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## FREQUENTLY ASKED QUESTIONS REGARDING RFQ SUBMISSIONS

The Puerto Rico Public-Private Partnerships Authority (PPPA) wishes to address a series of frequently asked questions in reference to the Request for Qualifications (RFQ) for Advisory Services that was published on October 5, 2009.

### 1. Clarification on RFQ Process

Firms responding to the RFQ will be subject to formal qualification by the PPPA. Firms will be individually qualified for the purposes of the Advisory Services List. However, individual qualifications will not preclude any qualified firms from eventually responding to a specific project Request for Proposals (RFP) as consortiums, joint ventures or partnerships.

### 2. Receipt Confirmation Form

The Receipt Confirmation Form (Appendix C) should be sent as soon as possible. It is not intended to be submitted as part of the formal RFQ submission due on November 6, 2009.

### 3. Requests for extensions

Presently, the PPPA is interested in starting the pertinent studies and procurement procedures associated to various projects. It is important to avoid delays in the entire process. Therefore, the Authority will not be granting any extensions for the submission of this RFQ. Submission date will be on or before 4:30 p.m. local time on November 6, 2009.

### 4. Maximum number of pages and font requirement

Section 4.3 of the Request for Statement of Qualifications requires Responses to be limited to twenty (20) single-sided, 1.5 line-spaced pages **excluding** appendices, using a typeface font of no less than 12. The PPPA prefers the use of common legible fonts such as Times New Roman or Arial. Font size and line spacing restrictions also apply to the appendices.

The limit of twenty (20) single-sided, 1.5 line-spaced pages applies to the **entire** submission and **not** to each particular response or question. Tab dividers are not required to differentiate between sections and if used, they will not be counted as the 20-page limit. Hard copy submissions can be bound, and the cover and back page will be excluded from the page limit.

## 5. Error in Appendix B

The initial publication of the RFQ contained a numbering error in Appendix B. The sections were numbered: 1, 2, 6, and 7, omitting sections 3-5. This error was corrected almost immediately. Nevertheless, we would like to extend our clarification on that point. The PPPA corrected this by replacing the initial publication with a revised RFQ one day after the RFQ was originally published.

## 6. Acceptable appendix materials

Appendix B, Section 2 of the Request for Statement of Qualifications, calls for the provision of a current CV (of no more than three (3) pages) for each person who would typically lead an Advisory assignment. In addition, it requests information on relevant assignments completed within the last three (3) years.

- The Authority will allow for CVs to be included as appendixes and referred to them as needed in the body of the SOQ. However, information on relevant assignments, track record of professional reputation as a provider of advisory services, and information of areas of advisory services are required to be included within the 20-page limit and not as part of any appendix.
- There is no particular format required for the composition of CVs as long as it provides the requested information as per Appendix B, Section 2.
- Brochures will not be allowed as part of the submission or the appendix.

## 7. Firms or individuals capable with capacity to provide Advisory Services in multiple service categories or projects

Firms or individuals are required to indicate the category of Advisory Services they want to provide to the PPPA. Respondents to the RFQ can choose one or more categories of Advisory Services. The categories of Advisory Services are presented in Section 3.0: Nature of Engagements and specifically requested in Section 2, Sub-Section 4, of Appendix B.

Categories of Advisory Services are not to be confused with Section 2, Sub-Section 1 of Appendix B, which specifically requests information of relevant Advisory Service experience in different infrastructure and social infrastructure areas.

## 8. Firms that operate as an affiliate of another company in Puerto Rico

A firm that operates in Puerto Rico as a wholly-owned affiliate or subsidiary of another company and decides to team up with its holding company to respond to this RFQ will not be viewed as a consortium, venture or partnership and will **not** be disqualified for responding in a joint manner.

## 9. Firms submitting qualifications to other government entities

The Act No. 29 of June 8, 2009, known as the “Public-Private Partnerships Act” designates the PPPA as the sole Government Entity authorized and responsible for implementing the Commonwealth’s public policy with respect to public-private partnerships (PPP) and for determining the Functions, Services or

Facilities for which PPPs are to be established. Therefore, the task of qualifying firms or individuals for Advisory Services regarding PPP projects is to be exclusively conducted by the PPPA. Firms that submit qualification statements directly to other Governmental Entities will not be automatically qualified to provide Advisory Services on a public-private partnership project.

#### **10. Requirement of Set-Aside Percentages**

The PPPA has **not** established set-aside percentages based on gender, race or social condition. Firms will be qualified on the basis of the accuracy and completeness of their responses and their particular professional and corporate capabilities as stated on Appendix B (Response and Evaluation Guidelines) of the RFQ.

#### **11. Will responding to the PPPA’s Business Advisor request for qualifications (the “RFQ”) disqualify a firm from representing a proponent in a request for qualification and/or request for proposal issued by the PPPA (collectively, a “PPPA-RFP”)? Will inclusion in the PPPA’s pool of advisors disqualify a firm from representing a proponent in a PPPA- RFP?**

Responding to the RFQ will not prohibit a firm from representing a proponent in a PPPA-RFP. In addition, the inclusion of a firm in the Authority’s Advisory Services List by itself will not represent a disqualifying event if such firm decides to represent a proponent in a PPPA-RFP. The PPPA believes, however, that in certain situations, conflicts of interest may exist that could disqualify a current and/or former advisor to the PPPA from representing a prospective proponent in a PPPA-RFP. The Authority is analyzing these issues and expects to publish conflict-of-interest guidelines in the near future.

#### **12. Extension of number of years for relevant assignments**

Appendix B, Section 2, requires respondents to provide information for relevant assignments completed within the last three years. The Authority will not extend the period of years for which it will evaluate relevant assignments.

#### **13. RFQ responses by courier or by hand**

The Authority has been receiving responses by courier or by hand at the following address:

Puerto Rico Public-Private Partnerships Authority  
Roberto Sánchez Vilella Government Center  
De Diego Avenue, Stop 22,  
San Juan, Puerto Rico 00907

Still, the following expanded version of the above address may be easier on the delivery company:

Public Private Partnership Authority of Puerto Rico  
Government Development Bank for Puerto Rico Building  
Roberto Sánchez Vilella Government Center  
De Diego Avenue, Stop 22,  
San Juan, Puerto Rico 00907

Nationally recognized couriers are acceptable in Puerto Rico and will be capable of delivering the RFQ response.