



Request for Proposals (RFP) for Monitoring Services for State CDBG Program (DV RFP 2026-09)

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 (Section 1)	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 and language preference English/Spanish?	There is no page limit for the proposal. As a guidance, proposals may be about 20-25 pages. English is the preferred language for proposals, but they will be equally acceptable in Spanish.
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	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

	RFP Section	RFP Page Number	Question	PRDOH's Answer
			the same proposer submit them?	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 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?	<p>The main indicator to measure progress and success will be the number of monitoring reviews completed in relation to the number of Municipalities that have to be monitored.</p> <p>At this time, there is no reporting system or applications to upload deliverables.</p>
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 particular 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	The Price Quotation must be included with the sealed proposal documents.

RFP Section	RFP Page Number	Question	PRDOH's Answer
		within the bid proposal sealed documents?	

Sincerely,



Ana Abigail Romero Canales
Supervisor

