



GOVERNMENT OF PUERTO RICO

DEPARTMENT OF EDUCATION



REQUEST FOR PROPOSALS FOR THIRD-PARTY FIDUCIARY AGENT SERVICES

PRE-PROPOSAL CONFERENCE

PRDE-OCCOA-2020-001

October 18, 2019



Agenda

- Welcome
- Ground rules
- PRDE Contracting Officer
- PRDE background
- RFP background
- Procurement schedule and milestones
- PRDE expectations
- Closing

Ground Rules

- Interruptions during this presentation are discouraged
- Today's questions will also be addressed via email, in order to ensure a fair communication with all interested parties
- Participation in this Pre-Proposal Conference is optional (proposers do not have to attend in order to be able to submit a proposal)
- Cellphones must be in silence mode



PRDE Contracting Officer

- All RFP-related communications, questions and requests for clarification are to be directed to the PRDE Contracting Officer named below:

Norma Rolón Barada, Esq.
Director, Central Purchasing Office
Puerto Rico Department of Education
PO Box 190759
San Juan, Puerto Rico 00919
rfp-tpfa@de.pr.gov

PRDE Background

- The Commonwealth of Puerto Rico is an unincorporated territory of the United States, with approximately 3.4 million US citizens
- While Puerto Rico's official languages are Spanish and English, Spanish is, by far, the main language used by Puerto Ricans and Puerto Rican government agencies on a daily basis
- The Puerto Rico Department of Education (PRDE) is the government agency that directly runs and operates Puerto Rico's public school system
- Unlike most US states, PRDE acts both as a State Educational Agency (SEA), and as a single Local Educational Agency (LEA)
- PRDE is among the top 10 largest school districts.

PRDE Background

Approximate dimensions of the PRDE school system

| PRDE Information | 2018-2019 | 2019-2020 |
|---|------------------|------------------|
| Number of students enrolled in PRDE schools | 307,282 | 303,955 |
| Number of educational regions comprising PRDE | 7 | 7 |
| Total number of schools run by PRDE | 857 | 858 |
| Total number of educators employed by PRDE | 29,664 | |
| Total number of PRDE employees | 43,134 | |
| Total number of irregular PRDE employees | 5,073 | |

PRDE Background



Approximate dollar and transactional volumes related to the USDE grants managed by PRDE for the fiscal year that ended on June 30, 2019

| Approximate Yearly PRDE Figures | |
|--|------------------|
| | FY2018-19 |
| Number of USDE grants typically awarded (excludes grants awarded by other agencies) | 16 |
| Dollar amount of grants awarded to PRDE by USDE | \$ 671,085,682 |
| Dollar amount of grant funds disbursed by PRDE through payroll processes (includes expenditures of Consolidated Administrative Funds and the Schoolwide Fund; Schoolwide Fund is comprised of nearly 30% in federal funds, the rest being state funds; the amount stated is the funding total) | \$ 904,744,794 |
| Number of employees paid with grant funds (includes employees funded by Consolidated Administrative Funds and the Schoolwide Fund) | 28,465 |
| Dollar amount of grant funds disbursed by PRDE through procurement processes (amount in Purchase Orders generated thru the USDE GAN, including Consolidated Administrative Funds and Schoolwide Fund) | \$ 295,651,966 |
| Number of procurement processes paid with grant funds (amount in Purchase Orders generated thru the USDE GAN, including Consolidated Administrative Funds and Schoolwide Fund) | 26,127 |
| Dollar amount of PRDE budget, excluding USDE grants (includes State funds, other internal revenue funds, and USDA and State library grants) | \$ 1,710,645,435 |

