



Request for Proposal – DPS-RFP- 2023-002 Hazard Mitigation Grant Program Project 4339-0014

Project Management Services for the Puerto Rico Public Safety Warning and Communications Infrastructure Project for Department of Public Safety.

Invitation: The Department of Public Safety, invites qualified bidders to submit responses to its Request for Proposal (RFP) of a program management professional for the *Puerto Rico Public Safety Warning and Communications Infrastructure Project* (hereinafter PRPSWCI).

Date of Issue: This Request for Proposal is issued on May 12, 2023.

Deadline: All proposals must be submitted **before Friday, June 2, 2023, at 3:00 p.m.**

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

Tatiana Padín Arvelo
Executive Secretary
Technology and Telecommunications Auxiliary Secretary
Department of Public Safety

235 Arterial Hostos Avenue, Capital Center II, Torre Norte 14th Floor
San Juan, Puerto Rico 00918
Email: tpadin@dsp.pr.gov

Submission of Proposal: All interested parties shall submit one (1) original and five (5) copy sets of the proposal, which are to be delivered to the Department of Public Safety, no later than Friday, June 2, 2023, @ 3:00 p. m. They shall be addressed to:

Tatiana Padín Arvelo
Executive Secretary
Technology and Telecommunications Auxiliary Secretary
Department of Public Safety

235 Arterial Hostos Avenue, Capital Center II, Torre Norte 14th Floor
San Juan, Puerto Rico 00918



THE SEALED ENVELOPE CONTAINING THE PROPOSAL MUST HAVE THE FOLLOWING INFORMATION WRITTEN ON THE OUTSIDE OF THE ENVELOPE OR PACKAGE:

Where proposals are sent by mail, the bidder shall be responsible for their delivery to:

Tatiana Padín Arvelo
Executive Secretary
Technology and Telecommunications Auxiliary Secretary
Department of Public Safety

235 Arterial Hostos Avenue, Capital Center II, Torre Norte 14th Floor
San Juan, Puerto Rico 00918
before the date and time set for the closing of acceptance of proposals.

SEALED PROPOSAL - DO NOT OPEN
DSP-RFP-2023-002
(Name of Bidder)
(Mailing Address of Bidder and Email address)
(Telephone Number of Bidder)

All proposals must be received no later than 3:00 pm on Friday, June 2, 2023. Proposal must be sealed and clearly marked “**Project Management Services for the Puerto Rico Public Safety Warning and Communications Infrastructure Project**”, including the name of bidder, mailing address, email address, telephone number and fax number of the Proponent. **Proposals received after that time and date, or without all the required information will be rejected and will not be considered.** 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: tpadin@dsp.pr.gov, on or before Friday, May 19, 2023 to allow enough time to respond before the submittal deadline.



TABLE OF CONTENTS

I. INTRODUCTION4

II. OBJECTIVES5

III. SERVICE SPECIFICATIONS5

IV. PRICING..... 9

V. TERMS AND CONDITIONS9

VI. PROPOSAL SUBMISION REQUIREMENTS11

VII. EVALUATION.....13

VIII. PROPOSAL FORMAT13

IX. NOTIFICATION15

X. FIRM PRICING.....15

XI. SUB-CONTRACTING.....15

XII. NEGOTIATON DELAY16

XIII. REJECTION OF BIDS16

ACCEPTANCE FORM.....17



I. INTRODUCTION

The Department of Public Safety, hereinafter DPS, was created by Law 20 of April 10, 2017. It has the duty and obligation to prevent and alert the public in situations of emergency or disaster. The DPS seeks a qualified project manager professional to provide architectural and engineering services and fees necessary to conduct a rough order of magnitude (ROM), comprehensive analysis, upgrade and repairs to the current Puerto Rico Public Safety Warning and Communications Infrastructure.

The main purpose of this project is to expand community resilience against natural hazards by implementing new poles, new towers, retrofitting existing sirens and repeater towers with updated equipment, software and hardening requirements adhering to the integrated public alert and radio communications system throughout the island of Puerto Rico. The DPS proposes implementing an all-hazards integrated safety warning and communications infrastructure to be installed in eligible towers, poles, and facilities across the island. This compatible PRPSWCI will provide alerts of impending threats to life and property, integrating the U.S. Emergency Alert System, National Warning System, Wireless Emergency Alerts, and NOAA Weather Radio under an integrated solution. This national system for local alerting provides authenticated emergency and life-saving information to the public through mobile phones using Wireless Emergency Alerts, broadcast radio and television via the Emergency Alert System, and on the National Oceanic and Atmospheric Administration's Weather Radio. An Integrated Public Alert and Warning System (IPAWS) is essential for a tropical archipelago like Puerto Rico. The impacts of frequent precipitation, storms, hurricanes, earthquakes, and other natural and human-made incidents require the first response personnel's systematic mobilization. Wireless communications systems have been the backbone of Puerto Rico first responder operations for many years. The current wireless communications systems within Puerto Rico consists of legacy, analog, wideband infrastructure and subscriber equipment as well as new, P25-compliant narrowband infrastructure and subscriber equipment. The legacy equipment is not compliant with present day interoperable P25 public safety communications standards or existing mandates for secure encryption and spectrum efficient narrowband communications.

