



**Questions and Answers regarding the SCON
PRITS-2026-002**

Project Management Services State And Local Cybersecurity Grant Program



Table of Contents

1.	Introduction	3
2.	Questions	3
2.1	Timeline, Deadlines & Process.....	3
2.2	Scope, Participation & Governance	5
2.3	PMO Tools, Access & Reporting	6
2.4	Deliverables, Language & Reporting.....	8
2.5	Proposal Format, Checklist & Administrative Requirements	9
2.6	Staffing, Qualifications & Compliance	10
2.7	Financials	12
2.8	Pricing, Travel & Invoicing	13
2.9	Contracts, Legal & Coordination.....	14
2.10	Insurance, Compliance & Security	16
2.11	Out-of-Scope Questions	17

1. Introduction

The Puerto Rico Innovation and Technology Service (PRITS) issues the following consolidated responses to all inquiries received regarding SCON PRITS-2026-002 – Project Management Services for Cybersecurity Plan Projects. These responses merge all questions submitted by prospective Proposers and clarify the requirements, expectations, and procedural elements established in the SCON.

This document:

- Ensures transparency, consistency, and accessibility for all Proposers.
- Clarifies PRITS' expectations, requirements, processes, and policies as established in the SCON and its appendices.
- Serves as an official reference document supplementing the SCON.
- Governs over any prior informal statements or interpretations.
- Does not modify the SCON unless explicitly stated through a formal Addendum published on the PRITS website.

All services contemplated under this SCON are funded by the State and Local Cybersecurity Grant Program (SLCGP) administered by the U.S. Department of Homeland Security (DHS). Proposers must comply with all federal requirements, Puerto Rico laws, and PRITS internal policies as referenced throughout the SCON, including but not limited to 2 CFR Part 200, DHS and FEMA grant regulations, procurement rules, and cybersecurity compliance obligations.

PRITS retains full authority over:

- Project prioritization, sequencing, and scope
- Governance structures and decision-making
- Project deliverable acceptance
- Resource allocation across agencies and municipalities

2. Questions

2.1 Timeline, Deadlines & Process

- a. What is the official proposal submission deadline? Will PRITS extend the deadline due to Holy Week or other circumstances?

The official Proposal Submission Deadline is April 5, 2026, as established in the SCON's published timeline. PRITS may amend this date only through a written Addendum posted on the PRITS website; however, no extension is currently anticipated. Proposers are responsible for monitoring the PRITS website for updates and must comply with the officially published deadline.

- b. Will PRITS accept late submissions or provide grace periods?
No. Late submissions will not be accepted under any circumstances. Proposals received after the deadline specified in Section 1.2 of the SCON are automatically disqualified and will not be considered.
- c. Is PRITS planning to issue additional Addenda or clarifications after the publication of responses?
PRITS reserves the right to issue additional Addenda at any time prior to the Proposal Submission Deadline. All official amendments will be published on the PRITS website and become binding components of the SCON. Proposers must monitor the site regularly.
- d. What is the expected timeline for evaluation, shortlist, BAFO, negotiation, and award?
The evaluation process follows Section 5 of the SCON. While precise dates may vary, the typical sequence includes:
- *Responsiveness Review*
 - *Technical Evaluation*
 - *Shortlist (if applicable)*
 - *Oral presentations or clarifications (if requested)*
 - *Price Proposal evaluation*
 - *Best and Final Offer (BAFO), if requested*
 - *Final review and recommendation*
 - *CIIO selection and issuance of Notice of Award*
- PRITS may adjust the timeline as necessary to ensure compliance with procurement and grant requirements.*
- e. Will oral presentations affect scoring? What format should be expected?
PRITS may, at its discretion, invite shortlisted Proposers to oral presentations. If conducted, these may be used to request clarifications or expand on technical aspects of the proposal. Oral presentations do not replace or independently modify scoring criteria, nor do they introduce new evaluation categories outside those defined in Section 5. Any clarifications provided may inform the Evaluation Committee's understanding of the originally submitted materials. PRITS will notify shortlisted Proposers of the expected format, duration, and topics should presentations be required.
- f. What constitutes a "Qualified Proposer"?
A Qualified Proposer is one that:
- *Submits a Responsive Proposal meeting all mandatory submission requirements, and*
 - *Obtains a technical score greater than or equal to the minimum threshold established by the Evaluation Committee.*
- Thresholds and scoring ranges are defined in Section 5.2.3 of the SCON.*
- g. What does BAFO typically include, and may PRITS consult external references?
PRITS may invite oral presentations and request clarifications as part of the Evaluation Process . BAFOs typically include updated costs and answers to specific technical questions identified during evaluation. PRITS may consult references not submitted by the proposer and other sources, at its

discretion (see Section 5.2.6 – References).

