



April 30, 2024

Alexis Torres Ríos
Secretary
Department of Public Safety

Maritza Torres López
Acting Undersecretary
Management and Administration

AUTHORIZATION FOR PUBLICATION OF THE REQUEST FOR PROPOSAL

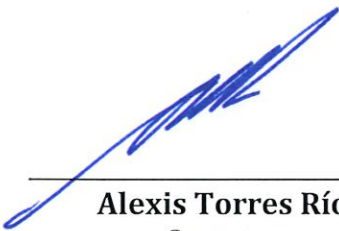
The Office of the Inspector General conducted the investigation (OIG, in Spanish), OIG-QI-24-007, related bank reconciliations for each completed accounting period of fiscal years 2020-2021 and 2021-2022. In furtherance of the agreement with the OIG, the Department of Public Safety will conduct audits of fiscal years 2020-2021 and 2021-2022 regarding the issuance of the financial reports of the Puerto Rico Police Bureau aimed to verify or ensure compliance as per required by the Department of Treasury.

The following request for proposals is submitted for your consideration and approval:

DSP-RFP-2024-002 request for proposal (RFP) to assist management in executing Corrective Action Plans required by report OIG-QI-24-007.

APPROVED

DENIED



Alexis Torres Ríos
Secretary
or
Lcda. Melissa Rodríguez Roth
Acting Deputy Secretary

Autorizado por la Oficina del Contralor Electoral OCE-SA-2024-01062

CAPITAL CENTER II | 235 AVE ARTERIAL HOSTOS STE 103 | HATO REY PR 00918





DSP-RFP-2024-002

Request for Proposal (RFP) to assist management in executing Corrective Action Plans required by Investigation Report OIG-QI-24-007

Invitation: The Department of Public Safety (DPS) invites qualified bidders to submit responses to its Request for Information (RFP) to meet the compliance requirements under law.

Date of Issue: This Request for Proposal is issued on April 30, 2024

Deadline: Proposals must be submitted on or before May 15, 2024, at 4:00 p.m.

Contact: Any questions about this RFP or any request for information and clarification must be made in writing to the address provided. An answer will be provided promptly. All questions and answers will be documented and distributed equally to all proponents.

Angelik Santos
Executive Officer
Management and Administrative Auxiliary Secretary
Department of Public Safety
235 Arterial Hostos Avenue, Capital Center, Torre Norte 14th Floor
San Juan, Puerto Rico 00918
Email: propuestas@dsp.pr.gov

Submission of Proposal: All interested parties shall submit the proposal by email, no later than May 15, 2024, 4:00 p.m. Eastern Standard Time. They shall be addressed to:

Angelik Santos
Executive Officer
Management and Administrative Auxiliary Secretary
Department of Public Safety
Email: propuestas@dsp.pr.gov

Proposals received after that time and date, or without all the required information will be rejected and not be considered.

Autorizado por la Oficina del Contralor Electoral OCE-SA-2024-01062



In the event of disputes about the time and date of receipt of a proposal, the date and time of receipt set by the DPS will prevail.

Questions: Questions about this process or the requirements must be in writing and forwarded only via email to propuestas@dsp.pr.gov on or before May 7, 2024. No phone calls will be accepted. Questions must be received by May 7, 2024, to allow enough time to respond before the submittal deadline.

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I. INTRODUCTION

The Office of the Inspector General conducted the investigation (OIG, in Spanish), OIG-QI-24-007, related bank reconciliations for each completed accounting period of fiscal years 2020-2021 and 2021-2022. In furtherance of the agreement with the OIG, the Department of Public Safety will conduct audits of fiscal years 2020-2021 and 2021-2022 regarding the issuance of the financial reports of the Puerto Rico Police Bureau aimed to verify or ensure compliance as per required by the Department of Treasury.

II. OBJECTIVES

The OIG, in its duty to prevent administrative deficiencies and promote sound public administration, issued the recommendation to conduct a forensic audit aimed at fiscal years 2020-2021 and 2021-2022 regarding the issuance of the financial reports of the Puerto Rico Police Bureau aimed to verify and ensure compliance as per required by the Department of Treasury, of the account number 030-0495XX, which include the balance of \$14,039,992.43 and to make the necessary historical analysis in the accounting books.

III. SERVICE SPECIFICATIONS

- A. Conduct the forensic audit and collaborate with the DPS management aimed to verify and ensure compliance as per required by the Department of Treasury.
- B. Identify the origin of inconsistencies, if any, reflected in the current account and make the corresponding historical corrections in the accounting books.
- C. Assist the DPS in developing and implementing fiscal management controls, compliance, and internal control policies, as well as creating procedures in compliance with federal and state regulations.
- D. Assist the DPS in drafting SOPs related to fiscal and operational matters.
- E. Assist management with any other necessary matters.

