



Request for Proposals No. DSP-NMEAD-RFP-2024-009 *State Hazard Mitigation Plan Update*

Invitation: The Puerto Rico Emergency Management and Disaster Administration Bureau (PREMB) invites qualified bidders to submit proposals for the *State Hazard Mitigation Plan Update*.

Issue Date: This Request for Proposals is issued on **October 11, 2024**.

Deadline: Proposals must be submitted **on or before 4:00 pm on November 1, 2024**.

Contact Person: All questions and concerns regarding this request for proposals, including any requests for information and clarification, must be made in writing to the contact person listed below, who will respond to them within the term provided below. Information obtained from other sources is neither official nor reliable. Per the Administrative Order DSP-2024-003, requests for clarifications or questions related to an RFP will be responded to in writing to all Proponents.

Comité de Evaluación Propuestas
Department of Public Safety
Telephone: (787)793-1211 ext. 1026
Email: propuestas@dsp.pr.gov

Submission of Proposals: Proposals must be submitted by email on the stated closing date. The email must clearly state the name and address of the proposer, The RFP number, and the project name. Proposals should be sent to the following e-mail address:

propuestas@dsp.pr.gov

Faxed Proposals will not be accepted or evaluated.

Questions: Questions to clarify doubts about the application process and requirements, the proposal process, or the specifications contained therein, must be submitted in writing, to propuestas@dsp.pr.gov. Phone calls will not be accepted. Questions or meeting requests will only be accepted to clarify doubts about the application process and requirements, the proposal process, or the specifications contained therein.

Technical information regarding additional costs may be requested for clarification purposes but will not change the original proposal received or the specifications of the requests for proposals. Any questions or concerns must be submitted in writing to the email provided **on or before October 23, 2024**.



TABLE OF CONTENT

I. BACKGROUND3

II. GENERAL OBJECTIVES3

III. SERVICE SPECIFICATIONS3

IV. SPECIFIC REQUIREMENTS5

V. COST..... 5

VI. TERMS AND CONDITIONS6

VII. PROPOSAL FORMAT.....7

VIII. EVALUATION.....9

IX. CHANGES TO THE PROPOSALS.....9

X. PRICE STABILITY.....10

XI. SUBCONTRACTING.....10

XII. DELAY IN NEGOTIATION.....10

XIII. NOTIFICATION.....10

XIV. REJECTION OF OFFERS.....10

XV. ACCEPTANCE FORM.....12



I. BACKGROUND

The Emergency Management and Disaster Administration Bureau (PREMB) was created by Act 20 of April 10, 2017. It was formerly known as the State Agency for Emergency Management and Disaster Management of Puerto Rico, created by Law 211 of August 2, 1999. PREMB has the duty and obligation to protect people in emergency or disaster situations and, to this end, provide the fastest and most effective assistance necessary for protection before, during and after them, ensuring the protection of life and property. It also manages the efficient recovery and stabilization of services and resources needed by citizens, industries, businesses, and government entities.

As part of the responsibilities of the PREMB Mitigation area, we have the development and updating of a State Mitigation Plan, in accordance with the standard state planning regulations at 44 CFR Part 201.4. For this reason, PREMB requests proposals from qualified companies or individuals, experts in the field, and with the required knowledge and experience, for updating the State Hazard Mitigation Plan.

II. GENERAL OBJECTIVES

Update the State Hazard Mitigation Plan in accordance with the requirements of 44 CFR 201.4 and the State Mitigation Planning Policy Guide (2022).

Mitigation planning is the foundation for guiding risk reduction investments across the state. These investments build community resilience to future natural hazard events. The state mitigation planning process brings partners together to inform a risk reduction strategy that can be implemented using a wide range of public and private resources. State mitigation plans demonstrate the commitment to mitigation across multiple sectors, such as infrastructure and economic development, to reduce natural hazard risk to communities across the state.

The state mitigation plan guides risk-informed decision making at the state level. It also guides local governments engaged in mitigation planning, including vulnerable and underserved communities. Local governments, including special districts, can leverage the state mitigation plan when developing climate adaptation, resilience, mitigation, land use, comprehensive and economic development plans.