2.2 Scope, Participation & Governance

- a. What governance structure applies to the projects under this SCOP?
PRITS maintains full governance authority over all cybersecurity projects funded under the SLCGP. Governance is executed through PRITS' PMO framework, including established routines for oversight, reporting, escalation, and decision-making. The contractor supports these activities but PRITS retains all final decision-making authority regarding project priorities, schedules, deliverables, and acceptance.
- b. How many projects are expected to run concurrently, and how will PRITS determine prioritization?
The portfolio will be dynamic. PRITS anticipates 3 to 5 concurrent projects, subject to change based on needs, resource availability, and cybersecurity priorities. PRITS exclusively determines sequencing and prioritization of projects in alignment with statewide needs and SLCGP requirements.
- c. Are any of the Cybersecurity Plan projects already in execution, or will all begin under the new contract?
No projects are currently in execution. All projects will be initiated progressively as PRITS identifies available resources and authorizes activation.
- d. Are the cybersecurity implementation vendors contracted directly by PRITS or by agencies/municipalities?
Cybersecurity projects under this SLCGP portfolio will be implemented by vendors contracted directly by PRITS. Therefore, the contractor's project governance responsibilities will be executed under PRITS' central oversight.
- e. What authority will the Selected Proposer have to enforce schedules or escalate non-performance?
The contractor supports PRITS' PMO but does not possess independent enforcement authority. All escalations must follow PRITS' governance protocols. PRITS retains the exclusive authority to intervene, direct agencies or vendors, and make final determinations regarding timelines, resource issues, and vendor performance.
- f. Will the contractor be required to coordinate with multiple agencies and municipalities?
Yes. The Cybersecurity Plan covers approximately 120 agencies and 78 municipalities, and PRITS will facilitate access and coordination as needed. The contractor is responsible for managing multi-stakeholder engagement using PRITS' PMO tools and communication standards.
- g. Will the Selected Proposer be required to support only PRITS-led initiatives, or also initiatives led by agencies/municipalities?
Scope is limited to PRITS-led initiatives under the Cybersecurity Plan Projects/SLCGP. Agency- or municipality-led initiatives outside the plan are not part of this engagement.

- h. Does PRITS have predefined governance bodies?
Yes. Governance includes internal PMO structures and the Cybersecurity Planning Committee, established to guide cybersecurity priorities and strategic direction. The Selected Proposer will participate in governance routines as instructed by PRITS.
- i. Will PRITS provide access to agencies and municipalities to support project coordination?
Yes. PRITS will facilitate coordination and provide the contractor with authorized access to stakeholders, systems, and information necessary for project execution, subject to PRITS security and access-control protocols.
- j. Will the contractor be responsible for coordinating parallel cybersecurity initiatives outside the SLCGP-funded portfolio?
No. PRITS does not anticipate coordination with other cybersecurity initiatives outside the projects included in the Cybersecurity Plan.
- k. How will PRITS handle resource conflicts and competing priorities across the project portfolio?
PRITS retains sole authority to define prioritization, adjust scope, reassign resources, or modify project timelines to ensure alignment with cybersecurity objectives and federal grant requirements. The contractor must provide a scalable staffing model that can adjust to PRITS' evolving priorities.
- l. Will PRITS provide an initial project prioritization sequence for the first contract year?
Initial sequencing is fully dynamic and will depend on resource availability and PRITS' strategic considerations. PRITS may activate only a subset of projects during the initial term.
- m. What level of decision-making authority does the contractor hold?
*The Selected Proposer operates strictly under PRITS' direction.
 The contractor may:*
 - *Recommend actions*
 - *Identify risks and dependencies*
 - *Elevate issues*
 - *Provide advisory input**However, PRITS holds final approval authority for all deliverables, timelines, escalations, risk responses, and governance decisions.*

2.3 PMO Tools, Access & Reporting

- a. What PMO tools are required under this SCOP?
The Selected Proposer must exclusively use PRITS' official PMO tools, primarily Smartsheet, for all project planning, scheduling, tracking, reporting, documentation, and governance activities. All project management artifacts, logs, dashboards, and deliverables must be created, stored, and maintained within PRITS' designated systems and in accordance with PRITS' naming conventions, templates, workflows, and approval processes.

- b. Will PRITS provide access, licenses, and templates for the PMO environment?
Yes. PRITS will provide access to all required tools, templates, dashboards, reporting structures, workflows, and document repositories. Access provisioning, MFA requirements, system permissions, and de-provisioning will follow PRITS' internal security controls and Appendix V compliance obligations, including audit logging and RBAC (role-based access control).
- c. Are vendors allowed to use supplementary tools or integrate external platforms?
Vendors may use supplementary internal tools only to the extent that such tools do not replace PRITS' systems, and provided that all official deliverables are produced, maintained, and stored exclusively within PRITS' PMO environment.
System integrations or API-based connections may be considered only with prior written PRITS approval and must comply with PRITS security requirements.
- d. What reporting cadence is expected?
At a minimum, the Selected Proposer must:
- *Submit weekly status updates using PRITS-approved templates;*
 - *Participate in PMO governance meetings;*
 - *Provide executive-level summaries as requested for PRITS leadership and SLCGP compliance;*
 - *Maintain a continuously updated portfolio tracker within PRITS' tools.*
- Smartsheet already includes automated reporting capabilities which support both operational and executive reporting needs.*
- e. What KPIs and performance metrics will PRITS use for oversight?
KPIs will focus on:
- *Schedule adherence and milestone completion;*
 - *Timely identification and closure of risks, issues, and dependencies;*
 - *Deliverable acceptance rates;*
 - *Portfolio throughput and alignment with SLCGP requirements;*
 - *Accuracy, completeness, and consistency of reporting;*
 - *Responsiveness during governance routines.*
- PRITS may refine or expand these KPIs at kickoff, consistent with the Evaluation Criteria in Section 5.1.*
- f. Will access to PRITS systems be audited?
Yes. All contractor system access will be subject to:
- *PRITS internal audit logging;*
 - *Periodic access reviews;*
 - *MFA requirements;*
 - *Mandatory de-provisioning upon personnel departure or reassignment;*
 - *Compliance with federal grant security obligations, including DHS and CISA requirements.*
- g. What are the requirements for meeting documentation?
The Selected Proposer must prepare and maintain, within PRITS systems:
- *Meeting agendas;*
 - *Minutes and action items;*
 - *Attendance records;*

- *Follow-up logs.*

All meeting documentation must follow PRITS PMO cadence and be drafted using PRITS templates.

- h. Will PRITS provide reporting templates, dashboards, and compliance formats for SLCGP?
Yes. PRITS will provide any required DHS/FEMA/SLCGP templates, compliance formats, and reporting structures. The Selected Proposer must use these without modification unless PRITS approves enhancements.

2.4 Deliverables, Language & Reporting

- a. What deliverables are required under this SCOP?

The required deliverables are those expressly outlined in Appendix I – Scope of Services, which include at minimum:

- *Project Plans for each assigned project*
- *A continuously updated Portfolio Tracker*
- *Weekly Status Reports using PRITS templates*
- *Risk, Issue, and Change Logs maintained within PRITS' systems*
- *Meeting agendas, minutes, and action-item documentation*
- *SLCGP progress and compliance documentation*
- *Project Closeout Packages*
- *Knowledge Transfer Deliverables*

The Selected Proposer must prepare all deliverables using PRITS' templates, file-naming conventions, and storage requirements.

- b. Are deliverables standardized or customized per project?

Deliverables are mostly standardized, aligned to PRITS' following PRITS' PMO frameworks, dashboards, and templates. Project-specific variations may be introduced only at PRITS' direction, and must remain fully aligned with PRITS' official systems, governance structures, and storage requirements.

- c. What documentation standards apply to project artifacts?

