



Invitation to Formal Auction
Contracting of Professional Services
August 10, 2023
RFP-SP-2023-2024-003-WIC

Description	Puerto Rico Women, Infant and Children (WIC) Program Project Design, Management, and Implementation for USDA – FNS Modernization Grant
Deadline	August 25, 2023, until 12:00 PM

In compliance with the principles of good stewardship and transparency in the selection and award process for Professional Services contracts, the WIC Program is soliciting proposals for the Puerto Rico Women, Infant and Children (WIC) Program Project Design, Management, and Implementation for USDA - FNS Modernization Grant.

Any proposal submitted must meet at least the following parameters:

The American Rescue Plan Act of 2021 (PL117-2, ARPA) provided the United States Department of Agriculture (USDA) with \$390 million to carry out outreach, innovation and program modernization effort to increase participation and redemption of benefits in the Special Supplemental Nutrition Program for Women, Infants and Children (WIC).

As part of the WIC innovation and modernization efforts to be funded under ARPA, FNS is supporting planning and implementation projects focused on enhancements that improve WIC participant experience, as evidenced by enhancing the WIC shopping experience, increasing participant enrollment, reducing unnecessary administrative burden for both participants and administrators, including through data matching to streamline enrollment, and retaining eligible participants while improving equity.

SCOPE OF WORK

3.1. General Responsibilities

The Selected Proponent will have the following general functions and responsibilities:

1. Work closely with PR WIC and provide staff consisting of at least one certified Project Manager (PM) and one Subject Matter Expert (SME) in technological developments such as applications.
2. Participate in weekly meetings or any other meeting requested by PR WIC.
3. Record keeping and document control, as specified by PR WIC.
4. Prepare progress reports and presentations as requested.

3.2. Project Responsibilities

The Selected Proponent must provide the below services for the Women, Infant and Children (WIC) Program based on the regulations and guidelines as established by the United States Department of Agriculture (USDA) and the Food and Nutrition Services (FNS). Said services may be amended as the project progresses or by request of regulating agency.

Phase 1: Planning

- Conduct market research of PRWIC participants, vendors, and administrative components to better comprehend the necessities of each area. ____
- This research may include but is not limited to participant profiles and demographics, vendor demographic and MIS & EBT systems.
- Deliver final report of market research which will become a blueprint of the following steps of the project.
- The final report must include all information gathered including necessary improvements that will be needed in order to advance with the implementation.
- Delivery of detailed timeline of next steps, including a risk assessment for evaluation.
- Collaborate with PRWIC in any revision or creation of necessary documentation for implementation of project.

Phase 2: Implementation

- Guidance with the creation of Request for Proposals for additional vendors needed based on USDA – FNS requirements.
- Management of additional vendors and collaborate of the project.
- Monitor and report all project progress, including testing phase.
- Guidance and preparation of all project documentation that will be required by USDA, FNS, PRDOH, or any other regulating agency.
- Guidance with the creation of appropriate informational materials for participants, vendors and administrative staff.

Phase 3: Maintenance

- Conduct ongoing project evaluations in order to meet established Key Performance Indicators (KPIs)
- Collaborate with PRWIC in any certification process by any regulating agency.
- Guidance with the creation of an expansion plan based on additional USDA – FNS grants.
- Provide training, if necessary, for any task the PRWIC shall continue to do on a regular basis in order to ensure compliance with USDA – FNS guidelines.

To clarify any doubts or questions about this, you can send an email to: subastas@salud.pr.gov no later than **August 16, 2023, until 4:00 PM AST**. The Department will have until **August 18, 2023, until 4:00 PM AST** to answer any doubts or questions.

The DoH, through its Secretary or through the personnel designated by him, will review the applications received and determine if any of them is capable of signing a professional services contract with the concerned agency of the Government of Puerto Rico.

Any proposal will be accompanied by the Certificate of Eligibility of the Sole Registre of Bidders (RUL) issued by the General Services Administration of the Government of Puerto Rico (ASG), through which it accredits its inclusion in the Single Registry of Professional Service Providers, as provided in Law No. 73-2019, as amended, known as the "General Services Administration Act for the Centralization of Government Purchases of Puerto Rico of 2019".

The Proponent must submit the proposal accompanied by all the required documentation at the Auction Office located in Building H, Second floor, Office 223. **You must deliver one (1) original, two (2) hard copies and one (1) digital copy on a USB (PDF format), on or before August 25, 2023, until 12:00 PM AST.**

The selection of the potential contractor will be notified by email.

By submitting a solution pursuant to this notice, the proposer acknowledges that:

- 1. All information submitted is true and verification may be requested.
- 2. The proposal containing any false or incorrect information shall be immediately discarded.
- 3. At its sole discretion, the DoH or its designee may communicate with individuals and / or companies that submit solutions to clarify any doubt or coordinate an interview and presentation in person or virtually, without requiring the presence of the other proposers.
- 4. The purpose of this notice is to disseminate that the Government of Puerto Rico has a need for service that will potentially result in the contracting of professional services.
- 5. As a result of this process, no type of right is generated that would oblige the Government of Puerto Rico to sign a professional services contract.
- 6. It has the power to bind and comply with all parameters and requirements applicable to government contracting of professional services.
- 7. As part of the consideration of the request for proposal, the signing of a non-disclosure agreement may be required.

Calendar and Information

Applicant Unit:	WIC Program, Department of Health (PRDOH)
Contact Information:	Denise Marrero Santana 787-765-2929, ext. 4475
Application Number:	RFP-SP-2023-2024-003-WIC
Application Name:	RFP for the Puerto Rico Women, Infant and Children (WIC) Program Project Design, Management, and Implementation for USDA – FNS Modernization Grant
Service Category (Technology, Management Consulting, Etc.):	Request for Professional Services
Date of Publication of the Application:	August 10, 2023
Deadline for submitting questions:	August 16, 2023, until 4:00 PM AST
Deadline to answer questions:	August 18, 2023, until 4:00 PM AST
Submit Proposal at the Auction Office:	Department of Health Auction Office, Building H, Office 223, Second floor.
Deadline for Submission of Proposals:	August 25, 2023, until 12:00 PM AST
Form Request and Related Documentation request it to:	subastas@salud.pr.gov