DEPARTAMENTO DE LA
VIVIENDA
GOBIERNO DE PUERTO RICO

Request for Proposals (RFP) for

DV RFP FY 2026 04 Technical Assistance for Specialized Grant Management and Accounting Professional Services

Published: May 1, 2025

Deadline to submit Proposals: May, 16 2025 until 4:30 pm (local time)

Send by postal mail to: PO Box 21365 San Juan, PR 00928-1365

And/or

E-mail to:
Puerto Rico Department of Housing
Ms. Ana Abigail Romero Canales
Email: aromero@vivienda.pr.gov

And/or

Deliver in person to: 6th floor, of the Juan C. César Cordero Dávila Building, #606 Barbosa Avenue, Hato Rey, P.R. 00917

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1. SUMMARY

The Puerto Rico Department of Housing (PRDOH), as the administrator of funds from several federal programs, is soliciting proposals from companies with the capacity and capability to provide *Technical Assistance for Specialized Grant Management and Accounting Professional Services*. Such services will be provided for the federal programs (with the exception of CDBG-DR 2017 which is not included in this RFP) manage by the PRDOH:

1. State Community Development Block Grant Program (State CDBG, also known as Municipal CDBG) and its special programs (including NSP 1 & 3, CDBG-DR 2008, DREF, Section 108, and CDBG-CV),
2. Continuum of Care (CoC) Program,
3. Any other federal program administered by PRDOH currently or in the future.

The term "proposer" herein refers to providers submitting a proposal in response to this RFP. The term "contractor", "provider", or "supplier" is used to describe the proposer that is ultimately selected to provide the requested services.

An electronic copy can be downloaded from the PRDOH's https://www.vivienda.pr.gov/aviso-de-solicitudes-de servicios-profesionales.

Each proposal received in response to this RFP process will be evaluated according to the criteria described in this document. All proposals must be sealed, clearly marked "*Technical Assistance for Specialized Grant Management and Accounting Professional Services*" and must include all elements described in the PROPOSAL FORMAT AND CONTENT REQUIREMENTS section 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 date and time indicated in the PROPOSAL SELECTION CALENDAR of this RFP. The 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 the PROPOSAL SELECTION CALENDAR. Responses to written questions will be issued by the 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 the PRDOH.

The 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, the PRDOH will recommend the awarding and execution of the Agreement with such Proposer. If the Agreement cannot be executed, the PRDOH may negotiate with the Proposer who submitted the second-best value bid to award the contract. Alternatively, the PRDOH may terminate the process and not adjudicate the Agreement.

2. PROPOSAL SELECTION CALENDAR

RFP Publication	May 1, 2025
Deadline to submit questions	May 5, 2025 until 4:30 pm (local time)
Deadline for the PRDOH to respond to questions	May 9, 2025 until 4:30 pm (local time)
Deadline to submit proposal	May 16, 2025 until 4:30 pm (local time)
Notification of award to the company with the best value proposal	May 23, 2025 until 4:30 pm (local time)

3. GENERAL CONDITIONS

3.1. Principal Responsibility
The company who is awarded the RFP shall assume full responsibility for all services and activities offered, whether provided directly or not. In addition, the PRDOH shall consider the selected contractor to be the sole point of contact with respect to contractual matters, including payment of any and all charges resulting from the contract.

3.2 Minimum qualifications
Those interested in participating in this RFP must meet the following minimum requirements or qualifications:

1. The proponent must show experience in *Technical Assistance for Specialized Grant Management and Accounting Professional Services* for similar projects. As result, to be considered for award, a proponent 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. Be an entity incorporated in the Department of State of Puerto Rico, 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. Uniform Administrative Requirements, Cost Principles, And Audit Requirements For Federal Awards, 2 CFR Part 200;
    b. Housing and Community Development Act of 1974, as amended, Pub. L. 93-383;
    c. CDBG Program Regulations, 24 CFR Part 570;
    d. McKinney-Vento Homeless Assistance Act of 1987 (Pub. L. 100-77), as amended by Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, Pub. L. 111-22;
    e. CoC Program Regulations, 24 CFR Part 578;
    f. Section 8 of the Housing Act of 1937, Pub. L. 75-412;
    g. Section 8 Tenant-Based Assistance: Housing Choice Voucher Program Regulations, 24 CFR Part 982; and
    h. All other applicable laws, regulations, and notices for federal programs administered by PRDOH.

