



Request for Proposals No. DSP-OASP-RFP-2026-006

Design and Delivery of Community-Based and First Responders Emergency Preparedness Workshops, Drills, and Resilience Education for Regional Catastrophic Program for the Municipality of Bayamón

Invitation: The Department of Public Safety, also known as DPS, invites qualified bidders to submit proposals for the Design and Delivery of Community-Based and First Responders Emergency Preparedness Workshops, Drills, and Resilience Education for Regional Catastrophic Program for the Municipality of Bayamón.

Issue Date: This Request for Proposals is issued on **May 11, 2026**.

Deadline: Proposals must be submitted **on or before 4:00 pm on June 4, 2026**.

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 de 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 May 20, 2026**.

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I. BACKGROUND

Under the Regional Catastrophic Preparedness Grant Program (RCPGP), the Municipality of Bayamón is implementing a community-focused preparedness initiative aimed at strengthening disaster readiness and resilience in vulnerable communities. This initiative emphasizes direct engagement with residents through education, training, and practical preparedness activities designed to reduce risk and improve community response capabilities. The Municipal Office for Emergency Management and Disasters (AMMED, for its acronym in Spanish) will oversee and supervise implementation of these activities at the municipal level.

The purpose of this Request for Proposals (RFP) is to procure the services of a qualified organization or professional firm to design, coordinate, and deliver community-based emergency preparedness workshops and drills throughout the Municipality of Bayamón. These activities are intended to increase public awareness, promote household and community readiness, and strengthen the ability of residents to respond effectively to emergency situations, in alignment with the Whole of Community preparedness approach supported under RCPGP.

II. GENERAL OBJECTIVES

The Municipality of Bayamón is advancing a multi-year initiative under the Regional Catastrophic Preparedness Grant Program (RCPGP) to strengthen its capacity for emergency response and community preparedness in structurally vulnerable areas. As part of this effort, the Municipality aims to enhance the readiness and resilience of its residents by providing practical education and resources that empower communities to respond effectively to disasters and emergencies.

This initiative prioritizes the development and delivery of community-based trainings designed to increase awareness, promote preparedness, and build local response capacity. The overall program target is to train and issue participation certificates to a minimum of **1,125** residents during the project period. Under this effort, the community trainings will address, at a minimum, the following topics approved under the RCPGP project scope:

- Community disaster preparedness
- How to implement the housing plan
- Mitigation of structural vulnerabilities in stilt-supported housing (stilts)
- Risks associated with flooding, erosion, and landslides (mudslides)
- Impacts of climate change on vulnerable communities
- Community-based emergency response strategies, including debris removal, water management, and basic structural assessments. In addition to the training component, the project will include practical exercises (drills) focused on a subset of the above topics. The exercises/drills requested under this RFP will specifically address:

Additional Component (Climate Resilience): As an additional element of this project, the Municipality will provide targeted education and training on emerging risks and future conditions caused by climate change for both community participants and emergency managers/first responders and other key stakeholders. This component is intended to strengthen community-level resilience within the identified disadvantaged communities.

Through this Request for Proposals (RFP), the Municipality seeks qualified contractors to design and implement a comprehensive community training and exercise program in coordination with the Municipal Office for Emergency Management and Disasters (AMMED), which will oversee and monitor project execution. These trainings will serve as a cornerstone for Bayamón's Whole-of-Community resilience strategy, reinforcing the municipality's overall emergency preparedness capabilities and ensuring that vulnerable populations are equipped to act before, during, and after emergencies.

III. SERVICE SPECIFICATIONS

The selected contractor shall provide all personnel, materials, equipment, and logistical support necessary to design, coordinate, and conduct community-based emergency preparedness trainings and exercises (drills). In addition, the Contractor shall support the project's **climate resilience additional component** by delivering climate-focused education for community participants and for emergency managers/first responders and other key stakeholders, as coordinated with AMMED. All tools, audiovisual resources, and work equipment required to deliver the trainings and drills must be **contractor-furnished** and included in the proposer's cost. **No equipment purchases are allowed under this RFP.** All activities must be carried out in close collaboration with the Office of Municipal Emergency Management and Disasters (AMMED) and aligned with FEMA community preparedness principles and the objectives approved under the Regional Catastrophic Preparedness Grant Program (RCPGP).

The Municipality has already identified the priority communities to be served under this project. However, through outreach efforts and coordination with AMMED, the implementation process may also allow for the identification and inclusion of additional neighborhoods or sectors to ensure broad community reach and effective participation. The contractor will be responsible for meeting with AMMED to review the pre-identified communities, validate and group them into strategic outreach clusters, and finalize a comprehensive schedule for training and exercises (drills).

