



Sistema Universitario Ana G. Méndez

**Request for Proposal
RFP #PRPI 2015 – 002
Subject Matter Expert Services for New Horizons:
Puerto Rico Laser and Photonics Career Pathways
Puerto Rico Photonics Institute**

August 2, 2016

Buyer: Mr. Carlos J. Sánchez Vélez, Associate Vice President for Operations

CHAPTER 1 ADMINISTRATIVE PROCEDURES AND PROCUREMENT PROCESS

1.1 Purpose of Request for Proposal

1.2 The purpose of this Request for Proposal (RFP) is intended to solicit information and proposals from qualified external *Subject Matter Expert* professional services to meet the needs of the project *New Horizons: Puerto Rico Laser and Photonics Career Pathways* of the Sistema Universitario Ana G. Méndez (SUAGM), for the curriculum program approved by the Puerto Rico Council of Education in June 2015, described in Chapter 3 of this RFP. The supplier selected by SUAGM must have significant expertise in the areas necessary to meet needs and requirements set forth in this RFP, including, without limitation, the ability to provide innovative solutions and introduce SUAGM to new opportunities. Through this RFP, SUAGM desires to enhance its educational offerings at minimal cost and risk, while at the same time providing the provider with the incentives to successfully perform, based upon pricing, the operational parameters set forth herein, the negotiations between the parties and a formal agreement documenting the parties' relationship.

RFP Coordinators

The RFP Coordinator, identified below, is the point of contact regarding the RFP from the date of issuance until selection of the successful vendor.

Ms. Elsa Trujillo, Project Director
New Horizons: PR Lasers and Photonics Career Pathways
Puerto Rico Photonics Institute
School of Environmental Affairs
Universidad Metropolitana
PO Box 21150
San Juan, PR 00926-1150
Tel: (787) 766-1717 ext. 6305
Fax: (787) 751-5540
elstrujillo@suagm.edu

For RFP technical information, the point of contact is the following:

Dr. Jonathan Friedman, Project Executive Director & PI
New Horizons: PR Lasers and Photonics Career Pathways
Puerto Rico Photonics Institute
School of Environmental Affairs
Universidad Metropolitana
PO Box 21150
San Juan, PR 00926-1150
Tel: (787) 878-2612 ext. 256
Fax: (787) 878-1861
jsfriedman@suagm.edu

1.3 Restriction on Communication

From the date of issuance of this RFP until announcement of the successful vendor, vendors may contact only an RFP Coordinator. The RFP Coordinator will respond only to questions regarding the procurement process. Questions concerning the interpretation of this RFP must be submitted in writing to the RFP Coordinator in accordance with this document. If a vendor or someone acting on the vendor's behalf attempts to discuss this RFP orally or in writing, with any employee of SUAGM, other than the RFP Coordinator designated above, or any employee or elected official of SUAGM, the vendor may be disqualified.

1.4 Procurement Timetable

The following dates set forth below are for informational planning purposes only. SUAGM reserves the right to change the dates.

<i>Event</i>	<i>Date</i>
RFP Issued	August 2, 2016
Last day to receive questions in writing	August 22, 2016
Last day to respond to questions received in writing	August 29, 2016
Proposals Due	September 16, 2016
Issue Notice of Award	September 30, 2016

1.5 Amendment to the Request for Proposal

SUAGM reserves the right to amend this RFP at any time. In the event it becomes necessary to amend, add to, or delete any part of this RFP, an amendment will be provided to all vendors who received the original document. A vendor's response must include acknowledgment of all addenda.

1.6 Submission of Proposals

Proposals must be received by the RFP Coordinator no later than 4:00 pm EDT on September 16, 2016. Any proposal received after this deadline will be rejected and returned to the vendor. Vendors mailing proposals must allow ample mail delivery time to ensure timely receipt of their proposals. It is the vendor's responsibility to ensure that the proposal is received prior to the deadline. Postmarking by the due date will not substitute for actual receipt of the proposal by SUAGM. Electronic mail and faxed proposals will not be accepted.