III. SERVICE SPECIFICATIONS

Update the State Hazard Mitigation Plan in accordance with the requirements of 44 CFR 201.4 and the State Mitigation Planning Policy Guide (2022). Project should be divided in five (5) phases:

Phase 1: Planning Process update

1. Process Documentation



2. Interagency Coordination
 - a. State and federal agencies, municipal governments, interest groups, citizens
3. Integration with other planning efforts
 - a. Mitigation efforts in federal and state agencies
 - b. Puerto Rico Climate Change Mitigation, Adaptation, and Resilience Plan
 - c. Tsunami Ready Program
 - d. Spatial planning plans
 - e. Land Use Plans - Planning Board
 - f. Legislation in process - Executive Order or others

Phase 2: Natural Hazard Assessment

1. Natural Hazard Inventory
2. Vulnerability analysis to identified natural hazards
 - a. Establish the most severe areas of vulnerability
 - b. Location of critical government facilities
3. Analysis of potential losses to facilities identified by type of natural hazard

Phase 3: Outline Mitigation Strategy

1. Establish measures and recommendations to reduce losses identified in the hazard assessment
2. Setting state goals to mitigate and reduce potential losses
3. Define policies, programs and resources to be used in the implementation of mitigation strategies
4. Identify, evaluate and prioritize the development of mitigation activities and their relationship to the strategy
5. Identify resources (present and future) from local, state, and federal sources (human, financial, equipment, technology, other)

Phase 4: Coordination with other planning efforts

1. Description of the process the state will use to support the development of local mitigation plans
2. Description of the process and programming for the development, evaluation and coordination of local mitigation plans
3. Define criteria for prioritizing communities for the allocation of funds for mitigation activities
4. Apply cost-benefit techniques as a criterion for the evaluation of mitigation projects

Phase 5: Plan Adoption / FEMA approval / Traduction

1. Circulation and public discussion of the Draft Plan document
2. FEMA review of Draft document
3. Incorporation of recommendations into the Plan
4. Executive Order adopting the Plan



5. Final Plan submission for FEMA approval
6. Plan Traduction
7. Traduction approval

At the end of each phase, the pertinent chapters will be delivered to the PREMB Mitigation office, on or before the date stipulated in the table in Section IV, for the corresponding review process.

IV. SPECIFIC REQUIREMENTS

The Scope of Work is divided into phases, chapters are required to be delivered as they are completed. When finalizing all Chapters, the completed document must be submitted for review and approval by FEMA. Once the Plan is approved, the translation into English will proceed.

V. COST

The proposal should include the cost per phase.

	TASK	DEADLINE	COST PER PHASE
Phase 1	Planning process update	March 31, 2025	
Phase 2	Risk assessments update	August 29, 2025	
	Hazards update		
	Vulnerability of Hazards update		
	Maps update		
	Analysis of potential losses update		
	Critical facilities update		
Phase 3	Mitigation strategy update	October 31, 2025	
	Post and Pre-Disaster management policies		
	Prioritization update		
Phase 4	Identification of Federal and State sources	December 29, 2025	
	Inclusion for new version of Local Plans		
	Inclusion for new version of others Plans		
	Plan maintenance process update		
Phase 5	Public Hearings	February 27, 2026	
	FEMA Evaluates the Plan update	April 24, 2026	
	Approval Pending Adoption	May 29, 2025	
	Plan Adoption (min 30 days)	June 29, 2026	
	Plan Approval (min 30 days)	July 29, 2026	
	Plan Traduction	September 30, 2026	
	Traduction Approval	October 30, 2026	
TOTAL			



