



JUNTA LOCAL
DE DESARROLLO LABORAL
MANATÍ / DORADO

**GUIDE FOR THE FILING OF PROPOSALS
TO ENTER THE PROVIDER REGISTRY
OF INDIVIDUALIZED CAREER SERVICES**

ADULTS PROGRAM AND DISPLACED WORKERS PROGRAM FULLY SUBSIDIZED WITH FEDERAL FUNDS FROM THE DEPARTMENT OF THE FEDERAL LABOR – EMPLOYMENT AND TRAINING ADMINISTRATION, ASSIGNED TO THE GOVERNMENT OF PUERTO RICO AND DELEGATED TO THE MANATÍ/DORADO LOCAL WORKPLACE DEVELOPMENT AREA

FUNDS AVAILABLE FOR THESE ACTIVITIES:

➤ ADULTS PROGRAM	\$ 440,987.41
➤ WORKERS PROGRAM	\$ 430,312.50

CLOSING DATE OF THE PROPOSAL FILING PERIOD:

MONDAY, MARCH 28, 2022, AT 3:30 PM

**PROGRAM YEAR 2022
FOR PERIOD SERVICES
JULY 1, 2022 TO JUNE 30, 2024**

AmericanJobCenter®

I. INTRODUCTION

The Manatí/Dorado Local Labor Development Board, as part of its functions, is responsible for selecting the providers of the Individualized Career Services corresponding to the Adults Program and the Displaced Workers Program.

Individualized Career Services will be provided to participants who are determined to be required to obtain or maintain employment, consistent with applicable statutory priorities.

II. GENERAL INFORMATION ON THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

The WIOA Act was signed on July 22, 2014. It is designed to help the people who are looking for a job that they can have access to job offers, education, training and support services to succeed in the labor market and that in turn, employers have access to employees with the skills to compete in the global economy.

Individualized Career Services will be provided to participants, based on their needs, as determined by the officials of the One Stop Center. This for the purpose of obtaining or keeping a job, consistent with the demand of the labor market.

III. PARTICIPANTS

The Individualized Career Services, subsidized with the funds of Title IB, of the WIOA Act, are directed to the following:

- A. Adults - Persons 18 years and older.
- B. Dislocated Workers - People who have been laid off or have received a layoff notice; are eligible for unemployment compensation or have exhausted their benefits; displaced from domestic duties and other conditions described in Sections 3 (15) and (16) of the WIOA Act.

IV. SERVICES TO CONTRACT

The services to be contracted will be agreed upon based on the needs of our participants, the vast majority of whom lack employability skills, which adversely affects their entry into the labor market and/or continuing post-secondary studies. The list of activities and services included in this section is not exhaustive, but other strategies of a similar nature can be considered, but consistent with the provisions of the Law and the Regulations.

A. Short Term Pre Vocational Services - Through these workshops the following employability skills will be developed:

I. Development of Learning Skills (“ learning skill ”):

- a) **Critical Thinking:** analyze, discuss, situations, classify, compare or contrast, define, describe, evaluate, explain, problem solving, follow cause and effect.
- b) **Creative Thinking:** exchange of ideas, creativity, design, improvise, innovate, problem solving, search for information.
- c) **Communication:** speaking with clients by phone or in person, evaluating messages, knowing how to listen, teamwork, giving verbal or written instructions, participating in the negotiation process, making group presentations.
- d) **Collaborate:** distribution of work, decision making, delegating, evaluating, setting goals, leadership, time management, conflict resolution, teamwork.

II. Communication Skills Development:

- a) Assertive use and management of language; produce understandable and consistent messages;
- b) Communication to relate effectively with supervisors and co-workers, be empathetic, assertive, share information;
- c) Basic concepts of writing as part of written communication;
- d) Verbal and non-verbal communication; be a good communicator;
- e) Remote communication.

III. Development of Skills for Interviews: Preparation (search for information about the company, the functions of the position for which you will be interviewing, review your resume and others, interview techniques (punctuality, analyze before answering, be confident, speak clearly, cohesively and calmly) , dress appropriately for the interview, etc.) Interview practice recommended.

IV. Importance of Personal Cleanliness: Appropriate dress for job interviews and on the job, after you get it, and other related skills.

V. Professional Conduct: commitment to carrying out activities correctly and honestly, being punctual, dressing appropriately, offering help to co-workers, being positive, being cordial.

