

SCOPE OF WORK
Small Purchase
Community Engagement Curriculum Design & Implementation
Professional Service Acquisition
Community Development Block Grant – Disaster Recovery
Foundation for Puerto Rico
2024-SP-69

1. Scope of Work Summary

Foundation for Puerto Rico (FPR), in collaboration with the Puerto Rico Department of Housing (PRDOH), is seeking a qualified supplier to lead the design and implementation of a short, immersive Community Engagement Curriculum to address capacity-building needs for audiences of the Whole Community Resilience Planning Program (WCRP). These needs are in the topics of alliance building and community organizing, participation, and advocacy. To bolster WCRP audiences' efforts in the last completion phases of their Community Resilience Plans (CRPs), the curriculum should use horizontal learning and encourage reflection on their planning process. Curriculum contents, methods, and activities, particularly those centered around alliance-building between communities and other audiences, should also lay the groundwork for initial implementation efforts of the CRPs.

The Community Engagement Curriculum should be based on existing WCRP educational content, on improvement recommendations to existing thematic videos submitted by the Selected Supplier for their incorporation into the curriculum, and on guidelines for new thematic videos that FPR may produce, which are to be provided by the Selected Supplier. Contracting and preparatory work is scheduled for Q1 of 2025, followed by curriculum design and implementation sessions through Q2 and Q3, respectively. All services must be completed and delivered by **September of 2025**. The Selected Supplier is responsible for completing all deliverables in this Scope of Work in a timely and effective manner and for ensuring the accuracy, punctuality, and successful completion of all related tasks as described below.

2. Introduction and Overview of the WCRP

Initiated in 2021, the WCRP is a collaboration between FPR and the PRDOH whose primary objective is to develop comprehensive CRPs with vulnerable communities throughout Puerto Rico and its islands. The program enables these communities to determine their needs, identify solutions, and implement actions, programs, and policies that enhance their resilience. WCRP is funded by Community Development Block Grant–Disaster Recovery (CDBG-DR) funds and is part of the agency's Action Plan, which was approved by the U.S. Department of Housing and Urban Development (HUD). A complete copy of the Action Plan, as amended, is available at <https://www.cdbg-dr.pr.gov/en/action-plan/>.

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After applying to the Notice of Funding Availability (NOFA), seventeen nonprofit organizations and municipalities became WCRP participants. These participating entities were tasked with serving more than 150 communities and sectors across Puerto Rico in the planning and development of 78 CRPs. A dedicated team from FPR provides Technical Assistance (TA) to participating entities and the communities they serve as part of a subrecipient agreement with PRDOH. FPR also evaluates and facilitates progress in participants' planning activities through a dedicated Case Management team and using capacity-building methods, among other oversight responsibilities. This Scope of Work is meant to bolster WCRP's audiences as they complete their CRPs and to turn their experiences working in them into a horizontal learning experience in anticipation of their implementation.

3. Background of Scope of Work

While the progress status of the CRPs varies as they near completion, logistic challenges and lessons learned through the WCRP's implementation shifted FPR's capacity-building approach from focus group-centered workshops to ideation sessions and to the production and use of thematic videos, which can be more easily distributed among its audiences. As described further below, four capacity-building topics were also identified along the way as needing to be addressed. As part of its subrecipient agreement with the agency, which includes providing capacity-building to WCRP audiences as needed, FPR proposed a Capacity Building Strategy to PRDOH to bolster participating entities and communities through the last development phases of their CRPs in preparation for their implementation.

The approved Capacity Building Strategy includes ideation sessions, community engagement, thematic videos, a closing event, and a final report. There are aspects of all these components in this Scope of Work, but the curriculum to be designed and implemented focuses on community engagement. Its main goal is to strengthen the knowledge of WCRP audiences in the identified capacity building topics. Sharing and reflecting on their experiences with the WCRP through horizontal learning in this final stretch of work on their CRPs should also help pave the way for their implementation. With the support of FPR's Technical Assistance and Case Management staff, the Capacity Building Strategy is being implemented by a dedicated team of a Program Officer, a Facilitator, and a Coordinator who will work closely with the Selected Supplier in all aspects of implementing this Scope of Work.

