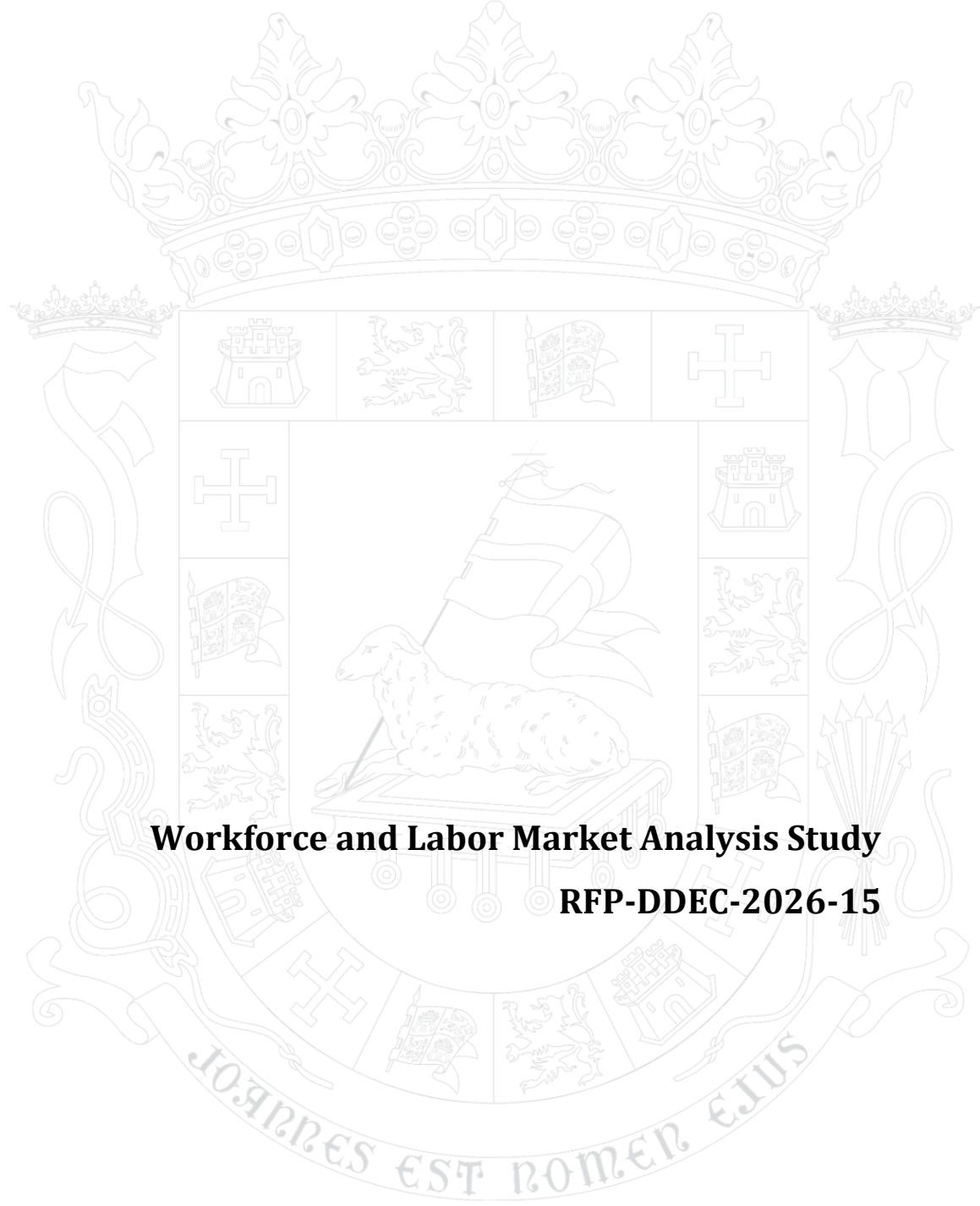




Workforce and Labor Market Analysis Study
RFP-DDEC-2026-15



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.

1.2 Legal Basis and Authority

This Request for Proposals (**RFP No. DDEC-2026-15**) 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 is undertaking a comprehensive workforce and economic development planning initiative aimed at strengthening Puerto Rico’s capacity to align workforce development investments, education and training systems, and economic development strategies with current and emerging labor market demands. As part of this effort, the Department seeks to develop a data-driven understanding of workforce trends, employer needs, talent availability, occupational demand, and workforce development opportunities that will support informed policy and investment decisions.