The development of these skills is intended to prepare individuals for unsubsidized employment or training. They are included given the provisions of Section 134 (c) (2) of the WIOA Act, which establishes the Career Services to be offered.

Service Providers must include at least three (3) of the types of skills mentioned above, in the same service proposal. The number of hours per skill will be adequate for the participant to acquire. An example of this is: Development of Communication Skills, Importance of Personal Cleanliness and Professional Conduct.

B. Activities to Prepare to Enter the Workforce - Includes activities, programs or services designed to help participants acquire an amalgam of the following skills: employability skills and digital literacy.

I. Employability

Service Providers must include at least four (4) of the following employability skills in their proposals. The number of hours per skill will be adequate for the participant to acquire.

The skills to be developed may include the following:

1. Interpersonal and Teamwork - The ability to work effectively with others, especially analyzing situations, setting priorities, and using resources to solve problems or accomplish tasks.

The skills necessary to work in a team are not innate; they have to be modelled. Emphasis will be placed, among others, on aspects such as:

- a. What is a group?; Benefits;
- b. Stages of development of a group;
- c. Dysfunctional behaviors in the behavior of the work team;
- d. Conflict management in the group;
- e. Effective interpersonal communication;
- f. Expected behavior;
- g. Recognize levels of authority;
- h. Responsibility of the work team.

2. Communication - Refers to the ability to exchange ideas and information effectively with others through oral and written means. (paper and/or electronic) or visual. The importance of these skills during your professional and personal life will be emphasized. Among others, aspects such as:

- a. Types of written communication - Reports, letters, communications, forms, emails and others;
- b. Types of oral communication - Phone calls, discussions, presentations, interviews and other;

- c. Media - Presentation of slides, photographs, drawings, videos and audios, among others;
 - d. How to prepare to communicate;
 - e. Remote jobs;
 - f. Communication according to levels of authority;
 - g. Verbal and non-verbal communication.
3. **Integrity and Professionalism** - These skills are essential for a motivated and productive work environment. It refers to the ability to behave appropriately in the workplace in relation to ethics, honesty, fairness, respect, responsibility, self-control, constructive criticism and behavior, among others, aspects such as:
- a. How professionalism is defined;
 - b. Professional image;
 - c. Professional job interviews;
 - d. Offer and receive feedback (“comments ”);
 - e. Code of professional ethics.
4. **Problem Solving and Decision Making** - Refers to the ability to identify problems and potential causes during the development and implementation of practical action plans in the search for solutions. The solution of problems and decision making have a great impact on the financial success of companies. Among others, aspects such as:
- a. Identify strategies to solve problems individually and as a team;
 - b. Teamwork and communication;
 - c. Decision making;
 - d. Improve the quality of the service and/or product.
5. **Initiative and Confidence** - Behaviors related to identifying new responsibilities, setting goals, completing tasks, following directions, following rules, and consistent reliability. They are the cornerstones when it comes to work ethics. Employers need employees who can be trusted to complete their tasks on time and work hard to get them done. Emphasis will be placed, among others, on aspects such as:
- a. Good work habits and attitudes;
 - b. Time management in the office or remote work;
 - c. Goal setting;
 - d. Assume responsibilities in relation to the maintenance of equipment and physical facilities (safety), in the work environment;
 - e. Your role in the system; any type of work has consequences on the organization as a whole.

- 6. Information Procedure** - Refers to the ability to acquire, evaluate, manage and interpret information. They will highlight, among other aspects such as:
- a. Acquire - Identify sources of information;
 - b. Evaluate - Evaluate its validity and reliability;
 - c. Organize - Use worksheets, databases, or others to manage the high volume of information;
 - d. Information management - Use of graphs and others so that the information can be understood more easily;
 - e. Interpretation - Use statistics and graphical data to analyze information, make historical comparisons.
- 7. Adaptability and Lifelong Learning** - Represents the ability to learn and apply new knowledge and skills, adapt to technological changes, methods, processes, work environments, structures, organizations and others. The importance of the following activities can be highlighted:
- a. Job exploration and career genogram creation; obtaining and maintaining credentials related to your work and the importance of belonging to professional organizations;
 - b. In the event, preparation for the transition of careers;
 - c. Familiarize yourself with available electronic resources;
 - d. Adaptability, learning new skills, having new co-workers and supervisors, working with equipment we didn't have access to, and following procedures;
 - e. Managing stress at work and in personal life.
- 8. Entrepreneurship**- Refers to the knowledge and skills necessary to create opportunities and develop as a business owner. Among others, aspects such as:
- a. Definition of entrepreneurship;
 - b. How prepared are you to start a business;
 - c. Personal characteristics that are required to establish a business;
 - d. Skills and experience required to establish a business;
 - e. Planning for success;
 - f. Content of a Business Plan;
 - g. How to prepare a Market Study (feasibility);
 - h. Online sales;
 - i. Financial projections;
 - j. Access to Networks;
 - k. Media Campaigns (promotion).

