



DEPARTMENT OF ECONOMIC

DEVELOPMENT
AND COMMERCE

GOVERNMENT OF PUERTO RICO

PUBLIC NOTICE

The Department of Economic Development and Commerce (DEDC) seeks proposals from qualified individuals or organizations with established and verifiable experience, to provide one or more of the following services:

Request for Proposal (RFP) | Consulting and Support Services for Federal Funds Programs Management

The awarded proponent (s) will offer guidance and hands-on support to improve financial systems, streamline financial close processes, and reduce reporting timelines. Additionally, the proponent will assist in evaluating and enhancing the finance structure, implementing best practices in accounting, financial reporting and key performance indicators ("KPIs"), and ensuring compliance with all federal corrective action plans, among other related tasks.

The RFP Guidelines will be available in digital format from **October 27, 2025, at 8:00 a.m.** and can be requested through the following email: **naelia.cruz@ddec.pr.gov**.

Please indicate the number of the RFP in the subject line: **RFP-DEDC-2025-04 - Consulting and Support Services for Federal Funds Programs Management**.

Any interested person or entity may submit their proposal to the following address: PRIDCO Building, Ave. F.D. Roosevelt 355, Hato Rey, PR, 00918. Proponents will also be able to submit their proposals, according to the RFP Guidelines, by email at: **naelia.cruz@ddec.pr.gov**.

Proposals must be submitted, regardless of the method used, on or before **November 13, 2025, before 3:00 p.m.** No exemptions will be made.

The DEDC will not evaluate incomplete proposals. The DEDC reserves the right to accept or reject one or all the proposals in conflict with the best interests of the program.

Hon. Sebastián Negrón Reichard
Secretary



Puerto Rico Department of Economic Development and Commerce
Request for Proposal (RFP) | Consulting and Support Services for
Federal Funds Programs Management

1. Overview and Purpose

The Puerto Rico Department of Economic Development and Commerce (PRDEDC), duly organized under Reorganization Plan No. 4 of June 22, 1994, as amended, and pursuant to the Department of Economic Development and Commerce Reorganization Plan Implementation Act of 2018, Act No. 141 of July 11, 2018, seeks proposals to provide support and assistance to its Accounting and Finance Department in strengthening operational and compliance practices across all of the federally funded programs it manages, as defined in Section 2.1. The selected Proponent(s) will offer guidance and hands-on support to improve financial systems, streamline financial close processes, and reduce reporting timelines. Additionally, the Proponent will assist in evaluating and enhancing the finance structure, implementing best practices in accounting, financial reporting, and key performance indicators (“KPIs”), and ensuring compliance with all federal corrective action plans, among other related tasks.

Contract term desired is for a period of one (1) year, with an option to renew for an additional one-year term, depending on availability of funds.

2. Eligible Proponents

Eligible proponents must be able to demonstrate previous experience and the capacity and commitment to develop services that meet the requirements of the DDEC’s Accounting and Finance Department, as well as the federal rules and regulations applicable to the federal funding programs outlined in Section 2.1.

3. Scope of Work

The selected firm will provide DDEC Accounting and Finance Department professional services of ongoing counseling, technical assistance on such task and matters necessary for the efficient management of federal awards and funds administered by the DDEC. Services will be rendered to achieve federal funds management excellence for the following federal programs managed by DDEC:

1. Workforce Development Program - manages Workforce Innovation and Opportunity Act (WIOA) funds assigned by the U.S. Department of Labor. WIOA funds are used for Adult Program, Youth Activities, Dislocated Workers Program, Trade Adjustment Assistance.
2. Energy Policy Program – manages the State Energy Program and Weatherization Assistance Program funds assigned by the U.S. Department of Energy.
3. Procurement Technical Assistance Program (FECC) – manages funds assigned by the U.S.

Department of Defense.

4. State Trade Expansion Program (STEP) – manages funds assigned by the U.S. Small Business Administration.
5. Developmental Disabilities Basic Support and Advocacy Grants (CEDD) – manages funds assigned by the U.S. Department of Health and Human Services.
6. Disaster Grants -Public Assistance (FEMA) – manages funds assigned by the U.S. Department of Homeland Security

Any other federal program not listed.

Services required the following tasks:

Task 1: Federal Funds Record-to-Report Process-Accounting Operations and Financial Reporting Process Improvements and Ongoing Support.

- A. Provide ongoing counseling, consulting services and technical assistance on improving the Federal Funds Record-to-Report Process-Accounting Operations and Financial Reporting for DDEC. The ongoing support will include hands-on support to the current personnel on grant management lifecycle related to fiscal matters that impact the Federal Funds Record-to-Report Process from an overall Agency perspective.