Phase 1 – Program Design and Coordination (April 2026 – June 2026)

- Conduct coordination meetings with AMMED and **designated community representatives.**
- Review the Municipality's list of pre-identified communities and, in coordination with AMMED, **organize them into training clusters or zones** to support equitable coverage and efficient delivery.
- **Design the training curriculum and exercises addressing approved RCPGP topics and the practical exercises/drills limited to the drill-specific topics identified in Section II, including community disaster preparedness, how to implement the housing plan, mitigation of structural vulnerabilities in stilt-supported housing, risks associated with flooding, erosion, and landslides (mudslides), climate change impacts, and community-based emergency response strategies (e.g., debris removal, water management, and basic structural assessments).**
- **Develop all educational materials, presentations, and supporting resources required for the trainings and exercises. All printed or digital materials must**

include the acknowledgement statement required by the funding agency (FEMA/DHS), as provided by the Municipality.

- **Design and implement an outreach and participant recruitment strategy**, in coordination with AMMED and community leaders, to ensure attendance from the identified sectors.
- **All printed or digital materials must relate solely to the subject and purpose approved by the RCPGP.**
- **Printed or digital materials may not include municipal or government promotions, nor may they display the DHS/FEMA logo.**
- Submit a **Training and Exercise Implementation Plan**, including a proposed calendar and session structure, for **AMMED review and approval.**
- Training and exercise/drill design and documentation shall follow recognized DHS/FEMA guidance (e.g., HSEEP principles), as applicable, including standardized objectives, facilitation guides, and evaluation methods.
- Develop a short climate resilience module tailored for (1) community audiences and (2) emergency managers/first responders and other key stakeholders, for AMMED review and approval.

Phase 2 – Community Training Execution (July 2026 – April 2027)

- Delivering community-based trainings and practical exercises in the designated communities, using accessible locations such as community centers, churches, sports courts, or other suitable venues, to be coordinated and confirmed with AMMED at project initiation based on the availability of municipal and community public facilities.
- Conducting sessions in formats appropriate for community audiences, workshops, briefings, aligned with the training topics and practical exercises/drills focused exclusively on the drill topics identified under Section II.
- Ensuring accessibility through flexible scheduling, including evening or weekend sessions, as needed.
- Managing participant registration, attendance tracking, and documentation, including sign-in sheets, photographs, and brief evaluation tools.
- Providing all required materials, equipment, and audiovisual resources necessary for effective delivery.
- Submit quarterly progress reports to AMMED documenting activities completed, **from April 2026 through June 2027** including sessions delivered, outreach conducted, challenges/risks, and planned activities for the next quarter. Reports shall include supporting documentation (sign-in sheets, photos, and session summaries) for sessions conducted during the reporting period.
- Deliver the climate resilience sessions as part of the overall training program, using content appropriate for community participants and for emergency managers/first responders and other key stakeholders, and document participation.

Phase 3 – Evaluation, Reporting, and Closeout (May 2027– June 2027)

- Prepare and submit a comprehensive final report summarizing all trainings and exercises conducted, total participants reached, geographic coverage, and key outcomes.

- Submit exercise documentation for each training/drill cycle, including session date/location, agenda/topics, sign-in sheets, photo documentation, materials used/distributed.
- Prepare and submit an After-Action Report/Improvement Plan (AAR/IP) documenting lessons learned, best practices, challenges encountered, corrective actions, responsible parties, and recommended timelines.
- Deliver all final materials, attendance records, evaluations, and any participant certifications or acknowledgments generated as part of the program.

All activities must be completed **no later than June 30, 2027**, allowing sufficient time for administrative closeout before the end of the RCPGP period of performance.

IV. SPECIFIC REQUIREMENTS

The contractor shall implement community capacity-building and preparedness trainings and related preparedness exercises/drills under the supervision of the Municipal Office for Emergency Management and Disasters (AMMED). All services must align with the objectives approved under FEMA's Regional Catastrophic Preparedness Grant Program (RCPGP) goals and contribute to the Municipality's overall goal of building community preparedness and resilience across Bayamón's most vulnerable communities.

Minimum Qualifications and Performance Requirements:

- a) Proven experience in community preparedness, disaster education, and risk communication initiatives.
- b) Demonstrated capability to design and deliver participatory workshops and community-based preparedness trainings for residents in vulnerable or high-risk areas.
- c) All instructors must hold valid certifications and verifiable training credentials relevant to emergency management, public safety, disaster preparedness or related fields.
- d) Ability to coordinate with AMMED, community leaders, and local stakeholders to schedule, promote, and document community training activities.
- e) Submission of detailed training program outlines, schedules, and proposed learning outcomes must be submitted as part of the proposal.
- f) Contractor shall be responsible for designing and developing all educational content and for providing all necessary training materials, visual aids, and equipment.
- g) Capacity to design and deliver community training sessions to at least **1,125** people with an estimated duration of one **(1) hour** per session.
- h) Flexibility to tailor training content and delivery methods to Bayamón's geographic, environmental, and social risk profile, including flood-prone and structurally vulnerable areas.
- i) Proficiency in bilingual delivery (Spanish/English) and accessible communication methods for diverse audiences. Ability to issue participation certificates and maintain attendance documentation, photographs, and evaluation surveys for reporting purposes. For purposes of this RFP, "certify" refers to issuing **certificates of participation/completion** to attendees who meet session requirements; it does not imply professional licensure or credentialing.
- j) Availability to participate in coordination meetings, progress reviews, and monitoring activities with AMMED to ensure compliance with municipal and federal timelines.

