



**INVITATION TO REQUEST FOR PROPOSAL (RFP)  
PUERTO RICO EMERGENCY MANAGEMENT AGENCY SINGLE AUDIT 2014 - 2015**

Dear Sirs:

The **Puerto Rico Emergency Management Agency / PREMA**, Also known as AEMEAD, for its acronym (in Spanish) will consider proposals until October 19, 2015 at 11:00am. Proposals must be submitted to our office located at Ground Level on the Building, at Road #1 Km 24.5 Bo. Quebrada Arenas San Juan, Puerto Rico. The required services consist of execution of the **Single Audit 2014 - 2015** and it shall be in accordance with the conditions established in the attached documents.

Any question or clarification should be addressed to:

Mrs. Zarimar Rosado at [zrosado@prema.pr.gov](mailto:zrosado@prema.pr.gov) / [zrosado@aemead.gobierno.pr](mailto:zrosado@aemead.gobierno.pr)

Mrs. Katherine Gonzalez at [kgonzalez@prema.pr.gov](mailto:kgonzalez@prema.pr.gov) / [kgonzalez@aemead.gobierno.pr](mailto:kgonzalez@aemead.gobierno.pr)

Cordially,

Miguel A. Rios Torres  
Executive Director





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**PUERTO RICO**

Puerto Rico Emergency Management Agency

## 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	Date	Time
Closing Date for Inquiries	Friday, October 16, 2015	5:00 PM
Proposal Submission Date	Monday, October 19, 2015	11:00 AM





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**ACCEPTANCE FORM**

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

Zarimar Rosado  
Finance Director  
Road # 1 Km 24.5  
Bo. Quebrada Arenas  
San Juan, PR 00919-4140  
zrosado@prema.pr.gov / zrosado@aemead.gobierno.pr

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 PREMA as a Result of this RFP.

Company:

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Address:

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Authorized Representative:

- Name: \_\_\_\_\_
- Title: \_\_\_\_\_
- Signature: \_\_\_\_\_
- Date: \_\_\_\_\_

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





## REQUEST FOR PROPOSAL 2015

### SOLICITATION FOR:

PUERTO RICO EMERGENCY MANAGEMENT AGENCY SINGLE AUDIT 2014 - 2015

### 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 review the emergency operations plans and template development on behalf of the AEMEAD and described herein.

#### Questions may be directed to:

Zarimar Rosado  
Finance Director  
Road # 1 Km 24.5  
**Email:** zrosado@prema.pr.gov  
zrosado@aemead.gobierno.pr

Proposals will be accepted until 11:00 a.m. on October 19, 2015, in the AEMEAD Offices located at Road # 1 Km 24.5 Bo. Quebrada Arenas San Juan, PR 00919-4140.

Proposals must be sealed and clearly marked "**PROPOSAL FOR THE SINGLE AUDIT 2014 – 2015**". The complete proposal must be received in AEMEAD by the established deadline included in this RFP. Any proposals not meeting the deadline shall 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, the proponent should make the best effort to clarify that concern with the contact person of the AEMEAD. If not it shall be assumed that the successful proposer has based its proposal on the more expansive manner. Final decision will rest with AEMEAD.





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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.

**Scope:**

The Puerto Rico Emergency Management Agency (also known as AEMEAD, for its acronym in Spanish) is requesting proposals for the execution of the **SINGLE AUDIT 2014 – 2015**. The main purpose of this activity is to audit the AEMEAD, fiscal year that comprehends from July 1, 2014 throughout June 30, 2015.

The selected firm shall develop a work plan with established milestones and due dates. The audit must be performed in accordance with auditing standards generally accepted in the United States of America, Standards applicable to financial audits contained in the Government Audit Standards issued by the Controller General of the United States, Requirements of the Single Audit Act of 1996 as amended and the OMB Circular A-133 Audits of State, Local Government and Nonprofit Organizations..

Due the nature of the information that should result of this project, the proponent will be required to sign a Confidentiality Agreement and all the data gathered will be delivered to the AEMEAD for official use only.





