

DEPARTMENT OF ECONOMIC
DEVELOPMENT
AND COMMERCE



Q & A

PROGRAM MANAGEMENT SERVICES

RFP-DDEC-EPP-2023-003

January 8, 2024

Energy Policy Program



Q & A
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PROGRAM MANAGEMENT SERVICES

No.	Question	Answer from DEDC
1	In Section 6 on page 6 of 37, the RFP states that “inquiries shall be submitted by prospective Proposers using the document titled Form for the Submission of Inquiries included as Appendix J” but this Appendix is not provided. If the DDEC provides this appendix I will resend all questions within it.	You can submit all questions in writing on or before the submission deadline established in this RFP to the electronic mailing address specified in Table 1 of this RFP.
2	On page 10 of 37 of the RFP under Executive Summary, the proposal states that the Executive Summary should be “Times Roman size 12, single space”. On page 9 of 37 under section 7.1, the RFP states that “written content of the Proposal can be presented in double line spacing”. Section 7.1 also does not specify a font to use. Can the DEDC please clarify what font size, spacing, and font it wants throughout the proposal?	Only the Executive Summary specifies font type, size, and space. You can follow best formatting standards if no specified in the RFP.
3	Will the DEDC accept fonts smaller than 12 point in graphics and tables?	As long as text and graphs are legible.
4	On page 11 of 37 there is a section called Tab 6: Attachments that is blank. Can the DEDC please clarify what it wishes to be included within this section?	Any relevant information that your company would like to include.
5	In Section 7.3 Proposal Execution on page 12 of 37 of the RFP, it states that the proposal must be executed and signed. Can the DEDC please clarify where it would like the proposal execution to be included within the proposal?	The word “execution” has the meaning of generation or creation in this RFP
6	In Section 8.2 Qualifications on page 16 of 37, the RFP asks for a lot of information (sections 8.2.1 – 8.2.4). Can the DEDC please clarify which tab it would like this information to be included within?	You can follow section 7.2 Tabs description; including the Tab 6: Attachments
7	In Section 8.2 Qualifications on page 16 of 37, the proposal states, “If the Proposer intends to subcontract some of the proposed work from another firm or consultant, similar information (sections 8.2.1 – 8.2.4) should be provided for each subcontractor.” Can the DEDC please specify what it means by “similar information” and provide an outline of specifically what information it wants for each subcontractor? In addition, can the DEDC please specify which tab it would like this information to be included within?	Same information requested in sections 8.2.1 to 8.2.4. Information can be included as an attachment (Tab 6).

No.	Question	Answer from DEDC
8	In Section 9.1 Budget on page 17 of 37, the RFP asks that respondents provide a fixed budget. Can the DEDC please clarify which tab it would like the budget to be included within?	Tab 3
9	In Table 2: Proposal Scoring located on page 20 of 37, it lists Sections 7.1, 7.2, 7.3, and 8 which seem to refer to sections 8.1, 8.2, 8.3, and 9.1 respectively. Can the DEDC please confirm that this is the case?	Table 2 should refer to sections 8.1, 8.2, 8.3 and 9.1
10	In Table 2: Proposal Scoring located on page 20 of 37, the RFP states the 4 aspects of the proposal that will be scored. Can the DEDC please clarify how these 4 areas will fit within the Technical Proposal Organization (Section 7.2) that starts on page 9 of 37?	Score will be assessed as per section 8.2
11	Would the DDEC allow the contractor to propose a budget specific to the WAP program, as we understand that to be the priority, and use the established rates for that budget to determine the budgets for the other programs as more information is known for each? This could be accomplished in a task order style.	Yes. We are open to considering suggestions, and we will assess them appropriately. As per the DEDC's prerogative, we reserve the right to modify or maintain our criteria.
12	Section 9.1 states "the respondents must clearly and unambiguously establish a fixed budget to complete the delivery of the services within the time frame established by the EPP." And Section 9.2 states "the Proposer will be compensated based on unit prices for each milestone of work achieved." Can the DDEC confirm the cost proposal should be a fixed fee structure?	Yes. The cost proposal should be a fixed fee structure.
13	Will the rebate system be provided by a third-party provider or is it expected that the grant manager proponent provides a system for rebate processing?	The DDEC is open to receiving proposals from the PM but will also considering other external proposals.
14	Throughout the proposal the department is referred to as both "the DEDC" and "the DDEC". Can the department please clarify which should be used in responses or if these refer to different entities?	If documents are in English, should refer as DEDC. If in Spanish, refer as DDEC. Both are the same entities.
15	Is the Energy Program Management software going to be used to implement all programs?	Refer to Annex 1 part H (page 31 of 37)
16	Is the DDEC procuring the energy auditor separately?	No. The proposal should include the services of an energy auditor in a general approach.
17	Is an external provider anticipated to do the energy audits or is that part of the scope of services for the grant manager under this solicitation?	Refer to answer from question #16
18	Is the DDEC procuring the home inspectors separately?	No. The proposal should include the services of home inspectors in a general approach.
19	Is an external provider anticipated to do the home inspections or is that part of the scope of services for the grant manager under this solicitation?	Refer to answer from question #18

