

**PROGRAM MANAGEMENT SERVICES (SUBGRANTEE)-
WAP FUNDS**

RFP-DDEC-WAP-2026-01

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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.

1.2 Legal Basis and Authority

This Request for Proposals (RFP No. DDEC-FY 2026-001) 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 undergoing a strategic institutional transformation focused on modernizing the administration of federally funded energy programs, including the Weatherization Assistance Program (WAP) aimed at strengthening its operational capacity, enhancing program efficiency, and promoting sustainable economic development through energy

conservation initiatives. As part of this initiative, the Department seeks to enhance and professionalize the management, monitoring, and delivery of weatherization services to eligible low-income households across Puerto Rico.

The PRDEDC seeks to project its role as a catalyst for innovation and sustainability in Puerto Rico's energy transformation, and as a model of efficiency, transparency, and accountability in the management of federal and local programs, reinforcing its mission to improve institutional performance, ensure equitable access to energy efficiency opportunities, and support the Island's long-term energy and economic resilience.

In this context, this RFP for Program Management Services under the Weatherization Assistance Program (WAP) serves as a strategic mechanism to ensure the effective and compliant implementation of the WAP formula grant for Fiscal Years 2025–2026. Through this engagement, the PRDEDC aims to strengthen program execution, enhance coordination with community partners and contractors, and ensure that all weatherization activities are carried out in full compliance with federal and local requirements. The selected Program Manager will play a pivotal role in streamlining operations, improving service delivery to low-income households, and supporting Puerto Rico's broader goals of energy efficiency, resilience, and sustainable development.

1.4 Alignment with PRDEDC's Priorities

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

- **Advancing Puerto Rico's Energy Transformation:** Supporting the transition toward a more energy-efficient, resilient, and sustainable economy by promoting the adoption of energy conservation measures and reducing energy burdens for low-income households.
- **Enhancing Institutional Capacity and Program Efficiency:** Strengthening program management systems, ensuring compliance with federal and local requirements, and promoting accountability and transparency in the administration of federally funded programs.
- **Promoting Economic and Community Resilience:** Leveraging federal energy programs to create skilled employment opportunities, and enhance the quality of life of residents through improved housing conditions and reduced utility costs.
- **Supporting Long-Term Sustainability and Equity:** Ensuring that the benefits of energy efficiency and conservation programs reach the most vulnerable populations, in alignment with Puerto Rico's equitable development and environmental justice goals.

1.5 Purpose of this RFP

Through this RFP, the PRDEDC seeks to establish a strategic partnership with an experienced, multidisciplinary, and highly qualified professional services firm or consortium to serve as Program Manager of the Weatherization Assistance Program (WAP) formula grant for Fiscal Years 2025–2026. The selected firm will be responsible for the full implementation and day-to-day management of the WAP Formula Grant under the oversight of the PRDEDC's Energy Public Policy Program (EPP), ensuring strict compliance with all applicable federal, state, and local laws, regulations, and directives, including 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and 10 CFR 440. Hence, the selected firm will be a Subgrantee of WAP Funds. This engagement is expected to span a period of one (1) year, subject to performance, funding availability, and the terms and conditions of the grant award.

The selected firm shall present a comprehensive, integrated, and results-oriented proposal that effectively addresses all service areas and functional requirements described in this document, including program administration, outreach and intake management, subcontractor procurement and oversight, budget management, quality assurance and inspection, reporting, monitoring, and performance evaluation. Partial or fragmented proposals that do not demonstrate compliance with all RFP requirements will not be considered responsive.

1.6 Coordination with Partner Entities

To ensure alignment and integration across related programs and initiatives, all proposed activities, deliverables, and solutions shall be designed and implemented in close coordination with the WAP Manager, the Director of the Energy Public Policy Program (EPP), or their authorized representative, as necessary.

The awarded Subgrantee/Program Manager must demonstrate the ability to collaborate effectively and coordinate efforts with these officials and any other relevant stakeholders, ensuring coherence, complementarity, and non-duplication of efforts among all participating parties. This coordination is essential to reinforce institutional efficiency, transparency, and unified implementation of the WAP throughout Puerto Rico.

2 Purpose and Strategic Objectives

2.1 Purpose

As stated above, this RFP seeks qualified firms that provide professional services in program management, compliance, financial administration, and performance monitoring to enable

the PRDEDC to strengthen its institutional capacity, ensure effective implementation of the WAP, and advance Puerto Rico's energy efficiency and resilient objectives.

Thus, the selected contractor shall work in close collaboration with the PRDEDC's Energy EPP, specifically with the WAP Manager, the Director of the EPP, or their authorized representative, to manage and implement the WAP Formula Grant for Fiscal Years 2025–2026 as Subgrantee, ensuring full compliance with all applicable federal, state, and local laws, regulations, and policies.