The PRDEDC seeks to reinforce its role as a strategic leader in workforce and economic development, serving as a catalyst for talent development, labor force participation, industry competitiveness, and sustainable economic growth. Through this initiative, the Department aims to support the creation of a resilient workforce ecosystem that responds effectively to the evolving needs of employers, workers, educational institutions, workforce development partners, and regional economies throughout Puerto Rico.

In this context, the Workforce and Labor Market Analysis Study serves as a strategic planning and decision-making framework for identifying workforce strengths, challenges, and opportunities; improving alignment among workforce, education, and economic development systems; informing future investments and policy initiatives; and fostering collaboration among public, private, educational, nonprofit, and community stakeholders. The study will provide actionable intelligence and strategic recommendations that support long-term workforce competitiveness, economic resilience, and inclusive economic growth across Puerto Rico.

In addition to supporting PRDEDC’s broader workforce and economic development objectives, this initiative is intended to support workforce planning activities conducted under the WIOA. Consistent with WIOA’s planning framework, workforce development investments and strategies should be informed by reliable labor market information, workforce data, employer demand, economic conditions, and workforce trends. Accordingly, the Workforce and Labor Market Analysis Study will provide the analytical foundation necessary to support strategic workforce planning, sector-based initiatives, career pathway development, talent development strategies, and other workforce and economic development priorities across 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 Talent Advancement:** Strengthening Puerto Rico's workforce by identifying current and future talent needs, promoting skills development, and supporting career pathways that lead to sustainable employment and economic mobility.
- **Economic Competitiveness and Industry Growth:** Supporting the expansion of existing industries and the attraction of new investment by ensuring the availability of a skilled workforce aligned with employer demand and emerging economic opportunities.
- **Labor Force Participation and Workforce Inclusion:** Increasing labor force participation by identifying barriers to employment and developing strategies that expand access to workforce opportunities for underrepresented and underserved populations.
- **Education and Workforce Alignment:** Promoting greater alignment among educational institutions, workforce development programs, training providers, and employers to ensure that talent development efforts respond effectively to labor market needs.
- **Employer Engagement and Sector Partnerships:** Strengthening collaboration between industry, workforce development organizations, educational institutions, and government agencies to address workforce challenges and support economic growth.
- **Innovation and Emerging Industries:** Identifying workforce implications of technological advancement, digital transformation, automation, and emerging industries to support Puerto Rico's long-term economic competitiveness.
- **Regional Economic Development:** Supporting data-driven workforce planning and investment strategies that recognize regional labor market conditions, economic opportunities, and workforce needs throughout Puerto Rico.
- **Data-Driven Decision Making:** Enhancing the use of labor market intelligence, workforce analytics, and economic data to inform policy development, strategic planning, resource allocation, and program implementation.
- **Workforce Resilience and Economic Sustainability:** Developing strategies that strengthen Puerto Rico's ability to adapt to changing economic conditions, demographic shifts, industry transformations, and future workforce challenges.

1.5 Purpose of this RFP

Through this RFP, the PRDEDC seeks to establish a strategic partnership with an experienced and highly qualified professional services firm, research institution, consulting organization, or consortium with demonstrated expertise in labor market analysis, workforce

development, economic research, data analytics, and strategic planning to conduct a comprehensive Workforce and Labor Market Analysis Study over a period of one (1) year.

The selected firm shall present a holistic, integrated, and results-oriented proposal that effectively incorporates and addresses all service areas and functional requirements described in this RFP, including labor market analysis, workforce supply and demand assessment, employer needs assessment, workforce gap analysis, education and training alignment, stakeholder engagement, economic and workforce forecasting, strategic workforce planning, and the development of actionable recommendations.

The resulting study shall provide a comprehensive understanding of current and projected workforce conditions, industry and occupational trends, talent pipeline challenges, workforce development opportunities, and labor market dynamics affecting Puerto Rico's economic competitiveness and workforce ecosystem. The study shall serve as a strategic decision-making tool to support workforce development investments, economic development initiatives, educational planning, employer engagement strategies, and public policy development.

The study shall support PRDEDC's workforce planning responsibilities under WIOA, including the development and implementation of the Unified State Plan, regional and local workforce planning efforts, sector strategies, career pathway initiatives, employer engagement strategies, and other workforce development activities requiring economic, workforce, and labor market analysis.