4. Scope of Services

This section defines the services, related tasks, staffing and technical requirements or specifications, as applicable, that the Selected Supplier must provide or perform. The Selected Supplier will be directly responsible for ensuring the accuracy,

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timeliness, and completion of all tasks and provision of goods assigned under this procurement, as described in the Delivery Timeline of Services section further below.

This Scope of Services is based upon circumstances existing at the time of solicitation. FPR reserves the right to modify or delete the goods, services and tasks listed and, if appropriate, add additional goods or tasks prior to and during the term of the contemplated purchase order or contract. Please read carefully as all services, tasks, staffing and/or technical requirements listed below must be considered and included in Selected Supplier's response submittal:

a. Complete existing materials review and summary with recommendations for improving topic-centered videos (through mid Q1, 2025)

The Selected Supplier must complete a comprehensive review of existing materials produced for the WCRP, particularly public-facing materials in digital and printed formats, WCRP educational modules published online, FPR's thematic videos, and any other existing document pertaining to the program deemed necessary to design the Community Engagement Curriculum and to reference these. The Selected Supplier must deliver a brief (1,500-to-2,000-word count) summary of their review, including references.

Special attention should be paid to this review process, as one of the two focus areas of the curriculum is to reflect on past work done by the WCRP audiences with their CRPs. As part of this review, the supplier must also provide recommendations on how the existing thematic videos produced by FPR for the WCRP may be improved to make them shorter and more adequate for incorporation into the Community Engagement Curriculum to be designed.

The purpose of this review is to ensure that the curriculum and all supporting materials produced are directly aligned with WCRP's objective of advancing communities' completion of their CRPs, and that the curriculum contents are framed within the program's six focus areas: housing, infrastructure, health, environment, education, and the economy. All activities and materials designed for the curriculum should be empathetic and sensitive to the diverse audiences that make up WCRP's participating entities and communities.

Existing WCRP materials are readily available online for public use and range from educational modules structured by CRP work phases, user guides, templates, story maps, and the thematic videos to be reviewed, commented for improvement, and included in the curriculum's activities, as mentioned above.

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Interested suppliers should review the official WCRP government website, by visiting:

<https://recuperacion.pr.gov/wcrp/>

To review WCRP's educational modules, visit:

<https://recuperacion.pr.gov/wcrp/education.html>

To review FRP's WCRP Support Resources, including the existing thematic videos that must be reviewed for improvement recommendations, visit:

<https://foundationforpuertorico.org/en/wcrp-repository-2023/>

b. Design of Community Engagement Curriculum (late Q1 through early Q2, 2025)

It is expected that the Selected Supplier will be able to design a short, but immersive, non-consecutive, three-to-five-day Community Engagement Curriculum catered to WCRP's diverse audiences (defined in the section further below). The curriculum activities, supportive materials, and all related content should be referenced and based on existing educational materials and modules developed for the WCRP, which include thematic videos, factsheets, and interactive maps, among others. Interested suppliers must visit the links in the subsection above or refer to the appendix to preliminarily review existing materials before submitting their responses.

The Community Engagement Curriculum should focus on two main areas. First, on reviewing, reflecting and sharing experiences around work already done by audiences on their CRP's. Second, and most importantly, on building knowledge about the four capacity building topics identified: alliance building, community organization, participation, and advocacy (see *Capacity Building Topics* section below for background and definitions).

The implementation sessions and all supporting materials produced for the curriculum should facilitate horizontal learning and be well-organized, offered in Spanish, and accessible to WCRP's diverse audiences, which vary widely in demographics and education levels (see *Our Audiences* section below). Activities within the curriculum's implementation sessions should promote mutual learning among audience members and include structured and unstructured experiences for them to share time together, including at least one field trip. The latter, as well as all activities within curriculum implementation sessions, will be closely planned and

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coordinated with WCRP staff with FPR's support (see subsection below for more details).

FPR will document implementation sessions partially or in their entirety using photography, audio, or video recordings for purposes aligned with the objectives of this Scope of Work, including but not limited to compliance, promotion, or furthering capacity building activities.

