



GOBIERNO DE PUERTO RICO  
Departamento de Seguridad Pública

**Request for Proposal<sup>1</sup> – DSP-2020-RFP-OAF-001**  
**Project Management Services**  
**Department of Public Safety**  
**June 15, 2020**

**Invitation:** The Department of Public Safety (“DSP”), by its acronym in Spanish), invites qualified bidders to submit responses to its Request for Proposal (RFP) to develop and/or provide professional services as Program Manager.

**Date of Issue:** This Request for Proposal is issued on **June 15, 2020**.

**Deadline:** All proposals must be submitted **before June 29, 2020 at 4:00 p.m.**

**Contact:** Any questions pertaining to this Request for Proposal or any request of information and clarification must be done by writing to the contact person mentioned, who will answer in the provided time. Any information obtained in another non official site or department will not be valid. All questions and answers will be documented and distributed to all proponents to determined what is necessary.

**Mr. José J. Díaz-Pérez**  
**Department of Public Safety**  
**Capital Center II, 235 Arterial Hostos Ave. Ste.103**  
**Hato Rey, PR 00918**  
**Email: [fondosfederales@dsp.pr.gov](mailto:fondosfederales@dsp.pr.gov)**

**Submission of Proposal:** All proposals must be received no later than **4:00 p.m.** on **June 29, 2020** on a **pdf version** emailed to [fondosfederales@dsp.pr.gov](mailto:fondosfederales@dsp.pr.gov) . Include **Project Manager** in the subject. Proposals received after that time and date, or without all the required information will be rejected and will not be considered. In the event of disputes about the time and date of receipt of a proposal, the date and time of receipt set by the DSP will prevail.

**Questions:** Questions about this process or the requirements must be in writing and forwarded via email to [fondosfederales@dsp.pr.gov](mailto:fondosfederales@dsp.pr.gov) . No phone calls will be accepted. Questions must be received by **June 19, 2020** to allow enough time to respond before the submittal deadline.

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<sup>1</sup> Sometido a la Comisión Estatal de Elecciones CEE-SA-2020-8367



**ACCEPTANCE FORM**

This form must be completed and signed by a person authorized by the proponent and delivered along with the original proposal.

The attached proposal is submitted in response to the Request for Proposal (**DSP-2020-RFP-OAF-001**) of the Department of Public Safety for Project Manager Services. I agree to all the terms and conditions of the RFP and I agree that any inconsistency in our proposal is considered as if it had not been written and as if it did not exist. I certify that we have read and examined the RFP, including all of its sections, and that we have conducted prudent and reasonable investigations in order to prepare the proposal. We agree to comply with everything outlined in our proposal.

Name or Company:	Direction:
Phone:	Fax:
Web Page:	<i>DUNS Number.</i>
Name of Authorized Representative:	Title:
Cellphone:	Email:
Sign:	Date:

**FAILURE TO COMPLETE THIS FORM AND SUBMIT IT WITH YOUR PROPOSAL MAY TERMINATE YOUR PARTICIPATION IN THE PROCESS.**

## **I. INTRODUCTION**

The Department of Public Safety (“DSP”) is the Government department in Puerto Rico, established under Act 20-2017, as amended, to create a system that integrates all the components of Public Safety and First Responders in Puerto Rico. The Department and the Bureaus created under it, share the personnel and the administrative functions and expenses with the challenge of sharing the diversity of mechanisms, processes, operations and resources with which each other, to effectively work. The Department includes, the Office of the Secretary, its attached administrative offices and the following Bureaus: Negociado de la Policía de Puerto Rico (NPPR), Negociado del Cuerpo de Bomberos de Puerto Rico (NCBPR), Negociado de Ciencias Forenses de Puerto Rico (NCF), Negociado de Sistema de Emergencias 9-1-1 (NSE9-1-1), Negociado Para el Manejo de Emergencias y Administración de Desastres (NMEAD), Negociado del Cuerpo de Emergencias Médicas de Puerto Rico (NCEM), and Negociado de Investigaciones Especiales de Puerto Rico (NIE).

The different Bureaus administer and receive federal funds. For this purpose, the DSP seeks an experienced and qualified consultant to serve as Project Manager to coordinate planning, development, management and monitoring of different projects. The Project Manager will be responsible for ensuring that the projects are delivered on time, within scope and within the federal implementation process.

## **II. OBJECTIVES**

The Department of Public Safety and the Bureaus, in order to achieve compliance with the responsibilities and tasks, require that all programs it administers are managed and monitored, as applicable, in accordance with applicable federal and state regulations.

