

AUTONOMOUS MUNICIPALITY OF CAGUAS

Department of Purchasing and Auctions

Request for Quotations OPL 2027-001

For Professional Services for the Community

Development Block Grant Program (CDBG)

The Autonomous Municipality of Caguas is requesting proposals through an informal Request for Quotations (RFQ) process, in compliance with the applicable provisions of 2 CFR Part 200 and regulations governing funds received from federal agencies such as FEMA, HUD (CDBG, CDBG-DR, CDBG-DR/City Revitalization, among others), or any combination thereof. This Request for Quotation is for Professional Services for the Community Development Block Grant (CDBG) Program for a period of four (4) years (2026-2030). To comply with the applicable federal regulations of the U.S. Department of Housing and Urban Development (HUD), specifically 24 CFR Part 570, the following services are being requested:

1. Technical assistance and training on general aspects of CDBG programs, including but not limited to: eligible activities, the Integrated Disbursement and Information System (IDIS), development and preparation of the Consolidated Plan and Annual Action Plan, development and preparation of the Consolidated Annual Performance and Evaluation Report (CAPER), program administration, management, financial administration, and other federal program requirements.
2. Technical advisory services to ensure compliance with monitoring processes, the Davis-Bacon Act, Federal Labor Standards, Section 3 requirements (including public policy compliance), Lead-Based Paint regulations, Fair Housing requirements, Environmental Reviews (ERR), and any other applicable HUD federal requirements.
3. Provide guidance on strategies to ensure timely expenditure of grant funds. This includes the design and development of procedures and technical assistance in their implementation to ensure compliance with Timeliness requirements.
4. Advise and recommend strategies to facilitate the reconciliation of accounting records within the Integrated Disbursement and Information System (IDIS).

These services will be funded through Community Development Block Grant (CDBG) funds. A detailed guidance package will be provided to interested parties and will include the scope of services, objectives, submission requirements, conditions, and selection methodology. The documents will be available in digital format and may be obtained by accessing: <https://caguas.gov.pr/avisos-publicos-y-subastas/>. Proposers must complete the registration form provided for this purpose and submit it via email to subastasenlinea@caguas.pr.gov, clearly indicating the name of this Request for Quotations. Please specify the title of this Request for Quotation when submitting the registration form. Upon receipt of the registration form, the Municipality will provide all interested parties with the above-mentioned guidance package, as well as the Citizen Participation and Outreach Plan, ensuring equitable access to information. For assistance, please contact the Purchasing and Bids Department at 787-653-8833, extensions 1930, 1959, 1960, 1990.

The deadline for submission is **October 23, 2026, on or before 3:00 PM**, via email to solpromac@caguas.pr.gov. Proposals will be evaluated based on the following criteria: experience with CDBG, HUD, and other federally funded programs (25 points); technical capacity of the proposed personnel (20 points); experience with federal monitoring, audits, and compliance requirements (15 points); proposed work methodology (15 points); references and performance on similar projects (10 points); reasonableness of costs (10 points); and availability and responsiveness (5 points).

Any questions or requests for clarification must be submitted via email to subastasenlinea@caguas.pr.gov.

The Municipality reserves the right to accept or reject any or all proposals received, to select the proposer with the highest score based on all evaluation criteria, or to select the proposal that represents the best value in the Municipality's best interest and under the most favorable conditions. The Municipality may also request additional information or clarifications as necessary to protect public interest and may negotiate terms and conditions with one or more proposers.

The Municipality reserves the right to modify this process or cancel the selection prior to contract execution or issuance of a Change Order without incurring any liability. The Autonomous Municipality of Caguas is an equal opportunity employer and does not discriminate based on sex, gender, race, age, nationality, religion, marital status, veteran status, or disability. Participants will be notified by letter once proposals have been evaluated and a selection has been made.

This process will be conducted in accordance with the principles of open competition, transparency, and equitable treatment, as required by federal CDBG regulations and 2 CFR 200.318–200.327, among others. This is an informal Request for Quotations process and shall not be interpreted as a formal Request for Proposals (RFP) or a formal bid process.

Issued in Caguas, Puerto Rico, this 13th day of October, 2026.