Key features and additional aspects to be considered and incorporated in the design of the curriculum's activities and supporting materials include:

- Contents accessible to a very diverse group of audiences, including people with language barriers or disabilities;
- alignment to the cultural context of Puerto Rico and the specific needs of our communities;
- practical activities such as scenario simulations, ideation, on-site community visits, testimonies, etc.;
- at least one ideation session in collaboration with FPR staff that gathers audience's interests and viewpoints to support other Capacity Building Components, specifically a celebratory expo-like gathering event after completion of their CRPs;
- a clear set of guidelines or principles for showing up and participating;
- activities and content that have logical projection and are contextualized within Puerto Rico;
- activities with at least one (1) subject matter expert per capacity building topic, with the support of FPR and its staff;
- facilitated roundtable discussions;
- screenings of thematic videos with facilitated discussions with the participation of video protagonists and resources, with the support of FPR and its staff;
- a focus on active participation of attendees and practical applicability according to the identified capacity-building topics;
- information, data, and articles used (in addition to WCRP's existing materials) that are referenced from dependable sources and presented in accessible formatting for all WCRP audiences;
- a clear timeline of each implementation sessions and the expected duration of activities to be completed during each (see *Curriculum Implementation Timeline* subsection below);

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- incorporate feedback method to improve activities and content throughout implementation sessions (see subsection further below), and;
- consider that community members will be encouraged to join in on the immersive character of the curriculum's experiences from the lens of cooperation between communities and hospitality with outside audience members from a visitor economy perspective.

The design of the Community Engagement Curriculum will be presented for comments and approval in the form of a course summary. The course summary presented should be concise, referenced, audience-centered, and informative of activities, objectives, structure, and implementation sessions. It should also include biographies and credentials of staff members facilitating the sessions and should be delivered according to the *Delivery timeline of services* section further below.

c. Provide Specifications for additional thematic videos (late Q1, 2025)

FPR may produce additional thematic videos focused on the capacity building topics identified, as described in the dedicated section below. The Selected Supplier will not be expected to develop scripts for these new videos but could be required, in close collaboration with FPR staff, to specify general guidelines about the objectives, content and ideal duration of additional thematic videos so they can be incorporated into the Community Engagement Curriculum through screenings and facilitated discussions.

d. Produce supporting materials (early Q2, 2025)

The Selected Supplier is expected to produce all supporting materials needed for the curriculum in advance of its implementation sessions. These may include, but are not limited to, a curriculum program, guidelines and principles for participation, bibliography, slideshows, cards, worksheets, attendee lists, and any other materials deemed necessary. Promotional materials are not part of this Scope of Work, but FPR may consult with the Selected Supplier for content.

The Selected Supplier must present all supporting materials for comment and approval to FPR staff prior to their reproduction and use in implementation sessions. FPR will support the printing and distribution of supporting materials as needed and in close collaboration between the Selected Supplier and its staff.

Dedicated FPR staff will lead promotional efforts for the implementation sessions in consultation with PRDOH.

e. Curriculum implementation timeline (late Q1, 2025)

All educational activities and events designed for the curriculum should be planned for day-long implementation sessions. The total number of day-long sessions of one whole-curriculum iteration should be no less than three and no more than five, including a field visit experience, but the final number to be proposed should depend on the Selected Supplier's expertise, capacity, and recommendations.

FPR staff recommends that implementation sessions be calendarized during weekends to facilitate attendance. To accommodate the wide range of WCRP audiences throughout Puerto Rico, the Selected Supplier could need to lead up to three iterations of the whole curriculum. Thus, different implementation sessions may also overlap on calendar dates. The Selected Supplier will provide an initial curriculum implementation timeline for one curriculum iteration.

Once the initial curriculum implementation timeline is approved, a full implementation calendar must be developed by the Selected Supplier in close collaboration with FPR staff, including all curriculum iterations to be offered to WCRP audiences throughout Puerto Rico, as well as locations, regions, municipalities, and specific venues, visit sites, and other details of their implementation sessions.

Outreach, event logistics, facilities and transportation for attendees will be facilitated by dedicated FPR staff in consultation with the Selected Supplier.

f. Lead curriculum implementation sessions (through Q2 and early Q3, 2025)

The Selected Supplier is expected to lead and facilitate all activities and events during the Community Engagement Curriculum's implementation sessions in-person and in close collaboration and support of FPR staff. The day-long implementation sessions must prioritize active participation and engagement of all attending audiences, but particularly of community members and leaders. Selected Supplier staff must provide enough guidance and facilitation in both structured and semi-structured activities to meet the curriculum's capacity building goals while also allowing spontaneity and organic interactions between WCRP's diverse audiences.

