



GOVERNMENT OF PUERTO RICO
PUERTO RICO FISCAL AGENCY AND FINANCIAL ADVISORY AUTHORITY

REQUEST FOR PROPOSALS

seeking

MEDICAL STUDENT LOAN FORGIVENESS PROGRAM ADMINISTRATOR SERVICES

for

The Puerto Rico Fiscal Agency and Financial Advisory Authority

RFP Submission Deadline: July 22nd, 2022 at 5:00pm
(Atlantic Standard Time)

www.aafaf.pr.gov

RFP Issuance Date: June 24th, 2022

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REQUEST FOR PROPOSALS

The Puerto Rico Fiscal Agency and Financial Advisory Authority (“**AAFAF**” or the “**Authority**”) is seeking proposals from duly qualified firms to assist **AAFAF** and the Government of Puerto Rico (“**Government**”; together with **AAFAF**, the “**Government Entities**”) to provide professional services (“Medical Student Loan Forgiveness Program Administrative Services” or the “**Services**”), as further defined in Section 1.3 and Section 2 of this request for proposals (“**RFP**”).

This **RFP** seeks responses from firms capable of providing and delivering the **Services** as described in this **RFP**. Proponents (“**Proponents**”) should demonstrate their capacity to complete the required tasks and develop a productive relationship with the **Government Entities** and the relevant stakeholders.

This **RFP** does not commit nor obligate the **Government Entities** to award a contract nor to pay any costs incurred in the preparation of a proposal in response to this request. The **Government Entities** reserve the right to award contracts to more than one qualified firm, to accept or reject any or all proposals received as a result of this **RFP**, to negotiate with any qualified firm or to modify or cancel the **RFP** in part or in its entirety. See Section 8 for further disclaimers and reservation of rights by the **Government Entities**.

The proponent selected under this **RFP** (the “**Selected Proponent**”) will be required to be free of any real or perceived conflict of interest.

RFP Submission Deadline: July 22nd, 2022 at 5:00pm (AST)

Please submit one (1) electronic copy to the following address:

Electronic copies via email

rfp@aafaf.pr.gov

Documents will only be received electronically. Refer to Section 4.4 herein. Hand delivery and postal mailed documents will not be accepted.

Please refrain from submitting general marketing materials that do not explicitly respond to the content and questions contained in this RFP

1 INTRODUCTION

1.1 Puerto Rico Fiscal Agency and Financial Advisory Authority

AAFAF is an independent public corporation and governmental instrumentality with separate legal existence, fiscal and administrative autonomy, and independence from the Government. Pursuant to Act No. 2 of 2017 (“**Organic Act**”), **AAFAF** was created, among other things, to act as fiscal agent, financial advisor and reporting agent of the **Government**, its agencies, instrumentalities, subdivisions, public corporations and/or municipalities, including Covered Entities as defined under the Puerto Rico Oversight, Management and Economic Stability Act of 2016, Public Law No. 114-187, 130 Stat. 549 (“**PROMESA**”), and to assist said entities in confronting the grave fiscal and economic emergency that Puerto Rico is currently experiencing. **AAFAF** has assumed most of the fiscal agency and financial advisory responsibilities previously performed by the Government Development Bank for Puerto Rico.

Considering its **Organic Act**, **AAFAF** is the agency responsible to coordinate the **Government’s** sustainable use of resources, while presenting a global and coordinated view of the Government’s capital needs. As such, **AAFAF** has authority to monitor compliance with the budget certifications approved under **PROMESA** and to review matters such as, but not limited to, contracts, transactions and regulations of agencies and instrumentalities of the **Government**. The **Organic Act** authorizes **AAFAF** to enter into professional services agreements that are necessary or convenient to assist in the proper execution of its ministerial duties.

1.2 Certified Fiscal Plan and Budget

PROMESA was enacted, among other things, to provide a mechanism to manage the **Government’s** - and certain other public corporations and instrumentalities considered as Covered Entities thereunder - revenues and expenditures, and to restructure their respective obligations. For these purposes, **PROMESA** established the Financial Oversight and Management Board for Puerto Rico (“**FOMB**”), as further defined herein.

PROMESA established a procedure for the **Government** and/or Covered Entities to develop and submit to the **FOMB** a fiscal plan and budget for certain fiscal year(s), for the **FOMB’s** review, comments, approval and certification; for certifications purposes, subsequently the **FOMB** may proceed within the purviews of **PROMESA**. Once a fiscal plan and budget are certified, **PROMESA** also provides procedures to monitor compliance accordingly. On April 23, 2021, the **FOMB** certified the Government’s fiscal plan for Fiscal Year 2021-2022; subsequently, on June 30, 2021, the corresponding budget for Fiscal Year 2021-2022 was certified (collectively referred to as the “**Certified Fiscal Plan & Budget**” or the “**Fiscal Plan**”). On January 27, 2022, the Certified Fiscal Plan was recertified by the **FOMB**.

As custodian of the Fiscal Plan, **FOMB** is tasked with providing oversight and support for key measures under the Fiscal Plan, including the Student Loan Forgiveness Program defined in Section 1.3.

1.3 Medical Student Loan Forgiveness Program Background

Actions to retain healthcare professionals in Puerto Rico were deemed necessary to address the escalating healthcare professional shortages of the island. The US federal agency, Health Resources and Services Administration (HRSA) has designated Puerto Rico as Health Professional Shortage Area (HPSA) for primary care, dental, and mental health providers due to the population-to-provider calculation exceeding the threshold for designation in all three categories¹. It is estimated that as of 2018, two-thirds of primary care physicians in Puerto Rico were older than 55 years, as compared with a national rate of 43%². Prior to the COVID-19 pandemic the island had already faced shortages of medical professionals due to a myriad of factors including recent natural disasters and economic challenges.

Over the past decade, retention issues of healthcare professionals that have obtained advanced degrees from medical programs and/or completed residency programs have increased substantially. In a study conducted by the Robert Graham Centre it is reported that only four out of every ten graduates of family medicine residencies from 2011 to 2017 remained on the island in 2018³. The island's new family physician retention rate was placed among the lowest in the nation. During that time period, 111 family medicine residents graduated among the island's four residency programs. Of those 111 graduates, only 45 remained practicing on the island in 2018, yielding a retention rate of 40.5%⁴.

Upon successful completion of residency programs, recent medical school graduates are often attracted by potential career opportunities with higher salaries on the US mainland. The government of Puerto Rico seeks to decrease the percentage of provider to population gap by both increasing the retention rate of recent medical student graduates on the island through economic incentives for medical students who attend and graduate from medical programs of universities in Puerto Rico as well as attracting medical students from the US mainland to healthcare job opportunities on the island.

Section 14.4.1 of the **Fiscal Plan** established an independently managed loan forgiveness program (the "Medical Student Loan Forgiveness Program" or the "Program") in order to incentivize doctors to practice in underserved areas in Puerto Rico; accordingly, the **Fiscal Plan** allocated certain funding for a loan forgiveness program to be offered to medical residents or students, which consists of: (i) \$10,000,000 in Fiscal Year 2020, and (ii) \$20,000,000 in Fiscal Year 2021. Under this program, each medical student or resident would be eligible for up to \$25,000 of loan

¹ Bureau of Health Workforce Health Resources and Services Administration (HRSA) – Designated Health Professional Shortage Areas Statistics; Third Quarter of Fiscal Year 2020, Designated HPSA Quarterly Summary, June 30, 2020.

² Robert Graham Center Report: A Shrinking Primary Care Workforce in Puerto Rico, Dec 13, 2019

³ Robert Graham Center Report: A Shrinking Primary Care Workforce in Puerto Rico, Dec 13, 2019

⁴ Robert Graham Center Report: A Shrinking Primary Care Workforce in Puerto Rico, Dec 13, 2019

forgiveness per year of service – up to four years – (“Loan Forgiveness”) in underserved areas and the program would be administered by an independent third party (the “Medical Student Loan Forgiveness Program Administrator” or the “Program Administrator”).

The **Medical Student Loan Forgiveness Program** responds to the increased need for healthcare providers in underserved areas following the COVID-19 Pandemic. The **Fiscal Plan** requires **AAFAP** and the **FOMB**, to undertake the initiatives levied thereunder, including launching the RFP, which is projected to be completed by December 2022.

Funds for the Medical Students Loan Forgiveness Program have been appropriated and will be held until disbursed by the *Departamento de Hacienda de Puerto Rico* in a restricted account with the sole purpose to advance and fund the payments due under the Medical Student Loan Forgiveness Program. The payments to the Program Administrator will be contingent on compliance with the Scope of Work set forth in this RFP, with any modifications to be approved in writing by the AAFAP and reflected in the Student Loan Forgiveness Program Administration Agreement (as defined in Section 2.1).

