

RFP-DDEC-2026-15
Workforce and Labor Market Analysis Study

Publication of Addendum / Responses¹

ID	Question Received	Response
Mandatory Documentation, Evaluation and Proposal Submission		
1	Table 1 requires Financial Statements, including a Balance Sheet, Statement of Operations, Statement of Cash Flows, and Notes. Will a privately held partnership be disqualified if it submits only condensed balance sheets and other financial information?	Yes. A privately held entity is not exempt from the Financial Statements requirement. Proposers must submit audited, reviewed, or compiled financial statements for the two most recent years, prepared by a CPA under U.S. GAAP and including the Balance Sheet, Statement of Operations, Statement of Cash Flows, and Notes. Submission of balance sheets alone will render the proposal noncompliant.
2	Does a current and valid RUP certification eliminate the requirement to separately submit the Good Standing Certificate, Certificate of Existence or Authorization to Do Business in Puerto Rico, Merchant Registration Certificate, Debt Certification, Sales and Use Tax Return Filing Certification, Employer Registration and Unemployment/Disability Insurance Certification, and ASUME Compliance Certification?	If the Proponent holds a valid RUP certification, only those additional documents that are not included as part of the RUP certification must be submitted.
3	Will PRDEDC provide an English version of the Certification of Legal Entity/Corporate Structure?	No separate English version will be issued. The required certification may be submitted in the language in which it was officially issued.

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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4	Which Parts or sections count toward the twenty-page Technical Proposal limit?	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, and the Executive Summary remains subject to its separate three-page limit.
5	Are Part 5, including team composition, résumés, and the 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 4.
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.

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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.
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.
Evaluation and Award Process		
11	May a newly formed entity use the individual professional experience of its principal and key personnel to satisfy the Institutional Experience and Past Performance criterion and the three professional references required under Part 6?	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. Professional references may correspond to those prior engagements, provided they can verify the relevant experience and performance.
12	May one qualified team member fulfill more than one functional role, and may the identified roles be performed by subcontracted specialists without changing the prime proposer's status as the sole responsible party?	Yes. A qualified team member may perform more than one functional role if the proposal demonstrates the person's qualifications, availability, and capacity to perform each role. Qualified subcontracted specialists may also fill identified roles if they are disclosed in Part 5 and the Cost Plan. The prime proposer remains fully responsible for project management, integration, compliance, performance, and all contractual deliverables.

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13	Will proposer interviews, oral presentations, demonstrations, or discussions be included in the evaluation process and, if so, how will they be evaluated?	No proposer interview, oral presentation, or demonstration is required or separately scored as part of the evaluation process. However, PRDEDC reserves the right, at its sole discretion, to require oral presentations from one or more Proponents if deemed necessary to facilitate the evaluation of proposals. PRDEDC may also request written clarifications or conduct negotiations in accordance with the RFP; however, any clarification may only explain information already included in the proposal and may not be used to supplement or materially modify it.
14	Table 4 refers to a “presentation” during the Evaluation Period. Will it be in person or virtual, how much notice will be provided, how long will it last, and how will it be scored?	At this time, no oral presentations are required. However, PRDEDC reserves the right, at its sole discretion, to require oral presentations from one or more Proponents if deemed necessary during the evaluation process.
15	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.
16	Does PRDEDC anticipate awarding the study to one contractor or dividing the scope among multiple awardees?	PRDEDC intends to award the engagement to a single qualified proposer capable of performing and integrating all six service domains. PRDEDC retains the rights reserved under Section 6.4, including the right to select more than one qualified proposer if determined to be in its best interest.
17	Is there an incumbent contractor currently performing a similar study, and would that firm be eligible to submit a proposal?	The RFP does not identify an incumbent contractor for this engagement. Any qualified entity may submit a proposal, provided it satisfies all RFP requirements and discloses any prior relationships or potential conflicts of interest.

