



SCOPE OF WORK
Developers & Data Collection Services
Workforce Training Program (WFT)
Community Development Block Grant – Disaster Recovery (CDBG-DR)
Puerto Rico Community Foundation (PRCF)
Procurement Process No. WFT 001

1. Introduction

This document defines the work that the selected supplier must perform for the acquisition of Developers & Data Collection Services under a contract with the Puerto Rico Community Foundation (PRCF) for the Workforce Training Program (WFT) under the CDBG-DR Programs. A detailed description of the CDBG-DR programs is included in the Action Plan approved by the U.S. Department of Housing and Urban Development (HUD). These services should adapt content to the Moodle distance learning platform and adapt the GIS, and the lab content required to support instruction.

1.1 Workforce Training Program (WFT)

The WFT Program provides skilled job training and the necessary skills that will place Puerto Rico within the economy of the future. The WFT program engage entities that train residents in industries that are expected to grow in the coming years, namely in tourism, and hospitality, computer programming and technology, shipbuilding, manufacturing, and healthcare, to mention some of the industries. Through the WFT program, citizens will have more access to training opportunities in the fields that will drive the economic recovery of Puerto Rico.

A detailed description of the WFT program is included in the current Puerto Rico Disaster Recovery Action Plan (**Action Plan**) approved by the U.S. Department of Housing and Urban Development (HUD) which is available at www.cdbg-dr.pr.gov.

2. General Requirements

The selected supplier(s) will be responsible for ensuring the accuracy, timeliness, and completion of all tasks assigned under contract. We encourage careful analysis of the requirements of this document. The selected supplier(s) must guarantee the costs of the services during the contract term. The scope of work presented is based on circumstances existing when the micro or small purchase is released. The PRCF reserves the right to modify or delete the tasks listed and, if appropriate, add more tasks prior to and during the contract term. The PRCF reserves the right for the following:

- (i) cancel this solicitation at any time if it benefits the CDBG-DR Program.
- (ii) to modify the quantity of the listed items during the contract term without exceeding the threshold of the micro or small purchase in compliance with policies and procedures.
- (iii) to negotiate any price from the awarded vendor(s) in response to a specific order under this solicitation; and
- (iv) to make provision for multiple awards if it is what benefits the CDBG-DR program and its funds.

The Procurement Division composed of the CDBG-DR Programs Manager, the WFT Program Coordinator, and the PRCF Administrator may request clarifications once PRCF receives and reviews the proposed quotes and prices, to provide a better understanding of the purchase requirements. The PRCF reserves the right to negotiate quote(s) received within the established submission term.

The selected supplier shall answer any questions and concerns related to this process. This will simplify communication between the supplier and the PRCF. Communication shall be minimum via email or telephone.

The suppliers submitting quotes for the CDBG-DR program must have a *Unique Entity ID number* generated by the System for Award Management (SAM) to be considered. If not yet registered, suppliers must include evidence of registration when submitting their quotes. For the registration of a *Unique Entity ID number*, the Supplier can access: [SAM.gov | Entity Registrations](https://sam.gov). If you are already registered in SAM check your [entity registration record](#).

The PRCF will require one quotation from vendors and will prepare an award letter showing the price reasonableness for a micro purchase. The PRCF will request quotations (with price or rate) from at least three (3) different qualified sources for a small purchase. PRCF can also request changes of an existing micro or small purchase to authorize modifications to the scope, term, schedule and/or cost, if the mentioned modifications are in accordance with the Scope of Work.

The selected supplier(s) must comply with the expected deliverables. All these services must be provided in a professional manner, satisfactory to the PRCF requirements and in accordance with the terms and conditions included with this Scope of Work.

3. Services

The selected supplier(s) shall be able to develop a digital infrastructure project which follows an approach known as modular contracting or modular procurement. This is an approach for the contracting of professional services for IT projects where procurements are broken up into multiple, tightly scoped projects to implement technology systems in successive, interoperable increments. Our goal is to reduce costs, decrease risks, and speed up the process whereby we can start using an operational digital platform to collect data, monitor, and comply with the reporting requirements of the CDBG-DR program.

The modular system components are as follows:

1. **User-centered modular design.** The digital infrastructure to be developed must integrate data collection, monitoring, and reporting for the two program partners (Hunter College & the Puerto Rico Community Foundation) and produce reports that comply with the Puerto Rico Department of Housing (PRDOH) requirements and formats.
2. **DevOps.** DevOps is an approach that will bring together developers (vendors) and the program partners (HC & PRCF) to increase the PRCF's ability to expedite the delivery of the required digital platform and to foster productivity and collaboration among partners. Our goal is for the initial vendor to set up a basic infrastructure and gated deployment to a cloud host; subsequent vendors can then easily use that same pipeline with a few minutes of configuration work. That is, one vendor can use the infrastructure established by another vendor using standardized continuous integration and continuous deployment practices.

