



GOVERNMENT OF PUERTO RICO  
Department of Health

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Auction Office

**REQUEST FOR PROPOSALS**  
**PUERTO RICO WOMEN, INFANT AND CHILDREN (WIC) PROGRAM**  
**PROJECT DESIGN, MANAGEMENT, AND IMPLEMENTATION**  
**FOR USDA – FNS MODERNIZATION GRANT**

**RFP-SP-2023-2024-003-WIC**

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## **1. BACKGROUND AND LEGAL BASIS**

According to the parameters established in circular letter no. 013-2021 "Measures to Ensure Transparency and Fiscal Responsibility in Government Contracting for Professional Services" issued on June 7, 2021 by the Government of Puerto Rico Office of Management and Budget, part v, section a, b (i) to (iii) and Executive Order no. 2021-029; and at the discretion of the Secretary of Health through Administrative Order Number 2022-535 of the Secretary of Health "To establish the procedures applicable to the contracting of Professional and Consulting Services that exceed the amount of one hundred fifty thousand dollars (\$150,000.00) or more, during the same fiscal year in the Department of Health; and create the proposal evaluation committee for the procedures of "Request For Proposal" (RFP) or request for sealed proposals", as amended by Administrative Order 2022-543 of the Secretary of Health; The requirements are established to submit a proposal for project design, management and implementation based on the USDA-FNS Modernization Grant.

The Department of Health, being of constitutional rank, is the only agency whose duty is to ensure the health of all citizens and under its responsibility is the "Supplementary Food Program for Women, Infants and Children" better known as the WIC Program of the Government of Puerto Rico (hereinafter, "Program"). The Program is a nutritional medical program that supplements the nutritional needs of pregnant, breastfeeding, and postpartum women, infants, and children from 1 to 5 years of age. Its main objective is to provide education in nutrition, breastfeeding and supplementary foods to a population that is at medical nutritional risk during a critical period of growth and development. Some of the medical risks of not attending to this population are anemia, low weight, obesity, premature infants, gastrointestinal problems, and others that affect the health of the child population.

## **2. PROJECT OVERVIEW**

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.

## **3. 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.

## **4. PROPOSAL OVERVIEW**

### **4.1. Proposal Format**

Proposals must include all documentation **and be submitted in the same order** as outlined in the RFP Checklist above.

### **4.2. Proposal Style Requirements**

- ARIAL, 12-point font; 1.5 spacing
- One-inch margins
- 8.5' x 11' Letter Paper size/portrait orientation
- No page minimum or maximum

#### **4.3. Evaluation Criteria**

Proposals must include and **must be submitted in the following order** (section rating percentages are included in parenthesis):

- 1) **Proponent Experience** – Proponent must include past project information of similar project with satisfactory performance, including:
  1. Detailed description of similar projects, with satisfactory performance, including:
    - a. Minimum of two (2) similar recent projects.
    - b. Project description, total cost, and completion time.
2. **Proponent Qualifications** – Respondents shall provide an organizational chart of the Team Members that is proposing to provide.
  - a. Key Personnel qualifications and experience. Include complete names, disciplines, and project role.
3. **Detailed Project Execution Plan** – A narrative description of Proponent approach to executing the services in compliance with this RFP, including a detailed Project Execution Plan that includes each activity to be performed and the approximate length of each activity.
4. **Delivery Time** – Compliance with the design services period of performance. Period of performance for this RFP is two (2) years with possible two (2) year of Phase 3 extension.
5. **Proposal Cost** – Total cost for the services to be provided, as requested on this RFP. Estimate must be as detailed as possible.
6. **Required Documentation (Pass/Fail)**– Submission of required documentation. Proponent must submit documentation completed in all its parts. Failure to submit all required documentation completed in all its parts will be cause for disqualification. No later opportunity will be provided to submit the information for evaluation.
7. (Pass or Fail) Act 164, December 16, 2009, known as “*Ley General de Corporaciones*,” Act 173, August 12, 1988. Proponents that fail this requirement will be disqualified.
8. (Pass or Fail) Suspension & Debarment (as requires by 2 CFR § 180.995). Proponents that fail this requirement will be disqualified.