No.	Question	Answer from DEDC
20	The DDEC mentions inspectors and auditors will be procured; what other vendors does the DDEC contemplate procuring?	Those mentioned in the RFP
21	Will the DDEC be administering IRA Section 50123 as well? Will that program be included within the scope?	The proposal should include the IRA Section 50123 that pertains to Home Energy Efficiency. Additionally, the IRA Section 50123 related to the Contractor Training Program can be added in a separate line. However, its evaluation will be done by the DEDC accordingly.
22	Section 2.2 states the contract term will be one year, Section 3 states "the EPP expects to receive these funds soon and hence needs a Program manager to support the EPP director in the execution each fund specific objectives and in the implementation of the BIL WAP" and section 5 states the EPP is seeking a consulting firm as Program Manager to all its federal funded programs and carry out all related tasks. Several of the programs mentioned are available for longer than one year. Is the DDEC seeking implementation support on only the BIL WAP, or is implementation support being requested for IRA 50121, IRA 50122, and IRA 60103 (if received)? If only planning support is being requested for IRA 50121, IRA 50122, and IRA 60103, can the DDEC confirm if the contractor is awarded this contract if they will be conflicted out of any future implementation RFPs?	Proposer is encouraged to submit a proposal that considers both alternatives: PM and implementation. This will be consider part of the contracting process negotiations between selected PM and EPP. The DEDC retains the right to choose the proposal for implementation.
23	On page 31 of 37, the RFP states " the program manager is expected to use the Energy Program Management software (the software will be chosen by DDEC) as the main day-to-day work tool to manage and track all cases." Does the DDEC want the proposer to present our technology solution in this response or will the technology be procured separately?	We are open to considering suggestions, and we will assess them appropriately. As per the DEDC's prerogative, we reserve the right to modify or maintain our criteria.
24	On page 32 of 37, the RFP states the contractor will "work in concert with the EPP Director and their retained contractors dedicated to this effort to determine media contacts, marketing outreach activities, responses, and releases at the program and individual funding opportunity level." Will the contractor be expected to run the media and outreach campaign for any of the mentioned programs (e.g., conduct outreach efforts, prepare material, print material, paid/earned media buys, etc.)?	No. The contractor will coordinate directly with the EPP media marketing company.
25	On page 32 of 37, The RFP states the tasks in H are "only for implementation required of the WAP-Bill". Will the DDEC be responsible for all tasks listed in "Fiscal Services" for the other programs noted within the RFP?	Subcontracting for fiscal services is not ruled out.

No.	Question	Answer from DEDC
26	Section H. II. On page 32-33 of 37 details the non-negotiable 2024 timeline for WAP, which is set to begin in January 2024. Does the DDEC have an expected date to award the contract? Is there flexibility in the timeline depending on the expected date of contract award?	The DEDC does not have an expected date to award the contract. Yes. There will be flexibility in the timeline once the contract is awarded.
27	The RFP states in Section 3.a and 3.b on pages 33-34 of 37 "Hence, the selected consultant will have to negotiate with DDEC for a share not to exceed 6%" Is the 6% cap for the planning portion of IRA Section 50121 and 50122 only? Or does the 6% cap include the planning and implementation of the full program?	The 6% cap will include the planning and implementation of the full program.
28	Is there a Draft Contract that could be made available for review and comments?	No
29	Sec H in RFP Pg 31 of 37] Will the Energy Program Management software to be chosen by the DDEC to be used in the day-to-day management of the program,	Yes
	a) Be used for the intake, processing and storing of individual applications?	Yes
	b) Serve for document storage and control?	Yes
	c) Comply with PII confidentiality & non-disclosure requirements?	Yes
30	[Sec H (II)(1) in RFP Pag 32-33 of 37] Is the "Non-Negotiable 2024 Timeline" depicted in the RFP for the implementation of the WAP-BIL Program limited to the weatherization of units in Vieques and Culebra or of all units throughout Puerto Rico?	All units throughout Puerto Rico
31	[Annex 1 Scope of Work in File Pg 31 of 40]	
32	a) Will the DDEC have a Web-based application portal through which interested applicants may directly submit their applications?	No
33	b) Is a call center required for this program? If so, is it the responsibility of the DDEC or the PM to contract and operate the call center?	No
34	c) Will the DDEC require regional intake centers for applicants to receive assistance in the preparation and submittal of applications? If so, is it the responsibility of the DDEC or the PM to identify, lease, equip and operate these offices?	No
35	d) Will the PM be required to validate with 3rd parties' the applicants' income (and other required personal) information? Yes	Yes