All documentation must:

- *Follow PRITS' PMO templates, taxonomy, version control, and conventions;*
- *Be drafted in English (except government-issued Spanish documents, which may be included in their original language);*
- *Reside exclusively in PRITS' systems;*
- *Comply with federal record-keeping, access-to-records, and audit requirements under 2 CFR §200.337 and Appendix V.*

All deliverables are subject to PRITS review, revision requests, and final acceptance.

- d. Will PRITS provide templates for deliverables?

Yes. PRITS will provide official templates for:

- *Status Reports*
- *Dashboards*
- *Risk & Issue Logs*
- *Project Schedules*

- *Compliance Documentation*

These templates are built into PRITS' PMO environment (primarily Smartsheet) and must be used without modification, unless PRITS authorizes enhancements.

e. Will deliverables be subject to PRITS review and revision cycles?

Yes. PRITS retains full authority to accept, reject, or request revisions to deliverables. The Selected Proposer must incorporate PRITS' comments, corrections, and clarifications to ensure alignment with program requirements and SLCGP compliance. No deliverable is considered complete or billable until formally accepted by PRITS.

f. Are deliverables subject to defined acceptance criteria?

Yes. Deliverables must meet:

- *PRITS PMO quality standards;*
- *Federal grant documentation requirements;*
- *Completeness, accuracy, and consistency expectations;*
- *Alignment with templates and reporting structures.*

All deliverables are subject to PRITS review and final acceptance.

g. Does PRITS require Section 508 or WCAG accessibility compliance?

Digital deliverables must comply with applicable accessibility standards required under federal law (e.g., the Rehabilitation Act and Section 508) if and when such standards apply to SLCGP-related documentation. PRITS will provide any required accessibility formats or templates as needed for compliance.

2.5 Proposal Format, Checklist & Administrative Requirements

a. Must the Organizational Chart be submitted as a separate document, or can it be included within the Qualifications section?

The Organizational Chart must be submitted as a standalone document, consistent with Section 3.2 – Proposal Content and Checklist, which lists the chart as an independent required item.

b. Does the “should not exceed twenty (20) pages” language in the Action Plan/Work Approach operate as a strict limit?

Yes. The 20-page limit for the Action Plan/Work Approach is mandatory. Content exceeding page 20 will not be evaluated under any circumstance. Only the first 20 pages will be considered during technical evaluation.

c. Is the “Section 2.2 Addenda ” a typographical error?

No. Section 2.2 intentionally refers to Addenda, because any Addendum issued after the SCON release may modify submission requirements. Proposers must always review for updated checklists or requirements issued through Addenda.

d. Where can Proposers access the Appendix II – Proposer Profile form?

The official Appendix II form is available on the PRITS website within the published SCON package located in the corresponding procurement section. Proposers must download and complete that form as issued.

- e. Is certified translation required for documents originally issued in Spanish?
No. Documents issued by the Government of Puerto Rico in Spanish may be included in their original format. All other proposal content—including narratives, deliverables, and exhibits prepared by the Proposer—must be submitted in English.
- f. Are duplicate or repeated comparable project descriptions required in separate sections of the proposal?
Comparable project information appears in multiple required locations, but Proposers may cross-reference their primary submission to avoid inconsistency. PRITS will evaluate the information as a whole. However, all required sections must be complete, and any discrepancies between versions may be considered during evaluation.
- g. Must the proposal strictly follow the order listed in the Proposal Content and Checklist?
Yes. As stated in Section 3.2 – Proposal Content and Checklist, proposals must include documents in the exact order presented in the SCON package. Deviations may result in non-responsiveness.
- h. Are multiple submissions allowed if file sizes exceed email limits?
Yes. If attachments exceed email size limits (30MB), Proposers may compress files or submit multiple email transmissions.

