



PUERTO RICO HOUSING  
FINANCE AUTHORITY

PRHFA

GOVERNMENT OF PUERTO RICO

Request for Proposals (RFP) for  
**CASE MANAGEMENT SERVICES**  
**FOR HOME & HTF PROGRAMS ACTIVITIES**

Published: **Tuesday June 3, 2025**

**Deadline to submit Proposals: Thursday, July 3, 2025**

Deliver in person to:  
Puerto Rico Housing Finance Authority  
Economic Development Bank Building, Reception (First  
Floor) Ave. Piñero #1903  
San Juan, Puerto Rico 00920

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## 1. SUMMARY

The Puerto Rico Housing Finance Authority (PRHFA) issues this request for proposals (RFP) to obtain proposals from duly competent companies or individuals (Respondents) that can provide PRHFA and/or the Government of Puerto Rico (GPR; together with PRHFA the Government Parties) the Case Management Services defined hereunder in **Section 5**.

This RFP only seeks answers from Respondents capable of providing the Case Management Services and completing the related tasks required hereunder, while developing a productive relationship with the Government Parties and other relevant stakeholders. This RFP does not commit nor obligate the Government Parties to award any contract nor pay any costs incurred in the preparation of a response and/or proposal in connection with this RFP. See **Section 3.7** of this RFP for General Disclosures, Rights, Options and Disclaimers of the Government Parties (Disclosures).

The Respondent(s) selected under this RFP (Selected Respondent) will be required to be free of any real or perceived conflict of interest under applicable regulations of the Commonwealth and/or those issued by the United States of America, its agencies, instrumentalities and/or component units (Federal Government), to the extent applicable. Furthermore, all Respondents must comply with applicable procurement requirements set forth by the Commonwealth and/or the Federal Government.

By submitting a proposal each Respondent certifies that it fully understands, acknowledges, and accepts all the terms and conditions of this RFP, and any amendments thereto, without any restriction whatsoever.

An electronic copy of this RFP can be downloaded from [www.afv.pr.gov](http://www.afv.pr.gov).

Proposal received in response to this RFP will be evaluated according to the Evaluation Criteria specified in **Section 7** of this RFP. All proposals must be sealed, clearly marked “**CASE MANAGEMENT SERVICES FOR HOME & HTF PROGRAMS ACTIVITIES**” and must include all elements described in **Section 6** of this RFP.

Proposals (**one (1) original and three (3) copies**) must be delivered in person in a sealed envelope to the following address: Economic Development Bank Building, Reception (First Floor), Ave. Piñero #1903, San Juan, Puerto Rico, 00920, from 10:00 AM until 4:00 PM on or before the RFP Due Date specified in **Section 2** of this RFP. Proposals received after the RFP Due Date will not be considered.

**Proposals must be addressed to the following:**

Javier Trogolo Irizarry  
Assistant Executive Director of Multifamily Projects  
Puerto Rico Housing Finance Authority

PRHFA shall not be responsible for a proposal delivered to a person or location other than as specified herein, and reliance on the postal service shall not excuse a late mailing.

Questions or requests for clarification of this RFP may be submitted in writing no later than the date and time indicated in **Section 2** of this RFP. Responses to written questions will be issued by PRHFA, reserving the right to refuse to respond to any question.

Any amendment or addendum to this RFP is valid only if written and issued by PRHFA.

## 2. RFP SCHEDULE

A schedule of the major activities associated with this RFP is presented below. The post-proposal schedule may vary from the schedule indicated below; in such a case, Respondents shall be notified to their email of record, subject to the Disclaimers.