Management consulting tasks will include assistance to the current finance and accounting operations to address reporting, compliance, and operational requirements for a formal and complete monthly close and ongoing audit readiness for DDEC complying with financial guidelines. The ongoing support could include the implementation of best practices in:

- Transaction processing (daily, weekly, monthly, per occurrence) support for current Finance Personnel
- Account Reconciliation and Research
- General Ledger Close
- Non-Financial Information required for compliance and managerial reporting
- Data Consolidation and Financial Consolidation Process
- Internal Reporting
- External Reporting
- Regulatory Reporting
- Specifically, for WIOA - Support in the coordination with Labor Development Local Areas (ALDL) to ascertain proper data consolidation, accounting, and reporting to ascertain:
 - Recognition of accounting information on time and accurately using the financial system
 - Completion of accurate quarterly reports
 - Compliance with deadlines for financial reporting, including the quarterly reports, in accordance with the WIOA Financial Guide and calendar
 - Assist ALDL as required to accomplish objectives, including visits to better understand and gather information for DDEC management to achieve a proper oversight of their operations
- Assess current process and make best practice recommendations
- Provide support and ensure compliance and high-quality standards in the data reported
- Support any other task related to accounting and finance operations that is required for a

complete financial and accounting close for the agreed periods

- Enterprise Resource Planning (ERP) evaluation support as required by management to optimize federal funds management with robust technology
- Train the current personnel on Record-to-Report best practices

B. Assess with management the ongoing record- to-report process and hands-on in helping assistance in driving a Record-to-Report process based on:

- Effectiveness and Efficiency
- Real-time information; forward looking vs. backward
- Quality; right first time; zero defects
- Benchmarking
- Continuous improvement
- Standardization
- Proper Governance

C. Evaluation of the current process, to design and deploy with the employees, operational processes that:

- Simplify, standardize, automate, and monitor transactional processes
- Eliminate Manual Defects
 - Journal Entries
 - Spreadsheets
 - Ad-hoc reporting that should be recurring
 - Data entry
 - Manual approvals
- Automated controls and workflows to monitor performance
- Allow a continuous close process

Task 2: Ongoing Federal Funds Regulatory Compliance

A. While reviewing each grant phase, the following should be considered:

- Risk factors
- Common mistakes
- Financial & administrative systems
- Oversight

Some of the key topics (non-inclusive) that could be considered depending on the relevant pending matters:

- Assist DDEC's continued diligence in working to correct deficiencies presented by auditors or regulators to provide assurance that Federal Funds are adequately safeguarded and managed. Aid management in the regulatory requests and visits as required.
 - Mitigate risks by addressing the deficiencies that could result in reimbursing Federal funds received, receiving reduced amounts of Federal funds, and/or jeopardizing eligibility to apply for Federal funds in the future.
- Ensuring best practices regarding cash, cash equivalents and asset management:

- As needed, review cash management related policies and procedures to ensure appropriate procedures are designed and executed in accordance with 2 CFR 200 and GAAP. (Payroll, Accounts Payables, Procurement, Post Award, among others).
- Assist in the design and implementation of adequate procedures over cost allocations and budget management and cost distribution.
- Support management with Single Audit Package compliance (accuracy and timeliness).
- Adequacy of Real Property and Equipment procedures, including inventory.
- Procedures for ensuring integrity of funds throughout the Grant Life Cycle, including timely closeout, managing program income, and audit resolution.
- Best practices related to information security (cyber security awareness).
- Improving internal controls over financial reporting following best practices to ascertain accurate, repeatable, timely and insightful reports in accordance with GAAP.
- DOE - Collaborate in following up as required by 2 CFR 200.511 to take corrective action on all current year and prior-year(s) open audit findings.
- Overall control environment, risk assessment and evaluation of control activities to achieve ongoing monitoring of KPIs over the following:

A. Financial Management and Internal Controls

- * Monthly closings
- * Maintain accurate and updated schedules.
- * Bank reconciliations.
- * Procedures manuals and fiscal policies.
- * Accuracy and reconciliation of fixed assets.
- * Physical inventory procedures.

B. Federal Reporting

- * Underlying supporting records and accounting records.
- * Review process and oversight.
- * Compliant and timely reporting.

C. Cash, Cash Equivalents and Assets Management

- * Accounting documentation of funds requests.
- * Management review and oversight over cash management procedures.
- * Local area cash monitoring activities.

D. Budget Management

- * Factors and assumptions to consider during budgeting preparation.

E. Indirect Cost Rate and Cost Allocation

- * Written Policies and procedures for development of indirect rate proposals.

F. Information Systems

- * Develop system administrator manuals, supporting documents, policies, and procedures and detailed disaster recovery plan.
- * Design, security and safeguard of information systems physical area.
- * Information technology security and control management for detection of possible system weakness.

Task 3: Indirect Cost Rate Proposal (Subpart E – Cost Principles of 2 CFR Part 200)

- A. Prepare for management's evaluation and approval, a complete package Following the applicable Indirect Cost Rate Proposal Checklist (Subpart E – Cost Principles del 2 CFR 200); this will include:
- Organizational chart - with segregation of duties memo.
 - Employee time sheet sample addressing direct and indirect cost functions.
 - Cost Policy Statement Memo (signed by management)
 - Indirect Cost Rate Proposal - all worksheets with proper detailed breakdowns reconciled to DDEC's financials:
 - Personnel Cost Worksheet
 - Allocation of Personnel Worksheet
 - Fringe Benefits Worksheet
 - Statement of Total Costs
 - Statement of Indirect Costs

- Financial Statements (audited preferably) - the Statement of Total Costs must reconcile to Financial Statements.
- Signed and dated Certificate of Indirect Costs.
- Grant Listing by Federal Agency with corresponding support.
- Funding sources, if any, excluded from indirect cost allocations with reasoning.
- Any other information necessary for a successful Indirect Cost Proposal follows applicable regulatory guidance.
 - a. Assist management with any questions that arise from the negotiation process with the Cost & Price Determination Division of the US DOL.
 - b. Planning activities for each defined process lane should be in accordance with the DMAIC project methodology.

