



Questions Log

Community Engagement Curriculum Design & Implementation

Responses to Questions Submitted

As of Monday, January 20, 2025

You refer to the completion of deliverables during Q1 FY25, but the proposal due date is 1/31/25. Will there be sufficient time to complete the deliverables requested (i.e. all review of materials, recommendations on improvements, and start of curriculum design?

Yes, Q1 of 2025 runs through the end of March which, we estimate, allows enough time for the selected supplier to thoroughly review all existing WCRP educational materials, particularly the educational modules already published and thematic videos. The extent of this deliverable is similar to a limited literature review, and its accompanying text is meant to show the selected supplier staff familiarized themselves with the existing materials and that those will be used and referenced in the curriculum design.

The recommendations for improvements that are part of these initial deliverable are being requested specifically for the existing WCRP thematic videos, so they can be incorporated into the curriculum to be designed. Please keep in mind that timeline details for all deliverables will be discussed and agreed upon with the selected supplier during contracting. For additional details, please refer to Section 4, *Scope of Services*, and Section 7, *Delivery Timeline of Services*, in the published Scope of Work.

Can you please clarify whether FY refers to calendar FY or 1 January through 31 December?

The resulting Purchase Order or Contract for this SoW 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. For additional details, please refer to Section 10, *Terms of Purchase Order/Contract*, in the published Scope of Work.

Can you please confirm that, if a bidder is a subrecipient in the execution of the WCRP program, there is no conflict of interest in the performance of the requirements of this program?

While the published SoW is open to all qualifying entities including WCRP subrecipients, all suppliers responding to the SoW must include a Non-Conflict of Interest Certification as part of their complete Procurement Package. FPR is committed to thoroughly evaluating all SoW responses. FPR also reserves the right to directly contact responding suppliers for questions or to schedule a meeting if additional information is deemed necessary. For additional details, please refer to Section 9, *Response Requirements*, in the published Scope of Work.

The RFP refers to a “small purchase.” Can you confirm if this procurement will not surpass a total of \$250K?

Yes, under CDBG/PRDOH guidelines, small purchases are those acquisitions of goods or services that are valued between \$10,001 and \$250,000. For these purchases, price or rate quotations are required from a sufficient number of qualified sources.

Can you please confirm if the Foundation intends to award multiple bidders or a single one?

FPR intends to select only one (1) responding supplier for contracting work involving this SoW but reserves the right to partition its *Scope of Services* and contract multiple responding suppliers if needed.

Can you please clarify the regional distribution of the communities in reference?

For the regional distribution of the communities, please refer to the complete map showing WCRP participating entities and all 78 CRPs being developed by community working groups throughout Puerto Rico, which is embedded in the transparency portal below:

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

Dedicated FPR staff will work closely with the selected supplier to plan logistics and polish details of implementation sessions to optimize attendance and to meet audience needs. For additional details, please refer to Section 4, *Scope of Services*, in the published Scope of Work.

Can you please clarify if participants' demographics have been defined or determined? If so, can you please provide?

While there is no formal demographic characterization of all audience groups described in the SoW, analyses have been done for some demographic traits among the communities served by WCRP participating entities. They show a wide range of traits, particularly regarding the educational level, risk exposure, and median income, as described, with many meeting the criteria for underserved communities. The content and implementation sessions of the curriculum to be designed should prioritize accessibility across all described audiences and focus on the four capacity-building topics so they are made accessible to them. For additional details, please refer to Section 5, *Our Audiences*, in the published Scope of Work.

When the SoW mentions the revision of existing materials, does this only include WCRP Educational Modules?

Mostly yes, but only in part. The review of existing materials to be referenced for the curriculum should focus on WCRP educational modules and on the thematic videos already produced and published by FPR in support of the program. Additionally, other content available on the WCRP website could also be included in the review, and the selected supplier is encouraged to review and bring to our attention any other sources and references deemed relevant to the curriculum design. For additional details and links, please refer to Section 4, *Scope of Services*, in the published Scope of Work.

The Supplier Profile Sheet and Sample Curriculum form attached as part of the Procurement Package requires an existing curriculum sample or a rough curriculum outline, is the latter the one to be proposed for the proposal or an existing one already worked on?

Responding suppliers with ample expertise and initiative are encouraged to submit both an existing curriculum sample and a rough curriculum outline. However, only one of either is required as part of the Supplier Profile Sheet. If a responding supplier does not have an existing curriculum design from a comparable work experience, then a rough curriculum outline should be submitted instead. This is not intended to be the final curriculum to be designed, but to give an idea of how the SoW is being interpreted by the responding supplier. For additional details, please refer back to Section 9, *Response Requirements*, in the published Scope of Work.

The SoW mentions the text accompanying the existing materials review should have a max word count of 2,00 words. Does this include the suggested improvements to existing thematic videos mentioned in another paragraph on page 3?

Yes, the recommended 1,500-to-2,000-word count limit for the review summary of existing materials includes the selected supplier's recommendations for improving existing topic-centered videos. However, the selected supplier may exceed that word count as needed. Depending on the work extent implied by the recommendations, FPR will strive to implement the changes to existing videos so they can be incorporated into the curriculum design and implementation sessions. For additional details, please refer to Section 4, *Scope of Services*, Subsection a, *Complete Existing Materials Review and Summary with Recommendations for Improving Topic-centered Videos*, in the published Scope of Work.