V. COST

Proponents must submit a detailed cost proposal covering the complete scope of services described in this RFP. The budget shall be organized by project phase and must reflect all expenses required for successful implementation, including labor, materials, logistics, coordination, and reporting.

The cost proposal must account for the full delivery of the community-based training component under AMMED supervision, including training sessions and the execution of the required preparedness drills limited to the topics defined in Section II, serving approximately 1,125 participants overall. All costs associated with planning, outreach support, instructional delivery, materials, logistics, documentation, and reporting must be included. The cost proposal must also include the additional climate resilience education component described in Section II, including delivery for community participants and emergency managers/first responders and other key stakeholders

The proposed costs must align with the project period of April 2026 through June 2027, ensuring that all deliverables are completed within this timeframe and in accordance with the phased implementation plan described in this RFP. Each phase should include a clear cost estimate consistent with the scope and level of effort required.

All prices shall remain fixed for the duration of the contract and must include applicable taxes, insurance, and incidental expenses. The Municipality reserves the right to request cost clarifications or adjustments prior to award to ensure budget accuracy and compliance.

Phase	Description	Estimated Completion Window	Proposed Cost (USD)
Phase 1 – Planning and Coordination	Coordination with AMMED; validation of pre-identified communities; grouping of outreach sectors; development of curriculum, training materials, and exercises; outreach strategy design; and submission of the Training and Exercise Implementation Plan	April 2026 – June 2026	\$
Phase 2 – Community Trainings and Exercises	Delivery of community-based trainings and preparedness exercises (drills); outreach support and participant recruitment; provision of training materials, audiovisual equipment, attendance documentation, certifications, and periodic progress reporting. Delivery and documentation of the climate resilience additional component.	July 2026 – April 2027	\$
Phase 3 – Reporting and Closeout	Preparation and submission of final report and After-Action Report (AAR); verification of deliverables; submission of attendance records, evaluations, and supporting documentation; project closeout and handoff to AMMED	May 2027– June 2027	\$
TOTAL			\$

VI. TERMS AND CONDITIONS

- A. **Protection of captured data.** Due to the nature and responsibility of DSP, the selected company or individual is required to sign a formal contract.
- B. **Independent contractor.** The nature of the relationship between DSP 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 in accordance with the invoicing schedule established in the contract and/or at the end of each project phase, as applicable. 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. DSP 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 shall not be liable for any costs not specified in the invoice and contract.
- E. DSP 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 under the supervision of the Municipal Office for Emergency Management and Disasters (AMMED) and coordinate with the Program Manager of the RCPGP 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 DSP, 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. DSP 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 DSP 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/FEMA under the Regional Catastrophic Preparedness Grant Program (RCPGP).

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. Proposals must also include a summary of the proposed community training strategy, including projected number of workshops, target audience distribution, and documentation methods.
- 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 4, 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 the DSP. In the event of disputes over the time and date of receipt of a proposal, the date and time of receipt marked by the DSP 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

Proposals will be evaluated based on the following criteria and scoring:

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

The Proposal Review Committee will also consider federal compliance criteria outlined in the original RFP, including ethical standing, registration status, and eligibility.

The issuance of this RFP and receipt of proposals do not bind DPSto award a contract. DPS 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 for clarification purposes.

DPS reserves the right, where necessary, to modify the objectives, scope, and specifications of the RFP prior to the final evaluation of proposals. DSP 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

DSP 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, 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

DSP 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 DSP's scope.

XIV. REJECTION OF OFFERS

DPS 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 to award a contract. DPS 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.

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

XV. ACCEPTANCE FORM**ACCEPTANCE FORM**

This form must be completed and signed by a person duly authorized by the proposer and submitted electronically along with the original proposal via email, in accordance with the instructions set forth in this RFP.

The attached proposal is submitted in response to DSP/OASP Request for Proposals No. **DSP-OASP-RFP-2026-006**. 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.

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

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

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 DSP/OASP. The information contained in this RFP may only be distributed with the written permission of DSP/OASP. In addition, no press releases, public announcements, or references to this request may be made without the prior written consent of DSP/OASP, which may be denied at its sole discretion.