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Project Management and Delivery Services		
18	Will interim deliverables be formally reviewed and accepted throughout the engagement, or are they intended only to support the final integrated Workforce and Labor Market Analysis Study?	Interim deliverables will support the final integrated study and will be subject to PRDEDC review, feedback, approval, and quality-control tracking throughout the engagement. The specific submission and review schedule will be established in the approved project work plan.
19	What are the anticipated contract-execution and project-kickoff dates, and what is the schedule for interim and final deliverables?	The exact contract-execution and project-kickoff dates have not been established. See response 18.
20	Should stakeholder activities, workshops, interviews, and project meetings be conducted on-site in Puerto Rico, virtually, or through a hybrid approach, and should travel costs be included in the proposed price?	Proposers may recommend an on-site, virtual, or hybrid approach based on the activity and proposed methodology, but should assume that on-site activities in Puerto Rico may be required. All anticipated travel and related expenses must be included and clearly identified in the Cost Plan.
21	Must stakeholder activities, surveys, interviews, presentations, and project deliverables be provided in English, Spanish, or both, and should translation and quality-assurance costs be included?	The proposal must be submitted in English. Stakeholder-engagement activities must accommodate Spanish and English as appropriate for the participants. Proposers must include any translation, interpretation, and related quality-assurance resources necessary to perform their proposed approach. PRDEDC will identify the required language for individual post-award deliverables during project planning.
Cost Plan and Funding		

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22	Is there an estimated budget, budget ceiling, or maximum available funding for this engagement?	No estimated contract value, budget ceiling, or maximum available amount has been disclosed. Proposers must submit a reasonable and fully supported Cost Plan based on the complete scope, proposed methodology, staffing, resource units, and disclosed pricing assumptions.
23	Is this engagement funded with state or federal funds?	This engagement is funded with federal WIOA Title I funds.
Data, Documents and Information Access		
24	Will PRDEDC provide existing workforce, labor market, WIOA, economic development, employer, and education reports, prior studies, and licensed or publicly available datasets, or must the contractor independently obtain all required external data?	PRDEDC will provide or facilitate access to relevant documents and data available to PRDEDC, WDP, and participating agencies after contract award. The contractor remains responsible for reviewing publicly available sources, identifying additional data needs, validating information, and obtaining any supplemental data or analytical resources required by its methodology. No specific external licensed dataset is guaranteed.
25	Will the selected contractor receive access to confidential or administrative workforce and education data maintained by PRDEDC, WDP, or partner agencies?	Access is not guaranteed and will be evaluated after award based on data availability, project necessity, legal authority, and applicable privacy and security requirements. Any access will be subject to required approvals, data-sharing agreements, confidentiality obligations, and limitations on use and disclosure.
26	Are there existing or in-progress workforce, labor market, employer, education, or economic development studies that the contractor should leverage, and will they be provided?	See Response 24.

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27	Will PRDEDC provide access to labor market datasets, including PRDOLHR data, unemployment-insurance wage records, and Bureau of Labor Statistics data?	Publicly available datasets must be independently reviewed and obtained by the contractor. Access to nonpublic administrative records is subject to Response 25, and all other available materials are subject to Response 24.
28	Will PRDEDC provide the current Unified State Plan and other workforce or labor market studies as baseline materials?	Yes. PRDEDC will provide or facilitate access to the current Unified State Plan and other relevant materials available to PRDEDC and participating agencies. See Response 24.
29	Should proposers assume that the study will build from existing labor market studies, workforce data, gap assessments, or reports rather than begin data collection from zero?	Proposers should assume that available existing materials will be used as baseline inputs, but must also propose the primary and secondary research necessary to address data gaps and complete the full scope. See Responses 24 and 25.
30	What administrative data, WIOA information, performance indicators, studies, projections, participant records, contact directories, and education data will PRDEDC provide? Must the education and training provider inventory include every institution in Puerto Rico or only WIOA-related or PRDEDC-certified institutions?	Data and document access is governed by Responses 24 and 25, and available contact information is governed by Response 37. The education and training provider inventory is not limited to WIOA-related or PRDEDC-certified institutions; it must include the providers relevant to Puerto Rico's workforce supply, training capacity, credentials, career pathways, and employer demand under the proposer's approved methodology.
31	What regions, LWDAs, or geographic breakdown must be used for the regional labor market and economic development analyses?	The study must provide an island-wide assessment and meaningful regional analysis. The RFP does not prescribe a single regional boundary. Proposers must recommend a defensible geographic framework using LWDAs, economic regions, municipalities, or another appropriate structure based on data availability and analytical purpose. The final geographic framework and reporting levels will be established in the approved work plan.

