BACKGROUND
Puerto Rico's most needed population has been receiving federal food nutrition assistance benefits from the United States Department of Agriculture (USDA), through the Food and Nutrition Service (FNS) common known as the Supplemental Nutrition Assistance Program (SNAP) since 1974. In an effort to control the Island’s FSP escalating costs, the U.S. Congress legislated to require that Puerto Rico participate with a local offering of SNAP to design and implement its own Nutrition Assistance Program (NAP) (known by its Spanish acronym PAN).

Different from the other 53 US states and jurisdictions, PAN is funded primarily through a block grant which covers the benefits costs, plus fifty percent (50%) of the agency’s administrative costs. Since 1982 the PAN has been subject to temporary benefit increases, due to natural disasters, federal economic incentives and lately by the CARES and Family relief funds. Besides these temporary benefit upsurges, SNAP participants are at a disadvantage in comparison to the rest of the Nation’s SNAP participants. A one person NAP household receives $121.00 basic monthly benefit, while a one person SNAP household receives $185.00 an average per month in nutrition assistance benefits.

The Department of the Family, in collaboration with external resources provided by the Food Coalition, and others, have been petitioning the Food and Nutrition Services Administration (FNS) and the US Congress to make justice for Puerto Rico's PAN participants by rivalling their benefits with the rest of the Nation by transitioning to the SNAP benefits system.

To prepare Puerto Rico’s administrative government entity, the “Administration del Desarrollo Socioeconómico de la Familia” (ADSEF) for the NAP to SNAP transition, the agency is required to make significant program and administrative changes. These improvements and/or updates are basically related to program participants’ certification and re-certification processes, casework, system data collection and management, among others.

Consequently, the US Congress approved the Further Consolidated Appropriations Act of 2020, which is the annual spending bill that funds the Government of Puerto Rico to develop a study to identify the programs technology needs to successfully transition from the Nutrition Assistance Program (NAP) to the Supplemental Nutrition Assistance Program (SNAP). ADSEF’s Information Technology systems may need to be replaced or modified due to the programs financial accounting and other reporting requirements. In addition, since SNAP’s eligibility requirements differ from the NAP, Puerto Rico would need to update its entire casemangement system to conform to the new requirements and enable the EBT cards to be redeemable in all U.S. States.

PURPOSE
To identify gaps in the Government of Puerto Rico’s current NAP technology solution, including infrastructure, business flow, capacity, case management, and accessibility that would require system replacement or modification to transition to the SNAP.

ELIGIBLE ENTITIES
1. Information Technology individuals, companies or corporations registered to do official business in Puerto Rico.
2. Information Technology individuals, companies, or corporations with previous experience in government Information Technology services.
3. Individuals, companies, or corporations with experience assessing NAP and SNAP benefit and reporting systems and EBT systems and providing comprehensive reports of the studies.
4. Previous experience SNAP benefit delivery systems.
5. Be to be registered in PR General Services Administration (GSA) portal before the signing the contract.

APPLICATIONS
ADSEF Administrator
800 Capitol Office Building Ave. Ponce de León
878-728-7600 Ext.2433
Attention: Mr. Juan Avilés Alicea

APPLICATIONS
The applicant shall include the following information as part of the proposal:

1. Abstract
   a. RFP Title
   b. Applicant/Company Name
   c. EIN
   d. Address
   e. Point of Contact Telephone
   f. Point of Contact Email Address
   g. Specify any current contracts with the Department of the Family or any other Commonweal government agency.

2. Description of Methodology
   a. Detail the methodology to be used to conduct the study to identify the Government of Puerto Rico Department of the Family’s technology needs to successfully transition from the NAP to the SNAP and provide a comprehensive report.
   b. Detail the methodology to identify gaps in the Commonwealth’s current technology solution, including infrastructure, business flow, capacity, and accessibility that would require system replacement or modification to transition to the SNAP and include in a comprehensive report.
   c. The plan should include the conduct of a requirements analysis, and identification of technology alternatives and a proposed system development approach and schedule that would transition SNAP to SNAP. The study shall also include a schedule for completing the replacement or modification of the system.
   d. Detail the methodology to be used to conduct a comprehensive assessment of the Commonwealth’s current technology solution, including infrastructure, business flow, capacity, and accessibility that would require system replacement or modification to transition to the SNAP and include in a schedule for completing the replacement or modification of the system.

3. Time Table/Schedule for Completing the Study and Submit Plan
   a. Include detailed budget of proposed services. Specify the appropriateness placing emphasis on the proposal.