1.7 Rejection of Proposals

1.7.1 At any time prior to the execution of the written contract, SUAGM reserves the right to reject any or all proposals, in whole or in part, to advertise for new proposals, to abandon the need for such products or services, and to cancel this RFP if it is in the best interest of SUAGM.

1.7.2 A proposal shall be rejected outright and not evaluated if a vendor fails to deliver its proposal by 4:00 p.m. on the due date or fails to include the required transmittal letter, proposal certification, and certification of independence and no conflict of interest.

1.8 Costs of Preparing the Proposal

The costs of preparing the proposal are the sole responsibility of the vendor. SUAGM is not responsible for any costs incurred by vendor that are related to the preparation or delivery of the proposal or any other activities carried out by the vendor related to this RFP.

1.9 Waiver of Deficiencies and Nonmaterial Variations

SUAGM reserves the right to waive or permit cure of nonmaterial variances in a proposal if such action is in its best interest. Nonmaterial variances include minor informalities that do not affect responsiveness, variances that are merely a matter of form or format, variances that do not change the relative standing of other vendors, variances that do not prejudice other vendors, variances that do not change the meaning or scope of the RFP, or variances that do not reflect a material change in the proposal. Failure to provide any mandatory information, or to comply with mandatory requirements of the RFP, shall not be considered a nonmaterial variation that SUAGM can waive or permit cure. In the event SUAGM waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP requirements or excuse the vendor from full compliance with RFP specifications or other contract requirements if the vendor is awarded the contract. The determination of whether a particular matter constitutes a material or nonmaterial variation from the RFP is within the sole discretion of SUAGM.

1.10 Opening of Proposals

The proposals will be opened at 10:00 a.m. on September 19, 2016 at the Purchasing and Contracts Office at UMET. At that time, the names of the vendors who submitted timely proposals will be announced verbally by the RFP Coordinator. Announcement of the names of the vendors who submitted proposals is not a guarantee that the proposals otherwise comply with the specifications of this RFP. The proposals will remain confidential until all of the proposals submitted in response to this RFP and a notice of award is announced in accordance with SUAGM Policies and Procedures. The proposals will be available for inspection after the notice of award is announced.

1.11 Public Records and Requests for Confidentiality

1.11.1 All information submitted by a vendor may be treated as a public record by SUAGM unless the vendor properly requests that the information be treated as confidential information at the time its proposal is submitted.

1.11.2 Any request for confidential treatment of information must be included in the transmittal letter with the vendor's proposal. In any such request, the vendor must enumerate the specific grounds that support treatment of the materials as confidential and must also explain why disclosure of the information is not in the best interest of the public. The request for confidential treatment must also include the name, address, and telephone number of the person authorized by the vendor to respond to any inquiries by SUAGM concerning the confidential status of the materials.

1.11.3 Any documents submitted which contain confidential information must be marked on the outside as containing confidential information, and each page upon which confidential information appears must be marked as containing confidential information. The confidential information must be clearly identifiable to the reader where it appears. All copies of the proposal

submitted, as well as the original proposal, must be marked in this manner. Identification of the entire proposal as confidential shall be deemed as non-responsive and disqualify the vendor.

1.11.4 In addition to marking the material as confidential material where it appears, the vendor must submit one copy of the relevant pages of the proposal from which the confidential information has been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the documents as possible. These pages must be submitted with the transmittal letter and will be made available for public inspection.

1.11.5 The information marked confidential shall be treated as confidential information to the extent such information is determined to be confidential under or other provisions of law by a court of competent jurisdiction.

1.11.6 In the event, SUAGM, receives a request for information marked confidential, written notice shall be given to the vendor seventy-two (72) hours prior to the release.

1.11.7 A vendor's failure to request confidential treatment of material pursuant to this section and the relevant laws will be deemed by SUAGM as a waiver of any right to confidentiality that a vendor may have had.

1.12 Copyrights

By submitting a proposal, the vendor agrees that SUAGM may copy the proposal for purposes of facilitating the evaluation of the proposal or to respond to requests for public records. By submitting a proposal, the vendor consents to such copying and warrants and represents that such copying will not violate the rights of any third party. SUAGM will have the right to use ideas or adaptations of ideas that are presented in the proposals.