Disbursement of Funds will be made only after FOMB approval of the Student Loan Forgiveness Program Administration Agreement (defined in Section 2.1).

Any other incidental or related service(s) needed regarding the Medical Student Loan Forgiveness Program, may be requested within the boundaries of the Scope of Work described herein.

The Government Entities will establish a committee (the “Program Committee” or the “Committee”), which will oversee and provide guidance to the Program Administrator as it relates to the Services and Program, including the development of its rules, bylaws and procedures, and will approve of any monies to be used to fund the payment of student loans for selected candidates (“Grantees”).

2 DESCRIPTION OF THE ENGAGEMENT

2.1 Description of Proposed Contracting Opportunity

AAFAP intends, through this procurement, to enter into a Student Loan Forgiveness Program Administrator Agreement (“SLFPAA” or the “Agreement”) that will result in best-value completion of all the elements of the Project.

The Selected Proponent understands and acknowledges that the Agreement, or any amendment to the Agreement shall be approved by FOMB.

2.2 Further Contract Conditions

The contents of the proposal prepared by the Selected Proponent, with any amendment approved by the Authority, will become part of the Agreement that will be executed with the Selected Proponent as a result of this RFP process.

The Agreement will include those clauses required when contracting services similar to those procured under this RFP and those included in contracts with the Government, such as contractual provisions requiring:

- Original certifications evidencing that the proponent has complied with its responsibility in the filing of tax returns and payment of its taxes, including sale and use tax as applicable, to the Commonwealth of Puerto Rico, to the Federal Government, and to the state or jurisdiction where its base of operations resides.
- Commercial Registration Certification issued by the Department of Treasury.
- Certification of Compliance issued by the Child Support Administration (ASUME). Corporations must file their request for said certification with the Employer Unit of ASUME. The same indicates that the employer complies with the orders issued in his name as employer to retain the salary of employees as a result of amounts owed for child support.
- Sworn statement, signed by the President or chief executive authorized to represent the proponent, indicating that the proponent, its subsidiaries, affiliates and/or parent companies, and their respective shareholders, directors, partners, officers, executives, or principals have neither been convicted nor has probable cause for their arrest been found against any of them, nor are they being investigated under any administrative, judicial or legislative procedure, whether within or outside of Puerto Rico, as a result of any crime constituting fraud, embezzlement or misappropriation of public funds, as provided in Act No. 2 of January 4, 2018, as amended, or any other legal provision penalizing crimes against the treasury and the public trust, and that the person signing the statement has not been investigated, arrested, convicted, or found guilty or sentenced as a result of said criminal conduct.
- Certification of Employer Registration and of Debt with Respect of Unemployment Insurance and Disability Insurance issued by the Workplace

Safety Bureau, Tax Division, Collection Unit of the Department of Labor and Human Resources. The same shall indicate that the contractor does not have a debt with the Disability Insurance and Unemployment Insurance Programs. If the person is not an employer, it shall indicate that the person is not registered as an Employer and therefore does not have any debt.

- Certification of Employer Registration and of Debt in Respect of Driver's Insurance issued by the Persons with Non-Occupational Disabilities and Driver's Insurance Bureau of the Department of Labor and Human Resources. The same shall indicate that the contractor does not have a debt with the Non-Occupational Disability Insurance and Driver's Insurance Programs. If the person is not an employer, it shall indicate that the person is not registered as an Employer and therefore does not have any debt.
- No debt Certification and copy of current policy issued by the State Insurance Fund.
- Certification of Existence or Certification of Authorization to do business in Puerto Rico. The Certification of Existence indicates that the applicant is incorporated under the laws of Puerto Rico and is issued by Puerto Rico's State Department. The Certification of authorization to do business in Puerto Rico applies to foreign companies. It indicates that the applicant is authorized to do business in Puerto Rico and is issued by the Puerto Rico State Department. The certification indicates the date of issuance and authorization to do business in Puerto Rico.

All certifications must be current, that is, issued within thirty (30) days from the date the Selected Proponent executes the contract with the Government Entities.

The Selected Proponent will be contractually required to abide by the laws of Puerto Rico as governing laws under the agreement. Any disputes must be resolved accordingly. Exclusive venue shall be the courts of Puerto Rico.

The Government Entities shall reserve the right to terminate any contract entered into as a result of this RFP at any time, provided that written notice has been given at least thirty (30) days prior to such proposed termination date.

Furthermore, Selected Proponent shall:

- Work with the Government Entities and any other personnel on all matters that may arise in connection with the engagement as per the terms of this RFP and the contract to be executed between the parties;
- Assume sole responsibility for the complete effort required to provide the services;
- Refrain from assigning, transferring, conveying, or otherwise disposing of the contract, or its rights, titles or interest therein, or its power to execute such agreement, to any other person, firm, partnership, company or corporation

without the prior consent and approval in writing of the Government Entities;
and

- Comply with applicable federal, state, Commonwealth and foreign laws and regulations governing projects initiated or supported by the Government of Puerto Rico.

2.3 Program Administrator Fees

Payments to the Program Administrator will be provided monthly in the amounts based on the payment mechanism described in the Agreement. It is expected that the payment mechanism will be based on time and material fees, themselves based on actual cost of resources and expenses, which should be described in the Financial Proposal. All payments to the Program Administrator will be made in compliance to all government Account Payable policies.

The Proponent's budget breakdown will be evaluated for its reasonableness as it relates to the Proponent's Technical Approach; and (ii) the Proponent's rates and budget will be approved upon execution of the Agreement. Upon detailed evaluation of technical proposals by the Evaluation Committee, the Government Parties shall select one firm, the Selected Proponent, for contract negotiations, including final approval of the Proponent's rates and budget (as described in Proponent's Section B of the Financial Proposal).

The funding provided under the Agreement shall be used to fund the costs of the contract between AAFAF and the Selected Proponent to perform the Scope of Work, including procurement and retention of any additional professional services required to perform the Scope of Work.

2.4 Scope of Work

The Government Entities are seeking proposals from firms to provide Medical Student Loan Forgiveness Program Administrative Services.

The Medical Student Loan Forgiveness Program Administrator will be directly responsible for administering the Program which incentivizes healthcare professionals to practice in underserved areas in Puerto Rico. AAFAF currently anticipates that the Services will include, but are not limited to, the following:

2.4.1 Identify Underserved Areas and Establish Medical Institution Partnerships

- Identify the underserved areas in Puerto Rico with a shortage of medical professionals and non-medical healthcare professionals including but not limited to (i) primary care, (ii) mental health (iii) dental health, (iv) psychologists (v) nurses (vi) physical therapists (vii) geriatrics (viii) tech equipment specialists etc. and define the parameters and data to be used for selecting the underserved areas where recipients of loan forgiveness will practice.
- Prioritize the healthcare needs of each underserved area.

- Develop partnerships with medical institutions, including but not limited to public and private hospitals and clinics, to provide an adequate health care infrastructure and physical spaces for doctors and other healthcare professionals to practice in the underserved areas.

2.4.2 Medical Student Loan Forgiveness Program Administration

- Define, develop, and implement the Medical Student Loan Forgiveness Program criteria with the support of the **Committee** including but not limited to: (i) type, location, and duration of eligible work experiences and assignments that would be eligible for the Program, (ii) partnerships with eligible employers in underserved areas, (iii) key performance indicators and reports to monitor the successful retention of students on the island, (iv) procedures to monitor student completion of the program and periodic observations and recommendations to amend program as needed.
- Develop the Program policies and procedures for the administration of the Program.
- AAFAF and the Program Administrator will determine the specifics of the payment methods and disbursement of funds upon agreement of the contract applicable to all government regulations. These disbursements will support students who may participate and qualify in the Medical Student Loan Forgiveness Program.

2.4.3 Candidate Eligibility, Application, and Selection

- Establish the Program terms, eligibility and qualifications requirements of applicants (financial, academic and citizenship status, among others), in conjunction with the Committee and designated staff from the **Government Entities** including but not limited to: (i) initial and annual review of terms, eligibility requirements and qualification standards, (ii) support the establishment of the Program Committee, (iii) support the development and the Fund Committee's rules, by-laws and procedures, to the extent applicable.
- Design the selection criteria and administer the application process of the Program in conjunction with the Government Entities, including but not limited to: (i) provide for both hard copy and online registration procedures, (ii) establish and administer a centralized electronic data filing room of all applications, (iii) assist in eligibility determinations.
- Design and implement the Medical Student Loan Forgiveness Program selection process, including but not limited to: (i) providing instructions/guidance to the Program Committee members, (ii) assist in scheduling meeting and decision timelines, to the extent permissible, (iii), assist in the application review process to guarantee that all candidates to be evaluated comply with the Program criteria.