4. Time Table/Schedule for Completing the Study and Submit Plan
   a. Provide the proposed time and comprehensive schedule to complete the Study.
   b. Detail the methodology to be used to assess how a Puerto Rico SNAP would meet State Reporting Requirements. State agencies are required to collect and report data on standardized forms through the Food Programs Reporting Information (FPRI) system. The following forms are used to check for accuracy and certify the data as final in FPPI. Current required forms include:
     i. Monthly Reporting
        1. State Issuance and Participation (FNS-388)
        2. Issuance Reconciliation Report (FNS-46)
     ii. Quarterly Reporting
        1. Quarterly Participation File (QPF) Table (FNS-777/778A)
        2. EBT Participation (FNS-583)
     iii. Semi-Annual Reporting
        1. Project Area Issuance and Participation (FNS-388A)
        2. Annual Reporting
        3. Budget Projection Request (FNS-366A)
        4. Project Area Racial Data (FNS-103)
        5. Supplemental Nutrition Assistance Program Education and Administrative Reporting System (FNS-759)
     iv. Annual report of SNAP-Ed project activities, outcomes, and budget
     v. EBT Outcome Measures

5. Budget
   a. Include detailed budget of proposed services. Specify the appropriateness placing emphasis on the proposal.

6. REQUIRED DELIVERABLES
   a. A comprehensive study plan to identify the technology gaps and solutions required to replace or modify the agency’s system in order to transition from NAP to SNAP.
   b. The proposal should include analysis, technology alternatives, and a proposed system development approach. The request to fund ADSEF Department of the Family’s technology needs to successfully transition from the Nutrition Assistance Program (NAP) to the SNAP. It is intended to identify gaps in the Commonwealth’s current technology solution, including infrastructure, business flow, capacity, and accessibility that would require system replacement or modification to transition to the SNAP. The study should result in a plan that includes requirements analysis, technology alternatives, a proposed system development approach and schedule that would transition NAP to SNAP. The study shall also include a schedule for completing the replacement or modification of the system.
   c. The Commonwealth should include an Expected delivery date for completed assessments.

LAW INFORMATION
The Further Consolidated Appropriations Act of 2020 (Public Law 116-94), provides funds for the Government of Puerto Rico to develop a study to identify the technology needs to successfully transition from the Nutrition Assistance Program (NAP) to the Supplemental Nutrition Assistance Program (SNAP). Funding available: Up to $2,000,000.00

APPLICATIONS
The applicant shall include the following information as part of the proposal:

1. Abstract
   a. RFP Title
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   c. EIN
   d. Address
   e. Point of Contact Telephone
   f. Point of Contact Email Address
   g. Specify any current contracts with the Department of the Family or any other Commonwealth government agency.

2. Description of Methodology
   a. Detail the methodology to be used to conduct the study to identify the Government of Puerto Rico Department of the Family’s technology needs to successfully transition from the NAP to the SNAP and provide a comprehensive report.
   b. Detail the methodology to identify gaps in the Commonwealth’s current technology solution, including infrastructure, business flow, capacity, and accessibility that would require system replacement or modification to transition to the SNAP and include in a comprehensive report.
   c. The plan should include the conduct of a requirements analysis, and identification of technology alternatives and a proposed system development approach and schedule that would transition SNAP to SNAP. The study shall also include a schedule for completing the replacement or modification of the system.
   d. Detail the methodology to be used to conduct a comprehensive assessment of the Commonwealth’s current technology solution, including infrastructure, business flow, capacity, and accessibility that would require system replacement or modification to transition to the SNAP and include in a comprehensive report.
   e. Detail the methodology to be used to conduct a comprehensive assessment of the Commonwealth’s current technology solution, including infrastructure, business flow, capacity, and accessibility that would require system replacement or modification to transition to the SNAP and provide a comprehensive report.
   f. A realistic, comprehensive schedule for transitioning a technology solution, including infrastructure, business flow, capacity, and accessibility that would require system replacement or modification to transition to the SNAP and include in a comprehensive report.
   g. Specify any current contracts with the Department of the Family or any other Commonwealth government agency.

3. Time Table/Schedule for Completing the Study and Submit Plan
   a. Include detailed budget of proposed services. Specify the appropriateness placing emphasis on the proposal.

4. Time Table/Schedule for Completing the Study and Submit Plan
   a. Provide the proposed time and comprehensive schedule to complete the Study.
   b. Describe meeting schedules and staff resources dedicated to the project.
   c. Organizational Experience with the PR Department of the Family, ADSEF, or a state or federal government agency evaluating comprehensive and comparable SNAP and/or SNAP information and technology services and systems.