No.	Question	Answer from DEDC
36	e) Will the energy audits, Be contracted by the DDEC or the PM?	No. The proposal should include the services of an energy auditor in a general approach.
37	i) Be required for all 4 programs?	No. Only for WAP BIL
38	ii) Also include a structural evaluation of the dwellings of applicants applying for grants that include the installation of exterior equipment? (solar panels, solar heaters)	Yes
39	f) Will ERRs (Environmental Review Records) be required for applications' reviews and approvals (including NEPA Compliance & Historical Preservation Consultations)?	No
40	g) Will there be a list of pre-qualified equipment installation contractors? Or, will approved applicants be responsible for selecting their own equipment installation contractors?	There is a list of pre-qualified installation contractors. Selected PM can submit their own contractor with the approval of DEDC.
41	h) Will the PM be required to perform design-peer-reviews of the proposed installations?	Yes
42	i) For applications denied, will there be a Reconsideration Request Process within DDEC?	No
43	j) Will the PM be required to closeout all grants extended?	No
44	k) Has the State (DEDC) developed its Community Benefits Plan as required by the Home Efficiency Rebates programs? If not, will PM be required to do so? Will the PM be required to implement it?	No. The PM will be required to do so. A negotiation between DEDC and the contractor should be carry out for the implementation of the Community Benefits Plan.
45	l) Will the PM be responsible for the outreach required for the programs within the EPP?	It could be an option based on negotiation with DEDC.
46	m) Will the PM be required to perform the Home Assessments for the Home Efficiency and Home Electrification and Appliance Rebates Programs?	Yes
47	n) Will the PM be required to develop the State Utility Data Access Plan for the Home Assessments for the Home Efficiency and Home Electrification and Appliance Rebate Programs?	Yes. As establish and required by the DOE guidelines.
48	o) With respect to the Home Assessments for the Home Efficiency and Home Electrification and Appliance Rebate Program, has the State (DEDC) gone through the process of deciding whether to implement the Modeled Path, the Measured Path, or both? If not, will the PM be required to do it?	Modeled path should be used as required by the DEDC.
49	p) Has the State (DEDC) developed a Consumer Protection Plan for the Home Assessments for the Home Efficiency and Home Electrification and Appliance Rebates Program? If not, will the PM be required to do it?	Yes. In coordination with the DEDC.

No.	Question	Answer from DEDC
50	q) With respect to the Cost Proposal, should the bidder include in the cost table the costs for program managing the implementation of the "Solar for All" grant, which grant is still pending the approval by EPA of the proposal submitted by PR's OMB.	Yes.
51	Please clarify the following Note to Sec. 9.2 Proposer's Compensation in RFP Pg 18 of 37: "The bidder will have to consider in its costs that there may be (activation services) emergency services that will be required with less than 24 hours to perform"	We are referring to exceptional circumstances that occur as a result of emergencies that are backed up by evidence.
52	Will the DDEC please consider providing the proponents with a 5-day extension of the proposal submission deadline?	DEDC will adhere to the timeline outlined in the Request for Proposal (RFP).
53	The RFP indicates questions should be submitted using Appendix J. Since Appendix J was not included with the RFP, will the DDEC accept questions in another format?	You can submit all questions in writing on or before the submission deadline established in this RFP to the electronic mailing address specified in Table 1 of this RFP.
54	There are several references to a Section 6.4; however, there is no Section 6.4. Can the DDEC clarify if all sections are included in the RFP?	All documents pertaining to the RFP process will be sent via e-mail at rfpenergia@ddec.pr.gov . There is no section 6.4. That was a typo.
55	Will an 11' x 17' page count as one (1) page?	It's not specified, but is recommended to use an 8.5" x 11" page size.
56	Other than the Mandatory Requirements Checklist, what forms or attachments does the DDEC expect to include in this section?	Any relevant information that your company would like to include.
57	This section refers to staff requirements included in Table 2 of Annex 1 Scope of Services. Can the DDEC provide this information?	Refer to Annex 1 section A (item 1 to 9).
58	The order of information in Section 8.2 doesn't exactly coordinate with the order of Tabbed Information in Section 7.2. Does the DDEC expect the qualifications to follow the format listed on page 16? If so, which Tab should this information be placed?	You can follow section 7.2 Tabs description. Use the Tab 6: Attachments
59	Section 9.2 Proposer's Compensation, pg. 18 - requires the proposer provide unit prices for each milestone of work achieved. The table provided in this section of the RFP requires cost per hour for services. Please clarify if the proponent compensation costs should be defined for each resource per hour, or per the cost of services required for each milestone.	As defined in section 9.2, proposers will be compensated based on unit prices for each milestone of work achieved. The unit prices provided will include all expenses and any other additional fees applicable to the services requested. Based on cost per hour.
60	Please confirm if the milestones mentioned in Section 9.2, pg. 18 are the tasks listed in the 2024 Timeline included in Section H, on pg. 33.	Refer to Annex 1 section A (item 1 to 9).
61	The Scope of Work (Annex 1), item 9, pg. 28, Management of consultants subcontracted to perform RFP tasks - Please clarify if this refers to third party consultants (selected and retained by the DDEC).	All consultants or third party resources must be evaluated by the DEDC.
62	Section E. pg. 29 - who will provide the Grant Management System?	DEDC; but we are open to considering suggestions, and we will assess them appropriately. As per the DEDC's prerogative, we reserve the right to modify or maintain our criteria.

