



PUERTO RICO DEPARTMENT
OF HOUSING

PRDOH

GOVERNMENT OF PUERTO RICO

Request for Proposals (RFP) for
**DV RFP 2026-013 PROFESSIONAL CONSULTING AND TECHNICAL
ASSISTANCE SERVICES FOR STATE CDBG PROGRAM**

Published: Monday, June 15, 2026

Deadline to submit Proposals:
July 17, 2026, or before 4:30 pm

Send them by postal mail to

P.O. Box 21365 San Juan, PR 00928

And/or

E-mail to: Mrs. Ana Abigail Romero Caudes, Supervisor
Email: aromero@vivienda.pr.gov

And/or

Deliver in person to 606 Barbosa Avenue Juan C. Cordero Dávila
Building Río Piedras, PR 00918

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1. SUMMARY

The Puerto Rico Department of Housing (PRDOH) issues this Request for Proposals (RFP) to obtain proposals from qualified and experienced firms or individuals (Respondents) capable of providing professional consulting and technical assistance services for the State Community Development Block Grant Program (State CDBG), including special programs such as the Section 108 Loan Guarantee Program, NSP 1 & 3, and CARES Act funds.

The services to be provided under this RFP include professional, programmatic and fiscal technical assistance, regulatory compliance support, and the planning, preparation, review, and submission of required reports and planning documents to the U.S. Department of Housing and Urban Development (HUD). Specifically, the selected Respondent(s) will support PRDOH in the preparation and submission of the Consolidated Annual Performance and Evaluation Report (CAPER) for Program Years 2026 and 2027, and the Annual Action Plan for Program Years 2027 and 2028, in accordance with applicable federal regulations, including 24 CFR Part 91.

This RFP seeks responses only from Respondents with demonstrated experience in HUD-funded programs and federal compliance requirements, including but not limited to CDBG program regulations, consolidated planning processes, IDIS and DRGR reporting, eligible activities, national objectives, and federal cross-cutting requirements. The selected Respondent is expected to collaborate closely with PRDOH staff and relevant stakeholders to ensure timely, accurate, and compliant submission of all required deliverables.

This RFP does not commit nor obligate PRDOH to award a contract or to pay any costs incurred in the preparation or submission of proposals. PRDOH reserves the right to reject any or all proposals, to request additional information, to negotiate with any Respondent, to amend or cancel this RFP, and to take any other action deemed to be in the best interest of the Department.

The selected Respondent(s) shall be required to be free of any real or perceived

conflict of interest and must comply with all applicable laws and regulations of the Commonwealth of Puerto Rico and the Federal Government, including procurement requirements and ethical standards.

By submitting a proposal, each Respondent certifies that it fully understands, acknowledges, and accepts all the terms and conditions of this RFP, including any amendments issued thereto.

An electronic copy of this RFP may be obtained from: [Notice of Requests for Professional Services - Puerto Rico Department of Housing](#)

Proposals received in response to this RFP will be evaluated in accordance with the Evaluation Criteria specified in Section 7 of this RFP. All proposals must be clearly marked **“TECHNICAL ASSISTANCE SERVICES – STATE CDBG PROGRAM”** and must include all elements described in Section 6 of this RFP.

All proposals must be submitted via email, hand delivery, or postal mail to the addresses indicated in this RFP on or before the due date specified in Section 2. Proposals received after the deadline will not be considered. PRDOH shall not be responsible for proposals delivered to any person or location other than those specified herein, and reliance on the postal service shall not excuse late submissions.

Questions or requests for clarification of this RFP may be submitted in writing no later than the date and time indicated in Section 2 of this RFP. Responses to written questions will be issued by PRDOH, reserving the right to refuse to respond to any question.

Any amendment or addendum to this RFP is valid only if written and issued by PRDOH.

PRDOH will evaluate all the proposals received to select the company with the most advantageous proposal to offer the requested services.

After receiving and evaluating the Proposals, based on a best value determination, PRDOH will recommend the awarding and execution of the

Agreement with such Respondent. If the Agreement cannot be executed, the PRDOH may negotiate with the Respondent who submitted the second-best value bid to award the contract. Alternatively, PRDOH may terminate the process and not adjudicate the Agreement.