1.13 Proposals Property of SUAGM

All proposals become the property of SUAGM and shall not be returned to the vendor unless all proposals are rejected and no award is made.

1.14 Restrictions on Gifts and Activities

SUAGM Policies and Procedures prohibit officials and employees of SUAGM from receiving gifts from certain donors. Vendors are responsible for determining the applicability of this rule to their activities and for complying with it.

1.15 Construction of RFP with Laws and Rules

This RFP is to be construed in light of pertinent legal requirements. Changes in applicable laws and rules may affect the award process or the resulting contract. Vendors are responsible for ascertaining pertinent legal requirements and restrictions.

1.16 Release of Claims

By submitting a proposal, each vendor agrees that it will not bring any claim or have any cause of action against SUAGM based on any misunderstanding concerning the information provided in this RFP or concerning SUAGM failure, negligent or otherwise, to provide the vendor with pertinent information intended by this RFP.

1.17 Content of RFP

1.17.1 This RFP is designed to provide vendors with information necessary for the preparation of competitive proposals. Each vendor is responsible for determining all factors necessary for the submission of a comprehensive and compliant proposal.

1.17.2 Proposals should be based solely on the material contained in the RFP. Vendors are to disregard any draft materials they may have received, newspaper articles they may have read, and any other previous oral or written representations.

1.18 Sources of Information Use by SUAGM

1.18.1 SUAGM reserves the right to contact vendors after the submission of proposals for the purpose of clarifying a proposal and to ensure mutual understanding. A vendor will not be permitted to modify or amend its proposal if contacted by SUAGM for this reason. All contact with vendor for clarification purposes shall be in writing. All responses shall be in writing. SUAGM will be bound only by written responses.

1.18.2 SUAGM assumes no responsibility for representations made by its employees prior to the execution of a legal contract, unless such representations are specifically incorporated into this RFP as written addenda to the RFP. Oral discussions pertaining to modifications or clarifications of the RFP shall not be considered part of the RFP unless confirmed in writing.

1.18.3 SUAGM reserves the right to obtain, from any and all sources, information concerning a vendor or a vendor's product, services, personnel, or subcontractors. SUAGM also reserves the right to obtain and consider information from other sources such as the vendor's performance of other contracts. SUAGM may use any of this information to evaluate a vendor's proposal.

1.19 Proposals Valid for 45 Days

All proposals shall be firm for a period of forty-five (45) days following the date on which proposals are due.

1.20 Proposal Evaluation and Award.

Proposals that are timely submitted and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP.

1.21 Award Notice

Notice of award of the contract to the successful vendor will be sent by mail or electronic mail, to all vendors submitting proposals. Negotiation and execution of contract with the successful vendor shall be completed no later than five working days after awarded. If the apparent successful vendor fails to negotiate and deliver an executed contract by that date, SUAGM may, in its sole discretion, cancel the award and award the contract to the next highest ranked vendor.

CHAPTER 2 GENERAL TERMS AND CONDITIONS OF THE CONTRACT

The contract that will be awarded as a result of this RFP will be based upon the proposal submitted by the successful Vendor and this solicitation. SUAGM reserves the right to either award a contract without further negotiation with the successful vendor or to negotiate contract terms with the selected vendor if the best interests of SUAGM would be served. The contract terms contained in this Chapter are not intended to be a complete listing of all contract terms but are provided only to enable the vendor to better evaluate the vendor's costs associated with the RFP and resulting contract. Vendors should plan on the following terms being included in any contract awarded as a result of this RFP.