II. Digital Literacy

Digital Literacy and Multimedia Literacy is the ability to locate, analyze, organize, understand and evaluate information using digital technology. It involves both an awareness of how today's high technology works, as well as an understanding of how it can be used. Digital Literacy is linked to the Internet and to the skills required to perform in the environment created by multimedia languages. Digitally literate people can communicate and work more efficiently, especially with those who possess the same knowledge and skills. In addition, they have the skills to understand language and to be able to build communication processes that unfold in digital environments.

Those who achieve digital literacy are more likely to be employable. Many jobs require a working knowledge of computers and the Internet to perform basic functions. As wireless technology improves, more jobs require knowledge of cell phones and PDAS (sometimes combined into smartphones).

Schools are continually using their curricula to keep up with day with accelerated technological developments. This often includes computers in classrooms, the use of applications to expose the curricula and study materials available online for students.

Among others, the following certifications may be offered:

- a. Basic Management of the Computer, Smartphones and other similar;
- b. Applications such as: Word, Excel, Power Point, Access and other similar ones;
- c. Office 365;
- d. Management of Digital Documents: Adobe Acrobat;
- e. Oracle or Microsoft SQL;
- f. Linux;
- g. CISCO;
- h. Network Management;
- i. Cyber Security;
- j. Communication tools such as TEAMS, ZOOM or any other similar.

A. Financial Education and Literacy - Activities aimed at helping adults and displaced workers develop basic skills related to managing their finances.

Some of these can be:

- a. Prepare the household budget, initiate savings plans and make informed financial decisions regarding the financing of education, home purchase, retirement plans and others;
- b. Use and management of credit and debit cards;
- c. Credit reports and how to correct credit problems;
- d. Learn about other financial products available in the market;

- e. Educate participants regarding identity theft, how to protect themselves, and how to identify it. That you understand your rights and protections related to your personal identity and financial data;
- f. Develop financial information activities for non-English speaking participants including the development and distribution of multilingual financial literacy materials and other educational materials;
- g. Other approaches that help participants gain the knowledge, skills, and confidence to make informed financial decisions that enable financial stability using age-appropriate and relevant strategies, including timely and personalized information, guides, tools, and training.

The hours of the activity will adequately cover the selected topics and they will benefit the participant; make the activity meaningful.

B. Learning the English Language through Education and Training Programs – Is intended to help participants gain proficiency in reading, writing, speaking, and understanding the English language so that they can finish high school and go on to post-secondary education, or be placed in a job.

An English learner is defined as a person outside of school who has a limited ability to speak, read, write, or understand the English language, whose native language is a language other than English; or who lives in a family or community setting where a language other than English is the dominant language. An English language acquisition program is defined as an instructional program designed to help eligible individuals who are English learners achieve proficiency in reading, writing, speaking, and understanding the English language; and leading to the award of a high school diploma or its recognized equivalent; and the transition to post-secondary education and training; or employment.

The hours of the activity will cover the selected topics and will benefit the participant; make the activity meaningful. That they can maintain a simple conversation with customers. The proposal will include the following:

1. Pre-Test (recognized);
2. Basic English Course ;
3. Intermediate Course;
4. Advanced Course;
5. Post Test (recognized).

From the post test to determine that the participant has not achieved the skills, it will be the responsibility of the Service Provider to reinforce the skills.

Tests in which services from various activities are integrated will not be accepted . Example Short-Term Prevocational Services and Preparation Activities for Entering the

Workforce. The hours of the activities will adequately cover the selected topics and will benefit the participant.