RFP Publication Date	<b>Tuesday, June 3, 2025</b>
Deadline for questions or request for clarifications	<b>Friday, June 13, 2025</b>
Deadline for PRHFA to respond to questions or clarifications	<b>Tuesday, June 17, 2025</b>
Deadline to submit proposals (RFP Due Date)	<b>Thursday, July 3, 2025</b>

## 3. GENERAL CONDITIONS

### 3.1. Principal Responsibility

The Selected Respondent shall assume full responsibility for all Case Management Services and activities required thereunder, whether provided directly or not. In addition, PRHFA shall only consider the Contact Person indicated by Selected Respondent in *Appendix A* of this RFP to be the sole point of contact with respect to all matters of this RFP, including payment of any and all charges resulting from the contract that may be awarded pursuant to this RFP (Contract).

### 3.2 Minimum qualifications

Respondents under this RFP must meet the following minimum requirements or qualifications:

1. Identify experience with programs comparable to the HOME Investment Partnerships Program (HOME Program) and the Housing Trust Fund (HTF), as described hereunder **Section 4.2**, such as, but not limited to: Low-Income Housing Tax Credit (LIHTC); Tenant-Based Rental Assistance (TBRA); Housing Choice Voucher Program Section 8; Single Room Occupancy program (SRO); for which the respondent provides or has provided similar services within the last ten (10) years.
2. Demonstrate experience and success in providing case management support services in compliance with all applicable regulations for federal programs.
3. Exhibit sufficient knowledge and expertise in the use of federal and U.S. Department of Housing and Urban Development (HUD) reporting systems, specifically, the Integrated Disbursement and Information System (IDIS).
4. Ability to comply with an accelerated delivery or performance schedule, including demonstrating they have the required staff available to begin rendering the Services immediately.
5. Show satisfactory record of integrity and business ethics.
6. Respondents that are corporations, partnerships, or any other legal entity, U.S. or Puerto Rico based, shall be properly registered or capable of being registered to do business in Puerto Rico and the U.S. at the time of the submission of their proposals and comply with all applicable Puerto Rico or Federal Government laws or requirements.
7. Be an entity incorporated in the Puerto Rico Department of State or authorized to do business in Puerto Rico, which is in good standing and aware of laws and regulations, including, but not limited to, the following:

- a. Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990 (NAHA) (Pub. L 101-625), as amended;
- b. Section 1131 of Title I of the Housing and Economic Recovery Act of 2008 (HERA) (Pub. L 110-289);
- c. HOME Final Rule, as codified under 24 Code of Federal Regulations (CFR) Part 92;
- d. HTF Regulations, as codified under 24 CFR Part 93;
- e. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as codified under 2 CFR Part 200;
- f. General HUD Program Requirements, as codified under 24 CFR Part 5; and
- g. Consolidated Submissions for Community Planning and Development Programs, as codified under 24 CFR Part 91.

### 3.3 Guarantee

Any Contract awarded under this RFP must be performed in full compliance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as codified under 2 CFR Part 200. The Selected Respondent must ensure that the Case Management Services will be performed in accordance with all applicable federal, state, and local laws and regulations pertaining to the HOME Program, HTF Program and/or the HOME Municipal Housing Rehabilitation Initiative (as defined in **Section 4.3** of this RFP). This includes, but is not limited to:

- Certification of Good Standing for corporations located in Puerto Rico or the authorization to do business in Puerto Rico for foreign corporations issued by the Puerto Rico Department of State,
- Certification that neither the company nor its officers are suspended or debarred ("Suspension & Debarment") from doing business with the Federal Government,
- Certification that no conflict of interest exists should they be awarded the contract,
- Certification of compliance with the provisions of the Anti-Corruption Code for the New Puerto Rico (Act No. 2-2018, as amended),
- Certification of Eligibility with the General Services Administration ("ASG", as its acronym in Spanish),
- SMEs Certification ("PYMES", as its acronym in Spanish),
- "Unique Entity ID" (UEI) and evidence of active registry in the System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov),
- For small and minority businesses, women's business enterprises, veteran-owned businesses and labor surplus area firms certified by the Small Business Administration (SBA) or any other government entity, professional association, and/or non-profit organization with expertise in these affairs, provide the corresponding certification issued by the applicable entity, and
- Executive Order No. 14173 of January 21, 2025, "*Ending Illegal Discrimination and Restoring Merit Based Opportunity*".