IV. PRICING



Must include the detailed cost for each requirement.

V. TERMS AND CONDITIONS

- A. **Protection of Data.** Due to the nature and responsibility of DPS, the selected provider is required to sign a formal written contract.
- B. **Contractor.** The nature of the relationship between DPS and the successful provider will always be addressed as an independent contractor.
- C. **Expenses.** Travel and mileage expenses and all miscellaneous expenses, printing, and other expenses will be the supplier's responsibility, as well as any cost not specified in the proposal.
- D. **Billing and payments.** The services will be detailed in an original formal invoice that must be presented within 10 days after the end of the activity. Invoices must be signed and include the government conflict of interest certification. It should also include details of all the services provided. The DPS will make the monthly payment within 30 days from the date of receipt of the invoice if it complies with all the requirements, including being registered in the Puerto Rico Integrated Financial Accounting System (PRIFAS) system that is accessed through the Virtual Puerto Rico Department of the Treasury (Hacienda in Spanish). All payments are subject to government contributions and withholdings, if applicable. Any tax relief from the Puerto Rico Department of the Treasury must be submitted with the first invoice. The DPS will not be responsible for any cost not specified in the invoice and the contract.
- E. **Qualifications of proponents.** The proposers must have the following qualifications:
 1. Ability to meet the objectives and terms of this application.
 2. If the bidder is a company, it must describe its organization, size, structure, practice areas, and office location. Indicate, if applicable, if the company is a small or minority company. Also, include a copy of the Equal Opportunity / Affirmative Action Policy if the company has one.
 3. Staff members or principals of the entities must have proven experience with similar projects.
 4. A small business with more than (5) years of operations, preferably certified as a Women Owned Business, Minority Business Enterprise, Disadvantage Business Enterprise, or a self-certified HUD Section 3 Business Interest.
 5. Have a valid license, be registered, and be in good standing with the Department of State of Puerto Rico.



6. Must be registered, at the time of submittal, in the Professional Service Unique Register (RUP, for its acronym in Spanish) from the General Services Administration (ASG, for its acronym in Spanish), through its portal <https://rup.asg.pr.gov/>;
 7. Adequate insurance coverage, covering all the personnel that will be designated to provide the services that are the object of this request.
 8. There shall not be a conflict of interest with the parties to the contract.
 9. Any other qualification that, in the opinion of the DPS, is necessary for the total fulfillment of the requested services.
- F. **Vendor Conduct Code.** The successful provider will agree to follow and abide by Act No. 2 of January 4, 2018, as amended, known as the "New Anti-Corruption Code of Puerto Rico".
- G. **Disclosure of Conflict of Interest.** Proposers must attest that they have no interest 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.
- H. **No Discrimination.** The successful provider will not discriminate against any employee, job applicant, or 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.
- I. **Prohibitions of Tips.** The employee or member of the Department shall not, directly or indirectly, request, accept, or receive gifts, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other way, under circumstances where it could reasonably be inferred that the gift was intended to influence the employee, or could reasonably be expected to influence the employee, in the performance of his official duties or with intended to be a reward for any official action by the employee.
- J. When necessary, the DPS reserves the right to cancel the request for proposal before the final evaluation. DPS will notify all those who have requested or received copies of the request for proposal specifications of such cancellation.
- K. An authorized provider representative must sign all proposals received. All proposals must be unconditional and complete. Any accessories or attachments required in the specifications must be attached to each proposal form. Proposals that do not comply with the terms specified on this RFP or that do not include all the requirements, documents, forms, and certifications, will be considered non-responsive and will be rejected. Any correction



or deletion in the documents with liquid paper, dye, or any other means, must be initialized by the proponent or representative in originals and copies.

- L. The award of the contract and its execution will not be final until the approval of the Secretary of the DPS is received and until it is registered in the Office of the Comptroller of Puerto Rico. Vendors will not acquire the right or privilege concerning goods or services until they are given written notice that the auction has been awarded to them and the execution, formalization, and registration of the contract has been completed.
- M. **Budget.** The DPS has strict controls for budget management and needs a proactive provider that provides quality professional services. DPS reserves the right to negotiate the final terms and conditions, including prices, with the finalist provider.
- N. **Proposal Ownership and Use.** Submitted proposals become property of the DPS. They will be received and held in confidence by DPS subject to provisions of the "Freedom of Information and Protection of Privacy Act". Proposal will only be used in connection with the RFP evaluation and Contract process and information or documentation related to it must not be disclosed or used with any other purpose. By submitting its proposal, the proponent agrees to hold in confidence all information supplied by the DPS concerning this RFP.

