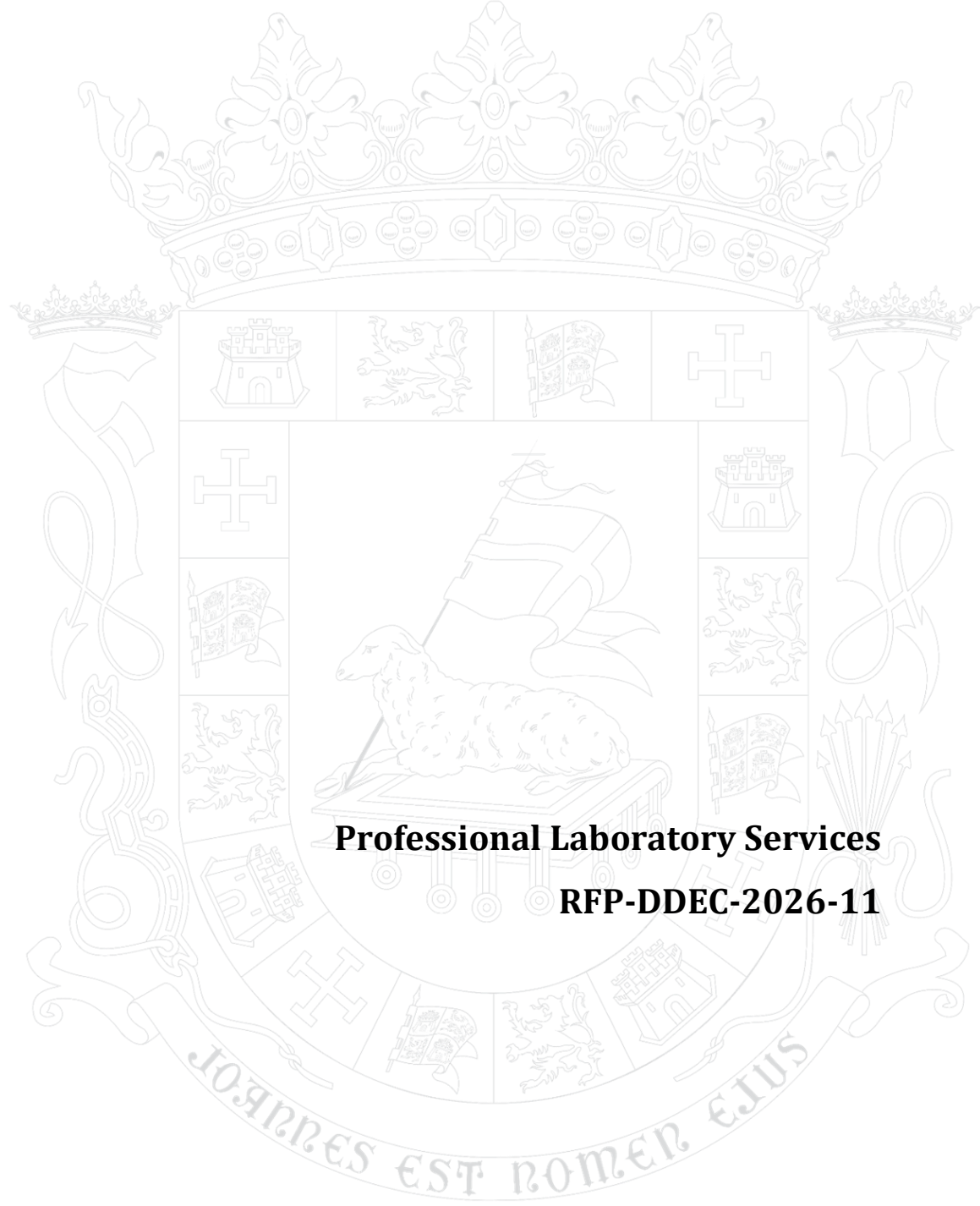




Professional Laboratory Services

RFP-DDEC-2026-11



DEPARTAMENTO DE

**DESARROLLO
ECONÓMICO Y COMERCIO**

GOBIERNO DE PUERTO RICO

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1 Introduction and Background

1.1 Overview of the Puerto Rico Department of Economic Development and Commerce

The Puerto Rico Department of Economic Development and Commerce (PRDEDC) is the principal executive branch agency responsible for promoting and facilitating economic growth, competitiveness, and innovation throughout Puerto Rico. Established under Reorganization Plan No. 4 of 1994, as amended, the PRDEDC leads the Government of Puerto Rico's economic development strategy through its integrated programs, incentives, and initiatives designed to attract investment, foster entrepreneurship, and strengthen local industries.

Through its various divisions and affiliated entities, the PRDEDC serves as the central coordinating body for economic transformation, overseeing industrial promotion, commercial development, incentives management, and strategic policy implementation to advance Puerto Rico's long-term prosperity.

The PRDEDC is the entity designated by Law No. 171-2014 as the state administering agency of federal funds received under Title I of the Workforce Innovation and Opportunity Act (WIOA), through the Workforce Development Program (WDP).

The WDP has the mission to implement an integrated system for workforce development that provides access to employment and training services and joint efforts with the private sector to promote the economic development of Puerto Rico. The WDP leads workforce strategies that contribute to the economic competitiveness for businesses and workers.

The purpose of the Title I of WIOA is to provide workforce investment activities through statewide and local workforce development systems that increase participants' employment, retention, and earnings and raise the attainment of recognized postsecondary credentials by participants. As a result, WIOA helps improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers, and enhance the productivity and competitiveness of the Nation.

As part of the WDP, the State Unit for Dislocated Workers and Employers (SUDWE) was created to provide dislocated workers with "Required and Permissible Statewide Rapid Response Activities," in accordance with Section 134(a)(3)(A) of WIOA. As part of its responsibilities, SUDWE coordinates and implements a range of support services for workers affected by permanent business closures or mass layoffs in Puerto Rico. To reach dislocated workers across the Island and expand the delivery of in-person Rapid Response services, the WDP is planning to incorporate additional tools to align with current technological trends through various virtual platforms. This will, in turn, provide participants with an alternative means of accessing services via the Internet.

1.2 Legal Basis and Authority

This Request for Proposals (**RFP No. DDEC-2026-11**) is issued under the authority granted by Reorganization Plan No. 4 of 1994, as amended, which establishes the organizational and operational framework of the Puerto Rico Department of Economic Development and Commerce (PRDEDC). It is also consistent with the policy framework established under Act No. 60-2019, known as the Puerto

Rico Incentives Code, which consolidates and regulates the island's economic development initiatives.