No.	Question	Answer from DEDC
63	Section H. Enabling Technology and Oversight, pg.31 – mentions that the Program Manager is expected to use the Energy Program Management Software as the main day-to-day work tool.	Yes
64	a. Is this the same as the Grant Management System mentioned in Section E, pg. 29?	No
65	b. This section mentions that the software will be selected by the DDEC. Who will pay for software licensing?	DEDC; but we are open to considering suggestions, and we will assess them appropriately. As per the DEDC's prerogative, we reserve the right to modify or maintain our criteria.
66	Section H., II. Additional Considerations, pg. 32 -33, mentions a non-negotiable 2024 timeline, starting with the intake of applicants during the months of January and February. Please define deliverables for each of the tasks listed in the 2024 Timeline in addition to questions listed below:	
67	a. Intake applicant and selection - Will application collection require the setup of collection centers per region?	This option should be considered.
68	b. Energy auditor procurement – Please define deliverable for this task.	The energy auditor will conduct an energy audit of the household and recommend measures.
69	c. Energy audits performed in beneficiaries' residences – Please define deliverable for this task.	Evaluate energy consumption and identify opportunities to reduce energy consumption as per WAP guidelines
70	d. Weatherization equipment and materials procurement – Please define deliverables for this task.	Vendor list provided by "Administracion de Servicios Generales (ASG)" as per Act 73-2019
71	i. Who will supply the weatherization equipment and materials?	The WAP Contractor
72	ii. Should the proponent consider an RFP process to procure the materials and equipment?	Yes. In coordination with the DEDC.
73	iii. Will the DDEC provide a prequalified equipment and material vendor list?	Vendor list provided by "Administracion de Servicios Generales (ASG)" as per Act 73-2019
74	e. Perform weatherization measures in beneficiaries' residences	No answer required
75	i. Should the proponent consider an RFP process to procure these services?	Yes.
76	ii. Will the DDEC provide a list of prequalified vendors?	Vendor list provided by "Administracion de Servicios Generales (ASG)" as per Act 73-2019
77	iii. Should the proponent retain these contractors directly?	Yes
78	f. Inspector procurement – Please define deliverable for this task.	The certified inspector conducts the final inspection of the work and ensures weatherization is completed.
79	g. Perform inspections in beneficiaries' residences – Will this task require PE licensed individual?	Yes. And any other certification required by the federal agencies guidance.

No.	Question	Answer from DEDC
80	The Department of Energy's Administrative Guidance provides that the programs under Section 50121 and 50122 may use up to 20% of the grant amount for "planning, administration or technical assistance". DOE also indicated in its administrative guidance "Administering and implementing whole-home efficiency projects is complex, high-touch and often involves overhead costs greater than 20% of a program budget." Given the availability of up to 20% of the funds for administration, we would request that the not to exceed limit of 6% of the funds for each of these programs be removed.	Pertaining only to IRA section 50121 and 50122, DEDC will consider negotiating up to 12% of the Grant amount. This will not apply for WAP and Solar for All.
81	Section 60103 provides for up to 25% of the funds to be used for administration of the program. Please indicate what percentage the government has determined in its application it will utilize for program management and technical assistance.	To be negotiated.
82	Will the government provide the scope of work proposed in the Section 60103 application?	No, because approval has not been received from Greenhouse Gas Reduction Fund.
83	Will the proposed technology be utilized to manage all four programs (Section BIL 40511, IRA 50121, 50122 and 60103)? Does the government have an existing technology platform or can the vendor propose a platform to support the requested scope of work?	In terms of the technology platform, the state do no have any. We are open to considering suggestions, and we will assess them appropriately. As per the DEDC's prerogative, we reserve the right to modify or maintain our criteria.
84	From the RFP "Respondents must have the required experience as detailed in Table 2 of the Staff Requirements Section of Annex 1 Scope of Services" - There is no table within Annex 1, and table 2 refers to overall proposal scoring. Could you please provide more information on the staff requirements?	Refer to Annex 1 section A (item 1 to 9).
85	Based on Department of Energy and Environmental Protection Agency's guidance, the scope of work to support the management of the programs requested and to meet the milestones set out in the legislation will require more than 12 months. Will the government modify the period of performance to a base year and additional one year options as determined by the government?	Options will be considered in negotiations with the selected PM.
86	Please confirm that financial statements are only required for the primary proposer and not for subcontractors	Refer to "Carta Circular del Departamento de Hacienda" 1300-16-16
87	Will the government provide a pricing template for the submission of pricing?	Refer to "Administracion de Servicios Generales (ASG)" and follow any other guidance by Federal Agencies.
88	Is there an incumbent provider for any of these energy programs?	No
89	What is the anticipated volume of applications for the Weatherization program?	The expectation are approximately 6,000 applications.