3.3 Guarantee

Any contract awarded under this RFP must be performed in full compliance with 2 CFR Part 200. The provider must ensure that the services provided will be performed in accordance with all applicable federal, state, and local laws and regulations pertaining to this project. 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 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 2-2018, as amended)
- Certification of Eligibility with the General Services Administration ("ASG" for its acronym in Spanish)
- SMEs Certification ("PYMES" for its acronym in Spanish)
- "Unique Entity ID (UEI)" and evidence of active registry at www.sam.gov
- For small and minority businesses, women's business enterprises, and labor surplus area firms certified by the Small Business Administration (SBA), provide the corresponding certification issued by the SBA.

Prior to the formalization of a contract, the supplier shall provide evidence of the skills necessary to perform the functions through the submission of references.

3.4. Independent contractor
In the performance of the work, duties and obligations assumed by the proposer, it is mutually understood and agreed that the proposer, including any and all officers, agents, and employees of the proposer, shall at all times act and perform independently and not as an officer, agent, servant, employee, joint venture, partner, or associate of the PRDOH.

3.5. Prohibition of discrimination
The PRDOH is an employer in compliance with the prohibitions against discrimination in employment or in the provision of services on the basis of race, color, religion, religious creed, sex, sexual orientation, gender identity, age, marital status, ancestry, national origin, political affiliation, veteran status, physical disability, or medical condition. The selected company must also comply with this regulation. This clause does not require the hiring of unqualified persons.

3.6. Cost assessment
As part of the RFP review, a cost evaluation will be conducted for each proposal received.

3.7. Reserved Rights
The PRDOH reserves the right to:

- Request clarification of any information submitted
- Separate a proposal for any irregularity, including, but not limited to, missing information
- Not to enter into any agreement
- Not to select any proposer
- Modify or cancel this process at any time
- Issue a similar RFP in the future.

3.8 Insurances
In the RFP process, proposers must provide evidence of the minimum insurance coverage required in Puerto Rico. The contractor selected in the RFP will be obligated to maintain the required coverages, at its sole cost and expense, during the entire term and any subsequent renewal term of the contract.

4. BACKGROUND

The Puerto Rico Department of Housing (PRDOH) is a governmental agency created pursuant to Act No. 97-1972, as amended. The 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.

The PRDOH, as the administrator of funds from several federal programs, is soliciting proposals from companies with the capacity and capability to provide *Technical Assistance for Specialized Grant Management and Accounting Professional Services*. Such services will be provided for the federal programs (with the exception of CDBG-DR 2017 which is not included in this RFP) manage by the PRDOH:

1. State Community Development Block Grant Program (State CDBG, also known as Municipal CDBG) and its special programs (including NSP 1 & 3, CDBG-DR 2008, DREF, Section 108, and CDBG-CV),
2. Continuum of Care (CoC) Program,
3. Any other federal program administered by PRDOH currently or in the future.

The PRDOH is procuring the *Technical Assistance for Specialized Grant Management and Accounting Professional Services* to support in tasks necessary for administrative, programmatic, and financial compliance with federal, state, and local requirements. It is expected that the supplier's team will work in a concerted effort with PRDOH's staff and management for federal programs to maintain adequate performance and achieve the established goals and objectives.

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

5.1. General description of the services

As part of this RFP, the PRDOH is requesting proposals from qualified and specialized consultants, with the flexibility and availability to respond to requests for Technical Assistance Proposal for Specialized Grant Management and Accounting Professional Services. The Supplier will be directly responsible for ensuring the accuracy, timeliness, and completion of all tasks assigned under this contract. The scope of work presented is based upon circumstances existing at the time of solicitation. The PRDOH reserves the right to modify or delete the tasks listed and, if appropriate, add additional tasks prior to and during the term of the contract.

If additional funds are allocated to PRDOH during the life of the contract, Supplier staff may be assigned to work on those future federal grants awarded and potentially expand those services to accommodate other similar programs yet to

be defined. There is no guarantee of a minimum level of services which may be requested by the PRDOH under a contract.