2.6 Staffing, Qualifications & Compliance

- a. What minimum qualifications or certifications are required for key Project Management roles?
The SCON does not mandate specific certifications (e.g., PMP, CAPM, CSM), but PRITS evaluates qualifications holistically under Section 5.1. Favorable factors include:
 - *Demonstrated experience managing technology, cybersecurity, or grant-funded programs;*
 - *Multi-agency and multi-stakeholder coordination experience;*
 - *Documented track record of high-quality and timely project delivery;*
 - *Familiarity with government environments and federally funded projects;*
 - *Professional certifications that reflect industry best practices.**Certifications are advantageous but not required. PRITS will evaluate the overall competency, experience, and relevance of proposed staff.*
- b. Are dedicated FTEs required, or is a flexible/on-demand staffing model acceptable?
PRITS allows either approach. Staffing must be scalable, adaptable to a dynamic portfolio, and aligned with PRITS’ needs. Any staffing changes, especially Project Leadership roles, must receive prior written PRITS approval. Services performed without approval are not billable.
- c. Are remote or hybrid work arrangements permitted?
Yes. Remote or hybrid support is permitted. Staff may work from their own offices, but in-person attendance is required for certain governance sessions, stakeholder meetings, or specific engagements determined by PRITS. Full-time on-site presence is not required.
- d. Will contractor personnel need to travel within Puerto Rico or outside the Island?
Contractor personnel may be required to be physically present occasionally at PRITS offices or

stakeholder facilities. Travel outside Puerto Rico is not anticipated. Travel/per diem costs must not be included in the proposal; monthly invoicing covers labor only.

- e. Are Project Managers expected to perform technical cybersecurity tasks?
No. The Selected Proposer will not perform technical cybersecurity implementation or assessments. The PM role focuses strictly on project management functions (planning, tracking, coordination, reporting, risk management).
- f. Does PRITS require background checks, clearances, or security authorizations for PMO personnel?
Any access to PRITS PMO systems, cybersecurity planning documents, or sensitive information is subject to PRITS internal access-control policies, including:
- *MFA authentication;*
 - *Access provisioning and revocation requirements;*
 - *Audit logging;*
 - *Compliance with federal grant requirements.*
- No specific federal clearance level is stated, but PRITS may require identity verification or checks aligned with government best practices for personnel with system access.*
- g. What is the minimum staffing model expected?
PRITS does not prescribe a minimum number of PMs, analysts, or leadership roles. The staffing plan must be:
- *Flexible;*
 - *Scalable;*
 - *Aligned with potential activation of 3–5 concurrent projects;*
 - *Capable of supporting future additions or scope changes.*
- Staffing levels may fluctuate based on PRITS’ authorization and project sequencing.*
- h. Must any percentage of staff be based in Puerto Rico?
No specific percentage is mandated. However, PRITS encourages local participation under “Local Participation” (Section 4.7). Staff must be available for in-person engagements when required.
- i. What criteria define a “comparable project” for evaluation purposes?
A comparable project is one that demonstrates the Proposer’s ability to deliver project management services similar in scale, complexity, and operational environment to those required under this SCON. Comparable projects generally include:
- *Technology, cybersecurity, government, or federally funded program management engagements;*
 - *Multi-agency or multi-stakeholder coordination;*
 - *Structured reporting, governance participation, and risk/issue/change management;*
 - *Demonstrated capability to comply with federal or state oversight requirements.*
- PRITS does not impose minimum dollar thresholds or require a specific subject-matter domain for comparability. This matter will not be clarified through an Addendum, as evaluation is conducted holistically by the Evaluation Committee.*
- j. Does PRITS require background investigations or security clearances for PMO personnel?
PRITS does not require federal security clearances for personnel assigned under this SCON.

Contractor staff must comply with PRITS' identity-verification processes, MFA requirements, and Role-Based Access Control (RBAC). Access will be granted only to PMO-relevant systems, and contractor personnel are not expected to access vulnerability data or sensitive cybersecurity artifacts.

- k. What level of technical cybersecurity expertise is required for the Project Management team?
The Project Management team is not expected to perform cybersecurity engineering, assessments, or technical validations. Required knowledge is limited to the level ordinarily expected of PM professionals supporting cybersecurity initiatives, including understanding project lifecycles, coordination with technical teams, and federal grant compliance. No hands-on cybersecurity tasks are within scope.
- l. Are there compliance requirements tied to federal grant rules?
Yes. The Selected Proposer must comply with:
- *2 CFR Part 200, including procurement, cost principles, and record-keeping;*
 - *DHS and FEMA SLCGP requirements;*
 - *Suspension and debarment provisions (Appendix V);*
 - *Anti-lobbying, non-discrimination, audit rights, and other federal conditions.*
- Compliance with these provisions is mandatory for all personnel performing services under the contract.*