4. Period of Performance

The Performance Period for this Agreement is for a maximum of one year, including holidays, from the day stated in the contract. The time is included in the Contract Period and is not to be considered as in addition to the Contract Period. The duration of the services will be as per Statement Work and as agreed by the parties.

5. Budget Parameters

Reasonable pricing will be considered as part of the evaluation, but it is not the sole or determining factor in selecting the successful Proposer (s).

The Proponents must clearly and unambiguously establish a fixed budget to complete the Project. Include in the preceding all meetings, staff time coordination, and required project expenses. The Budget will have a maximum score of 15 points.

The Cost Proposals must be accompanied by a narrative to the budget submission that clarifies all significant plans and assumptions related to the budget.

Proponents are expected to establish the cost for the entire Case Management Services, by stating the number of workdays per services, fee per billable hour, milestone, or deliverable (as per the proposed services approach and methodology) and establishing the corresponding cost at the same level.

Finally, the Cost Proposal must state that the costs quoted are valid for one hundred and eighty (180) days from the proposal submission date. Also, once the contract is awarded, charges quoted must be accurate for the duration of the contracted services.

Note: The Proponent shall be solely responsible for all expenses incurred in preparing a response to this RFP and shall be responsible for all costs associated with any presentations or demonstrations, contract negotiation and related expenses related to this request and any proposals made.

6. **Proposal Evaluation Rubric**

PRDEDC will select the proponent(s) whose proposals best align with the objectives and requirements outlined in this RFP. The following rubric serves as a guide for the evaluation process:

Criteria	Maximum Points
Mandatory Requirements	Pass/Fail
Qualifications	55 points
Approach to scope of work	30 points
Cost to Proposal	15 points
Total	100 points

Scoring Method

- Weighted scores will be summed for a **maximum of 100 points**.
- PRDEDC may request clarifications or conduct interviews before final rankings.

7. **RFP Procedures:**

This RFP shall be governed by the procedures described in the following sections.

RFP Documents Acquisition

All documents pertaining to the procurement process will be sent via e-mail upon request at naelia.cruz@ddec.pr.gov. Requests for proposal guidelines will be answered during business hours, which are 8:00am to 4:30pm.

Addendum

PRDEDC reserves the right to amend this RFP at any time. Any amendments to the RFP will be issued as a written addendum. Copies of each Addendum for all prospective proponents shall be sent by e-mail or can be retrieved at PRDEDC's website to all people and entities that requested the RFP instructions.

All documents pertaining to the procurement process, including addendum issued by PRDEDC, are and will be published at <http://www.desarrollo.pr.gov> under the section for RFPs. All prospective proponents must monitor the abovementioned website to retrieve addendum, if any, issued for the below-stated procurement process.

Schedule

A summary schedule of major activities associated with this RFP is presented in Table 1 below. The dates, times, and activities are subject to change and may be revised through the issuance of addendum by PRDEDC.

Table: 1

Event/Activity	Date
RFP Release Date	October 27 th
Questions and Answers (Q&A) period: Questions must be submitted through naelia.cruz@ddec.pr.gov the subject must be Questions related to RFP-DDEC- 2025-04-Consulting and Support Services for Federal Funds Programs Management	November 3 rd
PRDEDC provides final Q&A document on http://www.desarrollo.pr.gov and via email	November 5 th
Proposal Deadline	November 21 st at 3:00pm

Correspondence and Communications

Inquiries and communications regarding the RFP must be submitted to PRDEDC by the following email: naelia.cruz@ddec.pr.gov. The proponent is responsible for obtaining any needed clarification of the RFP requirements, while the RFP is open until the Q&A period closes. Email is the only method of communication.

Allowed and Prohibited Communications

Only questions and requests for clarifications on this RFP submitted by prospective proponents of this RFP are allowed. Other than these communications for clarifications purposes, communications by prospective proponents with officials and/or representatives of PRDEDC, and other government entities, or other relevant entities of the federal government, regarding any matter related to the contents of this RFP or the qualification and selection process, are prohibited during the submission and selection process. Failure to adhere to this requirement may result in the rejection of the submitted proposal. Verbal inquiries or e-mails sent to addresses not specified in this RFP will not be addressed by PRDEDC.

Submission of Inquiries

Each prospective proponent may submit written questions to explain any aspect of this RFP, its attachments and exhibits. Proponents must submit all questions in writing on or before the submission deadline established in this RFP to the email address specified above (See Table 1).

Questions must be clearly labeled and reference the relevant section(s) and page number in this RFP or related document. Questions may be in Spanish or English. Responses to all proponents' questions will be distributed as an addendum to this RFP on or before the date established in Table 1.