Ideally, one of the vendors contracted for the monitoring will also provide management of the data collection, participant tracking and reporting system in subsequent years.

- 3. Components loosely coupled via APIs.** Program partners have already selected and begun development of the Moodle distance learning platform, and many of the courses' labs use the ArcGIS platform. Similarly, the PRDOH has developed platforms for monitoring performance in accordance with contract specifications, and for processing invoices for cost reimbursements such as VendorCafe. The monitoring digital platform must develop missing components and articulate these components into an integrated platform, which will include a dashboard for the selection of the various reports required by the PRDOH. Our goal is to have vendors build a series of standalone systems, where each of those components communicates with the others via standardized, documented API methods. The above system development components make modular procurement viable and expedite product development. The PRCF seeks proposals that can develop components of the system or the entire system. We will consider both the technical expertise and the cost of services when evaluating proposals. Preference will be given to vendors that have experience collaborating with other vendors on similar projects.

Procurement will be conducted using a Micro-Purchase for contracts up to \$10,000 and Small Purchase for contracts exceeding such threshold. Below we describe the performance period for each service:

- Development, testing, documentation, and training associated with the digital infrastructure:

The term of this agreement for these deliverables shall be for a performance period of three months for the development and testing of a beta version of the application; a fourth month for the delivery of documentation and final testing; and two additional months of monitoring performance and resolution of design issues, for a total of six months for the duration of this component of the project.

(Note: The development of the Moodle platform will be conducted separately, though connection via API for reporting student program completion is required as part of the scope of work.]

- Management of platform.

The term of this agreement for these deliverables shall be for a performance period of twelve months, or the duration of the PRCF contract with the PRDOH.

- Development of ArcGIS Dashboard for labs.

The term of this agreement for this deliverable shall be for a performance period of three months for the development and testing of a beta version of the application; a fourth month for the delivery of documentation and final testing; and two additional months of monitoring performance and resolution of design issues, for a total of six months for the duration of this component of the project.

4. Deliverables

The selected supplier(s) shall outline the types of deliverables and timelines they produce, in performing the services being procured through this Micro or Small Purchase solicitation. The key deliverables to be provided shall include, but are not limited, the following:

- Digital Infrastructure: Create and configure cloud server and repository. Create digital platform for various components and APIs to feed information to dashboard. Design redundancy and security protocols for the system. Develop documentation of open architecture. Training of PRCF staff and user guide documentation.
- PRCF Module: Outreach and marketing tracking (form for data collection); verification of sources (repository for documents to be uploaded to the PRDOH application); tracking of program participants' registration and support services; collect outcome data from participants and produce periodic program reports as required by funders; instructors' contracting, payment and performance; payroll and invoicing for staff and professional services. Articulation to Moodle calendar to the website. Training of staff and user guide documentation.
- Hunter College Module 1: Integration to Moodle platform for reporting; integration to ArcGIS for labs, including configuring local server and NAS (back-up to cloud server); integration to Moodle website. Integration of Moodle Calendar to partners websites. Payroll and invoicing for staff and professional services. Training of staff and user guide documentation.
- Hunter College Module 2: Development of ArcGIS Dashboard using available GIS layers for up to ten (10) courses related lab. Training of staff and user guide documentation.
- PRCF Module and Dashboard: reporting performance outcomes and invoicing for staff and professional services; articulation to PRDOH platforms for monitoring performance in accordance with contract specification and for processing invoices for cost reimbursements; dashboard of digital platform will mirror forms required by PRDOH for monitoring performance and for processing invoices for cost reimbursements. Optimal configuration of dashboard so that in the short term the system output can be input by the PRCF staff into the PRDOH system, and in the medium to long-term would be feasible to integrate the PRCF system via API to the PRDOH system. Training of staff and user guide documentation.
- Annual management of platform: coordinate data collection with partners, prepare monthly performance reports and invoices for submission to the PRDOH; trace and correct faults (trouble-shoot) in the digital platform; train and monitor staff designated by partners for data collection and monitoring. Training of staff and user guide documentation.

5. Contract Term

This agreement shall be in effect and enforceable between the parties from the date of its execution. The term of this agreement will be for a performance period of six months as specified above for the Development of Digital Platform and the ArcGIS Dashboard as specified above, and twelve months for the Annual Management of the data collection, monitoring and reporting digital platform as specified above in the services description.

6. Award

The PRCF reserves the right to award this micro or small purchase to multiple suppliers.

The selected supplier shall be responsible for completing the activities outlined in this Scope of Services. The selected supplier shall also assist PRCF by providing additional resources to accomplish assignments authorized by the PRCF.

By signing this document, I acknowledge that I have read, understand, and accept its contents as described:

Supplier Entity Name

Supplier Authorized Representative Signature

Date

Supplier Authorized Representative Printed Name