DEPARTAMENTO DE LA VIVIENDA
GOBIERNO DE PUERTO RICO

Request for Proposals (RFP) for
DV RFP 2026-08 MONITORING SERVICES FOR CDBG-CV PROGRAM

Published: Wednesday, December 17, 2025

Deadline to submit Proposals: Friday, January 23, 2026 on or before 4:30 pm

Send by postal mail to: P.O. Box 31365 San Juan, PR 00928

And/or

E-mail to:
Ana Abigail Romero Canales
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 duly competent companies or individuals (Respondents) that can provide PRDOH the Monitoring Services defined hereunder in **Section 5**. Such services will be provided for the Community Development Block Grant-Coronavirus (CDBG-CV) Program.

This RFP only seeks answers from Respondents capable of providing the Monitoring Services and completing the related tasks required hereunder, while developing a productive relationship with PRDOH and other relevant stakeholders. This RFP does not commit nor obligate PRDOH to award any contract nor pay any costs incurred in the preparation of a response and/or proposal in connection with this RFP. See **Section 3.7** of this RFP for General Disclosures, Rights, Options and Disclaimers of PRDOH (Disclosures).

The Respondent(s) selected under this RFP (Selected Respondent) will be required to be free of any real or perceived conflict of interest under applicable regulations of the Commonwealth of Puerto Rico and/or those issued by the United States of America, its agencies, instrumentalities and/or component units (Federal Government), to the extent applicable. Furthermore, all Respondents must comply with applicable procurement requirements set forth by the Commonwealth and/or the Federal Government.

By submitting a proposal each Respondent certifies that it fully understands, acknowledges, and accepts all the terms and conditions of this RFP, and any amendments thereto, without any restriction whatsoever.

An electronic copy of this RFP can be downloaded from Aviso de Solicitudes de Servicios Profesionales - Departamento de la Vivienda PR.

Proposals received in response to this RFP will be evaluated according to the Evaluation Criteria specified in **Section 7** of this RFP. All proposals must be sealed, clearly marked **"MONITORING SERVICES FOR THE CDBG-CV PROGRAM"** and must include all elements described in **Section 6** of this RFP.

All proposals must be delivered via email, personally or by postal mail to one of the addresses indicated for this purpose on page one (1) of this RFP on or before the RFP Due Date specified in **Section 2** of this RFP. Proposals received after the RFP Due Date will not be considered. PRDOH shall not be responsible for a proposal delivered to a person or location other than as specified herein and reliance on the postal service shall not excuse a late mailing.

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 to their email of record, subject to the Disclaimers.

RFP Publication Date	Wednesday, December 17, 2025
Deadline for submitting questions or request for clarifications	Monday, December 29, 2025
Deadline for PRDOH to respond to questions or clarifications	Friday, January 9, 2026
Deadline to submit proposals (RFP Due Date)	Friday, January 23, 2026 on or before 4:30 PM
Notification of award to the Respondent with the best value proposal	Friday, January 30, 2026

3. GENERAL CONDITIONS

3.1. Principal Responsibility

The Selected Respondent shall assume full responsibility for all Monitoring 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 any and 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. Demostrate experience with programs comparable to the CDBG-CV Program, as described hereunder **Section 4.2**, such as, but not limited to: State CDBG Program, CDBG Entitlement Program, CDBG-Disaster Recovery (DR), Community Services Block Grant (CSBG), HOME Investment Partnerships Program (HOME); Emergency Solutions Grant CV (ESG-CV),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 description that demonstrate experience of your company in this type of projects and (ii) key personal qualification.

2. Demonstrate experience and success in providing Monitoring 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 Monitoring 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.

7. Demonstrate being aware and having knowledge 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. Coronavirus Aid, Relief, and Economic Security (CARES) Act, Pub. L. 116-136, Title XII, Section B;
c. CDBG Program Regulations, 24 CFR Part 570;
d. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as codified under 2 CFR Part 200;
e. General HUD Program Requirements, 24 CFR Part 5;
f. Notice of Program Rules, Waivers, and Alternative Requirements Under the CARES Act for Community Development Block Grant Program Coronavirus Response Grants, Fiscal Year 2019 and 2020 Community Development Block Grants, and for Other Formula Programs (FR-6218-N-01);
g. CDBG-CV Community Violence Intervention Quick Guide (HUD, June 2022);
h. 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 Monitoring Services will be performed in accordance with all applicable federal, state, and local laws and regulations pertaining to the CDBG-CV 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 venturer, 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 obligate 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 any and 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, as a result 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 assume 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

PRDOH is a governmental agency created pursuant to Act No. 97-1972, as amended. PRDOH is responsible for preparing and executing the public policy for housing and community development of the Government of Puerto Rico, and for managing government programs in this field.