Representations for Proposal Submission

All costs associated with the proposal in response to this RFP are the sole responsibility of the proponent. Neither PRDEDC, the Government of Puerto Rico, nor any of its government entities or its instrumentalities, or other relevant entities of the federal government, will be responsible for any expenses in the preparation and/or presentation of the proposals, oral presentations or for the disclosure of any information or material received in connection with this RFP.

No individual or firm is guaranteed to obtain work because of this RFP process. PRDEDC reserves

the right, without limitation, to reject all or part of the proposals received in response to this RFP if it believes that doing so would serve the public interest, the best interest of the Government of Puerto Rico, or PRDEDC. PRDEDC further reserves the right, without limitations, to make such investigations as it deems necessary as to the qualifications or perceived conflicts of interest of all individuals or entities submitting proposals in response to this RFP. The mere appearance of a conflict of interest shall constitute sufficient cause for the outright rejection of a proposal. If any or all proposals are rejected, PRDEDC reserves the right, without limitations, to re-solicit proposals.

By submitting a proposal, the proponent shall adhere to complying with all applicable Federal, State and Local laws and regulations.

Additionally, PRDEDC reserves the right, without limitations, to: (i) grant more than one contract and/or select more than one qualified proponent; (ii) amend the contract(s) of the selected proponent(s) to, among others, extend its original duration, as further explained in this RFP, or to extend its scope to include additional work.

Proposal Modification or Withdrawal

A proponent may modify or withdraw a proposal at any time before the proposal due date. The withdrawal must be submitted in writing to the following email address naelia.cruz@ddec.pr.gov and directed to the Evaluation Committee of DEDC. Timely withdrawal of a proposal does not prejudice the right of a proponent to submit another proposal by the proposal due date. No oral, telephonic, or facsimile modification of a proposal shall be recognized. After the proposal's due date, no corrections will be allowed.

Ownership of Proposals

All materials submitted in response to this RFP shall become the property of PRDEDC and will not be returned. The selection or rejection of a proposal does not affect this provision.

Requirements for Legal Entities

Proponents that are Puerto Rico based corporations, limited liability companies, partnerships, or any other legal entity, shall be duly and properly organized or registered in compliance with the applicable laws of Puerto Rico. Such entities must show that they are in "good standing" at the time of proposal submission. In the event the proponent is a foreign legal entity, including US-based entities, it shall be duly and properly organized and/or registered in compliance with the applicable laws of its place of organization and/or incorporation. Such entities must show that they are in "good standing" within their jurisdiction at the time of proposal submission. If a contract is awarded to a foreign entity proponent, said proponent should request authorization to do business in Puerto Rico before the execution of the contract.

11. General Instructions & Technical Requirements:

To ensure uniformity with specific requirements and prompt reference among all proposals, the format of the proposals shall adhere to the following parameters:

Proposal Format

All proposals should follow the format provided. Proposals will be reviewed for completeness before detailed evaluation. Any response submitted in a manner that makes evaluation unnecessarily time-

consuming may be eliminated from further consideration. Elaborated proposals are not necessary. Quality, substance, brevity, clarity, and responsiveness to PRDEDC's needs are essential and required.

- Take the time to use language that is clear and concise and respond to the rating factors listed below. *"Over-written"* submissions will reflect negatively to the proponent's ability to prioritize and communicate in an effective manner.
- Proposals shall be type written in English or Spanish, on standard 8 ½" x 11" paper. Pages shall have a one-inch margin, and the font shall be 12-point size.
- All documents that need a signature as part of the proposal shall be signed in blue ink.
- All names must be included below each signature.
- The cover page of the proposals shall include the proponent's name, contact information, mailing address, the RFP submission date and number, and the project title.
- Figures and tables must be numbered and referenced in the text by that number. They should be placed as close as possible to the referencing version.
- Written content of the proposal can be presented in double line spacing. Insertion of tables, graphs, calculations, and projections may be written in single line spacing, as needed. Larger paper (up to 11" x 17") and smaller fonts are permissible for charts, diagrams, spreadsheets, etc.

Table of Contents:

The proposal, should **NOT exceed thirty (30) pages**, shall contain a Table of Contents to facilitate PRDEDC's consideration and evaluation. It is the proponent's responsibility to ensure that all sections of the proposal, including all attachments, are identified and easy to locate. The Table of Contents should read as follows:

Cover Page:

The title page shall contain the RFP subject and number; the name, email, and postal address of the proponent; the name, title and telephone number of the person authorized to represent the proponent; and the date of the proposal.

Letter of Interest:

The letter of interest shall contain a general statement of the purposes for submission of a proposal. It should briefly state the operational concept for the services (Project Approach), complying with the requirements of this RFP, demonstrate its understanding of the needs hereunder and the proponent's commitment to performing the services by the provisions of this RFP.

Tab 1: Executive Summary:

This part of the response to the RFP should be limited to a brief narrative highlighting the proposal. It should succinctly include qualifications, experience, and examples regarding the proponent's ability to do the work requested in this RFP. The section should limit technical jargon and marketing information and focus instead on qualifications, experience, assumptions, and a summary of the proponent's ability to meet the business partnering requirements of the PRDEDC, as stated in this RFP. The Executive Summary should be limited to a maximum of five pages (Times Roman, size 12, single space).