## **III. SCOPE OF WORK**

The scope of the services to be included in the proposal must contemplate the management, determine a work plan and compliance for projects with federal funds and accomplish the federal and state laws and regulations for federal funds programs. The program manager must therefore have broad management knowledge and the ability to monitor.

All the services detailed in this Request for Proposals will be subsidized with federal funds, for which reason the proposal must break down each one of the services to be offered with their costs.

#### **IV. SERVICES ESPECIFICATIONS**

The Project Manager will be expected to deliver the following services:

- a. Determine and define project scope and objective;
- b. Predict resources needed to reach objectives and manage resources in an effective and efficient manner;
- c. Prepare budget based on scope of work and resources requirements;
- d. Track the project costs in order to meet budget;
- e. Develop and manage a detailed project schedule and work plan;
- f. Keep project participants informed of timelines, roles and responsibilities, and deadlines;
- g. Continuously monitor and celebrate progress of all parties;
- h. Serve as first point of contact for the project participants;
- i. Monitor progress and adjust as needed;
- j. Schedule and facilitate meetings with project participants.

#### **V. QUALIFICATIONS**

The Project Manager should have the following qualifications:

- a. Bachelor's degree in Administration, Management or a related field
- b. 3-5 years of project management and related experience
- c. Strong familiarity with federal funds regulations and procurements (2 CFR 200) and state government.
- d. Experience seeing projects through the full life cycle
- e. Excellent analytical skills
- f. Strong interpersonal skills and extremely resourceful
- g. Proven ability to complete projects according to outlined scope, budget, and timeline
- h. Ability to establish good interpersonal relationship and work across organizational boundaries
- i. Ability to management software tools, Word, Excel, PowerPoint, Outlook, TeamViewer and others.
- j. Fully bilingual

#### **VI. TERMS AND CONDITIONS**

- A. Protection of Data.** Due to the nature and responsibility of DSP, the selected provider is required to sign a formal written contract;

- B. Contractor.** The nature of the relationship between DSP and the successful provider will always be addressed as an independent contractor. No subcontracting is allowed under the contract.;
- C. Expenses.** Travel and mileage expenses and all miscellaneous expenses, including travel, printing and other expenses will be the supplier's responsibility, as well as any cost not specified in the proposal;
- D. Billing and payments.** The services will be detailed in an original formal invoice that must be presented within 10 days after the end of the activity. Invoices must be signed and include the government certification of conflict of interest. It should also include a detail of all the services provided. The DSP will make the monthly payment within 30 days from the date of receipt of the invoice if it complies with all the requirements, including being registered in the PRIFAS system that is accessed through the Virtual Department of the Treasury. All payments are subject to government contributions and withholdings, if applicable. Any tax relief from the Department of the Treasury must be submitted with the first invoice. The DSP will not be responsible for any cost not specified in the invoice and in the contract;
- E. Qualifications of proponents.** The proposers must have the following qualifications:
1. Ability to meet the objectives and terms of this application;
  2. If the bidder is a company, it must describe its organization, size, structure, practice areas and office location. Indicate, if applicable, if the company is a small or minority company. Also include a copy of the Equal Opportunity / Affirmative Action Policy, if the company has one.
  3. If bidder is a company, it must have an active DUNS number;
  4. If bidder is a company, it must be registered at [www.sam.gov](http://www.sam.gov) and not appear on the "List of excluded persons / entities" maintained by the Office of the Inspector General on said portal;
  5. Have a valid license and be in good standing with the Department of State of Puerto Rico;
  6. Excellent reputation in the community;
  7. Experience with the government;
  8. Adequate insurance coverage, covering all the personnel that will be designated to provide the services that are the object of this request;
  9. You must not have a conflict of interest with the parties to the contract;
  10. Have carried out similar works and present evidence of them; and
  11. Any other qualification that in the opinion of the DSP is necessary for the total fulfillment of the requested services.
- F. Vendor Conduct Code.** The successful provider will agree to follow and abide by Act No. 2 of January 4, 2018, as amended, known as the "New Anti-Corruption Code of Puerto Rico".
- G. Disclosure of Conflict of Interest.** Proposers must attest that they have no interest and will not acquire any interest that may conflict with the performance of the required services. Any pre-existing relationship (s) must be disclosed and could be considered a potential conflict of interest.