V. TECHNOLOGICAL TOOLS

Due to the situation we are going through and understanding that we must temper our services to the times we are living in, all Service Providers that offer workshops or activities in a virtual and hybrid way must also provide the electronic equipment and internet modem to carry out the same. This service must be available to one hundred percent (100%) of the participants if necessary through the Case Manager. **These technological tools will be provided only during the term of the activity.**

VI. GENERAL DISPOSITION

1. A Public Notice was issued, informing that the process of identifying and evaluating the Service Providers that will make up the Registry of Individualized Career Service Providers will begin, in the written press and on the official page of the Manatí/Dorado Local Labor Development Area . In relation to the funds of the 2022 Program Year, they may be used **July 1, 2022 to June 30, 2024.**
2. On **March 10, 2022, at 10:00 a.m.** , and on **March 14, 2022, at 4:00 p.m.** , optional virtual orientations will be held for all those interested in entering the Registry of Providers of Individualized Career Services of the Adult Program and the Displaced Workers Program corresponding to Program Year 2022. The Guides with the specifications will be available from the moment of publication of the Public Notice.
3. The deadline to submit proposals, to be included in the Individualized Career Services Registry, is **Monday, March 28 , 2022, on or before 3:30 pm**
4. **The Proposals must be submitted to be offered in person, hybrid and virtual.**
5. One (1) printed original and one (1) USB copy of the proposal will be submitted. **They must deliver it to the reception of the Local Board office** . If a provider submits proposals for multiple Individualized Career Services, they must be submitted individually. **Proposals will be delivered in a black folder.** The proposals will be filed in our offices located at the following address:

**Manatí/Dorado Local Labor Development Board
Urb. Cataluña, Corner Street 1 Carr. 140 km 68.1
Barceloneta, P.R. 00617**

6. Each activity will be delivered in a separate file with all the information required in this

Guide. The fiscal documents will be delivered in one (1) separate file to the submitted proposals. In addition, they will send in a separate file the economic proposal (budget) and the qualifications of the personnel that will offer the services to the participants.

7. After the virtual orientation meeting, all questions made to the email **yramos@aldlmanatidorado.org will be answered in writing.**
8. The activities will be presented as described in Section IV of the Guide. Proposals in which activities from different services are merged (Example: Pre-Vocational Services with Preparation Activities to Enter the Work Force) will not be considered. The hours of the activity will adequately cover the selected topics and they will benefit the participant; make the activity meaningful. That the participant acquires the employability skills required to continue post-secondary studies, training or employment.
9. The proposals received must comply with the provisions of this Guide.
10. After the proposals are evaluated, a written communication of recommended, recommended with modification or rejected, as appropriate, will be issued to each service provider for each proposal evaluated by the Local Board. Proposals that are denied will be sent a letter containing a summary of the process and the criteria for which they were not selected and their right to request reconsideration before the Complaints Officer, whose Administrative Offices are located in the Center for Government Juan Cancel Ríos in Urb. Cataluña, Esquina Calle 1, Carretera 140 km 68.1, in the Municipality of Barceloneta, or, through postal mail to the following address: P .O. Box 1994, Barceloneta, P.R. 00617. This will be done within a term not exceeding ten (10) business days, counting from the date of receipt indicated in the acknowledgment of receipt of the notification.
11. The financial capacity of the proponent will be evaluated. Indicators will be used for this, which provide measures that demonstrate the proponent's ability to meet its short-term commitments: liquidity (current assets and liabilities) and working capital (current assets and liabilities). For this, the proponent will submit a Compiled Financial Statement of the Business, partnership or corporation for the last year of operation. If the volume of business exceeds three million dollars, it will be a requirement that the financial statement is audited by an Authorized Public Accountant.
12. Provide a true and exact copy of the documents required for the presentation of proposals, they must be current at the time of delivery. The documents will be delivered in one (1) separate folder from the proposal.

13. The number of participants to be served in each project will depend on the Local Area Budget and the needs of the participants, not on the number that the proponent has offered to serve in the proposal.
14. Belonging to the Registry of Service Providers of the ALDLMD does not guarantee your contracting, it means that your proposal complied with all the elements established in this Guide.
15. Once the proposal submission period closes, no questions will be answered and the proponents must wait for the Evaluation Committee to complete its evaluation process and issue the corresponding notifications.
16. The Local Board reserves the right to correct any errors or make changes to this Guide if necessary. In case of changes, all interested entities will be notified, under equal conditions, and the extension of the period for submitting proposals will be considered, if necessary.

