, integration across all six service domains, quality control, compliance, performance, and all contractual deliverables.