

**FIRST ADDENDUM TO  
REQUEST FOR PROPOSALS**

seeking

**BROADBAND INFRASTRUCTURE  
GRANT ADMINISTRATOR SERVICES**

for

**The Puerto Rico Fiscal Agency and Financial  
Advisory Authority**

**RFP Issue Date:** October 21, 2020

[www.aafaf.pr.gov](http://www.aafaf.pr.gov)

**Addendum Date:** November, 6, 2020



**GOVERNMENT OF PUERTO RICO**  
Puerto Rico Fiscal Agency and Financial  
Advisory Authority



## ADENDUM TO REQUEST FOR PROPOSALS

Reference is made to the October 21, 2020 Request for Proposal (“**RFP**”), issued by the Puerto Rico Fiscal Agency and Financial Advisory Authority (“**AAFAF**”), in lieu of its ministerial duties levied by Act No. 2018, on behalf of the Government of Puerto Rico (“**Government**”; together with **AAFAF**, the “**Government Parties**”).

The **Government Parties** are issuing this First Addendum to the **RFP**, as per the terms and conditions set forth thereunder, including, but not limited to, **RFP** Section 3.3, in order to publish the following inquiries received by potential proponents and/or interested parties as of the date of this First Addendum:

#	Question	Response
1	Will the Government Parties maintain control of the bank account holding the Broadband Infrastructure Funds and be responsible for any grant distributions made from that account, or will the Grant Program Administrator maintain the account and be responsible for disbursements to grantees?	The Grant Program Administrator will be responsible for maintaining the account and disbursements to grantees with appropriate policies in place and under AAFAF’s oversight.
2	Are the Government Parties planning for the Grant Program Administrator to utilize a grants management software already owned by the Government Parties, or is the expectation that either no software solution is necessary or one will be licensed/purchased by the Government Parties during the term of the GAA?	Please make your recommendations on tool use and associated costs as a part of the proposal.
3	Please clarify if the Executive Summary has a maximum of 3 or 5 pages (Table says 3 pages, RFP text says 5 pages).	The Executive Summary should be three pages.
4	Will the Government Parties be providing all legal advice and making legal decisions, or will the Proponent be required to have legal advisors as part of their team who will be required to make legal determinations?	The Proposed Vendor needs to have legal advisors available.
5	Based upon our review of the scope of work the contractor will not be a viewed as ‘Subrecipient’ as defined by 2 CFR 200.330 and rather would be considered a ‘Contractor’. Please confirm.	The Contractor will not be viewed as a Subrecipient.
6	The RFP requires that the bidder provide audited financial statements. Our firm is a limited liability partnership and we do not have audited financial statements. Will AAFAF accept condensed balance sheets, including a dun and brad street report which will present the financial health of our firm.	The bidder should ideally provide audited financial statements. In case these are not submitted, it could be considered as part of the corresponding evaluation process.
7	4.3 Contents and Organization – should we follow the Sections and subheading titles (A.1, A.2, etc.) as depicted in the table on p.19 or should we follow the sections starting on p.23? (e.g, A.1 Transmittal	Please refer to the table on page 19 for the required sections, order and section numbering.



	Letter vs. 5.1.1 Transmittal Letter) Are the section numbers relevant to proposal criteria?	
8	Format requirements ask for "... Proposals must be set up on 8-1/2" x 11" sized pages, with hard copies submitted on white paper and bound." Is this proposal being submitted as PDF via email? Or do we also need to provide hard copies?	Please submit the proposals via email where they can be printed on 8-1/2" x 11" sized pages.
9	For forms requiring Notary signature, can those be scanned in as a jpg after Notary signs them? Or do you wish for those to be handled in a different manner?	The forms can be scanned after being notarized.
10	Page 23 – 5.1.1 Transmittal Letter (Form 1) – What does the term "team member" mean throughout the RFP? KPMG is a partnership so the term 'team member' may have a different meaning here. Does each KPMG engagement team member supply a separate letter? What about for the subcontractor—do they need to also supply a separate letter?	Team Member refers to internal and outside resources such as subcontractors that the Proponent engages. Yes, each team member must supply a separate letter or resume. Yes, please have Proponent Team Members (e.g., subcontractors or partnering companies) submit a Transmittal Letter as well.
11	Page.19 – 4.3 Contents and organization notes the max 3 pages, while on p.23 – 5.1.2 the Exec Summary cannot exceed five (5) page. Please clarify what is the page limit.	The Executive Summary should be three pages.
12	Please clarify if Form 2 needs to be filled out by each engagement team member or only the Lead Team Member as a representative of the entire firm?	Form 2 - Proponent Information only needs to be filled out once for the Proponent.
13	We note that in Form 4, the third bullet point asks "[Please provide AT LEAST one (1) project located in Puerto Rico]" while section 5.7.1.1 seeks experience of "technology-centered programs including the management of at least one (1) project involving an assessment in a territory with a population of at least one (1) million inhabitants". Please confirm, or otherwise clarify, that in Form 4 you are in fact seeking experience in a geography with a population of at least one million inhabitants.	Please provide an example of a project located in Puerto Rico or in a similar sized territory.
14	The RFP, Section 5.5.3, makes reference to the 'List of Excluded References' in Appendix-IV, but this list was not included in the original solicitation. Will this be provided as an addendum?	There are no excluded references for this Request for Proposal.
15	Due to the short turn around, we respectfully request an extension to submit the proposal by November 25, 2020.	Any submission extensions shall be considered as per the terms & conditions set forth in the RFP.