The Subgrantee/Program Manager will be responsible for coordinating program activities, overseeing subcontractor performance, managing budgets, and reporting, and ensuring that all weatherization measures are implemented efficiently, transparently, and in accordance with the Puerto Rico WAP Policy and Procedures Manual and U.S. Department of Energy guidelines.

2.2 Strategic Objectives

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

1. Strengthening institutional capacity and operational efficiency.
 1. Enhance the management, coordination, and implementation of the WAP) by standardizing procedures, improving internal controls, and ensuring full compliance with applicable federal and local requirements, including 2 CFR 200 and 10 CFR 440.
2. Promote accountability, transparency, and performance-based management.
 2. Establish clear reporting mechanisms, performance indicators, and monitoring tools to ensure timely, accurate, and transparent reporting of program results and financial performance.
3. Foster data-driven decision-making and program improvement.
 3. Utilize program management software and data analytics to inform decisions, evaluate progress, and optimize the delivery of weatherization services across eligible communities.
4. Advance energy efficiency, resilience, and equity.
 4. Ensure that WAP resources are directed toward low-income households and vulnerable populations, contributing to Puerto Rico's long-term goals of sustainable energy development, community resilience, and environmental justice.

2.3 Expected Outcomes

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

- Increased program efficiency and timeliness, reflected in a measurable reduction in the average time required to process applications, complete weatherization

projects, and submit mandatory reports to the PRDEDC and the U.S. Department of Energy.

- Improved program performance and accountability, demonstrated through the establishment and consistent monitoring of key performance indicators (KPIs), including the number of completed units, cost-effectiveness per household, and compliance rate with quality control standards.
- Enhanced data accuracy and reporting capacity, through the effective use of the WAP management software and digital tools to ensure real-time data entry, tracking, and transparent performance reporting.
- Strengthened collaboration and coordination among stakeholders, resulting in better integration of outreach, intake, and field operations, and improved communication between the PRDEDC, subcontractors, and community partners.
- Greater impact on energy savings and community resilience, as measured by reductions in household energy consumption, improved living conditions for low-income residents, and increased awareness of energy efficiency and conservation practices.

2.4 Guiding Principles for Implementation

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

- **Integration:** All project components and operational tasks shall form part of a unified and cohesive framework aligned with the overall objectives of the WAP and the strategic priorities of the PRDEDC's Energy Public Policy Program (EPP).
- **Transparency:** All activities shall reflect the highest ethical, professional, and administrative standards, ensuring clarity, accuracy, accountability, and compliance with applicable federal and local regulations governing the use of public funds.
- **Data-Driven Decision Making:** Program implementation and reporting shall be grounded in measurable performance indicators and data analytics to support evidence-based decisions, continuous improvement, and strategic resource allocation.
- **Accessibility and Inclusion:** All program services and deliverables shall be designed to ensure equitable access and inclusion for all eligible low-income households with elderly persons, children, or persons with disabilities, considering Puerto Rico's regional, cultural, linguistic, and demographic diversity, and promoting fair participation across all municipalities.
- **Innovation:** The proposal shall demonstrate the application of innovative management tools, digital platforms, and data-driven methodologies that enhance

program efficiency, automate reporting processes, and improve service delivery in alignment with best practices in energy efficiency and weatherization program management.

3 Scope of Work / Statement of Work

3.1 General Description

The selected contractor shall provide comprehensive professional services in program management, compliance oversight, financial administration, and performance monitoring to support PRDEDC's institutional objectives and ensure the effective implementation of the WAP Formula Grant for Fiscal Years 2025–2026.

The services shall be delivered through an integrated and collaborative approach that ensures consistency, efficiency in resource utilization, and full alignment with the strategic priorities of the PRDEDC, as articulated in Section 1.4 of this RFP.

The Subgrantee/Program Manager is expected to directly contribute to advancing Puerto Rico's energy transformation by promoting energy conservation and efficiency measures for low-income households, enhancing institutional capacity and program efficiency through the modernization of management and reporting systems, promoting economic and community resilience via job creation and improved living conditions, and supporting long-term sustainability and equity in the delivery of energy efficiency services across all municipalities.

To ensure strategic coherence, each service domain described in this Scope of Work shall explicitly incorporate core priorities by integrating measurable, data-driven activities that strengthen the WAP's impact and reinforce Puerto Rico's broader energy and economic development goals.

Proposers must demonstrate their technical expertise, capacity, and resources to coordinate effectively across relevant PRDEDC divisions and partner entities, including the WAP Manager, the Director of the EPP, or their authorized representative.