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32	At what geographic levels must results be presented, and what is the project schedule for the start date, interim deliverables, and final delivery?	Results must be presented at the Puerto Rico level and at the regional levels established under Response 31; more detailed LWDA, municipal, or center-level reporting should be proposed when supported by the methodology and available data. The project schedule is governed by Responses 18 and 19.
Methodological and Analytical Scope		
33	How many Local Workforce Development Areas, One-Stop Centers, or American Job Centers are within the study's scope, and must each receive an on-site visit or may the proposer use sampling?	The study's scope includes Puerto Rico's fifteen Local Workforce Development Areas, which correspond to the sixteen Centros de Gestión Única or American Job Centers. The RFP does not require an on-site visit to each Local Area/AJC. If the proposer recommends site-level research, it may propose a justified sampling methodology, subject to approval in the project work plan.
34	Must proposers use a prescribed methodology or instrument, or may they develop their own? If PRDEDC approval is required, what will the review process and timeframe be?	The RFP does not prescribe a specific methodology or instrument. Proposers must develop and explain a rigorous methodology, data-collection instruments, quality-assurance procedures, timeline, and performance indicators. The selected contractor's methodology and instruments will be reviewed through the project work-plan and deliverable-approval process; no separate fixed review period is established in the RFP.
35	Will PRDEDC identify the sectors, industries, and occupations to be analyzed, and what forecasting horizon should be used for economic, occupational, and labor-demand projections?	The contractor must identify and analyze the key, high-demand, high-growth, emerging, and strategically relevant sectors, industries, and occupations based on the evidence and PRDEDC's priorities. The RFP does not prescribe a fixed forecasting horizon; proposers must recommend and justify an appropriate period in their methodology, subject to approval in the project work plan.

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36	Is the required analysis quantitative by occupation and industry, scenario-based, or strategic?	The study must integrate quantitative and qualitative analysis by occupation and industry, workforce and economic forecasting, and strategic analysis that translates the findings into actionable recommendations, priorities, performance measures, and an implementation roadmap. Scenario analysis may be included when supported by the proposer's methodology.
Employer, Stakeholder and Field Research		
37	Will PRDEDC facilitate introductions to employers, the fifteen Local Areas/AJCs, educational institutions, industry associations, and other stakeholders, or must the contractor independently recruit all participants?	PRDEDC will facilitate formal coordination and provide available points of contact or directories for relevant stakeholders, including the fifteen Local Areas/AJCs. The contractor remains responsible for supporting outreach, identifying additional participants, recruitment, scheduling, follow-up, facilitation, documentation, and the day-to-day coordination necessary to complete the study.
38	Does PRDEDC require minimum participation targets for employer surveys, interviews, focus groups, or other stakeholder-engagement activities?	No predetermined minimum participation targets are established. Proposers must recommend and justify sample sizes and engagement levels that provide meaningful coverage of the relevant industries, occupations, stakeholder groups, and the fifteen Local Areas/AJCs. Final targets will be established in the approved methodology and work plan.
39	Will PRDEDC provide introductions or contact lists for employer surveys, interviews, and focus groups, or must the contractor independently identify and recruit employer participants?	See Response 37.

