



Request for Proposals No. DSP-NMEAD-RFP-2026-013 *Oversight Support Services*

Invitation: The Puerto Rico Emergency Management and Disaster Administration Bureau (PREMB), attached to the Department of Public Safety (DPS) is requesting proposals for *State Safety Oversight consulting support services*.

Issue Date: This Request for Proposals (RFP) is issued on **August, 20 2026**.

Closing Date: All proposals must be submitted by **September, 15 2026, by 4:00 p.m.**

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. All questions received and responses issued will be documented and distributed in writing to all proposers to ensure equal treatment and access to the same information.

Comité de Evaluación de Propuestas
Department of Public Safety
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 email address:

propuestas@dsp.pr.gov

Faxed or hand-delivered 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 **August, 31 2026**.

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I. BACKGROUND

The Puerto Rico Emergency Management Bureau (PREMB) operates under the Puerto Rico Department of Public Safety (DPS) pursuant to Act No. 20-2017, as amended. PREMB is responsible for emergency preparedness, response, recovery, and the protection of life and property.

Under Executive Order OE-2024-07 and 49 CFR § 674.11(c), PREMB is the designated State Safety Oversight Agency responsible for overseeing the safety of the Tren Urbano system. This program is referred to as PREMB SSO and is supported through the Federal Transit Administration's SSO Formula Grant Program.

This procurement will be conducted in accordance with Administrative Order DSP-2024-003, applicable DPS and Government of Puerto Rico procurement requirements, 2 CFR §§ 200.317–200.327, FTA Circulars 4220.1G and 5010.1F, and the FTA Master Agreement and Certifications and Assurances applicable to the underlying award.

The resulting contract will incorporate all applicable federal provisions, certifications, and flow-down requirements. Through this RFP, DPS/PREMB seeks qualified firms or individuals to provide consulting support services to PREMB SSO.

II. GENERAL OBJECTIVES

Provide consulting support services to the SSO office complying with all applicable Federal Transit Administration and the Government of Puerto Rico regulations, policies, procedures, and directives, and other applicable federal requirements governing federally funded programs.

III. SERVICE SPECIFICATIONS (SCOPE OF WORK)

The selected contractor shall provide comprehensive technical and professional support to the PREMB State Safety Oversight Program in carrying out its responsibilities under the PREMB State Safety Oversight Program Standard, 49 CFR Parts 672, 673, and 674, the applicable Public Transportation Agency Safety Plan, and other applicable federal and Government of Puerto Rico requirements.

Services may include, but are not limited to, technical assistance, document review, audits, inspections, investigations, corrective action oversight, risk-based inspection activities, capital project oversight, Safety and Security Certification activities, regulatory compliance support, program development and revision, training, reporting, and participation in meetings or other oversight activities.

The contractor shall also provide support for any additional activities, requirements, revisions, findings, or technical needs that arise during the contract period and fall within the responsibilities and authority of the PREMB State Safety Oversight Program.

IV. PERIOD OF PERFORMANCE

This solicitation contemplates the award of a multi-year contract with a maximum potential duration of three (3) years, structured as a one-year base period and two additional one-year option periods.

The initial base period of performance shall be one (1) year from the effective date of the contract.

DPS/PREMB may, at its sole discretion, exercise up to two (2) successive one-year option periods. Each option period shall be exercised through written notice or a formal contract amendment, as applicable, and shall be subject to the availability and obligation of funds, continued programmatic need, satisfactory contractor performance, and compliance with all applicable federal and Government of Puerto Rico requirements.

The inclusion of the option periods establishes the contemplated multiyear structure of this procurement but does not obligate DPS/PREMB to exercise any option, guarantee work beyond the applicable funded contract period, or create a commitment of funds in advance of their availability.

The total period of performance, including the base period and all options exercised, shall not exceed three (3) years.

The exercise of any option year shall be at the sole discretion of DPS/PREMB and shall not be construed as a guarantee of continued work.

V. COST PROPOSAL

The resulting contract will be a labor-hour, not-to-exceed contract. The cost proposal shall be submitted as a separate electronic file and shall include:

- List of services to be provided.
- Number of personnel assigned, including their roles and relevant qualifications.
- Fixed hourly rate by labor category or individual.
- Maximum hours for the base period and each option period.
- Not-to-exceed amount for the base period, each option period, and the total potential contract term.

