



Fundado por
Juan José García Ríos

Hogar CREA, Inc. Oficina Central

P.O. Box 547, St. Just, P.R. 00978-0547
Carr. 848 Km. 0.7, St. Just, Trujillo Alto, P.R.
Tel: 787-761-0715 • Fax: 787-748-5488
hogarcreapr@gmail.com
hogar-crea.org

REQUEST FOR PROPOSAL NOTICE TO APPLICANTS

Hogar Crea, Inc. will receive sealed proposals until noon, 12:00 p.m., Eastern Time, February 15, 2019 to establish a contract with a qualified service provider to provide **Disaster Recovery Strategic and Compliance Services** in connection to Hurricane Maria DR-4339. Late proposals will not be considered.

For information regarding this notice, and throughout this competitive acquisition process, please visit our website www.hogarcreapr.org or contact us at:

Wilberto Rivera
Administrator
E-mail: wilberto@hogarcreapr.org

Dr. Israel Figueroa
Deputy Finance
E-mail: israel@hogarcreapr.org

Hogar Crea, Inc.
1149 Road 848
Trujillo Alto PR 00978
Phone: 787-761-0715

Hogar Crea, Inc.
Disaster Recovery Strategic and Compliance Services in connection to Hurricane Maria
[DR-4339]
Request For Proposal [RFP]

Hogar Crea, Inc. is pleased to invite funding proposals for the provision of disaster case management services to support recovery from the 2017 Hurricane Maria (DR-4339-PR).

BACKGROUND

On September 20, 2017, Hurricane Maria (DR-4339) caused widespread devastation and destruction in Puerto Rico. Governor Ricardo A. Rossello requested Federal declaration of emergency and disaster for Puerto Rico related to the impacts of Maria. Subsequently, President Donald J. Trump (President) approved Puerto Rico’s Emergency Declaration (EM-3391) and Major Disaster Declaration (DR-4339) associated to the impact of Maria. The President’s action qualifies Puerto Rico for Federal disaster assistance funds. Disaster assistance can include but is not limited to: HUD Community Development Block Grant Funding-Disaster Relief (CBDG-DR) and FEMA Public Assistance, Individual Assistance and Hazard Mitigation Grant Program funds, as well as other federal disaster assistance programs. On October 26, 2017, the President signed into law H.R. 2266, the “Additional Supplemental Appropriations for Disaster Relief Requirements Act 2017,” which provides \$36.5 billion in FY2018 emergency supplemental appropriations to FEMA, the Department of Agriculture (USDA), and the Department of the Interior. On November 13, 2017, Governor Rossello’s Administration submitted to the President and U.S. Congress its “Build Back Better Puerto Rico” report, which calls for Congress to provide \$30 billion within the FEMA Disaster Relief Fund to recover critical infrastructure, among others Puerto Rico has requested Congressional authorization of 100% funding for Stafford Act Programs. According to the Build Back Better Puerto Rico report “[with the required use of the Section 428 of the Stafford Act for Permanent Work under FEMA, the overall Public Assistance funding will be capped to the mutually agreed upon estimates.

PURPOSE OF REQUEST FOR PROPOSAL [RFP]

The purpose of this RFP is to solicit proposals from interested qualified firms which can provide Disaster Recovery Strategic and Compliance Services in connection to the aftermath of Hurricane Maria [DR-4339]. The intent of this RFP is to award one contract for the following disaster strategic and compliance services: 1) Organizational Assistance, 2) Process, Procedures and Controls, 3) Financial Management and Auditing, 4) Reporting and Monitoring and 5) Close-out Services. Hogar Crea, Inc. reserves the right to grant more than one contract and/or select more than one qualified proponent or bidder. Award of contract will be to those qualified firms whose proposal, conforming with this RFP, is most advantageous to the institution, the price and other factors will also be considered therein. Hogar Crea’s intent to ensure that all work performed, pursuant to this RFP, is eligible for United States Federal Emergency Management Agency (FEMA) Public Assistance grant funding and performed in accordance with FEMA and other applicable Federal and State regulations, policies and guidance including, but not limited to, Davis-Bacon Act (40 U.S.C. 276a to 276a-7) and Clean Air Act (42 U.S.C. 1857 (h)). Qualified firms shall possess all required Federal and Government licensing. This in particular may include, without limitation, the programs known as FEMA Public Assistance, FEMA Hazard Mitigation Grant Program, among others.