2.4.4 Outreach and Communications

- Develop marketing and outreach programs to attract eligible medical student applicants through social media, newspapers, proponent and university websites and other media outlets.
- Develop marketing and outreach programs to encourage public and private institutions to host loan forgiveness recipients.
- Develop communication strategy for the Medical Student Loan Forgiveness Program and implement communications plan for all stakeholders including but not limited to (i) implementing a help desk to support email and phone inquiries for relevant stakeholders, and (ii) developing knowledge articles to disseminate information to students and other relevant parties through the duration of the Program.

2.4.5 Accounting and Reporting

- Develop an individualized accounting structure for the Medical Student Loan Forgiveness Program.
- Prepare historical report of funds disbursed under the Medical Student Loan Forgiveness Program.
- Design and implement appropriate controls and reporting mechanisms for the selection of grantees, allocation of the funds, and interim custody of the funds, including periodic reviews; to the extent that these controls are properly managed and periodic reporting is made available upon request (monthly, quarterly or as needed) by the government, independent auditors of AAFAF, AAFAF, *Departamento de Hacienda de Puerto Rico*, Department of Economic Development and Commerce of Puerto Rico (“DDEC” for its Spanish acronym), the FOMB and/or as required by local government legislature. The Program Administrator will be accountable for all controls, compliance, monitoring, and reporting measures for an audit of the Program.
- Formulate and establish clear, standardized Program procedures to ensure ongoing regulatory compliance, monitoring and performance management in accordance with the Loan Forgiveness guidelines. Procedures should include a robust monitoring and evaluation plan based on key performance indicators as well as a plan for non-compliance.
- Retain all records, documents, and communications of any kind (including electronic disk or print form) that relates in any manner to the award and performance of the Program.
- Develop dashboards and reports that promote transparency, efficiency, and accountability of the funds of the Program.
- Monitor compliance with the Medical Student Loan Forgiveness Program and take appropriate actions necessary to enforce compliance under the terms of the Agreement.

3 DESCRIPTION OF THE PROCUREMENT PROCESS

3.1 Procurement Process

AAFAF reserves the right, in its sole discretion, to modify the following procurement process to comply with applicable law or to address the best interests of AAFAF and the Commonwealth of Puerto Rico, including canceling the procurement.

AAFAF will evaluate the proposals it receives in response to this RFP and intends to establish, according to criteria generally outlined herein, select a preferred proponent ("Selected Proponent") that is eligible to perform the Services.

3.2 Schedule

A summary schedule of the major activities associated with the procurement process is presented below, through the completion of this RFP process. The post-proposal schedule may vary from the schedule indicated below. In such case, proponents shall be notified to their email of record.

Date	Activity
June 24 th , 2022	Issue RFP
July 8 th , 2022**	Last date for submission of questions or requests for clarifications to the RFP
July 15 th , 2022 **	Last addendum to RFP issued
July 22 nd , 2022**	Proposals due to the Authority
August 12 th , 2022**	Complete evaluation of Proposals and Issue notice to Selected Proponent

**Subject to change.

3.3 Communications Protocol

The Government Entities are committed to a fair, open process for interested parties to receive information about the competitive solicitation process. As such, communications shall be conducted in accordance with this RFP.

No interpretation or clarification of the meaning of any part of the RFP will be made orally by the Government Entities to any potential proponent. All questions and communications concerning this procurement process must be directed in writing to the Government Entities, via email (email address shown below), no later than the date specified in the RFP schedule. No telephone queries will be accepted.

All questions concerning this RFP should be directed *IN WRITING* to:

rfp@aaafaf.pr.gov

Where appropriate, responses to formal questions will be distributed by email to all proponents on our record as having received a copy of this RFP. In each case, the **Government Entities** will determine whether a response is appropriate or necessary.

3.4 Conflicts of Interest

By submitting their respective proposals, proponents acknowledge that in the event they are selected under this RFP, potential services rendered thereunder are to be provided exhibiting complete loyalty towards the Government Parties, including, but not limited to, having no adverse interest to the Government Parties.

Consequently, as part of the contracting process, the Selected Proponent shall certify that they are not currently aware of any relationship that would create a conflict of interest with the Government Parties, or those parties in interest, according to the applicable Government's contracting requirements; and shall identify any existing or potential relationship that might be considered a conflict of interest.

4 PROPOSAL SUBMITTAL REQUIREMENTS

4.1 General

AAFAP expects Proposals submitted in response to this RFP to provide enough information about the requested items so as to allow AAFAP to evaluate and competitively rank and select a preferred proponent (“Selected Proponent”) based on the criteria set forth herein. Except for original documents expressly required in a different language, Proposals shall be submitted exclusively in the English language, inclusive of English units of measure and cost terms in United States of America dollar denominations.

4.2 Format

All proposals must meet the requirements stated in this RFP.

4.2.1 Digital Copy

Each responding Proponent shall submit digital copies of its Technical and Financial Proposals in two separate, searchable Adobe Acrobat PDF documents, bookmarked for ease of navigation. The Proponent’s name must be clearly marked on the name of each file. The files shall be labeled, respectively “Medical Student Loan Forgiveness Program Administrator [Name of Team] Proposal Technical.pdf” and “Medical Student Loan Forgiveness Program Administrator [Name of Team] Proposal Financial.pdf”.

None of the digital files shall contain any files other than the aforementioned files. Individual electronic files may not exceed 10 MB without prior AAFAP approval.

4.2.2 General Format Requirements

Proposals must be set up on 8-1/2” x 11” sized pages. 11” x 17” pages are allowed for schematics, maps, organizational charts, drawings, tables and schedules. However, narrative text cannot be included on such 11” x 17” pages, except for brief captions necessary to title or describe graphics. Any other narrative text included on an 11” x 17” page may be disregarded by AAFAP. Each 11” x 17” page will be counted as a single page. Printed lines may be single-spaced.

Forms shall not be modified other than to include requested information. If AAFAP issues any Addenda to the RFP that do not change a form except for noting the Addendum number and date in the footer, AAFAP will accept an earlier version of the form so long as the earlier version of the form submitted with the Proposal is otherwise the most up-to-date version of the form.

The Proposal shall have all pages numbered consecutively within each section of the Proposal, other than required forms which shall be individually numbered, including any 11” x 17” pages and must conform to the page limitations identified in this Proposal.

The Proposal must be presented in Arial (not Arial Narrow), 12-point font, including in diagrams, organizational charts and other such graphics.

Standard corporate brochures, awards and marketing materials shall not be included in the Proposal, and AAFAF does not commit to review any materials included in a Proposal that are not specifically required by the RFP.

4.3 Contents and Organization

Proponents must organize their Proposal in the order set forth in the following table. Each section may be subdivided as needed; dividers do not count as pages subject to page limitations noted herein, but content on any dividers will not be evaluated.

Figure 1. Proposal Organization

Section of Proposal		Maximum Number of Pages Allowed	Applicable Form	Firm or Person Responsible for Completing Form
TECHNICAL PROPOSAL				
Section A – General	Transmittal Letter	N/A	Form-1	Proponent
	Executive Summary	3	NFP See section 5.1.2	Proponent
Section B Proponent Information	Proponent Information	N/A	Form-2	Proponent
	Proponent Team Members Information	N/A	Form-2	Team Members
Section C Certification and Legal Qualifications	Non-Collusion Affidavit	N/A	Appendix I	Proponent, Team Members
	Eligibility Affidavit	N/A	Appendix II	Proponent, Team Members
	Certification	N/A	Appendix III	Proponent, Team Members
Section D Proponent Description	Team Structure	5 (including any figures)	NFP See Section 5.4.1	Proponent
	Proponent Experience		NFP See section 5.4.2	

Section of Proposal		Maximum Number of Pages Allowed	Applicable Form	Firm or Person Responsible for Completing Form
Section E Qualifications	Student Loan Forgiveness Program Administration Experience - Summary of Projects	N/A	Form-3	Proponent
	Student Loan Forgiveness Program Administration Experience - Project Narratives	5	Form-4	
	Proponent References	N/A	Form-5	
Section F Statement of Technical Approach	Organization Structure	10 (including any figures)	NFP See section 5.6.1	Proponent
	Summary of Approach		NFP See section 5.6.2	
	Work Plan		NFP See section 5.6.3	
	Local engagement approach		NFP See section 5.6.4	
	Compliance and transparency approach		NFP See section 5.6.5	
	Approach to Project risks		NFP See section 5.6.6	
	Improvements and modifications		NFP See section 5.6.7	
Section G – Key Personnel	Resumes and signed Statements of Availability	N/A	NFP See section 5.7	Proponent
	Key Personnel References	N/A	Form-6	

Section of Proposal		Maximum Number of Pages Allowed	Applicable Form	Firm or Person Responsible for Completing Form
FINANCIAL PROPOSAL				
	Financial Statements	N/A	NFP See section 6.1.1	Proponent
Section A Financial Capacity	Material changes in Financial Condition	N/A	NFP See section 6.1.2	Proponent
Section B Budget Breakdown	Budget Breakdown	N/A	NFP See section 6.2	Proponent

[A Proposal from any Proponent that fails to pass AAFAF’s determination regarding no conflict of interest, shall be deemed unacceptable and unresponsive, and shall be disqualified without further evaluation.]