In several of your solicitation documents, specifically within the Request for Quotation form, there is mention of Mandatory Clauses outlined in Attachments A, B, and C. However, those attachments have not been made available to the bidders. Can you please provide the attachments in reference or provide clarification?

The mandatory clauses cited refer to the documents included as attachments as part of the procurement package. As such, the nomenclature used to reference them in the Request for Quotation form could vary. Please refer to the check-boxed list in the same document and to the entirety of the procurement package documents for the full list of response requirements to be submitted with your response.

What is the insurance requirement for suppliers interested in responding to the SoW?

The only insurance requirement identified as part of the SoW procurement package is a State Insurance Fund Workmen's Compensation Insurance Policy. Please refer to document **7**.

Attachment F Insurance Requirements.pdf in the procurement package for more details.

The SoW mentions an ideation session. What does this consist of?

The SoW requires one (1) ideation session to be held in collaboration with FPR staff as part of the curriculum implementation sessions. This ideation session is intended to gather audience interests and viewpoints to support remaining WCRP Capacity Building components, specifically a celebratory expo-like closing event after completion of all Community Resilience Plans. For additional details, please refer to please refer to Section 4, *Scope of Services*, Subsection b, *Design of Community Engagement Curriculum*, in the published Scope of Work.

Could you clarify the billing and payment process? Can one require a deposit before the rendition of services? How long do payments take after the rendition of services?

Payments of invoices can only be processed after rendition of services. For this reason, deposits prior to rendition of services cannot be paid for nor required by any selected supplier. Payments may take anytime between three to six months after presentation of invoices, but are entirely dependent on reconciliation, approval, and reimbursement from PRDOH. For additional details, please refer to Section 11, *Payment Terms*, in the published Scope of Work.

Is there any legal structure requirement for responding suppliers (e.g. corporation, nonprofit, individual, etc.)?

The only standing requirement of this nature for a responding supplier is to be registered at and have a SAM.gov number.

Is it indispensable to have a DUNS number at the moment of submitting a response?

We have reviewed this requirement since publishing the SoW and found that the only standing requirement of this nature for a responding supplier is to be registered at and have a SAM.gov number.

What is the budget for this project?

Responding suppliers must include a Cost Form in a deliverables-based format according to the SoW's Scope of Services and Deliverable Timeline of Services, with estimates of due dates. This SoW has been published as a small purchase under CDBG/PRDOH guidelines (see question above). For additional details, please refer to Section 9, *Response Requirements*, in the published Scope of Work, and to the **Cost Form_WCRP.doc** attachment in the Procurement Package.

Could it be possible to obtain more detailed information about the communities where the curriculum will be implemented, the key actors that participate actively in them, and the community resilience plans that they have developed? These factors would help us be more precise in our proposals. We have observed that WCRP supports a multitude of NGOs and communities in their planning processes, and we want to ensure the contemplated curriculums are directed to all those communities.

Please see the question above regarding demographics of curriculum participants and the audiences described for our Community Engagement Curriculum. In terms of completing and submitting a response to this Sow, responding suppliers need to include either a work example of a comparable short curriculum, or a rough outline of how they envision such a curriculum being

implemented. Suppliers with enough experience and initiative to include both as part of their responses are encouraged to do so. For additional details, please refer to Section 5, *Our Audiences*, in the published Scope of Work.

In the SoW, you mention that “Curriculum Implementation Timeline (late Q1, 2025),” but this appears to be a mistake since the process of designing the curriculum would happen in Q2. Could you please validate this?

We have conceived the Curriculum Implementation Timeline as a shorter and separate deliverable from the Curriculum Design itself for multiple reasons, but mainly because of the planning logistics around location that need to be worked out well in advance of the Curriculum Implementation Sessions, but in tandem with the specifics and content development involved in the Design of Community Engagement Curriculum deliverable. This is particularly the case because the curriculum contents have to fit the amount and duration of implementation sessions defined in the timeline. In sum, these are separate deliverables that need to be worked on simultaneously, with close support and coordination with FPR staff. Please also keep in mind that the details of the SoW timeline for deliverables will be discussed and agreed upon with the selected supplier during contracting. For additional details, please refer to Section 4, *Scope of Work*, Subsections b through f, in the published Scope of Work.

Which would you say have been the biggest challenges you have had in terms of engagement and participation in the planning program (if any)?

The FPR team dedicated to supporting PRDOH, WCRP’s Participating Entities, and the communities they serve have seen many different challenges emerge along the long process of community planning, which has involved nonprofit, institutional, and government players. The Community Engagement Curriculum is a component of a broader Capacity Building Strategy developed by FPR in collaboration with PRDOH. In that context, the biggest

challenges to participation may stem anywhere from the voluntary aspect of participation itself, effective outreach to elderly community members, to how engaging the capacity building topics are perceived by participants, e.g., how relevant the latter may be for participants nearing completion of their Community Resilience Plans. Other factors, like participant fatigue, along with accessibility of venues and transportation to and from may also play a role in the success of the Community Engagement Curriculum's Implementation Sessions. Please keep in mind that details of the curriculum implementation, particularly those around the number of sessions to be offered and their locations, will be polished along the way in close collaboration with FPR staff. FPR will also facilitate outreach efforts. For additional details, please refer to Section 3, *Background of Scope of Work*, in the published Scope of Work.