

DEPARTMENT OF ECONOMIC
DEVELOPMENT
AND COMMERCE



2024-PRCODES-004

REQUEST FOR PROPOSAL FOR THE CONTRACTING OF PROFESSIONAL SERVICES

PR CODES TECHNICAL SUPPORT COORDINATOR

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

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

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Request For Proposal for the Contracting of Professional Services:

2024-PRCODES-001 PR CODES TECHNICAL SUPPORT COORDINATOR

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

Project Overview:

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

Objective

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

1. Document Management and Organization:

- Redact general and technical documents, create complex tables, and prepare press announcements in English and Spanish.
- Review documents and communications, take dictation, and transcribe documents in both languages.
- Maintain and update all documents related to PR codes, including revisions, adoption schedules, and compliance reports.
- Organize and archive previous versions of PR codes for reference and audit purposes.

2. Technical Support:

- Provide technical assistance to team members and stakeholders involved in the PR codes process.
- Troubleshoot issues related to software or tools used in the PR codes revision and adoption process.

3. Coordination of PR Codes Revisions:

- Assist in scheduling and coordinating meetings and workshops for PR code revisions.
- Ensure that all relevant stakeholders receive timely updates and documentation.

4. Stakeholder Communication:

- Serve as the primary point of contact for internal and external stakeholders regarding PR codes technical inquiries.
- Draft and distribute communication materials related to PR code changes.

5. Data Entry and Reporting:

- Enter and maintain accurate records of code revisions, feedback from stakeholders, and adoption timelines.
- Generate and distribute reports that summarize the status and progress of PR code revisions.

6. Quality Assurance:

- Assist in reviewing PR codes for accuracy and consistency before final approval.
- Monitor compliance with established standards and report any discrepancies.

7. Support Implementation:

- Coordinate the rollout of new or revised PR codes, ensuring that all relevant parties are informed and trained.
- Track and follow up on the adoption of PR codes, providing additional support where needed.

8. Research and Analysis:

- Conduct research on best practices in PR code development and provide recommendations for improvement.
- Analyze feedback and data to identify trends or issues in the PR codes adoption process.

9. System Maintenance:

- Oversee the maintenance of databases or platforms used to manage PR codes.
- Ensure that all technical tools are functioning correctly and update them as necessary.

10. Compliance Monitoring:

- Monitor the adherence to PR codes during the implementation phase and report any non-compliance issues.
- Assist in preparing compliance audits related to the PR codes.

11. Additional Tasks

- Perform any other related tasks as required by the Auxiliary Secretary or their authorized representative.

MINIMUM JOB REQUIREMENTS

- Technical proficiency in Microsoft Excel, PowerPoint, and Word, along with other Microsoft Office applications.
- Excellent written and verbal communication skills, with the ability to convey complex information.
- Basic understanding of regulatory compliance and the ability to interpret technical documents.
- Experience in drafting professional correspondence and technical documentation.
- Availability to work beyond regular business office hours.
- Proficiency in both oral and written communication in English and Spanish.
- (optional) Knowledge or understanding of construction terminologies is preferred.

CONTRACT DETAILS

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

NOTICE OF COMPLIANCE

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

1. **RUP Certification:** Proof of current Restricted Use Pesticides (RUP) certification.
2. **Proof of Registration in SAM:** Evidence of active registration in the System for Award Management (SAM).
3. **Valid Unique Entity Identifier (UEI) Number:** A valid UEI number is required.
4. **Conflict of Interest Disclosure:** A statement disclosing potential conflicts of interest.

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

SUBMISSION REQUIREMENTS

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

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

Submission Instructions

- Format: All documents should be submitted in PDF format.
- Email Subject Line: Use the following format for the email subject line:
[2024-PRCODES-001] - [Your Full Name] PR CODES TECHNICAL SUPPORT COORDINATOR
- Deadline: All applications must be submitted by **September 10, 2024, 5:00 PM local time**.
- Submission Address: Email all application materials to codigosdeconstruccion@ddec.pr.gov

EVALUATION METHOD FOR APPLICATION REVIEW

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

Evaluation Criteria

Candidates will be assessed based on the following key criteria:

- **Relevant Experience (20 points)**
 - Number of years of experience in the specific field.
 - Experience with similar projects or roles.
 - Demonstrated success in previous roles.
- **Education and Certifications (10 points)**
 - Specialized training pertinent to the role.
 - Relevant certifications and licenses.
 - Level of education attained.
- **Skills and Competencies (40 points)**
 - Technical skills related to the job.
 - Soft skills such as communication, teamwork, and problem-solving.
 - Language proficiency.

- **Professionalism and Presentation (20 points)**
 - Clarity and organization of the resume.
 - Grammar and spelling.
 - Professional appearance and formatting.
- **Interview Performance (10 points)**
 - Attitude
 - Clear understanding of project requirements.
 - Innovative and practical approach to solving project challenges.

Evaluation Process

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

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

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

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