#### **4.4. Proposal Evaluation**

All Proposals will be initially verified In a Round 1 Evaluation for fulfillment of minimum documentation requirements, which are mandatory for their Proposal to be considered in its totality (see details below). Proposals that meet minimum requirements will be deemed Responsive Proposals, all others will be Unresponsive Proposals and will be disqualified without further assessment of proposal value.

Responsive Proposals will pass on to Evaluation Round 2, and be assessed by PRDOH’s Evaluation Committee appointed panel, according to the Evaluation Criteria established in Section 4.3 of this RFP and using a weighted scoring according to values and weights described below. Proposals that fail to comply

with requirements will not be reviewed/rated. Attempts to contact or influence selection process will result in disqualification.

To be evaluated, proposals must:

- 1) Submit all required documentation completed in all its parts.
- 2) Be received by the due date/time.
- 3) Meet proposal style requirements and follow proposal format.

<b>Evaluation Round 1 – Minimum Requirements</b>	
<b>Item</b>	<b>Performance</b>
Required Documentation	(Pass/Fail)
Act 164, December 16, 2009, known as “ <i>Ley General de Corporaciones</i> ,” Act 173, August 12, 1988. Proponents that fail this requirement will be disqualified	(Pass/Fail)
Suspension & Debarment (as requires by 2 CFR § 180.995). Proponents that fail this requirement will be disqualified.	(Pass/Fail)

<b>Evaluation Round 2 – Proposal Quality</b>			
<b>Evaluation Criteria</b>	<b>Weight</b>	<b>Value (1-5)</b>	<b>Total (Weight x Value)</b>
Proponent Experience	<b>3</b>		
Proponent Qualifications	<b>5</b>		
Detailed Project Execution Plan	<b>4</b>		
Delivery Time	<b>2</b>		
Proposal Cost	<b>3</b>		
<b>Total Score</b>			

The maximum Total Score possible for this RFP is 85 (see below).

## VALUE RUBRIC

A Weighted Scoring rubric assigns a “weight” or importance number to each section of the RFP, which informs the Proponent which sections are most important for being chosen. Once Proposals are submitted, the Evaluation Committee will give each Proposal section a Value score based on the below Value Rubric. Each section Weight is then multiplied by the Value to give each Section Score, which is summed up for the Total Score. Proposal Total Scores and then compared and the Proposal with the highest Total Score is awarded the RFP.

Rating	Relation to Requirements	Strengths	Weaknesses	Likelihood of Success
Excellent 5	Exceeds the requirements	Numerous and significant in key areas	None	Very High
Good 4	Fully addresses the requirements	Some and significant in key areas	Minor, but far outweighed by strengths	High
Acceptable 3	Addresses the requirements, but has some minor deficiencies	Some and adequate in key areas	Minor, but outweighed by strengths	Fair
Marginal 2	Partially addresses the requirements or is very limited	Some that are outweighed by weaknesses	Significant	Poor
Unacceptable 1	Fails to address the requirements	None or some that are far outweighed by weakness	Extreme	None

## 5. **ADJUDICATION PROCESS**

### 5.1. **Questions and Requests for Clarification**

Individuals and firms/organizations interested in responding to this RFP shall examine this document thoroughly and familiarize themselves with any applicable Federal or Local laws, regulations, and standards, among others, that might affect provision of services.

Any questions, concerns, or doubts that arise after evaluating the RFP and related documentation shall be addressed to Denisse Marrero, Auction Director for the Department of Health Auction Board at [subastas@salud.pr.gov](mailto:subastas@salud.pr.gov)

**Any information or clarification request must be submitted to the PRDOH by August 16, 2023, 4:00 p.m. AST.**

### 5.2. **Proposal Submission**

Proponents shall submit original proposal with two (2) hard copies and one (1) digital copy in a USB device at the following office:

**Location:**  
**Oficina de Subastas**  
**Edificio H- Segundo Piso, Oficina 223**  
**Predios del Centro Médico, San Juan**

**Due date: August 25, 2023, 12:00 p.m. AST. Proposals received after the due date shall not be evaluated.**

### **5.3. Process Schedule**

- **RFP Released:** August 10, 2023
- **Questions Period:** August 16, 2023, 4:00 p.m. AST
- **Answer Period:** August 18, 2023, 4:00 p.m. AST
- **Proposals Due:** August 25, 2023, 12:00 p.m. AST

### **5.4. Oral Presentations and/or Negotiations**

The PRDOH may, at its sole discretion, request any Proponent to provide an oral presentation of its Proposal, or engage them in negotiation regarding the terms or price of their Proposal. The PRDOH will contact the Proponent(s) to schedule a date, time, location, or method. All presentations made by this Proponent at the oral interview, if any, will be considered a binding addition to their Proposal terms and may be incorporated to contract. Similarly, the PRDOH can invite Proponents to submit a final and best offer before the final adjudication is determined.

### **5.5. No Obligation to Contract**

This RFP does not oblige the Government of Puerto Rico or the PRDOH to execute the Contract.

### **5.6. Full Acceptance of Terms and Conditions**

By submitting a Proposal in response to this RFP, a Proponent agrees to follow and abide by the procedures, terms, conditions, and instructions set forth herein.

### **5.7. Notification to Proponents**

The award of this RFP will be made to the Responsive Bidder that provides the Best Value for services herein required. The Proposal that provides the Best Value does not necessarily mean the Proposal with the lowest cost.

The Successful Proponent as well as proponents whose Proposals have not been selected will be notified **via email**.

### **5.8. Review and Reconsideration**

Any Proponent adversely affected by a decision made by the PRDOH in connection with the selection and award procedures provided in this RFP may submit a request for reconsideration within ten (10) days of the award notification date, in accordance with the *Uniform Administrative Procedure Act*, Law 38-2017, as amended.

A request for reconsideration, as well as any other petition for review, must be submitted in writing and include the name and address of the requesting party, contain a detailed and accurate statement of the grounds for the request, include copies of relevant documents, and specify the relief requested.

A request for reconsideration or other petition for review that fails to comply with the time limits or procedures stated above or otherwise provided by the PRDOH may be dismissed or denied without further consideration.

Judicial review of the determinations made in regards to this RFP will be in accordance with the *Uniform Administrative Procedure Act*, Law 38-2017.



## **6. REQUIRED COMPLIANCE DOCUMENTS**

Documentation herein included is part of RFP documentation. Proponent must review, evaluate, and incorporate, as applicable, as part of the services to be provided.

The Proponent must comply with all RFP requirements defined in this solicitation and provide the required documentation which means that the Proponent is responsive, for the Proposal be considered for evaluation. Required documents for Proposals are stated in the Proposal Checklist.

The following are Attachments included in the RFP Documents which must be submitted with Proposals:

- Attachment A – RUP/RUL Certificate
- Attachment B – Lobbying Certification for Contracts, Grants, Loans  
and Cooperative Agreements
- Attachment C – Sworn Statement Law 2
- Attachment D – Limited Denial of Participation (LDP) / Suspension or Debarment  
Status Affidavit.
- Attachment E – Non-Collusive Affidavit
- Attachment F – Identification of Projects

**A Corporate Resolution must be provided as evidence that documents are signed by an authorized representative of Proponent.**

**ATTACHMENT B****LOBBYING CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Proponent, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Proponent understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq.*, apply to this certification and disclosure, if any.

\_\_\_\_\_  
Signature of Proponent's Authorized Official

(If Corporation, signed and sealed)

\_\_\_\_\_  
Name and Title of Proponent's Authorized Official

\_\_\_\_\_  
Date

## ATTACHMENT C

**DECLARACIÓN JURADA-Ley 2-2018, Código Anti-Corrupción para el Nuevo Puerto Rico<sup>1</sup>  
[SWORN STATEMENT]- [Act 2-2018, Anti-Corruption Code for a New Puerto Rico]<sup>2</sup>**

Yo, \_\_\_\_\_, en mi carácter personal y en representación de \_\_\_\_\_ (“Proponente” o “Licitador”), con número de seguro social patronal \_\_\_\_\_, mayor de edad, de profesión: \_\_\_\_\_, con estado civil: \_\_\_\_\_ y vecino de \_\_\_\_\_ el más solemne juramento declaro como sigue:

[I, \_\_\_\_\_, in my personal capacity and in representation of \_\_\_\_\_ (“Respondent” or “Bidder”), Tax I.D. Number \_\_\_\_\_, of legal age, with profession: \_\_\_\_\_, marital status: \_\_\_\_\_ and resident of \_\_\_\_\_, do hereby solemnly swear as follows:]

1. Mi nombre y demás circunstancias personales son las anteriormente expresadas.

1. [My name and personal circumstances are as stated above.]

2. A la fecha en que suscribo esta declaración jurada, el suscribiente, el Proponente o Licitador, su presidente, vicepresidente, director, director ejecutivo, miembro junta de oficiales o directores y personas que desempeñen funciones equivalentes para el Proponente o Licitador **no ha sido convicto ni se ha declarado culpable en el foro estatal o federal**, o en cualquier otra jurisdicción de los Estados Unidos, por cualquiera de los siguientes delitos: (a) apropiación ilegal agravada; (b) extorsión; (c) sabotaje de servicios públicos esenciales; (d) falsificación de documentos; (e) fraude; (f) fraude por medio informático; (g) fraude en las construcciones; (h) uso, posesión o traspaso fraudulento de tarjetas con bandas electrónicas; (i) enriquecimiento ilícito; (j) enriquecimiento ilícito de funcionario público; (k) enriquecimiento injustificado; (l) aprovechamiento ilícito de trabajos o servicios públicos; (m) intervención indebida en las operaciones gubernamentales; (n) negociación incompatible con el ejercicio del cargo público; (o) alteración o mutilación de propiedad; (p) certificaciones falsas; (q) soborno, en todas sus modalidades; (r) influencia indebida; (s) malversación de fondos públicos; o (t) lavado de dinero.

2. [As of the date of execution of this sworn statement, neither the undersigned nor the Respondent or Bidder, or its president, vice president, director, executive director, member of Board of officers or directors, or any persons performing equivalent functions on Respondent's or Bidder's behalf, has been convicted or has pleaded guilty in state or federal court, or in any other jurisdiction of

<sup>1</sup> Como requisito para la participación en esta Solicitud de Propuestas, el Proponente deberá suscribir esta declaración tal como está redactada, sin alteración, reserva o modificación de índole alguna. Si el suscribiente, Licitador o Proponente no puede suscribir esta declaración según redactada, deberá someter una certificación bajo juramento aclarando todas las excepciones y/o aclaraciones aplicables. Someter información falsa, incompleta o incorrecta podría conllevar la imposición de sanciones civiles y criminales en contra del suscribiente, el Proponente.

<sup>2</sup> [As a requirement to participate in this RFP, the Proposer must file this sworn statement in the exact form and content as set forth herein, without alteration, exception or modification of any kind. If the Proposer is unable to execute this statement in the exact form provided herein, the Bidder or Respondent shall submit a separate sworn certification stating all exceptions, clarifications or modifications to this form of sworn statement. The submission of false, incomplete, or incorrect information could lead to the imposition of civil and/or criminal penalties against the Proposer.]

*the United States, for any of the following crimes: (a) aggravated misappropriation; (b) extortion; (c) sabotage of essential public services; (d) forgery of documents; (e) fraud; (f) electronic fraud; (g) construction fraud; (h) fraudulent use, possession or transfer of cards with electronic bands; (I) illicit enrichment; (j) illicit enrichment by public official; (k) unjustified enrichment; (l) illicit enrichment of public work or services; (m) improper intervention in government operations; (n) negotiation incompatible with the exercise of public office; (p) false certifications; (q) bribery, in all its modalities; (r) undue influence; (s) embezzlement of public funds; or (t) money laundering.]*

3. A la fecha en que suscribo esta declaración jurada y **por los pasados veinte (20) años**, ni el suscribiente, ni el Proponente o Licitador, ni cualquiera de sus siguientes oficiales: presidente, vicepresidente, director, director ejecutivo o miembro junta de oficiales o directores o personas que desempeñen funciones equivalentes para el Proponente o Licitador, ha sido convicto o se ha declarado culpable en el foro estatal o federal, o en cualquier otra jurisdicción de los Estados Unidos, por cualquiera de los siguientes delitos: (a) daño agravado; (b) retención de propiedad; (c) alteración o mutilación de propiedad; (d) archivo de documentos o datos falsos; (e) posesión y uso ilegal de información, recibos y comprobantes de pago de contribuciones; (f) compra y venta ilegal de bienes en pago de contribuciones; (g) presentación de escritos falsos; (h) posesión ilegal de recibos de contribuciones; (i) falsificación de asientos en registros; (j) falsificación de sellos; (k) falsedad ideológica; (l) falsificación de licencia, certificado y otra documentación; (m) falsificación en el ejercicio de profesiones u ocupaciones; (n) posesión y traspaso de documentos falsificados; (o) posesión de instrumentos para falsificación; (p) preparación de escritos falsos.
3. *[As of the date of execution of this sworn statement and for the twenty (20) years prior, neither the undersigned nor the Respondent or Bidder, or any of its officers, including its president, vice president, director, executive director, member of board of officers or directors, or any person performing equivalent functions on Respondent's or Bidder's behalf, has been convicted or has pleaded guilty in the state or federal forum, or in any other jurisdiction of the United States, for any of the following crimes: (a) aggravated damage; (b) property retention; (c) alteration or mutilation of property; (d) filing of false documents or data; (e) illegal possession and use of tax information, receipts and payment vouchers; (f) illegal purchase and sale of goods for the payment of taxes; (g) filing false writings; (h) illegal possession of tax receipts; (a) falsification of entries in registers; (j) forgery of stamps; (k) ideological falsehood; (l) forgery of license, certificates and other documents; (m) forgery in the exercise of professions or occupations; (n) possession and transfer of forged documents; (o) possession of counterfeit instruments; (p) preparation of false writings.]*
4. A la fecha en que suscribo esta declaración jurada y **por los pasados ocho (8) años**, ni el suscribiente, ni el Proponente o Licitador, ni cualquiera de sus siguientes oficiales: presidente, vicepresidente, director, director ejecutivo o miembro junta de oficiales o directores o personas que desempeñen funciones equivalentes para el Proponente o Licitador, ha sido convicto o se ha declarado culpable en el foro estatal o federal, o en cualquier otra jurisdicción de los Estados Unidos, por cualquiera de los siguientes delitos: (a) omisión en el cumplimiento del deber; (b) venta ilegal de bienes; (c) incumplimiento del deber; (d) negligencia en el cumplimiento del deber; (e) usurpación de cargo público; o (f) impedir la inspección de libros y documentos.
4. *[As of the date of execution of this sworn statement and for the eight (8) years prior, neither the undersigned nor the Respondent or Bidder, or any of its officers, including its president, vice president, director, executive director, member of board officers or directors, or any person performing equivalent functions on Respondent's or Bidder's behalf, has been convicted or has pleaded guilty in the state or federal forum, or in any other jurisdiction of the United States, for any of the following crimes: (a) omission in the fulfillment of duty; (b) illegal sale of goods; (c) breach of duty; (d) negligence in the fulfillment of duty; (e) usurpation of public office; or (f) preventing the inspection of records and documents.]*

5. A la fecha en que suscribo esta declaración jurada y **por los pasados diez (10) años**, ni el suscribiente, ni el Proponente o Licitador, ni cualquiera de sus siguientes oficiales: presidente, vicepresidente, director, director ejecutivo o miembro junta de oficiales o directores o personas que desempeñen funciones equivalentes para el Proponente o Licitador, ha sido convicto o se ha declarado culpable en el foro estatal o federal, o en cualquier otra jurisdicción de los Estados Unidos, por delitos graves contra el ejercicio del cargo público o contra fondos públicos codificados en el Código Penal de Puerto Rico; la Ley Núm. 1-2012, según enmendada, la “Ley Orgánica de la Oficina de Ética Gubernamental”; o cualquier otro según dispuesto en la Ley 2-2018.
5. *[As of the date of execution of this sworn statement and for the ten (10) years prior, neither the undersigned nor the Respondent or Bidder, or any of its officers, including its president, vice president, director, executive director, member of board officers or directors, or any person performing equivalent functions on Respondent's or Bidder's behalf, has been convicted or has pleaded guilty in the state or federal forum, or in any other jurisdiction of the United States, for crimes against the exercise of public office or public funds as defined in the Puerto Rico Penal Code, ; Law No. 1-2012, as amended, the Government Ethics Office Enabling Act; or any other crime defined in Law 2-2018.]*
6. Entiendo y acepto el deber de informar cualquier cambio al contenido de esta declaración durante el proceso de contratación o la vigencia del contrato, ya sea por alegación de culpabilidad o convicción por cualquiera de los delitos antes mencionados, o cualquier otra conducta proscrita en el “Código de Ética para Contratistas, Suplidores y Solicitantes de Incentivos Económicos de las Agencias Ejecutivas del Gobierno de Puerto Rico”, Código Anticorrupción para el Nuevo Puerto Rico, Título III, Ley 2-2018.
6. *[I accept and acknowledge my obligation to inform of any change or modification to this statement during the contracting process or the term of the contract, as the result of a guilty plea or conviction for any of the above-mentioned crimes or any other conduct prohibited by the “Code of Ethics for Contractors, Suppliers of Goods and Services and Applicants for Economics Incentives of the Executive Agencies of the Government of Puerto Rico”, Title III, Law 2-2018.]*
7. Entiendo y acepto que la convicción posterior a esta declaración por cualquiera de los delitos enumerados en cualquiera de los incisos anteriores conllevará, además de cualquiera otra penalidad, la rescisión automática de cualquier contrato entre el suscribiente, el Proponente o el Licitador, y cualquier entidad gubernamental, corporación pública o municipio.
7. *[I accept and acknowledge that a conviction for any of the crimes specified in the above paragraphs will result, in addition to any other penalties, in the immediate termination of any contract in force at the time of conviction, between the undersigned, the Bidder or Respondent, and any government entity, public corporation or municipality at the date of conviction or guilty plea.]*
8. El suscribiente, el Proponente o el Licitador, según sea el caso, se compromete a cumplir con lo dispuesto en el Código de Ética para Contratistas, Suplidores y Solicitantes de Incentivos Económicos de las Agencias Ejecutivas del Gobierno de Puerto Rico”, Código Anticorrupción para el Nuevo Puerto Rico, Título III, Ley 2-2018.
8. *[The undersigned and/or the Bidder or Respondent, as the case may be, commits to complying with the “Code of Ethics for Contractors, Suppliers of Goods and Services and Applicants for Economics Incentives of the Executive Agencies of the Government of Puerto Rico”, Title III, Law 2-2018.]*
9. Suscribo esta declaración jurada de conformidad con las disposiciones de la Ley 2-2018, y los requisitos de esta [Subasta, Solicitud de Cualificaciones o Solicitud de Propuestas.].