Partial or fragmented proposals that do not demonstrate the capability to perform all required services and deliverables identified in this RFP will not be considered responsive.

2 Purpose and Strategic Objectives

2.1 Purpose

As stated above, this RFP seeks qualified firms that provide professional services in labor market research, workforce analysis, economic analysis, data analytics, strategic workforce planning, and stakeholder engagement that will enable PRDEDC to strengthen its workforce development planning, support evidence-based decision-making, and advance its economic development and workforce competitiveness objectives.

The selected contractor shall work in close collaboration with PRDEDC's designated program offices, workforce development personnel, economic development stakeholders, educational institutions, employers, industry associations, workforce development boards, and other relevant public and private sector partners to conduct a comprehensive Workforce and Labor Market Analysis Study that supports the achievement of the project's objectives.

The contractor shall assess current and projected labor market conditions, workforce supply and demand dynamics, industry workforce needs, occupational trends, workforce development challenges, and talent pipeline opportunities. The study shall provide actionable findings, strategic recommendations, and implementation strategies that enable PRDEDC to align workforce development investments, educational initiatives, employer engagement efforts, and economic development strategies with the current and future needs of Puerto Rico's economy.

The resulting study shall serve as a strategic planning tool to support workforce policy development, sector-based workforce initiatives, career pathway development, talent attraction and retention strategies, workforce program design, and long-term economic competitiveness.

2.2 Strategic Objectives

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

1. **Develop a Comprehensive Understanding of Puerto Rico's Labor Market**
 - Assess current labor market conditions, workforce demographics, and employment trends.
 - Identify key economic sectors, occupations, and industries driving workforce demand.
 - Evaluate regional labor market variations and workforce characteristics across Puerto Rico.
 - Analyze workforce participation, unemployment, underemployment, and labor force attachment trends.
2. **Identify Current and Future Workforce Needs**
 - Determine employer workforce requirements, recruitment challenges, and projected hiring needs.
 - Identify high-demand, high-growth, and emerging occupations and industries.
 - Assess workforce shortages, skills gaps, and occupational mismatches.
 - Evaluate the workforce implications of technological change, automation, and economic transformation.
3. **Strengthen Workforce Development Planning and Investment Strategies**
 - Provide data-driven recommendations to guide workforce development investments.
 - Support the prioritization of workforce initiatives and resource allocation decisions.
 - Identify opportunities to improve workforce program effectiveness and outcomes.
 - Establish a framework for ongoing workforce intelligence and labor market monitoring.
4. **Improve Alignment Between Education, Training, and Workforce Needs**
 - Assess the alignment of education and training programs with employer demand.
 - Identify gaps in workforce preparation, credential attainment, and career pathway development.
 - Evaluate opportunities to strengthen partnerships among employers, educational institutions, and workforce development organizations.
 - Support the development of industry-responsive talent pipelines.
5. **Support Economic Growth and Workforce Competitiveness**
 - Identify workforce strategies that support business expansion, investment attraction, and economic development.

- Promote workforce readiness in priority and emerging industries.
 - Support talent attraction, retention, and workforce participation initiatives.
 - Enhance Puerto Rico’s ability to compete for new economic opportunities through workforce preparedness.
6. **Promote Inclusive Workforce Participation and Economic Opportunity**
- Identify barriers affecting labor force participation among targeted populations.
 - Assess workforce challenges impacting underserved and underrepresented communities.
 - Recommend strategies that expand access to employment, training, and career advancement opportunities.
 - Support equitable workforce development and economic mobility initiatives.
7. **Develop Actionable Strategic Recommendations**
- Establish workforce development priorities based on quantitative and qualitative findings.
 - Develop implementation strategies and performance measures to support long-term workforce planning.
 - Identify opportunities for interagency collaboration and sector partnerships.
 - Provide a roadmap for strengthening Puerto Rico’s workforce ecosystem and economic resilience.

2.3 Expected Outcomes

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

- A comprehensive and data-driven assessment of Puerto Rico’s current labor market conditions, workforce characteristics, and economic trends.
- Identification of current and projected workforce demand across key industries, occupations, and economic sectors.
- Identification of workforce shortages, skills gaps, occupational mismatches, and barriers affecting labor force participation.
- Development of a reliable workforce intelligence framework to support evidence-based decision-making and strategic planning.
- Enhanced understanding of employer workforce needs, hiring challenges, and future talent requirements through direct stakeholder engagement.
- Improved alignment between workforce development initiatives, education and training programs, and labor market demand.
- Identification of high-growth industries, emerging occupations, and strategic workforce development opportunities that support economic competitiveness.
- Development of actionable recommendations to strengthen talent pipelines, workforce participation, workforce retention, and career pathway development.
- Establishment of strategic workforce priorities and investment opportunities that support economic growth, business attraction, business expansion, and workforce resilience.
- Increased collaboration among employers, educational institutions, workforce development organizations, economic development entities, and government agencies through a shared understanding of workforce challenges and opportunities.

