

DEPARTMENT OF ECONOMIC
DEVELOPMENT
AND COMMERCE



2024-PRCODES-003

REQUEST FOR PROPOSAL FOR THE CONTRACTING OF PROFESSIONAL SERVICES

TRAINING CONSULTANT SERVICES

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

Puerto Rico Permits Management Office (OGPe)
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Request For Proposal for the Contracting of Professional Services:

TRAINING CONSULTANT SERVICES

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 qualified candidates for the role of Training Consultant to provide professional services to 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 serve as an advisor to OGPE and will be responsible for a variety of tasks, including but not limited to:

- **Curriculum Development:** Design and develop comprehensive training curricula for construction codes and related fields.

- **Course Content Creation:** Create detailed and engaging course content, including manuals, presentations, and multimedia resources. The training content and curriculum will supplement and expand on ICC's Certification track.
- **Training Program Implementation:** Implement training programs, including scheduling, coordination, and delivery of training sessions.
- **Needs Assessment:** Conduct needs assessments to identify training requirements and gaps.
- **Evaluation and Feedback:** Develop and administer evaluations to assess training effectiveness and gather feedback for continuous improvement.
- **Technical Expertise:** Ensure all training materials are technically accurate and up-to-date with the latest construction codes and regulations.
- **Collaborative Work:** Work closely with project team members and stakeholders to align training programs with project goals and objectives.
- **Documentation Management:** Organize and maintain training documentation and records.
- **Additional Tasks:** Perform any other related tasks as required by the Auxiliary Secretary or their authorized representative.

CANDIDATE REQUIREMENTS

- **Expertise in Training and Development:** Extensive experience in curriculum development and training in construction codes and related fields.
- **Communication Skills:** Exceptional proficiency in oral and written communication in English and Spanish.
- **Instructional Design:** Proficiency in instructional design principles and best practices.
- **Attention to Detail:** Keen attention to detail, ensuring all training materials are clear, accurate, and professional.
- **Availability:** Willingness to work beyond regular business office hours when necessary.

- **Preferred Experience:** Previous experience in developing training programs for technical subjects such as construction codes, regulations, and industry standards is a plus.

CONTRACT DETAILS

- **Duration:** Until June 30, 2025.
- **Hourly Rate¹:** The hourly rate is based on the cost breakdown submitted.
- **Funding:** Positions will be covered by federal funds under FEMA-DR-PR-4339-0002.
- **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:** of current Supplier Registry (RUP) certification from Puerto Rico's General Services Administration (GSA)
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 any 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.

¹ Companies may apply. However, as established in CC-013-2021 and OE-2021-029 for this type of procurement process, OGP will not consider proposals over \$250,000. For proposals, ensure that the hourly rate of fees is structured to comply with this financial limitation. A detailed cost breakdown with resources is required.

SUBMISSION REQUIREMENTS

Interested candidates are encouraged to submit their applications 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:
[Training Consultant] - [Your Full Name]
- Deadline: All applications must be submitted by **August 12, 2024**.
- Submission Address: Email all application materials to codigosdeconstruccion@ddec.pr.gov

EVALUATION METHOD FOR APPLICATION REVIEW

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

Evaluation Criteria

Candidates will be assessed based on the following key criteria:

- **Relevant Experience (10 points)**
 - Number of years of experience in the specific field.
 - Experience with similar projects or roles.
 - Demonstrated success in previous roles.
 - Relevant certifications and licenses.
 - Specialized training pertinent to the role

- **Cost (30 points)**
 - Cost Effectiveness
 - Competitive Pricing
 - Return on Investment (ROI)
 - Innovation and Efficiency

- **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 (10 points)**
 - Clarity and organization of the resume or proposal.
 - Project portfolio, as applicable.
 - 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)

2. **Detailed Evaluation:** Eligible applications will be evaluated by a panel of reviewers.
3. **Interview Process:** Based on initial screening, the top candidates will be shortlisted for interviews. Structured interviews will be conducted with standardized questions to assess critical criteria.

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

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