The procurement process shall comply with all applicable Puerto Rico laws, regulations, and executive instruments governing the contracting of professional services by public entities, including Executive Order 2021-029, Circular Letter No. 013-2021 issued by the Office of the Comptroller of Puerto Rico and the *“Procedimiento Interno para la Evaluación y Selección de Proveedores de Servicios Profesionales cuya cuantía sea de \$250,000 o más, y aquellos de menor cuantía cuando así se determine por el Departamento de Desarrollo Económico y Comercio (DDEC) y sus Entidades Operacionales y Adscritas Oficina de Asesoramiento Legal”*.

1.3 Institutional Context and Strategic Transformation

The PRDEDC, through its Workforce Development Program (WDP) funded under the Workforce Innovation and Opportunity Act (WIOA), is undergoing a comprehensive workforce and service delivery transformation initiative aimed at strengthening workforce readiness, improving access to employment opportunities, supporting displaced workers and employers, and enhancing the effectiveness of workforce-related services throughout Puerto Rico. As part of this initiative, the Department seeks to enhance and professionalize the delivery of laboratory and screening services provided during employment and recruitment activities conducted under the WIOA-funded programs.

The PRDEDC seeks to project its role as a leader in workforce development, economic recovery, and public service excellence, reinforcing its mission to connect job seekers, displaced workers, and employers through integrated workforce solutions that promote employment, economic mobility, institutional efficiency, and long-term economic resilience throughout Puerto Rico.

In this context, this procurement serves as a strategic mechanism to support recruitment fairs, Rapid Response activities, workforce outreach initiatives, and employment-related events conducted by the WDP. The laboratory services to be procured under this RFP are intended to facilitate timely and compliant occupational screening services, clinical testing, and controlled substance testing required by participating employers and employment opportunities offered through the WIOA system.

This initiative further supports the Department's commitment to workforce participation, employer engagement, regulatory compliance, workplace safety, operational efficiency, and the delivery of high-quality workforce services to participants, employers, and community stakeholders throughout Puerto Rico.

1.4 Alignment with PRDEDC's Priorities

The strategy resulting from this RFP must align with PRDEDC's key strategic priorities, which include:

- **Workforce Development and Employment Readiness:** Strengthening Puerto Rico's workforce system by facilitating timely access to employment opportunities, occupational screenings, and employer-required certifications necessary to support job placement and workforce participation.
- **Support for Displaced Workers and Rapid Response Activities:** Providing responsive and coordinated services to displaced workers, affected employers, and communities

experiencing layoffs, closures, or economic disruptions through WIOA-funded Rapid Response and workforce transition initiatives.

- **Employer Engagement and Business Support:** Enhancing employer participation in workforce programs by supporting recruitment fairs, hiring events, and employment initiatives that help employers efficiently identify, screen, and onboard qualified candidates.
- **Operational Excellence and Service Delivery Modernization:** Improving the quality, efficiency, accessibility, and responsiveness of workforce-related support services through reliable, compliant, and professionally managed laboratory and occupational health services.
- **Regulatory Compliance and Workplace Safety:** Supporting compliance with federal, state, and employer-specific occupational health and substance control requirements while promoting safe and productive work environments.
- **Economic Recovery and Workforce Resilience:** Supporting Puerto Rico's long-term economic recovery and resilience by strengthening workforce attachment, reducing barriers to employment, and facilitating access to career opportunities across strategic industries and economic sectors.

1.5 Purpose of this RFP

Through this RFP, the PRDEDC seeks to establish a strategic partnership with an experienced, qualified, and properly licensed clinical and toxicology laboratory services provider capable of delivering reliable, timely, compliant, and island-wide laboratory services in support of employment and workforce development initiatives administered under WIOA,

The selected contractor shall provide comprehensive laboratory and occupational screening services for recruitment fairs, hiring events, Rapid Response activities, workforce outreach initiatives, and other employment-related activities conducted by the WDP. Services may include, but are not limited to, health certificates, VDRL testing, tuberculin testing, throat cultures, specimen collection, controlled substance testing, SAMHSA-compliant drug testing, chain of custody management, confirmatory testing, Medical Review Officer ("MRO") services, and related occupational health services over a period of one (1) year.

The selected firm shall present a comprehensive, integrated, and results-oriented proposal that effectively addresses all operational, technical, logistical, regulatory, and service delivery requirements described in this RFP, including:

- Mobile and on-site laboratory services;
- Specimen collection and transportation;
- Chain of custody procedures;
- Laboratory analysis and reporting;
- Controlled substance testing and confirmations;
- Compliance with applicable federal and Puerto Rico laws and regulations;
- Rapid turnaround times for results;
- Operational availability throughout Puerto Rico, including regional activities and special events;
- Confidentiality and data security requirements;
- Support for WIOA-funded workforce and employment initiatives.

Partial, incomplete, or fragmented proposals that fail to demonstrate the proposer’s capacity to fully satisfy the requirements of this RFP will be deemed non-responsive and may be rejected by the PRDEDC.

2 Purpose and Strategic Objectives

2.1 Purpose

As stated above, this RFP seeks qualified firms that provide professional clinical, occupational health, and laboratory testing services that will enable the PRDEDC, through its WDP funded under WIOA, to strengthen workforce service delivery, support employment readiness initiatives, facilitate employer recruitment efforts, and ensure timely compliance with occupational and pre-employment screening requirements associated with workforce activities and hiring events.

Thus, the selected contractor shall work in close collaboration with PRDEDC’s WDP, including the SUDWE, Rapid Response personnel, workforce program staff, participating employers, and other authorized representatives to provide and coordinate comprehensive laboratory and occupational screening services that support recruitment fairs, workforce outreach initiatives, employment events, and other WIOA-related activities conducted throughout Puerto Rico.

The selected contractor shall be responsible for delivering timely, reliable, compliant, and professionally managed laboratory services, including on-site specimen collection, controlled substance testing, clinical testing, health certifications, chain of custody management, reporting of results, and related services necessary to support workforce participation, employer engagement, workplace safety, and successful employment placement outcomes under the WIOA system.

2.2 Strategic Objectives

PRDEDC’s strategic efforts shall be guided by the following core objectives:

1. Strengthen Workforce Service Delivery and Employment Readiness
 - Facilitate timely access to occupational health and laboratory screening services required for employment opportunities and workforce participation.
 - Support recruitment fairs, Rapid Response activities, and workforce outreach initiatives conducted under WIOA-funded programs.
 - Reduce delays in the hiring and onboarding process for job seekers and participating employers.
 - Improve participant readiness and successful transition into employment opportunities.
2. Enhance Employer Support and Workforce Engagement
 - Provide reliable and responsive laboratory services that support employer recruitment and hiring efforts.
 - Assist employers in meeting occupational health, safety, and pre-employment screening requirements.
 - Strengthen coordination between employers, workforce partners, and PRDEDC workforce initiatives.
 - Promote employer confidence in workforce development services and employment-related activities.