2.7 Financials

- a. Which Cybersecurity Plan projects may be assigned, and are services funded by SLCGP FY 2022 and FY 2023?
The portfolio may include initiatives PR-6 through PR-18, subject to resource, third-party, and fund availability as well as PRITS prioritization. Funding is by SLCGP and may include FY 2022 and FY 2023 awards as well as any subsequent DHS SLCGP grant awards.
- b. Will PRITS provide an estimated contract value or budget range to guide staffing and pricing?
No. PRITS will not disclose an estimated budget range or NTE amount for this SCON as part of the procurement process.
- c. Will PRITS compensate standby or reserved capacity if not used?
No. PRITS does not guarantee minimum workload or baseline consumption levels. This SCON is structured as as-needed, and PRITS will not compensate unused standby capacity.
- d. Are there compensation mechanisms if federal SLCGP funding is suspended? Will PRITS provide compensation for early termination of the contract by the Government?
No. If DHS cancels, suspends, or interrupts SLCGP funding, the contract may be suspended or terminated. In the event of Termination for Convenience, the Contractor shall be entitled to payment for work satisfactorily completed and accepted as of the termination date. In no event shall the Contractor be entitled to anticipatory profits or consequential damages.
- e. Are there financial penalties or liquidated damages tied to performance?
Yes. Under the Liquidated Damages section (4.5), PRITS may impose penalties for:

- *Non-performance;*
- *Violations of federal statutes, regulations, or contract terms;*
- *Failure to meet deliverable or compliance requirements.*

Remedies may include withheld payments, disallowed costs, suspension/debarment actions, or other legally available remedies.

2.8 Pricing, Travel & Invoicing

- a. What pricing structures are acceptable under this SCON?
Proposers must submit role-based hourly rates, as required under Section 3.5.10 (Price Proposal). Pricing must be clear, transparent, and presented in U.S. dollars. PRITS may consider additional pricing formats, but hourly rates must be provided. Any price proposal that omits required services indicates the Proposer is offering only those listed services, and PRITS may accept or reject such proposals at its discretion.
- b. How should Proposers structure pricing given the dynamic nature of the portfolio?
Pricing must reflect a flexible and scalable staffing model that can adjust to evolving project needs. Proposers may include optional estimates of expected monthly hours to help PRITS assess total financial exposure, but these are not binding and do not constitute guaranteed minimum consumption.
- c. Will PRITS allow tiered pricing or rate adjustments based on volume or project complexity?
PRITS may consider tiered pricing if included in the proposal; however, hourly rates submitted in the Price Proposal must remain valid for the duration of the contract and cannot be adjusted due to workload increases, market changes, inflation, or extended performance periods.
- d. Are travel, per diem, lodging, or incidental expenses billable?
No. Travel-related expenses must not be included in the proposal and are not billable. Monthly invoicing is limited to labor hours for accepted work. Occasional in-person attendance may be required, but costs must be absorbed by the Proposer.
- e. Is prior approval of hours required before work can be invoiced?
Hours invoiced must reflect actual hours worked and be supported by PRITS-approved documentation (status reports, timesheets, accepted deliverables). PRITS may approve or reject hours based on compliance with contract requirements.
- f. What is the required invoicing frequency?
Invoices must be submitted monthly, accompanied by all required supporting documentation:
 - *Weekly status reports*
 - *Timesheets*
 - *Evidence of deliverable acceptance*
 - *Any required supporting documentation under the Payment Terms**Invoices lacking required documentation may be rejected or delayed.*
- g. What is the payment timeline?
PRITS strives to adhere to a Net 30 payment schedule upon approval of all documentation.

However, Proposers should note that actual payment issuance is subject to internal governmental workflows and processing timelines may vary. PRITS reserves the right to audit all invoices and supporting records prior to disbursement.

- h. Is the contract Time & Materials (T&M), Fixed Price, or Labor-Hour?
Although the SCON does not explicitly designate a specific contract category, the requirement for defined professional labor categories, hourly rates, and time-based invoicing characterizes this as a Labor-Hour (LH) Professional Services Contract. In accordance with 2 CFR § 200.318(j), this structure is subject to federal procurement standards, requiring a not-to-exceed (NTE) ceiling price and a rigorous determination of cost reasonableness for all specialized professional fees.
- i. Are change orders or rate renegotiations permitted during the contract?
Rate renegotiation is not permitted during the contract term. Any adjustments to scope will be managed through PRITS' internal change-management procedures, but pricing must remain consistent for the duration of the contract.
- j. How will PRITS handle workload exceeding vendor capacity?
If workload exceeds contracted capacity, PRITS may redistribute assignments, re-sequence projects, or activate additional vendors if multiple awards are made. PRITS retains the right to make all workload allocation decisions.