- Delivery of a comprehensive Workforce and Labor Market Analysis Report that serves as a strategic planning tool for workforce policy development, program design, funding decisions, and long-term workforce development initiatives.
- Development of an implementation roadmap that enables PRDEDC to monitor workforce trends, measure progress toward workforce development goals, and adapt strategies in response to changing economic and labor market conditions.

2.4 Guiding Principles for Implementation

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

- **Integration:** All study components, analyses, stakeholder engagement activities, findings, recommendations, and deliverables shall form part of a unified and comprehensive workforce intelligence framework that aligns with the overall objectives of the Workforce and Labor Market Analysis Study and supports PRDEDC's workforce and economic development priorities.
- **Transparency:** All research methodologies, analytical approaches, data sources, assumptions, findings, and recommendations shall reflect the highest ethical, professional, and scientific standards, ensuring accuracy, objectivity, reproducibility, accountability, and transparency throughout the study process.
- **Data-Driven Decision Making:** All analyses, findings, conclusions, and recommendations shall be supported by reliable quantitative and qualitative data, labor market intelligence, economic indicators, workforce analytics, stakeholder input, and evidence-based methodologies. The contractor shall utilize measurable indicators and performance metrics whenever feasible.
- **Accessibility and Inclusion:** The study shall consider the needs, challenges, and opportunities of diverse populations, industries, regions, and workforce groups throughout Puerto Rico. All stakeholder engagement activities and deliverables shall be designed to promote equitable participation and consideration of demographic, geographic, socioeconomic, linguistic, and workforce diversity factors.
- **Innovation:** The proposal shall demonstrate the use of innovative analytical tools, methodologies, and workforce intelligence practices, including labor market analytics platforms, economic forecasting models, data visualization technologies, GIS mapping, predictive analytics, dashboard reporting tools, artificial intelligence-assisted analysis, and other relevant technologies that enhance the quality and usefulness of the study.
- **Stakeholder Engagement:** The study shall incorporate meaningful engagement with employers, industry associations, educational institutions, workforce development organizations, economic development entities, government agencies, and other relevant stakeholders to ensure that findings and recommendations accurately reflect workforce realities and market needs.

- **Strategic Relevance:** All findings and recommendations shall be practical, actionable, and directly aligned with Puerto Rico's workforce development, talent development, economic competitiveness, and long-term economic growth objectives.
- **Sustainability and Continuous Improvement:** The study shall provide a foundation for ongoing workforce planning, labor market monitoring, and continuous improvement efforts, enabling PRDEDC to adapt workforce strategies in response to evolving economic conditions and labor market demands.

3 Scope of Work / Statement of Work

3.1 General Description

The selected contractor shall provide comprehensive professional services in labor market research, workforce analysis, economic analysis, data analytics, stakeholder engagement, strategic workforce planning, and workforce intelligence development to support PRDEDC's workforce development, economic development, and strategic planning objectives. The services shall be delivered through an integrated, collaborative, and multidisciplinary approach that ensures consistency, methodological rigor, efficient use of resources, stakeholder participation, and full alignment with PRDEDC's Priorities, as articulated in Section 1.4 of this RFP.

The contractor is expected to design and execute a comprehensive Workforce and Labor Market Analysis Study that provides a detailed assessment of Puerto Rico's workforce ecosystem, labor market conditions, workforce supply and demand dynamics, employer workforce needs, occupational and industry trends, workforce development opportunities, and future workforce challenges. The study shall generate actionable findings, strategic recommendations, and implementation strategies that support workforce development investments, economic development initiatives, education and training alignment, talent development efforts, and evidence-based policymaking.

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

- Strengthening workforce participation, workforce readiness, and talent development.
- Supporting economic competitiveness, business growth, and industry expansion.
- Enhancing workforce alignment with current and future labor market needs.
- Promoting innovation, emerging industries, and technology-driven economic development.
- Supporting regional economic development and sector-based workforce strategies.
- Advancing data-driven decision-making and workforce intelligence capabilities.