VII. FORMAT AND CONTENT OF THE PROPOSAL

1. Table of Contents;
2. Copy of the Public Notice;
3. Letter of Justification and/or Presentation: the letter of presentation must include the name, title, address and telephone number of the person authorized to represent the institution before the Local Area. This letter must be signed by the President , Owner or Chief Executive of the Institution. The letter will specify the activity for which you are filing the proposal (see Section IV- Services to be Contracted). **The letter will be addressed to the President of the Local Board;**
4. Executive Summary of the Proposal – Complete the form provided for these purposes. You must complete it in its entirety, including the annexes in the order in which they are requested.
5. Documents required as part of the proposal to evaluate the administrative and fiscal capacity - These documents are the minimum required when the proposal is submitted and must be current on the date it is submitted. **If these two requirements are not met, the proposal will not be received.**

The proponent will submit one (1) folder of documents according to the corresponding annex, regardless of the number of proposals submitted.

- a) Schedule XIX-A Legal Entity (Corporation)
- b) Schedule XIX-B Natural Person
- c) Schedule XIX-C Public Entities

VIII. EVALUATION CRITERIA

The Local Workforce Development Board will use the following criteria and scores to evaluate the proposals:

- a. Excellent (5 points)
- b. Good (4 points)
- c. Satisfactory (3 points)
- d. Unsatisfactory (2-0 points)

Proposals will be evaluated taking into consideration the following; as applicable:

INDICATORS	PUNCTUATION MAXIMUM
Supplier's previous experience	5
Physical facilities	5
Adequate description of the program and curriculum	5
Staff Qualifications	5
Integrates innovative strategies for the development of skills to be taught	5
Set projected level of achievement	5
Provides adequate curriculum to develop skills for the world of work	5
Financial Capacity of the Company	5
Budget (Costs)	5

The following scales will be used to determine the proposals that recommend favorably:

PUNCTUATION	RESULT ON SCORE SCALE
45-36 (100 to 80%)	Recommended
35-32 (79 to 70%)	Recommended with Modification
31 to 0 (69%)	Rejected

The maximum number of evaluated lines is 9. The lines that do not apply will not be considered to obtain the score index.

IX. HIRING OF SERVICES

1. It will be contracted solely and exclusively with the Providers included in the Registry of Providers of Individualized Career Services, approved by the Local Labor Development Board of the Manatí/Dorado Local Area. It will be made up of Suppliers who have met the requirements established in this Guide.
2. If the need arises to offer a service or activity that is not included or available in the Providers Registry of the corresponding Program Year, a Request for Proposal may be issued, according to the applicable regulations.

3. The Providers to be contracted will be selected based on the needs of the participants and the availability of economic resources, according to the established procedure, for those purposes.

X. ADDITIONAL INFORMATION

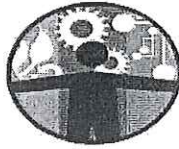
For questions about the scope of services and/or any questions about this Guide, please send them to the email yramos@aldlmdanatorado.org



Miguel Vega Rivera
President
Local Labor Development Board

23 febrero 2022
Date

We are an equal employment opportunity employer. We do not discriminate based on ethnicity, color, sex, birth, origin or social condition, or political or religious ideas, sexual orientation and gender identity. This activity is orientation in relation to the skills required to establish a business. It is not intended to prepare business plans, feasibility studies or others. That the participant can recognize if he has the skills and characteristics to establish a business. If you have these, you can refer to the Business Training activity which is part of the training activities of the Adult Programs and Displaced Workers Program. Even when the Proposals meet all the evaluation criteria, but in the criterion of Financial Capacity of the Company they obtain a score of zero (0) to two (2) points, the proposal will be rejected. In relation to the budget, the following will be evaluated, among others: that the costs are reasonable in relation to the duration of the activity and the costs of the market, that it presents an adequate description of the costs.