Payment shall be based on actual hours worked, documented, and approved by DPS/PREMB at the fixed hourly rates established in the contract. The Contractor shall not exceed the applicable not-to-exceed amount. Any increase to the contractual ceiling shall require a formal written contract amendment executed by the authorized officials. Costs incurred above the contractual ceiling without an executed amendment shall be at the Contractor's sole risk and will not be reimbursed.

All proposed costs shall be allowable, allocable, reasonable, and sufficiently detailed to support the required cost or price analysis.

VI. TERMS AND CONDITIONS

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. The Contractor shall comply with all applicable federal, state, and local requirements related to data protection, confidentiality, and safeguarding of sensitive information.

Independent Contractor. The nature of the relationship between DPS/PREMB and the successful proposer will always be treated as an independent contractor. Subcontracting is not permitted unless expressly authorized in accordance with Section XI "Subcontracting".

Expenses. Travel and mileage expenses and all miscellaneous expenses, including travel, printing and other expenses shall be the responsibility of the consultant. Therefore, DPS/PREMB can't reimburse expenses.

Billing and Payment. The services will be detailed in an original formal invoice that must be presented within fifteen (15) days after the end of each quarter. 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 payment within thirty (30) days from the date of receipt of the invoice if it complies with all requirements, including being registered in the Integra PR system that is accessed through the <https://pr.gov/erp> website of the Puerto Rico Government. All payments are subject to applicable government contributions and withholdings. Any tax exemption from the Puerto Rico Department of the Treasury must be included in the proposal. DPS/PREMB shall not be liable for any costs not specified in the invoice and contract.

Qualifications of the Proposers. The proposers must have the following qualifications:

1. Have a minimum of three (3) years of relevant experience with State or Federal government agencies, federally funded projects, grants, or government contracts.
2. Have performed similar work for a State Safety Oversight Program or Rail Transit Agency and provide evidence of such experience.
3. Provide resumes of proposed key personnel showing relevant experience, education, and certifications. Any replacement personnel must possess qualifications equal to or greater than those originally proposed.
4. Designate a Project Manager who is fluent in English and has at least an intermediate level of proficiency in Spanish.
5. The Project Manager must comply with the applicable Public Transportation Safety Certification Training Program requirements under 49 CFR Part 672 and maintain the required certification and recertification.
6. All personnel designated to conduct audits, examinations, inspections, investigations, or other safety oversight activities must comply with 49 CFR Part 672.
7. Demonstrate the ability to meet the objectives, requirements, and terms of this RFP.
8. If the proposer is a company, provide a brief description of its organization, size, structure, practice areas, and office location. Identify any applicable small business, minority-owned business, or DBE status and include its Equal Opportunity/Affirmative Action Policy, if available.
9. Be actively registered in the Federal Government's System for Award Management (SAM.gov) and not be suspended, debarred, or otherwise excluded from participation in federally funded transactions.

10. Have a Unique Entity Identifier (UEI) assigned through SAM.gov.
11. Be registered in the Unique Registry of Professional Service Providers (RUP) and/or the Registry of Unique Bidders (RUL) of the Puerto Rico General Services Administration, as applicable.
12. Possess valid identification.
13. Hold a valid professional license, when applicable.
14. Be in good standing with the Puerto Rico Department of State, when applicable.
15. Maintain the insurance coverage required by this RFP for all personnel assigned to provide the services.
16. Disclose any actual or potential conflict of interest and demonstrate the ability to perform the services objectively and independently.

Personnel. The proposer will work primarily with PREMB SSO Staff.

Seller Code of Conduct. The successful proposer will agree to follow and abide by Act 2 of January 4, 2018 “Anticorruption Code for the New Puerto Rico”, as amended.

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.

Non-discrimination. The successful proposer 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.

Prohibition of Tipping. No employee or member of DPS/PREMB, the Committee, the Regional Boards or the municipalities shall, directly or indirectly, solicit, accept or receive a gift that has a value of twenty-five dollars (\$25.00) or more, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or 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 part of the employee..