No.	Question	Answer from DEDC
90	Can DDEC provide some additional detail on how to correctly fill out the cost table? 9.2 states compensation will be based on unit prices, however the table asks for "cost per hour". Should the proposer provide titles and hourly rates?	As defined in section 9.2, proposers will be compensated based on unit prices for each milestone of work achieved. The unit prices provided will include all expenses and any other additional fees applicable to the services requested. Based on cost per hour.
91	Does DDEC have a current technology platform or provider to collect applications for the WAP program? If so, what is the platform?	Actually, no. DEDC are open to considering suggestions, and we will assess them appropriately. As per the DEDC's prerogative, we reserve the right to modify or maintain our criteria.
92	Are WAP applications currently being processed by DDEC and/or an incumbent?	Past WAP applications were processed by DEDC.
93	Can DDEC clarify, does the proposer need to provide its own technology platform for application intake and case management for the WAP program and any subsequent energy programs (referenced in Annex 1, pg 28, A.4 "through an IT system")? Or does DDEC have an established technology platform in place or plan to procure this separately (referenced in Annex 1, pg 31, H.1 "Energy Program Management software")?	DEDC are open to considering suggestions, and we will assess them appropriately. As per the DEDC's prerogative, we reserve the right to modify or maintain our criteria.
94	Annex 1, pg 32, H.1 Fiscal Services - For the WAP program, will the proposer be responsible for holding and disbursing federal funds from its own account? Or will DDEC hold the funds and disburse based on the proposer's recommendations?	DEDC will hold funds and disburse based as approval of federal process
95	Does DDEC have procurement requirements and/or policies that must be followed for the procurement of the energy auditor, weatherization equipment and materials, inspectors, and any additional procurements the proposer may have to undertake? If so, can those please be shared?	Refer to "Administracion de Servicios Generales (ASG)" and follow any other guidance by Federal Agencies.
96	What are offerors to provide in "Tab 6: Attachments"?	Any relevant information that your company would like to include.
97	Given the holidays, will the Department consider an extension for proposal responses?	DEDC will adhere to the timeline outlined in the Request for Proposal (RFP).
98	Can the department release a sample contract?	No
99	Where can the Addendums, Exhibits, and Appendix under this RFP-DDEC-EPP-2023-003 be found? Only Annex 1 and Exhibit A are found attached to the RFP.	Refer to previous questions
100	On page 6, under "Submissions of Inquiries," it refers to Section 6.4 of this RFP, and such section is not specified under the RFP.	There is no section 6.4. That was a typo.
101	Also, on page 6, under "Submissions of Inquiries," it refers to a document titled Form for the Submission of Inquiries included as Appendix J. However,	You can submit all questions in writing on or before the submission deadline established in this RFP to the electronic mailing address specified in Table 1 of
102	Page 15, item 8.2 references a Table 2 in the Staff Requirements section of Annex 1, however there is neither a Staff Requirements section nor a Table 2. Will DDEC please provide both?	Refer to Annex 1 section A (item 1 to 9).

No.	Question	Answer from DEDC
103	On page 11, under Financial and Responsibility Information, it states, "See Section 7.1.3 FINANCIAL REQUIREMENTS". However, there is no section 7.1.3 in this RFP. Does the RFP mean 8.1.3 Financial Requirements?	Table 2 should refer to sections 8.1, 8.2, 8.3 and 9.1
104	Regarding Administrative Costs, on page 34, Section 3.a.4 under the WAP Opportunities, it states that "All 10% for administrative costs will be available for implementation by the Program Manager selected; DDEC will not retain any share of this percentage." However, the "Weatherization Assistance Program (WAP) Bipartisan Infrastructure Law (Bil) State Plan (PY 2022-2027)" establishes the following proposed budget for the Grantee Administration of \$1,325,823.00. Please clarify this discrepancy.	Administrative funds will be part of the negotiation process. Proposer should present a proposal that covers all aspect/ areas that are commonly included in this cost section.
105	For the Greenhouse Gas Reduction Fund, will DDEC maintain a portion of the percentage that can be used for administrative costs for the implementation of such. Hence, what is the % of the share that the selected consultant can negotiate with DDEC? For the other 3 programs, such a percentage was provided in the RFP on page 34.	The percentage of the share will be negotiated.
106	We are accustomed to receiving a pricing schedule with line items to price so the government can fairly evaluate each bidder across the same line items. Can DDEC provide a pricing schedule with all activities pertaining to this RFP?	This was not initially intended.
107	The RFP, as written, is too generic and bidders are not able to provide a cost proposal due to this lack of specificity. We recommend, for us to prepare a cost proposal that allows the government to evaluate apples to apples, the government to provide the detailed list of activities that are to be included in the "Services" column of the cost proposal. This is the only way to ensure that bidders will be able to provide the cost for the services the government requires and for costs to be compared fairly among bidders.	This was not initially intended. The Request for Proposal (RFP) comprehensively outlines all the essential services that are required. While the general elements of the RFP are specified, the cost proposals are subject to further negotiation to ensure accuracy and precision.
108	Please clarify if part of the responsibility and scope of work of the Program Management Services is to manage all contracts, including overseeing contractor implementation tasks arising from the programs for contractors, consultants, etc.	Yes. In coordination with the DEDC.
109	Please clarify if the Program Management Services includes managing Implementation Tasks of the four Program established in this RFP.	Yes
110	Is part of the Program Manager Services to perform RFPs and manage such contracts arising from the Programs?	Yes. In coordination with the DEDC.