PRDOH, as the administrator of CDBG-CV Program funds, is soliciting proposals from companies with the capacity and capability to provide *Monitoring Services*.

PRDOH is procuring the *Monitoring Services* to support tasks necessary for administrative, financial, and programmatic compliance with federal, state, and local requirements. It is expected that the Selected Respondent's team will work in a concerted effort with PRDOH's staff and management for the CDBG-CV Program to maintain adequate performance and achieve the established goals and objectives.

4.2 CDBG-CV Program

Under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Congress allocated $5 billion through the CDBG program to states, metropolitan cities, urban counties, and insular areas to help prevent, prepare for, and respond to COVID-19.

By law, at least 70 percent of each grant must be used for activities that directly benefit low- and moderate-income individuals, such as providing housing, creating permanent jobs, delivering essential public services, or expanding access to new or substantially improved infrastructure. The remaining 30 percent may be directed toward eliminating slum and blight conditions or addressing urgent community needs when no other funding is available.

All activities must serve residents within the grantee's jurisdiction, or as otherwise permitted under the CARES Act. Eligible activities include:

- Public Service Activities
- Housing-Related Activities
- Public Improvements and Facilities
- Acquisition of Real Property
- Economic Development Activities
- General Administration and Planning Activities.

5. DESCRIPTION OF THE REQUIRED SERVICES ("SCOPE OF WORK")

5.1. General description of the Services

Pursuant to this RFP, PRDOH is procuring Monitoring Services (or the Services) to collaborate with PRDOH's State CDBG Program Monitors in conducting the required monitoring of Eligible Activities developed by fifty-one (51) non-entitlement and twenty-seven (27) entitlement municipalities of the CDBG-CV Program, as detailed below in **Section 5.2** of this RFP. The Services must be provided in the form of the applicable Monitoring according to the activity.

5.2. Required Services

The scope and reach of work required for the Monitoring Services is described below. All monitoring must be performed in accordance with applicable federal, state, and local regulations, PRDOH's guidelines for monitoring, which are based on HUD'S CDP Monitoring Handbook (6509.2), and the principles on HUD's

"Managing CDBG: A Guidebook for Grantees on Subrecipient Oversight". The Selected Respondent will be responsible for completing the following activities (as applicable) upon coordination with PRDOH:

- Monitor financial, administrative, and programmatic activities of non-entitlement and entitlement municipalities that have received funds through PRDOH's CDBG-CV Program, ensuring compliance with federal, state, and local regulations;
- Assist PRDOH's staff in performing the risk assessment of municipalities to determine the appropriate type of monitoring to be performed;
- Support PRDOH's staff in selecting the sample of projects to be reviewed in each municipality covering all types of activities developed, (sample should at a minimum include one (1) activity per municipality in the case of Entitlement Municipalities and two (2) in the case of Non-Entitlement Municipalities);
- Participate in procedures such as entrance and exit conferences, data collection, interviews to municipal employees, and evaluation of data or documentation;
- Perform remote and on-site monitoring, as applicable for purposes of examining the minimum sample required per municipality;
- Review eligibility determinations and actions taken by municipalities;
- Analyze data and information collected during interventions to confirm compliance with federal, state, and local laws and regulations, including program requirements;
- Verify proper fund administration and budgetary controls;
- Prepare detailed monitoring reports documenting findings, concerns, corrective actions, and recommendations;
- Provide support to the PRDOH staff in the review and assessment of corrective action plans submitted by municipalities, providing feedback, and recommendations to ensure administrative, programmatic, and financial compliance;
- Provide technical assistance to resolve issues, address deficiencies, and develop corrective action plans;
- Other services necessary to ensure compliance with applicable laws and regulations reasonably related to the Scope of Work and within the capabilities of Selected Respondent.

