

COMMONWEALTH OF PUERTO RICO
Puerto Rico Emergency Management Office

INVITATION TO RFP

Dear Sir

The State Homeland Security Office of Puerto Rico (also known as OASP, for its acronym in Spanish) will consider proposals until **OCTOBER 28, 2015**, at **3:00 P.M.** Proposals must be submitted to Mrs. Katherine Gonzalez, via e-mail at: kgonzalez@prema.pr.gov. The Puerto Rico Emergency Management Office required services for the renovation of the State license call sign WPTZ852, to avoid the cancellation.

PUERTO RICO
HOMELAND

SECURITY OFFICE

Cordially,

Katherine Gonzalez
Office of Executive Director

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	October 27, 2015	3:00pm
Proposal Submission Date	October 30, 2015	3:00 pm
Complete requested services (if the contract is granted)	October 30, 2015	5:00pm

PUERTO RICO
HOMELAND
SECURITY OFFICE

ACCEPTANCE FORM

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

Mrs. Katherine Gonzalez

Director Office

KM 24.5, BO Quebrada Arena, San Juan

Puerto Rico, 00919-4140

I agree to comply with the PREMA, Terms and Conditions included within this Request for Proposal (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: *khm*

REQUEST FOR PROPOSAL 2015-01**NOTICE TO PROPONENTS:**

The State Homeland Security Office of Puerto Rico (also known as OASP, for its acronym in Spanish) is seeking proposals for a qualified contractor to organize and deliver interoperability orientation seminars and Functional Exercises on behalf of the OASP and described herein.

Questions may be directed to:

Mrs. Katherine Gonzalez

Director Office

kgonzalez@prema.pr.gov

Proposals will be accepted until 3:00 p.m. on October 30, 2015, in the PREMA office or via e-mail.

Proposals must be sealed and clearly marked "**PROPOSAL FOR CALL SIGN WPTZ852**". The delivery must be made on time and received in PREMA or e-mail. Any proposals after the said date and hour 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. PREMA interpretation of specifications will be deemed in its best interest and shall be binding and final upon the contractor. PREMA 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 PREMA.

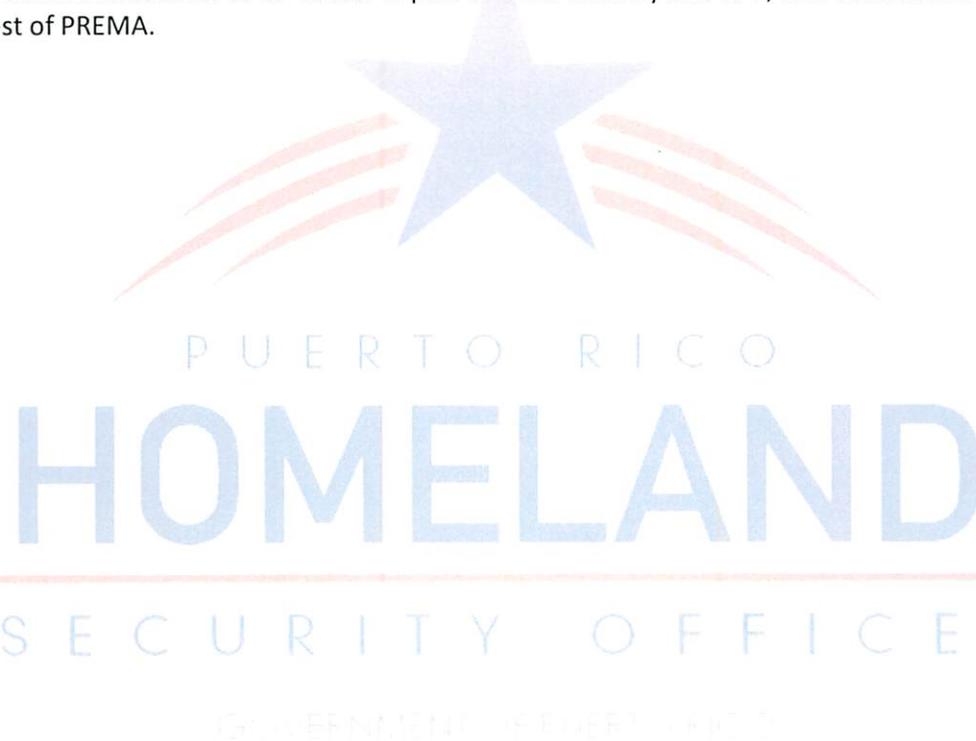
The apparent silence if these specifications as to any detail, or to the apparent omission from it of a detailed description concerning any point, shall be made on the basis of this statement and should be deemed in the most favorable manner to PREMA.

Failure to include all required submission materials may render the proposal non-responsive, as determined by PREMA. PREMA 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 PREMA. PREMA reserves the right to make multiple awards on this Request for Proposal. PREMA reserves the unilateral right to amend this RFP in writing at any time.

PREMA 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 PREMA to award a contract, or to have any obligations for costs incurred by contractors in responding to this procurement. Furthermore, PREMA reserves the right to accept or reject any or all proposals received as a result of the RFP. Also, PREMA 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 PREMA.



SCOPE:

The Puerto Rico Emergency Management (PREMA) is requesting proposals to renew the 700 MHz band as part of the State License (SL) with the call sign WPTZ852.

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

I. General objectives:

- ❖ First step: send all the requirements documents and Waiver to the FCC to renew the call sign license.
- ❖ Second step: make the contour test per every site
- ❖ Third step: complete all the performance of the project.

PREMA 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 PREMA 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, PREMA will examine the offer to determine if the proponent was responsive to the RFP and if the contractor is responsible and able to fulfill the award is presented.

All proposals received must be signed by a properly authorized representative of the contractor. 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 approval is received from the Director of the State Homeland Security Office of Puerto Rico.

II. Projects:

Step 1:

1. Write the waiver to submit to the FCC all the requirements to obtain an extension to complete the license renovation

Step 2: Gather information for the renovation

1. Verify the coordinates of the 10 sites
2. Verify the frequencies of each site
3. Verify the model of the antennas
4. Verify the high of each tower for the ground
5. Verify the amount of mobile radios under the 700 MHz license
6. Power of the repeaters
7. List of the Agencies that use the 700 MHz license

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

- 1) Organization and personal credentials and accreditations:
 - a. 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.
 - b. Demonstrate knowledge of federal and state laws and regulations pertaining to communications.
2. Itemized budget with justification:
 - a. Full **CONTRACT DOCUMENTS**
 - ❖ The documents that will form the Contract include the "Request for Proposal", all attachments thereto, the winning Proponent's "Proposal", and the subsequent "Contract Agreement".