Some of the equipment is not interoperable with other systems, which hampers the first responders' mission and requires workaround solutions for law enforcement officers to communicate with federal, state, local and territorial agencies. This creates a first responder safety issue and jeopardizes mission effectiveness because the legacy equipment does not meet mission requirements and operational needs. Puerto Rico first responders require interoperable, encrypted, wireless communications designed to support their 24x7x365 mission operations. The systems must be capable of supporting both routine and emergency response communications and must be scalable to support additional users in times of crisis.



The DPS is seeking proposals from qualified Companies or Firms for Management Services contract. The company or firm that provides the service of Project Manager will assign a Project Coordinator and Administrative Officer to ensure a successful program and must have experience in projects of this magnitude, telecommunications, and government. The Project will be funded by the Hazard Mitigation Grant Program, FEMA-4339-0014.

Provide vision for long term maintenance for a system that is already implemented.

II. OBJECTIVES

The specific objectives for this Request for Proposal are to determine the service proposals of a Project Manager, with the most competitive and profitable offer, responsible and capable of carrying out the work that is required.

The system's ultimate vision is to utilize widely adopted standards for the development and implementation across all technology and domains communications systems (e.g., mobile, security, applications, networks/internet, cloud, data storage, applications, development, IT management, etc.). With the construction of the island wide IPAWS and a compatible siren system Puerto Rico's safety personnel and first responders will have the ability to communicate on one shared network. This system will allow the Department of Public Safety and its Emergency Management and Disaster Administration Bureau ("PREMB"), each of the Municipalities' Emergency Management Agency's (EMA's) to have the ability to send voice and text-based emergency notification (VT EN) through all the VT ENS contact paths, except the statewide Emergency Alert System (EAS). DPS will be the only agency with access to the statewide EAS.

III. SERVICE SPECIFICATIONS

- A. The DPS is looking for a Project Management Services proposal from suppliers to, but not limited to, the following:
1. Providing training and technical assistance on federal grant management to DPS and project staff.
 2. Manage the day-to-day operations of subgrant supported activities including monitoring and compliance.
 3. Prepare programmatic and financial reports (internal and external).
 4. Perform closeout and record retention.
 5. Reconcile subrecipient management costs against actual costs of the total award on a quarterly basis.
 6. Assisting DPS in determining costs that are reasonable, allowable, allocable, and necessary as required by 2 CFR Part 200 Subpart E, applicable program regulations, and HMA Guidance (2015).
 7. Ensure and facilitate that DPS has adequate administrative policies and procedures for procurement, monitoring and reporting on management costs.



8. Perform risk management for internal controls during the project execution.
9. Preparation of DPS policies and standard operating procedures, ensuring compliance with 2 CFR Part 200.

B. This Request for Proposals (RFP) outlines the basic requirements for the services of: Project Manager for the Puerto Rico Public Safety Warning and Communications Infrastructure Project:

1. Project Management Services:

- a. Will carry out coordination and planning tasks for the project.
- b. Will carry out orientation and education initiatives and activities.
- c. Will establish a work plan according to the stages of Project and will execute them.
- d. Will write and present periodic reports (monthly and quarterly or upon request) on the work carried out, results and recommendations or action plans.
- e. Will deliver tangibles and resulting work products monthly to DPS.
- f. Will create and designate focus groups to work on the specific areas of the project stages, according to the proposal.
- g. Coordinate and participate in meetings on behalf of DPS, prepare minutes and deliver them to DPS.
- h. Will participate in conference calls related to the Project, will prepare minutes, and deliver them to DPS.
- i. Coordinate and participate, together with the Statewide Interagency Coordinator (SWIC) of the Commonwealth and the DPS, meetings of the Interoperability Committee, prepare minutes and deliver them to DPS.
- j. Will coordinate orientation meetings of the project at the level of the PREMB Zones, directors and municipal emergency management directors, will prepare minutes and deliver them to the DPS.
- k. Will participate in Project Staff meetings, when requested.
- l. Will work on the programmatic reports on project compliance.
- m. Will participate in activities related to the project.
- n. Will advise the DPS Secretary and the DPS Committee on the scope of the project, to maximize its resources.
- o. Will assist in the analysis and advise in the evaluation of the processes that will require solutions.
- p. Will manage the development and implementation of the different phases of the project.
- q. Have a detailed Microsoft Project Schedule. The latter should be base lined with the original project timeline and weekly updated to reflect the actual schedule.



