GOVERNMENT OF PUERTO RICO
PUERTO RICO EMERGENCY MANAGEMENT AGENCY
AEMEAD-RFP-2016-005

AEMEAD-2-9-2016-kmg

INVITATION TO RFP

Dear Sirs:

The **PUERTO RICO EMERGENCY MANAGEMENT AGENCY** (also known as **AEMEAD**, for its acronym in Spanish) will be considering proposals until **April, 29 2016**, at **4:30 p.m.** Proposals must be submitted to our office located Road # 1, Km 25.4 Quebrada Arenas, San Juan, P.R. 00919. The required services for the **"Federal Funds Program Manager"** shall be in accordance with the following conditions (see attached documents).

Cordially,

Ángel A. Crespo Ortíz
Executive Director

Initials:

ANUNCIO AUTORIZADO POR LA COMISIÓN ESTATAL DE ELECCIONES. CEE-C-16-139

KEY EVENTS AND DATES

The following Schedule of Key Events and Dates represents the Office's best estimate of the schedule that should be followed in this procurement. However, the Office reserves the right, at its sole discretion, to adjust the schedule as it deems necessary. Potential vendors will be notified of adjustments to the schedule, notwithstanding, the ultimate responsibility for obtaining notice of changes in the Schedule of Key Events lies with the potential vendors.

EVENT	DATES	HOUR
Closing Date for Inquiries by Phone or Email	May 6, 2016	2:30 p.m.
On-Site Clarification Meeting	May 9, 2016	2:30 p.m.
Proposal Submission Date	May 10, 2016	2:30 p.m.

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ACCEPTANCE FORM

Please complete, print, sign and deliver this form to:

Katherine M. Gonzalez Gonzalez
Executive Special Assistant
Road 1, Km 25.4 San Juan, P.R. 00919

I agree to comply with the Puerto Rico Emergency Management Agency's Agreement, Terms and Conditions included within this Request for Proposal (RFP), should I be awarded a contract with AEMEAD as a result of this RFP.

Company:_____

Address:

_____

_____

Authorized Representative:

- Name:_____
- Signature:_____
- Title:_____
- Date: _____

*** FAILURE TO COMPLETE THIS FORM AND TO SUBMITT IT WITH YOUR PROPOSAL MAY RENDER THE SUBMISSION NON-RESPONSIVE AND INELIGIBLE FOR AWARD ***

Initials: AK

REQUEST FOR PROPOSAL 2016
AEMEAD-RFP-2016-005

Federal Funds Program Manager

NOTICE TO PROPONENTS:

The Puerto Rico Emergency Management Agency (also known as AEMEAD, for its acronym in Spanish) is seeking proposals for a qualified contractor to perform the services of **Federal Funds Program Manager.**

Questions may be directed to:

Katherine M. Gonzalez Gonzalez
Executive Special Assistant
Bo. Quebrada Arenas
Road # 1 Km 24.5 San Juan, PR 00919

Email:kgonzalez@prema.pr.gov

Proposals will be accepted until **2:30 p.m.** on **May 10, 2016**, in the AEMEAD Offices located at Road # 1 Km 24.5 San Juan, PR 00919.

If delivered to the Agency, proposals must be sealed and clearly marked with the RFP Proposal Project Name communications services. The delivery must be made on time and received in the AEMEAD offices and or by email. Any proposals submitted after the established date and time will be rejected. Participants must examine this Request for Proposal carefully; Ignorance of the requirements will not relieve them from liability and obligations included within their offer or by the resulting contract. Also, failure to comply with the specifications herein included may deem the submission non-responsive for consideration in this procedure.

Specifications must be met. Proposals not meeting the detailed specifications will be disqualified. AEMEAD's interpretation of specifications will be deemed in its best interest and shall be binding and final upon the contractor. AEMEAD will make no allowance or concession to the successful bidder for any alleged misunderstanding of deception because of quantity, quality, character, location or other conditions. Should it appear that there is a real or apparent discrepancy between different sections of the specifications concerning the nature, quality or extent of the work to be furnished, it shall be assumed that the successful proposer has based its proposal on the more expansive manner. Final decision will rest with AEMEAD.

Initials: AC

The apparent silence if these specifications as to any detail, or to the apparent omission from it of a detailed description concerning any point, shall be made on the basis of this statement and should be deemed in the most favorable manner to AEMEAD.

