



SCOPE OF WORK
Micro Purchase
Outreach, Planning & Grant Management Materials
Community Development Block Grant – Disaster Recovery
Foundation for Puerto Rico
2021-MP-18

1. Introduction

Foundation for Puerto Rico (FPR) is seeking qualified suppliers that can provide office materials 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.

The Supplier 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.

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.

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 small purchase in compliance with policies and procedures.
- To cancel this solicitation at any time if it benefits the CDBG-DR Program.
- To award this small 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.

2. Requirements

The Supplier(s) shall provide office materials such as pens, paper, dry-erase boards, clipboards, folding tables, filing folders, notebooks, chalks, among others. These materials will be used as part of the engagement strategies with communities through the community outreach, planning and grant management division of the Whole Community Resilience Planning Program. As a result of the COVID-19 pandemic, safety equipment material to prevent contagion are included for

protection. The supplier is expected to deliver the materials in the established dates specified in Section 3.

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(s) must be an authorized representative, dealer, or distributor of the manufacturer of the office materials requested. The selected supplier(s) will manage any communication and/or assistance that FPR may need in relation to the warranty of any of the office materials, directly with the manufacturer.

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 office materials 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 materials 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 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.

It is required that the supplier(s) submitting quotes for all programs in the CDBG-DR Program, 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. *Such registration is free of charge for the supplier. For registration the supplier can access: https://www.federalcontractingpr.com/Register_today.*

3. Goods

The supplier(s) shall provide the following materials:

Description	Quantity	Unit	Specifications	Expected delivery
White paper (25,000 sheets)	2	Boxes	-Color: White -Size: 8.5 x 11 -Type: Laser printer -Boxes of 10 reams	August 2021
White paper (20,000 sheets)	1	Boxes	-Color: White -Size: 11 x 14	August 2021

Description	Quantity	Unit	Specifications	Expected delivery
			-Type: Laser printer -Boxes of 10 reams	
White paper (25,000 sheets)	1	Boxes	-Color: White -Size: 11 x 17 -Type: Laser printer -20 Lb -Boxes of 10 reams	August 2021
Dry erase Board	2	Each	-Size: 18" x 24" -Aluminum Frame	August 2021
Wooden Pencils	5	Packages	-Pack of 12 Wooden Pencils, #2	August 2021
Pencil Sharpeners	5	Each	-Double-Hole Manual	August 2021
Sticky Notes	28	Packages	-Size: 2" x 2" -Memo Cubes -Pack Of 3 Cubes	August 2021
Sticky Notes	10	Packages	-3" x 3" -Pack Of 24 Pads	August 2021
Sticky Notes	4	Packages	-25" x 30" -Super Sticky Easel Pads -30 sheets per pad -White -Pack Of 6 Pads	August 2021
Ballpoint Pens	6	Boxes	-Medium Point, 1.0 mm -Translucent Barrel -Color: Blue -Package of 60	August 2021
Dry-Erase Starter Kit	2	Packages	-Low Odor -Chisel-Tip -Assorted Ink Colors -Includes: Marker, cleaner & eraser -Pack Of 4 Markers	August 2021
Easels	2	Each	-Instant Display Easel with Carrying Case -Color: Black -Capacity: Approximately 45 pounds -Width: Approximately 12 in. -Height: Approximately 61.5 in. -Depth: Approximately 43 in.	August 2021
Paper Clips	2	Boxes	-Assorted Sizes -Assorted Colors -Box of 450 Clips	August 2021

Description	Quantity	Unit	Specifications	Expected delivery
Index cards	5	Packages	-Size: 3" x 5" -Ruled Rainbow Index Cards -Assorted Colors -Pack Of 100	August 2021
ID labels	10	Packages	-Self-Adhesive Name Badges -Plain White -2 Labels Per 4" x 6" Sheet -Pack Of 100	August 2021
Clipboard	2	Packages	-Hardboard Clipboard Standard 9" x 12 1/2" Hardboard -Color: Brown -Bundle of 6	August 2021
Folding table	1	Each	-Molded Plastic Top Folding Table with Handles -Size: 29"H x 72"W x 29-1/4"D -Platinum/Charcoal -Weight capacity: Approximately 250 pounds	August 2021
Stapler	2	Each	-Full-Strip Stapler -Color: Black	August 2021
Stapler Remover	2	Each	-Color: Black	August 2021
Tape	1	Packages	-Invisible Tape -3/4" x 1000" -Clear -Pack of 10 rolls	August 2021
Tape dispenser	2	Each	-Material: Plastic -Needs to be able to fit the tape requested above -Color: Black	August 2021
Masking tape	3	Each	-2" x 60 Yd.	August 2021
Notebooks	6	Each	-Composition notebooks -7 1/2" x 9 3/4" -Hard cover -100 sheets	August 2021
Rubber bands	2	Packages	-#54 -Assorted Sizes -1/4 Lb. Bag	August 2021

Description	Quantity	Unit	Specifications	Expected delivery
			-Count of 80	
Scissors	2	Each	-Stainless Steel Scissors -8" -Bent -Color: Black	August 2021
Hand sanitizer	20	Each	-67.6 Oz -Fragrance-Free	August 2021
Disinfecting Wipes	10	Packages	-Quantity per package: 2 or more	August 2021
Disinfecting Spray	6	Bottles	19 Oz Bottle	August 2021
Face mask	10	Boxes	-Pleated Disposable -Adult One-Size Box of 50	August 2021
Thermometer	2	Each	-Infrared Forehead Thermometer -Non-Contact	August 2021
First aid kit	2	Each	-Similar to Johnson & Johnson -All-purpose kit -140 pieces	August 2021
Projection Screen with stand	1	Each	-90 to 120-inch (16:9) HD Adjustable - Easy Install - Portable -Portable bag included	August 2021
USB (Universal Serial Bus)	1	Each	-16gb Memory Stick - USB 2.0 and backward -3 pack	August 2021

4. Deliverables

The selected supplier(s) must comply with the following delivery requirements:

- Deliver the goods on or before 7 days period after the receipt of the Purchase Order. FPR reserves the right to extend this period and will notify the selected supplier of such decision.
- The selected supplier(s) shall designate a representative or point of contact (POC), as mentioned above and POC will maintain communication with FPR to arrange the time and date of delivery of goods.
- FPR understands that unexpected factors may come up for both parties, therefore if the date and time arranged for delivery cannot be met, it should be communicated with 24 hours in advance.

4.1. Returns

The supplier(s) 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 supplier(s) 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.

5. Term of Purchase Order

The Purchase Order shall be in effect for a period of 1 month after execution of the contract with the Selected Supplier(s)

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 applicable costs.

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:



Soledad Gaztambide, Senior Program Officer
Foundation for Puerto Rico

July 8th, 2021

Date