ADDENDUM No. 3
Small Purchase
Legal Service
Community Development Block Grant – Disaster Recovery
2021-SP-16

This Addendum consists of one (2) digital letter size pages (8.5”x11”). One (1) page is the Addendum itself and one (1) page is the attachment to the Addendum and the Small Purchase. This Addendum is hereby included in and made part of the Small Purchase Legal Services. All requirements of the original Small Purchase Legal Service shall remain in full force and effect except as amended by this Addendum.

This Addendum includes the following new documents:

- Question and Request for Clarification Log

All other requirements and provisions of the RFP documents shall remain in full force and effect.

Kevin Pérez Colón, CSCP, CQA ASQ
Purchasing Officer
Foundation for Puerto Rico

San Juan, Puerto Rico
August 19, 2021
<table>
<thead>
<tr>
<th>#</th>
<th>Proposer</th>
<th>Question Date</th>
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<th>Question No.</th>
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<th>Responsible Party</th>
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<td>1</td>
<td>García-Fonseca &amp; Negrón</td>
<td>16-Aug-21</td>
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<td>1. En múltiples ocasiones y por varios días hemos intentado obtener el D-U-N-S número pero la página no ha estado funcionando debidamente. Nos gustaría saber qué alternativas pudieran darnos al respecto.</td>
<td>For technical difficulties requesting your D-U-N-S Number via the Web try different Web browsers to access and/or contact <a href="http://www.dnb.com/gov/duns">www.dnb.com/gov/duns</a>. In addition, you can contact the Federal Contracting Center and request for technical assistance. Phone number: 787-758-4744 ext. 3181 (Email: <a href="mailto:fecic@dptico.pr.gov">fecic@dptico.pr.gov</a>) Link to website: federalcontractingpr.com</td>
<td>García-Fonseca &amp; Negrón</td>
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<td>2</td>
<td>García-Fonseca &amp; Negrón</td>
<td>16-Aug-21</td>
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<td>2</td>
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<td>2. Según leído en los documentos, el Senior Attorney debe tener diez (10) años en la práctica legal y en nuestras oficinas las licenciadas Neghni Mamo y García Fonseca cuentan con las credenciales y requerimientos del Associate Attorney, según se establece en los requerimientos. La pregunta sería, si independientemente de que no se cuente al presente con una persona con los requerimientos del Senior Attorney, se pudiera reemplazar la propuesta de nuestros servicios como Associate Attorney y sería evaluada la misma cumpliendo con todos los otros requerimientos (ojos pólizas de seguro, etc.).</td>
<td>The Supplier shall provide in its proposal detailed information about the experience and qualifications of the Supplier’s personnel, and staff to be assigned, including degrees, certifications, licenses and years of relevant experience, and resume or professional information. Supplier shall specifically identify people currently employed by the Supplier who will serve in key roles. This includes the Supplier’s own staff and staff from any subcontractors to be used. The Supplier shall demonstrate that its staff (and/or subcontractor’s staff) meet the desirable requirements listed and have the necessary experience and knowledge to successfully implement and perform the tasks and services. The Supplier shall also submit an organization and staffing plan that specifically includes the required number of personnel, role and responsibilities of each person on the project, resource or subcontractor, their planned level of effort, their anticipated duration of involvement, and their on-site availability. The Supplier shall demonstrate the ability to adequately maintain progress and conduct work at any time and at all times throughout the life of the contract, as represented in the general description for the position or Key Staff.</td>
<td>García-Fonseca &amp; Negrón</td>
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<td>Estrella LLC</td>
<td>18-Aug-21</td>
<td>2</td>
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<td>1. Pursuant to the Request for Quotations form, we have identified and completed the following documents: Supplier Profile Sheet, Scope of Work, Cost Form, Non-Conflict of Interest Certification, yet, we could not identify any term classified as “Proposed from the Supplier”. • Can you please confirm if any such term exists? If not, can you provide requirements regarding format, content and additional considerations that should be included in the proposal? • Can you confirm that these are the only documents that need to be submitted to participate in the RFO?</td>
<td>There is no template or predetermined document for the Vendor or Supplier’s Proposal. Format and content presentation is left to the Vendor’s preference. However, Vendor should note that the proposal must contain all requested elements stated in the Scope of Services/Work for the procurement, such as: Section 2.1.1 (provide in proposal detailed information about experience and qualifications of personnel), Section 2.1.2 (organization/ staffing plan).</td>
<td>Estrella LLC</td>
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<td>Estrella LLC</td>
<td>18-Aug-21</td>
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<td>2. Can you provide the requirements to qualify as a Women Business Enterprise and Minority Business Enterprise or provide any guidance as to where we may be able to identify such requirement?</td>
<td>For more information regarding the policy and tools available to-stuff Minority and Women Business Enterprise Participation in federal contracting opportunities with CDBG-DR funding, please visit <a href="https://cdbg-dr.pr.gov/en/Section301/enterprise-minority-minueco/">https://cdbg-dr.pr.gov/en/Section301/enterprise-minority-minueco/</a>. All PEDOR contractors, Program Partners and general public are invited to check out the features in the website and reach out with any inquiry regarding the tools available at <a href="mailto:minuecoCDBG@vivienda.pr.gov">minuecoCDBG@vivienda.pr.gov</a>.</td>
<td>Estrella LLC</td>
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<td>5</td>
<td>Estrella LLC</td>
<td>18-Aug-21</td>
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<td>3</td>
<td></td>
<td>3. We have been informed that the original deadline to submit proposals is August 20, 2021. Could you confirm that this is the case and whether there is a cutoff time to submit proposals on such date?</td>
<td>The date to submit quotes has been extended until August 20, 2021 at 5:00 p.m.</td>
<td>Estrella LLC</td>
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