4.4 Proposal Submittal Requirements

The Proposal shall be submitted electronically via e-mail to the addresses set forth below:

rfp@aafaf.pr.gov

The subject on the electronic submittal shall read: [Proposal for the Medical Student Loan Forgiveness Program Administrator Services – [Name of Team]]

The proposal shall be submitted no later than **July 22nd, 2022 at 5:00pm (AST) (“Proposal Due Date”)**. Documents will only be received electronically. Hand delivery and postal mailed documents will not be accepted.

Proponents authorized to do business in Puerto Rico must include with their submission the Certification of Eligibility of the Unique Registry of Professional Services Providers (known in Spanish as “Certificado de Elegibilidad del Registro Único de Proveedores de Servicios Profesionales”), issued by the General Services Administration.

Any proposal or proposal material (except for clarifications as set forth in Section 7) that is delivered after the **Proposal Due Date** shall be considered late, rejected and returned unopened to the Proponent. The **Government Entities** assume no responsibility for deliveries made or attempted outside of the times specified above, late deliveries or the method of delivery chosen by the proponent.

PROPOSALS SHALL BE VALID FOR A PERIOD OF NINETY (90) DAYS AFTER THE PROPOSAL DUE DATE.

The proposal shall be prepared in English. All fees shall be quoted in United States dollars. The **Government Entities** shall not accept any proposal or modification of a proposal delivered by telephonic, electronic or facsimile means, except as provided herein.

5 TECHNICAL PROPOSAL

The Proposal shall contain the following:

5.1 Section A – General

5.1.1 Transmittal Letter

A duly authorized official of the Proponent or Lead Team Member must execute the transmittal letter on Form-1. For Proponents that are joint ventures, partnerships, limited liability companies or other associations, the transmittal letter shall have appended to it letters on the letterhead stationery of each Team Member, executed by authorized officials of each Team Member, stating that representations, statements and commitments made by the lead Team Member (the “Lead Team Member”) on behalf of the Team Member’s firm have been authorized by such Team Member, are correct, and accurately represent the role of the Team Member’s firm in the Proponent team.

5.1.2 Executive Summary

An Executive Summary, not exceeding three pages. The Executive Summary shall be written in a nontechnical style and shall contain sufficient information for reviewers with both technical and nontechnical backgrounds to become familiar with the Proponent’s Proposal and its ability to satisfy the financial and technical requirements of the Project.

5.2 Section B – Proponent Information

5.2.1 Proponent Information

Submit originals of completed and executed Form-2 on behalf of the Proponent.

5.2.2 Proponent Team Members Information

If Proponent is a joint venture or newly formed entity, complete a separate Form-2 for each member of or partner in such joint venture or newly formed entity (collectively “Team Members”).

Proponent and Proponent Team Members are advised that Form-2 may be released to the public and media.

5.3 Section C – Certification and Legal Qualifications

5.3.1 Non-Collusion Affidavit

Submit a completed Appendix I Non-Collusion Affidavit.

5.3.2 Eligibility Affidavit

Submit a completed Appendix II Eligibility Affidavit.

5.3.3 Certification

Appendix III (Certification) completed and executed on behalf of each of the following: the Proponent and each Team Member. If the Proponent or a Team Member is a joint venture or newly formed entity, complete a separate Appendix III for each member of or partner in such joint venture or newly formed entity.

5.4 Section D – Proponent Description

Proponents are required to demonstrate that they possess all the loan forgiveness program administration experience that allows the proper and successful execution of the Services. Proponents must show effective and substantive experience (relative to proposed Scope of Work) in the provision of similar services under consideration in this RFP. Proponents must display strong leadership, accountability, continuity and willingness to work with a broad range of entities, both within the public and private sectors. Hence, Proponents must demonstrate it has a staff of experienced professionals and a dynamic collaborators network that include a broad range of private and government organizations.

5.4.1 Team Structure

- Describe any teaming and sub-contracting arrangements, existing or anticipated, including any technical, legal, and financial advisors/consultants contracted to provide expertise necessary to perform the Loan Forgiveness Program Administration Services or such other support anticipated to be required during the term of the agreement.
- Describe the structure of any proposed teaming and/or sub-contracting arrangements, indicating, as applicable, the technical, financial, legal, and other advisory services that will be required to deliver the scope described in this RFP.

5.4.2 Student Loan Forgiveness Program Experience

- Provide a description of the Proponent's experience in administering student loan forgiveness programs across the Proponent's administration management portfolio in the last 10 years.
- Provide a description of the Proponent's experience in procuring, managing, and coordinating technical, financial, and legal advisors to manage student loan forgiveness programs involving technically complex scopes.
- Describe the Proponent's understanding of the legal, administrative, and regulatory requirements relevant to the Proponent's provision of Loan Forgiveness Program Administration Services as described in this RFP.
- Identify any gaps that would require additional information or outreach by the Proponent and provide a summary of a proposed plan for identifying and

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rectifying any information gaps should the Proponent be engaged for this scope.

- Describe any needs assessment and/or community engagement processes undertaken by the Proponent in prior experience in a Student Loan Forgiveness Program Administration capacity, including engagement with the unserved or underserved communities as discussed in the RFP.
- Demonstrate the Proponent has a dynamic collaborators network that include a broad range of private and government organizations relevant to the scope of work and implementing the Loan Forgiveness Program Administration Services.

5.5 Section E - Qualifications

5.5.1 Loan Forgiveness Program Administration Qualifications

5.5.1.1 *Summary of Projects - Loan Forgiveness Program Administration Qualifications*

Submit a completed **Form-3**. Provide a summary of loan forgiveness program administration experience with a minimum of three (3) and a maximum of ten (10) projects per Proponent in compliance with the instructions and requirements set forth in **Form-3** and best meeting the evaluation criteria set forth in Section 7.4.

5.5.1.2 *Project Narratives - Loan Forgiveness Program Administration Qualifications*

Submit detailed project narratives using **Form-4**. Provide project narratives detailing loan forgiveness program administration experience including a minimum of three (3) and maximum of five (5) projects per Proponent in compliance with the instructions and requirements set forth in **Form-4** and best meeting the evaluation criteria set forth in Section 7.4.

For each project narrative, provide a reference contact using the Proponent Reference **Form-5**.

5.5.2 Proponent References

In accordance with Project Narrative section 5.5.1.2 above submit a completed **Form-5**.

5.6 Section F – Statement of Technical Approach

Provide a narrative statement of the Proponent's technical approach to delivering the Services (Proponent may use tabular format if it facilitates the organization of the information).

Proponent's narrative statement shall include:

5.6.1 Organization Structure

- Provide an Organizational Chart indicating the Proponent (and Proponent team members, as applicable) and Key Personnel identifying the relationship between their respective roles.
- Note Key Personnel's previous experience (if any) working together in such roles.
- Indicate reporting structure for the loan forgiveness program applicants/recipients and note structure for communication with the Government Entities.

5.6.2 Technical Approach

- Explain how the Proponent will achieve the goals, objectives, tasks, and deliverables outlined in the Scope of Services for this RFP. Specifically address how the Proponent will effectively assist the Government Entities with governance and organizational procedures and each individual area of the Scope of Work.
- Describe how the Proponent intends to cohesively deliver all the Services in an organized manner.
- Indicate why the proposed approach is appropriate and suited for Government Entities' requirements.
- State why Proponent is best positioned to deliver the Program.
- Detail the approach to the integration and coordination of Proponent team capabilities and how the Proponent will operate at each stage of implementing the Scope of Work as per the proposed timeline.
- Describe the work to be performed with respect to Proponent in-house capability and capacity to execute the required scope as detailed in the RFP and the work to be subcontracted.
- For all subcontracted services that Proponent will require in order to deliver the Scope of Work specified in the RFP, please provide a draft scope for each advisor/consultant team to be contracted, specifying for each (i) the proposed timeline of work, (ii) key activities to be undertaken, (iii) estimated fee range, and (iv) key qualifications to be required.

