



**Small Purchase  
Single Audit Services for FY 2023  
Puerto Rico Department of Housing**

Name of Supplier:

**General Information:**

- The Puerto Rico Department of Housing (PRDOH) has identified the need for goods and/or services for CDBG-DR/MIT activities for which the Micro Purchase (Purchases not exceeding the \$10,000 threshold) or Small Purchase (purchases not exceeding the \$250,000 threshold) procurement methods will be used.
- This Request for Quotation Form provides information to Suppliers on the submittal of a Quote for the goods and/or services identified herein.

**Scope of Work:**

The PRDOH requests quotes for the goods and/or services described in the attached Scope of Services.

**Contracting:**

Contracting for the Scope of Services will be done through:

- ☐ Purchase Order ☐ Written Agreement (Draft Attached)

**Instructions for Submission of Quotes:**

Quotes must be submitted:

To: Puerto Rico Department of Housing

Attn.: Ana Abigail Romero Canales

At: [aromero@vivienda.pr.gov](mailto:aromero@vivienda.pr.gov)

On or Before: October 20, 2023 until 4:30 pm (local time)

Quotes must include the following documents at the time of submission:

- |                                                                                                          |                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> <b>Scope of Services</b> (duly signed and dated)                     | <input checked="" type="checkbox"/> <b>Cost Form</b> (duly completed, signed and dated)                                                                |
| <input checked="" type="checkbox"/> <b>Terms &amp; Conditions</b> (A, B, C & D, Initialized)             | <input checked="" type="checkbox"/> <b>Non-Conflict of Interest Certification</b><br>(duly completed, signed and dated)                                |
| <input checked="" type="checkbox"/> <b>Supplier Profile Sheet</b><br>(duly completed, signed, and dated) | <input checked="" type="checkbox"/> <b>Non-Conflict of Interest Certification on existing or pending contracts</b> (duly completed, signed, and dated) |

Additional documentation included with this request for quotations form:

- ☐ Insurance Requirements (OSPA) ☐ Model Contract

**Inquiries and Requests for Clarifications:**

Inquiries and requests for clarifications regarding this purchase process must be sent to [aromero@vivienda.pr.gov](mailto:aromero@vivienda.pr.gov)

**Additional Instructions:**

The PRDOH thanks you for your interest in providing goods and/or services for CDBG-DR activities.

(Authorized Representative Signature)

(Date)

(Authorized Representative Name)





GOVERNMENT OF PUERTO RICO  
DEPARTMENT OF HOUSING

**NON-CONFLICT OF INTEREST CERTIFICATION**  
**Small Purchase**  
**Single Audit Services for FY 2023**  
**Puerto Rico Department of Housing**

I, \_\_\_\_\_, of legal age, of marital status (married/single), and a resident of \_\_\_\_\_, have been designated as the authorized representative of \_\_\_\_\_ ("the Proposer") for the **Single Audit Service for FY 2023** procurement process ("Procurement Process"). In such regard, I hereby certify that:

1. There are no relevant facts or circumstances that could give rise to an organizational or personal conflict of interest for the Proposer or its staff with respect to the Procurement Process with the Procuring Entity. Nonetheless, the Proposer recognizes that situations may arise that may appear to be, or are, conflicts -or potential conflicts- of interest. The term "potential conflict" means a reasonably foreseeable conflict of interest.
2. The Proposer will disclose to the Procuring Entity any relevant information of an apparent, potential, or actual conflict of interest that may appear to exist regardless of their opinion that such information would not impair their objectivity.
3. As per 2 C.F.R. § 200.318(c)(1), a conflict of interest would arise when "the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract". Therefore, I understand that conflicts of interest may arise in, but are not limited to, the following situations:
  - a) **Unequal access to information.** A potential contractor, subcontractor, employee, or consultant has access to non-public information through its performance on a government contract for disaster recovery services in Puerto Rico.
  - b) **Biased ground rules.** A potential contractor, subcontractor, employee, or consultant has worked with a government contract or program with the basic structure or ground rules of another government contract for disaster recovery services in Puerto Rico.
  - c) **Impaired objectivity.** A potential contractor, subcontractor, employee, or consultant, or member of their immediate family (spouse, parent, or child) has financial interests, or others, that would impair, or give the appearance of impairing, impartial judgment in the evaluation of government programs in offering advice or recommendations to the government, or in providing technical assistance or other services to recipients of Federal funds as part of its contractual responsibility.
4. In the case in which the Proposer discloses to the Procuring Entity an apparent, potential, or actual conflict of interest, the Procuring Entity will take the appropriate measures to address the disclosure by taking the following actions, which include but are not limited to, eliminating, mitigating or neutralizing the apparent, potential