Prior to the formalization of a Contract, the Selected Respondent shall provide evidence of the skills necessary to render the Services through the submission of references.

### 3.4. Independent contractor

In the performance of the work, duties, and obligations assumed by the Selected Respondent, it shall be mutually understood and agreed that said respondent, including any of its officers, agents, and employees shall at all times act and perform independently and not as an officer, agent, servant, employee, joint venturer, partner, or associate of PRHFA.

### *3.5. Prohibition of discrimination*

PRHFA is an employer in compliance with the prohibitions against discrimination in employment or the provision of services based on race, color, religion, religious creed, sex, sexual orientation, gender identity, age, marital status, ancestry, national origin, political affiliation, veteran status, physical disability, or medical condition. Accordingly, the Selected Respondent must also comply with these regulations. However, this clause does not require the hiring of unqualified persons.

### *3.6. Cost assessment*

A cost evaluation will be conducted for each proposal received as part of the RFP review, as specified in **Section 7** of this RFP.

### *3.7. General Disclosures, Rights Options and Disclaimers*

The issuance of this RFP, submission of a response by any firm and/or team, and the acceptance of such response by the Government Parties does not obligate the Government Parties. Legal obligations will only arise upon the execution of a formal agreement between the Government Parties and the Selected Respondent regarding the Services.

By responding to this RFP, Respondents acknowledge and consent to the conditions listed hereunder, relative to the procurement process. The Government Parties are not bound to accept any proposals if Respondents do not meet the Government Parties' requirements. Without limitation and in addition to other rights reserved by the Government Parties under this RFP, the Government Parties reserves and holds, at their sole discretion, the following rights, and options (collectively, the Disclaimers):

- to accept or reject any and all submittals, in whole or in part;
- to discuss, with any or all Respondents, different or additional terms to those included in this RFP or received in any response;
- to cancel this RFP in whole or in part, at any time, with or without substitution of another RFP if such cancellation is determined to be in the best interest of the Government Parties;
- to supplement, amend, or otherwise modify this RFP prior to the date of submission of the proposals;
- to receive written questions concerning this RFP from proponents and to provide such questions, and Government Parties responses, to all Respondents that request them;
- to require additional information from one or more Respondents to supplement or clarify the proposals submitted;
- to conduct further investigations with respect to the qualifications and experience of each Respondent;
- to visit and contact Respondent's client(s) in any of the projects or engagements referenced in the proposals to obtain direct information regarding Respondent's performance in such engagements;
- to waive any defect or technicality in any proposals received;
- to eliminate any proponents that submit a nonconforming, non-responsive, incomplete, inadequate, or conditional proposal;
- to investigate the technical and financial qualifications of Respondents using sources in addition to what was included in the proposals; and
- to issue a similar RFP in the future.

All costs and expenses incurred by Respondents in the preparation and delivery of a proposal will be the sole responsibility of said Respondents. The Government Parties will not be liable for any amounts to any proponent in any manner, under any circumstances, including without limitation, as a result of the cancellation of the RFP process. The Respondents cannot make any claims whatsoever for reimbursement from the Government Parties for the costs and expenses associated with the process.

Respondents should submit their best proposals initially, since negotiations may not take place.

Applicable federal and GPR state laws and regulations shall govern this RFP process. Any disputes relating to this RFP must be resolved according to the laws of GPR. Exclusive venue for a judicial challenge is the Appeals Court of Puerto Rico as provided by the laws of the GPR.

### *3.8 Accuracy of RFP and Related Documents*

The Government Parties assume no responsibility for the completeness, or the accuracy of specified technical and background information presented in this RFP or otherwise distributed or made available during this RFP process. Without limiting the generality of the foregoing, the Government Parties will not be bound by or be responsible for any explanation or interpretation of the RFP documents other than those given by it in writing. In no event may a Respondent under this RFP rely on any oral statement by the Government Parties' agents, advisors, or consultants.