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All Community Engagement Curriculum implementation sessions must be offered to WCRP audiences by the end of the second quarter of 2025 (Q2), as scoped in the *Delivery timeline of services* section below. Because of this time constraint, and to cater to the wide variety of locations of WCRP audiences, multiple curriculum iterations must be offered with overlapping implementation sessions dates throughout Puerto Rico. The Selected Supplier is expected to have the experience and staff capacity to lead simultaneous implementation sessions in-person and in different locations on the same calendar dates.

g. Ongoing assessment and adjustment of curriculum based on audiences' feedback (through Q2 and early Q3, 2025)

The Selected Supplier must devise and implement an evaluation protocol that ensures the collection of input from audiences attending curriculum implementation sessions to assess their effectiveness and make necessary adjustments to implementation sessions on the go. This protocol must specify the tools or methods that will be used to measure learning outcomes, such as quizzes, exit surveys or collection of comments and observations, according to the Selected Supplier's expertise. Additionally, the Selected Supplier must recommend a method to evaluate long-term impact that includes specific metrics to be gathered and success indicators.

h. Final report & feedback (mid Q3, 2025)

The Selected Supplier is expected to produce a final report noting efforts made, highlighting challenges faced, opportunities identified, and lessons learned through the completion of this Scope of Work, particularly around experiences with WCRP audiences participating in the curriculum's implementation sessions. This final report should also include feedback and recommendations on future curriculum implementation based on the Selected Supplier's experience and audience comments collected.

5. Our Audiences

WCRP audiences are made up of community members and leaders in CRP working groups, participating entity staff serving their working groups, PRDOH and government agency staff involved with the WCRP, and FPR staff working with the program. Because of the curriculum's focus on horizontal learning, subject matter experts taking part in implementation sessions should also be considered part of their audiences.

In collaboration with FPR staff, implementation sessions involving facilitated screening and discussions of videos should strive to have protagonists or interviewees present. Like subject matter experts, the latter should also be treated

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as audience members. Having implementation sessions, attendees, share time, meals, site visits and as many activities together as possible is a means to build a sense of cohort among curriculum attendees. It is also a way to foster solidarity among communities and to start practicing alliance-building skills in anticipation of CRP implementation.

The total number of community members and participating entity staff has oscillated around a hundred participants which, together with expected attendees from other audience groups could bring the total cohort to around 120 participants spread through different regions of Puerto Rico.

A complete map showing WCRP participating entities and all 78 CRPs being developed by community working groups across Puerto Rico, including Vieques, can be browsed here:

<https://recuperacion.pr.gov/wcrp/>

WCRP audiences are listed below in order of importance. While community members and leaders, along with participating entity staff are at the top of the list, audience members from the latter two groups–PRDOH and FPR staff–will be expected and encouraged to attend curriculum implementation sessions as shoulder-to-shoulder participants.

a. Community members and leaders in CRP Working Groups

WCRP defines community as a social unit that shares a sense of identity, common experiences, or a geographic space within a municipality, neighborhood, sector or local community. However, this definition was expanded to include communities whose location and composition transcend political and physical boundaries, as well as communities that exist with other communities. Many of these communities are considered at risk due to physical, economic, social, cultural or environmental factors. These factors make them more vulnerable to the disproportionate impacts of natural events or disasters. Leaders may come from communities with low socioeconomic levels, high rates of poverty, and harsh environmental conditions, lacking basic infrastructure, with precarious housing, or other social stressors. Also, communities with CRP working groups may be in flood-prone areas, face high-risks or exposure to other natural hazards, and may have specific needs such as a significant number of residents with disabilities. It should be noted that a large part of the participating communities is made up of adults over 65 years of age, which adds an additional level of vulnerability and consideration WCRP efforts. Economic and education levels are varied within this audience group.