No.	Question	Answer from DEDC
111	Please clarify if the Program Manager Services is to be in charge of the Outreach Process.	No. The contractor will coordinate directly with the EPP media marketing company.
112	Please clarify if the Program Manager Services is to be in charge of the Technical and Training Assistance in the Program for end users and contractors.	Yes
113	Please clarify if a Web Management System will be developed for the Programs, and if so, who will be in charge of its creation, management, and development.	DEDC; but we are open to considering suggestions, and we will assess them appropriately. As per the DEDC's prerogative, we reserve the right to modify or maintain our criteria.
114	Please clarify if the Program Manager Services needs to provide Call Center Services for the Programs.	Yes, as needed
115	Will the Program Manager be in charge of the management and budget of the whole Programs Funding Allocation?	In coordination with EPP. To be included as part of contract negotiations.
116	Who will be in charge of contracting the contractors/vendors/installers under the Programs for the implementation of all four funding programs under the RFP, DDEC or the Program Managers?	PM in coordination with the DEDC
117	Who will be responsible for construction management, contractors, installers, inspectors, commissioning, and any other activities considered as implementation, under all four programs included in this RFP?	PM in coordination with the DEDC
118	On page 29 under the Monitoring section is state the following: "Perform end-of-project monitoring to validate compliance with applicable laws and federal regulations. Present to the EPP Director with a monitoring plan and interim and final monitoring reports with findings and actions taken to resolve them." Therefore, is the Program Manager is expected to perform monitoring on 100% of the cases/projects of each of the 4 Programs.	No answer required as redacted. If a question, the answer is yes.
119	Please clarify if the part of the Program Management Services also includes the following:	PM is expected to present a monitoring plan to EPP. The plan will be carried out based upon contract negotiations and in agreement with EPP director.
120	a. Contract Management for Contractors/Consultants as per the Program's needs.	Yes. In coordination with the DEDC.
121	b. Manage the contractors/consultants through all the Stages of the Programs.	Yes. In coordination with the DEDC.
122	c. In charge of performing intake and eligibility process	Yes. In coordination with the DEDC.
123	d. Case Management Services	Yes.

No.	Question	Answer from DEDC
124	<p>On page 17, Section 9 Cost Proposal Requirement, Section 9.1 Budget it states the following: "Respondents are expected to establish the cost for the entire Case Management Services, by stating the number of workdays per services, milestone, or deliverable (as per the proposed services approach and methodology) and establishing the corresponding cost at the same level." Therefore, we have the following questions regarding that matter:</p>	No answer is required.
125	<p>a. In some cases, Case Management Services are considered implementation services and are included as part of the programmatic implementation budget. Therefore, what is the expectation from this RFP regarding Case Management services, and if such a task will be under administration fund?</p>	This also will be included as part of the contract negotiations.
126	<p>b. How many cases are expected to be accomplished in each Program?</p>	For WAP Bil is expected approximately 6,000 applicants
127	<p>Page 2, Section 2.1 states, "As for the WAP, for which Puerto Rico has participated since 2009..." and Page 33, Section II.3.a.1 states, "This federal funding opportunity provides additional funding to state WAP programs, above and beyond the typical WAP allocations, to expand..."</p>	No answer is required.
128	<p>a) What program implementation infrastructure already exists that the Program Manager(s) will be able to build upon to expand these services?</p>	EPP should have an implementation platform/ software contracted. Nevertheless, this also could be discussed as part of the contract negotiations.
129	<p>b) To meet the "non-negotiable 2024 timeline" including application intake and Energy auditor procurement from January to mid-February, will the government confirm that the tracking database and applications for additional WAP projects contemplated under the WAP BIL have been developed and outreach services have been contracted and begun?</p>	This should be considered as part of the initial planning process.
130	<p>c) What procedures and plans will the Program Manager(s) be responsible for updating?</p>	All those that maybe required as agreed during the contracting process.
131	<p>Reference RFP page 32, item 2 which states, "The other federal funded program mentioned before, will be prioritized in accordance with EPP Director needs. Hence, lead consultant should be prepared to perform management of the other programs concurrently with the management and implementation of the WAP-Bill." Will the government please clarify that "other programs" is referring to the other three programs including in this RFP?</p>	WAP BIL is the initial priority. Nevertheless, during the initial planning process other priorities will be discussed in coordination with the selected PM.