The vendor to offer their services would be complying with following regulations:

1. Executive order 11246 - Equal opportunity Employment (EEO) supplemented by regulation of Department of Labor (41 CRR chapter 60)
2. Contract Work Hour and Safety Standards Act (40 USC 327 – 333)
3. Copeland Anti-Kickback Act (18 USC 874 and 40 USC 276)
4. Executive order 12459, 34 CFR Part 85, section 85.510 Certification of Non Debarment, suspension or Exclusion
5. Byrd Anti-Lobbing Amendments (31 USC, sec. 1352)
6. Clean Air Act – (42 USC 7401), Federal Pollution Control Act (33 USC 1251)
7. Other federal regulation applicable to perform jobs on a federal facilities site or another regulation established by Environmental Protection Agency (EPA)
8. All regulations applicable to company operating under Commonwealth of Puerto Rico Law's.

CHAPTER 3 SERVICE REQUIREMENTS

3.1 Objectives

The Purchasing and Contracts Office is issuing this RFP to provide detailed information necessary for the preparation of competitive proposals by qualified vendors to supply independent Subject Matter Expertise for the implementation of the Certificate in Lasers & Photonics Technical Specialist curriculum and teaching materials and training for the *New Horizons: Puerto Rico Lasers and Photonics Career Pathways* project at the Universidad Metropolitana. This project is supported by a grant from the United States Department of Labor Employment Training Administration (DOLETA), Trade Adjustment Assistance Community College and Career Training (TAACCCT) program, grant number TC-26472-14-60-A-72.

3.2 Qualifications of Perspective Candidates

3.2.1 Experience with technical curricula

The candidate should have experience in developing and evaluating technical curricula for engineering and technology.

3.2.2 Knowledge of the field

Knowledge of the field of Lasers and Photonics education and training, as in knowledge of industry-specified skill sets for Lasers and Photonics technicians, is required, so that curriculum, learning strategies, and teaching materials of the project and its products can be framed in context.

3.2.3 Other relevant experience

Candidates should be aware of the objectives of increasing equity and diversity for participants in Technical Certificate programs, as well as best practices for ensuring high graduation rates, particularly for under-represented populations. He/She should have knowledge of stacked and latticed credentials, and the implementation of proven and innovative learning strategies with STEM.

Experience with development of online courses is desirable.

3.2.4 Evidence of Qualifications

Candidates should present evidence from previous experience, demonstrating that they have performed the contracted tasks efficiently and completely while maintaining a strict timetable.

3.3 Scope of Services

The scope of services required involves providing advice and strategies for project activities of the planned Photonics Certificate Program by assessing the curriculum, learning strategies, and teaching materials employed in its implementation. Principally, the Subject Matter Expert will thoroughly review the design and implementation of the curriculum and deliverables by the *New Horizons: Puerto Rico Laser and Photonics Career Pathways* project.

Secondarily, the Subject Matter Specialist will advise upon and recommend new and future curriculum materials for the Photonics Technical Specialist program. The Subject Matter Specialist will directly contribute to the development of such materials.

Upon retention of the evaluation provider, an authorized SUAGM officer and the Subject Matter Specialist Contractor shall sign an Addendum describing the services to be provided (Statement of Work). The services to be provided shall commence on the effective date specified pursuant to the addendum.

3.2.1 Basic Services:

Supplier agrees to provide services established in the Addendum. The parties agree that any future changes required hereunder as a result of changes in governmental laws, ordinances, or dictated by service requirements, shall be agreed to in writing by both parties, and any necessary pricing changes shall be negotiated in good faith.

3.4 General Description of Work:

3.4.1 The following is a general description of the work to be included in this request for proposal and does not necessarily include every item of work.

3.4.1.1 The Subject Matter Expert will provide advice and strategies for the Certificate in Photonics and Lasers Technical Specialist.

3.4.1.2 The Subject Matter Expert will review the curriculum program, learning strategies and teaching materials in implementing technician preparation and career pathways programs, pursuant to the requirements of the ETA Certification.

3.4.1.3 The Subject Matter Expert will recommend additions to the curriculum program, learning strategies and teaching materials, contributing directly, when appropriate, to their development.

3.4.1.4 The Subject Matter Expert will attend meetings for project planning and review.

3.4.1.5 The Subject Matter Expert will advise on how the curriculum content can enhance program sustainability.

3.4.1.6 If resident outside of Puerto Rico, the Subject Matter Expert will travel to Puerto Rico at least once during the period of the contract to review project activities and to work together with PRPI to address issues with *New Horizons*. Costs of this travel must be included in the solicited proposal. Incidental required travel that occurs in addition to that stipulated in the proposal will be the responsibility of the Subject Matter Expert. No additional funds will be available for this purpose.