Each proposal shall clearly describe its approach, integration framework, methodology, staffing plan, risk management strategy, and measurable impact 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.

Program Administration and Oversight

The contractor must plan, manage, and oversee the overall administration of the WAP Formula Grant, ensuring that all programmatic, financial, and operational activities are implemented efficiently, in compliance with federal and local regulations, and under the direction of the WAP Manager, the Director of the EPP or their authorized representative.

A. Required Services:

1. Plan, coordinate, and oversee all administrative and operational aspects of the WAP Formula Grant.
2. Define timelines, milestones, and progress indicators for program implementation.
3. Implement and enforce WAP policies, procedures, and internal controls consistent with 2 CFR 200 and 10 CFR 440 and PR WAP Program Manual.
4. Prepare and monitor the overall program budget and ensure early detection and communication of deviations.
5. Provide strategic advice and technical support to the WAP Manager, the Director of the EPP, or their authorized representative.

B. Expected Deliverables:

1. Annual and quarterly implementation plans with defined milestones and performance metrics.
2. Updated organizational charts and workflow documentation.
3. Approved program budget and variance reports with corrective action plans.
4. Monthly management summaries provided to the WAP Manager.

C. Bidder Response Guide:

Proposers shall:

1. Describe the proposer's relevant experience and expertise in program administration, oversight, and coordination of federally funded initiatives.

2. Provide at least three (3) examples of projects where similar program management or grant administration services were successfully implemented.
3. Explain the methodology, tools, and processes that will be used to achieve the objectives and deliverables outlined in this domain.
4. Demonstrate familiarity with federal and local grant management frameworks, including 2 CFR 200, DOE WAP requirements, and PRDEDC's operational context.

Outreach, Intake, and Eligibility Management

The contractor must design, coordinate, and execute all outreach and intake activities to identify eligible low-income households, manage applications through the DDEC/WAP software system, and ensure equitable, timely, and accurate processing of participant data and documentation.

A. Required Services:

1. Conduct community needs assessments to identify eligible low-income households.
2. Implement targeted outreach and communication campaigns in coordination with DDEC/WAP's public relations provider.
3. Manage the intake process using DDEC/WAP's designated software platform.
4. Receive, process, and evaluate applications; manage RFIs; and report results to the WAP Manager.
5. Maintain accurate and timely data entry for all eligible families.

B. Expected Deliverables:

1. Outreach and communication plan with performance indicators.
2. Monthly reports on outreach metrics, number of applications received, processed, and approved.
3. Clean, up-to-date database of eligible households within the DDEC/WAP software system.
4. Summary reports of application evaluations and recommendations.

C. Bidder Response Guide:

Proposers shall:

1. Describe the proposer's relevant experience and expertise in community outreach, eligibility determination, and intake management.
2. Provide three (3) examples of projects where similar outreach and intake processes were successfully implemented using digital platforms.
3. Explain the methodology, tools, and data systems that will be used to ensure accuracy, timeliness, and compliance in the intake process.
4. Demonstrate familiarity with Puerto Rico's demographic context, DDEC/WAP's intake system, and related public outreach standards.

Subcontractor Procurement, Coordination, and Quality Control

The contractor must procure, manage, and supervise subcontractors and consultants responsible for the installation of weatherization measures and quality control inspections, ensuring compliance with WAP technical standards, proper budget execution, and delivery of high-quality services to program beneficiaries

A. Required Services:

1. Procure, manage, and oversee subcontractors responsible for installation of weatherization measures, including materials and appliances, and quality inspections.
2. Define key performance indicators (KPIs) and incorporate them into subcontractor agreements.

Review and approve subcontractor budgets, track expenditures, and identify deviations.

3. Ensure that every completed unit undergoes inspection by a certified Quality Control Inspector (QCI).
4. Deliver energy use and efficiency education to beneficiary households.

B. Expected Deliverables:

1. Procurement plan and selection criteria for subcontractors.
2. Executed subcontractor agreements with KPI clauses.
3. Monthly subcontractor performance and expenditure reports.
4. Certification of completed units with final QCI inspection reports.
5. Documentation of household education sessions and materials used.

C. Bidder Response Guide:

Proposers shall:

1. Describe the proposer's relevant experience and expertise in procurement, subcontractor management, and field quality control.
2. Provide at least three (3) examples of projects where contractor oversight and performance monitoring systems were successfully implemented.
3. Explain the methodology, monitoring tools, and QA/QC processes that will be used to ensure compliance and high-quality service delivery.
4. Demonstrate familiarity with DOE WAP quality control standards, PR WAP Policy and Procedures Manual, and applicable procurement regulations.