No.	Question	Answer from DEDC
132	Some of the Programs such as the Weatherization Assistance Program (WAP) Bipartisan Infrastructure Law (Bil) is a 5-year Program as stated in the State Plan. Nevertheless, on page 24, section 12 Contract, states the following: "12.2 Contract Period: The professional services contract will have effectiveness of one-year... 12.3 Performance Period The Performance Period for this Agreement is for a maximum of one year, including holidays, from the day stated in the contract..."	No answer is required.
133	a. Therefore, if the maximum Performance Period is for one year, what are the expectations, deliverables, and scope of work for that particular year of Program Management services?	Work schedule, expectations, deliverables, and scope of work will be also discussed and negotiated during the contract agreement process.
134	b. Also, is the cost proposal to be submitted for this RFP is for only the first year (one year) or for the duration of the program's POP?	Can be negotiated during the contracting process.
135	Will DDEC EPP provide the grant applications submitted by DDEC EPP to be awarded the funds to understand the deliverables, objectives, and milestones that were committed to?	All supporting documentation required as part of the contract negotiations process will be provided upon previous coordination.
136	Will DDEC EPP provide the State Plans for the other three funding programs under this RFP?	All supporting documentation required as part of the contract negotiations process will be provided upon previous coordination.
137	Please clarify if, for this RFP, the milestones of each of the Programs need to be established by the Proposer. And if those milestones are just for the one year of the contract or for all the Program POP, that could be up to 5 years.	All milestones should be provided by the proposer. Proposer is encouraged to include various milestones scenarios in the proposal.
138	On page 18, Section 9.2, Proposer's Compensation states that "Proposers will be compensated based on unit prices for each milestone of work achieved. The unit prices provided will include all expenses and any other additional fees applicable to the services requested." Please clarify what are the milestones that need to be delivered so a unit price can be established.	As defined in section 9.2, proposers will be compensated based on unit prices for each milestone of work achieved. The unit prices provided will include all expenses and any other additional fees applicable to the services requested. Based on cost per hour.
139	Page 18 a table was provided for services and Cost Per Hour. Will DDEC provide a Cost Form to be completed by the Proposers? If not, should the proposer need to provide a cost for each Program separately or for all the Programs as a unit? Are the milestones established by the Proposer, and if so, are those milestones only for the 1-year duration of the Program Management Contract or for the Program POP that, is for 5 years?	Proposer should include a Cost Form for each program and as a unit.

No.	Question	Answer from DEDC
140	Page 17, Section 9 states: "The Respondents must clearly and unambiguously establish a fixed budget to complete the delivery of the services within the time frame established by the EPP. Include in the preceding all meetings, staff time coordination, and required project expenses."	
141	a. In order to establish a budget within the established timeline, please provide the EPP established timeframe for all four programs.	Timeline expectations for each program is based on each program guidelines as indicated by each federal agency. Adjustments to these timelines could be also required per each program individual needs as the program moves through its implementation phase.
142	What percentage of the funding is expected to be allocated for the work in Vieques and Culebra municipalities for each of the four programs?	To be negotiated during contracting process. Proposer should consider the most appropriate scenario.
143	Page 17, Section 9, "The Respondents must clearly and unambiguously establish a fixed budget... Include in the preceding all meetings, staff time coordination, and required project expenses."	No answer is required.
144	a. Should the Program Manager(s) expect to travel to Vieques and Culebra?	Yes
145	b. Will the Program Manager(s) be responsible for Program Management only or implementation of all four programs in Vieques and Culebra?	To be negotiated during contracting process. Both possibilities should be consider in the proposal.
146	Page 8, last paragraph states: "Under the direction of the EPP-DDEC, the winning Respondent will develop and agree to scope and delivery of this work, taking account the presented needs and most importantly the timeframe within which the work must be completed. How will our proposed cost/budget submitted with the proposal be affected, especially with the unknowns of when Program Management and Administration of each of the four programs, only a schedule for the WAP-Bil has been included in the RFP?"	Proposer should consider all possible risks and include in their cost/ budget analysis all possible contingencies.
147	There is a discrepancy between the "Weatherization Assistance Program (WAP) Bipartisan Infrastructure Law (Bil) State Plan (PY 2022-2027)" and this RFP regarding Solar Panels. We noticed that the WAP-Bill program does not pertain to PV systems." However, under the RFP-DDEC-EPP-2023-003, it states on page 33 under the BIL Section 40551: Weatherization Opportunities in the Bipartisan Infrastructure Law, that "New measures include weatherization...; and installing solar panels for qualifying low-income residents." Please clarify if the WAP will or will not be installing PV systems.	WAP BIL is not considering installing solar panels. Only Solar for All will consider this alternative. Nevertheless, this could also be discussed as part of he contracting process with the selected PM.