VI. TERMS AND CONDITIONS

- A. **Protection of captured data.** Due to the nature and responsibility of DPS/PREMB, the selected company or individual is required to sign a formal contract.
- B. **Independent contractor.** The nature of the relationship between DPS/PREMB and the successful supplier will always be treated as an independent contractor. Upon the signing of the contract, **NO** subcontracting will be allowed.
- C. **Expense.** Travel and mileage expenses and all miscellaneous expenses, including travel, printing and other expenses shall be the responsibility of the consultant.
- D. **Billing and payment.** The services will be detailed in an original formal invoice that must be presented at the end of each phase. The invoice must be signed and include the required government certification for conflict of interest. It should also include a detail of all tasks, jobs, and activities performed per day and the number of hours incurred per activity. DPS/PREMB will make the monthly payment within 30 days of the date of receipt of the invoice if it meets all requirements, including being registered in the PRIFAS system that is accessed through the Virtual Collection of the Department of Finance. All payments are subject to applicable government contributions and withholdings. Any tax relief from the Department of Finance must be included in the proposal. DPS/PREMB shall not be liable for any costs not specified in the invoice and contract.
- E. DPS/PREMB shall not be liable for any costs not specified in the invoice and contract.
- F. **Qualifications of the proponents.** Proposers must have the following qualifications:
1. A minimum of 3 years of experience in Federal Government funded projects, grants, and government contracts;
 2. Detailed resume with relevant related experience, education, certifications, etc.;
 3. Ability to meet goals and objectives and meet terms;
 4. If the proposer is a company, it should describe its organization, size, structure, practice areas, and office location. Indicate, if applicable, whether the enterprise is a small or minority-owned enterprise. Also include a copy of the Equal Opportunity/Affirmative Action Policy if the company has one.
 5. **A Unique Entity ID number;**
 6. Be registered in www.sam.gov and not appear on the "List of excluded persons/entities" maintained by the Office of the Inspector General on said portal.
 7. Possess a current license and be in good standing with the Puerto Rico Department of State.
 8. It must be registered in the Single Registry of Professionals (RUP), of the General Services Administration (ASG), through its <https://rup.asg.pr.gov> portal;
 9. Excellent reputation in the community.
 10. Experience with government.
 11. Adequate insurance coverage, covering all personnel who will be designated to provide the services subject to this request.
 12. You must not have a conflict of interest with the parties to the contract.
 13. Have done similar work and present evidence.
- G. **Personnel.** The provider will work primarily with the Program Manager of the project.
- H. **Conflict of Interest Disclosure.** Proposers must attest that they have no interest and will not acquire any interest that may conflict with the performance of the services required.



Any pre-existing relationship(s) must be disclosed and could be considered a potential conflict of interest.

- I. **Non-discrimination.** The successful provider will not discriminate against any employee or applicant for employment, or any individual receiving services, based on race, creed, color, sex, sexual preference, national origin, physical disability, age, height, weight, marital status, veteran status, religious belief, or political belief.
- J. **Prohibition of tipping.** No employee of PREMB, the Committee shall, directly or indirectly, solicit, accept or receive a gift that has a value of twenty-five dollars or more, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence the employee, or could reasonably be expected to influence the employee, the performance of his or her official duties, or intended to be a reward for any official action on the part of the employee.
- K. DPS/PREMB reserves the right to cancel or modify the specifications of the request for proposal prior to the final evaluation. In such cases, all proponents who have requested or received copies of the RFP specifications shall be notified of such cancellation or modification.
- L. All proposals received must be signed by a duly authorized representative of the supplier. Any accessory or attachment required in the specifications must be attached to each proposal form. Proposals that do not meet the terms of the call specifications or that do not include all requirements, documents, forms, and certifications, will be considered non-responsive and will be rejected. Any correction or erasure in the documents must be initiated by the proposer or representative on both the originals and the copies.
- M. The award of the contract and its execution will not be final until the approval of the contract is received signed by the Commissioner of PREMB and the Secretary of the Department of Public Safety and the signed contract is registered at the Office of the Comptroller of Puerto Rico. No supplier shall acquire any right or privilege with respect to goods or services until written notice is given to it that the auction has been awarded to it and the process of formalization and registration of the contract has been completed.
- N. **Budget.** The DPS has strict budget controls and needs a proactive person or company to provide quality professional services.
- O. **Recognition of federal funds.** The funds to be used to pay for services under this contract are awarded by DHS, in particular FEMA-4339-DR-PR grant funds under the Hazard Mitigation Grant Program.