Financial Management, Reporting, and Documentation

The contractor must maintain sound financial management systems and reporting mechanisms to ensure accurate accounting, full compliance with 2 CFR 200 requirements,

timely submission of financial reports, and complete, audit-ready documentation of all program expenditures and transactions.

A. Required Services:

1. Maintain accurate accounting and financial records consistent with 2 CFR 200 Subpart E.
2. Prepare and submit biweekly, monthly, quarterly, and annual financial and performance reports or as needed by WAP Manager.
3. Maintain traceable documentation for all expenditures and ensure audit readiness.
4. Provide funding breakdowns by financial category as required by PRDEDC or DOE.

B. Expected Deliverables:

1. Comprehensive financial management plan outlining accounting systems and internal controls.
2. Periodic financial statements and expenditure summaries.
3. Audit-ready documentation and reconciliations.
4. Annual Financial Report submitted to the WAP Manager and DOE.

C. Bidder Response Guide:

Proposers shall:

1. Describe the proposer's relevant experience and expertise in financial management, accounting, and federal grant compliance.
2. Provide three (3) examples of projects where financial oversight and reporting systems were successfully implemented under federal regulations.
3. Explain the accounting systems, software, and internal controls that will be used to ensure compliance and accuracy.
4. Demonstrate familiarity with 2 CFR 200.302–303 requirements, DOE financial reporting standards, and PRDEDC fiscal procedures.

Monitoring, Evaluation, and Compliance

The contractor must develop and implement a comprehensive monitoring and evaluation framework to verify program compliance, assess performance against established objectives, identify risks, and document findings, corrective actions, and lessons learned throughout the grant cycle.

A. Required Services:

1. Conduct periodic monitoring to ensure program compliance with applicable laws and grant requirements.
2. Develop and implement a monitoring plan, including risk assessments and corrective actions.
3. Conduct end-of-project evaluations and produce final monitoring reports with findings and recommendations.

4. Maintain ongoing communication with the WAP Manager regarding compliance status.

B. Expected Deliverables:

1. Approved monitoring and compliance plan.
2. Interim and final monitoring reports, including findings and corrective actions.
3. Risk assessment matrix and compliance dashboard updated quarterly.
4. Documentation of follow-up actions and resolution of findings.

C. Bidder Response Guide:

Proposers shall:

1. Describe the proposer's relevant experience and expertise in monitoring, evaluation, and compliance of federally funded programs.
2. Provide three (3) examples of projects where compliance frameworks or evaluation methodologies were successfully applied.
3. Explain the monitoring tools, risk assessment models, and reporting processes that will be used to achieve the objectives in this domain.
4. Demonstrate familiarity with DOE WAP compliance requirements, 2 CFR 200 Subpart F (Audit Requirements), and PRDEDC oversight processes.

Strategic Coordination and Program Optimization

The contractor must serve as a strategic partner to the PRDEDC and EPP leadership by identifying opportunities for continuous improvement, innovation, and stakeholder collaboration, and by integrating best practices that enhance program efficiency, modernization, and long-term sustainability.

A. Required Services:

1. Serve as a key partner to the WAP Manager and EPP leadership in identifying operational improvements.
2. Recommend best practices, technological innovations, and process enhancements.
3. Facilitate coordination between PRDEDC, and other stakeholders.
4. Support integration of lessons learned into WAP's ongoing modernization initiatives.

B. Expected Deliverables:

1. Quarterly program improvement briefs and recommendations.
2. Stakeholder coordination reports and meeting summaries.
3. Documentation of best practices and innovation proposals adopted by the program.

C. Bidder Response Guide:

Proposers shall:

1. Describe the proposer's relevant experience and expertise in strategic coordination, institutional modernization, and process optimization.
2. Provide three (3) examples of projects where strategic advisory services or modernization initiatives were successfully implemented.
3. Explain the methodologies, tools, and collaboration frameworks that will be used to foster continuous improvement and stakeholder engagement.
4. Demonstrate familiarity with PRDEDC's energy policy objectives, the WAP modernization framework, and Puerto Rico's institutional priorities in energy efficiency.

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.

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 EPP WAP Manager, EPP Director or their authorized representative. 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 EPP WAP Manager, EPP Director or their authorized representative.
- 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 Subgrantee/Program Management 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, biweekly or monthly performance reports that include measurable progress indicators and documented outcomes.
- Continuous coordination: Ongoing communication mechanisms with PRDEDC's EPP WAP Manager, EPP Director or their authorized representative 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 (**10 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 B.
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 0.
- **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.	30%
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 Puerto Rico WAP Program Management and proven success cases.	20%
Proposed Team and Management Capacity	Evaluates the qualifications and structure of the proposed team. 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	15%
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 0 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 to the address specified by the proposer (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 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 **10 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 thirty (30) 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 0 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 FY 2026-001: *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: *February 20, 2026*

Time: *4:00pm*

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 *rfpenergia@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-WAP-2026-001- *Company Name*”
- File Naming Convention: The attached file must follow this format: *RFP-DDEC-WAP 2026-001-_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 Alvin Miranda Colón, WAP Manager, alvin.miranda@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 timestamp 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, Pre-Bid Meeting and Questions Procedure

8.1 RFP Documents Acquisition

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

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 <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 rfpenergia@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 rfpenergia@ddec.pr.gov the subject must be “Questions related to RFP-DDEC-WAP-2026-001”.