16	In 1.5, there are links to 2012 Broadband Strategic Plan and 2015 Gigabit Island Plan. Are there any other plans or assessments in process unrelated to FAFAA RFP?	This is all the information available at this time in relation to this RFP.
17	2. In 2.2, leading up to end of GAA, any proposed term extensions will be upon mutual agreement between FAFAA and Proponent, and not unilaterally decided by either party. This includes any proposed forward financial terms, to be specified as part of Year 3 deliverable. Confirm?	Proposed term extensions will be determined jointly between the Government Parties and Proponent.
18	In 2.3, is the funding for this Grant Administrator solicitation part of the \$400 million allocation, or in addition to?	The funding is a part of the \$400 million allocation.
19	One work plan suggests that preparation in first year will heavily loaded related to organizational tasks, field work, preparation for grant RFP issuance, evaluation, and oversight, along with GIS preparation, financial preparation, etc. End first year and second year might be heavy with RFP issuance and evaluation. In 2.3, it indicates that "additional consideration" may be proposed by "Selected Proponent" subject to approval by government parties and FOMB. That might result in pulling forward some expenditures into year one with reductions in years two and three. Can Proponent include those ideas in its bid, or must those wait until proponent is selected?	The proponent may include multiple options of a proposed expenditure timeline in the initial bid.
20	In 2.4, can you provide organizations and roles in the previous but to-be-reconstituted Broadband Infrastructure Taskforce?	Specific organizations and roles cannot be provided for the Broadband Infrastructure Taskforce.
21	In 2.5, are there any existing grant management technologies currently used by PR or FAFAA? PR must manage large sums of grant funding today. Can you specify current technology, and identify deficiencies to be cured by Proponent? While new systems are implied, is this a requirement?	Please make your recommendations on tool use and associated costs as a part of the proposal.
22	In 2.5.1, what authority does FAFAA and Proponent collectively possess to define standards for collecting data to be shared in public-facing repository? Can Proponent assert on behalf of FAFAA that all data will be property of PR-FAFAA? And that interface standards can be proposed?	The Proponent will work with Government Parties to define data standards.
23	In 2.5.2, related to proposal evaluations resulting from RFPs issued by Proponent-FAFAA, one might assume that resources will be made available from FAFAA, in making grant recipient decisions. We assume the grant administrator will not have unilateral decision authority. Will those resources be known at award (or project kickoff), will those evaluation tasks be prioritized, and is their participation committed? Decisions on grantees must be timely.	The Grant Program Administrator will be responsible for maintaining the account and disbursements to grantees with appropriate policies in place and under AAFAF's oversight. AAFAF's resources will be determined at a later time.



24	In 2.5.2, will electronic funds transfer systems (EFT) be used for financial disbursements to grantees, and that paper checks will not be used? Will those systems be ACH / SWIFT / other? Can you specify acceptable means of funds distribution to grant recipients?	Please make your recommendations on tool use for fund distribution and associated costs as a part of the proposal.
25	In 2.5.2, is annual reporting sufficient for FAFAA to monitor and supervise progress? In second year, would semi-annual be more effective?	Annual reporting is the requirement.
26	In 3.2, Are these dates subject to change? When will Proponents be notified of changes? Is there an expiration date on commitment of funds for this engagement; if so, what is it?	(i) Yes, dates could be subject to change, pursuant to the terms & conditions set forth in the RFP; (ii) Yes, via Addendums to the RFP &/or public notifications on AAFAF's website; (iii) Please refer to Section 1.2 of the RFP and the <a href="#">Certified Fiscal Plan</a> .
27	In 3.2, is there a period for contract negotiation? What is it? Assuming it starts Nov 24, what is end date required to finalize a contract?	Proponent is expected to negotiate the contract with AAFAF in good faith and with all expediency.
28	In 3.2, will Proponents not selected be notified of reasons for decline?	No, proponents not selected will not receive reasons for decline.
29	In 5.3, Proposals and Pricing shall be valid for Period of 90 days.	Please refer to the terms & conditions set forth in the RFP.
30	General – In addition to industry standards, can you provide a citation for any local requirements for construction, electrical, technical, etc.?	This will be determined during the Assessment phase of the project.
31	Page 19 Figure 1 Executive Summary maximum number of pages allowed is 3 pages and on Page 23 section 5.1.2 says not to exceed 5 pages. Which is correct?	The Executive Summary should be three pages.
32	Is there a requirement for applications to be submitted in hard copy? If so, what would be the mailing address for such a task?	Please submit the proposals via email where they can be printed on 8-1/2" x 11" sized pages.
33	Due to the tight timeline for the Broadband Infrastructure RFP, is it possible to extend the proposal due date one week or so?	Any submission extensions shall be considered as per the terms & conditions set forth in the RFP.
34	Please clarify the source of the \$400M funding.	Please refer to Section 1.2 of the RFP and the <a href="#">Certified Fiscal Plan</a>
35	We see the qualifications for specific staff roles in the RFP: Where can minimum eligibility qualifications for the applicant entity be found?	Please refer to the Eligibility Affidavit in Appendix II (page 42).



