

**Request for Proposals No. DSP-OASP-RFP-2025-004*****Financial Statement Audit and Single Audit Services for Fiscal Year 2025***

Invitation: The Puerto Rico Office of Public Security (PROPS) invites qualified bidders to submit proposals for *Financial Statement Audit and Single Audit Services for the Fiscal Year ended June 30, 2025*.

Issue Date: This Request for Proposals is issued on **May 23, 2025**.

Deadline: Proposals must be submitted **on or before 4:00 pm on June 10, 2025**.

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 time provided below. Information obtained from other sources is neither official nor reliable. If the DPS determines that it is necessary, all questions and answers will be documented and distributed to all proposers.

Comité de Evaluación Propuestas

Department of Public Safety

Telephone: (787) 903-5602 ext. 6057

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 May 30, 2025

TABLE OF CONTENTS

I.	BACKGROUND.....	3
II.	GENERAL OBJECTIVES.....	3
III.	SERVICE SPECIFICATIONS.....	3
IV.	SPECIFIC REQUIREMENTS	4
V.	COST.....	5
VI.	TERMS AND CONDITIONS.....	5
VII.	PROPOSAL FORMAT.....	7
VIII.	EVALUATION.....	9
IX.	CHANGES TO THE PROPOSALS.....	9
X.	PRICE STABILITY.....	10
XI.	SUBCONTRACTING.....	10
XII.	DELAY IN NEGOTIATION.....	11
XIII.	NOTIFICATION.....	11
XIV.	REJECTION OF OFFERS.....	11
XV.	ACCEPTANCE FORM.....	12



I. BACKGROUND

The PROPS is an office created by the Executive Order number 2004-09, as amended by Executive Order number 2022-001 of the Governor of Puerto Rico, where it was assigned to the Department of Public Safety (DPS) of Puerto Rico, in turn created by Act No. 20 issued on April 10, 2017.

The PROPS oversees the preparation, coordination, development, and support in the identification of risks and vulnerabilities (THIRA) and risk assessment in the event of a terrorist event or natural disaster in Puerto Rico. In addition, PROPS administers and oversees several federal programs related to public safety in Puerto Rico, including preparedness grants from the federal Department of Homeland Security (DHS).

For this reason, PROPS requests proposals from qualified companies or individual experts with the required knowledge and experience to provide its FY2025 financial statement audit and Single Audit service.

II. GENERAL OBJECTIVES

Part of PROPS' responsibilities is to manage and administer federal funds. The objectives of this program include that both the Government of Puerto Rico and its municipalities use the funds for the prevention of terrorism and catastrophic events. In addition, to prepare the country to address the threats and dangers that result in greater risk to the security of the American Nation.

To achieve compliance with PROPS responsibilities and duties, it is important that all programs it administers and manages are audited, as applicable, in accordance with applicable federal and state regulations.

III. SERVICES SPECIFICATIONS

The scope of services to be included in the proposal must address compliance with the Code of Federal Regulations (CFR) and other federal regulations for each of the programs it administers, which is why proposals are being applied for this service. The audit must be conducted in accordance with U.S. Generally Accepted Auditing Standards (GAAS) and the standards applicable to financial audits as required by Government Auditing Standards (GAS).

All services listed in this RFP will be federally funded, therefore, the proposal must itemize each service to be provided and its cost, as required in this solicitation. The proposer must provide all personnel necessary to comply with all terms and conditions of this solicitation,



as well as supervision, facilities, equipment, materials, and any other resources necessary to complete all services requested.

The work must be satisfactorily completed in all phases described in the Required Services section on or before June 30, 2026.

IV. SPECIFIC REQUIREMENTS

Servicio	Descripción	Costo Total
Verify the accounting cycle.	Check the wage entries.	
Review financial documents.	Review financial statements, notes, SEFA, and any other supplementary information, and execute any changes with the approval of PROPS management.	
Financial documents analysis.	Express an opinion on the financial statements based on the audit, including internal control over financial reporting and compliance and other matters, and on compliance with internal controls and programs required by the CFR.	
Statement Report	Provide a draft audit report of the financial statements and Single Audit for review by PROPS management.	
Audit Report	Assist in the submission of audit reports to the Federal Clearing House (FCH) on or before March 31, 2026.	
Compliance of Terms	Complete all Audit services on or before March 31, 2026.	
Meetings	Attend meetings with management.	
Consulting	Provide advice on any situation encountered during the audit process and provide recommendations.	



Documents Submission	Provide a minimum of two (2) copies of all audit reports.	
Customer Service	Effective and efficient customer service by assigning quality personnel to ensure accuracy, functionality, quality, and total compliance with the requested services.	

V. COST

The proposal must include hourly rates for the personnel to be assigned to the project, total hours to be worked, and total project rate.