2. RFP SCHEDULE

A schedule of the major activities associated with this RFP is presented below. The post-proposal schedule may vary from the schedule indicated below; in such a case, Respondents shall be notified by their email of record, subject to the Disclaimers.

RFP Publication Date	Monday, June 15, 2026
Deadline for submitting questions or request for clarifications	Monday, June 22, 2026, or before 4:30 p.m..
Deadline for PRDOH to respond to questions or clarifications	Monday, June 29, 2026
Deadline to submit proposals (RFP Due Date)	Friday, July 17, 2026, or before 4:30 p.m.
Notification of award to the Respondent with the best value proposal	Friday, July 31, 2026

3. GENERAL CONDITIONS

3.1. Principal Responsibility

The Selected Respondent shall assume full responsibility for all professional consulting and technical assistance services and activities required thereunder, whether provided directly or not. In addition, PRDOH shall only consider the Contact Person indicated by the Selected Respondent in *Appendix A* of this RFP to be the sole point of contact with respect to all matters of this RFP, including payment of all charges resulting from the contract that may be awarded pursuant to this RFP (Contract).

3.2 Minimum qualifications

Respondents under this RFP must meet the following minimum

requirements or qualifications:

1. Identify experience with programs comparable to the State CDBG Program, as described hereunder in **Section 4.2**, such as, but not limited to: CDBG Entitlement Program, CDBG-Disaster Recovery (DR), Community Services Block Grant (CSBG), HOME Investment Partnerships Program (HOME); Tenant-Based Rental Assistance (TBRA); Housing Choice Voucher Program Section 8; Continuum of Care Program (CoC); for which the respondent provides or has provided similar services within the last ten (10) years.

As result, to be considered for award, a Respondent must provide evidence of their experience in similar projects by submitting (i) a list of similar projects and descriptions that demonstrate experience of your company in this type of project and (ii) key personal qualifications.

2. Demonstrate experience and success in providing professional consulting and technical assistance services in compliance with all applicable regulations for federally funded programs.
3. Ability to comply with an accelerated delivery or performance schedule, including demonstrating they have the required staff available to begin rendering the professional consulting and technical assistance services immediately.
4. Show satisfactory record of integrity and business ethics.
5. Respondents that are corporations, partnerships, or any other legal entity, U.S. or Puerto Rico based, shall be properly registered or capable of being registered to do business in Puerto Rico and the U.S. at the time of the submission of their proposals and comply with all applicable Puerto Rico or Federal

Government laws and regulations.

6. Be an entity incorporated in the Puerto Rico Department of State or authorized to do business in Puerto Rico, which is in good standing and aware of laws and regulations, including, but not limited to, the following:
 - a. Housing and Community Development Act of 1974 (HCDA), as amended, Pub. L. 93-383;
 - b. CDBG Program Regulations, 24 CFR Part 570;
 - c. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as codified under 2 CFR Part 200;
 - d. General HUD Program Requirements, 24 CFR Part 5;
 - e. Managing CDBG: A Guidebook for Grantees on Subrecipient Oversight. (HUD, December 2021).

3.3 Guarantee

Any Contract awarded under this RFP must be performed in full compliance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as codified under 2 CFR Part 200. The Selected Respondent must ensure that the professional consulting and technical assistance services will be performed in accordance with all applicable federal, state, and local laws and regulations pertaining to the State CDBG Program. This includes, but is not limited to:

- Certification of Good Standing for corporations located in Puerto Rico or the authorization to do business in Puerto Rico for foreign corporations issued by the Puerto Rico Department of State,
- Certification that neither the company nor its officers are suspended or debarred (“Suspension & Debarment”) from doing business with the Federal Government,
- Certification that no conflict of interest exists should they

- be awarded the contract,
- Certification of compliance with the provisions of the Anti-Corruption Code for the New Puerto Rico (Act No. 2-2018, as amended),
 - Certification of Eligibility with the General Services Administration (“ASG”, as its acronym in Spanish),
 - SMEs Certification (“PYMES”, as its acronym in Spanish),
 - “Unique Entity ID” (UEI) and evidence of active registry in the System for Award Management (SAM) at www.sam.gov,
 - For small and minority businesses, women’s business enterprises, veteran-owned businesses and labor surplus area firms certified by the Small Business Administration (SBA) or any other government entity, professional association, and/or non-profit organization with expertise in these affairs, provide the corresponding certification issued by the applicable entity, and
 - Executive Order No. 14173 of January 21, 2025, “Ending Illegal *Discrimination and Restoring Merit Based Opportunity*”.