36	Re: undertaking a baseline assessment, will this be intended to build on/update information in the Broadband Strategic Plan and Gigabit Island Plan?	Please see page 11 of the RFP.
37	What is the area, population and/or number of communities expected to be included in and served from this grant program?	This will be determined during the Assessment phase of the project.
38	What grant program activities can the \$400M funding be used for? Does it encompass grant administration costs, assessment costs and a portion of broadband deployment and/or project readiness expenses? Would it be used for communities to partner with providers on grants (e.g. matching funds), such as USDA or other?	This will be determined during the Assessment phase of the project.
39	Is there a possibility of the November 11, 2020 deadline being extended?	Any submission extensions shall be considered as per the terms & conditions set forth in the RFP.
40	We are a local IT company ...We have associates with experience in technology and grant administration. On the proponent organization, can other companies be part of the team? If so, What do we submit in lieu of resumes?	Yes, please have Proponent Team Members (e.g., subcontractors or partnering companies) submit a Transmittal Letter.
41	How many grant recipients should a respondent assume there will be?	This will be determined during the Assessment phase of the project.
42	Is Puerto Rico envisioning a closed or open network?	This will be determined during the Assessment phase of the project.
43	What is PREPA's planned construction schedule for any pole/line work in underserved areas?	This will be determined during the Assessment phase of the project.
44	How much of the networks were damaged or impacted by the hurricanes, earthquakes, and related events since the last report in 2015?	This will be determined during the Assessment phase of the project.
45	Are there opportunities to work with water and sewer utilities as mains are extended on the island? Putting conduit in common trenches?	This will be determined during the Assessment phase of the project.
46	Is the Broadband Infrastructure Taskforce still in place or does it need to be recreated as part of the scope? Is FAAFA going to assist in recreating the Taskforce?	The Broadband Infrastructure Taskforce will be reinstated as part of this scope. The Proponent will work closely with AAFAF.
47	Regarding Key Personnel described in 5.7 Section G, page28, would the Authority accept proposed personnel for the Grant Administration Lead and/or Technology Lead that represent the equivalent of a full-time person? For example, in place of having 1 individual representing the Technology Lead, would the Authority consider two Technology Leads, one with expertise in wireless	Yes, please include your recommendations as a part of the proposal.



	services that is committed 50% of time and a second with expertise in wireline services that is committed 50% of their time.	
48	What governmental entities make up the “Government Parties” noted throughout the RFP?	These individual government agencies and employees cannot be specified.
49	<i>“[...]difícil de comprender el formato también si nos sería posible completar y obtener los documentos que solicita de aquí a la fecha límite.[...], (Spanish; not translated).</i>	<i>“En cuanto a los documentos solicitados en el RFP, encontrarán ejemplos de los mismos en las Partes 9 &amp; 10 del mismo (adjunto copia del RFP en formato PDF para fácil referencia). El único documento que no se ha publicado a esta fecha sería el “Grant Administration Agreement” (i.e. espécimen de lo que sería el contrato), el cual se estará publicando conforme Sección 2.1 del RFP [...], (Spanish; not translated).</i>
50	I have not seen the addendum with Q&A on the site and curious if its being considered to extend the due date given that November 11th is Veterans Day.	Any submission extensions shall be considered as per the terms & conditions set forth in the RFP.
51	We would like to arrange a meeting to better understand your needs and scope. It would help us discern whether we would be a good fit for a potential collaboration...[...].... During the meeting we are happy to share some of our previous and ongoing projects.	Kindly refer to the terms & conditions set forth in the RFP, including but not limited to Sections 3.3, 7.1 and 7.3 of the RFP.
52	On pages 25, 30, the RFP references an Appendix IV - List of Excluded References. Is that an unintentional omission or are there no prohibited references? Can you clarify, please?	As per Section 5.5.3 of the RFP, list of excluded entities shall depend upon Project Narrative sections 5.5.2.1 and 5.5.4.1 above submit a completed Form-7

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All other terms & conditions set forth in the **RFP** remain unaltered.

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