3. Ensure Regulatory Compliance and Workplace Safety
 - Maintain compliance with all applicable federal and Puerto Rico laws, regulations, and industry standards governing occupational health and controlled substance testing.
 - Implement and maintain strict chain of custody procedures and specimen integrity protocols.
 - Support safe and drug-free workplace initiatives through compliant testing and reporting practices.
 - Ensure confidentiality, privacy protection, and secure handling of participant and employee information.
4. Improve Operational Efficiency and Responsiveness
 - Provide mobile and on-site laboratory services throughout Puerto Rico, including regional recruitment activities and special events.
 - Ensure rapid turnaround times for test results, certifications, and reporting.
 - Maintain sufficient staffing, equipment, and operational capacity to support simultaneous or large-scale events.
 - Enhance coordination and communication with PRDEDC staff and participating employers.
5. Support Economic Recovery and Workforce Resilience
 - Assist displaced workers and job seekers in accessing employment opportunities through streamlined workforce support services.
 - Support workforce attachment and labor market participation across strategic industries and economic sectors.
 - Contribute to Puerto Rico's long-term workforce development and economic resilience objectives through effective employment support services.

2.3 Expected Outcomes

The successful implementation of this RFP is expected to result in measurable outcomes, including but not limited to:

- Timely delivery of laboratory and occupational screening services during recruitment fairs, Rapid Response activities, and WIOA-funded workforce events throughout Puerto Rico.
- Reduction in turnaround times for occupational screening services, including health certificates, clinical testing, and controlled substance testing required by participating employers.
- Improved workforce readiness and participant eligibility processing by facilitating timely completion of employer-required screenings and certifications.
- Increased employer participation and satisfaction in recruitment fairs and workforce initiatives supported by reliable, professional, and responsive laboratory services.
- Improved operational coordination and efficiency during workforce recruitment and outreach activities through the availability of on-site and mobile laboratory services.
- Compliance with all applicable federal and Puerto Rico laws, regulations, and industry standards governing occupational health services, controlled substance testing, confidentiality, and chain of custody requirements.
- Improved quality control and integrity of specimen collection, handling, transportation, analysis, and reporting processes.

- Enhanced support for displaced workers, job seekers, and workforce participants through streamlined access to employment-related occupational screening services.
- Increased operational capacity to conduct workforce recruitment activities and Rapid Response events throughout Puerto Rico, including rural and regional locations.
- Improved performance monitoring and service accountability using service metrics, turnaround time reporting, operational tracking, and other performance indicators established by the PRDEDC.

2.4 Guiding Principles for Implementation

All services, activities implemented under this RFP shall adhere to the following guiding principles:

- **Integration:** All services, operational activities, testing procedures, reporting requirements, and project components shall form part of a unified and coordinated service delivery framework aligned with the overall objectives of the PRDEDC WDP and WIOA-funded workforce initiatives.
- **Transparency:** All activities shall reflect the highest ethical, professional, and regulatory standards, ensuring accuracy, accountability, reliability, and proper documentation of all laboratories, occupational health, and testing-related services.
- **Regulatory Compliance:** All services shall comply with applicable federal and Puerto Rico laws, regulations, and industry standards, including but not limited to chain of custody requirements, confidentiality obligations, occupational health regulations, SAMHSA standards, HIPAA requirements, and workplace safety requirements.
- **Data-Driven Decision Making:** Reporting, operational management, and performance monitoring shall be supported by measurable indicators, service metrics, turnaround time tracking, quality control measures, and operational analytics that support continuous improvement and accountability.
- **Accessibility and Inclusion:** Services shall be designed and implemented to ensure equitable access for participants, employers, displaced workers, and workforce program participants throughout Puerto Rico, including regional, rural, and underserved communities. Contractors shall demonstrate the capacity to provide island-wide services, including mobile and on-site operations.
- **Responsiveness and Operational Readiness:** The contractor shall maintain the operational flexibility, staffing capacity, equipment, and logistical readiness necessary to support recruitment fairs, Rapid Response activities, workforce outreach events, and other employment-related initiatives conducted by the PRDEDC.
- **Confidentiality and Information Security:** All participant, employee, employer, and medical information shall be handled in a confidential and secure manner, utilizing appropriate physical, administrative, and electronic safeguards to protect sensitive information and maintain compliance with applicable privacy laws and regulations.
- **Quality Assurance and Continuous Improvement:** The contractor shall implement quality control procedures, standardized operational protocols, and continuous improvement practices to ensure consistent, accurate, and reliable service delivery.
- **Collaboration and Coordination:** The contractor shall work collaboratively with PRDEDC personnel, WDP staff, participating employers, workforce partners, and authorized representatives to ensure efficient coordination and successful execution of workforce-related activities and services.

- **Innovation and Operational Efficiency:** The proposal should demonstrate the use of efficient operational methodologies, modern laboratory practices, electronic reporting systems, scheduling coordination tools, mobile service capabilities, and other innovative practices that enhance service quality, responsiveness, and operational efficiency.

3 Scope of Work / Statement of Work

3.1 General Description

The selected contractor shall provide comprehensive clinical, occupational health, and laboratory testing services to support PRDEDC's workforce development and employment-related objectives under WIOA. The services shall be delivered through an integrated, collaborative, and operationally coordinated approach that ensures consistency, efficiency in resource utilization, timely service delivery, regulatory compliance, and alignment with the PRDEDC priorities articulated in Section 1.4 of this RFP.

The contractor is expected to provide professional laboratory and occupational screening services that directly support the PRDEDC WDP, including recruitment fairs, hiring events, workforce outreach initiatives, Rapid Response activities, and other employment-related services conducted throughout Puerto Rico. The services and deliverables under this RFP are intended to facilitate workforce readiness, employer engagement, workplace safety, operational efficiency, and timely participant access to employment opportunities.

The contractor shall provide, coordinate, and manage services including, but not limited to:

- Health certificates;
- Clinical laboratory testing;
- VDRL testing;
- Tuberculin (PPD) testing;
- Throat culture testing;
- Controlled substance and toxicology testing;
- SAMHSA-compliant drug testing;
- Alcohol testing;
- Mobile and on-site specimen collection;
- Chain of custody management;
- Specimen transport and preservation;
- Confirmatory testing (GC-MS/CG-MS);
- Medical Review Officer ("MRO") services;
- Reporting and delivery of results;
- Operational coordination for recruitment fairs and workforce events;
- Related occupational health and laboratory support services.

To ensure consistency and strategic coherence, each service domain described in this Scope of Work shall explicitly incorporate the core workforce and economic priorities of the Government of Puerto Rico and the PRDEDC, including:

- Strengthening workforce readiness and labor force participation;

- Supporting displaced workers and workforce transition initiatives;
- Enhancing employer engagement and recruitment support services;
- Promoting workplace safety and regulatory compliance;
- Improving operational efficiency and public service delivery;
- Supporting economic recovery, resilience, and workforce development throughout Puerto Rico.