### *3.9 Confidential or Proprietary Information*

One copy of each proposal will be retained for the Government Parties' files and will not be returned. If a Respondent considers that its proposal contains material that is confidential and/or proprietary, the Respondent must clearly note or mark each section of material as confidential and/or proprietary. The Government Parties will determine whether such material meets the requirements for an exemption from disclosure. If so, that information will not be disclosed pursuant to a request for public documents. If the Government Parties do not consider such material to meet the requirements for exemption from disclosure, the material will be made available to the public, regardless of the notation or markings. It is the responsibility of Respondents to be thoroughly informed and familiar with the requirements of disclosure of public documents.

Furthermore, by responding to this RFP, Respondents acknowledge and agree that the Government Parties will not be responsible or liable in any way for any losses that the Respondent may suffer from the disclosure of information or materials to third parties. It is the responsibility of the Respondent, as the real party in interest, to object to any disclosure and defend any action that may be necessary to protect its confidential information.

### *3.10 Insurance*

In the RFP process, Respondents must provide evidence of the minimum insurance coverage required in Puerto Rico, pursuant to the Puerto Rico Insurance Code, Act No. 77-1957, as amended, and regulations issued thereunder. The Selected Respondent will be obligated to maintain said required coverage, at its sole cost and expense, during the Contract's entire term and any subsequent renewal term.

## 4. BACKGROUND

### 4.1 PRHFA

PRHFA is a public corporation of the GPR created pursuant to Act No. 103-2001, as amended, and is the administrator of the HOME Program State allocation in Puerto Rico. The principal mission of PRHFA is to promote the development of low-income housing and provide financing, subsidies, and incentives for the acquisition or lease of a dignified home, contributing to Puerto Rico's socioeconomic development. PRHFA also provides public and private housing developers with interim and permanent financing through mortgage loans for the construction, improvement, operation, and maintenance of rental housing for low and moderate-income families.

### 4.2 HOME Program

The HOME Program, created under NAHA and administered by HUD, provides formula grants to states and localities that communities use - often in partnership with local nonprofit groups - to fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. HOME Program funds are awarded annually as formula grants to participating jurisdictions<sup>1</sup> "PJs", such as Puerto Rico. The program's flexibility allows states and local governments to use HOME funds for grants, direct loans, loan guarantees or other forms of credit enhancements, or rental assistance or security deposits.

### 4.3 HTF Program

The HTF Program is a unique federal program authorized by HERA to increase and preserve the supply of housing for people with extremely low and very low incomes, including families experiencing homelessness. HUD allocates HTF funds by formula annually to eligible grantees (states and state-designated entities). HTF funds may be used for the production or preservation of affordable housing through the acquisition, new construction, reconstruction, and/or rehabilitation of non-luxury housing with suitable amenities.

### 4.4 HOME Municipal Housing Rehabilitation Initiative

Puerto Rico has long faced a critical shortage of safe, affordable, and quality housing, exacerbated by hurricanes, earthquakes, and economic challenges over the past decade. Many homes, especially those owned by low-income families, suffer from structural deficiencies, outdated infrastructure, and environmental hazards. In addition, rising construction costs, limited financing options, and stagnant household incomes have widened the housing affordability gap, leaving thousands of families in substandard or unsafe housing conditions.

Moreover, the need for housing rehabilitation is even more urgent for elderly homeowners, who often live on fixed incomes and lack the resources to maintain or upgrade their homes to meet modern safety and accessibility standards. With Puerto Rico's aging population growing rapidly, ensuring that elderly residents can age in place safely and comfortably is a key public policy priority for PRHFA.