Prior to the formalization of a Contract, the Selected Respondent shall provide evidence of the skills necessary to render the Services through the submission of references.

3.4. Independent contractor

In the performance of the work, duties, and obligations assumed by the Selected Respondent, it shall be mutually understood and agreed that said respondent, including any of its officers, agents, and employees shall at all times act and perform independently and not as an officer, agent, servant, employee, joint ventures, partner, or associate of PRDOH.

3.5. Prohibition of discrimination

The Puerto Rico Department of Housing (PRDOH) complies with federal and local laws prohibiting discrimination in employment

and in the provision of services. The Selected Respondent must also comply with these requirements. Nothing in this clause, however, shall be construed to require the hiring of individuals who are not qualified for a given position.

3.6. **Cost assessment**

A cost evaluation will be conducted for each proposal received as part of the RFP review, as specified in **Section 7** of this RFP.

3.7. **General Disclosures, Rights Options and Disclaimers**

The issuance of this RFP, submission of a response by any firm and/or team, and the acceptance of such response by PRDOH does not oblige PRDOH. Legal obligations will only arise upon the execution of a formal agreement between PRDOH and the Selected Respondent regarding the Services.

By responding to this RFP, Respondents acknowledge and consent to the conditions listed hereunder, relative to the procurement process. PRDOH are not bound to accept any proposals if Respondents do not meet PRDOH's requirements. Without limitation and in addition to other rights reserved by PRDOH under this RFP, PRDOH reserves and holds, at their sole discretion, the following rights, and options (collectively, the Disclaimers):

- to accept or reject all submittals, in whole or in part;
- to discuss, with any or all Respondents, different or additional terms to those included in this RFP or received in any response;
- to cancel this RFP in whole or in part, at any time, with or without substitution of another RFP if such cancellation is determined to be in the best interest of PRDOH;
- to supplement, amend, or otherwise modify this RFP prior

- to the date of submission of the proposals;
- to receive written questions concerning this RFP from proponents and to provide such questions, and PRDOH responses, to all Respondents that request them;
- to require additional information from one or more Respondents to supplement or clarify the proposals submitted;
- to conduct further investigations with respect to the qualifications and experience of each Respondent;
- to visit and contact Respondent's client(s) in any of the projects or engagements referenced in the proposals to obtain direct information regarding Respondent's performance in such engagements;
- to waive any defect or technicality in any proposals received;
- to eliminate any proponents that submit a nonconforming, non-responsive, incomplete, inadequate, or conditional proposal;
- to investigate the technical and financial qualifications of Respondents using sources in addition to what was included in the proposals; and
- to issue a similar RFP in the future.

All costs and expenses incurred by Respondents in the preparation and delivery of a proposal will be the sole responsibility of said Respondents. PRDOH shall not be liable for any amounts to any proponent in any manner, under any circumstances, including without limitation, because of the cancellation of the RFP process. The Respondents cannot make any claims whatsoever for reimbursement from PRDOH for the costs and expenses associated with the process.

Respondents should submit their best proposals initially, since negotiations may not take place.

Applicable federal and Puerto Rico state laws and regulations shall govern this RFP process. Any disputes relating to this RFP

must be resolved according to the laws of Puerto Rico. The exclusive venue for a judicial challenge is the Appeals Court of Puerto Rico as provided by the laws of Puerto Rico.

