1. **Introduction**

Foundation for Puerto Rico (FPR) is seeking qualified suppliers for the provision of Website Hosting and Domain Manager services under a contract with Foundation for Puerto Rico (FPR) for the Whole Community Resilience Planning Program (WCRP or the Program) as 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 [https://www.cdbg-dr.pr.gov/en/action-plan/](https://www.cdbg-dr.pr.gov/en/action-plan/). This document defines the needs of FPR and the requirements that the selected supplier must comply with under the micro purchase process. This process is designed to promote fair and open competition, while at the same time allows for a cost competitive solution.

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). 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.

2. **General Requirements**

If selected, the Supplier or Suppliers will be directly responsible for ensuring the accuracy, timeliness, and completion of all tasks assigned. The scope of work presented 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.

If additional CDBG-DR funds are allocated to Puerto Rico during the life of the corresponding contract, Supplier may be assigned to work on those future federal grants awarded and potentially expand those services to accommodate other similar programs yet to be defined. There is no guarantee of a minimum level of services which may be requested by the FPR under a contract.

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 a better understanding of the purchase requirements.

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.

Supplier and First Tier Subcontractors must 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. Overview
Websites are accessible over the internet because of web hosting. It is an online service that enables the possibility of publishing a website or web application on the internet and maintains the servers where the data is physically stored, eliminating the need to maintain a local server. The hosting provider stores all the website data including photos, videos, text, and other content. The domain manager is a tool offered by a web hosting provider that allows website owners to acquire and reserve domain names, manage email configuration for a domain, manage the protocols for connection to the website, and other related web management services. Some domain managers also provide web hosting services. The purpose of FPR in acquiring web hosting services is to create FPR’s WCRP program website.

4. Technical Requirements for Website Hosting
The website hosting provider must comply with the following requirements to qualify for the WCRP website:

a) Must have access to administrative panel to configure access levels and obtain usage reports.
b) Availability of existing, proven integrations with domain name providers.
c) Must have capability to implement and develop in both private and public cloud environments.
d) Availability of flexible, adjustable computing processing, according to changing demand.
e) Availability of flexible, adjustable storage amounts, according to changing demand.
f) Must comply with the standard Hypertext Transfer Protocol Secure (HTTPS).
g) Must comply with ISO/IEC 27018 Code of Practice for Protecting Personal Data in the Cloud.
i) Documented cloud uptime of at least 99.97% for the past three fiscal years.
j) Must be able to provide availability of customer support 24/7 over the phone, chat, or email, including support in Spanish.

5. Technical Requirements for Domain Manager
The website domain manager provider must comply with the following requirements to qualify for the WCRP website:

a) Must provide access to administrative panel to configure access levels and obtain usage reports.
b) Must have availability of existing, proven integrations with external cloud hosting providers.
c) Must have availability of domain names relevant to WCRP program, including extensions.
d) Must comply with the standard Hypertext Transfer Protocol Secure (HTTPS).
e) Must include documented cloud uptime of at least 99.97% for the past three fiscal years.
f) Must be able to provide customer support 24/7 over the phone, chat, or email, including support in Spanish.

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

- The selected supplier(s) shall provide all the documentation necessary that pertains to the acquisition.
- Supplier must provide access within three (3) days after receiving the purchase order.
- Supplier must provide two (2) [.org and .com] domain managers.

7. Contract Term
The Contract shall be in effect after execution of the contract with the selected supplier(s) until December 31, 2021.

8. 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, fringe benefits, travel, as well as any other additional fees and administrative costs applicable to the services. The overhead includes all related costs.

The Scope of Work is hereby accepted by:

______________________________  __________________________
Supplier Entity Name                        Date

______________________________
Supplier Authorized Representative Signature

______________________________
Supplier Authorized Representative Printed Name
Scope of Work Authorized by:

Annie Mayol, President & COO
Foundation for Puerto Rico

Date
06/17/21