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<sup>1</sup> Participating jurisdiction ("PJ") is the term given to any state, local government or consortium that has been designated by HUD to administer a HUD Program. HUD designation as a PJ occurs if a state or local government meets the funding thresholds, notifies HUD that they intend to participate in the program and has a HUD-approved Consolidated Plan.



To address these matters, given that municipal governments are closely connected to their communities and play a critical role in identifying families and individuals living in unsafe or inadequate housing conditions, they can directly support local residents, ensuring that federal resources reach those most in need in a timely and effective manner. This collaboration allows the Municipalities to provide their local knowledge and community partnerships to enhance program outreach, while PRHFA retains its role as Program Administrator, responsible for oversight and compliance with HUD regulations.

On April 8, 2025, PRHFA issued a Notice of Funding Availability (NOFA) of HOME Municipal Housing Rehabilitation By Owner Initiative (the HOME Municipal Housing Rehabilitation Initiative, or HMHRI)<sup>2</sup>, announcing the availability of TWELVE MILLION DOLLARS (\$12,000,000) in HOME Program funds to be used for the rehabilitation of owner-occupied homes for eligible low-income households, as further specified thereunder. In general, the purpose and goals of the HMHRI are: (i) to improve the quality and safety of owner-occupied housing by funding rehabilitation and hazard mitigation activities; (ii) enhance local housing strategies by providing municipalities with resources to implement community-driven rehabilitation program; and (iii) ensure compliance with HUD regulations, including environmental and fair housing standards.

The HOME Municipal Housing Rehabilitation Initiative has the following expected positive impacts:

- **Improved Housing Quality:** Direct rehabilitation of unsafe, aging homes;
- **Stability for Vulnerable Families:** Enabling low-income families and seniors to remain in their homes safely;
- **Economic Benefits:** Stimulating local economic activity through construction contracts and related services;
- **Increased Community Resilience:** Improving housing stock in vulnerable areas and supporting post-disaster recovery; and
- **Regulatory Compliance:** Ensuring that all rehabilitation efforts meet federal environmental, accessibility, and fair housing standards.

Activities promoted under the HOME Municipal Housing Rehabilitation Initiative are (collectively, the Eligible Activities):

- Rehabilitation of Owner-Occupied Homes – repairs to bring housing units up to health, safety and habitability standards.
- Accessibility Modifications – enhancements to accommodate elderly or disabled residents.
- Hazard Mitigation – compliance with lead-based paint, floodplain management, and other environmental review requirements (as described in **Section 3.2** of this RFP).

**Respondents are hereby strongly encouraged to review the terms and conditions of the NOFA before submitting responses under this RFP.**

As PJ of HOME State Program and Program Manager of HMHRI, PRHFA will be responsible for application intakes, eligibility determination, regulatory compliance, federal reporting, acquisition processes, service provider contracting, fund disbursements and overall project oversight. Accordingly, PRHFA will perform several duties, including:

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<sup>2</sup> NOFA Number: AFV-HOMEPR-2025-0002.

- Making the final determination of eligibility for each beneficiary and property, ensuring compliance with, among others:
  - Income limits ( $\leq 80\%$  AMI)
  - Property Eligibility (clear title, primary residence, single-unit dwelling)
  - Environmental Reviews and Lead-Based Paint Assessments
- PRHFA will manage the contractor's vetting and approval process, maintaining a pre-approved list of qualified, state-certified contractors
- Once a rehabilitation project is approved, PRHFA will directly disburse funds to the contractors upon regulatory and compliance verification, and satisfactory completion of milestones.

The Case Management Services requested in this RFP are required to provide support and assistance to PRHFA as Program Manager of HMHRI, as specified in **Section 5** hereunder.

## **5. DESCRIPTION OF THE REQUIRED SERVICES ("SCOPE OF WORK")**

### *5.1. General description of the Services*

Pursuant to this RFP, PRHFA is procuring Case Management Services (or the Services) to provide support and assistance in the day-to-day administration of its role as Program Manager of the HOME and HTF Programs in compliance with all applicable requirements, as detailed below in **Section 5.2** of this RFP.