Tab 2: Company Information:

- 1) Name of the Company or Entity
- 2) Corporate Registration Number in the State Department (if applicable)
- 3) Postal Address
- 4) Telephones
- 5) Email address
- 6) Name, Position and Signature of the Authorized Representative or Contractor
- 7) Direct phone, cell phone and email address of the Authorized Representative
- 8) Employer Social Security Number
- 9) Number of the Merchant-Treasury Registration Certificate
- 10) Policy Number-State Insurance Fund
- 11) Organization chart of the firm

Proponents are expected to address the following information items within this section of the Solution Proposal:

Background Information: The proponent shall submit a brief history describing its experience providing services, like the ones specified herein. Showcase firms' relevant projects that highlight successful outcomes in similar industries.

Type of Organization: The proponent shall specify the type of organization, D/B/A, Corporation, Partnership, Joint Venture, or Sole Proprietorship.

Description of the Organization's History: If applicable, the proponent shall describe the proponent's organization's history, including the ownership, operations, management and staff, subsidiaries, affiliations, and office locations of the organization.

Organizational Documentation: Certifications depending on the type of organization. The proponent shall submit copies of the Certificate of Incorporation, Partnership Agreement or Joint Venture; and any other organizational document deemed necessary.

Financial and Responsibility Information: All proponents shall submit financial information that will enable the DEDC to evaluate its financial capacity to perform under the contract. The proponent shall demonstrate in the proposal that has adequate financial resources to perform the services under the contract(s), including providing audited financial statements or a reviewed financial statement if an audited report is not available. PRDEDC reserves the right, without limitations, to:

(i) modify the requirements of the information; (ii) request additional information or clarification during the evaluation process and, if appropriate, (iii) modify the minimum score requirements; all in the best interest of the DEDC's action plans.

Conflicts of Interest:

The proponent must disclose any prior contractual relationship between the legal entity, its partners, shareholders, officers, directors, or any other natural or legal person expected to participate in the execution of the contract, and the DEDC, its operational and affiliated entities, the Government of Puerto Rico, and/or any other federal or municipal government agency.

Tab 3: Approach to Scope of Services (Strategy and Methods)

Proponents are expected to address the following information items within this section of the Proposal:

- Overall description of the proposed solution
- Overall description of the approach and methodology
- Detailed scope of services to be provided
- Risk management approach
- The purpose of this section is to provide all the information needed by PRDEDC to fathom the implications of the proposed services.

Although PRDEDC recognizes that it may require additional information from specific proponents concerning this section of the Proposal, it must be evident that proponents have made a reasonably effort to formulate a responsible project approach.

Tab 4: Resumes of Key Staff and consultants

Provide a personnel roster and resumes of key staff who shall be assigned by the proponent to perform duties or services under the contract. Include an estimated number of hours to be worked on the contract for each person. Provide a resume, including education, licenses, valid certifications, background, accomplishments and any other pertinent information of the proponent, key staff, and consultants. Provide an organizational chart highlighting the key people who shall be assigned to accomplish the work required by this RFP, illustrating the lines of authority. And designate the individual responsible for the completion of each service component and deliverable of the RFP.

Introduce the team members who will be involved in the execution strategy (including profiles and relevant projects).

The proponent shall provide the names of specific clients for whom similar work to the services requested in this RFP has been performed. Any licenses or certifications applicable to the services requested in this RFP should be submitted.

Tab 5: References for Services Performed

The proponent will provide at least two recent references, including client names, contact people, phone numbers and a description of services provided for successful completion of similar projects.

Tab 6: Attachments

Aside from other documents mentioned in this RFP, every proponent must attach the following documents to their proposal for it to be considered valid:

1. Certificate of Eligibility from the Registry of Professional Service Providers (Registro Unico de Proveedores de Servicios): Proof that the proposer is registered and authorized to contract with the Government of Puerto Rico, as per the registry maintained by the General Services Administration (ASG).
2. Compliance Certification: A statement confirming that the proponent has read, understood, and accepted the terms of the RFP, including any addenda issued.
3. Conflict of Interest Certification: A declaration that the proponent's partners, officers,

subcontractors, or any other natural or legal persons involved in the execution of the contract have no direct or indirect conflicts of interest, in accordance with applicable federal and state regulations.

4. **Legal and Ethical Compliance and Criminal Conduct Certification:** A statement confirming that none of the proponent's partners, employees, subcontractors, or related individuals:
 - have been convicted of crimes,
 - are under investigation for corruption, domestic violence, sexual offenses, or other disqualifying conduct.
5. **Legal Entity Certification:** Required when the proponent is a legal entity (corporation, LLC, etc.). The proponent must disclose the identity of all owners, shareholders, partners, and officers. *(This requirement does not apply to publicly traded companies.)*
6. **Transparency and Disclosure Commitment:** A certification in which the proponent agrees to disclose all information requested by PRDEDC to conduct a complete and accurate evaluation of the proposal.