CONTRACTUAL TERMS

The term of the contract that will be awarded at the end of this RFP process will commence upon March 01, 2019.

SCOPE OF SERVICES

Hogar Crea, Inc. is seeking to select a qualified firm or team to provide Disaster Recovery Strategic and Compliance services to monitor the institution compliance and reporting responsibilities with both Federal and State Government requirements, for the use and acquisition of appropriated disaster assistance funding related to DR-4339. The scope of services can be detailed as follows:

Organizational Assistance

- Assess the resources to perform workload analysis.
- Develop a short, medium, and long-term recovery strategies and plan.
- Improve use of federal funding to assist with recovery efforts.

Procedures, Processes, and Controls

- Development of processes, controls and technologies to support the execution of the following FEMA-administered programs
- Map the flow of documentation and requirements, and related policies and procedures required for transparent program administration of disaster recovery funds.
- Conduct compliance tasks and formulate processes.
- Provide services to reduce the reconciliation backlog for the Request for Reimbursements process.
- Review and improve procedures addressing reimbursement review backlog and financial management.
- Establish quality assurance / quality control reviews and assessments.

Financial Management and Auditing

- Assist with design and execution of a process for monitoring fraud, waste and abuse.
- Review and make recommendations to streamline the grant management and fiscal management processes and to ensure accountability of funds and compliance with Federal and State program regulations.
- Ensure compliance with all applicable Federal and Puerto Rico accounting and financial reporting requirements.

Reporting and Monitoring

- Prepare quarterly progress reports and other reports related to disaster funds as required.
- Maintain all records related to products, transactions or services under this contract.
- Develop dashboards and reports that promote transparency, efficiency and accountability.
- Provide technical assistance as required to applicants.

Close-out Services

- Provide assistance in the formulation and execution of project close-out procedures to close projects and Federal recovery grants in compliance with Federal close-out requirements.

DELIVERABLES

Respondents shall outline the types of deliverables and timelines they produce, in performing the services being procured through this RFP. At a minimum, the key deliverables to be provided shall include such items as: (1) comprehensive reports on actions taken and advice given, (2) work papers and analysis providing information about the process used to develop reports, (3) white papers on process limitations in existing programs or efficiencies to be gained (if any) after review, (4) discussion of any potential concerns from Federal agencies or findings, as well as a corrective plan of action, (5) analysis and recommendations with regards to applicant's management, (6) quarterly reports on activities, (7) reporting and updating timelines, (8) project work plans, timeframes, and budget tools and (9) proposed system(s) and template(s) used to capture and report information.

EVALUATION AND SELECTION

The organization will examine all proposals in a proper and timely manner to determine if they meet the proposal submission requirements. Proposals that are materially deficient in meeting the submission requirements or have omitted material documents, in the sole opinion of the organization, may be rejected. All proposals meeting the proposal submission requirements will be evaluated. Each proposal meeting all submission requirements will be independently evaluated by the responsible staff, which will assign a score for each evaluation criterion listed below in this section up to the maximum points. A response to a clarification request must be to clarify or explain portions of the already submitted proposal and may not contain new information not included in the original proposal. Complete proposals will be preliminarily scored based upon the criteria listed below.

Experience and Capacity (30 points). Respondents must demonstrate experience and success in implementing federal disaster recovery programs and/or providing advisory, consulting, and project management support services for federal disaster recovery programs. Previous experience with hurricane relief funded programs, will be factored into experience. Respondents must have experience related to federally funded disaster recovery programs and significant infrastructure projects. Respondents that demonstrate they have the staff available to begin immediately will be scored higher than those who need more time, or whose responses are vague.