3.8 *Accuracy of RFP and Related Documents*

PRDOH assumes no responsibility for the completeness, or the accuracy of specified technical and background information presented in this RFP or otherwise distributed or made available during this RFP process. Without limiting the generality of the foregoing, PRDOH will not be bound by or be responsible for any explanation or interpretation of the RFP documents other than those given by it in writing. In no event may a Respondent under this RFP rely on any oral statement by PRDOH' agents, advisors, or consultants.

3.9 *Confidential or Proprietary Information*

A copy of each proposal will be retained for PRDOH's files. If a Respondent considers that its proposal contains material that is confidential and/or proprietary, the Respondent must clearly note or mark each section of material as confidential and/or proprietary. PRDOH will determine whether such material meets the requirements for an exemption from disclosure. If so, that information will not be disclosed pursuant to a request for public documents. If PRDOH does not consider such material to meet the requirements for exemption from disclosure, the material will be made available to the public, regardless of the notation or markings. It is the responsibility of Respondents to be thoroughly informed and familiar with the requirements of disclosure of public documents.

Furthermore, by responding to this RFP, Respondents acknowledge and agree that PRDOH shall not be responsible or

liable in any way for any losses that the Respondent may suffer from the disclosure of information or materials to third parties. It is the responsibility of the Respondent, as the real party in interest, to object to any disclosure and defend any action that may be necessary to protect its confidential information.

3.10 Insurance

In the RFP process, Respondents must certify they comply with the minimum insurance coverage required in Puerto Rico, pursuant to the Puerto Rico Insurance Code, Act No. 77-1957, as amended, and regulations issued thereunder. The Selected Respondent will be obligated to maintain said required coverage, at its sole cost and expense, during the Contract's entire term and any subsequent renewal term.

4. BACKGROUND

4.1 PRDOH

The Puerto Rico Department of Housing (PRDOH) is a governmental agency created pursuant to Act No. 97-1972, as amended. PRDOH is responsible for developing and implementing public policy related to housing and community development for the Government of Puerto Rico, as well as administering and managing federal and state-funded programs in this sector.

As the administrator of the State Community Development Block Grant (CDBG) Program, PRDOH is soliciting proposals from qualified Respondents with the capacity and expertise to provide professional consulting and technical assistance services in support of programmatic, financial, and regulatory compliance requirements.

PRDOH is procuring professional technical assistance services to support the planning, reporting, and compliance functions of the

State CDBG Program and its associated funding sources. The selected Respondent will work collaboratively with PRDOH staff to ensure the timely preparation, accuracy, and submission of federally required reports and planning documents, and to support adherence to all applicable federal, state, and local regulations.

4.2 **State CDBG Program**

The State CDBG Program provides annual formula-based grants to states for distribution among fifty-one (51) non-entitlement municipalities to help create strong and sustainable urban communities. Its primary goals are to ensure access to decent housing, foster a suitable living environment, and expand economic opportunities, particularly for low- and moderate-income people.

Authorized under Title I of the HCDA, the program is built on several key principles of community development:

- **Flexibility:** CDBG empowers communities to design and implement strategies tailored to their unique needs and priorities.
- **Collaboration:** By emphasizing consolidated planning, the program strengthens partnerships among all levels of government and the private sector.
- **Capacity Building:** Through professional consulting and technical assistance and setting aside resources for grantees, CDBG helps partners develop the expertise needed to sustain effective community development.

4.3 **Section 108 Loan Guarantee Program**

The Section 108 Loan Guarantee Program (Section 108) offers communities access to affordable, long-term financing for a wide range of economic and community development initiatives. By

leveraging Section 108 funds, communities can pursue larger and more complex projects that might otherwise be unattainable due to limited upfront resources.

Section 108 financing can support projects such as economic development, housing, public facilities, infrastructure, and other physical improvements, including measures to strengthen resilience against natural disasters. This versatility makes Section 108 one of the most powerful public investment tools provided by HUD to states and local governments.

Section 108 funds may be used in two primary ways:

- **Direct Implementation:** A community, or its governmental or nonprofit partner, carries out an eligible project.
- **Re-Lending or Grants:** A community or its partner re-lends (or, in certain limited cases, grants) the funds to a developer or business to complete an eligible project.