Proposal Execution

An authorized representative of the proponent shall duly execute the proposal. To constitute proper execution, the proposal shall be in strict compliance with the following:

- **Individuals:** Proposals submitted by individuals shall be signed by them. If the proposal is signed by an authorized representative, a power of attorney, dated and executed by the individual shall be attached to the proposal, as evidence of the representative's authority to sign the proposal.
- **Partnerships:** Proposals submitted by a partnership shall be signed on the partnership's behalf by at least one general partner or by an authorized representative of the partnership. If an authorized representative signs the proposal, a power of attorney, dated and executed by all partners of the proponent shall be attached to the proposal, as evidence of the representative's authority to sign the proposal and to bind the proponent.
- **Corporations:** Proposals submitted by for-profit and non-profit corporations shall state the correct name of the corporation and must be signed by an authorized officer, whose authority to bind the corporation must be evidenced by the corresponding corporate resolution. The title or position occupied by the corporate officer executing the proposal shall appear below the signature.
- **Joint Venture:** Proposals submitted by a joint venture shall be signed by all members of the joint venture. If the proposal is signed by only one member of the joint venture entity, the proposal shall be accompanied by a copy of the joint venture agreement, evidencing that the proposal is signed by a member with authority to bind the joint venture. The joint venture agreement shall be executed before the date and time specified for the proposal submission.

Proposal Submission

Proposals are to be submitted on the proposal's due date. Responses to the RFP submitted after the prescribed deadline will not be accepted.

Date: October 30, 2025

Time: 3:00pm

Any Proposal received after this date and time shall be recorded as late and retained unopened in the procurement file. PRDEDC expressly reserves the right to extend or otherwise amend the proposal due date via Addendum.

Emailed Submissions:

Through email will be the only method to receive bids / proposals / responses (collectively known as submissions) from vendors (i.e., bidders, proponents, or proponents) for all types of solicitation methods and contracts.

- Proposals must be saved in PDF format. The format must be “text searchable” and no scanned or “image” only document.
- The PDF file must be 25 megabytes or smaller.
- The PDF file must be submitted via email to naelia.cruz@ddec.pr.gov
- RFP number and company name must be included in the subject line of the email.
- The PDF file shall be named using the following format: RFP-DDEC-2025-01 - Company Name. PDF.
- Proposals must be received by PRDEDC on or before the due date and time specified in each RFP.
- PRDEDC will not consider any *proposals* that are *submitted* to an email address different from the one specified in the instructions. **NOTE: the email used to receive the RFP guide requests and submit questions regarding the RFP is not the same email to submit the proposal.**
- Only the emails received on time are going to be considered, which may mean that only some of the emailed documents are considered if a submission is sent in multiple emails.
- There are risks associated with sending submissions via email, including but not limited to delays in transmission between the sender's computer and PRDEDC's electronic mail system.
- PRDEDC recommends that the email be sent with a delivery receipt request.
- If an email is rejected or if an automated email is not received confirming that the email was received, contact Paola N. Rosario De Jesús Chief Financial Officer via email: paola.rosario@ddec.pr.gov
- Any email containing a virus or malware will be rejected.
- PRDEDC's designated staff will not open any email attachments prior to the closing of the submission period and, if one or more files cannot be opened (e.g., are corrupted), the proponent's will not have an opportunity to resend such files after closing.
- The proponent is responsible for the choice of the method ("channel") they use to submit the proposal. PRDEDC does not assume any responsibility for delayed or rejected emails or for any files that cannot be opened.
- The proponent acknowledges that all risks associated with emailed submissions are their sole responsibility and that late submissions, regardless of the reason, will be rejected.
- The COST PLAN must be submitted as a separate file. None of the financial proposal data is disclosed in other documents of the submission.

12. Procurement and Award Process:

Receipt of Proposals

Proposals will be dated, and time stamped immediately upon their receipt at PRDEDC as evidence of timely delivery. Only proposals that are timely received will be considered and evaluated. No proponent may modify, withdraw, or cancel his proposal or any part thereof after the proposal due

date, except as required in writing by the DEDC, this RFP and the applicable legal and regulatory requirements. Submittals of proposals shall serve as evidence of a proponent's acceptance of the terms, conditions and disclaimers of this RFP and the rights and options reserved here under by the DEDC.

All proposals remain valid for a period of one hundred and eighty (180) days after the date specified for the receipt of proposals. Following the receipt, the response of all proponents will be reviewed to determine that: (i) each proposal has been submitted following the requirements of this RFP; (ii) each proposal is complete and (iii) all required documentation was included with the proposal. Proposals will be evaluated by the DEDC, as described in the following sections.

Evaluation Committee

The Evaluation Committee appointed by the Secretary of DEDC will review and score the different sections of this RFP, as well as make final recommendations to the Secretary. The Committee shall conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP.

Following the receipt, the responses of all proponents will be reviewed for completeness and analyzed based upon the criteria described in this RFP. An initial evaluation will consider the requirements of the proposal. Those who meet the requirements will then be evaluated by the Evaluation Committee.

The Evaluation Committee may request clarifications to proponents, to assist in gaining additional understanding of the proposals. A response to a clarification request must be to clarify or explain portions of the already submitted proposal and may not contain new information not included in the original Proposal.