5.3.Duration of Contract

The term of the Contract is estimated to be one (1) year from the date of its execution. However, PRDOH may extend the Contract, in accordance with the CDBG-CV funds expenditure and closure deadline, subject to an evaluation of performance and the need for the Monitoring Services. PRDOH reserves the right to reopen an RFP process at any time during the performance of the Contract.

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 its 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, that shall contain sufficient information for reviewers to become familiar with the Respondent's proposal, their understanding of the task 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

A. Provide a description of the Respondent's background, including corporate structure (if applicable), capacity, financial soundness and resources to render the Service promptly within the timeframe specified in this RFP.
B. Summarizes profile of the services rendered by Respondent, relative to the Monitoring Services object of this RFP.

C. Describe any current, pending, or past litigation (within the last 10 years) to which Respondent has been, is, or is expected to be a party.

6.3.2. Experience

A. Provide a list of similar endeavors rendered within the last ten (10) years, relative to the Monitoring Services (**Appendix B**). Include for each endeavor the dollar value of the contract, name of program, a 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

A. Provide names and resumes or *curriculum vitae* of the Key Personnel who would be assigned to render the Services, emphasizing 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 Monitoring Services, or a significant portion of them.
B. Provide an organizational chart describing how 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

A. Describe the overall approach to provide the Monitoring Services.
B. Describe the approach to manage tasks related to the Services, including the scheduling controls and project communication tools that will be employed.
C. Describe the procedures and methodologies that will be used to conduct the requested tasks.
D. Provide information on proposed activities, personnel or resources, and a suggested timeline to complete the Services.
E. Detail available personnel resources, emphasizing Key Personnel, and how quickly they can be deployed to render the Services. Respondents are hereby advised that those who demonstrate they have the staff available to begin to render the Monitoring Services will be scored higher than those who need more time or whose responses are vague.

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 Services object of this RFP, assuming a Contract with a duration of one (1) year.

6.6. Best Value Statement
Describe how Respondent's approach delivers the best value for PRDOH. Hereunder, Respondents are to point out they can deliver more cost-effective overall Services due to structure, depth of experience and expertise, local relationships and knowledge, experience on similar projects, understanding of particular adaptations, among other things.

6.7. References
Include three (3) references for whom you have worked on similar engagements. Include current contact information for each of the references.

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 that demonstrate the ability, capacity, skill, financial, and other necessary resources to perform the Monitoring Services promptly or within the time specified, without delay or interference.	15
Experience	Experience, and track record in providing similar services to the ones requested in this RFP to other government entities, municipalities or NPOs, in programs comparable to the CDBG-CV Program, such as, but not limited to: CDBG Entitlement Program; CDBG-DR; CSBG; TBRA; and/or CoC.	15
Key Personnel	Qualifications of the team to conduct the required services, organization of the team with clear 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, local knowledge, cost-effectiveness, unique strengths	10
References	3 references provided, relevant, recent, verifiable	5
BONUS: Small, minority, women, veterans, and labor surplus area business	Small and minority businesses, women's business enterprises, veteran-owned businesses and labor surplus area firms certified by the SBA or any other government entity, professional association, and/or non-profit organization with expertise in these affairs (must include in its proposal the corresponding certification issued by the applicable entity)	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 Canales
Position: Supervisor
Phone number: 787-274-2527 ext. 6123
Email: aromero@vivienda.pr.gov

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 attest: that I have read and understand all terms listed in the RFP; have read and understand all terms listed in this proposal; that I am authorized to bind the entity named in this agreement; and that if this proposal is accepted, I am authorized and able to secure the necessary resources to comply with all terms listed in the RFP as published by PRDOH, including any amendments thereto.

_____

Authorized Representative Name

_____

Authorized Representative Signature

_____

Date

APPENDIX B: LIST OF RELEVANT EXPERIENCE

#	Name of Program / Project	Contract Value	Description of Work Performed	Client	Client Contact Person	Contact Information (Phone/Email)	Year(s) of Service

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 are those that the company would bill for providing the MONITORING SERVICES FOR THE CDBG-CV PROGRAM required by PRDOH.

_____
Authorized Representative Name

_____
Authorized Representative Signature

_____
Date