



**Request for Proposal  
Contracting of Professional Services  
December 20, 2024  
RFP-SP-2024-2025-008-SMNA-R2**

Description	<b>Contracting Professional Services to Implement the Puerto Rico Maternal, Infant and Early Childhood Home Visiting Program (PR-MIECHVP) in Jayuya and Adjuntas.</b>
Deadline	<b>Friday, January 10, 2025, until 12:00 PM</b>

In compliance with the principles of sound administration and transparency in the process of selecting and awarding Professional Services contracts, the Department of Health requests Professional Services to Implement the Puerto Rico Maternal, Infant and Early Childhood Home Visiting Program (PR-MIECHVP) in Jayuya and Adjuntas.

**PROJECT OVERVIEW**

The Maternal, Infant and Early Childhood Home Visiting (MIECHV) Program is authorized by Social Security Act, Title V, § 511 (42 U.S.C. § 711) and administered by the Health Resources and Services Administration (HRSA) in partnership with the Administration for Children and Families (ACF). Grants are awarded to states and other jurisdictions or territories, including Puerto Rico, to implement evidence-based home visiting services for at-risk pregnant women and parents with young children. In Puerto Rico, the MIECHV program is administered by the Maternal, Child and Adolescent Health Section (MCAHS) of the Puerto Rico Department of Health (PRDOH) and is locally known as *Familias Saludables Puerto Rico* (“Healthy Families Puerto Rico”). The MIECHV program is based on scientific evidence that demonstrates the benefits to the lives of women, children, and families of receiving home visits by specialized health and human services professionals. MIECHV focuses on improving maternal and child health and wellbeing, promoting positive parental behavior beginning in pregnancy, preventing child abuse and neglect, and promoting child development.

**OBJECTIVES OF THE PROPOSAL**

The LIA that will offer the services of PR-MIECHV program in Jayuya and Adjuntas must implement and follow up the Healthy Families America (HFA) model and Growing Great Kids (GGK) curriculums. With the implementation of HFA and GGK, both evidence-based, PR-MIECHVP in Jayuya and Adjuntas must:

1. Improve health of children and women of childbearing age.
2. Reduce intentional and unintentional injuries.
3. Improve school readiness and achievement.
4. Reduce rates of domestic violence.
5. Increase family economic self-sufficiency.
6. Improve coordination and referrals to other community resources and support.
7. Provide high-quality maternal and child home visiting services.



## DESCRIPTION AND EXPERIENCE OF THE PROPOSER

Include a summary of the organization's background, its facilities and a statement indicating that a space is available for the staff that will be recruited. Indicate the organizational structure, services provided, population served, and mission. Answer the following questions:

1. What prompted you to consider applying for funds for PR-MIECHVP from the Maternal, Child and Adolescent Health Section of the Department of health?
2. How is PR-MIECHVP going to benefit your organization and the population it serves?
3. How do you link the PR-MIECHVP program with others you run?
4. Have you implemented any evidence-based programs?
5. What is the complaint handling process?
6. What is the Human Resources process to recruit staff and if the staff does not fulfill the required functions?
7. What benefits would you offer to PR-MIECHVP hired staff? (Health insurance, sick or vacation days, bonuses, etc.)

The organization must be a community service provider in the local environment where the program is going to be implemented. They also need to have substantial experience in offering services based on community needs and preferences and have financial solvency.

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To clarify any doubts or questions about this, you can send an email to: [subastas@salud.pr.gov](mailto:subastas@salud.pr.gov) no later than **December 26, 2024, until 4:00 PM**. The Department will have until **January 3, 2025, until 4:00 PM** to answer any doubts or questions.

The **PRDOHe**, 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/RUP) 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 J, Second floor. **You must deliver one (1) original, two (2) hard copies and one (1) digital copy on a USB (PDF format), on or before Friday, January 10, 2025, until 12:00 PM.**

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

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



GOVERNMENT OF PUERTO RICO  
Department of Health  
Auction Office

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 PRDOHe 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**

<b>Applicant Unit:</b>	Maternal, Child and Adolescent Health Section Puerto Rico Department of Health
<b>Contact Information:</b>	Denise Marrero Santana 787-765-2929, ext. 4475/3450
<b>Application Number:</b>	<b>RFP-SP-2024-2025-008-SMNA-R2</b>
<b>Application Name:</b>	Contracting Notice for Professional Services to Implement the Puerto Rico Maternal, Infant and Early Childhood Home Visiting Program (PR-MIECHVP) in Jayuya and Adjuntas
<b>Service Category (Technology, Management Consulting, Etc.):</b>	Request for Professional Services
<b>Date of Publication of the Application:</b>	December 20, 2024
<b>Deadline for submitting questions:</b>	December 26, 2024, until 4:00 PM
<b>Deadline to answer questions:</b>	January 3, 2025, until 4:00 PM
<b>Submit Proposal at the Auction Office:</b>	Department of Health Auction Office, Building J, Second Floor.
<b>Deadline for Submission of Proposals:</b>	Friday, January 10, 2025, until 12:00 PM
<b>Form Request and Related Documentation request it to:</b>	<a href="mailto:subastas@salud.pr.gov">subastas@salud.pr.gov</a>