Key Deadlines

- **Deadline to Submit Questions:** *February 11, 2026*
- **Deadline for PRDEDC's Responses:** *February 13, 2026*

All official responses, clarifications, or modifications to this RFP will be issued via email to all registered proponents who have formally requested participation in this procurement process.

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

Name: Ernesto Rivera Umpierre, Esq.

Title: Energy Policy Program Director

Email: energydirector@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	February 5, 2026
Deadline to Submit Questions	Written inquiries due	February 11, 2026
Publication of Addenda / Responses	PRDEDC issues written clarifications and responses	February 13, 2026
Proposal Submission Deadline	Proposals due electronically	February 20, 2026
Evaluation Period	Administrative, technical, presentation, and financial review.	February 23-27, 2026
Notice of Award	Notification of selected proposer.	March 2026

PRDEDC reserves the right to adjust this schedule as needed.

10 Annex A

Mandatory Requirements Checklist
Request for Proposals - RFP-DDEC-FY 2026-001
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
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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

Initials	Required Document
	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

DECLARACIÓN JURADA
Ley 2-2018, Código Anti-Corrupción para el Nuevo Puerto Rico¹

[SWORN STATEMENT]
[Act 2-2018, Anti-Corruption Code for a New Puerto Rico]²

Yo, _____, en mi carácter personal y en representación de _____ ("Proponente" o "Licitador"), con número de seguro social patronal _____, mayor de edad, de profesión: _____, con estado civil: _____ y vecino de _____ el más solemne juramento declaro como sigue:

[I, _____, in my personal capacity and in representation of _____ ("Respondent" or "Bidder"), Tax I.D. Number _____, of legal age, with profession: _____, marital status: _____ and resident of _____, do hereby solemnly swear as follows:]

1. Mi nombre y demás circunstancias personales son las anteriormente expresadas.
1. [My name and personal circumstances are as stated above.]
2. A la fecha en que suscribo esta declaración jurada, el suscribiente, el Proponente o Licitador, su presidente, vicepresidente, director, director ejecutivo, miembro junta de oficiales o directores y personas que desempeñen funciones equivalentes para el Proponente o Licitador **no ha sido convicto ni se ha declarado culpable en el foro estatal o federal**, o en cualquier otra jurisdicción de los Estados Unidos, por cualquiera de los siguientes delitos: (a) apropiación ilegal agravada; (b) extorsión; (c) sabotaje de servicios públicos esenciales; (d) falsificación de documentos; (e) fraude; (f) fraude por medio informático; (g) fraude en las construcciones; (h) uso, posesión o traspaso fraudulento de tarjetas con bandas electrónicas; (i) enriquecimiento ilícito; (j) enriquecimiento ilícito de funcionario público; (k) enriquecimiento injustificado; (l) aprovechamiento ilícito de trabajos o servicios públicos; (m) intervención indebida en las operaciones gubernamentales; (n) negociación incompatible con el ejercicio del cargo público; (o) alteración o mutilación de propiedad; (p)

¹ Como requisito para la participación en esta Solicitud de Propuestas, el Proponente deberá suscribir esta declaración tal como está redactada, sin alteración, reserva o modificación de índole alguna. Si el suscribiente, Licitador o Proponente no puede suscribir esta declaración según redactada, deberá someter una certificación bajo juramento aclarando todas las excepciones y/o aclaraciones aplicables. Someter información falsa, incompleta o incorrecta podría conllevar la imposición de sanciones civiles y criminales en contra del suscribiente, el Proponente.

² [As a requirement to participate in this RFP, the Proposer must file this sworn statement in the exact form and content as set forth herein, without alteration, exception or modification of any kind. If the Proposer is unable to execute this statement in the exact form provided herein, the Bidder or Respondent shall submit a separate sworn certification stating all exceptions, clarifications or modifications to this form of sworn statement. The submission of false, incomplete or incorrect information could lead to the imposition of civil and/or criminal penalties against the Proposer.]

certificaciones falsas; (q) soborno, en todas sus modalidades; (r) influencia indebida; (s) malversación de fondos públicos; o (t) lavado de dinero.