All project activities, operational services, deliverables, and outputs shall integrate one or more of these strategic priorities in a measurable, data-informed, operationally efficient, and service-oriented manner aligned with Puerto Rico's broader workforce and economic development objectives.

Proposers must demonstrate their capacity, operational resources, staffing availability, technical expertise, island-wide service capability, and logistical readiness to effectively coordinate with PRDEDC personnel, the WDP, the SUDWE, participating employers, workforce partners, recruitment event coordinators, and other authorized entities involved in WIOA-funded workforce activities.

Each proposal shall clearly describe its:

- Operational and service delivery approach;
- Integration and coordination framework;
- Laboratory and testing methodology;
- Mobile service capabilities;
- Staffing plan and personnel qualifications;
- Quality control and chain of custody procedures;
- Regulatory compliance protocols;
- Turnaround times and reporting methodology;
- Confidentiality and information security measures;
- Performance monitoring processes;
- Measurable service delivery and operational impact indicators.

3.2 Service Domains (Work Areas)

The Scope of Work is organized into three (3) primary service domains. Each domain includes:

- A description of required services,
- The expected deliverables, and
- A Bidder Response Guide to orient the structure of the proposer's submission.

Note: The deliverables listed under each service domain are provided for reference and expectation-setting purposes only. They illustrate the type and scope of outputs that PRDEDC anticipates after contract award. Proposers are not required to submit these deliverables as part of their proposal. Instead, their technical submission should focus on demonstrating the capacity, methodology, operational readiness, and organizational approach necessary to effectively produce such outputs once engaged by PRDEDC.

Proposers must clearly indicate how service domains will integrate with one another to ensure operational consistency, coordination, compliance, and efficient service delivery across recruitment

fairs, workforce outreach initiatives, Rapid Response activities, and other WIOA-funded workforce events.

Proposers must also describe how activities under each domain will align and coordinate with PRDEDC's WDP, the UETDP, participating employers, workforce partners, and other authorized public entities involved in workforce and employment initiatives.

3.2.1 Clinical and Occupational Health Laboratory Services

The contractor shall provide and execute integrated clinical and occupational health laboratory services that support workforce participation, employment readiness, recruitment fairs, and workforce-related activities conducted under WIOA-funded programs.

Required Services:

- Provide Health Certificates;
- Conduct VDRL testing;
- Conduct Tuberculin (PPD) testing;
- Conduct throat culture testing;
- Perform occupational health-related laboratory services;
- Provide specimen collection services;
- Provide mobile and on-site laboratory services during recruitment fairs and workforce events;
- Process and analyze laboratory specimens;
- Deliver laboratory results and certifications within required turnaround times;
- Provide secure handling and confidential management of participant information.

Expected Deliverables:

- Health Certificates;
- Laboratory test results and reports;
- Documentation of specimen collection activities;
- Monthly service activity reports;
- Operational coordination reports for recruitment events;
- Compliance and quality assurance documentation.

Bidder Response Guide:

Proposers shall:

1. Describe the proposer's relevant experience and expertise in clinical laboratory and occupational health services.
2. Provide at least three (3) examples of projects involving workforce-related, occupational, mobile, or event-based laboratory services.
3. Explain the methodology, staffing model, operational approach, and quality control procedures that will be utilized to support workforce events and recruitment fairs.
4. Demonstrate familiarity with applicable occupational health requirements, confidentiality standards, and public-sector operational environments.
5. Describe the proposer's capacity to provide island-wide services, including regional and mobile operations.

3.2.2 Controlled Substance Testing and Chain of Custody Services

The contractor shall provide comprehensive controlled substance testing and chain of custody services that support employer hiring requirements, workplace safety initiatives, and compliance with applicable federal and Puerto Rico laws and regulations.

Required Services:

- Conduct controlled substance testing services, including Panel 3, Panel 5, Panel 5 FTA/SAMHSA, and other required drug testing panels;
- Conduct alcohol testing services;
- Provide specimen collection and transportation;
- Maintain strict chain of custody procedures;
- Provide confirmatory GC-MS/CG-MS testing for positive results;
- Provide Medical Review Officer (“MRO”) services;
- Maintain secure storage and disposition of specimens in accordance with applicable requirements;
- Ensure compliance with SAMHSA and applicable regulatory standards.

Expected Deliverables:

- Drug testing reports and laboratory results;
- Chain of custody documentation;
- GC-MS/CG-MS confirmation reports;
- MRO reports and certifications;
- Compliance and quality assurance reports;
- Documentation of specimen handling and disposition procedures.

Bidder Response Guide:

Proposers shall:

1. Describe the proposer’s experience and qualifications in toxicology and controlled substance testing services.
2. Provide at least three (3) examples of projects involving drug testing, occupational screening, or workforce-related toxicology services.
3. Explain the chain of custody procedures, specimen integrity protocols, and confirmatory testing methodologies that will be implemented.
4. Demonstrate familiarity with SAMHSA requirements, applicable occupational regulations, and workplace testing standards.
5. Describe the qualifications and availability of Medical Review Officer (“MRO”) services and related professional personnel.

3.2.3 Mobile Workforce Event Support and Operational Coordination

The contractor shall provide operational coordination and mobile laboratory support services necessary to effectively conduct recruitment fairs, Rapid Response activities, workforce outreach events, and employment-related initiatives throughout Puerto Rico.

Required Services:

- Mobilize personnel, equipment, and supplies to recruitment fairs and workforce events;
- Coordinate on-site operations with PRDEDC personnel and participating employers;
- Provide mobile specimen collection services throughout Puerto Rico, including regional and rural locations;
- Maintain operational readiness for workforce outreach and Rapid Response activities;
- Coordinate scheduling, staffing, and logistical support for events;
- Ensure timely delivery of services during high-volume or multi-site activities;
- Provide operational communication and coordination support.

Expected Deliverables:

- Mobile service deployment schedules;
- Event operational support reports;
- Recruitment fair activity summaries;
- Staffing and logistical coordination reports;
- Turnaround time and performance metric reports;
- Documentation of operational readiness and service capacity.

Bidder Response Guide:

Proposers shall: Breaking

1. Describe the proposer's experience providing mobile or on-site workforce support services.
2. Provide at least three (3) examples of projects involving event coordination, mobile health services, workforce outreach, or rapid deployment operations.
3. Explain the logistical, operational, and staffing approach that will be utilized to support recruitment fairs and workforce activities.
4. Demonstrate the proposer's ability to provide timely, responsive, and island-wide operational support services.
5. Describe the systems, communication methods, and operational controls that will be utilized to coordinate services with PRDEDC and participating employers.