Technical Committees may be convened by the Evaluation Committee, as deemed necessary. The Evaluation Committee shall then prepare a written evaluation report to document the ranking of the proposals by technical and cost merits. The Evaluation Committee report will be submitted to the Secretary of PRDEDC with the corresponding recommendation for adjudication.

Errors and Omissions in Proposals

The DEDC reserves the right, without limitations, to reject a proposal that contains an error or omission. It also reserves the right, without limitations, to request correction of any errors or omissions and/or to request any clarification or additional information from any proponent, without opening clarifications for all proponents.

Proposal Scoring

Proponents will be awarded points based on their qualifications and work approach requirements, according to section 6 of this RFP.

Interviews and Proposal Refinements

The DEDC reserves the option to engage in interviews with proponents PRDEDC considers viable candidates, to discuss questions and/or considerations that can provide better clarity to refine proposals.

Negotiations

After the corresponding evaluation of the proposals, the DEDC can select all qualified proponents for negotiations. Negotiations are exchanges between the DEDC and proponents that are undertaken with the intent of allowing the proponents to revise their proposals. If the DEDC is not satisfied with the price offer of the proponent, they will recommend continuing further discussions/negotiations. The primary object of discussions is to maximize the DEDC's ability to obtain the best value, based on the requirements and the evaluation factors outlined in the RFP. The DEDC's Evaluation Committee may request and receive the best and final offers.

Selection and Award

The proponent(s) to be selected for the award will be based on the Proposal Evaluation Rubric stated in this RFP and the negotiations section. PRDEDC, based on the overall proposals received and their evaluation results, shall determine the number of successful proponents that represent the best interest of the overall programs implementation and the people of Puerto Rico.

The proponent(s) to be awarded the RFP shall be recommended by the Evaluation Committee. After the final recommendation from the Evaluation Committee, the Secretary of the DEDC will issue the Award Notice. Award will be made to the responsible and responsive proponent whose Proposal represents the best value to the DEDC, taking all elements (including price and technical score) into consideration. Award will be made at fair and reasonable prices only. The DEDC reserves the right to select a proposal other than the lowest price from a proponent within the competitive range.

A proposal must conform to the material requirements of the RFP. If the proposal does not conform to the solicitation, it will be rejected because it is considered non-responsive. The Secretary of PRDEDC shall review the Report of the Evaluation Committee and shall identify the proponent(s) that should be selected to provide the services requested by this RFP. The determination of a proponent's selection will be based on the merits of the proposal presented, following the evaluation criteria. However, the Secretary of PRDEDC, taking into consideration the proponent's proposal and the Evaluation Committee recommendation, shall identify for selection the proponent(s) as deemed most advantageous to the DEDC's interests and objectives.

Award without Negotiation

If, after the initial evaluation of proposals, there is a clear winner and there is no need to negotiate or obtain further clarification or information from that proponent (e.g., the price is reasonable), the Secretary of PRDEDC may proceed directly to the award, provided that the RFP clearly stated that the award could be made without negotiations.

Notice of Selection

The DEDC will issue a written notice of selection to the successful proponent(s) through certified mail to the address provided as part of the proposal (the "Notice of Selection"). The Notice of Selection will establish the selected proponent(s) obligation to submit any applicable post-award documentation.

Execution of Agreements

The DEDC will seek to execute a Service Agreement with the selected proponent(s). If an agreement cannot be reached, the DEDC may terminate negotiations with the chosen proponent(s) and proceed to the next-highest rated proponent until an agreement determined to be fair and reasonable to both

parties is obtained.

No proposal shall be binding upon the DEDC until an Agreement has been executed. The DEDC reserves the right to issue press releases or public statements regarding the services under the contract; and the right to cancel the award of an Agreement at any time before execution of the contract, without incurring in any liability.

Rejection of Proposals and Cancellation of RFP

Issuance of this RFP does not constitute a commitment by the Government of Puerto Rico and/or the DEDC to award a contract. The DEDC reserves the right, without limitations, to accept or reject, in whole or in part, and without further explanation, any or all proposals submitted; and/or to cancel this solicitation and reissue this RFP or another version of it, if it deems that doing so is in the best interest of the public interest, the Government of Puerto Rico, the DEDC or the impacted communities.

The DEDC reserves the right, without limitations, to disregard or waive any noncompliance, informalities and/or irregularities in the proposals received in response to this RFP, not otherwise identified as Mandatory Requirements and Qualifications in this RFP when, in its opinion, the public interest, the best interest of the Government of Puerto Rico, the DEDC or of the impacted communities will be served by such action.

DEDC Options

Without limitation and in addition to other rights reserved by the DEDC in this RFP, and when it is determined to be in its best interests, the DEDC reserves and holds, at its sole discretion, the following rights, and options:

- To reject any proponent that has a poor performance record, as demonstrated by past work performed for the DEDC, specifically from the standpoint of work quality and progress.
- To reject any proposal due to uncompleted work, which, in the judgment of the DEDC, might hinder or prevent the prompt completion of additional work, if awarded.
- To reject a proposal if any of the proponent's previous agreements with the DEDC or any other public or private entity declared in default.
- To conduct further investigations regarding the technical and financial qualifications of proponents from any sources deemed necessary, which might be others than those identified in the proposal.
- To reject a proposal if there are unauthorized additions, conditional or alternate proposals or irregularities of any kind which may tend to make the proposal incomplete, indefinite, or ambiguous.
- To cancel, without prejudice, any selection of proponents before the execution of the agreements.
- To reject proposals from a proponent shown to be submitting proposals under different names for the same services.
- To reject proposals upon evidence of collusion among several or all proponents.
- To take any action affecting the RFP process or the subject matter of this RFP, that would be in the best interests of the DEDC.
- Failure to provide any of the above-requested information shall be considered a substantial defect. All documents and products created by the proponent's and their sub-consultants shall become the exclusive property of the DEDC.

