



**Foundation  
for Puerto Rico**

**SCOPE OF WORK  
Micro Purchase  
Computer Equipment  
Community Development Block Grant – Disaster Recovery  
Foundation for Puerto Rico  
2021-MP-15**

**1. Introduction**

Foundation for Puerto Rico (FPR) is issuing this request for quotation to procure Computer Equipment. This document defines the work that the selected vendor(s) must perform for the Whole Community Resilience Planning Program under a contract with FPR. A detailed description of all 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](http://www.cdbg-dr.pr.gov/action-plan). The CDBG-DR programs, subject of this Scope of Work, are briefly described below.

The WCRP Program will use Community Development Block Grant – Disaster Recovery (CDBG-DR) funds overseen by HUD that will result in the development of comprehensive Community Resilience Plans (CRPs). The Program will provide funding, through awarded Applicants, that will result in the development of comprehensive CRPs, which will allow communities to develop programs, projects and policies so that they may determine their needs, set long-term goals and short-term objectives more rationally and effectively. A whole community approach ensures shared understanding of the needs and capabilities, greater empowerment, integration of resources across the community, and a stronger social infrastructure. The WCRP program provides communities the opportunity to identify programs, projects, and policies that will make them stronger and better prepared to recover from future natural disasters.

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 because of underperformance or inexcusable delays related to the Services requested herein.

FPR has the right to cancel the solicitation process at any time and it's not liable for the rejections or cancellation of this small purchase.

**2. Requirements**

The selected vendor will be directly responsible for ensuring the accuracy, timeliness, and completion of all goods and services under this contract. The selected vendor:

- Must be able to provide support upon FPR request. Therefore, the selected vendor will assign a point of contact (POC), to answer any questions or concerns related to this process.

- Must be an authorized representative, dealer or distributor of the representing company that provides the computer equipment requested in this scope. A signed letter by the manufacturer(s) must be submitted as proof.
- Must be able to facilitate on-site warranty service at the location where the equipment is located. It must also have competent technical personnel with the appropriate experience or certifications to assist in the diagnostic and coordination of the warranty with the selected manufacturer.
- Must not provide any equipment that is close to the end of life or that will become unsupported by the manufacturer during the warranty period required. In case that a piece of equipment reached the end of its useful life or becomes unsupported by the manufacturer, the vendors shall be obliged to replace the equipment with an equivalent that meets the applicable warranty period and has similar or better specifications of the original, without representing any additional financial obligation to FPR.
- Must comply with all the expected deliverables. All these services must be provided in a professional manner, satisfactory to the FPR requirements and in accordance with the terms and conditions included with this scope of work.
- Shall not replace any ordered Product with an alternate Product without the prior consent of the FPR (e.g., no forced substitutions). The Vendor 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 out of stock.
- Shall provide maintenance and support for the equipment provided for two (2) years from purchase. Maintenance service shall include equipment repairs, loaner equipment when equipment is in repair, on-call support for equipment hardware or software issues, ticketing system to track requests until resolution, and warranty claim requests and coordination.

All prices submitted by the vendor(s) shall include all expenses including incidentals, taxes, handling, installation of equipment and delivery cost. FPR will not cover any additional costs, only the unit price submitted for the equipment will be taken into consideration. FPR will not be responsible for reimbursement or expenses related to per-diem tolls or parts of labor for the equipment under warranty service. The selected vendor(s) must provide the equipment with all its internal components properly installed and configured.

It is required that the suppliers submitting quotes for the CDBG-DR Program, possess a DUNS number and are registered in the System for Award Management (SAM) to be considered. If not yet registered, suppliers must include evidence of registration, when submitting their quotes.

**3. Goods- Technical Specifications**

The vendor shall provide the following equipment and accessories:

Equipment Type	Quantity	Specifications
Laptops	2	<b>Size:</b> 13" or 14"
		<b>Processor:</b> 1.4GHz quad-core 8th-generation Intel Core i5, Turbo Boost up to 3.9GHz, with 128MB of eDRAM
		<b>OS:</b> Mac OS
		<b>Memory:</b> 16 GB RAM Memory
		<b>Drive:</b> 256GB Solid State Drive

Equipment Type	Quantity	Specifications
		<p><b>Ports:</b> Two Thunderbolt 3 (USB-C)</p> <p><b>Wireless:</b> 802.11ac Wi-Fi wireless networking, Bluetooth 5.0 wireless technology</p>

**4. Delivery and Installation**

The above-mentioned specifications will be delivered in the following matter:

- Within 24 hours of receiving an order via email, the selected vendor must send an email confirmation that includes the order number, an itemized list of ordered products, quantities, prices, unit costs, total cost and delivery date. If an item(s) is not available (out of stock, discontinued, etc.), the vendor must note this on the quote confirmation and the order processed without these items to avoid delay.
- The selected vendor shall deliver within fourteen business days for orders placed by 4:00 PM. For deliveries, the selected vendor shall provide a packing label on the outside of each package shipped that contains the following information, at a minimum: Customer Name, Physical Address, Delivery Address, and Telephone Number. The Vendor shall provide a packaging slip in the inside of each package shipped that contains the following information, at a minimum: line item description, quantity ordered, quantity shipped, backordered products with expected delivery date, unit price, number of parcels, and purchase order or delivery order number.
- The selected vendor must notify FPR within 24 hours of order placement that some or all the items are back ordered and provide the FPR with an estimated delivery date. The customer must be given the option of requesting an equivalent substitution or cancelling the order.
- The selected vendor shall provide a full credit and no restocking fee to FPR on all returns for products that are in their original packaging and in sellable condition. The original packaging may not have the FPR's writing located on any Products.
- The selected vendor shall provide a full credit and no restocking fee to FPR on all returns for products that are returned within 30 calendar days of delivery and/or products that are returned due to damage, incorrectly shipped, or due to a vendor's order entry error. The selected vendor shall have a restocking fee that does not exceed ten percent of the value of the product(s) to be restocked.

**5. Warranty**

- Warranty will include all parts constituted in the hardware.
- Warranty of 1 year on-site service.
- All defective items must be replaced within 10 days at no additional cost to FPR.

**6. Documentation**

Each vendor must include a technical manual and documentations from the manufacturer for each hardware component. In addition, a printed and digital technical specifications list with the equipment and configuration of hardware.

**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

04/17/21  
Date