Documentos Requeridos para la Presentación de Propuestas

B. Personas Naturales:

	1) Seguro Social Patronal (si patrono tiene empleados) y Seguro Social Personal de la Persona Autorizada a firmar contrato.
	2) Original de Certificación de Radicación de Planillas de Contribución sobre Ingresos por los cinco (5) años previos al otorgamiento del contrato, expedida por el Departamento de Hacienda - Tiene que reflejar que el patrono rindió hasta el año contributivo inmediatamente anterior a la fecha en que va a comenzar la actividad. En los casos en que la Certificación indique que el contratista no rindió, el contratista deberá presentar las evidencias correspondientes al Departamento de Hacienda. De proceder la evidencia se emitirá por el Departamento de Hacienda una Certificación de Corrección Manual a la Certificación de Radicación de Planillas de Contribución Sobre Ingresos. De surgir que en la Certificación de Radicación de Planillas que no hay información disponible que someta evidencia el año más reciente, el contratista podrá presentar copia de la primera página de la planilla, la cual deberá contener el sello de recibido del Departamento de Hacienda o copia de la hoja de confirmación de radicación electrónica provista por los programas de radicación electrónica o por colecturía virtual para el año correspondiente. De tratarse de otros años contributivos en los cuales el contratista no tenía obligación de radicación deberá solicitar una Certificación de Razones por las cuales el contribuyente no está obligado en ley para rendir la planilla de contribución sobre ingresos de individuos, la cual también será expedida por el Departamento de Hacienda.
	3) Copia del Certificado de Registro de Comerciantes, expedido por el Departamento de Hacienda.
	4) Copia de Patente Municipal o Certificación de Pago de Patente Municipal-Vigente. De estar exento de pago deberá presentar una certificación al efecto, la cual debe estar vigente durante el año fiscal que se llevará a cabo la actividad.
	5) Copia del Permiso de Bomberos o copia de Certificación para la Prevención de Incendios - Permiso vigente de las instalaciones físicas donde se ofrecerá el adiestramiento. La Certificación para la Prevención de Incendios será válida única y exclusivamente para los casos suscritos en la Ley 161, según enmendada, detallados a continuación: <ul style="list-style-type: none"> a. Cuando se trate de un negocio nuevo, entiéndase comenzó operaciones por primera vez. b. Cuando se trate de un negocio con cambio de dueño. c. Cuando se trate de un cambio de nombre del negocio. d. Cuando se cambia el uso del negocio. En este caso se trata como un negocio que comienza operaciones por primera vez.

	6) <i>Copia de Licencia Sanitaria –Licencia vigente de las instalaciones físicas donde se ofrecerá el adiestramiento. La Certificación de la Oficina de Gerencia de Permisos provee una Certificación Ambiental temporera que le permite al Patrono operar siempre y cuando posea este endoso y evidencia de pago de la solicitud de la Licencia Sanitaria. Sin embargo, esta Certificación Ambiental no sustituye el requerimiento de la Licencia Sanitaria (Reglamento General de Salud Ambiental Sección 3.0).</i>
	7) <i>Copia de Permiso de Uso de ARPE u OGPE</i>
	8) <i>Copia de Estado Financiero - Este deberá ser actualizado. Si la entidad posee más de \$1,000,000.00 en sus ventas el estado tiene que ser auditado y certificado por un CPA. Si el estado financiero es menor de \$1,000,000.00 debe ser compilado.</i>
	9) <i>Declaración Jurada suscrita por la persona Natural -donde declare conocer el alcance de la Ley Num.2-18, conocida como el Código Anticorrupción para el Nuevo Puerto Rico. El patrono deberá declarar que no ha sido convicto o ni se ha declarado culpable de cualquiera de los delitos enumerados en la Sección 6.8 de la Ley 8-2017, según enmendada. Conocida como “Ley para la Administración y Transformación de los Recursos Humanos en el Gobierno de Puerto Rico”, o por cualquiera de los delitos contenidos en el Título ¡!!- Código de Ética para Contratistas, Suplidores y Solicitantes de Incentivos Económicos del Gobierno de Puerto Rico.</i>
	10) <i>Certificación que incluya un Listado de los contratos que tiene suscritos el contratista con otras agencias, departamentos, municipios o instrumentalidades del ELA – que incluya el nombre de la agencia, departamento, municipio o instrumentalidad del Estado Libre Asociado de Puerto Rico, el propósito del contrato, fecha de vigencia (comienzo y terminación) y la cuantía de los contratos.</i>
	11) <i>Certificación sobre uso de localidad en caso de ser dueño. En caso de tratarse de arrendamiento o acuerdo sobre uso presentará copia del mismo.</i>

Nota: Dependiendo del cambio en leyes y regulaciones ya sean estatales o federales, se podrá solicitar cualquier otro documento que sea requerido por ley antes o después de la contratación.



