



DEPARTMENT OF HEALTH
Puerto Rico Medicaid Program

AWARD NOTIFICATION

NOTIFICATION OF NEED OF PROFESSIONAL SERVICES

2024-PRMP-NNPS-PACSS-002

*(PROFESSIONAL ACCOUNTING AND CONSULTING SUPPORT SERVICES FOR THE PERIOD OF
JANUARY TO SEPTEMBER 2025)*

Pursuant to Executive Order 2021-029¹, Circular Letter 013-2021², Administrative Order No. OA-581³, and 45 CFR 74.327-329, the Puerto Rico Medicaid Program (PRMP) solicited proposals for professional services in the field of accounting and consulting support services. The goal is to seek to fulfill general accounting needs that may arise during the length of the contract. Moreover, PRMP has special needs due to the management of federal funds and subsidies that transpire through the program.

In response to the Notification of Need for Professional Services (NNPS), PRMP received proposals from one (1) vendor: SAB Consulting LLC.

In accordance with the evaluation parameters and processes outlined in the NNPS, proposals were evaluated by an Evaluation Committee across the following criteria: Vendor qualification and experience and Vendor proposed organization and staffing. The criteria were each divided in two parts as follows:

Vendor Qualifications and Experience:

- Overview
- Experience providing similar services

Vendor Proposed Organization and Staffing:

- Staffing plan
- Key staff resumes/references

Each part the of criteria 1 and 2 was scored with the following rubric:

- 5: Excellent - Exceeds the specifications
- 4: Good - Fully addresses the specifications
- 3: Marginal - Addresses the specifications, but has some minor deficiencies
- 2: Deficient - Partially addresses the specifications or is very limited
- 1: Unacceptable - Fails to address the specifications

¹ Issued by the Governor of Puerto Rico.

² Issued by the Office of Management and Budget of the Government of Puerto Rico.

³ Issued by the Department of Health of Puerto Rico.

Cost was graded with the following formula:

$$\frac{\text{lowest offeror's cost}}{\text{the offeror's cost being scored}} \times \text{the maximum number of cost points available}$$

PROPOSAL SUMMARY

SAB Consulting LLC, hereinafter referred to as “SAB”, is a local company with sixty-five (65) years of combined experience. The vendor describes itself as “a Puerto Rican, women-owned consulting firm” with expertise in accounting, auditing, consulting, federal fund management, legal matters, and technology project management. Moreover, SAB has working experience with healthcare institutions and governmental agencies and currently provides services to:

1. Puerto Rico Medicaid Program;
2. Puerto Rico Department of Health;
3. Puerto Rico Pediatric University Hospital;
4. Puerto Rico Comprehensive Cancer Center;
5. Puerto Rico and the Caribbean Cardiovascular Center;
6. Puerto Rico Public Building Authority.

SAB was previously contracted in 2021 by the PRDoH to provide consulting and financial assistance and currently provides services to PRMP similar to the NNPS. The vendor has experience providing many aspects related to the ones requested in the NNPS, particularly as the current provider in maximizing federal funding, reducing questioned costs, and streamlining financial processes for PRMP.

SAB is the incumbent vendor and the only one participating demonstrating experience in providing the exact services that the PRMP seeks in this NNPS. The vendor’s economic capacity is not in question.

According to its proposal, SAB proposed a key staff of three (3) resources (One Senior Manager CPA and Two Senior Associates), plus five (5) contingency resources, and out of the three (3) required key staff, provided their resumes and references as required. Moreover, contingency resources can be utilized to meet deadlines, comply with reports as required, and offer additional services to PRMP.

Furthermore, SAB also provided extensive details of their approach, methodology, and work plan. The vendor follows community best practices specifically based on the Project Management Institute (PMI) Methodology and the Fundamentals of Project Management (PMBOK), thus proposed a methodology and initial work plan that can be summarized in five (5) phases: 1) Initializing – preliminary definition and authorization format; 2) Planning – definition and detailed planning; 3) Executing – carry out the project management plan; 4) Controlling – measure and regularly monitor progress; and 5) Closing – formalize acceptance.

Finally, as the technical/cost and overall scores showed, SAB presented a decent proposal across all score items. The members of the Evaluation Committee were pleased with the vendor's technical and cost proposals.

SCORE SUMMARY

Category	Total Possible Score	SAB Consulting LLC
Vendor Qualifications and Experience	25	20
A	5	4
B	20	16
Vendor Organization and Staffing	30	20
A	10	8
B	20	12
Technical Total	55	40
Cost	10	10
Total	65	50

Legend for Score Summary:

Vendor Qualification and Experience

- A. Overview
- B. Experience providing similar services

Vendor Organization and Staffing

- A. Staffing plan
- B. Key staff resumes/references

Cost Score Summary:

$$\text{SAB Consulting LLC}^4 \\ \$545,680 / \$545,680 \times 10 \text{ points} = 10$$

⁴Being the only vendor the cost was divided by the lowest cost, cost from the only vendor.

EVALUATION COMMITTEE RECOMMENDATION

SAB Consulting LLC was the only vendor who submitted a proposal in response to the NNPS. The evaluation committee still evaluated and scored the proposal to ensure that the proposal fulfilled the requirements of the NNPS. Being the only proposal, the committee ensured that the vendor could in-fact be up to the tasks laid out in the NNPS. The committee was satisfied with the proposal, as the scores given indicate. Being the incumbent vendor, the committee feels confident that the vendor is a reliable option to provide the requested services. The Evaluation Committee found reasonable vendor's hourly rate, as it is equivalent to actual contract rate. Nonetheless, the Committee recommends the PRMP administration and or the sponsor of the need for this professional service to examine and determine the number of necessary hours in order to establish a limit to the contract, as well as any contingency amount.

PRMP DETERMINATION

Hereby it is notified that the Puerto Rico Medicaid Program (PRMP) accepts the Evaluation Committee's recommendation to award the Buena pro and subsequent contract to **SAB Consulting LLC**. All things considered, PRMP feels confident that this award is given to a responsible vendor whose proposal is advantageous to the program. This award is given in conformity with Executive Order 2021-029 and Administrative Order 2023-581, specifically the section identified as "SEGUNDO".

Before any services can be provided by the selected vendor, the contract must be filed with the Puerto Rico Office of the Comptroller.

On November 14, 2024 in San Juan, Puerto Rico.



Dimorah Collazo-Ortiz, Esq.
Executive Director
Puerto Rico Medicaid Program

I hereby certify that on November 14, 2024, copy of this Award Notification has been sent via electronic mail to all vendors to the addresses provided for legal notices in the submitted proposals:

Ms. Sheila Álvarez Barreto
Managing Director
SAB Consulting LLC
Urb. Arboleda
341 Calle Jacaranda
Humacao, PR 00791-7001
info@sabconsulting.com


Nereida Montes Meléndez
Solicitation Coordinator
medicaid.procurement@salud.pr.gov