VII. PROPOSAL FORMAT

Individuals or businesses that meet all prequalification requirements may respond to this RFP. Proposals should include complete and accurate information on each of the following topics:

- A. **Experience.** Describe previous experience with government-funded programs and provide evidence of related previous work. A minimum of 3 years of experience is required.
- B. **Company/individual information. Provide contact information,** a brief history of you or your company; ownership, organizational structure, office location, the top five (5) customers; and at least three (3) business references with contact information, including telephone and email. Also, if applicable, indicate whether the business or individual is a



woman or minority/business enterprise (M/WBE) as defined by the Minority and Women's Business Development Division.

- C. **Disclosure. Provide information on past or pending sanctions of the individual or company** through any regulatory body or professional organization; disclose the circumstances and status of any disciplinary action taken or pending against the individual or company during the past three (3) years.
- D. **Conflict of interest.** The individual or companies responding to this RFP attest that there are no interests and will not acquire any interest that may conflict with the performance of the required services. Any pre-existing relationship(s) must be disclosed and could be considered a potential conflict of interest.
- E. **Qualifications and Experience.** Conforming qualifications set out in the Specific Requirements section. Relevant experience with government agencies and according to the required years.
- F. **Signature.** Include the certificate that the person signing the proposal has the right to represent the company and is authorized to sign the proposal.
- G. **Proof of insurance coverage.** The proposal should include proof of insurance coverage for general commercial liability and professional insurance coverage, including errors and omissions.
- H. **Late proposals.** Proposals must be received **no later than 4:00 p.m. on November 1, 2024.** Proposals received after that time and date, or **without all the required information detailed above, may be rejected,** and returned to the proposing party, at the discretion of the PREMB. In the event of disputes over the time and date of receipt of a proposal, the date and time of receipt marked by the PREMB shall prevail.
- I. **Expense.** All proponents are solely responsible for their own time and expenses in preparing their proposal, including costs incurred during subsequent submissions and negotiations.
- J. **Documentation.** All bidders must have the following documents at the time of the award notification:
1. ASG Certificate of Eligibility, (Single Provider Registry (RUP))
 2. If the proposing company or individual is foreign, provide Department of State Registration and comply with ASG's Single Supplier Registry (RUP).
 3. PYMES certification, if applicable,
 4. Affidavit under Act No. 2 of 2018,
 5. Corporate resolution of the representative of the company authorized to sign the contract,
 6. Letter from authorized distributor, if applicable, and
 7. Exclusive supplier letter, if applicable.
- K. **Style.** The following format, sequence and instructions should be followed to provide consistency in the proposer's response and ensure that each proposal receives full consideration.
1. All pages must be listed consecutively,
 2. Include a cover page,
 3. Acceptance form completed in all its parts and signed,
 4. Table of contents including page numbers,
 5. A summary (one or two pages) of the key features of the proposal,
 6. The body of the proposal, including prices and other service specifications.



7. Prices, goods and services must be described in detail, broken down and specified.
8. Proponents of more than one alternative must submit each of them separately. Each of the alternatives must meet the requirements of this request for proposal.

VIII. EVALUATION

Submitted proposals will be evaluated by the DPS Proposal Review Committee, based on the following selection criteria:

- A. Received at the location indicated in the invitation on or before the specified closing time;
- B. Completeness and accuracy of the information provided in the proposal;
- C. Services included;
- D. Cost competitiveness;
- E. Experience in planning related to incidents or emergencies, staff qualifications and credentials, certifications, and business references (a minimum of 3 years of experience is required);
- F. Evidence of similar work done;
- G. Organizational structure;
- H. Evidence of Unique *Entity ID*;**
- I. Evidence of registration in www.sam.gov and current status;**
- J. Evidence of insurance policy;
- K. Status in the Department of State;
- L. Acceptance form completed in all its parts and signed,
- M. Show evidence of being registered in the Single Registry of Professionals (RUP), of the General Services Administration (ASG), through its <https://rup.asg.pr.gov> portal;
- N. Reputation, including conducting business with the highest ethics and any potential or present sanctions or conflicts of interest;
- O. Ability to meet all DPS/PREMB compliance requirements, including all qualification requirements; and
- P. All criteria that DPS/PREMB will consider in the evaluation of the proposals must be properly and timely disclosed to all Proponents.

