



Form for Submission of Inquiries

Proposer: Professional Consulting Psychoeducational Services, LLC.

Date: 11/01/ 2019

No.	Question	RFP Section or Document	RFP or Document Page No.
1	<p>Please confirm the date and time limit to submit the proposal.</p> <p>The proposals submission due date still November 12, 2019 by 3:00 pm. Any Proposal received after this date and time shall be recorded as late and retained unopened in the procurement file.</p>	<p>5.4 Proposal Submission and Public Notice in DDOC website</p>	16
2	<p>Please identify Exhibits L and M.</p> <p>Answer: Review of RFP DDEC 5-18 shows that it does not contain exhibits identified with the letters L or M, but have an exhibits or attachment N, due to a skipping in the numbering of the attachment. From the Exhibits K, entitled Sworn Statement, skip to the Exhibits N, entitled Authorization for Request for Reference for RFP.</p>	<p>Proposal's Appendix, Attachments and Exhibits</p>	-
3	<p>Please provide a Word copy of Exhibits L and M</p> <p>Answer: Review of RFP DDEC 5-18 shows that it does not contain exhibits identified with the letters L or M, but have an exhibits or attachment N, due to a skipping in the numbering of the attachment. From the Exhibits K, entitled Sworn Statement, skip to the Exhibits N, entitled Authorization for Request for Reference for RFP.</p>	<p>Proposal's Appendix, Attachments and Exhibits</p>	-
4	<p>Please specify in what section/s (if any) should Exhibits L and M be included</p> <p>Answer: Review of RFP DDEC 5-18 shows that it does not contain exhibits identified with the letters L or M, but have an exhibits or attachment N, due to a skipping in the numbering of the attachment. From the Exhibits K, entitled Sworn Statement, skip to the Exhibits N, entitled Authorization for Request for Reference for RFP.</p>	<p>Proposal's Appendix, Attachments and Exhibits</p>	-

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5	<p>The RFP indicates the need to include the same document in more than one section (these documents are mentioned below). In these cases, should the proposer include the same document in both sections, or include it only in the first section and make a specific reference to the document's location in the subsequent section/s.</p> <p>Documents requested in two occasions are:</p> <ol style="list-style-type: none"> 1. Copy of Certificate of Incorporation (Tab 6, Attachment I(D) and Section 6.1.2. Organizational Documents) 2. Good Standing from the State Department of Puerto Rico (Tab 6, Attachment I(D) and Section 6.1.2. Organizational Documents) 3. Sworn Statement of Anti-Corruption Code for a New Puerto Rico (Tab 6, Attachment I(G) and Section 6.1.4. Conflicts of Interest) <p>Answer: The proposer will include the document in the first instance required and then make reference of the page locations when are required.</p>		
6	<p>Confirm whether the proposer must include evidence of minimum insurance policy and coverage with the proposal.</p> <p>Answer: Insurance coverage is a state requirement for contracting with public funds. In the proposal, the insurance don't have to be endorsed for the DDEC, just include copy of your current policy. Then, if selected, the contractor will be required to a temporary coverage to the DDEC.</p>	Attachment H-Insurance Requirements	

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7	<p>The proposal indicates that “The title page shall contain the RFP subject; the name and address of the Respondent, the name, title, and telephone number of the person authorized to represent the Respondent and the date of the Proposal.” However, it does not mention that it should be signed. Please clarify if it should be signed and where in the form should the proposer sign it.</p> <p>Answer: The title page don’t have to be signed, because the proposal will include a signed Transmittal Letter, and the proposal have to be signed by an individuals, authorized representative, corporation authorized officer, or all members of a joint venture, which submit the proposal, as stated in Section 5.3, page 16.</p>	Cover Page	14
8	<p>The proposal indicates that "Proposals submitted by for-profit and non-profit corporations shall state the correct name of the corporation and must be signed by an authorized officer, whose authority to bind the corporation must be evidenced by the corresponding corporate resolution." However, it does not mention in which part of the document it should be signed.</p> <p>Answer: The proposal will include a signed Transmittal Letter, and the proposal have to be signed by an individuals, authorized representative, corporation authorized officer, or all members of a joint venture, which submit the proposal, as stated in Section 5.3, page 16. Proposer will sign any document that would consider necessary to certify the information or documents submitted. However, at minimum the proposal has to be signed in the Technical Proposal and in the Cost Proposal.</p>	5.3. Proposal Execution	16

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9	<p>The proposal indicates that “Proposals submitted by for-profit and non-profit corporations shall state the correct name of the corporation and must be signed by an authorized officer, whose authority to bind the corporation must be evidenced by the corresponding corporate resolution. The title or position occupied by the corporate officer executing the Proposal shall appear below the signature.” However, Attachment I indicates “Corporate Resolution authorizing a representative for the proper execution of the contract” (note: emphasis added). One thing is executing the proposal and the other is executing the contract. Should the proposer include one corporate resolution including both roles, or two separate corporate resolutions? Where in the tabs should these resolutions be included?</p> <p>Answer: The proposal must include both roles in the same resolution. It can be included as attachment of the technical proposal.</p>	5.3. Proposal Execution and Attachment I- Required Documents	16
10	<p>Please provide a copy of the following document, as it is not provided: Municipal Revenue Center ("CRIM") Sworn Statement</p> <p>Answer: The Municipal Revenue Center (“CRIM”), documents, the Negative Certification of Real and Personal Property Municipality Tax and the Sworn Statement are documenting that individuals and corporation have to be download directly in the CRIM webpage at https://www.crimpr.net/crimdnn/en-us/</p>	Attachment I- Required Documents	-
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