### Single Audit Project Objectives

- Shall be conducted in accordance with the Generally Accepted Government Auditing Standards (GAGAS) and OBM Circular A-133 requirements
- Shall cover entire operation of the Agency
- Shall be in compliance with applicable laws and regulations.
- Submission of required reports and final report prior to established due date.

### Single Audit Submission Report

- Report on the financial statements of the entity
- Report on the schedule of expenditures of federal awards
- Audited financial statements
- Schedule of expenditures of federal awards
- Report on internal control over financial reporting and on compliance and other areas – GAGAS.
- Reports on compliance and internal control over compliance
- Schedule of findings and questioned costs
- Summary schedule of prior audits findings
- Managements view and CAPA (Corrective Actions / Preventive Actions)
- All documentation shall be submitted in electronic and hard copy format.

### NOTE: THE REQUIRED COMPLETION OF THIS PROJECT SHALL BE NO LATER THAN FEBRUARY 28, 2016.

AEMEAD reserves the right, when necessary, to amend the proposal specifications prior to the final evaluation of the RFP. Prompt notification of such amendment shall be given by AEMEAD to all prospective proponents who have requested or received copies of the RFP specifications. If the specifications are amended, any proponent from whom a proposal has been received prior to giving such notice of amendment will be entitled to withdraw the proposal and resubmit their proposal. After the proposals are received and read, AEMEAD will examine the offer to determine if the proponent was responsive to the RFP and if the contractor is able to fulfill the work established in the RFP. Once awarded, the contractor must be ready to start the work immediately or at least within the first 10 days of the date of the awarded contract.

Each proposal received must be signed by a properly authorized representative of the proponent. All proposals must be unconditional. Any attachments required in the specifications must be attached to each proposal form. Proposals which do not meet the terms of the RFP specifications or that do not include all required and properly completed and approved forms and certifications, will be considered non-responsive and will be rejected. Any corrections or cross out made on the RFP with liquid paper, tint, or any other mean will be initialized by the proponent or authorized representative on both originals and copies.

The contract award and execution is not formal until approved and signed by the Executive Director of AEMEAD.





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**General Instructions and Requirements (please submit the following information):**

- Organization and personal credentials and accreditations:
- Evidence of study and/or trainings related to subject matter identified in the RFP.
- Must be registered as a legal company able to do business in Puerto Rico. Must have all necessary licenses, permits and certifications required to perform the Services.
- Itemized budget with justification
- Full meeting package and other services for the **SINGLE AUDIT 2014 – 2015**

**Reporting**

- The firm shall provide AEMEAD with a written and electronically report (frequency shall be established by the parties involved). The report shall contain a summary of the activities, milestones performance met and unmet and other relevant information. Any document to be developed to perform the activity will be discussed with the program manager and/or AEMEAD point of contact.

**Contract Documents**

- Once the contract is awarded the documents that will be part of the Contract includes:
  - a. This Request for Proposal
  - b. All attachments and documents submitted
  - c. The awarded proposal
  - d. Signed "Contract Agreement"

**Contractor Personnel**

- Upon AEMEAD request, the contractor will provide a list of names for all employees working at service sites that will perform services. We reserve the right to request any of the Contractors' employees to sign a Confidentiality Agreement.

**Evaluation Criteria:**

- Cost
- Credentials
- Services to be offer
- Previous Experience (List of Audited Governmental Agencies)





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**Due Dates:**

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

The Puerto Rico Emergency Management Agency will be receiving proposals until 11:00am, October 19, 2015. Proposals must be submitted in hardcopy and/or electronic format (scanned documents, word documents, or CD's). The documents must be submitted to the Central Office of the AEMEAD located on Road#1 Km24.5 Bo. Quebrada Arenas, San Juan, PR 00919-4140.or electronically to the following email:

Mrs. Zarimar Rosado:

[zrosado@prema.pr.gov](mailto:zrosado@prema.pr.gov) / [zrosado@aemead.gobierno.pr](mailto:zrosado@aemead.gobierno.pr)

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