- Increasing workforce inclusion, economic opportunity, and access to quality employment.

All project activities, analyses, stakeholder engagement efforts, deliverables, and recommendations shall integrate one or more of these strategic priorities in a manner that is measurable, evidence-based, and aligned with Puerto Rico's broader economic development vision.

Proposers must demonstrate their capacity, resources, analytical capabilities, research expertise, and technical qualifications to coordinate effectively with PRDEDC, workforce development organizations, educational institutions, employers, industry associations, economic development entities, workforce boards, government agencies, and other relevant stakeholders. The selected contractor shall ensure continuous collaboration, stakeholder engagement, and coordination throughout all phases of the study.

Each proposal shall clearly describe its project management approach, research methodology, labor market analysis framework, stakeholder engagement strategy, data collection methods, analytical tools, staffing plan, quality assurance procedures, implementation timeline, and measurable performance indicators for each of the service domains outlined below.

3.2 Service Domains (Work Areas)

The Scope of Work is organized into six (6) 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, and organizational approach to effectively produce such outputs once engaged by PRDEDC.

Proposers must clearly indicate how service domains will integrate with one another to ensure narrative and operational consistency across the project's overall objectives.

3.2.1 Labor Market and Economic Conditions Analysis

The contractor shall conduct a comprehensive analysis of current labor market conditions and economic trends affecting workforce demand and workforce availability.

Required Services

- Analyze labor force participation rates, employment, unemployment, and underemployment trends.
- Evaluate workforce demographics and labor force characteristics.
- Assess industry employment trends and sector growth patterns.
- Identify emerging industries and occupations.
- Evaluate wage trends and compensation benchmarks.
- Analyze regional labor market differences.
- Review economic development initiatives affecting workforce demand.
- Assess workforce impacts of automation, technology, and artificial intelligence.

Expected Deliverables

- Labor Market Conditions Assessment Report.
- Industry and Occupation Trend Analysis.
- Regional Workforce Profile.
- Economic and Workforce Dashboard.

Bidder Response Guide

Proposers shall:

1. Describe their experience conducting labor market studies.
2. Explain labor market data sources and methodologies.
3. Provide examples of similar workforce analyses completed.

3.2.2 Workforce Supply and Talent Pipeline Analysis

The contractor shall evaluate the availability, characteristics, and future supply of talent within the workforce ecosystem.

Required Services

- Assess educational attainment levels.
- Analyze workforce demographics.
- Evaluate labor force participation by population groups.
- Assess workforce entry and exit trends.
- Evaluate migration and workforce retention patterns.
- Analyze workforce pipeline development.
- Identify barriers to labor force participation.

Expected Deliverables

- Workforce Supply Assessment.
- Talent Pipeline Analysis.
- Workforce Participation and Retention Report.
- Demographic Workforce Profile.

Bidder Response Guide

Proposers shall:

1. Describe methodologies used to evaluate workforce supply.
2. Explain approaches for analyzing demographic and educational data.
3. Demonstrate experience conducting talent pipeline assessments.

3.2.3 Employer Demand and Workforce Needs Assessment

The contractor shall assess current and projected workforce needs directly from employers and industry stakeholders.

Required Services

- Design and implement employer surveys.
- Conduct interviews and focus groups.
- Identify workforce recruitment challenges.
- Assess skills shortages and workforce gaps.
- Evaluate workforce retention issues.
- Identify future workforce needs.
- Assess demand for certifications, credentials, and technical skills.

Expected Deliverables

- Employer Needs Assessment Report.
- Industry Workforce Demand Analysis.
- Skills Gap Analysis.
- Employer Survey Results and Findings.

Bidder Response Guide

Proposers shall:

1. Describe employer engagement methodologies.
2. Explain approaches for survey design and implementation.
3. Provide examples of employer-based workforce assessments.

3.2.4 Education, Training, and Workforce Development Alignment Assessment

The contractor shall evaluate the alignment between workforce demand and available education, training, and workforce development programs.

Required Services

- Inventory existing education and training providers.
- Assess postsecondary and technical education programs.
- Evaluate credential attainment opportunities.
- Analyze workforce development program capacity.
- Identify gaps in workforce training offerings.
- Assess alignment between workforce programs and employer needs.
- Review apprenticeship and work-based learning opportunities.

