



**Foundation
for Puerto Rico**

**SCOPE OF WORK
Micro Purchase
Outreach and Planning Software
Community Development Block Grant – Disaster Recovery
Foundation for Puerto Rico
2021-MP-13**

1. Introduction

Foundation for Puerto Rico (FPR) is seeking qualified suppliers for the provision of Outreach and Planning Software for the Whole Community Resilience Planning Program (WCRP) under a contract with FPR. A detailed description of Community Development Block Grant- Disaster Recovery (CDBG-DR) Programs is included in the Action Plan approved by the U.S. Housing and Urban Development (HUD). A complete copy of the Action Plan is available at www.cdbg-dr.pr.gov/action-plan.

The WCRP Program will use CDBG-DR funds overseen by HUD that will result in the development of comprehensive community resilience plans (CRPs). This Program will nurture civic engagement and allow communities to develop policy, planning, and management capacity so that they may more collaboratively and effectively determine their unique needs, set long-term goals and short-term objectives, devise programs and activities to meet these goals and objectives, evaluate the progress of such programs, and carry out management, coordination, and monitoring of activities necessary for effective planning.

FPR reserves the right, without limitations, to:

- To negotiate any price from the awarded(s) supplier(s) in response to a specific order under this solicitation.
- To obtain the goods herein required in phases.
- To modify the quantity of the listed items during the term of the contract without exceeding the threshold of the micro purchase in compliance with policies and procedures.
- To cancel this solicitation at any time if it benefits the CDBG-DR Program.
- To award this micro purchase to multiple Suppliers.
- To reduce the scale of its scope to decrease work as a consequence of underperformance or inexcusable delays related to the Services requested herein.

FPR will review proposed prices received within the submission term and will verify the compliance of the submitted quote with the requirements established in the Scope of Work. FPR may request clarifications in order to provide for a better understanding of the purchase requirements. The FPR reserves its right to negotiate proposal(s) received within the established submission term.

2. Requirements

The selected supplier(s) must be able to provide support upon PRDOH request. Therefore, the selected supplier(s) shall assign a point of contact (POC) to answer any questions and concerns related to this process. The purpose for the POC is to simplify the communication between the supplier and FPR. The selected supplier must provide an email address and direct phone number to the assigned POC.

The Supplier(s) will be directly responsible for ensuring the accuracy, timeliness, and completion of all tasks assigned under this contract. Therefore, we encourage careful analysis of the requirements of this document, which is based upon circumstances existing at the time of

solicitation. The FPR reserves the right to modify or delete the tasks listed and, if appropriate, add additional tasks prior to and during the term of the contract.

The selected supplier(s) must be an authorized representative, dealer, or distributor of the manufacturer of the various software requested. A signed letter must be included from the manufacturer as proof. The selected supplier(s) will be available to manage any communication and/or support that FPR may need in relation the software to be acquired.

The selected supplier(s) must comply with the expected scheduled delivery. All the requested goods must be provided in a professional manner, satisfactory to FPR requirements and in accordance with the terms and conditions included with this Scope of Work as Attachments A through D.

The prices submitted by the supplier(s) shall include all expenses related to taxes (if applicable), handling and/or delivery and overhead costs. The FPR will not cover any additional costs. Only the price submitted for the software will be taken into consideration.

The selected supplier(s) shall not replace any ordered Product with an alternate Product without the prior consent of the FPR (e.g., no forced substitutions). If the requested licenses are not available, the supplier(s) shall provide a product with the same specifications with equal or lower cost.

The supplier must notify FPR within 24 hours of order placement that some or all the items are on back order and therefore, provide the FPR with an estimated delivery date. FPR must be given the option of requesting an equivalent substitution or cancelling the order.

The supplier shall not replace any ordered Product with an alternate Product without the prior consent of the FPR (e.g., no forced substitutions). The supplier shall honor orders where the FPR agrees to use a higher-priced product to fill the order and the FPR will be billed at the lower price of the Product that was not available.

It is required that the supplier(s) submitting quotes for all programs in the CDBG-DR Program, have a registered account on the System for Award Management (SAM), an official website of the U.S. government, through: <https://www.sam.gov/SAM/>. This process is free of charge. Awards will only be issued to entities which are cleared and eligible for award of a contract due to suspension, debarment, or HUD imposed limited denial of participation.

The Supplier shall be responsible for completing all or some of the activities outlined in this Scope of Work.

3. Software Requirements

FPR is seeking various software licenses that will facilitate the community outreach and planning processes of the WCRP Program. The first license consists of an Online Survey Creation Platform that supports creating, editing, sharing, and formatting surveys online. It also must have the ability to add various images and to export, analyze in groups and individually, share, convert to pdf and print the survey's results. The software must have the ability to have various users and be active in more than one computer at a time with the same license.

The second license FPR is seeking to acquire in this micro purchase is a video conference platform software license, equal or similar to the "Zoom" video conference platform, that will allow

stakeholders participate from FPR's events virtually. The license required will have a capacity of having unlimited group meetings with breakout rooms that include screen sharing, private and group chats, waiting rooms, and whiteboarding. In addition, this license will have the capacity to record the meeting in video, audio, and text format.

The third license FPR is seeking to acquire in this micro purchase is an online games and quizzes creation platform that will allow FPR to incorporate self-paced challenges and interactive presentation features to all attendees. The online platform needs to facilitate the creation of polls, puzzles, and quizzes that include images type and open ended questions as answers.

4. Software Specification

Program Type	Quantity (licenses)	Specifications
Video Conference Platform	10	- Business license - Holds up to 300 participants simultaneously
Online Survey Creation Platform	1	- Business license or business license equivalent - Survey Qty: Unlimited surveys and questions - Customs: Custom logo, colors, and survey URL - Data Export: All types of data exports - Language: Multilingual surveys - Extras: Survey sharing with edit and view control
Online games and quizzes creation platform	1	- Pro license or Pro license equivalent - Capacity: Over an approximate of 200 attendees to participate simultaneously - Extras: Includes open-ended and type-in questions, Host platform via videoconferencing and Self-paced challenges

5. Deliverables

The key deliverables to be provided include, but are not limited to, the following:

- The set-up and configuration of the software products must be completed by November 1st to accomplish program's goals.
- The licenses requested in this micro purchase will be required until the end of the contract term.

6. Payment Terms

This procurement process is funded by a CDBG-DR grant allocated by HUD, via the PRDOH. Payment of invoices for the goods and/or services rendered will be based on the reimbursement of funds to FPR from PRDOH.

Prices should include overhead, profit, royalties, reimbursements, taxes and any other administrative costs applicable to the services.

7. Contract Term

The terms and conditions of this Scope of Work shall be completed for a performance period until
The purchase order shall be in effect from the date that it is approved by FPR until December 2021.

The Scope of Work is hereby accepted by:

Supplier Entity Name

Supplier Authorized Representative Signature

Date

Supplier Authorized Representative Printed Name

Scope of Work authorized by:



Annie Mayol, President & COO
Foundation for Puerto Rico

06/17/21
Date