3.5 General Position Duties/Activities

3.5.1 Evaluate the knowledge and skill requirements determined to be required for the Certificate in Photonics and Lasers Technical Specialist.

3.5.2 Evaluate the Subject Matter prepared under *New Horizons* in the context of industry-required knowledge and skill requirements for the Certificate in Photonics and Lasers Technical Specialist.

3.5.3 Recommend and, where appropriate, contribute to the development of future Subject Matter, including online materials and offerings, in order to anticipate and continue to meet industry needs.

3.5.4 Maintain a clear line of communication with the Project Executive Director and Project Director to ensure thorough feedback on all elements of the educational plan.

3.5.5 Have regular communications with the Project Executive Director and Project Director in order to address any questions, doubts, and other issues that may arise during the development of the project activities related to the educational plan.

3.5.6 Help *New Horizons* to produce effective learning strategies and teaching materials for the technical certificate.

3.5.7 Hold regular teleconference or in-person meetings with the Project Director and Executive Director.

3.5.8 Provide support for curriculum development, education and training activities, online content, and deliverables to the Project Executive Director and Project Director in the implementation of the technical certificate.

3.6 Hiring (Minimum requirement)

Compliance with all Federal, State, Commonwealth of Puerto Rico and Municipality “Employment and Hiring” laws, ordinances and regulations is the sole responsibility of the Contractor.

3.7 Correction of Work

Should UMET find that the Contractor is in violation of any of the terms of this agreement and should request corrective action, the Contractor shall perform such corrective action promptly upon receipt of a written request.

3.8 Billing and payment

The Contractor shall invoice on a monthly basis. The contractor’s invoice shall generally describe the services rendered by category, type of service, date rendered, and unit price, and be sent to the attention of the Project Director to complete payment process.

3.9 Management and contingencies

3.9.1 The Subject Matter Expert will supply SUAGM with a Specific Disaster Recovery Plan, detailing how they will continue to supply services in the event of interruptions such as natural disasters, equipment failure, or other non-managed contingency.

CHAPTER 4 BID REQUIREMENT AND CONTENT OF PROPOSAL

4.1 This request for Proposal is not an offer to contract but rather represents a definition of specific user requirements and is an invitation to submit a response, addressing such requirements. Issuance of this RFP, your preparation and submission of a response, and the subsequent receipt and evaluation of your response by SUAGM does not commit SUAGM to award a contract to any bidder even if all of the user requirements stated in the RFP are met.

4.2 SUAGM shall not be obligated to renegotiate terms or increase any unit price for services based on Contractor's mistake, miscalculation of unit prices, underestimation of cost, or omissions.

4.3 Assumptions:

When developing your formal proposal, please make the following assumptions:

4.3.1 The contract period will be for one (1) year.

4.4 Instructions

These instructions prescribe the format and content of the proposal and are designed to facilitate the submission of a proposal that is easy to understand and evaluate. Failure to adhere the proposal format will result in the disqualification of the proposal.

4.4.1 All proposals should be prepared simply and economically providing a direct, concise delineation of the vendor's proposal and qualifications. Proposals must meet the criteria set forth in this chapter.

4.4.2 Proposals shall be typewritten.

4.4.3 Proposals should be printed or typed on 8.5" x 11" paper (one side only).

4.4.4 All pages of proposals must have consecutive page numbers.

4.4.5 An original and two copies of a proposal must accompany the submission.

4.4.6 The vendor must also submit one copy of the proposal from which confidential information has been removed, in order to allow the public to determine the general nature of the material removed and to retain as much of the proposals possible.

4.4.7 Proposals must respond to RFP requirements by restating the number and text of each requirement in sequence and writing the response immediately after the restated requirement.