No.	Question	Answer from DEDC
148	There is no mention of specific Key Staff Positions under this RFP. Will the Proposer need to include Key Personnel under the proposal, and if so, what are the Key Positions DDEC is expecting to have under the Program Management Services?	Proposer should included a list of key personnel as part of their proposal.
149	Annex 1, Scope of Work, there are two sections lettered as H (page 31 and page 32), will the government correct this numbering to avoid confusion?	Must follow the steps listed.
150	The below excerpt from Annex 1, SOW refers to objectives located in "x appendix". Will you provide a copy of this appendix to bidders? "The Program Manager will own and oversee the application and granting process for three main grants: (1) BIL WAP Enhancement & Innovation, (2) Inflation Reduction Act, and (3) Greenhouse Gas Reduction Fund". These programs have different objectives (see X appendix), but all will grant awards to individuals through competitive application programs."	All required documents will be develop as part of the initial planning and design process. All in coordination and with consent of the EPP director.
151	Page 9, item 7.1, 3rd bullet, will a certified electronic signature be acceptable for proposal submission?	Yes
152	Page 9, item 7.1, last bullet, is single line spacing acceptable for written proposal content?	Yes
153	Please confirm that item 12 Organization Chart under Tab 2 Company Information is to be of the organization of the firm and item 8.2.3 Organization Chart should be specific to this contract.	Yes
154	Section 7.2 provides bidders with instructions on what information is to be contained in each tab of their technical proposal. Where does the government want bidders to include the information required in Section 8? Please see the below questions 7.a - 7.h regarding which tab bidders should use to address each of the mandatory requirements:	7.a> Government will create a Mandatory Requirements tab. 7.b>Government will create a Mandatory Requirements tab 7.c>Government will create a Mandatory Requirements tab 7.d> Should be included in tab 5- References for Services Performed 7.e> Should be included with tab 2 " company information".

Questions	Mandatory Requirements
7.a Should "8.1.2 Organizational Documents" be included with tab 2 "Company Information"? Or will the government create a "tab 6 – mandatory requirements for bidders to include this information?"	8.1.2 Organizational Documents Include all documents that demonstrate that the Proposer: 1. Is properly organized and/or registered and in compliance with the laws of its place of incorporation. 2. Is in "good standing" with the Government of Puerto Rico or with their jurisdiction of incorporation.
7.b Will the government confirm that "8.1.3 financial requirements" be included with tab 2 Company Information? Or will the government create a "tab 6 – mandatory requirements" for bidders to include this information?	8.1.3 Financial Requirements The Proposer shall demonstrate in the Proposal that has adequate financial resources to perform the services under the contract. Accordingly, the Proposer shall provide the following financial information to allow the DEDC to evaluate its financial capability: The Respondents that generate over \$1 million annual revenue must provide the audited financial statements for the past two (2) years and that include, as minimum, income statement and balance sheet. Those

No.	Question	Answer from DEDC
	<p>generating less than \$1 million annually may submit a reviewed financial statement if an audited report is not available, for the past two (2) years. All Respondents shall submit the availability of bank credit or other information that will enable the DEDC to evaluate its financial capacity to perform under the contract.</p> <p>The financial information requested is based upon circumstances existing at the time the RFP is released. The DDEC reserves the right, without limitations, to: (i) modify the requirements of the information; (ii) request additional information or clarification during the evaluation process and, if appropriate, (iii) modify the minimum score requirements; all in the best interest of the DEDC's action plans.</p>	
<p>7.c Will the government confirm that "8.1.4 conflicts of interest" be included with <i>tab 2 Company Information</i>? Or will the government create a "tab 6 – mandatory requirements for bidders to include this information?"</p>	<p>8.1.4.Conflicts of Interest</p> <p>... Proposers will be required to certify that no officer, agent or employee of the Government of Puerto Rico or its Government Entities and instrumentalities, has a monetary interest in the Proposal or has participated in contract negotiations on behalf of the Government of Puerto Rico; that the Proposal is made in good faith without fraud, collusion or connection of any kind with any other Proposers; that the Proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm; and that the Proposer has not been convicted or has pleaded guilty in a state of federal court or any other jurisdiction of the United States of America, or another country if the elements which constitute the crime are the same, of certain crimes constituting fraud, illegal appropriation or misuse of public funds, for the terms stated in Act 2-2018.</p>	
<p>7.d Should "8.2.1 Experience and Qualifications" be included with <i>tab 5 "References for Services Performed"</i>?</p>	<p>8.2.1 Experience and Qualifications (Maximum of 15 Points)</p> <ul style="list-style-type: none"> • Describe your experience providing, in Puerto Rico, the services described in this RFP, including those for WAP, SEP or ARRA funds. • Include three references. • Evidence that the Respondent possesses the knowledge and capability of the individual consultant or legal entities necessary to perform adequately and meet contract requirements. Evidence should be based on past performance and client references. 	
<p>7.e Should "8.2.2 Profile of Business" be included with <i>tab 2 Company Information</i>? If not, will the government identify which tab</p>	<p>8.2.2 Profile of Business (Maximum of 15 Points)</p> <ul style="list-style-type: none"> • Applicants must submit a Profile that must include how the business qualifies to deliver the proposed services and the 	