or actual conflict, when appropriate, through such means as ensuring a balance of views, disclosure with the appropriate disclaimers, or by restricting or modifying the work to be performed to avoid or reduce the apparent, potential, or actual conflict.

5. If an apparent, potential, or actual conflict of interest is discovered by the Proposer after the Procurement Process concludes, it will make a full disclosure in writing to the contracting officer. This disclosure shall include a description of actions that the Proposer has taken or proposes to take to avoid, mitigate, or neutralize the apparent, potential, or actual conflict of interest.
6. The Proposer has no present or currently planned interests (financial, contractual, organizational, or otherwise) relating to the contract or task order that may result from this Procurement Process that would create any apparent, actual, or potential conflict of interest (including conflicts of interest for immediate family members: spouses, parents, children) that would impinge on its ability to render impartial, technically sound, and objective assistance or advice or result in it being given an unfair competitive advantage.
7. The Proposer has exercised and will continue to exercise, due diligence in avoiding, identifying, removing, or mitigating any apparent, potential, or actual conflicts of interest to the Procuring Entity's satisfaction.

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Signature of Proposer's Authorized Representative

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Date

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Printed Name of Proposer's Authorized Representative





**NON-CONFLICT OF INTEREST CERTIFICATION**  
**[CERTIFICACIÓN DE AUSENCIA DE CONFLICTO DE INTERÉS]**

**Small Purchase**  
**Single Audit Services for FY 2023**  
**Puerto Rico Department of Housing**

I, \_\_\_\_\_, of legal age, of marital status (married/single), and a resident of \_\_\_\_\_, have been designated as the authorized representative of \_\_\_\_\_ ("the Proposer") for the **Single Audit** procurement process ("Procurement Process"). In such regard, I hereby certify that:

Yo, \_\_\_\_\_, mayor de edad, de estado civil (casado(a)/soltero(a)), y residente de \_\_\_\_\_, he sido designado(a) como el/la representante autorizado(a) de \_\_\_\_\_ (el "Proponente"), para el proceso de adquisición "**Servicio de Single Audit**" ("Proceso de Adquisición"). En virtud de ello, certifico que:

1. No public official or employee of the Procuring Entity possesses any financial interest with any Proposer participating in this Procurement Process, and that likewise, has had no direct or indirect financial interest with these for the past four (4) years.

*[Ningún servidor público o empleado de la Entidad Adquirente tiene un interés pecuniario con alguno de los Proponentes que participan en este Proceso de Adquisición, ni lo han tenido -directa o indirectamente- en los últimos cuatro (4) años.]*

2. No public official or employee of the Procuring Entity has solicited or accepted, directly or indirectly, by means of any person or entity with interest in this Procurement Process, including the Proposer, any goods of any value -including, gifts, gratuities, contributions, services, donations, loans, and/or any other item of monetary value- for themselves and/or for any member of their immediate family, and/or relatives, and/or for any person, as a form of compensation for performing the duties and responsibilities of their position in connection with this Procurement Process.