4.5 Transmittal Letter

4.5.1 The transmittal letter shall be signed by an individual authorized to legally bind the vendor. The letter shall include the vendor's mailing address, telephone number, and fax number.

4.5.2 A request for confidential treatment of information shall be included in the transmittal. Any request for confidential treatment must comply with all requirements for such requests as required by Chapter 1 of the RFP.

4.6 Proposal Certification

Each vendor shall submit the proposal certification, stating that the contents of the proposal are true and accurate. The substance and form of the proposal certification is included as Addendum Number 1. The proposal certification must be on vendor's letterhead and signed by an individual with authority to bind the vendor. Failure to provide the certification required by this section shall result in the rejection of the proposal as noncompliant.

4.7 Acceptance of Terms and Conditions

Each vendor shall specifically stipulate that the proposal is predicated upon the acceptance of all terms and conditions stated in the RFP. If the vendor objects to any term or condition, it shall make specific reference to the RFP page, section, and line number(s) at issue. Objections or responses that materially alter the RFP shall be deemed non-responsive and disqualify the vendor.

4.8 Certification of Independence and No Conflict of Interest

Vendor shall sign and submit with the proposal a certification stating that the proposal was developed independently and that no relationship exists, or will exist in the contract period, between vendor and SUAGM, that interferes with fair competition or is a conflict of interest. The substance and form of the certification of independence and no conflict of interest is included as Addendum Number 2. This certification must be on vendor's letterhead and signed by an individual with authority to bind the vendor in contract. Failure to provide the certification required by this section shall result in the rejection of the proposal as noncompliant.

CHAPTER 5 EVALUATION OF PROPOSALS

5.1 Award Process

Proposals will be reviewed by an evaluation committee appointed by SUAGM. Consistent with Chapter 14 of the Federal Register, all proposals will remain sealed and not be opened until the evaluation period has begun. At that time each individual proposal will be opened at the time it is to be evaluated.

5.2 Tie Bids

SUAGM shall resolve ties among proposals which are equal in all respects by drawing lots, unless only one of the tied vendors is a SUAGM business. If only one of the vendors is a SUAGM business, the SUAGM business shall be given preference over all tied out of state vendors. If it is necessary to draw lots, the drawing shall be held in the presence of the vendors who submitted the tied proposals, if practical. If the tied vendors are not present, the drawing shall be held in front of at least two persons.

5.3 Verification of Proposal and Contract Negotiation

All applicable contracting requirements imposed by this RFP shall be met by the vendors. The successful vendor must, in a timely manner, establish a contract with SUAGM, to implement the programs contemplated by this RFP. It is expected that all such documentation will be executed within forty-five (45) days after the date of notification of the award. Failure of the successful vendor to agree to the terms of the contract within that time period may be grounds for SUAGM to award the next highest ranked compliant vendor the contract.

5.4 Insurance

5.4.1 The contractor shall be obtain and maintain in force, at its own expense, from the date of Contract until completion and final acceptance of the Work, with “Sistema Universitario Ana G. Méndez” appearing as “Additional Insured” insurance coverage against claims, regardless of when asserted, that may arise out of, or result from, the Contractor’s operations, the operations of the Contractor’s, Sub-Contractors and any other entity directly or indirectly engaged by the Contractors connection with the Work. This insurance shall include the following.

5.4.2 Worker’s Compensation and Employer’s Liability Insurance – Workmen’s Compensation and Employer’s Liability Insurance covering the Contractor’s employees and the employees of all Sub- Contractors, in accordance with the requirements of applicable state and federal law.

5.4.3 Public Liability Insurance- Public Liability Insurance safeguarding the Contractor against liability for injuries to persons (including death), and damage to, or destruction of, property, shall be maintained in an amount not less than \$1,000,000 to cover injury or death of any one

person, in an amount not less than \$1,000,000 to cover injury or death to two or more persons in any one accident, and in an amount not less than \$1,000,000 to cover property damage.

5.4.4 Umbrella Liability Insurance with limits of liability not less than \$3,000,000 (or as dictated by local law where services are provided) per accident for bodily injury or property damage.