5.6.3 Work Plan

- Provide a workplan to execute the project Scope of Work and structure to meet the objectives stated in this RFP.
- Provide a schedule for the project based on the timeline specified in the RFP, include key activities and indicate any proposed divergence from the RFP timeline.

5.6.4 Local engagement approach

- Describe Proponent's approach to subcontracting with local parties, community engagement and local stakeholder partnerships, including but not limited to anchor institutions, throughout Puerto Rico, as it relates to the Scope of Work in this RFP.
- The Government Entities have the objective of fostering the participation of Local Parties in the provision of professional services and local expertise. Explain Proponent's approach to developing requirements to partner with local parties and community stakeholders.

5.6.5 Compliance and transparency approach

- Describe Proponent's approach to ensure overall financial and legal compliance and transparency.

5.6.6 Approach to Project Risks

- Identify and describe key project risks.
- Demonstrate Proponent's understanding of and approach to managing the identified Project risks and potential solutions to address the risks throughout the project timeline.

5.6.7 Improvements and modifications

- Improvements and modifications to the activities specified in the RFP are permitted; however, please discuss any proposed revisions and include justification for the proposed changes.

5.7 Section G – Key Personnel

Indicate key personnel who will be assigned to this project and give a brief description of the experience of each (including language skills) and their specific roles under the prospective **Services**. Key personnel are defined as those who will be assigned and performing the actual services or a portion of them. Also indicate the location of the office where work will be performed and specifically whether certain personnel will be used on an *as needed basis*. Proponents will not be permitted to subcontract any part of the **Services** without the prior written express consent of the **Government Entities**.

5.7.1 Resumes

- Provide a resume of not more than two (2) pages for each of the following Key Personnel, and
- Provide a resume of not more than one (1) page for each of Additional Resources proposed (as applicable)

Key Personnel (Shall be committed to the project on a full-time basis.)		
Position	Role	Minimum Requirements
Loan Forgiveness Program Administration Lead	Responsible for the execution of the Loan Forgiveness Program Services	Must have relevant experience in loan forgiveness program administration of at least 9,000 students

5.7.1.1 *Resume Specifications*

Each resume must specify the following:

- The role that each person will fulfill for the project as Key Personnel or Additional Resource
- An overview of relevant experience demonstrating how such experience will add value to the execution of the Loan Forgiveness Program Administration Services
- Language skills

5.7.1.2 *Availability of Resources*

Proponents are urged to designate and proffer only those individuals they reasonably believe will be available for a given role. Proponents are advised, that Selected Proponent personnel changes must be requested in writing and will be subject to the Government Entities’ approval. Key Personnel changes without the Government Entities’ prior approval may result in disqualification or removal of the Selected Proponent.

Each resume submitted is required to sign and attach to the end of the resume the following Statement of Availability:

STATEMENT OF AVAILABILITY

I, the undersigned, certify that to the best of my knowledge and belief, this resume correctly describes myself, my qualifications, and my experience, and I am available and willing to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal, and/or sanctions.

Further, I certify that I have been informed of the inclusion of my resume in this Proposal to provide Loan Forgiveness Program Administration Services. I confirm that I will be available and willing to carry out the assignment for which my resume has been submitted in accordance with the implementation arrangements and schedule set out in the [Agreement].

Name

Signature

Date (Month/Day/Year)

5.7.2 Key Personnel References

Provide Key Personnel references using **Form-6** as described below:

- Three (3) references must be supplied for each of the Key Personnel, and one (1) reference must be supplied for each other Additional Resource, in each case from projects during the past five (5) years; where a Key Personnel has only worked on two (2) or less projects during the past five (5) years, the Proponent shall (i) affirmatively state that the Key Personnel has only worked on two or less projects during the past five (5) years, (ii) include references from each such project and (iii) include references from projects before such five (5) year period such that the total number of references is three (3).
- References shall be provided by previous clients with whom the Key Personnel or Additional Resources have worked, and shall include the reference’s name, position, company or agency, and current contact details (including current address, email and telephone).
- Proponents are requested to verify the accuracy of the references’ contact details and are advised that if the contact details are not correct, the Government Entities may elect to exclude the experience represented by such reference in determining the Key Personnel’s qualifications.

6 FINANCIAL PROPOSAL

The Financial Proposal shall contain the following:

6.1 Section A - Financial Capacity

6.1.1 Financial Statements

The Proponent and each Team Member, if any, must provide financial statements for the three (3) most recent completed fiscal years, showing how it manages its resources and demonstrating that it has the financial capability to carry out the Services, as determined by AAFAF.

Information for each organization should include a cover sheet identifying the name of the organization and its role as Proponent or Team Member (if applicable).

Financial statement information must include:

- Opinion Letter (Auditor's Report)
- Balance Sheet
- Income Statement
- Statement of Changes in Cash Flow
- Footnotes

In addition, financial statements must meet the following requirements:

- GAAP/IFRS – Financial statements must be prepared in accordance with U.S. Generally Accepted Accounting Principles (“U.S. GAAP”) or International Financial Reporting Standards (“IFRS”).
- U.S. Dollars – Financial statements must be provided in U.S. dollars. If financial statements are not available in U.S. dollars, the Proponent and Team Members, must include summaries of the income statements and balance sheets for the applicable time periods converted to U.S. dollars by a certified public accountant.
- Audited – Financial statements must be audited by an independent party qualified to render audit opinions (e.g., a certified public accountant). If audited financials are not available, the Proposal shall include unaudited financial statements for such entity, certified as true, correct and accurate by the chief financial officer (“CFO”), treasurer or equivalent officer of the entity.
- English – Financial statement information must be prepared in English. If audited financial statements are prepared in a language other than English, translations of all financial statement information must be provided with the original financial statement information.

6.1.2 Material Changes in Financial Condition

Information regarding any material changes in the financial condition of Proponent and each Team Member (if applicable) during its respective past three (3) fiscal years and anticipated for the next reporting period, must be provided. If no material change has occurred and none is pending, the Proponent and Team Member, as applicable, shall provide a signed letter from its CFO, treasurer or equivalent officer so certifying. The letter must be dated not earlier than seven calendar days prior to the proposal Due Date.

At the discretion of AAFAF, any failure to disclose a prior or pending material change may result in disqualification from further participation in the selection process. In instances where a material change has occurred, or is anticipated, the affected entity shall provide a statement describing each material change in detail, the likelihood that the developments will continue during the period of performance of the Project, and the projected full extent of the changes likely to be experienced in the periods ahead.

References to the notes in the financial statements are not sufficient to address the requirement to discuss the impact of material changes.

Where a material change will have a negative impact, the affected entity shall also provide a discussion of measures that would be undertaken to insulate the Project from any recent material changes, and those currently in progress or reasonably anticipated in the future.

Set forth below is a representative list of events intended to provide examples of what AAFAF considers a material change in financial condition. This list is intended to be indicative only.

List of Representative Material Changes:

- An event of default or bankruptcy involving the affected entity.
- A change in credit rating (if applicable) for the affected entity.
- Inability to meet conditions of loan or debt covenants by the affected entity.
- The affected entity either: (i) the financial statements indicate that expenses and losses exceed income (i.e. negative net income excluding earnings from noncontrolling interests); (ii) incurred a net operating loss (i.e. negative income before taxes, or negative earnings before taxes); or (iii) sustained negative cashflows from operating activities; in at least one of the last three fiscal periods, the affected entity shall provide a discussion of measures that will be undertaken to make the entity profitable in the future and an estimate of when the entity will be profitable.
- Other events known to the affected entity, or parent organization of the affected entity which represents a material change in financial condition over the past three years or may be pending for the next reporting period.

The determination of whether a Proponent has the financial capability to carry out the Services allocated to it, is in the Government Parties' sole discretion.

6.2 Section B - Budget Breakdown

6.2.1 Budget

- Based on the Work Plan described in Section 5.6.3, provide an estimated budget outlining the cost breakdown and fee structure anticipated to fulfill the Services, including advisory services that the Proponent will plan to procure.
- Provide a full explanation of the pricing structure, as well as sufficient information regarding performance metrics built into this structure.

6.2.2 Rates

- Proponents should also show a breakdown of their fees depending on sections of the engagement or the fees for conducting specific tasks. Include a breakdown of (i) Key Personnel and Additional Resources rates and; and (ii) any additional consultant fees anticipated.

7 EVALUATION PROCESS AND CRITERIA

7.1 Evaluation Committee

The **Government Entities** have appointed an evaluation committee to review and evaluate all of the proposals submitted in accordance with the RFP (the “Evaluation Committee”). The Evaluation Committee shall have five (5) members from relevant agencies, offices or public entities as selected by the Government Parties. The Evaluation Committee shall also have one (1) ex-officio and non-voting member from the FOMB.