3.3 Integration Requirement

All proposals must address the three (3) service domains described above and present an integrated strategy demonstrating how these services will operate cohesively to support PRDEDC's priorities.

Proposals that do not clearly demonstrate inter-domain integration, measurable outcomes, and narrative alignment with the PRDEDC's priorities may receive lower technical evaluation scores.

3.4 Project Management and Coordination Requirement

The selected contractor shall designate a Project Manager who will serve as the primary point of contact with PRDEDC's WDP. This individual will be responsible for ensuring timely coordination, quality control, and the delivery of all required reports and materials under this contract.

The Project Manager shall:

- Oversee planning, execution, and performance monitoring across all service domains.
- Maintain continuous communication with PRDEDC's assigned Contract Officer and WDP.
- Facilitate approval workflows, ensuring compliance with PRDEDC's internal review protocols.
- Coordinate subcontracted partners and vendors as necessary to meet established timelines.

The Project Manager must possess demonstrable experience managing Laboratory Services projects of similar scale and complexity, preferably within the public or economic development sectors.

4 Principles of Execution and Service Standards

All services under this RFP are expected to be delivered within a framework of excellence, transparency, and full regulatory compliance, in accordance with the laws and regulations of the Government of Puerto Rico and applicable federal provisions. Proposals should demonstrate how the proposer's approach will uphold these principles and ensure effective coordination with PRDEDC.

4.1 Performance and Coordination Principles

Proposers are expected to design their service approach around the following principles:

- Performance reporting: Clear weekly, monthly, quarterly, or annual, as required, performance reports that include measurable progress indicators and documented outcomes.
- Continuous coordination: Ongoing communication mechanisms with PRDEDC's WDP and affiliated entities, ensuring consistency and alignment across all initiatives.
- Flexibility and adaptability: Ability to adjust priorities, timelines, and tactics in response to economic developments, emerging opportunities, or changes in public policy.
- Capacity & knowledge transfer: Commitment to strengthening PRDEDC's internal capabilities through manuals, operational guides, and knowledge transfer.

4.2 Service Standards and Availability

Proposals should clearly outline how service delivery will meet the following standards:

- Availability: Regular business hour coverage with extended availability to address urgent or time-sensitive matters when required.
- Responsiveness: Prompt acknowledgment and handling of PRDEDC requests or feedback.
- Coordination: Structured internal processes to ensure timely communication, document sharing, and approvals.

4.3 Transparency and Accountability

Proposers should describe how transparency and accountability will be embedded in all aspects of project management and reporting. This includes documentation of deliverables, progress tracking, and internal mechanisms that ensure traceability and integrity throughout execution.

4.4 Deliverable Review and Continuous Improvement

Proposals should describe how expected deliverables will be reviewed, approved, and tracked for quality assurance. PRDEDC encourages proposers to include mechanisms for continuous improvement and innovation throughout the engagement, ensuring the integration of global best practices and emerging technologies.

5 Mandatory Requirements and Proposal Submission

The purpose of this section is to outline the mandatory requirements that all proposers must meet to be considered responsive under this RFP. Compliance with the Mandatory Requirements will be evaluated on a Pass/Fail basis prior to the technical evaluation (work approach).

All supporting documents must be current, valid, and verifiable at the time of submission. Failure to submit any of the required documents will result in a non-compliant proposal.

5.1 Mandatory Requirements

All proposers must submit every document and certification listed in **Table 1** and **Table 2** as part of their proposal package. Each proposer must complete and sign (**Annex A**) and the checklist must be included as the first page of the Mandatory Requirements section of the proposal package.

Table 1 – Organizational Documents

Description / Documentation Needed	
RUP – Registro Único de Proponentes	Copy of valid registration issued by the Puerto Rico General Services Administration (ASG).
Certification of Legal Entity / Corporate Structure	Official certification identifying owners, officers, or members of the proposing entity.
Shareholder or Partner List	List of shareholders or partners and their ownership percentage within the proposing entity.
Employer Identification Number (EIN)	Copy of the Employer Identification Number (IRS Form SS-4 confirmation letter).
Good Standing Certificate	Issued by the Puerto Rico Department of State confirming the entity is active and in good standing.
Certificate of Existence or Authorization to Do Business in Puerto Rico	For non-local entities, provide certificate authorizing the entity to conduct business in Puerto Rico.
Merchant Registration Certificate	Issued by the Puerto Rico Department of Treasury (Hacienda).
Partnership Authorization Letter / Corporate Resolution	For partnerships: letter or resolution designating the authorized signatory. For corporations: certified Board of Directors resolution with corporate seal authorizing participation and contract execution.
Financial Statements	Year-end audited, reviewed, or compiled financial statements for the most recent two (2) years, issued by a Certified Public Accountant (CPA) in accordance with U.S. GAAP. Must include Balance Sheet, Statement of Operations, Statement of Cash Flows, and Notes. If the Proposer has not been in business within the year prior to the submission date, it must provide, for each Principal, Stockholder, Partner, or Member with 25% or more ownership (and those providing capital or guarantees): (1) audited, reviewed, or compiled financial statements for the last two years, prepared by a CPA under US GAAP. The financial statements must include Balance Sheet, Statement of Operations, Statement of Cash Flows, and notes to the financial statements; (2) a sworn statement dated within sixty (60) days before submission identifying all Principals, Stockholders, Partners, Members, and their business participation; and (3) copies of income tax returns for the last two years.

Table 2 – Certifications and Affidavits

Requirement	Description / Documentation Needed
Sworn Statement of Compliance with Act No. 2-2018	Use the standard format provided in Annex A; must be signed and notarized.
Conflict of Interest Certification	Statement declaring the absence of any actual or potential conflict of interest with PRDEDC or other Government of Puerto Rico agencies. Use standard format provided as Annex A .
Criminal and Ethical Background Declaration	Sworn statement that neither the proposer nor its principals have any criminal record or pending ethical proceedings.
Sales and Use Tax (IVU) Debt Certification – Model SC-2927	Issued by the Puerto Rico Department of Treasury.
Income Tax Filing Certification – Model SC-6088	Issued by the Puerto Rico Department of Treasury.
Debt Certification – Model SC-6096	Issued by the Puerto Rico Department of Treasury.
Sales and Use Tax Return Filing Certification – Model SC-2942	Issued by the Puerto Rico Department of Treasury.
Employer Registration and Unemployment/Disability Insurance Certification	Issued by the Puerto Rico Department of Labor and Human Resources.
Chauffeurs' Social Security Fund Certification	Issued by the Puerto Rico Chauffeurs' Social Security Fund Administration.
State Insurance Fund Corporation (CFSE) Debt Certification – Form CFSE-3047	Issued by the Puerto Rico State Insurance Fund Corporation.
ASUME Compliance Certification	Corporate or individual certification of compliance issued by the Puerto Rico Child Support Administration (ASUME).
Municipal Tax (CRIM) Certification	Certification of filing and debt status for both personal and real property taxes, issued by the Municipal Revenue Collection Center (CRIM).
General Debt Certification (All Concepts)	Comprehensive debt certification covering all tax obligations, issued by the corresponding Puerto Rico government agencies.

6 Proposal Evaluation and Scoring Criteria

6.1 Evaluation Process Overview

Proposals will be evaluated through a structured, multi-stage process to ensure fairness, transparency, and alignment with the objectives of the PRDEDC.

The evaluation process will consist of the following stages:

- **Stage 1 – Mandatory Requirements (Pass/Fail):** Verification of all documents and certifications required in Section 5. Only compliant proposals will advance to the next stage.
- **Stage 2 – Technical Evaluation:** Assessment of the proposer’s understanding, methodology, capacity, and experience, based on the criteria in Section 3.2.
- **Stage 3 – Cost Plan Evaluation:** Review of the proposed budget, pricing structure after completion of the technical stage.
- **Stage 4 – Final Composite Score and Recommendation for Award:** Compilation of results from all stages to determine final rankings and recommendations.

6.2 Evaluation Criteria and Weighting

Each eligible proposal will be scored according to the criteria below. The total possible score is 100%.

Table 3 – Evaluation Criteria and Scoring Weights

Evaluation Factor	Description	Score (%)
Technical Approach and Work Plan	Evaluates the clarity and feasibility of the proposed strategy and execution framework. This criterion assesses the proposer’s overall technical approach, understanding of PRDEDC’s objectives and strategic priorities, integration across domains, and capacity to adapt to evolving economic and institutional contexts.	35%
Institutional Experience and Past Performance	Assesses the proposer’s track record and demonstrated experience in managing comparable projects. Evaluation considers the quality, scale, and relevance of previous work, client references, documented results, experience with Laboratory Services and proven success cases.	25%
Proposed Team and Management Capacity	Evaluates the qualifications, experience, availability, and organizational structure of the proposed team, including the Project Manager, Medical Director (if applicable), Medical Review Officer (MRO), licensed Medical Technologists, Phlebotomists and Specimen Collection Personnel, Quality Assurance and Compliance Personnel, Mobile Operations Coordinator, and other key personnel necessary to successfully provide the laboratory, occupational health, specimen collection, chain of custody, and event support services required under this RFP. Also considers certifications, awards, direct participation in the project, available infrastructure, technology, and identified subcontractors or partners, if applicable.	20%

Cost Plan	Reviews the overall cost structure, clarity, and reasonableness of the financial proposal relative to the proposed scope of work. Evaluation emphasizes cost-effectiveness, scalability, and demonstrated value for PRDEDC.	15%
Innovation and Added Value	Evaluates the integration of technologies, approaches and services not specifically required but beneficial to PRDEDC's objectives	5%
Total		100%

6.3 Cost Plan Evaluation

The Cost Plan will form an integral part of the overall proposal evaluation. PRDEDC will review the financial component in conjunction with the proposer's technical and strategic approach to ensure consistency, feasibility, and value. Evaluation of the Cost Plan will consider:

- Cost competitiveness relative to the proposed scope of work and prevailing market standards.
- Clarity and transparency in the pricing structure, including any assumptions or exclusions.
- Reasonableness and justification of costs, ensuring that proposed expenses are aligned with the scope, methodology, and anticipated deliverables.

PRDEDC may request clarifications or supporting documentation for any cost element during the evaluation process. For detailed instructions on how to prepare and structure the Cost Plan, refer to Section 7.3 of this RFP.

6.4 Final Selection and Award

The Evaluation Committee, appointed by the Secretary of the PRDEDC, will review and score all responsive proposals and make final recommendations to the Secretary. The Committee will conduct a comprehensive, fair, and impartial evaluation based on the criteria established in this RFP.

The Evaluation Committee may request clarifications from proposers to obtain a better understanding of specific sections of a submitted proposal. Responses to clarification requests must solely explain or clarify information already included in the original submission and shall not introduce new material or modify the original proposal content.

Upon completion of the evaluation, the Committee will prepare a written report summarizing its findings and documenting the ranking of proposals based on the criteria stated in this section. This report, including the Committee's final recommendation, will be submitted to the Secretary of PRDEDC for adjudication and final determination.

Negotiations. Following the evaluation of proposals, PRDEDC may engage in negotiations with one or more qualified proposers. Negotiations are exchanges between the PRDEDC and proposers that are undertaken with the intent of allowing the proponents to revise their proposals. If the PRDEDC is not satisfied with the price offer of the proposer, they will recommend continuing further discussions/negotiations. The primary object of discussions is to maximize the PRDEDC ability to obtain the best value, based on the requirements and the evaluation factors outlined in the RFP. The

PRDEDC Evaluation Committee may request and receive the best and final offers. The Evaluation Committee may request **Best and Final Offers (BAFOs)** as part of this process.

Selection and Award. The proponent to be selected for the award will be based on the 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 proposers that represent the best interest of the overall services implementation and the people of Puerto Rico.

The firm to be awarded the RFP shall be recommended by the Evaluation Committee. After the final recommendation from the Evaluation Committee, the Secretary of the PRDEDC will issue the Award Notice. Award will be made to the responsible and responsive proponent whose Proposal represents the best value to the PRDEDC, 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 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 as deemed most advantageous to the PRDEDC 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 proposer (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 PRDEDC will issue a written notice of selection to the successful proposer through **email** the "Notice of Selection". The Notice of Selection will establish the selected firm's obligation to submit any applicable post-award documentation.

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

Insurance Requirement. Requirements for the selected bidder, to be able to sign the respective contract.

- Public Responsibility Policy / Professional Public Liability Policy for a minimum of \$1,000,000.
- Public Responsibility Policy endorsed to the Puerto Rico Department of Economic Development and Commerce. This must be identified with the description of the proposal.
- The tenderer is responsible for maintaining a Public Responsibility Policy endorsed in favor of the Puerto Rico Department of Economic Development and Commerce y for the entire term of the contract.

- The PRDEDC is not responsible for accidents or damages of any kind that the property and / or personnel of the tenderer could suffer. The bidder is responsible for his assets and/ or, by means of insurance for this purpose, for any damage that will be caused to the property and / or to the staff of the PRDEDC.

Execution of Agreements. The PRDEDC will seek to execute a Service Agreement with the selected proposer. If an agreement cannot be reached, the PRDEDC may terminate negotiations with the chosen proponent 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 PRDEDC 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 PRDEDC to award a contract. The PRDEDC 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 PRDEDC or the impacted communities.

The PRDEDC 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 PRDEDC or of the impacted communities will be served by such action.

7 Proposal Format and Submission Requirements

7.1 General Instructions

To ensure uniformity and facilitate prompt reference among all proposals, submissions must adhere to the following formatting and presentation requirements. Proposals will first be reviewed for completeness prior to detailed evaluation. Quality, substance, clarity, brevity, and responsiveness to PRDEDC's requirements are essential.

Formatting Requirements

- File format: PDF only.
- Font: Times New Roman, 12-point size.
- Line spacing: 1.15.
- Margins: 1 inch (2.54 cm) on all sides.
- Page size: 8.5" x 11" (Letter).

- Visual elements: All graphics, charts, and tables must be embedded within the document (external links are not permitted).
- Figures and tables: Must be numbered sequentially and referenced in the text by their corresponding number.

Signature Requirements

- All documents requiring a signature must be signed in blue ink.
 - Initials and signatures may be electronic (where applicable)

Language

- Proposals must be submitted in English.

The following subsection provides guidance on the expected structure and content of each proposal.

7.2 Proposal Organization and Structure

Each proposal shall follow the organizational structure described in this section to ensure clarity, consistency, and ease of evaluation. All content must be clearly labeled, and divided by section headers.

Cover Page:

Each proposal shall begin with a cover page clearly identifying the submission and the authorized point of contact. The cover page must include the RFP title and number, the legal name of the proposer, its mailing and email addresses, and the name, title, and telephone number of the authorized representative. The submission date must also appear on this page.

Immediately following the cover page, proposers shall include a **Table of Contents**, listing all major sections and subsections of the proposal. The Table of Contents shall follow the nomenclature outlined below and serve as both an index and a checklist confirming that all required components are present. It is the proposer's responsibility to ensure that all sections of the proposal are identified and easy to locate.

Part 1 – Mandatory Requirements

This section shall include all administrative, legal, and organizational documents required under Section 5, including the completed and signed **Annex A**. These materials will be reviewed on a pass/fail basis to determine eligibility prior to technical evaluation.

All documents must be current, valid, and organized in the same order as listed in the checklist to facilitate compliance verification.

Part 2 – Executive Summary

This section shall provide a concise overview of the proposal, highlighting the proposer's qualifications, experience, and overall understanding of PRDEDC's needs. It should serve as a clear and non-technical introduction to the firm's capabilities, focusing on alignment with PRDEDC's communications and economic development priorities.

The Executive Summary shall not exceed three (3) pages in length.

Part 3 – Company Information, Relevant Experience, and Past Performance

This section establishes the proposer’s organizational profile and demonstrates its past performance in similar engagements. The proposer shall include basic identifying information such as legal name, registration number, address, contact details, and the name and signature of the authorized representative.

Proposers are expected to summarize their corporate background and describe prior experience in projects of comparable scope or complexity, highlighting specific outcomes that demonstrate success.

Additionally, proposers must indicate their type of organization (e.g., corporation, partnership, joint venture, or sole proprietorship) and disclose any potential conflicts of interest, including prior or current relationships with PRDEDC, other government entities, or affiliated agencies.

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 PRDEDC, its operational and affiliated entities, the Government of Puerto Rico, and/or any other federal or municipal government agency.

Part 4 – Approach to Scope of Services (Technical Proposal)

This section constitutes the core of the proposal and should articulate the proposer’s comprehension of the assignment, proposed methodology, and rationale. The content should clearly address how the proposer intends to achieve the objectives described in Section 3 **Scope of Work / Statement of Work**.

The Technical Proposal (section Error! Reference source not found. to Error! Reference source not found.) shall not exceed **twenty** (20) pages. Any pages beyond this limit will not be reviewed or scored by PRDEDC.

Part 5 – Team Composition and Management Structure

This section shall describe the organizational structure and resources assigned to the project, including:

- Complete list of proposed team members, indicating names, roles, titles, years of experience, and areas of specialization.
- Resumes or professional summaries for each key staff member.
- 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. Identification of any subcontractors, consultants, or strategic partners (if applicable), including their roles and specific functions.

Part 6 – References for Services Performed

The final section shall include **at least** three (3) **professional references** from prior clients comparable in scope, scale, or complexity. Each reference must include the client's name, organization, project title, duration, and contact information (email and phone number).

These references will be used to validate the proposer's past performance, reliability, and capacity to meet contractual obligations.

7.3 Cost Plan – Budget breakdown and pricing structure

This section must present a clear and detailed breakdown of the proposed costs for the entire contract period. The information shall be organized in tables and supported by explanatory notes as necessary.

PRDEDC reserves the right to request clarification, justification, or adjustment of any cost item during the evaluation process to ensure accuracy and reasonableness.

Any inconsistencies between the Technical Proposal and the Cost Plan may affect the final evaluation score. The required components are as follows:

1. **Summary of total proposed cost:** Provide the total proposed cost for all services under this RFP, expressed in both numeric and written form. This summary shall include the overall cost and the total cost per service area (as defined in Section 3).
2. **Breakdown by service domain:** Each major service area described in Section 3.2 shall include the following:
 - Estimated hours or resource units.
 - Personnel or roles assigned.
 - Unit rates and total estimated cost per service area.
 - Identification of any subcontracted personnel or external specialists, if applicable.
3. **Personnel costs:** List all personnel expected to participate in the project, specifying:
 - Role or position title.
 - Hourly or daily rate.
 - Estimated total hours or days per resource.
4. **Explanatory narrative and pricing methodology** Include a concise narrative explaining the assumptions, pricing methodology, and basis of estimate used to determine costs. This narrative should describe how the pricing aligns with resource allocation, efficiency, and the scale of work required for each service area.

The **Cost Proposal** must be submitted as a **separate PDF file**, labeled: "Financial Proposal – **PRDEDC RFP 2026-11: Proposer Name**"

Any discrepancies between the Technical Proposal and the Cost Plan may affect the final evaluation score.

7.4 Submission Method and Deadline

All proposals must be submitted by the deadline specified below. Proposals received after the stated date and time will not be accepted or evaluated.

Submission Deadline:

Date: August 17, 2026

Time: 5:00 p.m AST

Any proposal received after this date and time shall be recorded as “late” and retained unopened in the official procurement file.

Email submission is the only accepted method for receipt of proposals in response to this RFP. All proposals must be submitted electronically in accordance with the following instructions:

- Proposals must be submitted as a PDF file, text-searchable (not scanned image-only), and not exceeding 25 megabytes (MB) in size.
- Proposals shall be submitted exclusively to PDL.RFP@ddec.pr.gov. PRDEDC will not consider any proposals that are submitted to an email address different from the one specified in this section.
- The email subject line must include the RFP number and the company name, formatted as follows: “RFP DDEC-2026-11-Company Name”
- File Naming Convention: The attached file must follow this format: RFP-DDEC-2026-11-CompanyName.pdf
- The Cost Plan must be submitted as a separate PDF file.