VI. PROPOSAL SUBMISSION REQUIREMENTS

Proposers who complete all prequalification requirements can respond to this Request for Proposals. Provide a statement of qualifications and capability to perform the services sought by the RFP, including a description of relevant experience with projects similar in nature, size, and scope to the management of state funds. The proposal must identify the applicant's qualifications by education level, skill set (described in detail), experience level, and job title. A resume should be included in the proposal. Experience with like projects should be cited.

Complete and acceptable proposal responses will include brief and thorough responses to each of the following:

- a. **Experience.** Proposal responses should describe your experience with similar projects.
- b. **Personal/Company Information.** The proposal should provide proponent contact information and may include a brief history of the business, ownership, experience, location(s), clients, and references. If applicable, indicate it is a woman or



- minority/owned business enterprise (M/WBE) as defined by the Division of Minority and Women's Business Development.
- c. **Disclosure.** A Company with past or pending sanctions through any regulatory bodies or professional organizations must disclose the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years.
 - d. **Conflict of Interest.** A Company responding to this RFP attests there is no interest and will not acquire any interest which would conflict with the performance of services required. Any preexisting relationship(s) must be disclosed and could be considered a potential conflict of interest.
 - e. **Price Format.** DPS will not be liable for any costs not specifically detailed in your proposal.
 - f. **Signature.** A company should include an attestation that the person signing the proposal is entitled to represent the firm and authorized to sign bid proposals.
 - g. **Late Bids.** Proposals will be marked with their receipt date and time. Only complete proposals received and marked on, or before the closing date will be considered to have been received on time. Responses received after closing time, or without all the required information detailed above, will be rejected, and will not be considered. In the event of a dispute, proposal receipt time as recorded at the DPS location will prevail whether accurate or not.
 - h. **Expenses.** All bid participants are solely responsible for their own time and expenses in preparing a response to this RFP including any costs incurred during subsequent presentations and negotiations. If DPS elects to reject all of any of the proposals, or for any reason, this RFP is cancelled or deemed invalid, DPS will not be liable to any proponent for such expenses, costs, or any other related claim or matter whatsoever. By submitting the proposal, the proponent waives any claim for loss of profit if no Contract is made with the proponent. Proponent, then, agrees it will not claim any damages to DPS for whatever reason, relating to the Contract or competitive process more than the amount of expenses incurred.
 - i. **Changes to Proposal.** By submission of a clear and detailed written notice, a proponent may amend or withdraw its proposal before the closing date and time. Upon closing date and time, all the proposals become irrevocable. The proponent shall not change the proposal in any way after the closing date and time unless requested by DPS to do so for clarification purposes.



VII. EVALUATION

Proposals submitted will be evaluated as per the following selection criteria:

- A. Received at the location indicated on the invitation on or before the specified closing time.
- B. Accuracy and completeness of the information provided in the proposal.
- C. Must meet the requirements and format of the RFP.
- D. Must meet the established criteria for experience in this RFP.
- E. Services included.
- F. Competitiveness of costs.
- G. Experience in providing the requested service.
- H. Ability to accomplish goals and objectives in requested terms.
- I. Evidence of registration at <https://rup.asg.pr.gov/>
- J. Evidence of insurance policy.
- K. Good Standing Certificate from the Puerto Rico Department of State.
- L. Valid identification.
- M. Ability to comply with all DPS compliance requirements, including all qualification requirements and
- N. Any other criteria that DPS's judgment helps to make a better evaluation during the selection process.

The publication of this RFP and receipt of proposals do not commit DPS to award a contract. DPS reserves the right to postpone the date of receipt or, ultimately, cancel all or part of this RFP without prior notice. Additional technical or cost information may be requested for clarification purposes but will not change the original proposal received, which may lead to additional negotiations between potential proponents. Interviews or meetings are optional and may or may not be conducted at the discretion of DPS.

VIII. PROPOSAL FORMAT

Proposals must be clear and succinct and must not exceed 15 pages of 8 1/2" x 11" paper of no less than 12-point font. Responses must follow the format outlined herein. The DPS may reject as non-responsive, at its sole discretion, any proposal, or any part thereof that is incomplete, inadequate in its response, or departs in any substantive way from the required format.

Proposal responses shall be organized in the following manner.



Sections should be tabbed to identify the location of the required information.

- a. Cover Letter/Letter of Intent
- b. Experience and Capacity
- c. Approach and Methodology
- d. References
- e. Estimated Cost and Price

a. Cover Letter/Letter of Intent

The cover letter shall be addressed to "DPS". It must contain the following:

- i. Identification of organization, including name, address, and telephone number.
- ii. Name, title, address, and telephone number of contact person during the period of proposal.
- iii. Evaluation.
- iv. A statement to the effect that the proposal shall remain valid for a period of not less than 90 calendar days from the date of submittal.
- v. Signature of a person authorized to bind the Firm to the terms of the proposal.

b. Experience and Capacity

Describe the types of services the respondent offers that relate to this RFP. Provide specific details on any previous experience with this type of project. Identify engagement and or staff experience with entities comparable to the DPS for which the respondent provides or has provided similar services.

