

Request for Proposals No. DSP-NMEAD-RFP-2024-004
Translation Services from English to Spanish and Spanish to English

Invitation: The Puerto Rico Emergency Management and Disaster Administration Bureau (PREMB), attached to the Department of Public Safety (DPS) is requesting proposals for *Translation Services from English to Spanish and Spanish to English*.

Issue Date: This Request for Proposals is issued on **June 7, 2024**.

Closing date: All proposals must be submitted by **4:30 p.m. on the 22 of June of 2024**.

Contact Person: All questions and concerns regarding this request for proposals, including any requests for information and clarification, must be made in writing to the contact person listed below, who will respond to them within the term provided below. Information obtained from other sources is neither official nor reliable. If the DSP determines that it is necessary, all questions and answers will be documented and distributed to all proposers.

Angelik N. Santos Díaz
Department of Public Safety
Telephone: (787)793-1211 ext. 1026
Email: propuestas@dsp.pr.gov

Submission of Proposals: Proposals must be submitted by email on the stated closing date. The email must clearly state the name and address of the proposer, The RFP number, and the project name. Proposals should be sent to the following e-mail address:

propuestas@dsp.pr.gov

Faxed Proposals will not be accepted or evaluated.

Questions: Questions to clarify doubts about the application process and requirements, the proposal process, or the specifications contained therein, must be submitted in writing, to propuestas@dsp.pr.gov. Phone calls will not be accepted. Questions or meeting requests will only be accepted to clarify doubts about the application process and requirements, the proposal process, or the specifications contained therein.

Technical information regarding additional costs may be requested for clarification purposes but will not change the original proposal received or the specifications of the requests for proposals. Any questions or concerns must be submitted in writing to the email provided **on or before June 22, 2024**.

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I. BACKGROUND

DPS-PREMB was created by Act No. 20-2017, as amended, known as the "Puerto Rico Department of Public Safety Act." Under the provisions of the Act, PREMB has the duty and obligation to protect persons in emergency or disaster situations, providing the support necessary for protection before, during, and after emergencies, ensuring the safety of property and life. DPS-PREMB will also, manage the recovery and stabilization of services needed effectively and efficiently.

II. GENERAL OBJECTIVES

As part of such responsibilities, the Bureau has established an educational program for PREMB, municipalities, state agencies, non-governmental entities, and private sector personnel on prevention and emergency management. To that end, the Bureau requests proposals from qualified companies or individuals that can provide translation services from English to Spanish and Spanish to English for participants and instructors during the training, seminars, or workshops provided by or through the Bureau. The proposal submission process will be governed by Administrative Order DPS-2024-003, entitled "Administrative Order to Regulate the Proposal Submission Process of the Department of Public Safety," which is available on the Department's website on its Spanish version. (dsp.pr.gov).

III. SERVICE SPECIFICATIONS

Translation Services from English to Spanish and Spanish to English for participants and instructors during the training, seminars, or workshops that include:

- Interpreters
- Technical Personnel
- Breakdown of the equipment needed by the audience:
 - Cabins
 - Audio pick-ups
 - Transmitter
 - Receivers
 - Any other services as required or needed

The proposer should consider that each training, seminar, or workshop could include groups of 30 to 50 participants.



IV. COST

Since the number of interpreters and receivers will depend on the type of training, seminar, or workshop, the proposal must provide the detailed cost per hour/day.

