



Questions and Answers regarding the SCON
PRITS-2026-001

Cybersecurity Assessments Services State And Local Cybersecurity Grant Program



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1. Introduction

The Puerto Rico Innovation and Technology Service (PRITS) issues the following consolidated responses to questions received from prospective Proposers regarding SCON PRITS-2026-001 – Cybersecurity Assessment Services. These responses are intended to clarify the requirements, scope, submission instructions, and expectations outlined in the SCON. PRITS emphasizes that Proposers have flexibility in how they structure and present their solutions, provided all requirements are met. Assessments under this engagement will rely exclusively on CISA’s CSET tool and the Cybersecurity Performance Goals (CPGs); external platforms will not be used for assessment activities. PRITS will also facilitate agency contacts and necessary information to ensure timely execution of the work. These answers form part of the official SCON record and supersede any informal communications.

2. Questions

2.1 Timeline, Deadlines & Process

- a. Submission deadline appears as both Saturday, April 4, and Sunday, April 5. Which is correct? Will proposals be due on Easter Sunday?
The official Proposal Submission Deadline is Sunday, April 5, 2026. Proposals must be submitted by email before that deadline; PRITS will not require submission on Saturday.
- b. After the April 5 submission, what are the next steps and selection timeline?
As provided in Section 5 - Evaluation and Selection, PRITS will conduct a responsiveness review, followed by technical and cost scoring. Additional steps (clarifications, shortlist, references, BAFO) may occur as needed. Dates after the submission deadline depend on internal processes.
- c. Will PRITS consider a deadline extension given Holy Week?
PRITS may modify the schedule through a written Addendum if deemed necessary, but no extension is currently planned.
- d. Must proposals be emailed or uploaded to a PRITS platform?
Proposals must be submitted by email to cyberfederalprocurement@prits.pr.gov using the subject line format indicated in the SCON.
- e. Is there an expected completion date or timeline for when the project should be finalized?
PRITS expects the work to be completed before June 30th.

2.2 Use of Tools (CSET/CPGs) & Methodology

- a. May proposers use commercial/proprietary platforms (e.g., GRC) to aggregate data or produce reports, if final deliverables meet PRITS requirements?
No. Assessments under this SCON shall be conducted using CISA’s CSET with emphasis on the CPG module. External assessment platforms are not permitted for performing or generating assessments.

- b. Will PRITS provide a standardized CSET/CPG workflow, templates, and report formats, or should proposers submit them for approval?
PRITS defines required report elements and acceptance expectations in Appendix I. Proposers may propose workflow details and formatting for approval, provided outputs originate from CSET/CPGs and include all required content.
- c. Is the assessment tool multi-tenant or enterprise-grade?
The SCON requires use of CSET/CPGs, which are not multi-tenant SaaS systems. Workflows should align with CSET's offline and agency-friendly model.

2.3 Scope, Participation & Access to Agencies

- a. How many agencies/municipalities are expected to participate? Can PRITS provide counts of users/workstations/servers? Will PRITS make introductions?
There are approximately 120 agencies and 78 municipalities. A prioritized subset is listed in Appendix I. PRITS does not have detailed counts of users/systems for each entity. PRITS will facilitate introductions, points of contact, and necessary information to the Selected Proposer(s).
- b. Will all entities complete the full CPG module, or will there be prioritization/phasing? Is there already a plan for how the project is expected to be implemented? For example, would the implementation begin with agencies first, or with municipalities?
PRITS' objective is to complete CSET/CPG-based assessments statewide within the defined project window. Appendix I lists priority entities. PRITS may adjust sequencing; proposers must design an approach that accommodates statewide scheduling.
- c. What is the expected ratio of remote vs. on-site support? Are there specific regions where onsite is required? How will PRITS ensure agency availability?
The SCON anticipates both remote and on-site assistance "as needed." Proposers should define a practical mix in their Work Approach and be ready to support on-site where the need is identified. PRITS will provide oversight and ensure agency staff support the execution of assessments.
- d. Can PRITS confirm entities have personnel, system access, and executive sponsorship for the April 20–June 30 window?
PRITS will coordinate with entities to confirm staffing and access and will sequence participation to fit the target execution window stated in Appendix I.
- e. Are there specific requirements for data classification, secure transfer, retention, destruction, or storage of CSET files/evidence?
Proposers must adhere to applicable security & confidentiality regulations and grant requirements (e.g., 2 CFR). Secure transfer/storage methods shall be described in the Implementation Plan; PRITS will confirm retention/destruction rules at kickoff.
- f. Which staff from each entity should be engaged; which locations should be visited; will these personnel be assigned to prioritize the project on fixed dates?
PRITS will introduce the designated points of contact (POCs) and support scheduling. Proposers should plan to meet operational leads and IT/security representatives and be prepared for on-site

visits where needed. PRITS will seek executive sponsorship to prioritize participation.

- g. Will the proposer verify responses and supporting evidence, or rely on self-reported inputs?
Appendix I includes Quality Assurance and Validation expectations: confirm completeness, internal consistency, and alignment with CPGs; flag gaps/discrepancies. The engagement does not require technical forensics; validation is focused on assessment completeness and consistency against CSET/CPG guidance.

2.4 Deliverables, Language & Reporting

- a. What is the expected structure for individual entity reports, cluster summaries, and statewide analysis?

Appendix I specifies deliverables and content:

- *Individual Entity Reports (executive posture summary, findings, gaps, recommendations aligned to CPGs, suggested sequencing/level-of-effort),*
- *Umbrella/Cluster Summaries (systemic weaknesses, shared solutions), and*
- *Government-Wide Analysis (statewide trends, common gaps, maturity patterns, initiatives for SLCGP funding, Cybersecurity Plan updates).*

Proposers have flexibility in report formatting so long as all required content is included.