- r. Utilize Microsoft Project Schedule platform for all products delivered. To ensure security, Microsoft Teams or Zoom for government are acceptable platforms for virtual engagements.
- s. Brief the Committee on a monthly basis Program Management Review (PMR).
- t. The Project Manager shall be responsible for obtaining requirements from the Puerto Rico first responder community for a P25 communications system and the overall development of a RFP that includes all system planning, design, execution, services and issues.

2. **Education and Experience**

Contractor and contractor personnel must demonstrate experience and successes achieved dealing with post disaster restoration/upgrade of outdoor warning systems in locations separate from contiguous 48 states.

Contractor and contractor personnel must demonstrate experience and successes achieved dealing with federal grant funds for disaster restoration and/or mitigation efforts related to outdoor warning systems.

Contractor and contractor personnel must demonstrate experience and successes achieved program managing post disaster events related to the restoration and upgrade of outdoor warning systems.

Contractor and contractor personnel must demonstrate experience and successes achieved working with governmental agencies (local, state, federal) to restore and upgrade outdoor warning systems.

Contractor and contractor personnel must demonstrate knowledge of the FEMA PA/Hazard Mitigation and Bi Partisan Budget Act funding programs specifically related to events that occurred after the September 2017 hurricanes.

Contractor and contractor personnel must demonstrate all relevant experience where they directly work on outdoor warning systems.

The company/firm to occupy this position must have a Project Management Professional Certification with at least 15 to 20 years or more of experience implementing systems of this magnitude and have shown success with it.

Preferably possess a master's in business administration or master's in project management, supervision and administration of telecommunications projects including "public safety" radio systems.

Know the frequency spectrum in use in Puerto Rico and knowledge in the application of public safety licenses required by the FCC.



Due to sensitive information on communications and technology the proponent must have a current DHS clearance or be successfully obtained.

Possess specific knowledge of P25 communications system implementation and be capable of planning, scheduling, staffing, and coordinating large-scale projects.

Demonstrate experience in the development of a RFP for a P25 digital, encrypted, interoperable tactical communications systems in support of public safety.

C. **Deliverables**

Those tangibles and resulting work products that will be delivered monthly to DPS, will be considered deliverables. These should contain supporting documents, such as meeting minutes and attendance, detailed presentations, and reports, including specific situations and clarifications. Any other information or documentation that has been used as established in the reports may also be included. The reports should also establish each one of the resources that participated in its development.

All deliverables and resulting work products from this contract will become the property of the DPS. The Proposer shall certify the accurateness of its deliverables to DPS.

The Proposer shall be responsible for completing the activities outlined in this Scope of Services.

a. **Delivery Schedule**

The Supplier shall be responsible for completing the activities outlined in this Scope of Work monthly.

b. **Contract term**

The contract term would be up to 40 months. The Supplier shall be responsible for completing the activities outlined in this Scope of Work during this period.

D. **Requirements**

The Supplier shall have or will secure, at its own expense, all personnel required to perform the services under the contract. DPS expects the selected supplier to provide competent and fully qualified staff that are authorized or permitted under federal, state, and local law to perform the scope of work under the contract. The



DPS reserves the right to request the removal of any staff not performing to standard. This includes all personnel assigned to this project would possess a valid driver's license from a United States state or territory and subject to DPS background check.

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. Sub-contracting is allowed under the contract.
- C. Expenses.** Travel and mileage expenses and all miscellaneous expenses, including travel, 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 20 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 Infrastructure Financing Authority (PRIFAS) system that is accessed through the Virtual Puerto Rico Department of the Treasury (Hacienda in its Spanish acronym). 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 in 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. Principals of the entities must have more than fifteen (15) years of experience with telecommunications projects, and Staff members must have more than ten (10) years of experience with telecommunications projects.
 - 4. Staff members or principals of the entities must have more than fifteen (15) years of experience with telecommunications projects.