*[Ningún servidor público o empleado de la Entidad Adquirente ha solicitado o aceptado, directa o indirectamente, por parte de cualquier persona o entidad con interés en este Proceso de Adquisición, incluyendo al Proponente, bienes de cualquier valor económico -incluyendo regalos, propinas, favores, servicios, donativos, préstamos y/o cualquier otra cosa de valor monetario- para sí y/o para algún miembro de su familia inmediata y/o familiares y/o para cualquier otra persona, como mecanismo de pago por llevar a cabo los deberes y responsabilidades de su posición relacionado a este Proceso de Adquisición.]*

3. No public official or employee of the Procuring Entity has solicited or accepted, directly or indirectly, by means of any person or entity with interest in this Procurement Process, including the Proposer, any goods of any value -including, gifts, gratuities, contributions, services, donations, loans, and/or any other item of monetary value- for themselves and/or for any member of their immediate family, and/or relatives, and/or for any person, in exchange for their actions being an influence in the end result of this Procurement Process.

*[Ningún servidor público o empleado de la Entidad Adquirente ha solicitado o aceptado, directa o indirectamente, por parte de cualquier persona o entidad, incluyendo al Proponente, bienes de cualquier valor económico -incluyendo regalos, propinas, favores, servicios, donativos, préstamos y/o cualquier otra cosa de valor monetario- para sí y/o para algún miembro de su familia inmediata y/o familiares y/o para cualquier otra persona, a cambio de que su actuación influya el resultado final de*

*este Proceso de Adquisición.]*

4. I do not have a kindred relationship within the fourth (4<sup>th</sup>) degree of consanguinity and/or second (2<sup>nd</sup>) degree of affinity with a public official or employee of the Procuring Entity that participates or influences -or has the capacity to do so- in the institutional decisions of the Procuring Entity.

*[No tengo una relación de parentesco dentro del cuarto (4to) grado de consanguinidad y/o segundo (2do) de afinidad, con algún servidor público o empleado de la Entidad Adquiriente que participe o inflencie -o tenga la capacidad para hacerlo- en las decisiones institucionales de la Entidad Adquiriente.]*

The Procuring Entity is highly committed to management excellence and promotes the effective use of government resources to benefit the people of Puerto Rico. Thus, the Procuring Entity will support and comply with the provisions of Act 2-2018, known as the Anti-Corruption Code for the New Puerto Rico, as amended, including Title III, Code of Ethics for Contractors, Suppliers, and Applicants for Economic Incentives of the Government of Puerto Rico.

*[La Entidad Adquiriente está altamente comprometida con lograr una administración de excelencia y promover el uso efectivo de los recursos del gobierno en beneficio del pueblo de Puerto Rico. Por tanto, la Entidad Adquiriente está comprometida con apoyar y cumplir con la Ley 2-2018, conocida como el Código Anti Corrupción para el Nuevo Puerto Rico, según enmendada, incluyendo el Título III, Código de Ética para Contratistas, Suplidores y Solicitantes de Incentivos Económicos del Gobierno de Puerto Rico.]*

In light of the above, I, the Proposer's Authorized Representative, also certify that:

*[En virtud de lo anterior, yo, el/la Representante Autorizado(a) del Proponente, certifico que también:]*

1. I agree to comply with the applicable provisions of Act 2-2018, known as the Anti-Corruption Code for the New Puerto Rico, as amended, including Title III, Code of Ethics for Contractors, Suppliers, and Applicants for Economic Incentives of the Government of Puerto Rico and recognize that this is an essential requirement in order to execute transactions or to set up agreements with the Procuring Entity.

*[Tengo el compromiso de cumplir con las disposiciones aplicables de la Ley 2-2018, conocida como el Código Anti-Corrupción para el Nuevo Puerto Rico, según enmendada, incluyendo el Título III, Código de Ética para Contratistas, Suplidores y Solicitantes de Incentivos Económicos del Gobierno de Puerto Rico y reconocemos que esta aceptación es una condición esencial e indispensable para que se puedan efectuar transacciones o que se establezcan acuerdos con la Entidad Adquiriente.]*

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Signature of Proposer's Authorized Representative

*[Firma del/la Representante Autorizado(a) del Proponente]*

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Date

*[Fecha]*

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Printed Name of Proposer's Authorized Representative

*[Nombre en Letra de Moide del/la Representante Autorizado(a) del Proponente]*





## SUPPLIER PROFILE SHEET

Small Purchase  
Single Audit Services for FY 2023  
Puerto Rico Department of Housing

To: Puerto Rico Department of Housing  
[aromero@vivienda.pr.gov](mailto:aromero@vivienda.pr.gov)