V. TERMS AND CONDITIONS

- A. **Protection of captured data.** Due to the nature and responsibility of DPS/PREMB, the selected company or individual is required to sign a formal contract.
- B. **Independent contractor.** The nature of the relationship between DPS/PREMB and the successful supplier will always be treated as an independent contractor. Upon the signing of the contract, **NO** subcontracting will be allowed.
- C. **Expense.** Travel and mileage expenses and all miscellaneous expenses, including travel, printing, and other expenses shall be the responsibility of the consultant.
- D. **Billing and payment.** The services will be detailed in an original formal invoice that must be presented at the end of the training. The invoice must be signed and include the required government certification for conflict of interest. It should also include a detail of all tasks, jobs, and activities performed per day and the number of hours incurred per activity. DPS/PREMB will make the monthly payment within 30 days of the date of receipt of the invoice if it meets all requirements, including being registered in the PRIFAS system that is accessed through the Virtual Collection of the Department of Finance. All payments are subject to applicable government contributions and withholdings. Any tax relief from the Department of Finance must be included in the proposal. DPS/PREMB shall not be liable for any costs not specified in the invoice and contract.
- E. **Qualifications of the proponents.** Proposers must have the following qualifications:
 1. Experience in the services requested;
 2. Detailed resume with relevant related experience, education, certifications, etc;
 3. If the proposer is a company, it should describe its organization, size, structure, practice areas, and office location. Indicate, if applicable, whether the enterprise is small or minority-owned. Also, include a copy of the Equal Opportunity/Affirmative Action Policy if the company has one.
 4. **A Unique Entity Identifier number, active;**
 5. Be registered in www.sam.gov and not appear on the "List of excluded persons/entities" maintained by the Office of the Inspector General on said portal;



6. Possess a current license and be in good standing with the Puerto Rico Department of State;
 7. It must be registered in the Single Registry of Professionals (RUP), of the General Services Administration (ASG), through its <https://rup.asg.pr.gov> portal;
 8. Excellent reputation in the community;
 9. Experience with government;
 10. Adequate insurance coverage, covering all personnel who will be designated to provide the services subject to this request;
 11. You must not have a conflict of interest with the parties to the contract;
 12. Have done similar work and present evidence of these;
- F. **Personnel.** The provider will work primarily with PREMB's Preparedness Area personnel.
- G. **Seller Code of Conduct.** The successful proposer will agree to follow and abide by Law No. 2 of January 4, 2018, as amended, known as the "New Anti-Corruption Code of Puerto Rico."
- H. **Conflict of Interest Disclosure.** Proposers must attest that they have no interest and will not acquire any interest that may conflict with the performance of the services required. Any pre-existing relationship(s) must be disclosed and could be considered a potential conflict of interest.
- I. **Non-discrimination.** The successful provider will not discriminate against any employee or applicant for employment, or any individual receiving services, based on race, creed, color, sex, sexual preference, national origin, physical disability, age, height, weight, marital status, veteran status, religious belief, or political belief.
- J. **Prohibition of tipping. No employee or member of DPS/PREMB, the Committee, Regional Boards or municipalities shall, directly or indirectly, solicit, accept or receive a gift that has a value of twenty-five dollars or more, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence the employee, or could reasonably be expected to influence the employee, the performance of his or her official duties, or intended to be a reward for any official action on the part of the employee.**
- K. DPS/PREMB reserves the right to cancel or modify the specifications of the request for proposal prior to the final evaluation. In such cases, all proponents who have requested or received copies of the RFP specifications shall be notified of such cancellation or modification.
- L. All proposals received must be signed by a duly authorized representative of the company or entity. Any accessory or attachment required in the specifications must be attached to each proposal form. Proposals that do not meet the terms of the call specifications or that do not include all requirements, documents, forms, and



certifications, will be considered non-responsive and will be rejected. Any correction or erasure in the documents must be initiated by the proposer or representative on both the originals and the copies.

- M. The award of the contract and its execution will not be final until the approval of the contract is received signed by the Commissioner of PREMB and the Secretary of the Department of Public Safety and the signed contract is registered at the Office of the Comptroller of Puerto Rico. No supplier shall acquire any right or privilege with respect to goods or services until written notice is given to it that the auction has been awarded to it and the process of formalization and registration of the contract has been completed.
- N. **Budget.** The DPS has strict budget controls and needs a proactive person or company to provide quality professional services.
- O. **Recognition of federal funds.** The funds to be used to pay for goods and/or services purchased under this contract are awarded by DHS, in particular the *Emergency Management Performance Grant Program (EMPG)*.

