



VENDOR QUESTIONS & ANSWERS

Physician Workforce Survey / Request for Proposals

Fundación para el Futuro de la Salud de Puerto Rico (FFS)

Date Issued	May 26, 2026
Distributed to	All registered vendors simultaneously
RFP Proposal Deadline	May 30, 2026 - 5:00 PM
 Revised Deadline	June 9, 2026 - 5:00 PM
Contact	Marisabel Román Afanador marisabel@bramura.com

These responses are provided simultaneously to all registered vendors and constitute an official addendum to the RFP. All responses supersede any prior verbal or written communications on the same matters.

ADDENDUM — PROPOSAL DEADLINE EXTENSION

Effective: May 26, 2026

Previous Deadline	May 30, 2026 - 5:00 PM
Extended Deadline	June 9, 2026 - 5:00 PM
Additional Time Granted	10 calendar days

Fundación para el Futuro de la Salud de Puerto Rico (FFS) hereby extends the deadline for the submission of proposals in response to the Physician Workforce Survey Request for Proposals (RFP). In light of the questions received and the additional information provided in this addendum, FFS is granting all registered vendors an additional ten (10) calendar days to finalize and submit their proposals.

All other terms and conditions of the RFP remain in full force and effect. The submission instructions, format requirements, and contact information remain unchanged.

Revised Submission Deadline: June 9, 2026, at 5:00 PM
Submit to: Marisabel Román Afanador | marisabel@bramura.com with a copy to:
comunicaciones@futurosaldpr.org

This deadline extension is distributed simultaneously to all registered vendors. No individual extensions will be granted beyond this date.

FTI CONSULTING

Q1. *Does your organization have a list of contacts for any of the survey group that you would want us to use, or will you be expecting the vendor to get that information from other sources?*

FFS has active institutional relationships with academic, hospital, and professional partners in Puerto Rico, including the four LCME-accredited medical schools, local foundations and hospital systems. Vendors are expected to come with their own sampling strategies and contact frameworks. FFS's institutional access may supplement, not replace the vendor's recruitment approach.

Q2. *Are there any current partnerships with residency programs outside of Puerto Rico that your organization can connect us with to get contacts for residents outside of Puerto Rico?*

FFS does not currently have formal MOUs with residency programs on the mainland. Vendors should propose their own strategy for reaching PGY-3/PGY-4 residents outside of Puerto Rico, which will be a key criterion in proposal evaluation.

Q3. *Can funding be used for incentives for student participants?*

Yes. FFS does not have a pre-established incentive schedule and will evaluate vendor proposals on this basis.

Q4. *How much flexibility do we have to use mixed methods — i.e., focus groups, key stakeholder interviews, etc.?*

Vendors have significant flexibility. Vendors are encouraged to describe their recommended methodology and its rationale.

Q5. *Is there a proposed services agreement to review and approve pre-bid, or can the terms be worked out in the event the vendor is selected for the project?*

There is no pre-existing services agreement. Contract terms including scope, deliverables, payment schedule, confidentiality, data ownership, and compliance requirements will be negotiated and finalized with the selected vendor following award.

MOSAIC HEALTH PARTNERS (MHP)

Scope and Respondent Groups

Q1. Does the organization have a preferred or minimum target sample size for each respondent group?

FFS does not prescribe a minimum sample size.

Q2. Are all respondent groups equally important, or should certain groups be prioritized if recruitment proves more challenging than expected?

All three respondent groups are equally important to the goals of the project.

Q3. Is the expected scope survey-only, or are focus groups or interviews also expected?

Vendors have significant flexibility. Vendors are encouraged to describe their recommended methodology and its rationale.

Q4. What is the anticipated turnaround time for stakeholder review and feedback on deliverables before moving to the next phase?

FFS anticipates a review turnaround of approximately 10 business days for each major deliverable (survey instruments, pilot report, preliminary memos, and draft final report). Vendors should build this review buffer into their proposed project timeline.

Recruitment, Logistics, and Existing Resources

Q1. To what extent is FFS willing to supplement vendor-led recruitment through institutional relationships, communication channels, or partnerships?