Provide a summary of the Supplier's technical expertise that describes the respondent's unique capabilities. This narrative should highlight the respondent's ability to provide the services requested. Provide biographical summaries for key individuals and their proposed roles. Resumes can be attached as an appendix and will not count toward the page limit of the proposal.

c. Approach and Methodology

This section shall include, in narrative, outline, and/or graph form, the offeror's approach to accomplishing the tasks outlined in this RFP. A description of each task and deliverable and the schedule for accomplishing each shall be included.



Provide examples of how the proposed approach has succeeded in specific, relevant projects for public or private sector organizations like DPS. The example should contain enough information for the evaluator to ascertain the success of the projects accomplished by the Supplier.

d. References

Provide a list of municipalities/counties or private entities your firm has partnered with for these services. Any city/county from the submitted list may be randomly selected and contacted as part of the respondent's evaluation process. Each client listed should include the following information:

- i. Name of Organization and Contact
- ii. Title of Contact
- iii. Address (delivery and email)
- iv. Telephone Numbers

e. Estimated cost and price

Respondents should submit a proposal for the defined costs for services and positions. The costs must include the hourly rates of all team members, the applicable overhead, and all nonlabor-related other direct costs. Suppliers can provide a list of assumptions and qualifications to provide context for the estimation. On the other hand, respondents must submit their price proposal considering the estimated cost and a reasonable markup but based mainly on results. Respondents shall clearly describe the proposed pricing model and explain how it correlates to the performance and results.

F. Changes to Proposal. By submission of a clear and detailed written notice, a proponent may amend or withdraw its proposal before the closing date and time. Upon closing date and time, all proposals become irrevocable. The proponent shall not change the proposal in any way after the closing date and time unless requested by DPS to do so for clarification purposes.

IX. NOTIFICATION



The final decision on the successful bidder is expected to be made within one (1) month.

from the closing date for receipt of proposals but may take longer depending on the approval process of different agencies as required by the law, orders, bulletins, and regulations. DPS reserves the right to reject any proposal for any meritorious reason.

X. FIRM PRICING

Unless this RFP specifically states otherwise, prices will be firm for the entire Contract period.

XI. SUB-CONTRACTING

Unless otherwise stated or without DPS's written consent, using a subcontractor is unacceptable, including joint submissions by proponents having no formal corporate links.

XII. NEGOTIATION DELAY

If a written contract cannot be negotiated within thirty (30) days of notification of the successful proponent, the DPS may, at its sole discretion at any time, thereafter, terminate negotiations with the successful proponent and either negotiate a contract with the next qualified proponent or choose to terminate the RFP process and not enter a contract with any of the proponents.

XIII. REJECTION OF BIDS

The DPS reserves the right to reject any proposal for any reason. Issuing this RFP and receipt of proposals does not commit the DPS to a contract. The DPS reserves the right to postpone the receipt date or to ultimately cancel all or part of this RFP with limited notice. Additional technical or cost information may be requested for clarification purposes but in no way will change the original proposal received. It may lead to further negotiations between potential business partners. Interviews are optional and may or may not be conducted.

Confidentiality: The content of this Request for Proposal is considered confidential information. The person or company that receives it must not disclose to anyone, except for its employees directly related to the response to it, any information related to this request, or any information obtained in subsequent communications related to it. No information contained in this Request for Proposals will be duplicated,



used, or disclosed without the prior written consent of DPS. The information in this Request for Proposals may only be distributed with the written permission of DPS. In addition, press releases, public announcements, or any other reference to this request may not be made without the prior written consent of DPS, whose consent may be withheld for any reason solely at the discretion of DPS.

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ACCEPTANCE FORM



This form must be completed and signed by a person authorized by the proponent and delivered along with the original proposal.

The attached proposal is submitted in response to the Request for Proposal (DSP-RFP-2024-002) of the Department of Public Safety in response to the Investigation Report OIG-QI-24-007. I agree with all the terms and conditions of the RFP, and I agree that any inconsistency in our proposal is considered as if it had not been written and as if it did not exist. I certify that we have read and examined the RFP, including all its sections, and that we have conducted prudent and reasonable investigations to prepare the proposal. We agree to comply with everything outlined in our proposal.

Name or Company:	Address:
Phone:	Fax:
Web Page:	Unique Entity ID:
Name of Authorized Representative:	Title:
Cellphone:	Email:
Sign:	Date:

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