5.4.5 Fidelity Bond with limits of liability not less than \$1,000,000 (or as dictated by local law where Services are provided).

5.5 Evaluation Criteria

Candidates should be aware of the objectives of increasing equity and diversity for participants in the Certificate program, as well as best practices for ensuring high graduation rates for under-represented groups. He/She should have knowledge of stacked and latticed credentials, and the implementation of proven and innovative learning strategies.

Criterion	Points
Five (5) or more years of experience with technical curriculum development	20
Three (3) or more years of knowledge of Photonics Science and Technology and related Career Paths	20
Five (5) or more years of knowledge of and experience with increasing equity and diversity in STEM careers	20
Five (5) or more years of knowledge of best practices for ensuring high graduation rates	20
Five (5) or more years of knowledge of proven and innovative learning strategies	20

Schedule I - General Position Duties/Activities

1.1. Subject Matter Expert

The Subject Matter Expert is the person responsible for all elements of the activities of this Contract. He or she must demonstrate previous experience that shows the capacity to undertake the required evaluation processes, reporting requirements, and all communications with the Project team.

1.2. Functions and Duties of the Subject Matter Expert

- Provide advice and strategies for the curriculum materials for education and training of participants in the Certificate in Photonics and Lasers Technical Specialist.
- Review the curriculum program, learning strategies and teaching materials in implementing the technician preparation and career pathways program, pursuant to the requirements of the ETA Certification.
- Advise in the production of effective learning strategies and teaching materials for the technical certificate, including the development and implementation of online materials.
- Provide support on the curriculum development, education and training activities and deliverables.
- Establish and provide skillset data required for the Certificate in Photonics and Lasers Technical Specialist.
- Maintain a clear line and regular communications with the Project Executive Director and Project Director.
- Attend meetings for project planning and review.
- If resident outside Puerto Rico, travel to Puerto Rico once during the period of the contract to review project activities and to work together with PRPI on the *New Horizons* project.

ADDENDUM NUMBER 1

_____, 2016

Mr. Ricardo Rodríguez Domenech
Administrative Affairs Vice-President
Sistema Universitario Ana G. Méndez
PO Box 21345
San Juan, PR 00928-1345

Re: Bid for RFP PRPI 2015-002 Subject Matter Expert services for the Universidad Metropolitana School of Environmental Affairs, Puerto Rico Photonics Institute, *New Horizons* project.

PROPOSAL CERTIFICATION

Dear Mr. Méndez:

I certify that I have the authority to bind _____ (COMPANY) below to the specific terms, conditions and technical specifications required in the Invitation to Bid for <<<services>> and offered in our proposal. I understand that, by submitting this proposal, _____ (COMPANY) agrees to provide SUAGM with services that meet or exceed the requirements of the RFP, unless noted in the proposal.

I also certify that the contents of the proposal are true and accurate and that _____ (COMPANY) has not made any knowingly false statements in the proposal.

Sincerely,

President

ADDENDUM NUMBER 2

_____, 2016

Mr. Ricardo Rodríguez Domenech
Administrative Affairs Vice-president
Sistema Universitario Ana G. Méndez
PO Box 21345
San Juan, PR 00928-1345

Re: Bid for RFP PRPI 2015-002 Subject Matter Expert services for the Universidad Metropolitana School of Environmental Affairs, Puerto Rico Photonics Institute, *New Horizons* project.

CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF INTEREST

Dear Mr. Méndez:

By submitting a proposal in response to the SUAGM (RFP PRPI 2015-001) for <<<Description>>> Services, the undersigned certifies the following:

1. The proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to SUAGM who has worked on the development of this RFP, or with any person serving as a member of the evaluation committee.
2. The proposal has been developed independently, without consultation, communication or agreement with any other vendor or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the award of the contract, directly or indirectly, to any other vendor.
4. No attempt has been made or will be made by _____ (company) to induce any other vendor to submit or not to submit a proposal for the purpose restricting competition.
5. No relationship exists or will exist during the contract period between _____ (company) and SUAGM that interferes with fair competition or as a conflict of interest.

Sincerely,

President
