



Hon. Pedro Pierluisi Urrutia
Gobernador

Lcda. Karla G. Mercado Rivera
Administradora y Principal Oficial de Compras

February 9 of 2021

Informative Bulletin 2021-03

To: Government Secretaries, Agency Directors,
Executive Directors and Public Corporation Presidents

RE: Professional Service Provider Sole
Registry (RUP) Sole Certification

Dear colleagues:

Act Num. 73-2019 as amended, known as the General Services Administration Act for the Centralization of Purchases of the Government of Puerto Rico 2019 (the “Act”) in art. 43 regulates the acquisition or contracting of professional services with the Government. To contract with the Government, all professional service providers, shall be registered in the Professional Service Provider Sole Registry (RUP) under the correct category and have the Sole Certificate issued by the Administrator.

Furthermore, art.42 of the Act establishes that the General Service Administration shall create the Professional Service Provider Sole Registry and it shall be mandatory, for Professional service providers (“Psp”) interested in contracting with the Government to be registered. Once registered, the Administrator shall qualify them and issue a Sole Certification attesting compliance with all the requirements for contracting with the Government of Puerto Rico.

This newsletter’s purpose is to notify the availability of the Professional Service Provider Sole Registry. In addition, it serves to inform Governmental Entities and Exempt Entities, that in accordance with art. 4 of the Act. They must inform the General Services Administration which of its officials will have access to the Professional Service Provider Sole Registry.

I. SCOPE:

A. Governmental Entities, Exempt Entities, municipalities, and participating entities.

- B. Any natural or juridical person that provides professional services to a government entity and receives some type of compensation.

II. TERMS DEFINITIONS:

- A. Eligibility Certificate - a certificate issued by the General Administration Services Government of Puerto Rico, accrediting compliance with the regulation and requirements to be registered as part of the Bidders Unique Registry and/or the Professional Services Provider Sole Registry.
- B. Contractor - Any juridical or natural person with whom an agency has executed or its in the process of executing a professional services contract.
- C. Professional Services Sole Registry – electronic registry that shall provide the name, address and information of natural or juridical persons, that are qualified and classified as professional services contractors by the General Services Administration to contract with the Government of Puerto Rico.
- D. Professional Services – services offered by natural or juridical persons with specialized knowledge or skills, that require a university degree or license, which certifies said specialized knowledge or skills; or those whose main labor is, the product of its creative or artistic intellectual capacity or thrive in the execution of highly technical and specialized skills.

III. PROFESSIONAL SERVICES CONTRACTOR CERTIFICATION REQUIREMENTS

INDIVIDUALS:

- a. **Annual quota of one hundred dollars (\$100.00)** – attach payment receipt (online payments with Visa or Master Card are authorized).
- b. **Professional services experience documents**
 - i. Resume;
 - ii. Diploma (if applicable);
 - iii. License (if applicable).
- c. **Puerto Rico Police Department**
 - i. Criminal Record Certificate



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d. Sworn Statement - attesting if the natural or juridical person has been convicted or pleaded guilty to any of the enumerated crimes in Section 6.8 of Act Num. 8-2017, as amended, known as "Government of Puerto Rico Human Resources Administration and Transformation Act" and crimes enumerated in Article 3.3 of Act Num. 2 -2018, as amended, "Anticorruption Code for the New Puerto Rico".
FORM: ASG-633 Rev.2020 Puerto Rico

e. Puerto Rico Department of Treasury

- i. **Tax Return filing Certificate from the Department of Treasury** for the last five (5) periods before the execution of the contract (SC-6088). For any period that a tax return was not filed, a SC 2781 shall be submitted. (Certificate of reasons and/or law stating why was the individual not obliged to do so). If for any tax period the information is not available, a copy of the first page of the tax return bearing the seal ("received") of the Department of Treasury or a copy of the Electronic Filing Confirmation Form shall be filed.
- ii. **Department of Treasury Debt Certificate (SC-6096)** with no more than thirty (30) days of its issuance. In case there is a debt, evidence of compliance with a payment plan shall be submitted. The Certificate of Debt may be substituted with the *Sole Debt Certification* which shall be issued in virtue of Act Num. 85 of 2009, known as "Ley de Certificados y Comprobantes Electrónicos" the "Electronic Voucher and Certificate Act";
- iii. **Merchant Registration Certificate (IVU) (SC-2918)**
 - i. Withholding agents should provide a use and sales tax certification. (IVU) (SC-2942)

f. Municipal Revenue Collection Center (CRIM)

i. Total concept certification

- a. This certificate **SHALL** be part of the filed certifications by the contractors, depending on the type of property they own.