The issuance of this RFP and receipt of proposals do not bind DPS/PREMB to award a contract. DPS/PREMB reserves the right to postpone the date of receipt or ultimately cancel all or part of this Request for Proposal without notice. Additional technical or cost action information may be requested for clarification purposes. The received information will not have the effect of changing the submitted original proposal, but it may lead to further negotiations between the potential proponents. Interviews and/or meetings are optional and may or may not be conducted at DPS's discretion.

IX. CHANGES TO PROPOSALS

The proposer may modify or withdraw his proposal before the established closing date and time by submitting a clear, detailed written notice. When the closing date and time arrive, all proposals are unalterable. The proposer will not change the proposal in any way unless requested by the DPS/PREMB for clarification purposes.



DPS/PREMB reserves the right, where necessary, to modify the objectives, scope, and specifications of the RFP prior to the final evaluation of proposals. DPS/PREMB shall promptly notify all potential proponents who have requested or received copies of the specifications of such amendment. If the objectives, scope, and specifications are modified, any proposer from whom a proposal has been received prior to giving such notice of amendment shall have the right to withdraw the submitted proposal and resubmit it.

X. PRICE STABILITY

The prices set forth in the proposal will remain unchanged during the term of the Contract.

XI. SUBCONTRACTING

DPS/PREMB may consent for the outsourcing of the services or products that are the subject of this request for proposal and that are likely to be subcontracted. For outsourcing to be considered, the proposer shall specify and detail in its proposal each and any of the services whose outsourcing is proposed.

XII. DELAY IN NEGOTIATION

If it is not possible to negotiate a written contract within thirty (30) days of the award notice, DPS/PREMB, in its sole discretion and at any time, may determine to terminate negotiations with the successful bidder and negotiate a contract with the next qualified proponent or may elect to terminate the request for proposal process without signing a contract with any of the proponents.

XIII. NOTIFICATION

DPS/PREMB reserves the right to reject any proposal because of any of the selection criteria set forth in the RFP, for near-expiring federal funds, for fiscal crisis, for any state or federal law or regulation affecting the *procurement* procedure, and for any other reason beyond PREMB's scope.

XIV. REJECTION OF OFFERS

DPS/PREMB reserves the right to reject any proposal that does not meet the specifications described in the RFP.

The issuance of this call and receipt of proposals does not bind DPS/PREMB to award a contract. DPS/PREMB reserves the right to postpone the date of receipt, or ultimately cancel all or part of this call.



Confidentiality: The contents of this RFP is considered confidential information. The person or company receiving it shall not disclose to anyone any information related to this request, or any information obtained in subsequent communications related to the request, except for its employees directly connected with the response to it, no information contained in this RFP shall be duplicated, used, or disclosed without the prior written consent of DPS/PREMB.

The information in this RFP may only be distributed with written permission from DPS/PREMB. In addition, no press releases, public announcements, or any other reference to this request may be made without the prior written consent of DPS/PREMB, whose consent may be withheld for any reason solely at DPS/PREMB's discretion.



ACCEPTANCE FORM

This form must be completed and signed by a person duly authorized by the proposer and delivered by hand along with the original proposal in PREMBs.

The attached proposal is submitted in response to PREMB Request for Proposals No. **DPS-NMEAD-RFP-2024-009**. I accept that I agree to all terms and conditions contained therein, and I agree that any inconsistency in our proposal shall be deemed to have not been written and as if it did not exist. I certify that we have read and reviewed the RFP, including all sections thereof, and that we have conducted prudent and reasonable research to prepare the proposal. We agree to comply with everything outlined in our proposal.

Enterprise:	Address:
Telephone:	Fax:
Website address:	Unique Entity ID Number or SAM-UEI Number
Name of Authorized Representative:	Title:
Cell phone:	Email:
Company:	Date:

FAILURE TO COMPLETE THIS FORM AND SUBMIT IT WITH YOUR PROPOSAL MAY RESULT IN YOUR PARTICIPATION IN THE PROCESS.

