



Request for Proposals (RFP) for Monitoring Services for CDBG-CV Program (DV RFP 2026-08)

Puerto Rico Department of Housing (PRDOH) Response to Questions and Clarification Requests

On December 17, 2025, PRDOH issued the RFP procuring Monitoring Services for CDBG-CV Program. Interested parties had until December 29, 2025, to submit their questions or requests for clarification. The following table contains the questions received along with their corresponding responses.

	RFP Section	RFP Page Number	Question	PRDOH's Answer
1.	Summary	Page 4	Is there an incumbent executing on this program scope? Is this <i>manager</i> an in-house employee or an external firm contracted for the implementation?	This program is managed by PRDOH's Assistant Secretary for Community Development Block Grant.
2.	Proposal format	N/A	Is there a page limit for the proposal?	There is no page limit for the proposal. As a guide, proposals may be about 20-25 pages.
3.	Scope	N/A	Is there any relationship between the active RFPs issued by your office—DV RFP 2026-08 and DV RFP 2026-09—and may the same proposer submit them?	Both the State CDBG Program and the CDBG-CV Program are administered by PRDOH's Community Development Block Grant Secretariat. The same Respondent may submit a separate proposal for each RFP (DV RFP 2026-08 and DV RFP 2026-09).
4.	Required Services (Section 5.2)	Page 12	What metrics or indicators will the PRDOH use to measure the	The main indicator to measure progress and success will be the number of monitoring reviews

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			project's progress and success, and what would be the expected reporting mechanism? Will the awarded firm be required to enter/upload deliverables related to the scope of work into any PRDOH, HUD, or third-party reporting systems or applications?	completed in relation to the number of Municipalities that have to be monitored. Currently, there is no reporting system or applications to upload deliverables.
5.	Cost Form (Section 6.5)	Page 14	What is the expected method for calculating hours per position, given that each municipality may require a different level of effort based on its circumstances related to the funds to be monitored?	To calculate hours per position, Respondents are expected to present an estimation based on its experience with similar previous projects.
6.	Cost Form (Section 6.5)	Page 14	Are travel and out of pocket expenses allowed to be included in the price quotation?	Travel and out-of-pocket expenses are allowed to be included in the price quotation.
7.	Cost Form (Appendix C)	Page 20	Should the Price Quotation be delivered under separate sealed envelope or included within the bid proposal sealed documents?	The Price Quotation must be included with the sealed proposal documents.
8.	Subcontractors (Section 6.3.3)	Page 14	Are subcontractors allowed in this proposal? The RFP states that "joint ventures, consortiums, syndicates, professional pools, nor entities with similar	Yes. Subcontractors are allowed.

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			arrangements" are allowed. The subcontractor factor is presented in the RFP as "after the fact," or once the contract is in place. Still, it is not clear whether subcontractors or professional services brought in by the respondents in this proposal are allowed other than the proposer's employees.	
9.	Section 6.3.3	Page 14	What does PRDOH mean by " professional pool "?	A group of qualified professionals or firms that can deliver the required services quickly and efficiently.
10.	N/A	N/A	Eligible responders - Are DBAs (doing business as) responders eligible to participate in this RFP? DBAs pool resources to perform these types of projects, since they do not have employees and therefore subcontract those services to be rendered under these contracts.	Yes. DBAs are eligible to present a proposal in this RFP process. It is important that the Respondent establishes clearly in its proposal the person in charge of the project in case its proposal is selected.
11.	Experience (Section 3.2.1)	Page 6	Can the responder and their professional services contractors meet the 10-year past performance requirement (combined), or does it	According to RFP's Section 3.2.1, Respondents must demonstrate experience with programs comparable to the CDBG-CV Program for which the respondent provides or has provided similar services <u>within</u>