2.9 Contracts, Legal & Coordination

- a. Is this procurement structured as a single-award or multi-award contract?
PRITS reserves the right to issue one or multiple awards under this SCON. PRITS maintains the authority to select more than one Proposer when it serves the best interests of the Government of Puerto Rico.
- b. If multiple vendors are selected, how will work be allocated among them?
Work allocation will be determined at PRITS' sole discretion, based on project needs, vendor capacity, resource availability, and PRITS' governance priorities. When applicable, assignments may be issued directly rather than competed among the selected vendors. Pre-allocation models (e.g., waves or batches) may also be used, depending on PRITS' operational needs.
- c. Will vendors compete for task orders in a multi-award scenario?
No. If multiple Proposers are selected, PRITS anticipates pre-allocating assignments rather than requiring competition for individual task orders. Assignment details (scope, duration, level of effort) will depend on the nature of each project.
- d. Will PRITS define a maximum workload or capacity limit per vendor?
PRITS does not impose fixed capacity ceilings. Workload distribution will be determined dynamically, based on project sequencing, available resources, and PRITS' considerations. PRITS retains authority to adjust allocations if workload exceeds a vendor's capacity.
- e. Will PRITS provide a RACI matrix or risk-ownership framework?
PRITS maintains internal governance structures and escalation pathways. Where needed, PRITS

may provide additional documentation (e.g., governance frameworks, escalation protocols) at kickoff. The Selected Proposer must align with PRITS' established PMO governance and risk-management processes.

- f. Does PRITS have predefined procedures for handling changes in project scope?
Yes. PRITS utilizes predefined change-management procedures through its PMO environment. The Selected Proposer must document scope changes in PRITS' tools and follow PRITS' approval process. PRITS retains final authority on all scope decisions.
- g. How will PRITS respond to delays caused by third parties (vendors, agencies, municipalities)?
PRITS will determine appropriate mitigation actions and escalation paths through its governance framework. The Selected Proposer may document and elevate issues, but PRITS retains sole authority to intervene or enforce corrective actions.
- h. Will the Selected Proposer be required to maintain an Incident Response (IR) Plan?
The Selected Proposer must maintain internal procedures consistent with standard industry practices to ensure service continuity. While PRITS does not mandate a formal contractor IR Plan for this SCON, any incident compromising PRITS data or systems must be immediately reported, following PRITS security protocols and federal requirements. Integration with PRITS' IR framework will be guided by PRITS as needed.
- i. What vendor coordination responsibilities will the Selected Proposer have?
Coordination will be limited to project-management functions and only with vendors implementing Cybersecurity Plan projects, as directed by PRITS. The contractor will not supervise, evaluate, or direct technical vendor performance. PRITS retains full authority over all cross-vendor governance and coordination frameworks.
- j. How will PRITS prioritize projects when resource conflicts arise?
PRITS retains exclusive authority to establish priorities across the portfolio. Prioritization decisions will follow PRITS' governance framework, considering statewide needs, grant deadlines, resource constraints, and the relative urgency of each cybersecurity initiative. The Selected Proposer may identify conflicts and recommend sequencing, but PRITS makes final decisions.
- k. Is there a formal change order process?
Yes. PRITS uses internal change-management procedures. The Selected Proposer must document any requested changes in PRITS' PMO tools, and changes must be approved by PRITS.
- l. Will project assignments include defined scope, duration, and level of effort?
Assignments may include such details depending on the project's maturity at the time of activation. PRITS may issue structured scopes or may initiate work with evolving requirements based on grant timelines or operational needs.
- m. Are there penalties tied to response times, onboarding speed, or resource availability?
Penalties may apply if the contractor fails to meet obligations that materially affect project performance or compliance. Remedies may include withholding payment, disallowing costs, or invoking federal grant enforcement mechanisms. No additional penalties beyond those described

in the SCON apply.