Documentos Requeridos para la Presentación de Propuestas

C. Municipios, Agencias y/o Instrumentalidades del ELA

	1) Seguro Social Patronal
	2) Copia de Certificación sobre Póliza de la Corporación del Fondo del Seguro del Estado o Certificación de No Deuda de la Corporación del Fondo del Seguro de Estado - (Que refleje que está vigente y que pagó).
	3) Copia del Permiso de Bomberos – Permiso vigente de las instalaciones físicas donde se ofrecerá el adiestramiento. La Certificación para la Prevención de Incendios será válida única y exclusivamente para los casos suscritos en la Ley 161, según enmendada, detallados a continuación: <ul style="list-style-type: none"> a. Cuando se trate de un negocio nuevo, entiéndase comenzó operaciones por primera vez., b. Cuando se trate de un negocio con cambio de dueño., c. Cuando se trate de un cambio de nombre del negocio., d. Cuando se cambia el uso del negocio. En este caso se trata como un negocio que comienza operaciones por primera vez.
	4) Copia de Licencia Sanitaria — Vigente Licencia vigente de las instalaciones físicas donde se ofrecerá el adiestramiento. La Certificación de la Oficina de Gerencia de Permisos provee una Certificación Ambiental temporera que le permite al Patrono operar siempre y cuando posea este endoso y evidencia de pago de la solicitud de la Licencia Sanitaria. Sin embargo, esta Certificación Ambiental no sustituye el requerimiento de la Licencia Sanitaria (Reglamento General de Salud Ambiental Sección 3.0).
	5) Copia Permiso de Uso de ARPE u OGPE
	6) Certificación sobre uso de localidad en caso de ser dueño. En caso de tratarse de arrendamiento o acuerdo sobre uso presentará copia del mismo.
	7) Copia Póliza de Responsabilidad Pública y previo a la contratación Endoso a favor del Área Local – Vigente y que cubra los riesgos en las instalaciones físicas donde se ofrecerá el adiestramiento o actividad.

Nota: Dependiendo del cambio en leyes y regulaciones ya sean estatales o federales, se podrá solicitar cualquier otro documento que sea requerido por ley antes o después de la contratación.



Documentos Requeridos para Presentación de Propuestas

A. Personas Jurídicas

1	<i>Seguro Social Patronal de la Persona Jurídica que suscribirá el contrato.</i>
2	<i>Original de Certificación de Existencia Corporativa del Departamento de Estado o de Autorización para hacer negocios en Puerto Rico en caso de corporaciones foráneas. - Tendrá la vigencia que la agencia le otorgue al ser expedida, ya sea a la mano o a través de la Internet al momento de la validación. De no desprenderse fecha de vigencia de la faz del documento o en la validación, en ninguno de los dos casos, la certificación no podrá tener más de sesenta (60) días calendarios de expedida a la fecha de la contratación.</i>
3	<i>Original de Certificación de Radicación de Informe Anual de la Corporación- "Good Standing" expedido por el Departamento de Estado - Tendrá la vigencia que la agencia le otorgue al ser expedida, ya sea a la mano o a través de la Internet al momento de la validación. De no desprenderse fecha de vigencia de la faz del documento o en la validación, en ninguno de los dos casos, la certificación no podrá tener más de sesenta (60) días calendarios de expedida a la fecha de la contratación. En el caso de ser expedida a la mano la certificación debe tener además, fecha de expedición posterior a la radicación del informe anual y corresponder al año fiscal anterior en que se otorga el contrato.</i>
4	<i>Resolución Corporativa que acredite la facultad del representante autorizado a otorgar contratos (Tiene que haber sido firmada en el año fiscal en que se vaya a llevar a cabo la actividad.). Puede ser original o copia.</i>
5	<i>Original de Certificación de Radicación de Planillas por los cinco (5) años previos al otorgamiento del contrato, expedida por el Departamento de Hacienda. (Tiene que reflejar que el patrono rindió hasta el año inmediatamente anterior a la fecha en que va a comenzar la actividad. En los casos en que la Certificación indique que el contratista no rindió, que no hay información disponible o que someta evidencia, se corroborará con el certificado de incorporación, si se trata de algún año en que no estaba incorporada se subsanará con el certificado de incorporación, si surge que la corporación no rindió algún año en que si estaba incorporada deberá presentar las evidencias correspondientes al Departamento de Hacienda. De proceder la evidencia se emitirá una Corrección Manual a la Certificación de Radicación de Planillas de Contribución Sobre Ingresos, por el Departamento de Hacienda. Si se trata del año contributivo más reciente la corporación podrá presentar copia de la primera página de la planilla, la cual deberá contener el sello de recibido del Departamento de Hacienda o copia de la Hoja de Confirmación de Radicación Electrónica provista por uno de los programas de radicación electrónica o por colecturía virtual para el año correspondiente.</i>
6	<i>Copia del Certificado de Registro de Comerciantes, expedido por el Departamento de Hacienda.</i>
7	<i>Copia de Patente Municipal o Certificación de Pago de Patente Municipal- Vigente. De estar exento de pago debe presentar una certificación al efecto, la cual debe estar vigente durante el año fiscal que se llevará a cabo la actividad.</i>

