

**SMALL PURCHASE (SP) NO. CDBG-MIT-02
PARTICIPATORY DESIGN CHARRETTE SERVICES
MULTI-SECTOR COMMUNITY MITIGATION PROGRAM
COMMUNITY DEVELOPMENT BLOCK GRANT – MITIGATION
PATHSTONE CORPORATION**

Publication Date:
November 20, 2024

Last Day to Submit Questions:
December 6, 2024, until 11:59 p.m. (AST)
Questions must be submitted in writing to PathStone.

Proposal Submission:
Proposals must be submitted on or before December 20, 2024, until 11:59 p.m. (AST), in the format established in the SOW, via email to JuAlvarez@pathstone.org.

Contact Person:

Juan E. Alvarez-Rivera, JD
Program Manager
PathStone Corporation
JuAlvarez@pathstone.org

Emails must include the following in the subject line: **CDBG-MIT-02**

Those interested in receiving the Small Purchase CDBG-MIT-02 Package should email :
JuAlvarez@pathstone.org
Minority/Women Business Enterprises (M/WBEs) and Disadvantaged Business Enterprises (DBEs)
are encouraged to participate.



SMALL PURCHASE

PARTICIPATORY DESIGN CHARRETTE SERVICES

Under the *Further Additional Supplemental Appropriations for Disaster Relief Requirements Act of 2018* (Pub. L. 115-123), the United States Department of Housing and Urban Development (HUD) allocated \$8.285 billion for mitigation activities and assistance to the Government of Puerto Rico under the Community Development Block Grant-Mitigation (CDBG-MIT) Program. The CDBG-MIT Program is a unique opportunity to promote long-term recovery and resiliency within Puerto Rico's most vulnerable communities through activities aimed at mitigating disaster risks and reducing future losses. The Puerto Rico Department of Housing (PRDOH) is the local grantee agency in charge of the CDBG-MIT Program administration and implementation. In accordance with the CDBG-MIT Action Plan, PRDOH created the Multi-Sector Community Mitigation Program (MSC-MIT) Program which will consider mitigation needs of communities living in high-risk areas. PathStone Corporation has received a Subaward, to perform the program management, oversight execution, and delivery of Program's activities in accordance with PRDOH guidelines, HUD guidelines and regulations, and other applicable state and federal laws and regulations. As part of the responsibilities, **PathStone** will support the processes of design by facilitating participatory workshops, presentations, and meetings to involve community members in the design process.

The Small Purchase process is a competitive procurement process to select a qualified professional or professional firm to provide the services. The potential proponents interested in obtaining the Small Purchase package must write an email to JuAlvarez@pathstone.org.

Responses to this Small Purchase should be prepared in accordance with the instructions provided in the SOW. The Proposals will be evaluated and awarded by **PathStone** per their procurement policies. Prior to awarding a contract, **PathStone** must obtain contractor clearance. To obtain clearance, **PathStone** will search <https://www.sam.gov/SAM/> to verify whether the contractor is or not debarred using the Data Universal Numbering System (DUNS). **PROPOSERS MUST POSSESS A DUNS NUMBER AND BE REGISTERED IN THE SYSTEM FOR AWARD MANAGEMENT (SAM) AT THE TIME OF THE PROPOSAL SUBMISSION OR INITIATE THE REGISTRATION PROCESS RIGHT AFTER THE PROPOSAL SUBMISSION.** For more information about SAM visit <https://www.sam.gov/SAM/>. Awards will only be issued to entities which are cleared, and not ineligible for award of a contract due to suspension, debarment, or HUD imposed limited denial of participation. **PathStone** is an equal opportunity employer and does not discriminate as to sex, gender or sexual identity, race, age, national origin, religious creed, civil status, war veterans, handicap or disable status. Women/Minority Businesses (M/WBEs), and Socially and Economically Disadvantaged Businesses (DBEs) are encouraged to participate.