The program is authorized under Section 108 of the HCDA. Program regulations are codified at 24 CFR Part 570, Subpart M (Loan Guarantees).

5. DESCRIPTION OF THE REQUIRED SERVICES (“SCOPE OF WORK”)

5.1. *General description of the Services*

Pursuant to this RFP, PRDOH is procuring professional consulting and technical assistance services (the “Services”) to support the administration, planning, reporting, and compliance functions of the State Community Development

Block Grant (CDBG) Program and related funding sources, including Section 108, NSP 1 & 3, and CARES Act funds.

The Services will include providing programmatic and fiscal technical assistance to PRDOH in the development, preparation, review, and submission of federally required reports and planning documents, including but not limited to the Consolidated Annual Performance and Evaluation Report (CAPER) and the Annual Action Plan, in accordance with applicable HUD regulations, including 24 CFR Part 91.

The Selected Respondent will work in close coordination with PRDOH staff to ensure that all required documents are accurate, complete, timely submitted, and fully compliant with federal, state, and local requirements. The Services must be performed in accordance with applicable laws and regulations, HUD guidance, and PRDOH policies and procedures.

5.2. **Required Services**

The scope and reach of work required for the Technical Assistance Services is described below. All Services must be performed in accordance with applicable federal, state, and local regulations, including but not limited to 24 CFR Part 91, 24 CFR Part 570, 2 CFR Part 200, and applicable HUD guidance.

The Selected Respondent will be responsible for completing the following activities (as applicable), in coordination with PRDOH:

- Provide professional consulting and technical assistance services to PRDOH in the planning, preparation, and development of the CAPER for Program Years 2026 and 2027, ensuring compliance with HUD requirements and

submission deadlines;

- Assist in the collection, validation, and organization of programmatic and financial data from internal and external sources required for CAPER and other reporting obligations;
- Prepare comprehensive narratives, performance analyses, and supporting documentation required for CAPER submission, including alignment with Consolidated Plan priorities, goals, and national objectives;
- Support PRDOH in the preparation of the Annual Action Plan for Program Years 2027 and 2028, including drafting required sections such as needs assessment, strategic priorities, resource allocation, and planned activities;
- Assist in ensuring that all reports and planning documents are properly aligned with IDIS and DRGR data, program expenditures, and performance indicators;
- Provide support in the review and reconciliation of data to ensure consistency between reported information, financial records, and HUD systems;
- Assist in the development and documentation of methodologies, assumptions, and justifications used in planning and reporting documents;
- Support PRDOH in addressing HUD comments, findings, or requests for additional information, including revisions and resubmissions of CAPER and Action Plan documents, as needed;
- Provide guidance and technical support to ensure compliance with cross-cutting federal requirements, including environmental review, fair housing, Section 3, Davis Bacon and other applicable regulations, as they relate to reporting and planning;
- Assist in the preparation of materials related to citizen participation requirements, including public notices, summaries of comments, and responses, as applicable to

CAPER and Action Plan processes;

- Develop draft and final versions of all required documents, including executive summaries, tables, charts, communications, letters, responses, memorandums, memorandums of understanding and supporting exhibits, in formats acceptable to PRDOH and HUD;
- Participate in coordination meetings with PRDOH staff to review progress, discuss findings, and ensure alignment with program objectives and deadlines;
- Prepare and submit all required deliverables in electronic, editable format, and ensure readiness for submission through HUD systems, including IDIS;
- Provide ongoing professional consulting and technical assistance services throughout the duration of the contract to support PRDOH in meeting all applicable reporting and planning requirements;
- Performing any other related services is reasonably necessary to ensure full compliance with applicable laws, regulations, and program requirements, within the scope and capabilities of the Selected Respondent.

5.3. ***Duration of Contract***

The term of the Contract is to be two (2) years from the date of its execution. However, PRDOH may extend the Contract, in accordance with the State CDBG funds expenditure and closure deadlines, subject to an evaluation of performance and the continued need for the Technical Assistance Services.

PRDOH reserves the right to reopen an RFP process at any time during the performance of the Contract, if deemed necessary and in the best interest of the agency. Nothing in the foregoing shall be construed to prohibit the Selected Respondent from participating in a new competition upon completion of its Contract.