VI. PROPOSAL FORMAT

Individuals or businesses that meet all prequalification requirements may respond to this RFP. Proposals should include complete and accurate information on each of the following topics:

- A. **Experience.** Describe previous experience with government-funded programs and provide evidence of related previous work. A minimum of 3 years of experience is required.
- B. **Company/individual information. Provide contact information,** a brief history of you or your company; ownership, organizational structure, office location, the top five (5) customers; and at least three (3) business references with contact information, including telephone and email. Also, if applicable, indicate whether the business or individual is a woman or minority/business enterprise (M/WBE) as defined by the Minority and Women's Business Development Division.
- C. **Disclosure. Provide information on past or pending sanctions of the individual or company** through any regulatory body or professional organization; disclose the circumstances and status of any disciplinary action taken or pending against the individual or company during the past three (3) years.
- D. **Conflict of interest.** The individual or companies responding to this RFP attest that there are no interests and will not acquire any interest that may conflict with the performance of the required services. Any pre-existing relationship(s) must be disclosed and could be considered a potential conflict of interest.



- E. **Qualifications and Experience.** Conforming qualifications set out in the Specific Requirements section. Relevant experience with government agencies and according to the required years.
- F. **Signature.** Include the certificate that the person signing the proposal has the right to represent the company and is authorized to sign the proposal.
- G. **Proof of insurance coverage.** The proposal should include proof of insurance coverage for general commercial liability and professional insurance coverage, including errors and omissions.
- H. **Late proposals.** Proposals must be received **no later than 4:00 p.m. on June 7, 2024**. Proposals received after that time and date, or **without all the required information detailed above, may be rejected**, and returned to the proposing party, at the discretion of the DPS. In the event of disputes over the time and date of receipt of a proposal, the date and time of receipt marked by the DPS shall prevail.
- I. **Expense.** All proponents are solely responsible for their own time and expenses in preparing their proposal, including costs incurred during subsequent submissions and negotiations.
- J. **Documentation.** All bidders must have the following documents at the time of the award notification:
1. ASG Certificate of Eligibility, (Single Provider Registry (RUP))
 2. In the event that the proposing company or individual is foreign, provide Department of State Registration and comply with ASG's Single Supplier Registry (RUP).
 3. PYMES certification, if applicable,
 4. Affidavit under Act No. 2 of 2018,
 5. Corporate resolution of the representative of the company authorized to sign the contract,
 6. Letter from authorized distributor, if applicable, and
 7. Exclusive supplier letter, if applicable.
- K. **Style.** The following format, sequence and instructions should be followed to provide consistency in the proposer's response and ensure that each proposal receives full consideration.
1. All pages must be listed consecutively,
 2. Include a cover page,
 3. Acceptance form completed in all its parts and signed,
 4. Table of contents including page numbers,
 5. A summary (one or two pages) of the key features of the proposal,
 6. The body of the proposal, including prices and other service specifications.
 7. Prices, goods, and services must be described in detail, broken down, and specified.



8. Proponents of more than one alternative must submit each of them separately. Each of the alternatives must meet the requirements of this request for proposal.

VII. EVALUATION

Submitted proposals will be evaluated by the DPS Proposal Review Committee, based on the following selection criteria:

- A. Received at the location indicated in the invitation on or before the specified closing time;
- B. Completeness and accuracy of the information provided in the proposal;
- C. Services included;
- D. Cost competitiveness;
- E. Experience in planning related to incidents or emergencies, staff qualifications and credentials, certifications, and business references (a minimum of 3 years of experience is required);
- F. Evidence of similar work done;
- G. Organizational structure;
- H. Evidence of Unique Entity ID; (of the total exceed \$25,000.00);**
- I. Evidence of registration in www.sam.gov and current status;**
- J. Evidence of insurance policy;
- K. Status in the Department of State;
- L. Acceptance form completed in all its parts and signed,
- M. Show evidence of being registered in the Single Registry of Professionals (RUP), of the General Services Administration (ASG), through its <https://rup.asg.pr.gov> portal;
- N. Reputation, including conducting business with the highest ethics and any potential or present sanctions or conflicts of interest;
- O. Ability to meet all DPS/PREMB compliance requirements, including all qualification requirements; and
- P. Any other criteria that DPS/PREMB believes will help to make a better evaluation during the selection process.