2. *[As of the date of execution of this sworn statement, neither the undersigned nor the Respondent or Bidder, or its president, vice president, director, executive director, member of Board of officers or directors, or any persons performing equivalent functions on Respondent's or Bidder's behalf, has been convicted or has pleaded guilty in state or federal court, or in any other jurisdiction of the United States, for any of the following crimes: (a) aggravated misappropriation; (b) extortion; (c) sabotage of essential public services; (d) forgery of documents; (e) fraud; (f) electronic fraud; (g) construction fraud; (h) fraudulent use, possession or transfer of cards with electronic bands; (i) illicit enrichment; (j) illicit enrichment by public official; (k) unjustified enrichment; (l) illicit enrichment of public work or services; (m) improper intervention in government operations; (n) negotiation incompatible with the exercise of public office; (p) false certifications; (q) bribery, in all its modalities; (r) undue influence; (s) embezzlement of public funds; or (t) money laundering.]*
3. A la fecha en que suscribo esta declaración jurada y **por los pasados veinte (20) años**, ni el suscriptor, ni el Proponente o Licitador, ni cualquiera de sus siguientes oficiales: presidente, vicepresidente, director, director ejecutivo o miembro junta de oficiales o directores o personas que desempeñen funciones equivalentes para el Proponente o Licitador, ha sido convicto o se ha declarado culpable en el foro estatal o federal, o en cualquier otra jurisdicción de los Estados Unidos, por cualquiera de los siguientes delitos: (a) daño agravado; (b) retención de propiedad; (c) alteración o mutilación de propiedad; (d) archivo de documentos o datos falsos; (e) posesión y uso ilegal de información, recibos y comprobantes de pago de contribuciones; (f) compra y venta ilegal de bienes en pago de contribuciones; (g) presentación de escritos falsos; (h) posesión ilegal de recibos de contribuciones; (i) falsificación de asientos en registros; (j) falsificación de sellos; (k) falsedad ideológica; (l) falsificación de licencia, certificado y otra documentación; (m) falsificación en el ejercicio de profesiones u ocupaciones; (n) posesión y traspaso de documentos falsificados; (o) posesión de instrumentos para falsificación; (p) preparación de escritos falsos.
3. *[As of the date of execution of this sworn statement and for the twenty (20) years prior, neither the undersigned nor the Respondent or Bidder, or any of its officers, including its president, vice president, director, executive director, member of board of officers or directors, or any person performing equivalent functions on Respondent's or Bidder's behalf, has been convicted or has pleaded guilty in the state or federal forum, or in any other jurisdiction of the United States, for any of the following crimes: (a) aggravated damage; (b) property retention; (c) alteration or mutilation of property; (d) filing of false documents or data; (e) illegal possession and use of tax information, receipts and payment vouchers; (f) illegal purchase and sale of goods for the payment of taxes; (g) filing false writings; (h) illegal possession of tax receipts; (i) falsification of entries in registers; (j) forgery of stamps; (k) ideological falsehood; (l) forgery of license, certificates and other documents; (m) forgery in the exercise of professions or occupations; (n) possession and transfer of forged documents; (o) possession of counterfeit instruments; (p) preparation of false writings.]*