### *5.2. Required Services*

The scope and reach of work required for the Case Management Services is described below. The Selected Respondent will be responsible for completing the following activities upon coordination with PRHFA:

1. In collaboration with HOME/HTF Project Managers and the HOME/HTF Program Director, maintain communication with projects' administrators and municipalities to manage cases.
2. In collaboration with HOME Project Managers and the HOME/HTF Program Director, provide guidance and technical assistance to projects' administrators and municipalities regarding the cases.
3. Timely updates into the activities' database and registers the amount of funds awarded.
4. Photocopy, scan, and file documents in the case files, maintaining administrative and operational controls to safeguard participants' confidential information.
5. Generate reports as needed, including but not limited to: weekly activity status, inspections, contracts, calls, and others as required by the Manager.
6. Guides interested persons referred by municipalities about: the benefits of the program, qualification process, property ownership, and restrictive conditions.
7. Request the property inspection according to applicable state and local codes, the environmental assessment, and any other study required by the HOME/HTF Program and refer it to the Manager for appropriate action.
8. Check the location of the property with the FEMA Flood Map (The National Flood Hazard) to confirm that it is not in a flood zone and the property ownership with the Municipal Income Collection Center (CRIM, as its acronym in Spanish) in the Digital Registry Web Portal (*Portal del Catastro Digital*).
9. Acts as primary point of contact with the applicant.
10. Visits projects in order to collect the necessary documentation to evidence compliance.

11. Is responsible for ensuring that all documents related to the application are received (property ownership, income, among others).
12. Evaluates whether the applicant or family is eligible, including income criteria screening.
13. Recommends assistance to be provided for the corresponding HOME and/or HTF activity.
14. Prepares application forms and submit copies of the required documents to issue the request.
15. Develops draft letters to answer assistance requests from potential beneficiaries.
16. Ensures that the necessary information is collected to report to the IDIS system.
17. Incidental or related endeavors to the ones listed herein, as reasonably requested by the Government Parties and within the competency areas of Selected Respondent.

### *5.3. Duration of Contract*

The term of the Contract is estimated to be one year from the date of its execution. However, PRHFA may extend the Contract, in accordance with HOME and HTF funds expenditure and closure deadline, subject to an evaluation of performance and the need for the Case Management Services. PRHFA reserves the right to reopen an RFP process at any time during the performance of the Contract. Nothing in the foregoing shall be construed to prohibit the Selected Respondent from participating in a new competition upon completion of its Contract.

### *5.4. Payments*

Payments under the Contract will be made for Services previously rendered, as approved by PRHFA. The Selected Respondent shall provide all Services within the agreed-upon schedule.

The Selected Respondent shall submit its invoices and appropriate supporting documentation to PRHFA as agreed to in the Contract. If PRHFA determines that the submitted invoice and supporting documentation are acceptable, then the invoice will be approved for payment. Payments to the Selected Respondent will be made by electronic funds transfer (EFT). PRHFA reserves the right to conduct such audits as it deems necessary. The contractor agrees to cooperate fully with such audit(s).

## **6. PROPOSAL CONTENT AND FORMAT REQUIREMENTS**

Proposals (1 original, and 3 copies) must be delivered in person in a sealed envelope at the following address: Edificio del banco de Desarrollo Económico, Recepción Primer Piso, Ave. Piñero #1903, San Juan PR 00920, from 10:00 AM until 4:00 PM on or before Thursday, July 3, 2025. Proposals received after the above date will not be considered. The Cost Proposal and any other documentation shall be written in English. Proposals shall be delivered no later than the date and time indicated in **Section 2** and shall contain, at a minimum, the following elements:

### *6.1. Cover Page (APPENDIX A)*

A duly authorized officer, owner, or company-authorized agent must complete and sign the Cover Page.