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			only apply to the proposer (respondent) as a company?	the last ten (10) years. The relevant experience within the last ten (10) years of all resources included in the proposal will be considered.
12.	Accelerated delivery or performance schedule (Section 3.2.3)	Page 6	<p>What are PRDOH's expectations for "accelerated delivery"? Does it refer to providing all contractual services within less than a year, which is the contract duration (page 14 item 6.5), or does accelerated delivery have to do with "required staff available to begin Monitoring Services immediately," since this immediate availability is a given in any contract? I understand there is a clear difference between "commencing immediately" in a contract and "accelerating delivery" within a determined period.</p> <p>Even in an accelerated delivery mode, there should be a</p>	<p>According to RFP's Section 3.2.3, Respondents must have the "ability to comply with an accelerated delivery or performance schedule". Considering that the Contract term is estimated to be one year from the date of execution (RFP's Section 5.3) and the Services procured include monitoring eligible activities by the 78 Municipalities (RFP's Section 5.3), ability to handle a high-paced workload is a must for Respondents. The work is expected to begin immediately after executing the Contract with the Selected Respondent.</p>

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			performance schedule. Nevertheless, the sentence in item 3.2.3 (page 6) presents "accelerated delivery" in contrast with "performance schedule" by including "or".	
13.	Section 6.3.1	Page 13	Financial soundness - How will this be evaluated? Are there any specific requirements for this item?	Regarding the financial soundness, proposals will be evaluated to verify whether the Respondent is financially stable, solvent, and capable of sustaining operations to provide the required services. For example, the financial soundness can be demonstrated by including the most recent Respondent's financial statement.
14.	N/A	N/A	Pursuant to 2 CFR Part 200 and relevant HUD conflict-of-interest provisions , does the existence of multiple active contracts between an individual operating under a DBA structure (including partnerships, corporations, or LLCs) and entitlement and non-entitlement municipalities in Puerto Rico constitute a conflict of interest that would preclude the entity from competing for additional	Pursuant to 2 CFR Part 200 and applicable HUD conflict-of-interest regulations, the mere existence of multiple active contracts between an individual or entity operating under a DBA structure (including partnerships, corporations, or limited liability companies) and entitlement and non-entitlement municipalities in Puerto Rico does not, by itself, constitute a per se conflict of interest that would automatically preclude the entity from competing for additional federally funded contracts.

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			federally funded contracts?	<p>The determination of whether a conflict of interest exists is fact-specific and must be assessed on a case-by-case basis, taking into consideration the nature of the services provided, the scope of the proposed work, and the degree of interaction with programmatic decision-makers.</p> <p>As an initial matter, each respondent is responsible for conducting an internal conflict-of-interest self-assessment prior to submitting a proposal. This assessment should evaluate, among other relevant factors, whether:</p> <ul style="list-style-type: none"> • The respondent provides services to a municipality that are programmatically related to, or could influence, the programs or activities that would be subject to monitoring, oversight, or evaluation under the proposed contract; and • The respondent has direct involvement with municipal officials or personnel responsible for

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				<p>administering, managing, or making decisions regarding the federally funded programs that would fall within the scope of the proposed services.</p> <p>Notwithstanding the foregoing, the existence or absence of a conflict of interest is independently reviewed and validated by the awarding entity as part of the proposal evaluation and responsibility determination process. During this review, the agency will assess disclosed relationships, contractual arrangements, and operational roles to ensure compliance with federal procurement standards and HUD conflict-of-interest requirements, and to safeguard the integrity, objectivity, and impartiality of the procurement process.</p>
15.	N/A	N/A	Pursuant to the laws, regulations, and ethics provisions of the Government of Puerto Rico , including applicable conflict-of-interest statutes, does the participation of an individual operating	The answer to this question depends on the circumstances in each situation. Potential respondents must be self-assessed if they have a conflict of interest before submitting a proposal. For example, some aspects that can be considered include, but are not limited to:

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			under a DBA structure (whether as a partnership, corporation, or limited liability company) in multiple existing contracts with entitlement and non-entitlement municipalities in Puerto Rico give rise to a conflict of interest that would prohibit or restrict the entity from participating in this RFP?	<ul style="list-style-type: none"> • As part of its contract with the Municipality, does the Respondent provide services related to the programs that will be monitored? • Does the Respondent directly work with the Municipal officials and staff that manage the programs that will be monitored?

Sincerely,



Ana Abigail Romero Canales
Supervisor