All proposals, evaluations and the content of any discussions shall be kept strictly confidential throughout the evaluation and award process. Only the Executive Director of the Government Entities, members of the Board of Directors, members of the Evaluation Committee, consultants, attorneys and employees of the Government Entities approved by the above and with a legitimate need to know, shall have access to the proposals and the evaluation results. The Evaluation Committee shall obtain technical and legal support from **Government Entities** employees, its consultants and attorneys, as needed. The contract shall be granted to the proponent whose proposals is found to be technically sufficient, acceptable and most advantageous to the **Government Entities**.

The **Government Entities**, by means of the Evaluation Committee, may request a Proponent to clarify a proposal in the event that ambiguities or uncertainties are presented in the proposal. Any proposal or proposal material that is delivered after the Proposal Due Date shall be considered late, rejected and returned unopened to the Proponent. The Government Entities assume no responsibility for deliveries made or attempted outside of the times specified above, late deliveries or the method of delivery chosen by the proponent.

The Government Entities may enter into simultaneous or subsequent negotiations with proponents to determine the final selection of the awardee. The Government Entities reserve the right to interview key personnel of the proponent before the award of the contract.

The Government Entities shall award the contract to the Proponent that submits the most advantageous proposal as evaluated and scored according to Section 7.4. The Evaluation Committee shall report its findings and make its recommendations to the Government Entities.

Proposals that are not disqualified will be evaluated as to the substantive material, *provided however that*, in addition to the rights reserved in this Section 7.1, the **Government Entities** reserves the right to waive any defect or technicality in any proposals received, and modify or postpone or terminate the RFP process in its entirety or with respect to any Proponent, at any time, for any reason or no reason.

7.2 Responsiveness

The Evaluation Committee shall first review and determine if each proposal completed all requirements as to format and content. The **Government Entities** will only consider proposals from firms/teams that are fully qualified to conduct business in Puerto Rico.

Each Proposal will be reviewed for:

- conformance to the RFP instructions regarding organization and format; and
- responsiveness to the requirements set forth in this RFP.

Those Proposals not responsive to this RFP may be excluded from further consideration, and the Proponent will be so advised. AAFAF may also exclude from consideration any Proponent whose Proposal contains a material misrepresentation.

7.3 Interviews

Oral interviews may be conducted with Proponents to aid in the selection of a preferred proponent be selected or to clarify or expand upon specific items included in the proposals.

7.4 Evaluation Criteria

Proposals will be evaluated by the Evaluation Committee taking into consideration the following factors:

- Expertise and qualifications – expertise and capabilities in the administration of loan forgiveness or education grant programs; capacity to plan, launch, and manage a significant grant portfolio; expertise in contracting; capacity to evaluate student loan forgiveness or student grant applications.
- Technical Approach - approach to the engagement, including initial work plan and services proposal, compliance, integration and coordination of the multiple service providers, organization of team and functions, etc. Timeliness and resources (i.e., capability to establish and provide administration services with the program in an accelerated schedule, and resources to be dedicated to the management and administration of the funds, including accounting); reasonableness, timeliness and staffing of resources (i.e. capability to establish and administer the administration services in an accelerated schedule, and with the dedicated resources); timeliness and staffing of its resources.
- Key Personnel - Experience with similar projects, proven track record and qualifications; capability to coordinate and negotiate with a large number of public and private-sector stakeholders; and technical capabilities in loan forgiveness and student grant administration services.
- Financial Capacity - Capability to establish and provide administration services with the grant in an accelerated schedule, and resources to be dedicated to the

management and administration of the Grants, including accounting, financial advisory and investment management capabilities), including:

- o Proposed fee and fee structure
- o Timeliness and resources

The Evaluation Criteria for this RFP will be as follows:

Evaluation Criteria	Technical Proposal Submittal Sections	Weighting
Experience and Qualifications	Section D and E	40%
Student Loan Forgiveness Program Experience	RFP Section 5.4.2	
Student Loan Forgiveness Program Qualifications	RFP Section 5.5	
Technical Approach	Section F	35%
Technical Approach	RFP Section 5.6.2	
Work Plan	RFP Section 5.6.3	
Local Engagement Approach	RFP Section 5.6.4	
Other Elements of Approach	RFP Sections 5.4.1, 5.6.1, 5.6.5-5.6.7	
Key Personnel	Section G	25%
Loan Forgiveness Program Administration Lead	RFP Section 5.7	
Additional Resources	RFP Section 5.7	
TOTAL		100%

8 DISCLOSURES

8.1 General Disclosures, Rights, Options and Disclaimers

The issuance of this RFP, submission of a response by any firm/team, and the acceptance of such response by the Government Entities does not obligate the Government Entities. Proponent shall only be bound by its proposal for the period of 60 days required in this RFP. Legal obligations will only arise upon the execution of a formal agreement between the Government Entities and the selected firm/team.

By responding to this RFP, proponents acknowledge and consent to the following conditions relative to the procurement process. The Government Entities are not bound to accept any proposals if proponents do not meet the Government Entities' requirements. Without limitation and in addition to other rights reserved by the Government Entities in this RFP, the Government Entities reserve and hold, at their sole discretion, the following rights and options:

- To accept or reject any and all submittals, in whole or in part.
- To discuss, with any or all proponents, 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 Entities.
- To supplement, amend, or otherwise modify or cancel this RFP at any time, even after submission, when its in the best interest of the authority.
- To receive written questions concerning this RFP from Proponents and to provide such questions, and Government Entities responses, to all Proponents that received a copy of the RFP.
- To require additional information from one or more Proponents to clarify the proposals submitted.
- To conduct further investigations with respect to the qualifications and experience of each Proponent.
- To visit and contact the proponent's client in any of the projects or engagements referenced in the proposals to obtain direct information regarding proponent's performance in such engagements.
- To waive any defect or technicality in any proposals received.
- To eliminate any proponents that submits a nonconforming, non-responsive, incomplete, inadequate or conditional proposal.
- To investigate the technical and financial qualifications of proponents using sources in addition to what was included in the proposals.

All costs and expenses incurred by the proponents in the preparation and submission of a proposal and all related activities, will be the sole responsibility of the proponents. The Government Entities will not be liable for any amounts to any proponent in any manner, under any circumstances, including without limitation, as a result of a cancelation of the RFP process. The proponents cannot make any claims whatsoever for reimbursement from the Government Entities for the costs and expenses associated with the process.

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

The laws of Puerto Rico shall govern this RFP process. Any disputes relating to this RFP must be resolved accordingly. Exclusive venue for a judicial challenge is the Appeals Court of Puerto Rico as provided for by the laws of Puerto Rico.

8.2 Accuracy of RFP and Related Documents

The Government Entities 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 Entities 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 proponent to this RFP rely on any oral statement by the Government Entities' agents, advisors, or consultants.

8.3 Confidential or Proprietary Information

The proposal will be retained for the Government Entities' files and will not be returned. If a proponent considers that its proposal contains material that is confidential and/or proprietary, the proponent must clearly note or mark each section of material as confidential and/or proprietary. By submitting the proposal, Proponents acknowledge that the Government Entities will have complete discretion to determine whether such material meets the requirements for an exemption from public disclosure. If so, that information will not be disclosed pursuant to a request for public documents. If the Government Entities do not consider such material to reasonably meet the requirements for exemption from disclosure, the material may be made available to the public, regardless of the notation or markings. It is the responsibility of proponents to be thoroughly informed and familiar with the requirements of disclosure of public documents, including but not limited to Act No. 141-2019.

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

9 APPENDICES

Appendix I – Non-Collusion Affidavit

NON-COLLUSION AFFIDAVIT

I, _____, of legal age and resident of _____, certify for myself and for my organization _____, under oath and subject to the consequences and penalties or perjury, that to the best of my knowledge and belief:

i. The fees presented in this proposal have been arrived at independently without collusion, consultation, communication, or agreement with any other Proponent or with any competitor for the purpose of restricting competition.

ii. No attempt has been made or will be made by myself or any member of my organization or associates to induce any other person or organization to submit or not to submit a proposal for the Project, or otherwise take any action in restraint of free competitive proposals for the Project.

Proponent Contact Signature

Proponent Contact Name and Title

AFFIDAVIT NO.

Sworn and subscribed before me by _____, of the personal circumstances set forth above, personally known to me, in _____, Puerto Rico, on this ___ day of _____, 2022.

Notary Public

Note: Providing false information may result in immediate disqualification of Proponent criminal prosecution or administrative sanctions.