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b. Participating entity staff

This audience group is made up of staff members from nonprofits, universities, and municipal governments who answered the Notice of Funding Availability (NOFA) when the WCRP was launched. After a review process, their organizations became sub-awardees and were entrusted with supporting over 150 sectors and communities across Puerto Rico in the planning and development of CRPs through dedicated working groups. Participating entities are the main line of communication between FPR and community members and leaders in CRP working groups. They also provide guidance and direct services to community members through working groups. Together with a dedicated effort led by FPR staff, we envision working group members from participating entities are expected to provide outreach for the curriculum to the broader community they serve and represent.

c. Government agency staff

From workplace inertia to post-election changes in administration and staff turnover, there are many reasons why government representatives may not get to know the people and communities they serve in person. Committing to attend the Community Engagement Curriculum or one of its implementation sessions on-site is a way to change that through its on-site experiences and horizontal education focus. This audience group includes PRDOH staff and state agency or municipal government representatives of all levels. Special emphasis should be put on the curriculum's guidelines for participation and how to show up in relation to audience members from this group and how other attendees relate to them, to maintain the effectiveness and order of implementation session activities.

d. FPR staff

Made up mostly but not exclusively of WCRP Technical Support and Case Management staff, along with the Capacity Building Strategy team, FPR staff are encouraged and expected to attend at least one complete curriculum iteration of their choosing. Like the community members that support their work, FPR staff could benefit from dedicated time slots in which to look back, reflect, and learn about what has been collectively accomplished so far with the CRPs. FPR executive staff members will also be encouraged to join but in the more limited capacity of attending single day-long sessions.

6. Capacity Building Topics

The four capacity building topics defined in this section were drawn from the experiences and lessons learned by WCRP's Technical Assistance and Case Management staff working with the program's participating entities and community members. The main goal of the Community Engagement Curriculum is to strengthen WCRP audiences' abilities in these areas so they can complete their CRPs and actively engage in implementing resilience actions.

An internal ideation session held by FPR among WCRP staff delved into these topics and contributed strategies and potential topics for capacity building in each. A table with highlights from that ideation session is included as an appendix to this Scope of Work, and its notes will be available for the Selected Supplier upon request. The capacity building topics, as currently understood by WCRP staff, are defined below:

a. Alliance-building

Entails the creation of formal or informal partnerships between different organizations, institutions, or groups inside, outside and between communities to achieve common goals. Alliances are often built to address social, economic, or environmental challenges and aim to leverage the strengths and resources of each partner for the benefit of the broader community. Strategic alliances are essential to achieve the goals, objectives, and resilience actions of the CRPs.

b. Community Participation

Refers to the creation of opportunities for community members to actively contribute to and influence the planning and development processes of their communities. This includes sharing in the benefits of development equally, as well as equitable access to information and convocation to meet and assess community needs. Community participation is a fundamental principle of democracy and a basic human right. It's considered vital to democratic governance because it empowers citizens.

c. Community Organizing

Community organizing can take many forms, but within the WCRP it must be tailored to the unique context and capacities of each community. While incorporating community-based organizations as NGOs can provide access to funding and other resources, it also introduces administrative responsibilities that may not always align with a community's capacities or goals. Alternative approaches to organizing can still empower communities to develop shared goals and achieve impactful outcomes. Effective organizing draws on a range of techniques and methods (networks or cooperatives for

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example) that reflect the needs, strengths, and dynamics of the people involved.

d. Community Advocacy

Community advocacy refers to the collective and strategic actions taken by individuals or groups to amplify their voices, defend their rights, address their needs, or propose solutions to issues that affect their well-being. This process empowers communities to influence decision-making at various levels, whether by advocating for policy changes, mobilizing resources, or improving public services. It includes a wide range of strategies, such as educating legislators and the public, drafting and proposing bills through legislative representatives, raising awareness through creative communication campaigns, participating in public comment processes, building alliances, and organizing grassroots movements. Advocacy can also involve direct action, such as protests or litigation, and proactive approaches like planning and resource mobilization to address systemic challenges and create long-term solutions.

The Selected Supplier should also consider that all activities and content produced around these topics for the curriculum implementation sessions should always have touch points with WCRP's six focus areas of planning: housing, infrastructure, health, environment, education, and the economy.

The Selected Supplier is encouraged, based on their expertise, to propose additional topics, resources, and methods that will further support the overall objectives of this Scope of Work, particularly those of facilitating community engagement and implementation of CRPs. Conflict management and resolution is one of any number of additional topics that may be proposed and that could be relevant to advancing Scope of Work objectives.