DSP/PREMB reserves the right to cancel or modify the specifications of the *Request for Proposal* prior to the final evaluation. In such cases, all proposers who have requested or received copies of the *Request for Proposals* specifications shall be notified of such cancellation or modification.

All proposals received must be signed by a duly authorized representative of the proposer. Any accessory or attachment required in the specifications must be attached to each proposal form. Proposals that do not comply with the terms specified in the announcement or that do not include all requirements, documents, forms, and certifications, will be considered non-responsive and will be rejected. Any correction or deletion in the documents must be initiated by the proposer or authorized representative on both the originals and the copies.

The award of the contract and its execution will not be final until the approval of the contract is signed by PREMB Commissioner, by the Secretary of the Department of Public Safety, and registered in the Puerto Rico Office of the Comptroller. No proposer shall acquire any right or privilege with respect to goods or services until written notice is given to it that the procurement has been awarded and the process of formalization and registration of the contract has been completed.

Budget. DPS/PREMB has strict budget controls and needs a proactive individual or company to provide quality professional services.

Acknowledgment of Federal Funds. The funds to be used to pay for the goods and/or services acquired under this contract are granted by the Federal Transit Administration (FTA) through the SSO Formula Grant Program.

VII. PROPOSAL FORMAT

Individuals or companies that meet all prequalification requirements may respond to this *Request for Proposals*. Proposals should include complete and accurate information on each of the following topics.

- A. **Experience.** Describe previous relevant experience with State and/or Federal government agencies, State Safety Oversight Program, or Rail Transit Safety Program. Provide evidence of related previous work with government-funded programs in Puerto Rico and/or the United States of America. A minimum of three (3) years of experience is required. Describe similar work carried out for a State Safety Oversight Program or a Rail Transit Agency and present evidence.
- B. **Company/Individual Information.** Provide contact information, a brief history of you or the company, ownership, organizational structure, office location, top five (5) clients, and at least three (3) business references with contact information, including telephone and electronic mail (email). Also, if applicable, indicate whether the company or individual is a Minority and Women-Owned Business Enterprise (M/WBE) as defined by the Division of Minority and Women's Business Development. Proposers shall indicate their Disadvantaged Business Enterprise (DBE) status, if applicable, in accordance with 49 CFR Part 26, and provide supporting documentation if available.
- C. **Financial Capacity.** Provide sufficient information to demonstrate the proposer's financial capacity to perform the services contemplated under this RFP. The proposer shall provide its most recent available financial statement or other equivalent documentation demonstrating financial stability and capacity to perform the contract.
- D. **Disclosure.** Provide information on past or pending sanctions of the individual or company through any regulatory agency 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.
- E. **Conflict of Interest.** The individual or company responding to this *Request for Proposals* attest that there are no interests and will not acquire any interest that may conflict with the performance of the services requested. Any pre-existing relationship(s) must be disclosed and could be considered a potential conflict of interest. Proposers shall also disclose any potential organizational conflicts of interest that may affect their ability to provide objective and impartial services.
- F. **Qualifications.** Describe and/or provide evidence that supports the qualifications listed in *Page 5, Section VI, Bullet E* of this *Request for Proposals*, except for *Bullets 1 and 2*.