Appendix II – Eligibility Affidavit

ELIGIBILITY AFFIDAVIT

I, _____ (Proponent Contact), of legal age, civil status: _____, profession: _____ and a resident of _____ (City, State), in my capacity as _____ (officer) of _____ (the “Proponent”), do hereby certify under penalty of perjury, that, except as noted below, the Proponent and Proponent’s owners, shareholders, partners, directors, officers, principals and managers (“Proponent’s Related Parties”):

- a. are not currently under suspension, debarment, voluntary exclusion or determination of ineligibility by any state or federal court of agency;
- b. have not been suspended, debarred, voluntarily excluded or determined ineligible by any state or federal court or agency within the past three (3) years;
- c. do not have a proposed debarment pending;
- d. will not use any subcontractors who are so debarred;
- e. have not been convicted or plead guilty in federal or state court, for the commission of misappropriation; extortion; construction fraud; fraud in the delivery of goods; undue intervention in public procurement processes; bribery; offer to bribe; undue influence; crimes against public funds; or preparation, presentation, possession or transfer of forged documents. The prohibition set forth herein shall also apply to convictions for other crimes equivalent to those of the above stated crimes;
- f. are not under investigation in federal, state, foreign or local jurisdictions, at any legislative, judicial or administrative level for the alleged commission of the abovementioned crimes; and
- g. I am a duly authorized representative of the Proponent and the Proponent Related Parties, with knowledge and authority to execute this sworn statement.

Exceptions to the above are set forth in an attachment to this Appendix II, providing the name of the initiating agency, number of the complaint, names of all parties and dates of action.

Proponent Contact Signature Proponent Contact Name and Title

AFFIDAVIT NO.

Sworn and subscribed before me by _____, of the personal circumstances set forth above, personally known to me, in _____, Puerto Rico, on this ___ day of _____, 2022.

Notary Public

Note: Providing false information may result in immediate disqualification of Proponent criminal prosecution or administrative sanctions.



Appendix III – Certification

CERTIFICATION

Name of Proponent: _____

Name of Firm (if a member of a team): _____

The term “affiliate” as used in this certification includes parent company(ies), subsidiaries, organizations under common ownership, joint ventures, partners, and other financially liable parties for that entity.

(1) Has the firm or any affiliate or any **current** officer thereof, been indicted or convicted of bid (i.e., fraud, bribery, collusion, conspiracy, antitrust, etc.) or other contract related crimes or violations or any other felony or serious misdemeanor within the past five years?

Yes No

If yes, please explain:

(2) Has the firm or any affiliate ever sought protection under any provision of any bankruptcy act?

Yes No

If yes, please explain:

(3) Has the firm or any affiliate ever been disqualified, removed, debarred or suspended from performing work for the federal government, any state or local government, or any foreign governmental entity?

Yes No

If yes, please explain:

(4) Has the firm or any affiliate ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or other material misrepresentation to a public entity?

Yes No

If yes, as to each such inquiry, state the name of the public agency, the date of the inquiry, the grounds on which the public agency based the inquiry, and the result of the inquiry.

(5) Within the last five years, has any grant administration services or related services provided or managed by the firm or any affiliate involved repeated or multiple failures to comply with [xxx] rules, regulations, or requirements during the term of service?

Yes No

If yes, please identify the firm or affiliate and the project(s), provide an explanation of the circumstances, and provide client contact information, including e-mail and current telephone number.

(6) Within the last ten years, has the firm or any affiliate been found, adjudicated or determined by any federal or state court or agency (including, but not limited to, the Equal Employment Opportunity Commission, the Office

of Federal Contract Compliance Programs and any applicable governmental agency of Puerto Rico) to have violated any laws or Executive Orders relating to employment discrimination or affirmative action, including but not limited to Title VII of the Civil Rights Act of 1964, as amended (42 U.S.C. Sections 2000 et seq.); the Equal Pay Act (29 U.S.C. Section 206(d)); and any applicable or similar law of Puerto Rico?

Yes No

If yes, please explain:

- (7) Within the last ten years, has the firm or any affiliate been found, adjudicated, or determined by any state court, state administrative agency, including, but not limited to, the Department of Labor of Puerto Rico (or its equivalent), federal court or federal agency, to have violated or failed to comply with any law or regulation of the United States or any state governing prevailing wages (including but not limited to payment for health and welfare, pension, vacation, travel time, subsistence, apprenticeship or other training, or other fringe benefits) or overtime compensation?

Yes No

If yes, please explain:

- (8) Has the firm or any affiliate been determined, pursuant to a final determination in a court of law, arbitration proceeding or other dispute resolution proceeding, to be liable for a material breach of contract during the last five years with respect to a grant administration program?

Yes No

If yes, please identify (for each instance) the entity determined liable and the project name, provide an explanation of the circumstances and provide client contact information, including email address and telephone number.

- (9) Has the firm or any affiliate been terminated for cause during the last five years with respect to a grant administration program?

Yes No

If yes, please identify (for each instance) the entity terminated for cause and the program name, provide an explanation of the circumstances and provide owner contact information, including email address and telephone number.

- (10) Has the firm or any affiliate been involved in any arbitration, litigation, dispute review board or other dispute resolution proceeding occurring during the last ten years involving an amount in excess of \$500,000 related to performance on a grant administration program?

Yes No

If yes, please provide a brief description (including the resolution) of each qualifying arbitration, litigation, dispute review board or other dispute resolution proceeding. For each instance, identify the counter parties' representative with a current email address and telephone number.

- (11) With respect to each of Questions 1-11 above, if not previously answered or included in a prior response on this form, is any proceeding, claim, matter, suit, indictment, etc. currently pending against the firm or any affiliate that could result in the firm or affiliate being found liable, guilty or in violation of the matters referenced in Questions 1-11 above and/or subject to debarment, suspension, removal or disqualification by the federal government, any state or local government, or any foreign governmental entity?



Yes No

If yes, please explain and provide the information requested as to such similar items set forth in Questions 1-11 above.

Under penalty of perjury, I certify that the foregoing is true and correct, and that I am the firm's Official Representative:

By: _____

Print Name: _____

Title: _____

Date: _____

June 24th, 2022

RFP: MEDICAL STUDENT LOAN FORGIVENESS
PROGRAM ADMINISTRATOR SERVICES

10 FORMS

Form-1 Transmittal Letter

FORM-1
TRANSMITTAL LETTER

Instructions:

- a) The Proponent’s Authorized Representative must sign the Transmittal Letter on behalf of the Respondent.
- b) An authorized representative of each teaming entity must sign the certification set out at the end of the Transmittal Letter.
- c) All signature blocks on this Form may be modified to properly reflect the authority of the person signing.

Transmittal Letter

Respondent Name: _____

SOQ Submission Date: _____

[Recipient Name]

[Recipient Address]

1. Introduction

[Proponent Name] ("Proponent") submits this Proposal (this "Proposal") in response to the Request for Proposals dated as of April 30, 2021. Capitalized terms not otherwise defined in this Proposal shall have the meanings given in the RFP.

2. Enclosures

Enclosed, and together forming this Proposal, are the following:

Technical Proposal	
Section A – General	Transmittal Letter
	Executive Summary
Section B – Proponent Information	Proponent Information
	Proponent Team Members Information
Section C – Certification and Legal Qualifications	Non-Collusion Affidavit
	Eligibility Affidavit
	Certification
	Team Structure

Technical Proposal	
Section D – Proponent Description	Proponent Experience
Section E - Qualifications	Loan Forgiveness Program Administration Experience - Summary of Projects
	Loan Forgiveness Program Administration Experience - Project Narratives
	Proponent References
Section F – Statement of Technical Approach	Organization Structure
	Summary of Approach
	Work Plan
	Local engagement approach
	Compliance and transparency approach
	Approach to Project risks
Section G – Key Personnel	Resumes and signed Statements of Availability
	Key Personnel References

Financial Proposal	
Section A – Financial Capacity	Financial Statements
	Material Changes in Financial Condition
Section B –Budget Breakdown	Budget Breakdown
	Rates

3. Acknowledgements, Representations and Warranties

Proponent represents and warrants that it has read the RFP, including any amendments, and agrees to comply with the contents and terms of the RFP.

Proponent understands that the Government Parties are not bound to shortlist any Respondent and may reject each Proposal received.

Proponent further understands that, except as provided in the RFP, all costs and expenses incurred by it in preparing this Proposal and participating in the Project procurement process will be borne solely by the Proponent.

Respondent agrees that the Government Parties will not be responsible for any errors, omissions, inaccuracies or incomplete statements in the RFP.

4. Governing Law

This SOQ shall be governed by and construed in all respects according to the laws of the Puerto Rico.