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40	For a Customer Satisfaction Survey, who are the customers, what is the universe, will PRDEDC provide the contact database, is there a minimum sample size, and at what geographic level must results be reported?	A Customer Satisfaction Survey is not a required service or deliverable under this RFP. If proposed as an added-value activity, the proposer must define the target population, universe, classifications, sampling methodology, minimum sample, reporting levels—including any proposed analysis across the fifteen Local Areas/AJCs—data requirements, and cost. Access to participant contact information is not guaranteed and remains subject to Response 25. The activity may not be implemented without PRDEDC's written approval.
41	For employer surveys, interviews, and focus groups, what is the employer and stakeholder universe, is there a minimum sample, what level of representation is required, will PRDEDC provide contacts and support recruitment, may PRDEDC be identified as the study sponsor, must activities occur during business hours, and may participation incentives be included?	The employer and stakeholder universe must cover the industries, occupations, organizations, and fifteen Local Areas/AJCs relevant to the study's approved methodology. Sampling and representativeness are governed by Response 38, and contact and recruitment support are governed by Response 37. PRDEDC may be identified as the sponsoring agency in materials approved by PRDEDC. The RFP does not prescribe a fixed schedule for engagement activities; proposers must recommend times appropriate for the target participants. Participation incentives are not required and must not be assumed; if proposed, they must be separately identified and justified in the Cost Plan and may not be used without prior written approval and confirmation of allowability.

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42	If a Mystery Shopper Assessment is authorized, how many of the fifteen Local Areas/AJCs and visits are required, who will manage the authorizations, will authorization be general or visit-specific, and is there a required evaluator profile?	A Mystery Shopper Assessment is not a required service or deliverable under this RFP. Accordingly, PRDEDC has not established how many of the fifteen Local Areas/AJCs must be assessed, the number of visits, an authorization process, or an evaluator profile. If proposed as an optional added-value activity, the proposer must describe and separately price its methodology, sampling of the Local Areas/AJCs, evaluator qualifications, safeguards, and authorization requirements. The activity may not be implemented without PRDEDC's prior written approval.
Cost Plan Assumptions		
43	For the Cost Plan, can PRDEDC provide the expected number of employer surveys and interviews, Local Areas/AJCs, stakeholder-engagement sessions, and the division of responsibility for obtaining primary and secondary data?	The study encompasses Puerto Rico's fifteen Local Areas/AJCs, but PRDEDC has not established predetermined quantities for surveys, interviews, site visits, or stakeholder-engagement sessions. Proposers must develop and disclose reasonable assumptions, estimated hours or resource units, assigned personnel, unit rates, and total costs for each service domain. Geographic assumptions are governed by Responses 31 and 33, participation levels by Response 38, stakeholder coordination by Response 37, and data responsibilities by Responses 24 and 25.
Dashboard Requirements		
44	Is the Workforce Data Dashboard intended only to support the study, or must it serve as an operational workforce-intelligence tool after project completion?	The dashboard must support both the study and PRDEDC's ongoing workforce-intelligence, planning, and monitoring needs. The proposal must explain how the dashboard and supporting data files will remain usable through documentation, knowledge transfer, and an appropriate sustainability approach.

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45	Are the Economic and Workforce Dashboard and the Workforce Data Dashboard separate products? What platform, licenses, hosting, access level, maintenance period, update method, and delivery formats are required?	The two references describe one integrated dashboard deliverable, not two separate products. The RFP does not prescribe a platform, hosting model, public or internal access level, automatic or manual update method, specific technical delivery format, or maintenance period beyond the one-year contract term. Proposers must recommend and justify the technology, identify all licensing, hosting, security, access, maintenance, data, and ownership assumptions, and describe the supporting files and technical documentation to be delivered. Final technical specifications will be established in the approved work plan.
46	Must the proposed price include all project costs, including platforms, licenses, travel, data collection, translation, meetings, technology, and incentives, if applicable?	Yes. The Cost Plan must include all costs necessary to perform the proposed scope, including personnel, subcontractors, platforms, licenses, hosting, travel, data acquisition and collection, translation or interpretation, meetings, technology, and any other required expense. Any optional activity or cost must be clearly identified, separately priced, and subject to PRDEDC approval. Participation incentives are also subject to Response 41.