- G. **Signature.** Include attestation that the person signing the proposal is entitled to represent the company and is authorized to sign the proposal. The proposal shall constitute a certification that the proposer is not listed as excluded in the System for Award Management (SAM) and is not suspended or debarred from participation in federally funded contracts.
- H. **Proof of Insurance Coverage.** The proposal shall include proof of Commercial General Liability Insurance and Professional Liability Insurance, including Errors and Omissions coverage, with coverage of not less than \$1,000,000, as applicable to the services to be performed.
- I. **Late Proposals.** Proposals must be received **no later than 4:00 p.m. on September, 15 2026.** 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 DPS/PREMB. In the event of disputes over the time and date of receipt of a proposal, the time and date of receipt set by DPS/PREMB shall prevail.
- J. **Expenses.** All proposers are solely responsible for their own time and expenses in preparing the proposal, including costs incurred during subsequent submissions and negotiations.
- K. **Documentation.** All proposers must have the following documents at the time of the award notification:
1. Current RUP and/or RUL registration and ASG eligibility documentation.
 2. Good Standing Certificate and corporate authorization to execute the contract.
 3. Sworn statement required under Act 2-2018, as amended.
 4. Required identification, professional licenses, insurance, and tax-exemption documentation.
 5. PTSCTP certification or an acceptable plan for completion within the applicable regulatory period.
 6. Active SAM registration, Unique Entity Identifier, and verification of non-exclusion.
 7. PyMES, authorized distributor, or exclusive supplier documentation, when applicable.
- L. **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 numbered consecutively;
 2. Include a cover page;
 3. "Acceptance Form" completed in all its parts, signed and dated (*refer to last page*);
 4. Table of contents including page numbers. Must identify each document of the proposal;
 5. A brief summary (one or two pages) of the key features of the proposal;
 6. The technical proposal, excluding all cost or pricing information, with sufficient detail to support its evaluation.
 7. A separate electronic cost proposal prepared in accordance with Section V
 8. Proposers of more than one (1) alternative must submit them separately. Each of the alternatives must meet the requirements of this *Request for Proposals*.

VIII. EVALUATION AND SELECTION

Proposals submitted in response to this Request for Proposals will be evaluated by the Department of Public Safety Proposal Evaluation Committee in accordance with Administrative Order DSP-2024-003 and the requirements established in this Request for Proposals.

A. Preliminary Compliance Review

Proposals received after the established closing date and time will not be evaluated. A proposal may also be denied evaluation when it does not include the mandatory documents or certifications required by this Request for Proposals, or when such documents are incomplete.

When a proposal is denied evaluation, the Committee Chair shall document the omitted or deficient mandatory requirements in the corresponding meeting minutes, and the proposer shall be notified of the reason the proposal was not evaluated.

B. Proposal Evaluation

Each Committee member shall independently evaluate every proposal accepted for evaluation using the approved evaluation rubric. Each proposal will be assigned a score from zero (0) to one hundred (100) percent based on the maximum points established for each evaluation criterion.

The scores assigned by the Committee members will be totalled to determine the final ranking of the proposals.

The following criteria will be used:

Criteria	Maximum Score
1. Proposer Qualifications	-/>35%
2. Services Dimensions	-/>45%
3. Cost proposal	-/>20%
Total Score	100%

For purposes of evaluating financial capacity, the proposer shall submit its financial statement as of December 31 of the calendar year closest to the proposal submission date.

For purposes of evaluating ethical integrity, the Committee may consider the proposer's history regarding the responsible management of State or Federal funds, criminal or administrative investigations, disclosed disciplinary actions, conflicts of interest, suspension, debarment, or other relevant responsibility matters.

For evaluation purposes, the *Total Evaluated Cost* shall include the proposed not-to-exceed amount for the base period and both option periods. The cost evaluation will consider the total evaluated cost, the reasonableness of the proposed labor rates and hours, internal consistency of the cost proposal, and the proposer's demonstrated understanding of the required services.

Any revised proposal or best and final offer shall be evaluated using the same evaluation factors and

relative weights established in this Request for Proposals. All affected finalists shall receive substantially equivalent instructions, information, and opportunity to submit their revisions by the established deadline.

C. Finalists, Discussions, and Negotiations

Upon completion of the evaluation, the three (3) highest-ranked proposers will constitute the list of finalists. The proposer offering the lowest cost will not necessarily be selected.

DPS/PREMB may conduct discussions, interviews, negotiations, request clarifications, permit proposal revisions, or request best and final offers from the finalists. Any such process shall be conducted fairly and consistently among the affected proposers.

If only one proposal is received, the Proposal Evaluation Committee may evaluate the proposal. Any recommendation for award shall remain subject to a documented determination regarding the adequacy of competition, a determination that the proposer is responsible, and completion of the applicable cost or price analysis. Receipt of a single responsive proposal shall not, by itself, require DPS/PREMB to make an award.

D. Recommendation and Award

The Proposal Evaluation Committee shall prepare a written evaluation report documenting the evaluation results and shall submit its recommendation as a body to the Secretary of the Department of Public Safety.