7. Delivery timeline of services

This section outlines a delivery timeline of services. It is based on the Scope of Services described above and on time constraints currently faced by FPR for completion of WCRP work on CRPs. While all services must be completed and delivered by **September of 2025**, all details, including deliverable formats and additional deliverables and milestones, if any, along with exact dates and a complete workplan calendar, will be defined by the Selected Supplier in close collaboration with FPR during contracting.

FPR reserves the right to modify and amend this delivery timeline at any point and to add, remove, or modify deliverables or milestones as needed to meet the needs of this Scope of Work and the capacity building objectives of the WCRP. FPR also reserves the right to directly invite any supplier deemed capable of providing these services to respond to this Scope of Work. The Selected Supplier must present all

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deliverables described herein and complete all services to be provided in compliance with the Scope of Work requirements and within the agreed periods for review and approval by FPR staff.

Please note that all timeline milestones listed below and particularly those denoting deliverables, imply their own review, comment, and approval sub-timelines, and that work in multiple deliverables and milestones will run in tandem:

a. Scope of Work Publication (Q4, 2024)

Official publication of the Scope of Work document—outlining the curriculum's objective, requirements, and key expectations—will initiate a 30-calendar-day period for interested suppliers to submit questions, and a 42-calendar-day period to apply for this opportunity. The period to submit questions will end at midnight, January 20, 2025.

b. Receipt of Response Submittals (Q4, 2024 through Q1, 2025)

Once responding suppliers submit all required information, they will be notified via email within 2 to 5 calendar days to confirm receipt of their submittals. The receival period will end at midnight, January 31, 2025. Response submissions made after the end of the receival period will not be considered. FPR reserves the right to extend the receival period if not enough response submittals are received by its end date.

c. Review of Response Submittals (Q1, 2025)

Review of proposals submitted to FPR following the 42-calendar-day open period after the Scope of Work publication. This review will last approximately 2-3 weeks from the closing of the submission period, to ensure a thorough and fair evaluation of all the proposals received. FPR may request meetings with responding suppliers to discuss their submission details prior to selecting a supplier.

d. Notice of Supplier Selection (Q1, 2025)

To be issued two (2) weeks after the conclusion of the open period following the Scope of Work publication, the notice will be sent via an official letter from FPR to the email address provided by the selected supplier. The supplier will be required to confirm receipt of the notice within a specified timeframe to formally proceed with the contract and the next steps.

e. Contracting of Selected Supplier (Q1, 2025)

Once the responding supplier has confirmed receipt of the acceptance notice, a two (2) week period will be allocated to begin the contracting process. During this time, necessary adjustments to the submitted proposal will also be made to ensure full alignment with the Scope of Work's requirements.

f. Commencement of Services (Q1 and through Q3, 2025)

i. Complete Existing Materials Review and Summary with Recommendations to Existing Topic Videos

Estimated Timeline: one to two (1-2) weeks after contracting. In this stage the supplier will identify necessary improvements and adjustments to ensure alignment with the Scope of Work requirements.

ii. Acceptance of Review and Commencement of Curriculum Design

Estimated Timeline: one (1) week after the delivery of the existing materials review.

iii. Delivery of Specifications for New Topic Videos (if solicited)

Estimated Timeline: approximately one (1) week after the acceptance of the review.

iv. Delivery of Curriculum Design

Estimated Timeline: up to five (5) weeks after the acceptance of the review.

v. Delivery of Curriculum Implementation Timeline

Estimated Timeline: three (3) weeks after the acceptance of the review. This deliverable should be presented along with deliverable **iv** (above).

vi. Calendar Planning of Curriculum Implementation Sessions with FPR Staff

Estimated Timeline: up to four (4) weeks after acceptance of the review and up to one (1) week after acceptance of implementation timeline, will involve outreach, and calendarizing, along with location and event logistics.

vii. Delivery of Supporting Materials

Estimated Timeline: two (2) weeks after delivery of curriculum implementation timeline (item **v** above), and before commencement of curriculum implementation sessions, ensuring enough time for their review and approval by FPR and for all necessary resources to be available for use before the sessions.

viii. Commencement of Curriculum Implementation Sessions

Estimated Timeline: two (2) weeks after session planning and with delivery of all supporting materials (based on the accorded timeline).

ix. Delivery of Final Report & Feedback

Estimated Timeline: two (2) weeks after leading the last implementation session.

g. Completion of Services (Q3, 2025)

Will bring closure to the services provided by the Selected Supplier and entail the receipt and acceptance of all deliverables, including the final

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report and feedback (item **ix** above), and invoicing, followed by any remaining payments due from FPR.