4. A la fecha en que suscribo esta declaración jurada y **por los pasados ocho (8) años**, ni el suscribiente, ni el Proponente o Licitador, ni cualquiera de sus siguientes oficiales: presidente, vicepresidente, director, director ejecutivo o miembro junta de oficiales o directores o personas que desempeñen funciones equivalentes para el Proponente o Licitador, ha sido convicto o se ha declarado culpable en el foro estatal o federal, o en cualquier otra jurisdicción de los Estados Unidos, por cualquiera de los siguientes delitos: (a) omisión en el cumplimiento del deber; (b) venta ilegal de bienes; (c) incumplimiento del deber; (d) negligencia en el cumplimiento del deber; (e) usurpación de cargo público; o (f) impedir la inspección de libros y documentos.
4. *[As of the date of execution of this sworn statement and **for the eight (8) years** prior, neither the undersigned nor the Respondent or Bidder, or any of its officers, including its president, vice president, director, executive director, member of board officers or directors, or any person performing equivalent functions on Respondent's or Bidder's behalf, has been convicted or has pleaded guilty in the state or federal forum, or in any other jurisdiction of the United States, for any of the following crimes: (a) omission in the fulfillment of duty; (b) illegal sale of goods; (c) breach of duty; (d) negligence in the fulfillment of duty; (e) usurpation of public office; or (f) preventing the inspection of records and documents.]*
5. A la fecha en que suscribo esta declaración jurada y **por los pasados diez (10) años**, ni el suscribiente, ni el Proponente o Licitador, ni cualquiera de sus siguientes oficiales: presidente, vicepresidente, director, director ejecutivo o miembro junta de oficiales o directores o personas que desempeñen funciones equivalentes para el Proponente o Licitador, ha sido convicto o se ha declarado culpable en el foro estatal o federal, o en cualquier otra jurisdicción de los Estados Unidos, por delitos graves contra el ejercicio del cargo público o contra fondos públicos codificados en el Código Penal de Puerto Rico; la Ley Núm. 1-2012, según enmendada, la "Ley Orgánica de la Oficina de Ética Gubernamental"; o cualquier otro según dispuesto en la Ley 2-2018.
5. *[As of the date of execution of this sworn statement and **for the ten (10) years** prior, neither the undersigned nor the Respondent or Bidder, or any of its officers, including its president, vice president, director, executive director, member of board officers or directors, or any person performing equivalent functions on Respondent's or Bidder's behalf, has been convicted or has pleaded guilty in the state or federal forum, or in any other jurisdiction of the United States, for crimes against the exercise of public office or public funds as defined in the Puerto Rico Penal Code, ; Law No. 1-2012, as amended, the Government Ethics Office Enabling Act; or any other crime defined in Law 2-2018.]*
6. Entiendo y acepto el deber de informar cualquier cambio al contenido de esta declaración durante el proceso de contratación o la vigencia del contrato, ya sea por alegación de culpabilidad o convicción por cualquiera de los delitos antes mencionados, o cualquier otra conducta proscrita en el "Código de Ética para Contratistas, Suplidores y Solicitantes de Incentivos Económicos de las Agencias Ejecutivas del Gobierno de Puerto Rico", Código Anticorrupción para el Nuevo Puerto Rico, Título III, Ley 2-2018.

6. *[I accept and acknowledge my obligation to inform of any change or modification to this statement during the contracting process or the term of the contract, as the result of a guilty plea or conviction for any of the above-mentioned crimes or any other conduct prohibited by the "Code of Ethics for Contractors, Suppliers of Goods and Services and Applicants for Economics Incentives of the Executive Agencies of the Government of Puerto Rico", Title III, Law 2-2018.]*
7. Entiendo y acepto que la convicción posterior a esta declaración por cualquiera de los delitos enumerados en cualquiera de los incisos anteriores conllevará, además de cualquiera otra penalidad, la rescisión automática de cualquier contrato entre el suscriptor, el Proponente o el Licitador, y el Departamento de Desarrollo Económico y Comercio de Puerto Rico.
7. *[I accept and acknowledge that a conviction for any of the crimes specified in the above paragraphs will result, in addition to any other penalties, in the immediate termination of any contract in force at the time of conviction, between the undersigned, the Bidder or Respondent, and the Puerto Rico Department of Economic Development and Commerce, at the date of conviction or guilty plea.]*
8. El suscriptor, el Proponente o el Licitador, según sea el caso, se compromete a cumplir con lo dispuesto en el Código de Ética para Contratistas, Suplidores y Solicitantes de Incentivos Económicos de las Agencias Ejecutivas del Gobierno de Puerto Rico", Código Anticorrupción para el Nuevo Puerto Rico, Título III, Ley 2-2018.
8. *[The undersigned and/or the Bidder or Respondent, as the case may be, commits to complying with the "Code of Ethics for Contractors, Suppliers of Goods and Services and Applicants for Economics Incentives of the Executive Agencies of the Government of Puerto Rico", Title III, Law 2-2018.]*
9. Suscribo esta declaración jurada de conformidad con las disposiciones de la Ley 2-2018, y los requisitos de esta Solicitud de Propuestas.
9. *[I execute this sworn statement pursuant to Law 2-2018, and the terms and provisions of this RFP.]*
10. Hago la presente declaración jurada para que el Departamento de Desarrollo Económico y Comercio de Puerto Rico tenga conocimiento de lo aquí declarado para cualquier propósito administrativo y/o legal.
10. *[I execute this sworn statement so that the Puerto Rico Department of Economic Development and Commerce has knowledge of what is herewith declared and for any administrative and/or legal purpose in relation thereto.]*

[FIRMAS EN LA PRÓXIMA PÁGINA/ SIGNATURES ON THE NEXT PAGE]

Y PARA QUE ASÍ CONSTE, juro y suscribo la presente Declaración Jurada en _____, _____ hoy ____ de _____ de 20____.

[NOW THEREFORE], I hereby swear and sign this Sworn Statement in _____, _____ this ____ of _____, 20____.]

Declarante [Affiant]

Affidavit No: _____

Jurado y suscrito ante mí en la ciudad de _____, _____, hoy ____ de _____ de 20____, por _____, mayor de edad, _____ (estado civil), _____ (ocupación) y residente de _____, _____, en su capacidad de _____ del Proponente.