The services requested by the PRDOH can be summarized in the following resources:

COST FORM

Request for Proposals
Technical Assistance for Specialized Grant Management and Accounting Professional Services

Name of Proposer:

Technical assistance activities on: Subject matters expert to address Single Audits required corrective actions or other actions derived from it

Position	Maximum Hours [A]	Rate per Hour [B]	Maximum Cost [C = AxB]
Partner(s)	600		
Manager(s)	100		
Senior Staff	800		
	1,500		
Total Cost of Services for One (1) Year			**$.**

Technical assistance activities on: Grant Management Services

Position	Maximum Hours [A]	Rate per Hour [B]	Maximum Cost [C = AxB]
Partner(s)	700		
Manager(s)	100		
Senior Staff	800		
	1,600		
Total Cost of Services for One (1) Year			**$**

Technical assistance activities on: Accounting Services

Position	Maximum Hours [A]	Rate per Hour [B]	Maximum Cost [C = AxB]
Partner(s)	1,000		
Manager(s)	300		
Senior Staff	1,600		
	2,900		

Total Cost of Services for One (1) Year	**$**

Technical assistance activities on: Invoices and documents review from Emphasy's Program to Yardi

Position	**Maximum Hours [A]**	**Rate per Hour [B]**	**Maximum Cost [C = AxB]**
Partner(s)	700		
Manager(s)	100		
Senior Staff	2,880		
	3,680		
Total Cost of Services for One (1) Year			**$**

TOTAL COST PROPOSAL

Technical assistance activities on:	**Total Cost of Services for One (1) Year**
Subject matters expert to address Single Audits required corrective actions or other actions derived from it	
Grant Management Services	
Accounting Services	
Invoices and documents review from Yardi	
Total	**$**

Proposer's Signature

Date

Proposer's Printed Name

Provide additional service not mentioned above regarding the following tasks:

5.2. Staff Requirements

The Supplier shall have or will secure, at its own expense, all personnel required to perform the services under the contract. PRDOH 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 PRDOH reserves the right to request the removal of any staff not performing to standard. No personnel may be assigned to the resulting contract without the written consent of the PRDOH.

5.3. Tasks

The Supplier will be responsible for performing the following tasks:

1. Analysis of the preliminary findings issued in relation to the Single Audit of the fiscal year 2025 to identify ways to challenge them based on relevant criteria established by each federal program applicable laws and regulations.
2. Design, implement and follow-up of a corrective actions plan (CAP) to address findings issued in previous Single Audit reports, grantors monitoring reports or other regulatory entities containing findings still open.
3. Serve as liaisons with the external auditors to delineate strategies to avoid unnecessary, incorrect and/or irrelevant findings in Single Audits, grantors monitoring audits or other regulatory entities audits. This area can be effectively developed, implemented, and monitored by the company's partners due to their in-depth knowledge and past performance successfully working on CAP's with appropriated federal funds.
4. Technical assistance in the accounting and closing of books in preparation of the annual audits, including assistance in the accounting closing cycle to deliver the financial information required to the PRDOH by the external auditors.

<u>5.3.1. Grant Management Services</u>

1. Provide overall specialized technical assistance in federal funds grant management. This will include the development and implementation of new effective and efficient policies and procedures related to the administration of funds.
2. Obtain an understanding of the fiscal and programmatic internal controls in place to provide recommendations for improvements that will reduce the risk of noncompliance with state and federal requirements. During this

phase will be alert to identify the risk of noncompliance in the internal control's environment.

3. Assist in the development and implementation of policies and procedures based on the understanding of actual fiscal and programmatic procedures of federal and state funds.
4. Provide training to PRDOH's personnel on the fiscal and programmatic policies and procedures and on applicable laws and regulations related to all federal programs.
5. Technical assistance to execute monitoring visits to the sub-recipients of federal funds, if any, to comply with sub-recipient monitoring requirements.
6. Support and assistance with any other matter necessary for the better functioning of management, financial or operational aspects of the administration, as deemed necessary and requested by the PRDOH's management.
7. Reconciliation of federal reports with accounting records, as requested by managements.

5.3.2. Accounting Services

1. Provide technical assistance in the PRDOH's accounting in accordance with generally accepted accounting principles (GAAP). This service involves:
   a. Assist in the day-by-day accounting issues.
   b. Assists in the bank accounts reconciliations.
   c. Assist in the general ledger accounts reconciliations with the subsidiaries and the maintenance of such subsidiary records, such as: accounts receivables, accounts payable, property and equipment, loan amortizations, prepaid expenses, etc.
   d. Assist with the closing of books at fiscal year-end. This service include the preparation of the financial statements package including: the management discussion and analysis (MD&A), the basic financial statements (government wide and governmental fund), the notes to the financial statements, the fiduciary fund, the required supplementary information (schedule of revenues and expenses, budget versus actual, general fund) required supplementary information (employees retirement system net pension liability and schedule of contributions), supplementary information, and the schedule of federal awards and related notes thereto.