Approach and Methodology (20 points). Respondents that outline a clear and straightforward approach to staffing and working with the organization to provide expert/strategic advisory and compliance support services will score higher, than those that do not. Respondents shall identify key goals and objectives, and methods for achieving high standards for the delivery of services, in expectation of meeting or exceeding these goals. Respondents shall explain how they will be organized to effectively deploy support for the organization and clearly identify engagement manager and different workstream leaders.

Price Proposal (20 points). Proposals will be scored based on price proposal format provided. Respondents that clearly identify a plan for reducing program costs over the life of the program as key milestones are reached and volume of activity reaches natural break points, and that identifies a clear plan for cost savings measures and/or efficiencies, will receive the most points. Respondents shall clearly align position titles, job descriptions and rates in their proposal.

Commitment to Complying with all Applicable Federal and Puerto Rico Regulations (20 points). Respondents who demonstrate a commitment to complying with all applicable Federal and Puerto Rico regulations. Adherence to strong ethical and integrity practices and unequivocal commitment to solid administrative practices is essential for the organization. Understanding of Federal and local requirements is essential and will be highly considered.

Integration of Local Parties (10 points). Respondents that demonstrate a strategic integration of Local Parties will receive positive remarks on this criterion. It is the responsibility of the organization to encourage Respondents to engage Local Parties as Team Members and Key Individuals (particularly with respect to design, construction, operations and maintenance and equity providers) to the greatest extent possible.

RESPONDENT REQUIREMENTS

Requirement of Legal Entities Respondents that are corporations, partnerships, or any other legal entity, U.S. or Puerto Rico based, shall be properly registered or capable to be registered to do business in Puerto Rico and the U.S. at the time of the submission of their proposals, and comply with all applicable Puerto Rico or U.S. laws and/or requirements. Required Qualifications of Respondent Respondents to this RFP shall provide information in their proposals that demonstrates the following qualifications:

1. Respondent has adequate financial resources to perform the contract, or the ability to obtain them; financial statements for the past 2 years will be required or equivalent financial records must be included in the proposal.
2. Respondent is able to comply with an accelerated delivery or performance schedule.
3. Respondent has a satisfactory performance record.
4. Respondent has a satisfactory record of integrity and business ethics.
5. Respondent has the necessary organization, experience, accounting and operational controls, and technical skills.
6. Neither respondent nor any person or entity associated who is partnering with respondent has been the subject of any adverse findings that would prevent Hogar Crea, Inc. from selecting respondent. Such adverse findings include, but are not limited to, the following:
 - Negative findings from a Federal Inspector General or from the U.S. Government Accountability Office, or from an Inspector General in another state.
 - Pending or unresolved legal action from the U.S. Attorney General or from an attorney general in Puerto Rico or another state.
 - Pending litigation with the Government of Puerto Rico, or any other state.
 - Arson conviction or pending case

- Harassment conviction or pending case.
- Puerto Rico and Federal or private mortgage arrears, default, or foreclosure proceedings.
- Sale tax lien or substantial tax arrears.
- Fair Housing violations or current litigation.
- Defaults under any Federal and Puerto Rico-sponsored program.
- A record of substantial building code violations or litigation against properties owned and/or managed by respondent or by any entity or individual that comprises respondent. Past or pending voluntary or involuntary bankruptcy proceeding.
- Conviction for fraud, bribery, or grand larceny.

PROPOSAL FORMAT

The respondent's proposal shall be formatted as follows:

Cover Letter and Table of Contents (2 pages). Provide a cover letter that includes a certification that the information submitted and the Proposal is true and accurate, and that the person signing the cover letter is authorized to submit the Proposal on behalf of the respondent. Clearly identify the designated contact person for the engagement. Provide a table of contents that clearly identifies the location of all material within the Proposal by section and page number.

Experience and Capacity (8-12 pages). Provide a summary of the types of services the respondent offers that relates to this RFP. Provide specific details on any previous experience with federally funded disaster recovery programs and projects. Detail at least one to three (1-3) similar engagements and/or experience with private and public-sector clients that would demonstrate that the respondent can provide the requested services. Provide a summary of the Respondent's technical expertise that describes the respondent's unique capabilities. This narrative should highlight the Respondent's ability to provide Disaster Recovery Strategic and Compliance Services. Provide biographical summaries for Key Individuals and their proposed roles. Resumes can be attached as an appendix and will not count toward the page limit of the proposal.