### *6.2 Executive Summary*

The Executive Summary, not exceeding five (5) pages, shall be written in a nontechnical style and shall contain sufficient information for reviewers to become familiar with the Respondent's proposal and its ability to satisfy the financial and technical requirements of the Services.

### 6.3 Background and description of Services and Personnel

#### 6.3.1. Background and Services

- A. Provide a description of the Respondent's background, including corporate structure (if applicable), capacity, financial soundness and resources to render the Service promptly within the timeframe specified in this RFP.
- B. Summarizes profile of the services rendered by Respondent, relative to the Case Management Services object of this RFP.
- C. Describe any current, pending, or past litigation (within the last 10 years) to which Respondent has been, is, or is expected to be a party.

#### 6.3.2. Experience

- A. Provide a list of similar endeavors rendered within the last ten (10) years, relative to the Case Management Services. Include for each endeavor the dollar value of the contract, name of program, a description of the work performed, and contact information for the government agencies, municipalities, or non-profit organizations (NPOs) administering these programs.

#### 6.3.3. Key Personnel

- A. Provide names and resumes or *curriculum vitae* of the Key Personnel who would be assigned to render the Services, emphasizing experience and qualifications. For purposes of this RFP, Key Personnel are defined as those team members who will be assigned and perform tasks related to the Case Management Services, or a significant portion of them.
- B. Provide an organizational chart describing how Respondent would staff and structure its proposed team for all phases of the Services. Respondents are advised that PRHFA will not accept proposals from joint ventures, consortiums, syndicates, professional pools, nor entities with similar arrangements, under this RFP. However, subcontracting may be allowed, subject to written approval from PRHFA.

### 6.4. Work Plan

- A. Describe the overall approach to provide the Case Management Services.
- B. Describe the approach to manage tasks related to the Services, including the scheduling controls and project communication tools that will be employed.
- C. Describe the procedures and methodologies that will be used to conduct the requested tasks.
- D. Provide information on proposed activities, personnel or resources, and a suggested timeline to complete the Services.
- E. Detail available personnel resources, emphasizing Key Personnel, and how quickly they can be deployed to render the Services. Respondents are hereby advised that those who demonstrate they have the staff available to begin to render the Case Management Services will be scored higher than those who need more time or whose responses are vague.

### 6.5. Proposed Budget

Include total projected costs, including hourly rates per year of contract for each position or staff member that will address the Services object of this RFP, assuming a Contract with a duration of one year.

#### 6.6. Best Value Statement

Describe how Respondent's approach delivers the best value for the Government Parties. Hereunder, Respondents are to point out they can deliver more cost-effective overall Services due to structure, depth of experience and expertise, local relationships and knowledge, experience on similar projects, understanding of particular adaptations, among other things.

#### 6.7. References

Include three (3) references for whom you have worked on similar engagements. Include current contact information for each of the references.

### 7. SELECTION PROCEDURES

Proposals will be assessed based on the following Evaluation Criteria:

Criteria	Maximum points/score
Ability, capacity, skill, financial, and other necessary resources to perform the Services promptly or within the time specified, without delay or interference.	20
Qualifications, experience, and track record in providing similar services to the ones requested in this RFP to other GPR entities, municipalities or NPOs, in programs comparable to the HOME Program, such as, but not limited to: LIHTC; TBRA; Housing Choice Voucher Program Section 8; HTF; and/or SRO.	25
Proposed Work Plan and compliance with the Scope of Work, availability of resources and overall approach to provide the Case Management Services.	20
Overall cost and value of proposed services	30
Overall approach to provide the Case Management Services	5
<b>Total</b>	<b>100</b>
BONUS: Previous experience with performing similar services that the ones requested in this RFP in rural areas/municipalities.	5 (bonus)
BONUS: Small and minority businesses, women's business enterprises, veteran-owned businesses and labor surplus area firms certified by the SBA or any other government entity, professional association, and/or non-profit organization with expertise in these affairs (must include in its proposal the corresponding certification issued by the applicable entity)	5 (bonus)