8	<p><i>Copia de Permiso de Bomberos o Certificación para la Prevención de Incendios - Permiso vigente de las instalaciones físicas donde se ofrecerá el adiestramiento. (Permiso Único). La Certificación para la Prevención de Incendios será válida única y exclusivamente para los casos suscritos en la Ley 161, según enmendada, detallados a continuación:</i></p> <ol style="list-style-type: none"> <i>Cuando se trate de un negocio nuevo, entienda comenzó operaciones por primera vez.</i> <i>Cuando se trate de un negocio con cambio de dueño.</i> <i>Cuando se trate de un cambio de nombre del negocio.</i> <i>Cuando se cambia el uso del negocio. En este caso se trata como un negocio que comienza operaciones por primera vez.</i>
9	<p><i>Copia de Licencia Sanitaria – (Permiso Único) Licencia vigente de las instalaciones físicas donde se ofrecerá el adiestramiento. La Certificación de la Oficina de Gerencia de Permisos provee una Certificación Ambiental temporera que le permite al Patrono operar siempre y cuando posea este endoso y evidencia de pago de la solicitud de la Licencia Sanitaria. Sin embargo, esta Certificación Ambiental no sustituye el requerimiento de la Licencia Sanitaria (Reglamento General de Salud Ambiental Sección 3.0).</i></p>
10	<p><i>Copia de Permiso de Uso de ARPE u OGPE</i></p>
11	<p><i>Copia de Estado Financiero - Este deberá ser actualizado. Si la entidad posee más de \$1, 000,000.00 en sus ventas el estado tiene que ser auditado y certificado por un CPA. Si el estado financiero es menor de \$1, 000,000.00 debe ser compilado.</i></p>
12	<p><i>Declaración Jurada suscrita por el representante autorizado de la persona jurídica - donde declare conocer el alcance de la Ley Núm. 2-2018, conocida como el Código Anticorrupción para el Nuevo Puerto Rico.</i></p> <p><i>El patrono deberá declarar que ni la persona jurídica o cualquier presidente, vicepresidente, director, director ejecutivo, o miembro de una junta de oficiales o junta de directores, o personas que desempeñen funciones equivalentes para la persona jurídica, ha sido convicta o se ha declarado culpable de cualquiera de los delitos enumerados en la Sección 6.8 de la Ley 8-2017, según enmendada. Conocida como “Ley para la Administración y Transformación de los Recursos Humanos en el Gobierno de Puerto Rico”, o por cualquiera de los delitos contenidos en el Título III- Código de Ética para Contratistas, Suplidores, y Solicitantes de Incentivos Económicos del Gobierno de Puerto Rico.</i></p>
13	<p><i>Certificación que incluya un listado de los socios, directores, oficiales y miembros de la Junta de Directores de la Persona Jurídica – que incluya el nombre completo y las posiciones que ocupan.</i></p>
14	<p><i>Certificación que incluya un listado de los contratos que tiene suscritos el contratista con otras agencias, departamentos, municipios o instrumentalidades del ELA – que incluya el nombre de la agencia, departamento, municipio o instrumentalidad del Estado Libre Asociado de Puerto Rico, el propósito del contrato, fecha de vigencia (comienzo y terminación) y la cuantía de los contratos.</i></p>
15	<p><i>Certificación sobre uso de localidad en caso de ser dueño. En caso de tratarse de arrendamiento o acuerdo sobre uso presentará copia del mismo.</i></p>

Nota: En el momento que surja un contrato debe presentar los 24 documentos solicitados a la hora de contratación. Dependiendo del cambio en leyes y regulaciones ya sean estatales o federales, se podrá solicitar cualquier otro documento que sea requerido por ley antes o después de la contratación.