

DEPARTMENT OF ECONOMIC
DEVELOPMENT
AND COMMERCE



2024-PRCODES-001
REQUEST FOR PROPOSAL FOR THE CONTRACTING OF PROFESSIONAL SERVICES

ADMINISTRATIVE ASSISTANT SERVICES

UNDER THE HAZARD MITIGATION GRANT PROGRAM PROJECT NO. 4339-0002

Puerto Rico Permits Management Office (OGPe)
codigosdeconstruccion@ddec.prgov

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Request For Proposal for the Contracting of Professional Services:

2024-PRCODES-001 ADMINISTRATIVE ASSISTANT SERVICES

Under the Hazard Mitigation Grant Program Project No. 4339-0002

Project Overview:

MGP Project 4339-0002, part of the Hazard Mitigation Grant Program, focuses on reducing disaster risks and damage in Puerto Rico. The project involves planning and implementing flood protection, retrofitting buildings, and improving infrastructure resilience. This Advance Assistance funding will be used to review and adopt the Puerto Rico Codes. Activities include formal code review, purchasing code materials for training, public education, outreach to legislators and officials, public meetings, and other tasks necessary to formally adopt the updated codes. This initiative aims to enhance community safety and compliance throughout Puerto Rico. The project is currently in the development cycle, which includes the formal review of new codes, procurement of code materials for training, and public education efforts. Additionally, outreach activities are being conducted to engage municipal and legislative officials and the general public through meetings and other related activities. These efforts are essential for successfully adopting and implementing the most updated codes.

Objective

We are inviting proposals from qualified professionals to provide administrative assistant services to our dynamic Puerto Rico Codes team at the Puerto Rico Permits Management Office (OGPe/DDEC). This request for proposal (RFP) is framed and bounded by the services required as part of the HMGP Project 4339-0002, according to its Scope of Work, Conditions of Approval, and Period of Performance. The selected service provider will be responsible for a variety of tasks, including but not limited to:

- **Production of Technical Documents:** Create and edit technical documents in both English and Spanish.
- **Technical Research:** Conduct research on technical questions as requested by project team members, including the Code Revision sub-committees.
- **Complex Administrative Tasks:** Assist with administrative functions, demonstrating initiative and self-awareness.
- **Document Redaction:** Redact general and technical documents, create complex tables, and prepare press announcements in English and Spanish.

- **Document Review and Dictation:** Review documents and communications, take dictation, and transcribe documents in both languages.
- **Translation Services:** Translate oral and written communications between English and Spanish.
- **Documentation Management:** Organize and maintain project documentation, records, and archives; prepare documents for meetings, hearings, and other activities.
- **Event and Meeting Organization:** Organize events and meetings, maintain calendars, and provide notifications of upcoming events.
- **Productivity Support:** Provide support in the use of technology.
- **Additional Tasks:** Perform any other related tasks as required by the Auxiliary Secretary or their authorized representative.

MINIMUM REQUIREMENTS

- Technical proficiency in Microsoft Excel, PowerPoint, and Word, along with other Microsoft Office applications.
- Availability to work beyond normal business office hours.
- Proficiency in both oral and written communications in English and Spanish.
- (optional) Knowledge or understanding of construction terminologies is preferred.

CONTRACT DETAILS

- **Duration:** Until June 30, 2025.
- **Hourly Rate:** \$12-\$18 per hour, depending on experience and specific job responsibilities.
- **Funding:** Positions will be covered by federal funds under FEMA-DR-PR-4339-0002. As such, any contract must comply with all applicable state and federal laws, regulations, and executive orders. Any proponent must acknowledge and accept that the contract will include the clauses required by federal and state, including but not limited to 2 C.F.R. Part 200.
- **Work Environment:** The work environment will be a hybrid model, requiring a combination of remote and on-site presence.

NOTICE OF COMPLIANCE

To ensure compliance, applicants must adhere to the following federal and state regulations:

1. **RUP Certification:** Proof of current Supplier Registry (RUP) certification from Puerto Rico's General Services Administration (GSA)
2. **Proof of Registration in SAM:** Evidence of active registration in the System for Award Management (SAM).
3. **Valid Unique Entity Identifier (UEI) Number:** A valid UEI number is required.
4. **Conflict of Interest Disclosure:** A statement disclosing potential conflicts of interest.

The provision of these services will be funded with federal funds and must comply with federal guidelines as stipulated in 2 C.F.R. 200.317 through 2 C.F.R. 200.327.

SUBMISSION REQUIREMENTS

Interested candidates are encouraged to submit their proposals (a resume and cover letter), highlighting their qualifications and experience. Please send your applications to:

Félix Rivera Torres
Auxiliary Secretary
Puerto Rico Permit Management Office (OGPe)

Submission Instructions

- Format: All documents should be submitted in PDF format.
- Email Subject Line: Use the following format for the email subject line: **[2024-PRCODES-001] - [Your Full Name]**
- Deadline: All applications must be submitted by **August 9, 2024**.
- Submission Address: Email all application materials to codigosdeconstruccion@ddec.pr.gov

EVALUATION METHOD FOR APPLICATION REVIEW

To ensure a fair and thorough evaluation process for this federally funded project, we will utilize a structured and objective approach to review all applications. The process is outlined as follows:

Evaluation Criteria

Candidates will be assessed based on the following key criteria:

- **Relevant Experience (20 points)**
 - Number of years of experience in the specific field.
 - Experience with similar projects or roles.
 - Demonstrated success in previous roles.
- **Education and Certifications (10 points)**
 - Level of education attained.
 - Relevant certifications and licenses.
 - Specialized training pertinent to the role.

- **Skills and Competencies (40 points)**
 - Technical skills related to the job.
 - Soft skills such as communication, teamwork, and problem-solving.
 - Language proficiency.
- **Professionalism and Presentation (20 points)**
 - Clarity and organization of the resume.
 - Grammar and spelling.
 - Professional appearance and formatting.
- **Interview Performance (10 points)**
 - Attitude
 - Clear understanding of project requirements.
 - Innovative and practical approach to solving project challenges.

Evaluation Process

The evaluation process consists of several steps to ensure a fair and thorough review of all applications:

1. **Initial Screening:** All applications will undergo an initial screening to ensure they meet the basic eligibility requirements as follows:
 - Cover Letter
 - Proposal or Resume
 - RUP Certification
 - Proof of registration in the System for Award Management (SAM)
 - Unique Entity Identifier (UEI) number
 - A statement disclosing any potential conflicts of interest
 - Detailed cost proposal (including hourly rate, availability limitations, and other relevant details)
2. **Detailed Evaluation:** Eligible applications will be evaluated by a panel of reviewers.
3. **Interview Process:** Top candidates based on initial screening will be shortlisted for interviews. Structured interviews will be conducted with standardized questions to assess key criteria. If needed, a practical test or case study relevant to the project may be included.

All steps of the evaluation process will be thoroughly documented to ensure transparency and compliance with federal guidelines.

Join us and contribute to our mission with your expertise and dedication!