- n. Is there a formal model for inter-agency dependency management?
No. PRITS does not maintain a predefined inter-agency dependency management model. Dependencies will be identified, escalated, and resolved through PRITS PMO governance using PRITS-approved tools and processes.
- o. What is the expected notification period if new projects are added to the portfolio?
Notification periods will be determined by PRITS' operational requirements. While PRITS aims to provide reasonable advance notice to facilitate resource planning and workload management, it reserves the right to activate projects or task orders on short notice based on urgent governmental priorities. Whenever feasible, PRITS will provide forecasting information to support the Contractor's readiness.
- p. Are there SCRM requirements beyond NDAA Section 889?
No. Other than compliance with NDAA §889 restrictions on prohibited telecommunications equipment and services, PRITS does not impose additional SCRM obligations on the Selected Proposer. The PM contractor is not responsible for performing SCRM assessments related to implementation vendors or technology-procurement projects.
- q. What is the contract term and expected start?
The initial term is one (1) year or until the conclusion of the current fiscal year (Puerto Rico FY: July 1–June 30), whichever comes first, subject to funds availability and PRITS' discretion (see Section 4.2 – Contract Term). Work is expected to begin as soon as contract execution is completed, typically within one week.
- r. Is the award subject to FOMB review??
Contracts may undergo FOMB review; see "Future Contract Revision by the FOMB" (policy link provided in the SCON). Timing and thresholds are governed by FOMB policy; any required modifications will follow PRITS/FOMB processes.

2.10 Insurance, Compliance & Security

- a. What insurance policies and limits are required?
Professional Liability (E&O): \$1,000,000 per claim / \$1,000,000 aggregate; PRITS/GPR must be named as additional insured on CGL, Auto, Umbrella/Excess; waiver of subrogation and 30-day cancellation notice required (see Appendix IV – Insurance Requirements).
- b. Are there facility access requirements or restrictions on contractor devices?
Physical access and on-site protocols are governed by PRITS' internal policies and Appendix V security provisions. Contractor systems may be used for internal work management only; official deliverables must be produced, stored, and controlled in PRITS' environment; PRITS will define device and badge requirements at onboarding.
- c. How is compliance accountability shared between PRITS and the Selected Proposer?
PRITS retains ultimate accountability for compliance as the DHS/FEMA grant recipient.

The Selected Proposer is responsible for:

- *Providing accurate documentation,*
- *Maintaining records within PRITS systems,*
- *Supporting PRITS in preparing compliance reports,*
- *Identifying and escalating risks to compliance.*

PRITS remains the final approving authority for all compliance submissions.

d. What data handling and security standards apply?

The contractor must comply with federal and local laws and PRITS security/privacy requirements (Contract Legal Requirements; Appendix V – SLCGP Provisions). PRITS will provide any data retention/destruction; all official PM artifacts must reside in PRITS systems.

2.11 Out-of-Scope Questions

The following questions/topics fall outside the scope of services defined under SCON PRITS-2026-002 and are therefore not addressed in this consolidated response document. These topics exceed the required Project Management Services, relate to technical cybersecurity implementation, or concern matters not governed by this procurement.

a. Cybersecurity Frameworks, Maturity Models & Performance Tracking

- Alignment with CISA Cybersecurity Performance Goals (CPGs), including versioning or baseline maturity expectations.
- Requirements to support or measure progress toward cybersecurity maturity models (e.g., NIST CSF tiers).
- Continuous monitoring or reporting of statewide cybersecurity posture.
- Integration of PM work with enterprise architecture, SDLC governance, or technical cybersecurity oversight.
- Requirements for tabletop exercises, simulations, or readiness assessments beyond PM support.
- Requirements to conduct or participate in cybersecurity posture trend analysis.

b. Technical Cybersecurity Responsibilities

- Any expectation that the Selected Proposer will perform technical cybersecurity tasks or implementation activities.
- Requirements to conduct vulnerability assessments, configure tools, deploy technologies, or perform hands-on technical work.
- Sequencing of technical implementations such as MFA deployment, .gov migration, encryption rollouts, retirement of EOL technologies, or OT/IT modernization.
- Determination of target architecture, controls, or technology selection for cybersecurity initiatives.