8. Staff Requirements

The Selected Supplier should have or will secure, at their own expense, all personnel required to perform the services as contracted. FPR expects the Selected Supplier's personnel to be competent and qualified to perform the Scope of Services as contracted. FPR reserves the right to request the removal of any Selected Supplier personnel or staff not performing up to professional standards or not meeting the Scope of Work requirements.

The Selected Supplier for the Community Engagement Curriculum Design and Implementation must possess a deep understanding of community dynamics, particularly in the Puerto Rican context. They should have proven experience in designing and implementing educational curriculums and community engagement strategies, including alliance-building and community participation, organizing, and advocacy. Additionally, the Selected Supplier's personnel and staff should demonstrate strong facilitation and communication skills, enabling them to work effectively with diverse stakeholders.

The Selected Supplier must demonstrate a commitment to cultural sensitivity, adaptability, and the ability to tailor approaches to the specific needs of each community. The Selected Supplier must also have a track record of delivering services on time and within scope, ensuring measurable outcomes as required.

9. Response Requirements

A competitive solicitation process is required for this procurement, including a preliminary review of existing WCRP materials and topic videos. This Scope of Work and Services is being published as part of a Solicitation Package. Interested suppliers must respond with their proposal by completing all documents in the Solicitation Package, which includes a Supplier Profile Sheet with a sample of an existing curriculum and/or a rough curriculum attached or referenced for download, along with a Cost Form that complies with the sections stipulated in this scope of work, among others. The Cost Form must be provided in a deliverables-based format with estimates of due dates, as specified in sections 4 and 7 above.

Responding suppliers must carefully follow the format and instructions outlined herein. Certifications of public liability insurance and non-conflict of interest are also required. All documents and information must be fully completed and signed as required. Please refer to the Solicitation Package for full requirements. The response proposal should be written in sufficient detail to permit FPR to conduct a meaningful evaluation of the services. However, overly elaborate responses are not requested or desired. FPR may request responding suppliers to present their proposal in a virtual or in-person modality as part of the supplier selection process. FPR reserves the right to contact responding suppliers to request additional information during the review of response submittals.

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Documentation required in the Solicitation Package:

1. Request for Quotation Form
2. Supplier Profile Sheet and Sample Curriculum
3. Scope of Work, Signed
4. Cost Form
5. Non-Conflict of Interest Certification
6. Model Contract
7. Attachment F Insurance Requirements
8. Attachment G HUD General Provisions

10. Term of Purchase Order/Contract

FPR and PRDOH will reserve all rights over the Community Engagement Curriculum in all its parts, as well as all supporting materials produced as part of this Scope of Work by the Selected Supplier, including notes, reports, field data, documentation, and evaluations. FPR and PRDOH may use, modify, and/or implement the Community Engagement Curriculum designed by the Selected Supplier at will, and produce derivative content from it, as well as from all materials produced as part of this Scope of Work.

The resulting Purchase Order or Contract shall be in effect and enforceable between the parties from the date of its execution until **September 2025**, including all deliverables, their implementation periods and any amendments as needed. Responding suppliers/and or participants must not be listed in the HUD Limited Denial of Participation List. Please refer to the Solicitation Package for full requirements.

11. 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 payment of funds to FPR from PRDOH. FPR will pay the Selected Supplier after the presentation, reconciliation, and approval of the invoice and as soon as FPR receives the reimbursement of funds from PRDOH.

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END OF SCOPE OF WORK / SERVICES

By signing this document, I acknowledge that I have read, understand and accept its contents as described:

Supplier Entity Name

Supplier Authorized Representative Signature

Date

Supplier Authorized Representative Printed Name

Scope of Work Authorized by:



Soledad Gaztambide
WCRP Chief Resilience Officer
Foundation for Puerto Rico

December 17, 2024

Date