FFS has active institutional relationships with academic, hospital, and professional partners in Puerto Rico, including the four LCME-accredited medical schools, local foundations and hospital systems. Vendors are expected to come with their own sampling strategies and contact frameworks. FFS's institutional access may supplement, not replace the vendor's recruitment approach.

Q2. Is FFS able to provide logistical or in-kind support, such as letterhead, association endorsements, or facilitator introductions?

Yes.

Q3. What data, tools, or prior work will the selected partner have access to?

FFS does not have prior survey instruments or a completed workforce dataset to share.

Data Ownership, Privacy, and IRB

Q1. Who will own the final dataset, codebook, survey instruments, and analytic outputs? May the selected partner use de-identified findings for future publications or work samples?

FFS intends to co-publish the final study and the Puerto Rico Clinical Workforce Pulse in collaboration with the selected vendor. Proposals should describe the vendor's approach to publication, dissemination, and co-authorship, including any relevant experience publishing or presenting workforce research findings in academic, professional, or public policy settings.

Q2. Are there data quality or access limitations, data use agreements, or permissions we should be aware of?

No pre-existing data use agreements or access restrictions apply to this project. The selected vendor will be required to comply with all applicable confidentiality and data security requirements, including HIPAA where applicable, and to execute any data protection provisions included in the final services agreement.

Q3. Does FFS anticipate that the project will require IRB review, an exempt determination, or a non-human subjects research determination?

The need for IRB review, an exempt determination, or a non-human subject's research determination will depend on the vendor's proposed methodology, the intended use of findings, and applicable federal and Commonwealth regulations. FFS does not have a designated institutional IRB. Vendors with experience navigating this determination for comparable workforce or health research projects are encouraged to address it in their proposal and recommend a course of action. FFS and the selected vendor will evaluate this jointly during the project kickoff phase and coordinate accordingly.

Budget, Incentives, and Procurement

Q1. Is there an approved or anticipated budget range for this work? Are there any caps or restrictions?

FFS is currently in the process of securing philanthropic funding to support this project and does not have a finalized budget to disclose at this time. Vendors are encouraged to submit a fully costed proposal reflecting the true scope and value of their work.

That said, FFS is open to considering proposals that include **in-kind contributions**, reduced-rate arrangements, or phased budget structures, provided the full scope of deliverables is preserved. If a vendor is proposing any in-kind or discounted components, those should be clearly itemized, and their standard market value disclosed separately so FFS can evaluate the full cost and value of the proposal.

Final budget confirmation and contract execution will be contingent on the availability of funds. FFS will communicate funding status to the selected vendor prior to contract execution. Proposals that demonstrate flexibility, creativity, and alignment with FFS's nonprofit mission are welcome.

Q2. Does FFS have guidelines related to the preferred incentive amount by respondent group or an anticipated total incentive budget?

FFS does not have a pre-established incentive schedule and will evaluate vendor proposals on this basis.

Q3. Will FFS provide details, including certificates, of tax exemption with the selected vendor?

Yes. FFS will provide copies of all applicable tax exemption documentation to the selected vendor upon contract execution.

Q4. Is there an incumbent vendor for this work?

No. There is no incumbent vendor. This is the first time FFS is commissioning this study.

Reporting and Project Success

Q1. *Beyond the preliminary findings memo and final report, does FFS have expectations for interim analytic memos, dashboards, or specific subgroup comparisons?*

FFS does not require additional interim deliverables beyond those specified in the RFP. However, vendors are welcome to propose a dashboard, interim analytic memo, or additional subgroup analyses as optional enhancements within the budget. Subgroup comparisons of interest include specialty, geography (on-island vs. mainland), training level, practice setting, and age band for Survey C respondents.

Q2. *How will FFS define a successful project?*

FFS will consider the project successful when:

- All three surveys achieve statistically meaningful response rates across target populations.
- All deliverables are completed on time and meet professional research standards.
- Findings are actionable, meaning FFS and its partners can use the data to make better-informed decisions about where to concentrate programmatic investment.
- The Puerto Rico Clinical Workforce Pulse is co-published with the selected vendor as a credible, publicly available resource that positions FFS as the authoritative independent source of physician workforce intelligence for Puerto Rico.



— End of Vendor Q&A —

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