PRDE Background

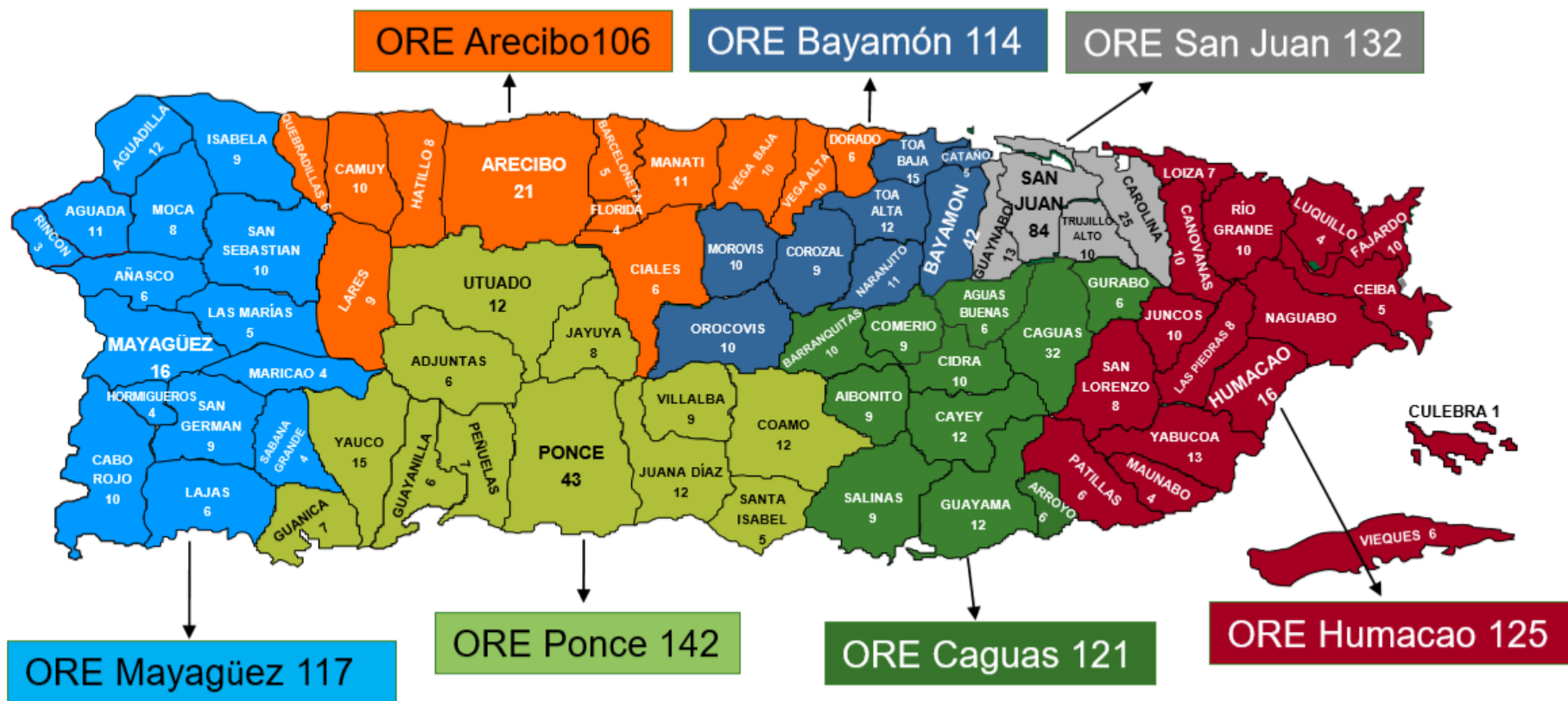


Approximate dollar and transactional volumes related to the USDE grants managed by PRDE for the fiscal year that ended on June 30, 2019 (cont.)

| Special Grants Hurricane Relief- Immediate Aid to Restart School Operations | |
|---|----------------|
| Number of USDE grants awarded | 6 |
| Emergency Assistance to Institutions of Higher Education Program | \$ 3,802,000 |
| Elementary and Secondary Education Hurricane Relief- Immediate Aid to Restart School Operations | \$ 589,170,000 |
| Dollar amount of grant funds disbursed by PRDE | \$ 74,170,779 |