- By submitting a proposal, each proponent agrees, if the proposal is accepted, to enter a contract with the DEDC for the terms outlined in this RFP.
- Each proponent also accepts all terms and conditions of this RFP and any amendment thereof. The proponent's proposal and any additional information submitted by the proponent or negotiated between the proponent and the DEDC before the selection, together with this RFP and any addenda hereto, will serve as confirmations of the proponent's acceptance of all terms and conditions therein.

13. Administrative Procedure:

Any person, party or entity that considers itself having been adversely affected by the Award Notice or award determination of the Secretary of the DEDC, made in relation to this RFP, may file a petition for reconsideration before the Secretary within the twenty (20) days from the date on which the copy of the Award Notice is duly notified, as established in Act 38-2017, known as the Uniform Administrative Procedures of the Government of Puerto Rico Act. This is a jurisdictional term not subject to any extension. Failure to timely file the petition for reconsideration will preclude the Secretary of the DEDC from considering the same.

The applicable terms for the filing of a judicial review petition before Puerto Rico's Court of Appeals in relation to this action or lack of action by the Secretary of the DEDC, shall be those established in Act 38-2017 for bids procedures, particularly, in Sections 3.19 and 4.2. Simultaneously with the filing of the petition for reconsideration, the petitioner shall submit a copy of the petition to all the parties in the procedure and to the Secretary of the DEDC.

The mere filing of a petition for reconsideration before the DEDC's Secretary or filing of a judicial review petition before Puerto Rico's Court of Appeals will not have the effect of halting the contested award.

14. Contract:

Contract Period

The DDEC intends to execute a contract with the Proposer(s) selected under this solicitation. The Grant Management System and related services, if applicable, contract will have effectiveness of one (1) year and renewable subject to availability of funds from each program for the second year. This period includes all administrative tasks, the startup of services, the services included in the Proposal and the final payment at the end of each service.

Performance Period

The Performance Period for this Agreement is for a maximum of one year, including holidays, from the day stated in the contract. The time is included in the Contract Period and is not to be considered as in addition to the Contract Period. The duration of the services will be as per Statement Work and as agreed to by the parties.

Payments

Payments shall be issued for services provided, previously approved by the DEDC. It is the Selected Proposer's responsibility to provide all services, as set forth under the Scope of Services detailed in this RFP.

Payment will be made upon presentation of the invoice evidenced by the services provided and duly authorized by the DEDC. Selected proponents must submit all required invoices supporting documents, including but not limited to, monthly reports, time sheets, and any other documentation that supports the services provided. Invoices must be submitted within the first ten (10) calendar days from the end of the period for the services being invoiced.

If the DEDC finds the submitted invoice and supporting documents acceptable, then the invoice will be approved and processed for payment promptly after submission of the invoice. The DEDC reserves the right to review the correctness of invoices and perform audits as is necessary.

The Selected proponent shall submit monthly invoices for the agreed fees or in accordance with the contractual clauses reached. Invoices must be detailed, specified, and itemized, accompanied by a description of the services provided, as previously approved by the DEDC. In addition, it should be noted that no public servant of the contracting entity is a party or has an interest in the profits or benefits of the product from the contract, regarding the invoice. If it does have an interest in some part of the profits or benefits of the contract, it must specify that a waiver has been mediated. The DEDC shall request from the Selected proponent all the necessary information related to the invoiced expenses, to verify them, before ordering the release of payment.

The selected proponent will deliver the original invoice to the DEDC as per the terms of the contract. Such an invoice must be properly completed and certified by the selected proponent. Upon receipt, the designated office within the DEDC will process it for certification, in accordance with the Internal Revenue Code of Puerto Rico, following the standards and regulations established by enforcement agencies of the Government of Puerto Rico.

15. Public Information:

All information submitted in response to this RFP becomes property of the PRDEDC. The documents and other records submitted to the PRDEDC are part of the public record and subject to public disclosure; accordingly, information submitted should be expected to be subject to public availability, except for proponent financial information which will remain confidential and will not be made public. Therefore, any response submitted which contains confidential information must be conspicuously marked on the outside as containing confidential information, and each page upon which confidential information appears must be conspicuously marked as containing confidential information.

16. Confidentiality of Information Associated with PRDEDC:

Information associated with the PRDEDC, or any other GOVERNMENT entity, obtained by proponents as a result of their participation in this RFP is confidential and must not be disclosed without prior written authorization from the PRDEDC.

17. References

Executive Order-2025-012: <https://docs.pr.gov/files/Estado/OrdenesEjecutivas/2025/OE-2025-012.pdf>