The issuance of this RFP and receipt of proposals do not bind DPS/PREMB to award a contract. DPS/PREMB reserves the right to postpone the date of receipt or ultimately cancel all or part of this Request for Proposal without notice. Additional technical or cost action

information may be requested for clarification purposes. The received information will not have the effect of changing the submitted original proposal, but it may lead to further



negotiations between the potential proponents. Interviews and/or meetings are optional and may or may not be conducted at DPS's discretion.

VIII. CHANGES TO PROPOSALS

The proposer may modify or withdraw his proposal before the established closing date and time by submitting a clear, detailed written notice. When the closing date and time arrive, all proposals are unalterable. The proposer will not change the proposal in any way unless requested by the DPS/PREMB for clarification purposes.

DPS/PREMB reserves the right, where necessary, to modify the objectives, scope, and specifications of the RFP prior to the final evaluation of proposals. DPS/PREMB shall promptly notify all potential proponents who have requested or received copies of the specifications of such amendment. If the objectives, scope, and specifications are modified, any proposer from whom a proposal has been received prior to giving such notice of amendment shall have the right to withdraw the submitted proposal and resubmit it.

IX. PRICE STABILITY

The prices set forth in the proposal will remain unchanged during the term of the Contract.

X. SUBCONTRACTING

DPS/PREMB may consent for the outsourcing of the services or products that are the subject of this request for proposal and that are likely to be subcontracted. For outsourcing to be considered, the proposer shall specify and detail in its proposal each and any of the services whose outsourcing is proposed.

XI. DELAY IN NEGOTIATION

If it is not possible to negotiate, a written contract within thirty (30) days of the award notice, DPS/PREMB, in its sole discretion and at any time, may determine to terminate negotiations with the successful bidder and negotiate a contract with the next qualified proponent or may elect to terminate the request for proposal process without signing a contract with any of the proponents.



XII. NOTIFICATION

PREMB reserves the right to reject any proposal because of any of the selection criteria set forth in the RFP, for near-expiring federal funds, for fiscal crisis, for any state or federal law or regulation affecting the *procurement* procedure, and for any other reason beyond PREMB's scope.

XIII. REJECTION OF OFFERS

PREMB reserves the right to reject any proposal that does not meet the specifications described in the RFP.

The issuance of this call and receipt of proposals does not bind the PREMB to award a contract. PREMB reserves the right to postpone the date of receipt, or ultimately cancel all or part of this call.

Confidentiality: The contents of this RFP is considered confidential information. The person or company receiving it shall not disclose to anyone any information related to this request, or any information obtained in subsequent communications related to the request, except for its employees directly connected with the response to it.,. No information contained in this RFP shall be duplicated, used or disclosed without the prior written consent of PREMB.

The information in this RFP may only be distributed with written permission from PREMB. In addition, no press releases, public announcements, or any other reference to this request may be made without the prior written consent of PREMB, whose consent may be withheld for any reason solely at PREMB's discretion.



XIV. ACCEPTANCE FORM

ACCEPTANCE FORM

This form must be completed and signed by a person duly authorized by the proposer and delivered by hand along with the original proposal in PREMBs.

The attached proposal is submitted in response to PREMB Request for Proposals No. **DSP-NMEAD-RFP-2024-004**. I accept that I agree to all terms and conditions contained therein, and I agree that any inconsistency in our proposal shall be deemed to have not been written as if it did not exist. I certify that we have read and reviewed the RFP, including all sections thereof, and that we have conducted prudent and reasonable research to prepare the proposal. We agree to comply with everything outlined in our proposal.

Enterprise:	Address:
Telephone:	Fax:
Website address:	DUNS Number or SAM-UEI Number
Name of Authorized Representative:	Title:
Cell phone:	Email:
Company:	Date:

FAILURE TO COMPLETE THIS FORM AND SUBMIT IT WITH YOUR PROPOSAL MAY RESULT IN YOUR PARTICIPATION IN THE PROCESS.