1. If Contractor owns real or personal property, then it shall file:

- a. Personal property tax returns filing certificates for the last 5 years.



2. **If Contractor does not own personal property, but owns real property, then it shall file:**
 - a. Sworn Statement.
3. **If Contractor owns personal property, but does not own real property, then it shall file:**
 - a. Personal property tax returns filing certificates for the last 5 years.
4. **If Contractor does not own either personal or real property, then it shall file:**
 - a. Personal and Real Property Negative Certification.

g. Puerto Rico Department of Labor and Human Resources

- i. Certificate of Employer Registration and Certificate of Debt for Unemployment and Disability Insurance, with no more than ninety (90) days after being issued.
- ii. Certificate of Employer Registration and Certificate of debt “seguro social choferil”.

h. ASUME Certificate

- i. Child Support Certificate or Account Statement Certification with no more than 90 days issued.

i. Puerto Rico State Insurance Fund Corporation

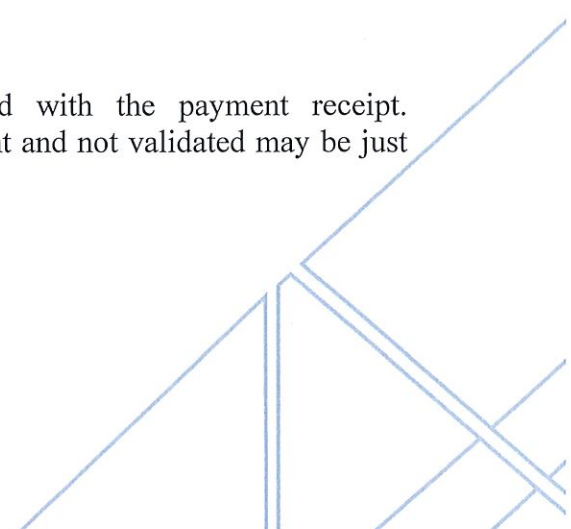
- i. Policy Certificate (Form CFSE02-109, addressed to General Service Administration for the Bidders Sole Registry with not more than ninety (90) days issued.

Applicable Provisions:

1. If there is a debt with any governmental entity and or agency, in conjunction with the certification, as applicable, evidence of current payment plan, account statements, administrative investigation/revisions, or payment receipts shall be filed.
2. A **Professional Service Provider Sole Registry** official shall evaluate the filed documents.
3. The filed documents must be current and validated with the payment receipt. Noncompliance with filing documents that are not current and not validated may be just cause for ineligibility.



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4. If a **Professional Service Provider Sole Registry** official requires a proponent to complete information, update filed documents or any due diligence in relation with its request and said proponent does not provide it within a one-year period upon its request, it shall be considered just cause to deem its Sole Certification as expired. Furthermore, noncompliance with payment of the annual quota shall also be deemed just cause for not issuing or renewing the Sole Certification.

5. The annual quota shall not be prorated, credited or refunded under any circumstances. (No exceptions allowed).

REAL (JURIDICAL) PERSON:

- a. **Annual quota of two hundred dollars (\$200.00)** – Payment Receipt shall be attached (online payments with Visa or Master Card are authorized).

- b. **Professional Experience Documents**
 - i. Resume;
 - ii. Diploma (if applicable);
 - iii. License (if applicable).