Failure to include all required submission materials may render the proposal non-responsive, as determined by AEMEAD. AEMEAD reserves the right to reject any and all proposals, to waive any and all informalities or irregularities and to accept or reject all or any part of any proposal as they may deem to be the lowest and best proposal for AEMEAD. AEMEAD reserves the right to make multiple awards on this Request for Proposal. AEMEAD reserves the unilateral right to amend this RFP in writing at any time. AEMEAD also reserves the right to cancel or reissue the RFP at its sole discretion. Firms shall respond to the final RFP and any exhibits, attachments and amendments.

This is a full service RFP. For purposes of this procurement, full service shall mean that the proposer's price proposal includes, but is not limited to: all labor, all material and supplies, all emergency work and special request; all administrative reporting or other requirements; all overhead costs and profit. It shall also include travel costs, parking fees, logistics and delivery, ancillary fees, permits, licenses, insurance, etc. Details not explicitly stated in these specifications, but necessarily attendant thereto, are deemed to be understood by the proposer and included herein.

This RFP does not commit AEMEAD to award a contract, or to have any obligations for costs incurred by contractors in responding to this procurement. Furthermore, AEMEAD reserves the right to accept or reject any or all proposals received as a result of the RFP. Also, AEMEAD reserves the right to negotiate with any qualified contractor or to cancel in part or in its entirety this RFP; it is determined to be in the best interest of AEMEAD.

Initials: AC

SCOPE:

The Puerto Rico Emergency Management Agency (also known as AEMEAD, for its acronym in Spanish) is requesting proposals for a **Federal Funds Program Manager** that will be executing several task required by the Agency as stated on the objectives area. Due the nature of the information that shall result of these activities, the Consultant will be required to sign a Confidentiality Agreement. All the data gathered from activities performed must be delivered to the AEMEAD for official use only.

I. Project Objectives:

- Development, Implementation and administration of strategies for the monitoring of Federal Funds Programs assign to the Agency as established by Federal Regulations and guides.
- Support of the Programmatic Areas in the process of project development, trainings, procurement process, others.
- Identification of the Agency needs (trainings, equipment, materials, others) within the different Operational Zones, Programmatic Areas and Central Office.
- Discussion and evaluation of process related to activities related to the Federal Funds Program.
- Pre-intervention and evaluation of all documentation generated by the Agency prior to the submission of it to the Office for Public Safety & Security.
- Development and execution of internal audits of the programmatic and federal funds support areas.
- Development, review and distribution of reports, internal communications, collaborative agreements, contracts, amendments and other documents related to the federal funds program.
- Development and implementation of periodic meetings with the federal funds impacted areas (Municipalities, Zones, Central Offices, Others).
- Participation in trainings and conventions related to federal funds programs.
- Development, implementation and compliance monitoring of standard operating procedures and policies related to federal funds program.

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II. GENERAL INSTRUCTIONS

- Organization and / or personal credentials must be included in the proposal documentation.
- Description of budget proposal must be part of the documentation.

III. REPORTING

- Contracted personal or organization shall provide a monthly progress report of all activities related to the federal fund program.

IV. CONTRACT DOCUMENTS

- Documents that will form the contract shall include the following:
  - ❖ Request For Proposal, all attachment thereto the winning proponent's proposal and the subsequent "Contract Agreement".
  - ❖ Additional required documentation.
  - ❖ Debarment and Suspension Negative Certification (Applicable for Federal Contracts, refer to executive orders 12549 and 12689).

V. CONTRACTOR PERSONNEL

- Upon AEMEAD request, the contractor will provide a list of names for all employees working on the project that will be performing services. We reserve the right to request any of the Contractors employee to sign a Confidentiality Agreement

VI. EVALUATION CRITERIA

- Cost of services
- Credentials
- Service to be offer
- Previous experience with federal funds program.

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VII. DUE DATES:

If the Consultant fails to make delivery of the required services within the specified time, or fails to perform any of the other provisions of this contract, AEMEAD has the right to terminate the contract for default. All disputes that might arise under a contract and cannot be resolved between the Consultant and AEMEAD will be handled through appropriate channels as deemed by AEMEAD and the Consultant.

- The Puerto Rico Emergency Management Agency will be receiving proposals until May, 4 2016.
- Proposals must be submitted in hardcopy and/or in electronic format (scanned documents, word documents, or CD's).
- The documents should be submitted to the following email: kgonzalez@prema.pr.gov or be delivered personally to our office.

Initials: