



GOVERNMENT OF PUERTO RICO
Department of Health
Auction Office

In accordance with the parameters established in Circular Letter No. 013-2021 "*Measures to Ensure Transparency and Fiscal Responsibility in Government Contracting of Professional Services*" issued on June 7, 2021 by the Office of Management and Budget of the Government of Puerto Rico, part v, section a, b (i to iii) and Executive Order No. 2021-029; and at the discretion of the Secretary of Health by Administrative Order Number 2023-581 of the Secretary of Health "*To establish the procedures applicable to the contracting of Professional and Consultative Services in the amount of one hundred and fifty thousand dollars (\$150,000.00) or more, during the same fiscal year; to create a Proposal Evaluation Committee and to repeal Administrative Order No. 535 of April 13, 2022*"; The requirements for submitting proposals for professional services are established.

REQUEST FOR PROPOSALS

CONTRACTING AN IT CONSULTING ENTITY FOR THE MAINTENANCE AND OPERATIONS OF TECHNOLOGICAL PLATFORMS AND SOFTWARE DEVELOPMENTS FOR THE PUERTO RICO SUPPLEMENTAL NUTRITION PROGRAM FOR WOMEN, INFANT AND CHILDREN (WIC)

RFP-SP-2024-2025-017-WIC

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 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 Puerto Rico WIC Program (hereinafter, "PRWIC"). The PRWIC 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 this population are anemia, low weight, obesity, premature infants, gastrointestinal problems, and others that affect the health of the child population.

2. OVERVIEW

The Puerto Rico Women, Infants, and Children (WIC) Program is soliciting proposals from qualified Information Technology (IT) service providers to manage the maintenance, operations, and support the integrations of certain platforms and/or software developments with each other and the interface of some of them with the PRWIC Management Information System (MIS). These platforms and/or software developments are essential to the delivery of WIC services to our participants, improving efficiency, communication, and compliance.

The selected IT entity will be responsible for maintaining the stability, performance, and security of the platforms and/or software developments while ensuring continuous integration between each other and some interfaces with the MIS. The services must cover both day-to-day operations and future updates or enhancements as required by the Puerto Rico WIC Program.

Currently, the PRWIC has approximately eighty-seven thousand (87,000) participants receiving its services through eighty-five (85) clinics island wide, including a virtual clinic that provides its services in a remotely mode, as well as two mobile clinics that provide services were needed. All clinics are connected to PRWIC MIS. Also, we have approximately six hundred and fifty (650) authorized vendors who delivers the prescribed authorized food items to our participants using a POS with an Electronic Benefits Transfer (EBT) processor who is connected to the PRWIC MIS system.

3. OBJECTIVES OF THE PROPOSAL

The Puerto Rico WIC Program relies on several interconnected platforms and/or software developments that makes the PRWIC processes more efficient for the Program staff and simplify the delivery of services to participants across the island. These systems support a wide range of functionalities, from managing participant records to facilitating communication between staff and participants. Ensuring these platforms and/or software developments run efficiently and securely is vital to the program's success.

The primary objective of this RFP is to engage a qualified IT entity to provide comprehensive maintenance, operational support, security management, and system optimization for the following: *(More detailed information of every platforms and/or software developments is provided in Appendix I)*

- a) **BackOffice 360 Platform:** the platform integrates with different solutions to facilitate the work of WIC employees and can be accessed remotely in a secure manner. The platform allows WIC staff to have complete visibility of the participants profile, nutrition class history, transferred documents, appointment history, exchanged messages, and any notes recorded in the virtual file.
- b) **Clinic Monitoring System:** The system includes all stages of the monitoring process, from sampling, evaluation, recording of findings, requesting additional information, monitoring results and establishing the corrective action plan.
- c) **NEXT Platform:** technological solution that allows for the management of appointments (in person or virtual), queue management, and employee productivity in WIC clinics.
- d) **Mi WIC PR:** A complete mobile platform that provides multiple services and relevant information and allows communication with participants and potential participants.
- e) **WIC Portal:** Official web portal (www.wicpr.gov) that allows for information and services to be provided through automated transactions.
- f) **Chatbot Frutilina:** Chatbot with Artificial Intelligence that provides information 7/24 in an automated manner.
- g) **Virtual Services (Genesys):** A communications platform that manages virtual services in all clinics island-wide, in the virtual clinic, and in the call center.
- h) **Peer Counseling Platform:** Solution that has two components to digitalize the operation of peer counselors, the assignment of referrals and the attention to program participants.
- i) **Vendor Inspection System:** Inspection system that consists of two components. A mobile component for on-site inspections at authorized vendors and a web-based component for planning, controlling, and recording inspection results.
- j) **Food Selection and Evaluation:** This is a web-based system presented by the Web Portal to digitally support the evaluation and selection process of authorized foods.
- k) **Vendor Contract Management:** This is a web-based system presented by the Web Portal for the management of compulsory training and the management of the signing of contracts of authorized vendors.
- l) **Employee Portal:** Web portal used for the management and individual access of WIC Program

employees. Through the portal, employees can access relevant human resources information, edit contact information, receive individualized information, access human resources materials, among others.

- m) **Vendor Portal:** A unified web portal to centralize all access, communication, and management of WIC vendors.
- n) **Portal for Healthcare Providers:** A web portal that integrates with Mi WIC PR and the BackOffice 360 platform in order to provide digital support for the process of prescribing infant formulas to participants by pediatricians or duly authorized health providers.
- o) **Executive Dashboards:** Multiple executive dashboards to have relevant information on the following solutions: NEXT Platform, Chatbot Frutilina, Vendor Inspection, Virtual Clinic and the Call Center.

4. **DESCRIPTION OF SERVICES (SCOPE OF WORK)**

4.1 A list of the platforms and/or software developments with their respective programming language to which maintenance is requested is located in the **Appendix I**.

4.2 Regarding the platforms and/or software developments the IT entity awarded will be responsible for the following tasks:

a) **System Maintenance and Updates**

- Provide routine maintenance, updates, and patches for all listed platforms and/or software developments and ensure compatibility with the MIS.
- Implement necessary patches, security updates, and version upgrades to enhance functionality and user experience.
- Provide testing and validation for each update before deployment to prevent disruptions.

b) **Operational Support and Troubleshooting**

- Offer continuous monitoring to ensure platforms and/or software developments stability, performance and implement necessary adjustments.
- Provide technical support and troubleshooting services to resolve issues promptly.
- Implement problem-resolution protocols to minimize downtime and service disruptions.

c) **Security and Compliance Management**

- Maintain high security standards to protect sensitive participant and staff data, including adherence to relevant regulations such as HIPAA.

- Ensure compliance with data privacy standards in all platforms and/or software developments.
- Regularly audit and update security protocols to mitigate risks and address vulnerabilities.
- Provide both, a Business Continuity Plan (BCP) and Disaster Recovery Plan (DRP) including the following elements:
 - Detailed documentation of the vendor's existing BCP and DRP including testing schedules, past performance metrics, and any certifications related to continuity and recovery.
 - Specify how often the BCP and DRP should be tested and updated.
 - Outline expected response times for incidents and recovery efforts.
 - Provide information on any costs associated with implementing and maintaining BCP and DRP solutions.

d) Integration and Optimization of Platforms/Technological Developments

- Ensure seamless integration of new features with existing platforms and/or software developments and the MIS.
- Develop and implement software enhancements to improve platform and/or software developments functionality and user experience.
- Collaborate with the WIC Program's technical team to optimize the performance and efficiency of the systems. This includes load balancing, database optimization and interface enhancements.
- Ensure compatibility with new technologies and platforms and/or software developments as they evolve.

e) Participant Engagement Systems

- Support and maintain the mobile platform that allows communication between the WIC Program and participants.
- Maintain the chatbot updated and equipped with artificial intelligence to ensure participants have access to information at any time.
- Manage the virtual appointment system, ensuring reliable scheduling and notifications for participants.

f) Website and Portal Management

- Provide maintenance and content updates for the official Puerto Rico WIC Program website.
- Ensure the health providers' portal is functional and facilitates effective communication with WIC staff.

g) Vendor Inspection and Food Selection and Evaluation Platforms

- Maintain the platform used for vendor monitoring and inspections, ensuring accuracy and reliability.

- Support the platform that evaluates food products for WIC participants, ensuring up-to-date information on eligible products.

h) Dashboards and Data Reporting

- Maintain and enhance the dashboards used to track and measure the performance and production of the WIC Program.
- Ensure data accuracy and real-time reporting for decision-making and program management.

i) Documentation and Training

- Provide comprehensive system documentation for all platforms and/or software developments.
- Offer training to WIC Program staff on system updates, security protocols, and troubleshooting procedures.

5. Proponent Requirements

Proposals should include the following information:

a) Entity Profile

- Entity overview, including experience in managing large-scale IT systems, particularly in health and government sectors.

b) Relevant Experience

- Specific examples within the last five (5) years of past projects, particularly those involving the maintenance and operations of platforms and/or software developments integrated with a MIS.
- At least three references from similar projects, including contact information.

c) Proposed Approach and Methodology

- Detailed description of the approach to fulfilling the scope of work.
- Explanation of strategies for ensuring platform and/or software developments security, operational efficiency, and system integration.

d) Staffing Plan

- Identification of key personnel including all software analysts and programmers that will be involved in the project, their qualifications, and relevant experience including complete names, qualifications, experience and curriculum.
- Organizational chart showing the proponent team structure.

- Proponent staff shall have excellent communication skills and the ability to collaborate effectively with PRWIC staff.
- Ensure that personnel who will be working with PRWIC staff are proficient in both languages, Spanish and English.

e) Budget and Cost Proposal

- Comprehensive cost breakdown per person and their respective rate per hour for the key personnel that will be working with the maintenance, operations, and support services outlined in the scope of work.
- Details of Recurring Costs Required for the Maintenance and Operation of PRWIC Platforms and Software Developments. **Please refer to Appendix 2.**

f) Transition and Implementation Plan

- Proposed timeline for transition and/or implementation, including milestones for key phases of the project.

g) Service Level Agreement (SLA)

- Proposed SLA, including response times for troubleshooting, system outages, and updates.

6. Professional Services Contract

6.1 Validity and Duration

The entity selected through the evaluation and award process by the Auction Committee will receive a **professional services contract for a period of twelve (12) months starting on February 1, 2025, until January 31, 2026, with the possibility of renewal for twelve (12) additional months as requested by the Program.**

6.2 Compensation

The awarded Proponent will submit a monthly invoice to PRWIC with a detailed description of the services provided and the number of hours worked per person for the maintenance and operations of the platforms and the software developments described in this RFP.

If PRWIC requests the creation of a new platform or software technology solution, the awarded Proponent shall prepare a cost estimate that specifies the costs involved in the design, development, implementation

and maintenance of the new project for the respective PRWIC cost effective analysis. Once the parties have agreed upon the scope and costs involved for the new project, no further changes will be allowed without authorized change request.

7. **PROPOSAL OVERVIEW**

7.1 **Proposal Format**

Proposals must include all documentation **and be submitted in the same order** as outlined below. From 7.2 to 7.3 of this section.

7.2 **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

7.3 **Evaluation Criteria**

1. **Proposals will be evaluated based on the following criteria:** (every evaluation criteria mentioned below will be asses to assign its respective weight in the Proponent evaluation).
 - a. **Technical Expertise and Experience:** Demonstrate your ability to manage and maintain all platforms and/or software developments working as requested. Also, provide an organizational chart of your entity
 - b. **Approach and Methodology:** Provide and effective plan for delivering the required services.
 - c. **Proposal Cost:** Cost per hour for every Proponent Teamwork Member who will be available to work with PRWIC.
 - d. **Security and Compliance:** Explain your entity system security, data privacy, and regulatory compliance.
 - e. **Support and Training:** Explain your entity plan for ongoing support and training to WIC Program staff.
 - f. **References and Past Performance:** Strong client references and a proven track record of successful project delivery. PRWIC also reserves the right to verify the information submitted in any reference before an award is made.
2. **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. (Refer to: Attachments A, B, C, D and E).

8 **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 6.3 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. Including Attachments A, B, C, D and E.
- 2) Be received by the due date/time.
- 3) Meet proposal style requirements and follow proposal format.

Evaluation Round 1 – Minimum Requirements	
Item	Performance
Required Documentation Attachments A, B, C, D and E	(Pass/Fail)

Evaluation Round 2 – Proposal Quality			
Evaluation Criteria	Weight	Value (1-5)	Total (Weight x Value)
Proponent Expertise and Experience	5		
Approach and Methodology	5		
Proposal Cost	5		
Security and Compliance	5		
Support and Training	5		
Reference and Past Performance	5		
Total Score			

The maximum Total Score possible for this RFP is 150 (see page 12).

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

8.1 Process Schedule

- **RFP Released:** November 13, 2024
- **Questions Period:** November 21, 2024, 4:00 p.m.
- **Answer Period:** November 27, 2024, 4:00 p.m.
- **Proposals Due:** December 9, 2024, 12:00 p.m.

8.2 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.

8.3 No Obligation to Contract

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

8.4 Additional Terms and Conditions

- **Confidentiality:** The IT entity must ensure the confidentiality of all data managed under this contract.
- **Ownership of Work:** All work and developments produced under this contract will be the property of the Puerto Rico WIC Program.
- **Data Base Hosting and Applications:** All databases, Applications, and any other technological platforms, new and developments must be in PRDOH On-Premises or in Cloud with no exceptions.
- **SaaS (Software as a service):** Any application that is purchased in SaaS mode, which is by license, requires that a backup be generated daily which will be sent to a PRDOH location On-Premises or in Cloud with no exceptions.

8.5 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.

8.6 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**.

8.7 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.

9 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 provided by Administración de Servicios Generales (ASG, by its Spanish acronym).
- 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

*****If the Proponent is an incorporated entity, the Proponent may submit a Corporate Resolution indicating that documents are signed by an authorized representative of the entity. *****

ATTACHMENT A

***** PLEASE PROVIDE **RUP / RUL** CERTIFICATE*****

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 Rico¹
[SWORN STATEMENT]- [Act 2-2018, Anti-Corruption Code for a New Puerto Rico]²**

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

¹ 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.

² [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 suscriptor, 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 suscriptor, el Proponente o el Licitador, y cualquier entidad gubernamental, corporación pública o municipio.
10. *[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.]*
11. El suscriptor, 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].

- 12 *[I execute this sworn statement pursuant to Law 2-2018, and the terms and provisions of this IFB, RFQ or RFP.]*
- 13 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