VI. TERMS AND CONDITIONS

- A. **Protection of captured data.** Due to the nature and responsibility of DPS/PROPS, the selected company or individual is required to sign a formal contract.
- B. **Independent contractor.** The nature of the relationship between DPS/PROPS and the successful supplier will always be treated as an independent contractor. Upon signing 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. **Progress Reports.** Weekly reports should be submitted detailing the work done during that period.
- E. **Billing and payment.** The services will be detailed in an original formal invoice that must be submitted within 10 days after the end of the service. Invoices must be signed and include the government conflict of interest certification. It must also include an itemization of all services provided. The PROPS will make the monthly payment within 30 days from the date of receipt of the invoice, provided that the invoice meets all requirements, including being registered in the PRIFAS system accessed through SURI of the Treasury Department. All payments are subject to government taxes and withholdings, if applicable. Any tax relief from the Treasury Department must be submitted with the first invoice. DPS/PROPS will not be responsible for any costs not specified in the invoice and contract.



F. DPS/PROPS shall not be liable for any costs not specified in the invoice and contract.

G. **Qualifications of the proponents.** Proposers must have the following qualifications:

1. Experience in this type of service, federal grants, and government contracts;
2. Detailed resume with relevant related experience, education, certifications, related to the service requested, etc.;
3. If the proposer is a company, it should describe its organization, size, structure, practice areas, and office location.
4. **A Unique Entity ID number;**
5. Be registered in www.sam.gov and not appear on the "List of excluded people/entities" maintained by the Office of the Inspector General on said portal.
6. Possess a current license and be in good standing with the Puerto Rico Department of State.
7. 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;
8. Excellent reputation in the community.
9. Experience with government.
10. Adequate insurance coverage, covering all personnel who will be designated to provide the services, subject to this request.
11. You must not have a conflict of interest with the parties to the contract.
12. Have done similar work and present evidence.

H. **Personnel.** The provider will work primarily with the Finance Manager of PROPS.

I. **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.

J. **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.

K. **Prohibition of tipping.** No employee of DSP/PROPS, 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.



- L. DPS/PROPS 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.
- M. 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.
- N. The award of the contract and its execution will not be final until the approval of the contract is received, signed by the Secretary of the Department of Public Safety and SAA of PROPS, 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.
- O. **Budget.** PROPS has strict budget controls and needs a proactive person or company to provide quality professional services. PROPS reserves the right to negotiate final terms and conditions, including pricing, with the finalist vendor.
- P. **Recognition of federal funds.** The funds to be used to pay for services under this contract are awarded by DHS from the Homeland Security Grant Program and the Emergency Management Performance Grant.

VII. PROPOSAL FORMAT

Proposers who meet all prequalification requirements may respond to this RFP. Proposals should include complete and accurate information on each of the following topics (as applicable):

- 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 June 10, 2025**. 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 PROPS. In the event of disputes over the time and date of receipt of a proposal, the date and time of receipt marked by PROPS 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) or GSA Certificate of Eligibility, if applicable,
 - 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. Evidence of Unique Entity Identifier and active registration at www.sam.gov,
 - 7. Evidence of commercial and professional liability insurance,
 - 8. Letter from authorized distributor, if applicable, and
 - 9. 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 according to the following selection criteria:

1. Received at the location indicated in the invitation on or before the specified closing time;
2. Completeness and accuracy of the information provided in the proposal;
3. Services included;
4. Cost competitiveness;
5. Previous government experience, staff qualifications and credentials, certifications, and business references (a minimum of 3 years of experience is required);
6. Evidence of similar work done;
7. Organizational structure;
8. Evidence of Unique Entity ID (UEI) active;
9. Evidence of registration in www.sam.gov and current status;
10. Evidence of insurance policy;
11. Status in the Department of State;
12. Acceptance form completed in all its parts and signed,
13. Show evidence of being registered in the Single Registry of Professionals (RUP), of the General Services Administration (ASG) of Puerto Rico, through its <https://rup.asg.pr.gov> portal or GSA Eligibility Certificate, if applicable;
14. Reputation, including conducting business with the highest ethics and any potential or present sanctions or conflicts of interest;
15. Ability to meet all DPS/PROPS compliance requirements, including all qualification requirements; and
16. Any other criteria that DPS/PROPS believes will help to make a better evaluation during the selection process.



The issuance of this RFP and receipt of proposals do not bind DPS/PROPS to award a contract. DPS/PROPS 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 information received 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 THE PROPOSALS

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

DPS/PROPS reserves the right, where necessary, to modify the objectives, scope, and specifications of the RFP prior to the final evaluation of proposals. DPS/PROPS 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 with 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/PROPS may consent to 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/PROPS, 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/PROPS 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 PROPS' scope.

XIV. REJECTION OF OFFERS

DPS/PROPS 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 do not bind DPS/PROPS to award a contract. DPS/PROPS reserves the right to postpone the date of receipt or ultimately cancel all or part of this call.



XV. ACCEPTANCE FORM**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 PROPS.

The attached proposal is submitted in response to PROPS Request for Proposals No. **DSP-OASP-RFP-2025-004**. I accept that I agree to all the terms and conditions contained therein, and I agree that any inconsistency in our proposal should 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 DISQUALIFICATION FROM YOUR PARTICIPATION IN THE PROCESS.

Confidentiality: The contents of this RFP are 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/PROPS.

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