A quien conozco personalmente o he identificado mediante _____.

[Subscribed and sworn to before me in the city of _____, _____, this ____ day of _____, 20____, by _____ of legal age, _____ (civil status), _____ (occupation) and resident of _____, _____, in his/her capacity as _____ of Bidder. Who I personally know or have identified by his/her _____.]

Notario Público [Public Notary]

11 Annex B

NON-CONFLICT OF INTEREST CERTIFICATION
CERTIFICACIÓN DE NO CONFLICTO DE INTERÉS
CERTIFICACIÓN DE AUSENCIA DE CONFLICTO DE INTERÉS

Request for Proposals Program Management Services (Subgrantee)-WAP Funds

Solicitud de Propuestas – Gerencia de Programa (Subrecipiente, fondos WAP)

RFP-DDEC-WAP-2026-01

I, _____, of legal age, _____ [marital status], and resident of _____, hereby certify, as the duly authorized representative of _____ ("the Proposer"), that:

Yo, _____, mayor de edad, _____ [estado civil], y residente en _____, por la presente certifico, como representante autorizado(a) de _____ ("el Proponente"), que:

1. The Proposer, its officers, directors, employees, agents, or affiliates have no financial, contractual, or personal interests, whether direct, indirect, actual, apparent, or potential, that would conflict in any manner or degree with the impartial performance of obligations under this procurement or any resulting contract.

[El Proponente, sus oficiales, directores, empleados, agentes o afiliados no tienen intereses financieros, contractuales o personales, ya sean directos, indirectos, reales, aparentes o potenciales, que puedan entrar en conflicto en cualquier forma o grado con el desempeño imparcial de las obligaciones relacionadas con esta adquisición o con cualquier contrato resultante.]

2. No public official or employee of the PRDEDC or the Government of Puerto Rico has requested, received, or been offered any payment, gratuity, gift, favor, service, or thing of value from the Proposer, its affiliates, or representatives in connection with this RFP.

[Ningún funcionario o empleado del DDEC o del Gobierno de Puerto Rico ha solicitado, recibido o se le ha ofrecido pago, gratificación, regalo, favor, servicio o cosa de valor por parte del Proponente, sus afiliados o representantes, en relación con esta Solicitud de Propuestas.]

3. The Proposer and its personnel have not participated in the preparation of this RFP, nor hold any position that may compromise their independence or create the appearance of preferential access or privilege information.

[El Proponente y su personal no han participado en la preparación de esta Solicitud de Propuestas, ni ocupan posición alguna que pueda comprometer su independencia o crear la apariencia de acceso preferencial o información privilegiada.]

4. The Proposer certifies that it does not have any relationship within the fourth (4th) degree of consanguinity or the second (2nd) degree of affinity with any official or employee of PRDEDC who may influence or participate in the procurement or decision-making process.

[El Proponente certifica que no mantiene relación alguna dentro del cuarto (4to) grado de consanguinidad ni del segundo (2do) grado de afinidad con ningún funcionario o empleado del DDEC que pueda influir o participar en el proceso de adquisición o en la toma de decisiones relacionadas.]

5. The Proposer acknowledges and agrees to comply with the applicable provisions of Act No. 2-2018, known as the Anti-Corruption Code for the New Puerto Rico, including Title III – Code of Ethics for Contractors, Suppliers, and Applicants for Economic Incentives of the Government of Puerto Rico, as amended.

[El Proponente reconoce y acepta cumplir con las disposiciones aplicables de la Ley Núm. 2-2018, conocida como el Código Anticorrupción para el Nuevo Puerto Rico, incluyendo el Título III – Código de Ética para Contratistas, Suplidores y Solicitantes de Incentivos Económicos del Gobierno de Puerto Rico, según enmendada.]

6. The Proposer further agrees to promptly disclose in writing to PRDEDC any situation or relationship that may develop during the procurement process or the term of any resulting agreement that could reasonably be perceived as a conflict of interest.

[El Proponente además se compromete a divulgar por escrito, de manera inmediata al DDEC, cualquier situación o relación que pueda surgir durante el proceso de adquisición o durante la vigencia de cualquier acuerdo resultante que razonablemente pueda percibirse como un conflicto de interés.]

In light of the above, I declare under penalty of perjury that the foregoing is true, correct, and made in good faith.

[Declaro bajo pena de perjurio que lo anterior es cierto, correcto y hecho de buena fe.]

Signature Authorized Representative
[Firma del/la Representante Autorizado(a)]

Date
[Fecha]

Printed Name of Authorized Representative
[Nombre en Letra de Molde del/la Representante Autorizado(a)]

Title
[Puesto]