### Supplier Data

(1) Supplier's Legal Name: \_\_\_\_\_

(2) Supplier's Tax ID: \_\_\_\_\_

(3) Supplier's UEI No.: \_\_\_\_\_

(4) Supplier's Physical Address: \_\_\_\_\_  
(Street Address Line 1)

\_\_\_\_\_  
(Street Address Line 2)

\_\_\_\_\_  
(City) (State) (Zip)

(5) Supplier's Postal Address: \_\_\_\_\_  
(Street Address Line 1)

\_\_\_\_\_  
(Street Address Line 2)

\_\_\_\_\_  
(City) (State) (Zip)

(6) Supplier's Phone Number: \_\_\_\_\_

(7) Supplier's Email Address: \_\_\_\_\_

(8) Select the options that apply, if any

<input type="checkbox"/> Women Business Enterprise	<input type="checkbox"/> Minority Business Enterprise	<input type="checkbox"/> Section 3 Resident	<input type="checkbox"/> Section 3 Business
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(9) Supplier's Authorized Representative: \_\_\_\_\_

\_\_\_\_\_  
(Authorized Representative Name) (Authorized Representative Position)

The Supplier hereby certifies that the above information is accurate:

\_\_\_\_\_  
(Authorized Representative Signature) (Date)

\_\_\_\_\_  
(Authorized Representative Name)

## **Instructions to obtain Unique Entity Identification Number and System for Award Management**

### **Unique Entity Identification (UEI)**

As of April 4, 2022, the federal government transitioned from the DUNS Number to the new UEI (generated in SAM.gov), for entity identification of federal awards governmentwide. The UEI is used within the SAM.gov and other government award and financial systems to identify a unique entity.

Entity identification in federal awards (grants, loans, contracts, etc.) means a unique set of numbers and letters used to identify every entity seeking to do business with the federal government. Prior to April 3, 2022, the federal government used the DUNS Number, assigned by Dun & Bradstreet.

Federal contractors and assistance recipients registered in SAM.gov do not need to take any action. Your UEI has been assigned and is visible in your registration at SAM.gov

To get a UEI for your organization without having to complete a full entity registration go to the following link: <https://sam.gov/workspace/em/entities/register>.

### **System for Award Management (SAM)**

The entity must access the System for Award Management (SAM) and register. There is no fee for you to register or to renew/update your organization's information on SAM.gov. The link to SAM is as follows: [www.sam.gov](http://www.sam.gov) .

In addition, you can contact the Federal Contracting Center and request for technical assistance.

Phone number: 787-758-4747 ext. 3181

Email: [fecc@pridco.pr.gov](mailto:fecc@pridco.pr.gov)

Link to website: [federalcontractingpr.com](http://federalcontractingpr.com)





GOVERNMENT OF PUERTO RICO  
DEPARTMENT OF HOUSING

**COST FORM**  
**Small Purchase**  
**Single Audit Services**  
**Puerto Rico Department of Housing**

**Name of Supplier:**

Position	Hrs.	Rate per Hour	Fees
Partner	137		
Manager	318		
Senior Auditor	530		
Staff Auditor	848		
	<b>1,833</b>		<b>\$</b>

**Notes on Cost Form:**

1) Hourly Rates include overhead, profit, royalties, reimbursements, as well as any other additional fees and administrative costs applicable to the services.

2) For more information regarding the services being procured, please refer to the Scope of Work.

3) Suppliers may include additional staff in its proposal. The additional staff must meet the minimum requirements of the Key Staff Positions. The Supplier must provide the name of resources to be assigned, their education, years of experience, licenses, certifications, and résumés or professional information, specifying year of graduation, start and end dates for each job position (s) and project(s). Also, the Supplier shall include a description of the role and responsibilities of each additional staff, their planned level of effort, their anticipated duration of involvement. The PRDOH reserves the right to request the removal of any staff not performing to standard. For more information, please refer to Section 5.1 of the Scope of Work.

\_\_\_\_\_  
Supplier's Authorized Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supplier's Authorized Representative Printed Name