5.4. **Payments**

Payments under the Contract will be made for Services previously rendered, as approved by PRDOH. The Selected Respondent shall provide all Services within the agreed-upon schedule.

The Selected Respondent shall submit invoices and appropriate supporting documentation to PRDOH as agreed to in the Contract. If PRDOH determines that the submitted invoice and supporting documentation are acceptable, then the invoice will be approved for payment. Payments to the Selected Respondent will be made by electronic funds transfer (EFT). PRDOH reserves the right to conduct such audits as it deems necessary. The contractor agrees to cooperate fully with such audit(s).

6. PROPOSAL CONTENT AND FORMAT REQUIREMENTS

Proposals must be submitted via email to aromero@vivienda.pr.gov, postal mail to P.O. Box 31365 San Juan, PR 00928 or deliver in person to 606 Barbosa Avenue Juan C. Cordero Dávila Building Río Piedras, PR 00918 on or before 4:30 PM on the date indicated in **Section 2**. Proposals received after the above date and/or without any of the required elements will not be considered. Proposals shall contain, at a minimum, the following elements:

6.1. **Cover Page (APPENDIX A)**

- A duly authorized officer, owner, or company-authorized agent must complete and sign the Cover Page.

6.2 **Executive Summary**

- The Executive Summary, not exceeding three (3) pages, shall be written in a nontechnical style and shall contain sufficient information for reviewers to

become familiar with the Respondent's proposal and its ability to satisfy the financial and technical requirements of the Services.

6.3 *Background and description of Services and Personnel*

6.3.1. Background and Services

- Provide a description of the Respondent's background, including corporate structure (if applicable), capacity, financial soundness, and resources to render the professional consulting and technical assistance services promptly within the timeframe specified in this RFP.
- Summarize the profile of services rendered by the Respondent, relative to the professional consulting and technical assistance services required under this RFP.
- Describe any current, pending, or past litigation (within the last ten (10) years) to which the Respondent has been, is, or is expected to be a party.

6.3.2. Experience

- Provide a list of similar engagements (Appendix B) rendered within the last ten (10) years, relative to Technical Assistance Services. Include for each engagement the dollar value of the contract, name of program, description of the work performed, and contact information for the government agencies, municipalities, or non-profit organizations (NPOs) administering these programs.

6.3.3. Key Personnel

- Provide names and resumes or curriculum vitae of the Key Personnel who would be assigned to render professional consulting and technical assistance

services, emphasizing relevant experience and qualifications. For purposes of this RFP, Key Personnel are defined as those team members who will be assigned and perform tasks related to the Services, or a significant portion of them.

- Provide an organizational chart describing how the Respondent would staff and structure its proposed team for all phases of the Services. Respondents are advised that PRDOH will not accept proposals from joint ventures, consortiums, syndicates, professional pools, nor entities with similar arrangements under this RFP. However, subcontracting may be allowed, subject to written approval from PRDOH.

6.4. **Work Plan**

- Describe the overall approach to providing professional consulting and technical assistance services.
- Describe the approach to managing tasks related to the Services, including scheduling controls and project communication tools that will be employed.
- Describe the procedures and methodologies that will be used to conduct the requested tasks.
- Provide information on proposed activities, personnel or resources, and a suggested timeline to complete the Services.
- Detail available personnel resources, emphasizing Key Personnel, and how quickly they can be deployed to render the Services. Respondents that demonstrate readiness to begin services immediately will be scored higher than those requiring extended mobilization time or providing vague responses.

6.5. **Cost Form (APPENDIX C)**

- Include total projected costs, including hourly rates per year

of contract for each position or staff member that will address the Technical Assistance Services object of this RFP, assuming a contract duration of two (2) years.

6.6. **Best Value Statement**

- Describe how the Respondent’s approach delivers the best value for PRDOH. Respondents are encouraged to demonstrate how they can deliver cost-effective, efficient, and high-quality Technical Assistance Services, including any innovative approaches, specialized expertise, or local knowledge that enhances service delivery.