2. Provide assistance and support with the accounting staff of the PRDOH, as requested and necessary to maintain accounting record in accordance with generally accepted accounting principles (GAAP).

3. Provide assistance and support in the preparation of financial reports as requested by the Puerto Rico Treasure Department (Hacienda) and the other state agencies, as requested by PRDOH's management. These services include preparing or reviewing the assigned Cartas Circulares from Hacienda.
4. Provide support on budgeting procedures and reporting, as requested by the PRDOH's management.
5. Assist external auditors in obtaining supporting documents for the samples selected by them during the single audit of PRDOH and document the required journal entries in accordance with GAAP.
6. Provide assistance and support in the preparation of federal financial reports other than the abovementioned, as requested by program directors and management.
7. Provide assistance in final steps of the administration of the Section 8 Housing Choice Vouchers Program (close-out) transferred to the Public Housing Administration (AVP, for the Spanish acronym) on January 2020. Meet with AVP Officers to clary the liability balance, if any. This service includes the review of financial and non-financial data in accordance with accounting record and housing voucher report for the six months period ended December 31, 2019, the closing program date.
8. For the CoC Program, assist in the preparation of monthly assistance payment reports on subsidize rent to participants, the preparation of the annual performance report (APR) in the HUD system (sage HMIS), the preparation of the proposal, also in the HUD System (e-snaps), and other compliance areas, as requested.
9. Analyze accounting transactions and accounting records for the CDBG programs to ensure accounting records are accurate, in all material respects, and financial reports filed according to federal regulations and guidelines. Also, to ensure accounting consolidation in the preparation of annual financial statements under GAAP.
10. Prepare special reports and provide fiscal information as requested by regulatory agencies such as: the Puerto Rico Comptroller Office; the Puerto Rico Fiscal Agency and Financial Advisory Authority (AAFAF, for its acronym in Spanish); the Financial Oversight and Management Board; the Office of Inspector General; the Central Office for Recovery, Reconstruction and Resiliency (COR3); Federal Agencies Internal Auditors and other similar entities.
11. Assist on the other assigned task of financial reporting as requested by the PRDOH as situations present themselves during the year.
12. Provide the transfer of knowledge in these areas to the personnel designated by the Department for the accurate maintenance of accounting records and reports.

5.3.3. Other Services: Invoice Review, Transition Reports, and Yardis

1. Assist the PRDOH in the disbursement of funds to the subrecipients (Municipalities) of CDBG Funds.

   As part of this procedures, perform preintervention services of invoices:
   a. In general, assist the PRDOH in the review of the invoices received in connection with the CDBG-Municipal program (the Program) and provide comments and recommendations thereto.
   b. Assist the PRDOH in the evaluation of invoices received from Municipalities, the oversight manager, other consultants, and other contractors. To perform this task, review supporting documents required in the documentation of invoices as to completeness and accuracy. Documentation will include those required by PRDOH policies and procedures and those other documents required by Federal and State requirements. Those documents are among others, the following:
      1) Documents will be reviewed to ensure completeness and mathematical accuracy.
      2) Review correctness of accounting for payments processed in the Emphasys system or any other system used by PRDOH, such as IDIS. Findings, if any, and recommendations will be provided to the Auxiliary Secretary of Finance of the PRDOH for his action accordingly.
      3) If cases of noncompliance are detected (e.g., noneligible payments, undocumented, unapproved, or other deficiencies), will return the invoice to the Auxiliary Secretary of Finance along with recommendations.
      4) For invoices re-submitted because of noncompliance described in the previous step:
         i. Review the case(s) of noncompliance to ensure corrective action was taken.
         ii. Request PRDOH to obtain a corrective action plan from the Municipality to preclude the condition from happening again. This process will continue until no more deficiencies are noted.
         iii. Technical assistance in the accounting and other administrative issues of the program as requested by PRDOH'S management.