Expected Deliverables

- Education and Training Alignment Report.
- Workforce Program Gap Analysis.
- Credential and Career Pathway Assessment.
- Apprenticeship and Work-Based Learning Review.

Bidder Response Guide

Proposers shall:

1. Describe experience evaluating education-to-employment pipelines.
2. Explain methodologies for assessing workforce training programs.
3. Provide examples of workforce alignment studies.

3.2.5 Workforce Gap and Opportunity Analysis

The contractor shall identify workforce challenges, opportunities, and strategic priorities for workforce development investments.

Required Services

- Identify occupational shortages.
- Analyze skills gaps.
- Evaluate regional workforce disparities.
- Assess workforce development opportunities.
- Identify target populations requiring workforce interventions.
- Assess future workforce risks.
- Prioritize workforce investment opportunities.

Expected Deliverables

- Workforce Gap Analysis Report.
- Occupational Demand Forecast.
- Workforce Opportunity Assessment.

- Workforce Priority Matrix.

Bidder Response Guide

Proposers shall:

1. Describe workforce forecasting methodologies.
2. Explain approaches for identifying workforce gaps.
3. Provide examples of strategic workforce assessments.

3.2.6 Strategic Workforce Development Plan and Recommendations

The contractor shall develop a strategic workforce development framework based on study findings and stakeholder input.

Required Services

- Develop workforce development priorities.
- Establish strategic goals and objectives.
- Recommend workforce investment strategies.
- Develop employer engagement strategies.
- Recommend education and training improvements.
- Develop implementation roadmap.
- Establish performance measures and monitoring framework.
- Recommend funding and sustainability strategies.

Expected Deliverables

- Comprehensive Workforce and Labor Market Analysis Report.
- Strategic Workforce Development Plan.
- Executive Summary Report.
- Implementation Roadmap.
- Workforce Data Dashboard and Supporting Data Files.
- Final Presentation to PRDEDC leadership and stakeholders.

Bidder Response Guide

Proposers shall:

1. Describe experience developing workforce strategic plans.
2. Explain how findings will be translated into actionable recommendations.
3. Provide examples of previous workforce planning projects.

3.3 Integration Requirement

All proposals must address the six (6) 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 Workforce and Labor Market Study 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, or as needed 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.
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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 conducting workforce and labor market studies, economic and workforce analyses, labor market intelligence projects, workforce development planning initiatives, employer needs assessments, economic research, and other projects of similar scope, scale, complexity, and strategic significance. Evaluation considers the quality, relevance, and measurable outcomes of previous work, client references, documented results, demonstrated expertise in labor market research methodologies, workforce forecasting, stakeholder engagement, data analytics, and the successful delivery of actionable recommendations that have informed workforce development, education, economic development, or public policy decisions.	25%

Proposed Team and Management Capacity	Evaluates the qualifications, experience, and organizational structure of the proposed project team, including the Project Manager, Labor Market Economist, Workforce Development Specialist, Data Analytics and Research Lead, Stakeholder Engagement Lead, and any other key personnel necessary to successfully perform the required services. Evaluation also considers the team's experience conducting workforce and labor market analyses, economic and demographic research, workforce planning initiatives, employer needs assessments, and strategic workforce development projects of similar scope and complexity. Additional consideration will be given to relevant professional certifications, academic credentials, publications, awards, direct involvement of key personnel in the project, available analytical tools and technological resources, data management capabilities, and the qualifications and roles of any proposed subcontractors, research institutions, or strategic partners.	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 2026-15: 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-2026-15– Company Name”**
- File Naming Convention: The attached file must follow this format: **RFP-DDEC-2026-15_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** 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-2026-15**".

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.	<i>July 16, 2026</i>
Deadline to Submit Questions	Written inquiries due by 5:00 p.m. AST	<i>July 28, 2026</i>
Publication of Addenda / Responses	PRDEDC issues written clarifications and responses.	<i>July 30, 2026</i>

Proposal Submission Deadline	Proposals due electronically by 5:00 p.m. AST	<i>August 17, 2026</i>
Evaluation Period	Administrative, technical, presentation, and financial review.	<i>August 18, 2026- September 1, 2026</i>
Notice of Award	Notification of selected proposer.	<i>September 3, 2026</i>

PRDEDC reserves the right to adjust this schedule as needed.



10 Annex A

Mandatory Requirements Checklist **Request for Proposals - RFP-DDEC-2026-15** **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
	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

Initials	Required Document
	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	