5. Must have compliance and monitoring experience in federally funded programs. (For example: applicability of federal, state, and local regulations, 2 CFR Part 200 Subpart E, evaluation of eligibility of activities, determining compliance, monitoring, etc.).
6. A small business with more than ten (10) years of operations that preferably is certified as a Women Owned Business, or Minority Business Enterprise, or Disadvantage Business Enterprise, or a self-certified HUD Section 3 Business Interest.
7. At least five (5) years of grant management, compliance and monitoring or related experience working with the full federal grant management lifecycle or time and material federal contracting experience.
8. **Must have an active SAM Unique Entity ID.**
9. Must be registered at www.sam.gov and not appear on the "List of excluded persons / entities" maintained by the Office of the Inspector General on said portal.
10. Must be registered and be in good standing with the Department of State of Puerto Rico.
11. Must be registered 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/>; or evidence of request status.
12. Excellent reputation from previous projects in the community.
13. Experience with the U.S. federal government; specifically, FEMA, DHS, Office of Management and Budget (OMB), and Government Accountability Office (GAO).
14. Adequate insurance coverage, covering all the personnel that will be designated to provide the services that are the object of this request.
15. Must not have a conflict of interest with the parties reviewing and awarding the contract.
16. Bidding on, and/or being awarded this contract, does NOT prevent the awardee from bidding on future projects associated with this award.
17. Have carried out similar works and present evidence of them; and
18. 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 or job applicant, 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.

I. Prohibitions of Tips. The employee or member of the Department shall not, directly or indirectly, request, accept or receive a gift that is worth twenty-five



dollars or more, 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. The DPS reserves the right, when necessary, 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. All proposals received must be signed by an authorized representative of the provider. 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 of the specifications of the call 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 with respect to 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. **Recognition of Federal Funds.** The funds to be used to pay for the goods or services purchased under this contract are for the Hazard Mitigation Grant Program (FEMA-4339-0014) provided by Department of Homeland Security,
- O. **Proposal Ownership and Use.** Submitted proposals become property of 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, proponent agrees to hold in confidence all information supplied by the DPS in relation to 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 that are similar in nature, size, and scope to the management of federal 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 the 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 attest 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.** The DPS will not be liable for any costs not specifically detailed in your proposal.
- f. **Copies.** Your bid response should include one (1) original hard copy that must be delivered by hand and five (5) copy sets.
- g. **Signature.** If a company should include an attestation that the person signing the proposal is entitled to represent the firm and authorized to sign bid proposals.
- h. **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 DPS location will prevail whether accurate or not.
- i. **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, proponent waives any claim for loss of profit if no Contract is made with 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.
- j. **Changes to Proposal.** By submission of a clear and detailed written notice, a proponent may amend or withdraw its proposal prior to 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.

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 active SAM Unique Entity ID, (if the total cost of the proposal exceeds \$ 25,000).
- J. Registration at www.sam.gov and status, if applicable.
- K. Evidence of registration at <https://rup.asg.pr.gov/> or evidence of request status.
- L. Evidence of insurance policy.
- M. Good Standing Certificate from the Puerto Rico Department of State.
- N. Valid identification.
- O. Local reputation, including conducting business with the highest ethics and any potential or present sanctions or conflicts of interest.
- P. Ability to comply with all DPS compliance requirements, including all qualification requirements; and
- Q. Any other criteria than at DPS judgment helps to make a better evaluation during the selection process.

The publication of this Request for Proposal and receipt of proposals do not commit DPS to award a contract. DPS reserves its right to postpone the date of receipt or, ultimately, cancel all or part of this Request for Proposal without prior notice. Additional technical or cost information may be requested for clarification purposes but will in no way change the original proposal received but 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, succinct, and 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 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 grant management programs and projects. Identify engagement and or staff experience with entities comparable to the DPS for which the respondent provides or has provided similar services within the last 15 years.

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 Grant Management Services. Provide biographical summaries for Key Individual 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 the Scope of Services section of 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 achieved success 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 that your firm has partnered with for these types of 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 setting forth the **defined costs** for service 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 are required to submit their **price proposal** considering the estimated cost and a reasonable mark-up but based mainly on results. Respondents shall clearly describe the pricing model proposed and provide a clear explanation of how it correlates to the performance and results.

Changes to Proposal. By submission of a clear and detailed written notice, a proponent may amend or withdraw its proposal prior to 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 reason it deems meritorious.

X. FIRM PRICING

Prices will be firm for the entire Contract period unless this RFP specifically states otherwise.



XI. SUB-CONTRACTING

Unless otherwise stated or without DPSs written consent, using a sub-contractor 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 successful proponent, the DPS may, at its sole discretion at any time, thereafter, terminate negotiations with successful proponent and either negotiate a Contract with the next qualified proponent or choose to terminate the RFP process and no enter a Contract with any of the proponents.

XIII. REJECTION OF BIDS

The DPS reserves the right to reject any proposal for any reason. Issuance of this RFP and receipt of proposals does not commit the DPS toward a contract. The DPS reserves the right to postpone 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, but 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 the request. 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.*



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 (**DPS-RFP-2023-02**) of the Emergency Management and Disaster Administration Bureau for **Grant Management Services for the Puerto Rico Public Safety Warning and Communications Infrastructure Project**. I agree to 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.