5. Authorized Representative

Authorized Representative of Proponent: _____

Authorized Representative’s contact information, including title, firm name, telephone number, facsimile number and email address:

By executing this form, the Proponent confirms that the representative named above is authorized to act as agent on behalf of the Proponent and each of the teaming entities, as applicable.

Proponent’s business address:

(No.) (Street) (Floor or Suite)

(City) (State or Province) (ZIP or Postal Code) (Country)

State or Country of Incorporation/Formation/Organization:

[Insert appropriate signature block from the following]

Sample signature block for corporation or limited liability company:

[Insert Proponent’s name]

By: _____

Print Name: _____

Title: _____

Sample signature block for partnership or joint venture:

[Insert Proponent’s name]

By: *[Insert general partner’s or members name]*

By: _____

Print Name: _____

Title: _____

[Add signatures of additional general partners or members as appropriate]

Sample signature block for attorney in fact:

[Insert Proponent’s name]



By: _____

Print Name: _____

Attorney in Fact

6. Teaming Entities

Under penalty of perjury, each of the undersigned, certifies on behalf of the entity for which he or she signs that:

- a) The Proponent’s Authorized Representative named above is authorized by the relevant entity to sign this Transmittal Letter on behalf of the Proponent; and
- b) The representations, certifications, statements, disclosures, authorizations and commitments made, and information contained, in the Proposal (including all Forms) in respect of such entity have been authorized by such entity, and is or are correct, complete and not materially misleading; and
- c) He or she is authorized to act on behalf of the entity for which he or she signs and acknowledges that the Government Parties are relying on his or her representation to this effect:

[Role of team member]

[Teaming entity name]

By: _____

Print Name: _____

Title: _____

Form-2 Proponent Information

**FORM-2
PROPONENT INFORMATION**

Name of Proponent:		
Team Member Firm (If applicable)		
Year Established:		
Organization’s Leadership (Executive Director/ CEO/Chairman):	Name:	
	Email:	
	Telephone Number:	
Headquarters Address:		
Address of Office Performing Work (If different from Headquarters):		
Proponent Contact Details (if someone other than Organizations Leadership)		
Name of contact:		
Title:		
Address:		
Telephone:		
Email:		
Federal Tax ID No. (if applicable):		
North American Industry Classification Code:		
Business Organization (check one):		
<input type="checkbox"/> Corporation, <input type="checkbox"/> Unincorporated Association, <input type="checkbox"/> Partnership, <input type="checkbox"/> Foundation, or <input type="checkbox"/> Other (Describe): _____		
Not-for-profit Status:		
<p>If the Proponent is responding as a team - a Consortium, Partnership, Joint Venture or Limited Liability Company - state the type of arrangement and structure between the firms, indicate the name and role of each member firm in the space below. Complete a separate Information form (Form-1) for each member firm and attach it to the proposal.</p>		

Team Arrangement and Structure:	
<u>Name of Member Firms</u>	<u>Role</u>
Under penalty of perjury, I certify that the foregoing is true and correct, and that I am the firm's Official Representative:	
By:	Print Name:
Title:	Date:
[Please make additional copies of this form as needed.]	

Form-3 Experience - Summary of Projects

FORM-3 SUMMARY OF PROJECT – LOAN FORGIVENESS PROGRAM ADMINISTRATION EXPERIENCE

ONLY PROPONENT MEMBER(S) PROVIDING LOAN FORGIVENESS PROGRAM ADMINISTRATION SERVICES SHOULD COMPLETE THIS QUALIFICATION

INSTRUCTIONS:

- 1) List the experience of the Proponent member providing Loan Forgiveness Program Administrator Services.
- 2) List no more than ten (10) projects in FORM-2 per Proponent. AAFAF will not consider any projects listed above this cap.

PROponent NAME	PROJECT NAME	CLIENT NAME	LOCATION AND SECTOR	PROGRAM VALUE MANAGED (US\$m)	START/END DATES	PROponent ROLE (1)	PERCENTAGE OF RESPONSIBILITY
Example Entry: Non-profit.org	Medical Student Loan Forgiveness Program Administration Services	AAFAF	Puerto Rico, Education	\$50m	Start Date: 07/01/15 End Date: 12/31/19	Loan Forgiveness Programs to Medical students	% of Work: 100%
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

(1) Provide the role and a brief summary of the role the company played

Form-4 Experience - Project Narratives

PROJECT NARRATIVE - LOAN FORGIVENESS PROGRAM EXPERIENCE

INSTRUCTIONS:

- 1) Using **Form-4** below, provide a narrative description for no less than three (3) and no more than five (5) of the projects listed in **Form-4** that are most relevant to the RFP scope of work and best indicate the Proponent's Grant Administration qualifications and experience.
- 2) Please provide AT LEAST one (1) project with an annual grant value managed greater than \$10 million.
- 3) [Please provide AT LEAST one (1) project located in Puerto Rico]
- 4) The project narrative description must include:
 - a) the responding entity's role in this project, (i) the nature of the grant management arrangement, (ii) the grant allocation methodology applied and (iii) any monitoring procedures created and/or implemented.
 - b) for each project, (as applicable), (i) what technical, legal and/or financial technical expertise was integrated in the grant management process, (ii) how teaming entities were organized, and (iii) the Proponent's role in managing and/or coordinating technical, legal and/or financial advisors.
 - c) for each project, the intent of the program, any challenges and the outcome/results.
 - d) the name(s) of Key Personnel and Additional Resources proposed in response to this RFP that participated in each project and the functions they performed.
 - e) for each project narrative, please provide a reference contact (including Name, Title, Organization, Address, E-mail, Telephone Number) using the Proponent Reference Form (**Form-5**) below.

FORM-4

PROJECT NARRATIVES - LOAN FORGIVENESS PROGRAM ADMINISTRATION EXPERIENCE

CLIENT NAME:	PROJECT NAME:	
PROPONENT NAME:	LOCATION:	SECTOR:
GRANT VALUE MANAGED (ANNUAL) (US\$m):	START DATE:	END DATE:

NARRATIVE DESCRIPTION OF PROJECT AS PER INSTRUCTION NUMBER 3) a-d (above):

[Empty space for narrative description]

Form-5 Proponent References

FORM-5

PROPONENT REFERENCES

Proponent References	
REFERENCE 1	
Proponent (or Team Member, as applicable)	
Name of the project on which the reference hired or worked with the referee	
Name of reference	
Reference's title/position	
Reference's organization	
Reference's office phone and/or cell numbers (2)	
Reference E-mail address	
Reference's address	
REFERENCE 2	
Proponent (or Team Member, as applicable)	
Name of the project on which the reference hired or worked with the referee	
Name of reference	
Reference's title/position	
Reference's organization	
Reference's office phone and/or cell numbers (2)	
Reference E-mail address	
Reference's address	
REFERENCE 3	
Proponent (or Team Member, as applicable)	
Name of the project on which the reference hired or worked with the referee	
Name of reference	
Reference's title/position	
Reference's organization	
Reference's office phone and/or cell numbers (2)	
Reference E-mail address	
Reference's address	

REFERENCE 4	
Proponent (or Team Member, as applicable)	
Name of the project on which the reference hired or worked with the referee	
Name of reference	
Reference's title/position	
Reference's organization	
Reference's office phone and/or cell numbers (2)	
Reference E-mail address	
Reference's address	
REFERENCE 5	
Proponent (or Team Member, as applicable)	
Name of the project on which the reference hired or worked with the referee	
Name of reference	
Reference's title/position	
Reference's organization	
Reference's office phone and/or cell numbers (2)	
Reference E-mail address	
Reference's address	

Notes:

- (2) For international phone numbers, include the full dialing code for calling from the United States.

Form-6 Key Personnel References

FORM-6

KEY PERSONNEL REFERENCES

References for Key Personnel and Additional Resources	
Name and Role of Key Personnel or Additional Resource:	
REFERENCE 1	
Name of the project on which the reference worked with the individual (1)	
Name of reference	
Reference's organization	
Reference's title/position	
Reference's office phone and/or cell numbers (2)	
Reference's address and email	
REFERENCE 2	
Name of the project on which the reference worked with the individual (1)	
Name of reference	
Reference's organization	
Reference's title/position	
Reference's office phone and/or cell numbers (2)	
Reference's address and email	
REFERENCE 3	
Name of the project on which the reference worked with the individual (1)	
Name of reference	
Reference's organization	
Reference's title/position	
Reference's office phone and/or cell numbers (2)	
Reference's address and email	

Notes:

- (1) This reference must meet the requirements of Section 5.7.2 in the RFP
- (2) For international phone numbers, include the full dialing code for calling from the United States.