9. *[I execute this sworn statement pursuant to Law 2-2018, and the terms and provisions of this IFB, RFQ or RFP.]*
10. Hago la presente declaración jurada para que cualquier entidad gubernamental, corporación pública o municipio, tenga conocimiento de lo aquí declarado para cualquier propósito administrativo y/o legal.
10. *[I execute this sworn statement so that any government entity, public corporation or municipality has knowledge of what is herewith declared and for any administrative and/or legal purpose in relation thereto.]*

**Y PARA QUE ASÍ CONSTE**, juro y suscribo esta declaración en \_\_\_\_\_,  
\_\_\_\_\_, hoy \_\_\_\_\_ de \_\_\_\_\_ de 20 \_\_\_\_\_.

*[NOW THEREFORE, I hereby swear and sign this statement in \_\_\_\_\_,  
\_\_\_\_\_, no this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.]*

\_\_\_\_\_  
**DECLARANTE**  
**[DEPONENT]**

**JURAMENTO**  
**[OATH]**

AFFIDAVIT  
NÚM.: \_\_\_\_\_

*[AFFIDAVIT  
NUMBER:]* \_\_\_\_\_

**JURADO Y SUSCRITO** ante mí  
por \_\_\_\_\_,  
de las circunstancias personales anteriormente mencionadas y a quien identifico mediante  
\_\_\_\_\_, en \_\_\_\_\_,  
hoy \_\_\_\_\_ de \_\_\_\_\_ de 20 \_\_\_\_\_.

*[SWORN AND SUBSCRIBED before me  
by \_\_\_\_\_,  
with the aforesaid personal circumstances and whom I have identified by means of  
\_\_\_\_\_, in \_\_\_\_\_,  
on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.]*

\_\_\_\_\_  
**NOTARIO PÚBLICO [NOTARY PUBLIC]**

**ATTACHMENT D****LIMITED DENIAL OF PARTICIPATION (LDP)/SUSPENSION OR DEBARMENT STATUS AFFIDAVIT**

By signing this Certification, the Proponent certifies that the firm, business, or person submitting the proposal has not been LDP, suspended, debarred, or otherwise lawfully precluded from participating in any public procurement activity with any Federal, State or local government. Signing this Certification without disclosing all pertinent information about a debarment or suspension shall result in rejection of the proposal or cancellation of a contract. The PRDOH also may exercise any other remedy available by law.

In \_\_\_\_\_, \_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ of 20 \_\_\_\_.

\_\_\_\_\_  
(Name of Firm)

**By:**

\_\_\_\_\_  
(Signature of Proponent )

\_\_\_\_\_  
(Printed Name of Proponent )

\_\_\_\_\_  
(Position)

Affidavit No. \_\_\_\_\_

Subscribed and sworn to before me in the city of \_\_\_\_\_, \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ of legal age, \_\_\_\_\_ (civil status), \_\_\_\_\_ (occupation) and resident of \_\_\_\_\_, \_\_\_\_\_, in RFP his/her capacity as \_\_\_\_\_ of Proponent , who I personally known or have identified by his/her \_\_\_\_\_.

\_\_\_\_\_  
Public Notary

## ATTACHMENT E

### NON-COLLUSIVE AFFIDAVIT

\_\_\_\_\_, being first duly sworn, deposes and says:

That he is \_\_\_\_\_ (a partner or officer of the firm of, etc.) the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any matter directly or indirectly sought by agreement or collusion or communication or conference, with any person, to fix the bid price of the affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Municipality of \_\_\_\_\_ or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

\_\_\_\_\_  
(Name of Firm)

**By:**

\_\_\_\_\_  
(Signature of Proponent )

\_\_\_\_\_  
(Printed Name of Proponent )

\_\_\_\_\_  
(Position)

Affidavit No: \_\_\_\_\_

Subscribed and sworn to before me in the city of \_\_\_\_\_, \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ of legal age, \_\_\_\_\_ (civil status), \_\_\_\_\_ (occupation) and resident of \_\_\_\_\_, \_\_\_\_\_, in his/her capacity as \_\_\_\_\_ of Proponent. Who I personally known or have identified by his/her \_\_\_\_\_.

\_\_\_\_\_  
Public Notary