- H. No Discrimination.** The successful provider will not discriminate against any employee or job applicant, or any individual receiving services, based on race, creed, color, sex, sexual preference, national origin, physical disability, age, height, weight, marital status, veteran status, religious belief, or political belief.
- I. Prohibitions of Tips.** The employee or member of the DSP or the Bureau shall not, directly or indirectly, request, accept or receive a gift that is worth twenty-five dollars or more, whether in the form of money, service, loan, travel, entertainment, hospitality, , thing or promise, or in any other way, under circumstances where it could reasonably be inferred that the gift was intended to influence the employee, or could reasonably be expected to influence the employee, in the performance of his official duties or with intended to be a reward for any official action by the employee.
- J.** The DSP reserves the right, when necessary, to cancel the request for proposal before the final evaluation. DSP will notify all those who have requested or received copies of the request for proposal specifications of such cancellation.
- K.** All proposals received must be signed by an authorized representative of the provider. All proposals must be unconditional and complete. Any accessories or attachments required in the specifications must be attached to each proposal form. Proposals that do not comply with the terms of the specifications of the call or that do not include all the requirements, documents, forms and certifications, will be considered non-responsive and will be rejected. Any correction or deletion in the documents with liquid paper, dye or any other means, must be initialized by the proponent or representative in originals and copies.
- L.** The award of the contract and its execution will not be final until the approval of the Secretary is received and until it is registered in the Office of the Comptroller of Puerto Rico. Vendors will not acquire the right or privilege with respect to goods or services until they are given written notice that the auction has been awarded to them and the execution, formalization and registration of the contract has been completed.
- M. Budget.** The DSP and its Bureau have strict controls for budget management and needs a proactive provider that provides quality professional services. DSP reserves the right to negotiate the final terms and conditions, including prices, with the finalist provider.
- N. Recognition of Federal Funds.** The funds to be used to pay for the goods or services purchased under this contract are provided by FEMA Project 4339-0006 Safe Room/COE.

## **VII. PROPOSAL SUBMISSION REQUIREMENTS**

Proposers who complete all prequalification requirements can respond to this Request for Proposals.

Provide a statement of qualifications and capability to perform the services sought by the RFP, including a description of relevant experience with projects that are similar in nature, size and scope to the management of federal funds. The proposal must identify the

applicant's qualifications by education level, skill set (described in detail), experience level, and job title. A resume should be included in the proposal. Experience with like projects should be cited.

## **VIII. EVALUATION**

The proposals submitted will be evaluated, according to the following selection criteria:

- A. Received at the location indicated on the invitation on or before the specified closing time;
- B. Accuracy of the information provided in the proposal;
- C. Services includes;
- D. Competitiveness of costs;
- E. Experience in providing the requested service
- F. Ability to accomplish goals and objectives in requested terms;
- G. Active DUNS number, if applicable;
- H. Registration at [www.sam.gov](http://www.sam.gov) and current status, if applicable;
- I. Evidence of security policy;
- J. Good Standing Certificate from the Puerto Rico Department of State;
- K. Valid identification;
- L. Local reputation, including conducting business with the highest ethics and any potential or present sanctions or conflicts of interest;
- M. Ability to comply with all DSP compliance requirements, including all qualification requirements; and
- N. Any other criteria than an DSP judgment helps to make a better evaluation during the selection process.

The publication of this Request for Proposal and receipt of proposals do not commit DSP to award a contract. DSP reserves its right to postpone the date of receipt or, ultimately, cancel all or part of this Request for Proposal without prior notice. Additional technical or cost information may be requested for clarification purposes but will in no way change the original proposal received but may lead to additional negotiations between potential proponents. Interviews or meetings are optional and may or may not be conducted at the discretion of DSP.

## **IX. NOTIFICATION**

The final decision on the successful bidder is expected to be made within one (1) month from the closing date for receipt of proposals but may take longer depending on the approval process of different agencies as required the law, orders, bulletins and regulations. DSP reserves the right to reject any proposal for any reason it deems meritorious.

**Confidentiality:** The content of this Request for Proposal is considered confidential information. The person or company that receives it must not disclose to anyone, except for its employees directly related to the response to it, any information related to this request or any information obtained in subsequent communications related to the request. No information contained in this Request for Proposals will be duplicated, used or disclosed without the prior written consent of DSP. The information in this Request for Proposals may only be distributed with the written permission of DSP. In addition, press releases, public announcements, or any other reference to this request may not be made without the prior written consent of DSP, whose consent may be withheld for any reason solely at the discretion of DSP.