

GOVERNMENT OF PUERTO RICO

DEPARTMENT OF EDUCATION
Auxiliary Secretariat of Federal Affairs

ANNOUNCEMENT

REQUEST FOR PROPOSAL FOR CONSULTING SERVICES TO THE PUERTO RICO DEPARTMENT OF EDUCATION

The Puerto Rico Department of Education (PRDE) is issuing this Request for Proposal ("RFP") seeking qualified vendors who have education consulting experience to provide as needed services to assist PRDE in planning, implementing and exercising its responsibilities and duties in its function as a State Education Agency (SEA) and Local Education Agency (LEA). Specifically, selected vendors will provide services, without limitation, in the following areas: advisory and consulting services, extensive information support, legal advisory, policy services and analysis, support and technical assistance, financial and programmatic consulting and project management.

The following entities are eligible to submit proposals:

Entities that are authorized to do business in Puerto Rico, with experience and expertise in providing the required services. Proponents must provide qualified key personnel and team members with consulting experience with proven success.

Entities must also demonstrate that they have the resources and financial stability to provide services to the PRDE.

The Auxiliary Secretariat of Federal Affairs (ASFA) will offer an orientation meeting on this RFP to the eligible entities on **Monday January 28, 2019 at 1:30 p.m.** at the conference room in the library of the Instituto Tecnológico de Puerto Rico located at calle Alegría Final, Urb. Las Virtudes in San Juan, Puerto Rico. Only one person per entity will be able to participate from the orientation due to limited space availability. The RFP will be available on the PRDE website (<http://www.de.gobierno.pr/asuntos-federales>) or via e-mail: propuestasDE@de.pr.gov on the day of the orientation.

Proposal approval is subject to availability of funds.

Proposal submission

The deadline to submit proposals at the mail area of the Auxiliary Secretariat of Federal Affairs (ASFA) or through email to propuestasDE@de.pr.gov is **February 8, 2019 until 4:30 p.m.**

Amendments to the proposal document will not be accepted after the proposal has been filed.

Potential contractors that deliver in person, by messenger or through the federal or private mail delivery system must submit the proposal accompanied with a USB with the entire proposal in PDF format. The proposals must be addressed to Yanín M. Dieppa Perea, Esq., Assistant Secretary of the Auxiliary Secretariat of Federal Affairs. Proposals delivered in person, by messenger or through the federal or private mail delivery system must be sent to the following address:

Auxiliary Secretariat of Federal Affairs
Mail Area
Federico Costa Street # 150
Hato Rey, Puerto Rico, 00919-0759

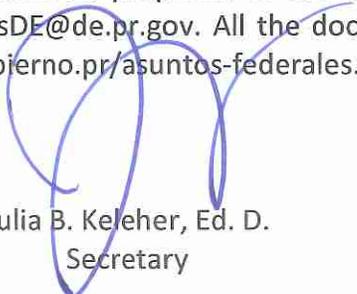
You must use the Form that is included in this RFP. You cannot alter the format and content of the official Form included in this guide, except where indicated otherwise. Forms that correspond to proposal guides from previous years will not be accepted.

The deadline to submit questions through propuestasDE@de.pr.gov will be **Friday February 1, 2019**.

Each proposal will be evaluated according to the criteria established by the PRDE for the selection of professional services. PRDE reserves the right to reject or deny applications that do not meet the requirements that appear in this RFP, in the information package documents that will be available on the Department's web page, or with the provisions of law, state rules and federal regulations applicable to the programs that provide the funds. The determination of the proposals awarded by the PRDE is not subject to appeal or revision. The PRDE reserves the right to substitute or modify the concept of the proposal in equal conditions. In addition, PRDE can use approved proposals as models of projects or effective practices.

Those suppliers whose proposals are approved will have to grant a contract of professional services with the PRDE.

For more information, about the request for proposals or the Official RFP Form, you can call (787)773-2380 or write at propuestasDE@de.pr.gov. All the documents related with this RFP will be available at <http://www.de.gobierno.pr/asuntos-federales>.



Julia B. Keleher, Ed. D.
Secretary

The Department of Education does not discriminate under any circumstance on the grounds of age, race, color, gender, birth, religion, veteran status, political ideals, sexual orientation, gender identity, social condition or background, physical or mental incapacity; or for being victim of aggression, harassment, or domestic violence.