Proposals will be considered fairly and impartially based on the criteria contained in this RFP. All proposals will first be screened for completeness and adherence to the requirements of this RFP. Thereafter, proposals will be analyzed and scored by an Evaluation Committee based on the Evaluation Criteria specified herein. This score will reflect a preference for proposals that address the core matters of this RFP, subject to the Disclaimers. Proposals scored with seventy (70) points, or higher, may be invited by the Evaluation Committee to participate in interviews to develop their proposals further. Subsequently, the Respondent determined to offer the best value in its proposal will be selected.

No agreement with the PRHFA becomes effective until both parties have signed a Contract for the Services object of this RFP.

## **8. RECONSIDERATIONS AND REVIEWS**

Any current or prospective provider who is affected by a determination of a procurement process for goods and services for small purchases or major purchases through auctions or request for proposals has the right to file a reconsideration or review request as established in Section 3.19 of the Uniform Administrative Procedure Act of the Government of Puerto Rico (Act No. 38-2017, as amended).

The party adversely affected by a decision may present a motion for reconsideration before PRHFA's Evaluation Committee at [homerfpcasemgt@afv.pr.gov](mailto:homerfpcasemgt@afv.pr.gov) within a period of ten (10) days from the date of notification of the award of the bid or proposal. PRHFA must consider the motion for reconsideration within ten (10) business days of being presented. If any determination is made in its consideration, the term to file the appeal for judicial review will begin to run from the date on which a copy of the notification of PRHFA decision resolving the motion for reconsideration is filed in the records. If the date of filing in the records of the copy of the notification of the order or resolution is different from the date of deposit in the ordinary mail or of the sending by electronic means of said notification, the term will be calculated from the date of deposit in the ordinary mail or sending by electronic means, as appropriate. If PRHFA does not take any action in relation to the motion for reconsideration within ten (10) days of being presented, it will be understood that it has been rejected outright, and from that date the term for the judicial review will begin to run.

If PRHFA accepts the request for reconsideration within the term provided for it, it must issue the resolution in reconsideration within thirty (30) days following the filing of the motion for reconsideration. If PRHFA accepts the motion for reconsideration but fails to take any action in relation to the motion within thirty (30) days of it being filed, it will lose jurisdiction over it and the period to request judicial review will begin to run from the date of expiration of said thirty (30) day period. PRHFA may extend said term only once, before it ends, for an additional term of fifteen (15) days.

In case that PRHFA issues a Resolution regarding the reconsideration request, it will indicate the right to appeal in Judicial Review in accordance with the provisions of the Uniform Administrative Procedure Act of the Government of Puerto Rico (Act No. 38-2017, as amended).

## **9. CONSULTATIONS**

Please direct all inquiries related to the RFP process or proposal submissions to the following:

Name: Javier Trogolo Irizarry  
Position: Assistant Executive Director of Multifamily Projects  
Phone number: 787-946-0045 ext. 4522/4217  
Email: [homerfpcasemgt@afv.pr.gov](mailto:homerfpcasemgt@afv.pr.gov)

## APPENDIX A: COVER PAGE

Name of person, company, or organization:	
Type of entity (e.g., sole proprietorship, partnership, corporation, non-profit, public agency).	
Federal Tax ID Number	
Name of a contact person	
Contact Person's Address	
Contact person's telephone number(s)	
Contact person's email address	

By signing this Cover Page, I hereby attest: that I have read and understand all terms listed in the RFP; have read and understand all terms listed in this proposal; that I am authorized to bind the entity named in this agreement; and that if this proposal is accepted, I am authorized and able to secure the necessary resources to comply with all terms listed in the RFP as published by PRHFA, including any amendments thereto.

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Authorized Representative Name

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Authorized Representative Signature

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Date