Approach and Methodology (4-8 pages). Explain how the respondent will achieve the goals, objectives, tasks, and deliverables outlined in the Scope of Services for this RFP. Respondents are required to submit their price proposal in accordance to hourly rates of all team members, estimate of the aggregated price of the proposal, and estimate of budget needed for any reimbursable expenses associated with traveling and lodging.

Commitment to Complying with all Applicable Federal and Puerto Rico Local Regulations (2-4 pages). Respondents shall explain their adherence to complying with all applicable Federal and Puerto Rico regulations. Indicate what characteristics of the team set them apart in terms of commitment to comply with all laws and requirements.

Local Parties (1-4 pages). The organizations has the objective of fostering the participation of Local Parties in the provision of professional services and local expertise.

CONFIDENTIALITY OF RESPONSES & PROPRIETARY INFORMATION

All responses to this RFP will be treated as confidential by the organization. Upon completion of the RFP process, the organization will report the procurement and selection process, which shall contain certain information related to this RFP process, except trade secrets, pricing and proprietary or privileged information of the Respondents. Information considered trade secrets or non-published financial data may be classified as proprietary. Such information within the proposal must be clearly marked. Proposals containing substantial contents marked as confidential or proprietary may be rejected by organization. Provision of any information marked as confidential or proprietary shall not prevent organization from disclosing such information if required by law. The ultimately awarded contract(s) and all prices set forth therein shall not be considered confidential or proprietary and such information may be made available.

PROPOSAL ADDITIONAL INFORMATION

Issuance of this RFP does not constitute a commitment by organization to award a contract. The organization reserves the right to accept or reject, in whole or part, all proposals submitted and/or cancel this solicitation and reissue this RFP. The organization reserves the right to waive any informalities and/or irregularities in a proposal. A respondent may withdraw a proposal at any time up to the date and time the contract is awarded. The withdrawal must be submitted in writing and directed to the Executive President. All materials submitted in response to this RFP shall become the property of the organization. Selection or rejection of a proposal does not affect this provision. All costs associated with the response to this proposal are the sole responsibility of the Respondent. The organization reserves the right to reject a proposal that contains an error or omission. Hogar Crea, Inc. reserves the right to request correction of any errors or omissions and/or to request any clarification or additional information from any respondent, without opening up clarifications for all respondents.

PAYMENT TERMS & METHOD OF PAYMENTS

The Selected Proponent will be paid by services provided previously approved by the institution. It is the Selected Proponent's responsibility to include all services required to meet the engagement's objective as established in this RFP. Payment Terms Payment will be made upon presentation of invoice evidenced by the services provided and duly authorized by the organization. The Selected Proponent shall submit monthly invoices for the agreed fees. Invoices must be detailed, specific and itemized accompanied by a description of the services provided as previously approved by the organization. The organization shall request the Selected Proponent all the necessary information, related to the invoiced expenses, in order to verify them, previous to order the release of payment. The organization reserves the right to perform audits it deems appropriate. In the case of finding unpaid invoices, they shall approve and process its payments.

GENERAL FEDERAL GRANT REQUIREMENTS

Because the contract is being funded with federal funds, the contract shall be governed by certain federal terms and conditions for federal grants, such as the OMB applicable circulars. Respondent shall provide a description of experience with such grant requirements and affirmatively represent and certify that the respondent shall adhere to any requirements of applicable federal requirements. Any funds disallowed by any federal government entity shall be disallowed from fee or compensation to contractor. In addition,

this RFP is intended to be conducted in accordance to 2 CFR 200 which clearly outlines the methods of procurement to be followed by non-federal entities.

FEDERAL GENERAL PROVISIONS

Because the contract may involve funds from other federal agencies, the contract shall be also governed by any specific terms and conditions set forth by a federal agency. In such case, Respondent shall provide a description of experience in dealing with any other requirements established by that other federal agency and affirmatively represent and certify that the respondent shall adhere to the terms and conditions set forth by that agency.