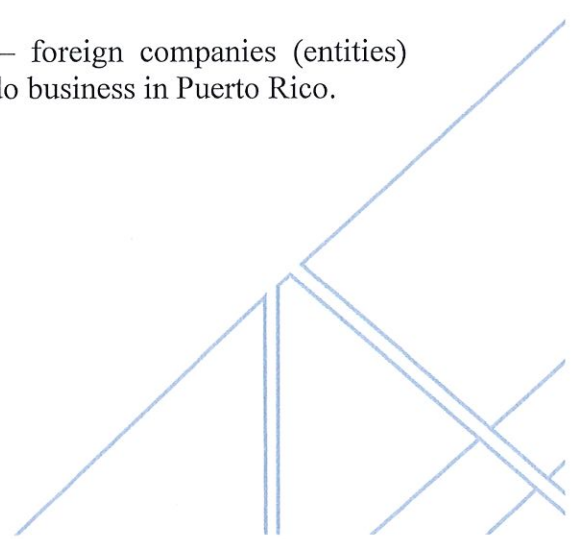
- c. **Puerto Rico Police Department**
 - i. Criminal Record Certificate.

- d. **Sworn Statement** – attesting if the natural or juridical person has been convicted or pleaded guilty to any of the enumerated crimes in Section 6.8 of Act Num. 8-2017, as amended, known as “Government of Puerto Rico Human Resources Administration and Transformation Act” and crimes enumerated in Article 3.3 of Act Num. 2 -2018, as amended, “Anticorruption Code for the New Puerto Rico”.
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- e. **Puerto Rico Department of State**
 - i. Certificate of incorporation/organization – foreign companies (entities) shall provide evidence of authorization to do business in Puerto Rico.
 - ii. Good Standing Certificate.



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- ii. Certificate of Employer Registration and Certificate of Social Security Driver Debt.

i. ASUME Certificate

- i. Child Support Certificate or Account Statement Certification with no more than 90 days issued.

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- i. Policy Certificate (Form CFSE02-109, addressed to General Service Administration for the Bidders Sole Registry with not more than ninety (90) days issued.

Applicable Provisions:

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2. A Professional Service Provider Sole Registry official shall evaluate the filed documents.
3. The filed documents must be current and validated with the payment receipt. Noncompliance shall be just cause for ineligibility.
4. If a Professional Service Provider Sole Registry official requires a proponent to complete information, update filed documents or any due diligence in relation with its request and said proponent does not provide it within a one-year period upon its request, it shall be considered just cause to deem its Sole Certification as expired. Furthermore, noncompliance with payment of the annual quota shall also be deemed just cause for not issuing or renewing the Sole Certification.
5. The annual quota shall not be prorated, credited or refunded under any circumstances. (No exceptions allowed)



IV. General Dispositions

- A. For the acquisition or contracting of professional services in the Government of Puerto Rico, it shall be mandatory, that the Professional service providers (“Psp”) be registered in the Professional Services Provider Sole Registry. These Psp shall be registered under the correct category and have a Certification issued by the Administrator. However, these dispositions shall not be applicable to the Psp that work in the health industry at locations such as hospitals, programs and facilities of the Puerto Rico Medical Services Administration (“ASEM”), Centro Medico and Cardiovascular Hospital.
- B. Once registered, the Administrator shall qualify them and issue a Sole Certification attesting compliance with all the requirements for contracting with the Government of Puerto Rico.
- C. Every participating municipality, exempt entity and/or governmental entity shall adhere to and accept the Sole Certification for the acquisition or contracting of professional services, hence NONE of the filed documents in the Professional Service Providers Sole Registry shall be requested to contract with a Psp.
- D. The Administration shall furnish upon request of a governmental entity, exempt entity or participating municipality, any information regarding a professional service provider’s contractual history and vice-versa.
- E. Act 73-2019 as amended, art. 44 -Registry Availability – announces the Registry is available in the GSA’s cyber portal for the use of governmental entities, exempt entities and participating municipalities. LINK: rup.asg.pr.gov
- F. Every Departments Contract or Legal Division, Governmental Entity, Offices, Commissions, Organisms and other instrumentalities of the Executive Branch, Executive Directors, and Municipalities, shall send on or before February 12, 2021 the attached hereto application to grant their official access to the Professional Service Sole Registry.

V. Publication and Validity

This newsletter shall take full effect immediately after its approval. So, it is ordered to be widely published.

Any concerns shall be addressed to tel. 787-759-7676 ext.:3010,3011 and 3016 or via email to: rup@asg.pr.gov.

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