



GOVERNMENT OF PUERTO RICO
DEPARTMENT OF NATURAL AND ENVIRONMENTAL RESOURCES

REQUEST FOR PROPOSAL (RFP)

Bird Banding Workshop

Introduction of the services required

The Puerto Rico Department of Natural and Environmental Resources (DNER), through the Habitat and Biodiversity Conservation Bureau (HBCB) is issuing this Request for Proposal (RFP) looking for qualified suppliers to offer professional services associated with the federal grant entitle; Monitoring, Movement, and Management of Puerto Rican Non-Game Species for Wildlife Restoration (W-50). Specifically, one of the projects of this grant is seeking to provide a Bird Banding Workshop to DNER employees and collaborators with the goal of expanding the bird banding community in Puerto Rico and filling that gap for ongoing and future studies. To this end, DNER is seeking qualified providers who work in cooperation with the Government of Puerto Rico to implement this workshop.

Permits associated with this bird banding training were obtained in accordance with the requirements of this project.

Scope of Work of required service

DNER will receive proposals to provide the required service. Services to be provided will include, but are not necessarily limited to the following:

- Contractors must provide trainers certified by the North American Banding Council
- The training should include:
 - Training in ethical banding techniques
 - Training in mist nets installments and management
 - Training on how to extract and band in the field and instructions of band theory.
 - Training in bird banding basics, molt theory, how to age and sex birds and birds first aid.
 - Knowledge of Caribbean birds.
- Coordinate air and land transportation (gasoline) and accommodation (arrival and departure) and their expenses.
- Provide for the five days of the workshop, snacks and lunch for the participants of the training (approximately 20).

General Instructions

Eligible entities: Entities that are authorized to do business in Puerto Rico, municipalities, academia, individuals, profit and non-profit organizations. Proponents must provide qualified key personnel with similar projects with proven success. The contracted work will begin from the date of signing the contract until December 31, 2025, to deliver the full service. Entities must also demonstrate that they have the resources and financial stability to provide services to the DNER.

Requirements: The proposal must include the following points in a concise and complete manner and provide all the information necessary for its evaluation:

1. Name of the company and/or personnel who will work on the proposal.
2. The proposal must include the following parts: executive summary, experience in providing the services, team qualifications, work plan, business references, fee schedule, and potential conflict of interest.
3. The work plan must include a progress report, final report and invoice schedule.
4. The proponent must be registered in the Single Supplier Registry (RUP) of the General Services Administration and in the System for Award Management (SAM.gov). It is recommended to submit evidence of this information.
5. Detailed Budget: The maximum amount of funding that will be awarded for this project is \$25,000. Any proposal exceeding this amount will not be considered.

Submittal: The deadline to submit proposals will be 15 calendar days after the RFP is announced and available on the DNER website (<http://www.drna.pr.gov/documentos/>). The proposal content can be submitted in Spanish or English.

Questions about this RFP and proposal submission, please write to:

Roseanne Medina Miranda to rmedina@drna.pr.gov

Proposal Evaluation Process: Each proposal will be evaluated according to the criteria established by the DNER for the selection of professional services. A HCBB review team will evaluate proposals that meet RFP's requirements. The criteria for evaluation of the proposal are as follows:

- Executive summary (5 points)
- Experience in providing the services (25 points)
- Team qualifications (25 points)
- Work plan (25 points)
- Business references (5 points)
- Fee Schedule (15 points)

Other Special Conditions:

- This RFP does not commit to awarding a contract, defraying any costs incurred in the preparation of a Proposal under this RFP, or procuring a work contract.

- All Proposals submitted in response to this RFP will become property of the DNER and will be public records, and as such, they may be subjected to public review.
- The DNER, at its sole discretion, reserves the right to cancel this RFP for any or no reason, in part or its entirety, including but not limited to selection schedule, submittal date, and submittal requirements. If the DNER cancels or revises the RFP, all potential Contractors will receive a notification letter advising them of the cancellation or revision of the RFP.
- The DNER reserves the right to request additional information and clarifications from any or all potential Contractors participating in this RFP.
- Announcement of the selected contractor, contract awards, and all data the DNER provides shall be protected from public disclosure. Consultants desiring to release information to the public must receive prior written approval from the DNER. The DNER, at its sole discretion, shall determine the release and disclosure of information related to this RFP and any final work products as a result of this.
- It will be required that the selected Contractor sign a contract for Professional Services.
- Evidence of all certifications and documents described below will be required and must be available at the time of awarding the contract:
 - Unique Registry of Professional Service Providers (RUP) of the General Services Administration (ASG) of the Government of Puerto Rico.
 - Registration in the “SAM.gov” to carry out contracts and grants from the federal government.
 - Licenses and/or certifications to practice your profession in Puerto Rico, if applicable.
 - Copy of an official photo ID.