



18 de mayo de 2023

El Departamento de Corrección y Rehabilitación (DCR), en cumplimiento con la Orden Ejecutiva OE-2021-029 y la Carta Circular 013-2021 de la Oficina de Gerencia y Presupuesto, sobre Medidas para asegurar la Transparencia y Responsabilidad Fiscal en la Contratación de Servicios Profesionales, anuncia que está evaluando la contratación de servicios de Gerencia de Proyecto, para la consecución del Plan de Optimización (consolidación y mejora de las instituciones correccionales)

<b>SOLICITANTE</b>	<b>SECRETARIO AUXILIAR DE GERENCIA Y ADMINISTRACION</b>
INFORMACION DE CONTACTO DEL DCR	ULRICH JIMENEZ LOPEZ <a href="mailto:ujlopez@dcr.pr.gov">ujlopez@dcr.pr.gov</a> 787-273-6464 ext. 2304
SERVICIO PROFESIONAL	Project Management
TERMINO CONTRATO	HASTA CULMINAR AÑO FISCAL 23-24
INICIO CONTRATO	AL MOMENTO DE FIRMAR
FECHA DE PUBLICACION	18 de mayo de 2023
FECHA LIMITE PARA SOMETER PROPUESTAS	30 de junio de 2023
SOMETER PROPUESTAS ELECTRONICAMENTE	ULRICH JIMENEZ LOPEZ <a href="mailto:ujlopez@dcr.pr.gov">ujlopez@dcr.pr.gov</a> Delizadith Negron Ortiz <a href="mailto:dnegron@dcr.pr.gov">dnegron@dcr.pr.gov</a>
DOCUMENTOS	PLAN DE OPTIMIZACION



The Puerto Rico Department of Corrections and Rehabilitation (the “Department” or “DCR”) is seeking qualifications from firms interested in providing professional project management services (“the Services”) in connection with its capital improvements and its facilities optimization programs.

In general terms, the professional services to be provided consist in the active management of one or more projects which are: a) part of DCR’s Fiscal Year 2024 capital expenditures program, b) initiatives to optimize the investment and use of its prison network, c) new initiatives of similar nature that may be identified and adopted in the future.

The scope of services expected include, but is not limited to:

- 1) Assist DCR in defining the scope of the project, identify required resources, identify those resources that are internally available, and establish the optimal procurement process to secure those that are not internally available.
- 2) Develop a clearly defined project implementation approach in compliance with best practices and DCR’s public policies and procedures.
- 3) Develop the project implementation schedule including clearly defined activities, sequence of activities and activities’ duration. During the life of the project, identify corrective actions to adhere to the project schedule.
- 4) Assist DCR in establishing project budgets and establish procedures for monitoring adherence to the budget. Continuously identify and implement corrective actions to avoid budget overrun.
- 5) Delineate responsibilities of key components of the implementation team to minimize uncertainty, avoid unexpected deviations from the project plan and identify corrective measures when results are not fully achieved as anticipated.
- 6) Identify project risks and recommend and adopt corrective actions to minimize their impact.
- 7) Assist DCR in the periodic reporting to internal and external stakeholders. Prepare and provide ad hoc information, and prepare analysis as requested by pertinent internal and external parties. Track, manage and report the project’s progress (tasks, schedule, budget, savings, etc.) using project management technological tools.
- 8) Supervise and manage all external project components, contractors, and subcontractors. Evaluate their performance and recommend corrective action as deemed appropriate. Coordinate and report performance of internal DCR resources assigned to the project.



- 9) Assist DCR in the procurement and negotiation of contracts with external vendors to reach optimal agreements.
- 10) Assist in obtaining the permits and licenses required in the project from appropriate authorities.
- 11) Assist in the acquisition of equipment and materials and monitor stocks to timely handle inadequacies.
- 12) Supervise the work of laborers, mechanics etc. and give them guidance when needed.
- 13) Ensure adherence to all health and safety standards and report issues.

Qualifications packages should include a) no more than a two-page letter from the Company Officer in Charge, b) no more than two pages of your firm's previous experience relative to this scope. Projects listed as prior experience should have been completed less than ten years before submittal. No more than three examples please, c) resumes of the project manager and up to two additional key personnel assigned to the project, d) no more than three pages describing your firm's approach to the scope. Upon completion of the work, the selected consultant may be invited to provide a proposal for one or more projects.

Your firm's qualifications for the professional consulting services seek herein should be received by June 30, 2023. Submissions may be made either physically or electronically to the addresses indicated herein below. The Department is not obliged to consider or award a contract or to pay any costs incurred in the preparation of your submittal. At its sole discretion and at any time, the Department reserves the right to award contracts for the above-mentioned programs to more than one qualified firm, to negotiate with any qualified firm or to modify the Services or cancel this initiative in part or in its entirety.

Please submit your firm's qualifications for professional services as follows:

Ulrich Jimenez  
Undersecretary of Administration  
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