- b. What constitutes a “completed” and acceptable CSET/CPG assessment?

A completed assessment includes: full CSET/CPG response set, required supporting notes/evidence references, and report content per Appendix I (entity posture summary, gaps, CPG-aligned recommendations, and sequencing).

- c. What is the reporting cadence and format for progress dashboards and weekly written reports?
Weekly status reports/updates are expected, in formats that clearly track throughput and issues.

- d. Are deliverables bilingual? Must every entity report be in English and Spanish?

Yes. Proposers must provide deliverables in English and, when requested by PRITS, Spanish translations for consolidated or selected reports.

- e. What are the formal acceptance criteria for key deliverables (Implementation Plan, entity reports, statewide analysis, closeout package)?

Acceptance is based on: complete CSET/CPG content, required elements per Appendix I, consistency & clarity, and timely submission in required formats. PRITS may request clarifications/updates; acceptance confirms compliance with SCON expectations.

- f. Are there specific KPIs or metrics expected to be included in dashboards and reports?

The SCON does not mandate specific KPIs beyond those implied by Appendix I deliverables. Proposers may include additional indicators that enhance clarity and value.

2.5 Proposal Format, Checklist & Administrative Requirements

- a. The proposal order in Section 3.2 vs. 3.5.1 appears inconsistent. Which order is correct?

Follow the order established in Section 3.2 - Proposal Content and Checklist.

- b. What language should be used? Are signatures in blue or black ink required?
Proposals must be in English (with exceptions for official Puerto Rico documents in Spanish). Electronic signatures are accepted; if wet-ink is used, blue ink is required, and multi-page documents must be initialed top-right by the Authorized Representative.
- c. Should Proposers submit a redacted public version? How should confidential content be marked?
PRITS recommends submitting a redacted public copy. Mark confidential material clearly (e.g., "CONFIDENTIAL/PROPRIETARY") and provide justifications where required by Section 5.2.13 – Confidentiality of Responses and Proprietary Information.
- d. Is there a Risk Assessment Proposal template, or may proposers use their own format?
No. Proposers may use their own format as long as all required content is included, page limits are respected, and the Work Approach is original, not a copy of the Scope of Services.

2.6 Staffing, Qualifications & Compliance

- a. If using first-tier subcontractors or local specialists, what documentation is needed with the proposal?
Provide Letters of Intent/Commitment, a roles & responsibilities matrix, resúmes, references, and any applicable certifications. Identify which tasks/deliverables the subcontractor will support (see Section 3.2 and Section 4.7).
- b. Are security clearances or CMMC required? How should firms handle foreign nationals/offshoring under DHS funding?
No clearances or CMMC levels are required. Proposers must comply with all federal, state, and DHS/FEMA grant requirements, including 2 CFR Part 200, debarment rules, and all data-handling and confidentiality requirements. Staffing must fully support secure handling of assessment information.
- a. If selected for PRITS-2026-001, can a vendor also be eligible for PRITS-2026-002?
Yes. Participation in this SCON does not prohibit participation in other PRITS solicitations, subject to conflict-of-interest review and PRITS discretion.

2.7 M/WBE, Local Participation & Financials

- a. Puerto Rico does not have a statewide MBE/WBE directory. Will certifications from other states be accepted?
PRITS applies federal procurement participation standards (2 CFR § 200.321) and encourages M/WBE participation. Recognized U.S. state or territory M/WBE certifications may be considered; all participation is subject to verification and good-faith effort documentation as described in the SCON.
- b. Must company financials be audited by a CPA?
Not necessarily. Financial stability may be shown via audited/reviewed/compiled statements or an authorized officer's statement of available funds, interim financials, and required sworn statements.

2.8 Pricing, Travel & Invoicing

- a. How should variability in agency size/complexity be priced? Hourly, bank of hours, or size categories?
The SCON requires a detailed breakdown (e.g., hourly rates, estimated hours by phase/task/deliverable). Proposers may structure pricing to reflect variability, but costs must be clear, reasonable, and aligned to the Scope of Services.
- b. How should travel and per diem be handled—embedded in rates or reimbursable?
Travel and per diem costs shall not be included in the proposal.
- c. What are the invoice and payment expectations?
Monthly invoicing with supporting documentation is required (e.g., reports, timesheets, deliverables). PRITS will review/approve invoices; audits may be conducted. See Payment Terms.

2.9 Contracts, Legal & Coordination

- a. Will PRITS share draft contract documents prior to award?
No. PRITS will not circulate draft or template contracts prior to award. Contract execution will follow PRITS' standard professional services terms consistent with applicable laws and regulations.
- b. When is work expected to start after award?
Work is expected to begin as soon as contract execution is completed, typically within one week.
- c. Are there parallel cybersecurity initiatives requiring coordination? Will PRITS define coordination protocols?
No major coordination with parallel cybersecurity initiatives is expected. However, if multiple vendors are selected, PRITS will establish coordination protocols.
- d. Can a proposer withdraw their proposal after submission?
A Proposer may withdraw its Proposal at any time prior to contract award, by submitting a written withdrawal request to cyberfederalprocurement@prits.pr.gov. After the Proposal Submission Due Date, any withdrawal request must be formally evaluated and approved by the PRITS Contracting Officer. In such cases, PRITS will issue a written determination.

2.10 Additional Clarifications

- The engagement is CSET/CPGs-centric. External assessment platforms are not permitted. However, other tools could be used to aggregate the data, track progress, and generate the final analytical reports.
- PRITS will facilitate introductions and provide points of contact and information to participating agencies/municipalities.
- Proposers have flexibility in solution presentation, provided they strictly satisfy the Submission Requirements, page limits, and deliverables defined in the SCON.