Proposers are responsible for ensuring that their submission is complete and that all files are accessible at the time of delivery.

The proposer is fully responsible for ensuring successful electronic transmission and delivery of its proposal. PRDEDC will not consider partial submissions received after the deadline, even if other parts were delivered timely.

- PRDEDC strongly recommends that proposers request a delivery receipt when sending their email submission.
- If an email transmission is rejected or an automatic acknowledgment is not received confirming successful delivery, the proposer must [contact Claudia Febus-Marcano, at claudia.febus@ddec.pr.gov](mailto:claudia.febus@ddec.pr.gov) before the submission deadline.
- Any email containing viruses, malware, or corrupted attachments will be automatically rejected.
- PRDEDC staff will not open any email attachments prior to the closing of the submission period. PRDEDC does not assume any responsibility for delayed or rejected emails or for any files that cannot be opened.

7.5 Receipt of Proposals

All proposals must be received by the deadline specified in this RFP. Upon receipt, PRDEDC will date and time-stamp each submission as official evidence of timely delivery. Only proposals received on or before the submission deadline will be considered for evaluation. Submission of a proposal constitutes the proposer's acknowledgment and acceptance of all terms, conditions, and disclaimers contained in this RFP, including PRDEDC's reserved rights and options. Proposals shall remain valid for a minimum period of **one hundred and twenty (120) calendar days** from the submission deadline. During this period, proposers may not withdraw, modify, or cancel their submission, except as specifically requested in writing by PRDEDC or as otherwise required by applicable law or regulation.

7.6 Errors and Omissions in Proposals

PRDEDC reserves the right to reject any proposal that contains material errors, omissions, or inconsistencies that could affect its completeness or accuracy. However, PRDEDC may, at its sole discretion and without obligation, request the proposer to correct minor clerical or administrative mistakes, or to provide clarifications or additional information necessary to facilitate evaluation.

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.

7.7 Clarifications and Modifications

PRDEDC reserves the right to request written clarifications from proposers regarding their submissions. No material changes, price revisions, or additions to the original proposal will be permitted after the submission deadline, except at PRDEDC's written request. If proponent files more than one proposal before submission deadline, only the last version will be considered.

7.8 Confidentiality and Proprietary Information

All materials submitted in response to this RFP become the property of PRDEDC. Proposers must clearly identify and mark any portions of their submission that contain proprietary, trade secret, or confidential information. PRDEDC will handle such information with due care and in accordance with relevant statutes and regulations; however, the Department cannot guarantee the confidentiality of any material not properly labeled.

8 RFP Acquisition, and Questions Procedure

8.1 RFP Documents Acquisition

All documents pertaining to the procurement process will be sent via e-mail upon request at PDL.RFP@ddec.pr.gov. Requests for proposal guidelines will be answered during business hours, which are **8:00 a.m. – 4:30 p.m.**

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.

Only firms or individuals that have formally requested and obtained the official RFP documents from the PRDEDC through PDL.RFP@ddec.pr.gov, will be eligible to attend the pre-bid meeting (see Section 8.2). Once the RFP documents are requested, the requester will be formally registered and will receive the link to the pre-bid meeting prior to the scheduled session. Attendance to the pre-bid meeting will be limited to such eligible proposers.

8.2 Submission of Questions and Requests for Clarification

Each prospective proponent may submit written questions to explain any aspect of this RFP, its content, process, or requirements. Proponents must submit all questions in writing on or before the question submission deadline established in this RFP to the email address specified below.

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.

Questions must be submitted through PDL.RFP@ddec.pr.gov, the subject must be “Questions related to RFP-DDEC-2026-11”.

Key Deadlines

- **Deadline to Submit Questions:** *July 28, 2026 by 5:00 p.m. AST*
- **Deadline for PRDEDC’s Responses:** *July 30, 2026*

All official responses, clarifications, or modifications to this RFP will be published at www.desarrollo.pr.gov under the section for RFPs.

Inquiries and communications regarding the RFP must be submitted to PRDEDC by the following email: PDL.RFP@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.

8.3 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.

9 Contact & Schedule

9.1 Official Contact

All communications, inquiries, and submissions related to this RFP must be directed exclusively to the following official email: PDL.RFP@ddec.pr.gov

9.2 RFP Schedule and Key Dates

The following table summarizes the anticipated schedule for this procurement process. PRDEDC reserves the right to modify these dates through a written Addendum.

Table 4 – Key Dates

Milestone	Description	Date
RFP Issuance Date	Official release of the Request for Proposals.	July 16, 2026
Deadline to Submit Questions	Written inquiries due by 5:00 p.m. AST	July 28, 2026
Publication of Addenda / Responses	PRDEDC issues written clarifications and responses.	July 30, 2026
Proposal Submission Deadline	Proposals due electronically by 5:00 p.m. AST	August 17, 2026
Evaluation Period	Administrative, technical, presentation, and financial review.	August 18, 2026- September 1, 2026
Notice of Award	Notification of selected proposer.	September 3, 2026

PRDEDC reserves the right to adjust this schedule as needed.

10 Annex A

Mandatory Requirements Checklist **Request for Proposals - RFP-DDEC-2026-11** **Puerto Rico Department of Economic** **Development and Commerce**

Submitted proposals must include the following documents in the order listed below. All forms provided as part of this RFP must be duly completed and incorporated within the proposal package. The Department of Economic Development and Commerce reserves the right to reject any proposal that fails to meet these mandatory requirements in full.

Initials	Required Document
	RUP – Registro Único de Proponentes
	Certification of Legal Entity / Corporate Structure
	Shareholder or Partner List

Initials	Required Document
	Employer Identification Number (EIN) – (IRS Form SS-4 confirmation letter).
	Good Standing Certificate
	Certificate of Existence or Authorization to Do Business in Puerto Rico
	Merchant Registration Certificate
	Partnership Authorization Letter / Corporate Resolution
	Financial Statements
	Sworn Statement of Compliance with Act No. 2-2018 (Anticorruption Code)
	Conflict of Interest Certification
	Criminal and Ethical Background Declaration
	Sales and Use Tax (IVU) Debt Certification – Model SC-2927
	Income Tax Filing Certification – Model SC-6088
	Debt Certification – Model SC-6096
	Sales and Use Tax Return Filing Certification – Model SC-2942
	Employer Registration and Unemployment/Disability Insurance Certification
	Chauffeurs’ Certification
	State Insurance Fund Corporation (CFSE) Debt Certification – Form CFSE-3047
	ASUME Compliance Certification
	Municipal Tax (CRIM) Certification
	General Debt Certification (All Concepts)

Proposer’s Signature

Date

Proposer’s Printed Name