2. Assist the PRDOH in the evaluation of any remaining invoices received from the project manager, the oversight manager, other consultants, and other contractors. To perform this task, will:
   a. Review supporting documents required in the documentation of invoice as to completeness and accuracy. Documentation will include those required by PRDOH policies and procedures, those other documents

requested by consultant, contractors, or FEMA. Documents will be reviewed to ensure completeness and mathematical accuracy.

b. Provide findings, if any, and recommendations to the Auxiliary Secretary of Finance of the PRDOH for his action accordingly. If case of noncompliance is detected (e.g., noneligible cases, undocumented, unapproved, or other deficiencies), will return the invoice to the Auxiliary Secretary of Finance along with the recommendations.
c. For invoices re-submitted because of noncompliance described in the previous step, will:
    1) Review the case(s) of noncompliance to ensure corrective action was taken.
    2) Request PRDOH to obtain corrective action plan from the Oversight Manager to preclude the condition from happening again. This process will continue until no more deficiencies are noted.
    3) Provide technical assistance in the accounting and other administrative issues of the program as requested by PRDOH management.

3. Accounting System-will assist in the implementation of the new accounting software (Yardi) as adopted by the PRDOH. Carry some tasks in this direction with the external consultants contracted for the process. Will continue providing assistance and out recommendations for an efficient and smooth implementation in accordance with management expectation.

The company must aim to Achieving the principles and control objectives relevant to the program and fiscal reporting activities and designing and implementing of standard operating procedures for federal grant management processes at the Entity-Level, as follows:

1. Exercising oversight of the development and performance of internal controls over financial reporting
2. Establishing structures, reporting lines, and appropriate authorities and responsibilities to achieve financial reporting objectives
3. Developing personnel in alignment with the financial reporting objectives.
4. Specifying the objectives with clarity to enable the identification and assessment of risks relating to financial reporting objectives
5. Identifying risks to achieve the objectives and analyzing risks to determine how the risks should be managed
6. Considering the potential for fraud in assessing risks to the achievement of financial reporting objectives
7. Identifies and assessing changes that could significantly impact the system of internal control
8. Obtaining, generating, and using relevant quality information to support the functioning of internal control over financial reporting

9. Communicating information to internal parties, including objectives and responsibilities for internal control, to support the functioning of internal control over financial reporting
10. Communicating with external parties regarding matters affecting the functioning of internal control.
11. Selecting, developing, and performing ongoing and/or separate evaluations to determine whether the components of internal control are present and functioning
12. Evaluating and communicating internal control deficiencies in a timely manner to those parties responsible for taking corrective action, including senior management, as appropriate.
13. Defining the financial closing and reporting process
14. Assisting in the performance of the accounting period close
15. Capturing and processing non-routine information requiring significant estimates and judgments
16. Preparing and reviewing internal financial statements with applicable disclosures
17. Reviewing the financial reporting packages.
18. Streamlining the cash requirement projection procedures
19. Developing a set checklist to enforce the review and approval of the provision of services to ensure that recipients are eligible under specific program requirements
20. Preparing management responses to external auditors' preliminary findings
21. Preparing management responses and Corrective Action Plans for Single Audit findings
22. Reviewing grant financial reports with supporting accounting.

The breakdown presented above represents an estimate, based on the needs that the Department of Housing may have. However, the established hours can increase or decrease depending on the circumstances that arise. The PRDOH reserves the right to modify the requirements, terms or conditions as described in this Scope of Work when such modification is in the best interest of the PRDOH. Proposals from fully competent and experienced firms will be accepted. Suppliers are responsible for submitting accurate, adequate, and clear descriptions of the information requested. Omissions, ambiguity or inaccurate descriptions or responses shall not be construed in favor of the supplier and shall be grounds for rejection. The PRDOH may modify these requirements in whole or in part and/or seek additional suppliers to submit quotes. Only the performance of a written contract will bind the PRDOH in accordance with the terms and conditions contained in such contract.

5.4. Duration of contract
The term of the contract shall be one fiscal year. The 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 proposer from participating in a new competition upon completion of its contract.

5.5. Payments
Payments will be made monthly for services previously rendered, as approved by the PRDOH. It is the responsibility of the selected Proposer to provide all services as set forth in this RFP within the agreed upon schedule.

The selected Proposer shall submit its invoices, along with appropriate supporting documentation, to the PRDOH as agreed to in the contract. If the PRDOH determines that the submitted invoice and supporting documentation are acceptable, then the invoice will be approved for payment. Payments to the selected Proposer will be made by electronic funds transfer (EFT). The 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 PO Box 21365 San Juan, PR 00928-1365 or deliver in person to 6th floor, of the Juan C. César Cordero Dávila Building, #606 Barbosa Avenue, Hato Rey, P.R. 00917 on or before May 6, 2025 until 4:30 PM. Proposals received after the above date will not be considered.