Award may be made to the responsible proposer whose proposal is determined to provide the best value to DPS/PREMB based on the published evaluation criteria, the proposer's qualifications and capacity, and the reasonableness of the proposed cost.

The issuance of this Request for Proposals and the receipt or evaluation of proposals do not obligate DPS/PREMB to award a contract. Any award remains subject to the availability of funds, approval by the appropriate officials, execution of the contract, and compliance with all applicable Government of Puerto Rico and Federal requirements.

The evaluation and scoring of proposals under this Section shall not replace DPS/PREMB's separate responsibility determination. Prior to award, DPS/PREMB shall determine and document that the selected proposer is a responsible contractor in accordance with 2 CFR § 200.318(h), applicable FTA requirements, and Government of Puerto Rico requirements.

IX. CHANGES TO PROPOSALS

A proposer may modify or withdraw its proposal before the closing date and time.

After closing, DPS/PREMB may request clarifications or conduct discussions and request revised or best and final offers. Any such process shall be conducted fairly and consistently among the affected proposers.

Any material amendment to this RFP shall be issued in writing, and proposers shall be provided a reasonable opportunity to revise their proposals.

X. PRICE STABILITY

The prices set forth in the proposal will remain unchanged during the term of the contract unless otherwise agreed in writing by DPS/PREMB.

XI. SUBCONTRACTING

DPS/PREMB may consent to the outsourcing of the services or products that are subject of this *Request for Proposals* 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 THE NEGOTIATION

If it is not possible to negotiate a written contract within thirty (30) days of the award notification, DPS/PREMB, in its sole discretion and at any time, may determine to terminate negotiations with the successful proposer and negotiate a contract with the next qualified proposer, or may elect to terminate the *Request for Proposals* process without signing a contract with any of the proposers.

XIII. NOTIFICATION

A final decision on the successful proposer is expected to be made within approximately one (1) month from the closing date for receipt of proposals but could take longer depending on the approval process of the different agencies as required by law, Circular Letters, Bulletins, and regulations applicable to the process.

XIV. REJECTION OR CANCELLATION

DPS/PREMB may reject a proposal that is materially nonresponsive, submitted by a proposer determined not responsible, unsupported by reasonable pricing, or otherwise fails to meet the requirements of this RFP.

DPS/PREMB may cancel or postpone this procurement when determined to be in the public interest, when funds are unavailable, or when required by applicable law or regulation.

Proposals and procurement records shall be handled in accordance with applicable public record and confidentiality requirements. Proposers must clearly identify any information they consider proprietary or confidential.

XV. ACCEPTANCE FORM

ACCEPTANCE FORM	
This form must be completed and signed by a person duly authorized by the proposer and submitted electronically with the proposal. The enclosed proposal is submitted in response to the PREMB <i>Request for Proposals</i> No. DSP-NMEAD-RFP-2026-013. I accept that I agree to all the terms and conditions contained therein, and I agree that any inconsistency in the proposal submitted shall be deemed to have not been written as if it did not exist. I certify that I have read and reviewed the <i>Request for Proposals</i>, including all sections thereof, and that I have conducted prudent and reasonable research to prepare the proposal. I agree to comply with everything outlined in the proposal.	
Company:	Address:
Telephone:	Fax:
Website:	Unique Entity ID Number:
Name of Authorized Representative:	Title:
Cell Phone:	Email:
Signature:	Date:
<u>FAILURE TO COMPLETE THIS FORM OR NOT SUBMIT THE FORM WITH THE PROPOSAL, MAY TERMINATE YOUR PARTICIPATION IN THE PROCESS.</u>	

Confidentiality: The contents of this Request for Proposals (RFP) are considered confidential information. Any person or company receiving this RFP shall not disclose any information related to this request or to any subsequent communications associated with it, except to employees who are directly involved in preparing the response. No information contained in this RFP may be duplicated, used, or disclosed without the prior written consent of DPS/PREMB. The information contained in this RFP may only be distributed with the written permission of DPS/PREMB. In addition, no press releases, public announcements, or references to this request may be made without the prior written consent of DPS/PREMB, which may be denied at its sole discretion.