6.7. **References**

- Include three (3) references for whom you have worked on similar Technical Assistance engagements. Include current contact information for each reference.

7. SELECTION PROCEDURES

Proposals will be assessed based on the following Evaluation Criteria:

Section	Criteria	Max Points
Compliance (Pass/Fail)	Deadline met, all required sections & appendices, signed Cover Page	
Executive Summary	Clarity, ≤3 pages, understanding of services, technical & financial capacity	10
Background & Capacity	Organizational structure, financial soundness, and resources demonstrating ability to perform the Technical Assistance Services within the specified timeframe	15
Experience	Experience and track record in providing similar Technical Assistance Services to	15

	government entities, municipalities, or NPOs in programs comparable to CDBG and Section 108.	
Key Personnel	Qualifications of the team to conduct the required services and clarity of roles	15
Work Plan	Approach to services, task management, scheduling, methodologies, timeline, readiness	20
Cost Proposal	Completeness of Appendix C, reasonableness of rates, transparency, cost-effectiveness	10
Best Value Statement	Efficiency, expertise, cost-effectiveness, and unique strengths	10
References	Three (3) references provided, relevant, recent, and verifiable	5
BONUS: Small, minority, women, veterans, and labor surplus area business	Small and minority businesses, women-owned businesses, veteran-owned businesses, and labor surplus area firms certified by the SBA or other applicable entities, or non-profit organizations with demonstrated expertise in these areas, may receive additional consideration upon submission of the corresponding certification.	5
TOTAL (w/o Bonus)		100

Proposals will be considered fairly and impartially based on the criteria

contained in this RFP. All proposals will first be screened for completeness and adherence to the requirements of this RFP. Thereafter, proposals will be analyzed and scored by an Evaluation Committee based on the Evaluation Criteria specified herein. This score will reflect a preference for proposals that address the core matters of this RFP, subject to the Disclaimers. Proposals scored with seventy (70) points, or higher, may be invited by the Evaluation Committee to participate in interviews to develop their proposals further. Subsequently, the Respondent determined to offer the best value in its proposal will be recommended for selection by the Evaluation Committee.

No agreement with PRDOH becomes effective until both parties have signed a Contract for the Services object of this RFP.

8. REVIEWS

Any current or prospective provider who is affected by a final determination of a procurement process for goods and services has the right to file a judicial review request at the Puerto Rico Court of Appeals as established in Section 4.2 of the Uniform Administrative Procedure Act of the Government of Puerto Rico (Act No. 38-2017, as amended). This request must be made within a period of twenty (20) calendar days from the date of notification of the award of the bid or proposal.

9. CONSULTATIONS

Please direct all inquiries related to the RFP process or proposal submissions to the following:

Name: Ana Abigail Romero

Position: Supervisor

Phone number: 787-274-2527 ext. 6123

APPENDIX A: COVER PAGE

Name of person, company, or organization:	
Type of entity (e.g., sole proprietorship, partnership, corporation, non-profit, public agency).	
Federal Tax ID Number	
Name of a contact person	
Contact Person's Address	
Contact person's telephone number(s)	
Contact person's email address	

By signing this Cover Page, I hereby certify that I have read, understand, and agree to all terms and conditions set forth in this Request for Proposals (RFP), including any amendments thereto. I further certify that I have read and understand all terms contained in this proposal, that I am duly authorized to bind the entity identified herein, and that, if awarded, the entity has the capacity and will secure the necessary resources to provide the professional consulting and technical assistance services in full compliance with all applicable federal, state, and local laws, regulations, and program requirements.

Authorized Representative Name

Authorized Representative Signature

Date

APPENDIX C: COST FORM

This Appendix C must be fully completed, signed, and included as part of the proposal.

Costs of Positions:

Position	Number of positions	Tasks	Estimated hours	Hourly rate	Total cost by position

TOTAL COSTS OF THE REQUESTED SERVICES:

By signing this Cost Form, I hereby certify that the costs indicated herein represent the proposed pricing for providing the professional consulting and technical assistance services required by PRDOH under this RFP.

Authorized Representative Name

Authorized Representative Signature

Date