Proposals shall be delivered no later than the date and time indicated in the PROPOSAL SELECTION CALENDAR and shall contain, at a minimum, the following elements:

6.1. Cover (APPENDIX A)
The cover page must be signed by an owner, corporate officer, or agent authorized by the company.

6.2 Proposal Summary
Include time and type of experience with this type of task.

6.3 Description of Services, Background and Personnel
6.3.1. Services
A. Summarize the scope of services available in your company.

B. Describe your overall approach to providing the requested *Technical Assistance for Specialized Grant Management and Accounting Professional Services*.
C. Describe your company's approach to managing this project. Describe the procedures, methodologies, and controls that will be employed.
D. Describe how you will document the implementation of the requested tasks.

6.3.2. Background and Experience

A. Provide a list of similar projects in which your company provided *Technical Assistance for Specialized Grant Management and Accounting Professional Services* within the last five (5) years. Include previous experience providing these services for federally funded programs. Include for each the dollar value of the contract, a description of the work performed, and contact information for the government agencies, municipalities, or non-profit organizations administering these programs.
B. Describe any current, pending, or past litigation (within the last 10 years) to which the organization has been, is, or is expected to be a party.

6.3.3. Personnel

A. Provide a general description of the staff who will make up the project team, including their qualifications and experience providing *Technical Assistance for Specialized Grant Management and Accounting Professional Services*. Specify additional skills (including English and Spanish proficiency). Provide *curriculum vitae* for key personnel.
B. Specific qualification requirements for key staff
C. Provide an organizational chart describing how you or your company would staff and structure the proposed team for all phases of the project. Include subcontracts (if applicable).
D. Describe the nature of the work the subcontractors are likely to perform and your process for securing subcontracted services (if applicable).

6.4. Costs

Include the total project costs, including an hourly rate for every staff member and monthly total estimated hours per staff member.

6.5. Best Value Statement

Describe how your approach delivers the best value for the investment. This is an opportunity to point out how your company can deliver a more cost-effective overall project due to corporate structure, depth of experience and expertise, local relationships and knowledge, experience on similar projects, knowledge of particular adaptations, etc.

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

7. SELECTION PROCEDURES

Proposals will be evaluated on the basis of the following criteria:

Criteria	Possible points/score
Experience and track record in providing *Technical Assistance for Specialized Grant Management and Accounting Professional Services*	30
Experience in federally funded projects	15
Qualifications, skills, professional certifications, and experience of the project team	10
Overall approach to providing *Technical Assistance for Specialized Grant Management and Accounting Professional Services*	10
Overall cost and value of the proposed services	20
Overall strength and stability of the company	10
Other factors presented by the company	5
Total	**100**
BONUS: Small and minority businesses, women's business enterprises, and labor surplus area firms (must include in its proposal the corresponding certification issued by the SBA)	5 (Bonus)

Proposals will be considered fairly and impartially based on the criteria contained in this RFP. After an initial review and evaluation of each of the proposals, proposers submitting proposals with scores of 70 points or higher may be invited to participate in interviews to further develop their proposals. Subsequently, the company determined to offer the best value in its proposal will be selected.

No agreement with the PRDOH becomes effective until both parties have signed a contract.

8. COMPLAINTS

Any current or potential supplier/supplier who is affected by a determination of a procurement process for goods and services for small purchases or major purchases through bids and formal procedures has the right to file a complaint. The complaint must be submitted in writing to the PRDOH's Procurement Office and notified to all interested parties within 20 days of the notification of award of the RFP. The PRDOH's Procurement Office will have 30 days to provide a final written determination that will be notified to all interested parties. This Resolution will indicate the right to appeal in Judicial Review in accordance with the

provisions of the Uniform Administrative Procedure Act of the Government of Puerto Rico (Act 38-2017, as amended).

9. CONSULTATIONS

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

Ana Abigail Romero, Supervisor
Secretaría Auxiliar de Administración y Finanzas
Postal Address: PO Box 21365 San Juan, PR 00928-1365
Phone: 787-274-2527 ext. 6123/2408
Email: aromero@vivienda.pr.gov

APPENDIX A: COVER PAGE

Name of person, company, or organization:	
Type of entity (e.g., sole proprietorship, partnership, corporation, nonprofit, public agency).	
Federal Tax ID Number	
Name of 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 the PRDOH, including any amendments thereto.

_____

Authorized Representative Name

_____

Authorized Representative Signature

_____

Date