PRDE Background

Educational regions and municipalities



RFP Background

- On June 28, 2019, US Department of Education (USDE) delivered to PRDE the USDE Specific Conditions Letter
- Among other specific conditions, essentially, the letter requires PRDE to seek assistance from a third party fiduciary agent in order to carry out the following:
 - Financial management services for all grant funds awarded to PRDE by USDE
 - Improvement of processes and systems related to the agency's procurement, award and administration of contracts with USDE funds, including personal services contracts and professional services contracts
 - Improvement of the agency's grants management system, and related processes and controls
 - Development and implementation of a Comprehensive Corrective Action Plan (CCAP)
 - Assessment of PRDE's progress in meeting the objectives of its CCAP



Procurement and Schedule Milestones

| Activity | Date(s) |
|--|-------------------------------------|
| Issuance of the RFP | October 11, 2019 |
| Pre-Proposal Conference | October 18, 2019 |
| Deadline for submittal of formal RFP questions | October 23, 2019 |
| Date of PRDE response to formal RFP questions | October 30, 2019 |
| Deadline for submittal of a Letter of Intent | November 8, 2019 |
| Deadline to submit proposals to PRDE | December 6, 2019, by 4:00 p.m. EST |
| Proposal evaluation period | December 6, 2019 – January 17, 2020 |
| Selection of winning proposal (with USDE approval) | January 31, 2020 |
| Notification of PRDE's decision | February 3, 2020 |
| Contract signed | February 24, 2020 |

Procurement and Schedule Milestones

RFP is already available at the following link:

<https://de.pr.gov/>





Procurement and Schedule and Milestones

Deadline for submittal of formal RFP questions

- October 23, 2019
- Questions must be submitted via email: rfp-tpfa@de.pr.gov

Procurement and Schedule and Milestones

Date of PRDE response to formal RFP questions

- October 30, 2019
- Answers to all questions that were previously submitted to the PRDE will be distributed to all proposers, at the same time, via email, on this date
- Questions and answers will also be published in the PRDE website <https://de.pr.gov/>

Procurement and Schedule and Milestones

Deadline for submittal of a Letter of Intent

- Proposers planning to respond to this RFP are required to submit a Letter of Intent by November 8, 2019
- Only those proposers that submit a Letter of Intent by the established date will continue to receive formal communications from the PRDE Contracting Officer
- The submission of a Letter of Intent is a mandatory prerequisite to the submission of a proposal, yet it is not binding on the proposer.
- Further details are explained in the RFP document

Procurement and Schedule and Milestones

Deadline to submit proposals to PRDE

- December 6, 2019, by 4:00 p.m. EST
- Proposals must be submitted by the deadlines established in the RFP
- The Evaluation Committee will not consider any proposals from proposers that did not submit a Letter of Intent on time, nor will it consider proposals received after the deadline.
- Proposer must submit a Puerto Rico Certificate of Good Standing issued by the Puerto Rico Department of State

PRDE Expectations

- PRDE considers the issuance of this RFP to be the first significant step that it formally takes to address the contents of the USDE Specific Conditions Letter. Hence, the agency's main objectives sought by way of this RFP process are the following:
 - Contract TPFA by February 2020
 - Comply with the USDE Specific Conditions Letter
 - Achieve sustained fiscal and administrative regulatory compliance
 - Implement and ensure process effectiveness (e.g. internal controls), efficiency and transparency
 - Promote and ensure proper reporting and availability of USDE grant funds information
 - Complete the transition of fiscal management responsibilities back to PRDE as soon as possible, dependent on the progress made implementing a Comprehensive Corrective Action Plan and other corrective actions

Closing

Remember....Coming Important dates

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|--|------------------------------------|
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| <i>Deadline to submit proposals to PRDE</i> | December 6, 2019, by 4:00 p.m. EST |

Questions

- For questions, please send them via email to the following address:

rfp-tpfa@de.pr.gov