

COMMONWEALTH OF PUERTO RICO
OFFICE OF THE COMMISSIONER OF MUNICIPAL AFFAIRS

PUBLIC NOTICE

**REQUEST FOR PROPOSAL FOR THE DEVELOPMENT OF WEBINARS RELATED TO
TECHNICAL ASSISTANCE FOR VARIOUS AREAS RELATED TO THE COMMUNITY
DEVELOPMENT BLOCK GRANT PROGRAM**

OCMA in accordance with the provisions of Part 85 of Title 24 of the Code of Federal Regulations (24 C.F.R. 8536), is seeking the services of individual and/or firm(s) for the development and presentation of scheduled webinars related to different program's areas, to provide technical assistance that will enable the local governments to improve their capacity to implement the CDBG Program. Also provide training state staff to provide technical assistance to local governments on specific aspects of program administration or application preparation.

The services will be developed with federal funds under the provisions of CDBG Program. It is expected that any respondent to this RFP will have extensive programmatic experience with HUD programs as well as experience providing webinars/training and technical assistance.

This RFP is being emailed to prospective respondents. Also, the details and specific requirements of the services to be contracted and the proposal to be presented as well as the evaluation criteria, are contained in this document, which will be posted on OCMA's website, www.ocam.pr.gov. OCMA encourages qualified individuals and firms to apply.

For additional information please call (787) 754-1600 ext. 310; or email: vnunez@ocam.pr.gov.

Individuals and firms interested in submitting proposals, must demonstrate their skills, resources of the individual and / or firm, experience in the type of service requested and submit hourly rate or cost estimate for services to be offer. The selected company must submit all required documents to be able to contract immediately with the agency.

All proposers must comply with applicable state and federal laws.

OCMA does not discriminate on grounds of race, color, religion, sex, disability, familiar status or national origin.

The Office of the Commissioner for Municipal Affairs will consider only complete written proposals delivered or received on or before **November 15, 2016**, at 4:00 pm., at the following emails addresses:

Lcda. Victoria Núñez Sierra: vnunez@ocam.pr.gov
Lcda. Marianela Rivera Pacheco: marrivera@ocam.pr.gov

Published today October 26, 2016.

COMMONWEALTH OF PUERTO RICO



REQUEST FOR PROPOSAL (RFP) FOR THE DEVELOPMENT AND PRESENTATION OF SCHEDULED WEBINARS TO PROVIDE TECHNICAL ASSISTANCE

I. INTRODUCTION

The Office of the Commissioner of Municipal Affairs (OCMA), created by Act No. 81-1991, as amended, is the lead agency appointed by the Governor of the Commonwealth of Puerto Rico to oversee the development of the consolidated plan and its related processes, a requirement to access all funds allocated by the Federal Department of Housing and Urban Development (HUD). The OCMA also administers the State Community Development Block Grant Program (CDBG) for non-entitlement municipalities in Puerto Rico.

The mentioned Law 81 enacts OCMA's roles and responsibilities, which includes, among others:

- *Regulate, advise and provide technical and professional assistance to municipalities in matters relating to their organization, management, and operation.*
- *Promote continuing education programs for Mayors, Municipal Legislators and municipal officials and employees, in order to guide them on laws, regulations, procedures and municipal systems, as well as alternatives and programs used in other jurisdictions to address the various problems, needs and issues of municipal competition.*

Also, Law 137- 2014, mentioned the compulsory technical assistance:

Article 3. As sub-recipients of CDBG funds, municipalities nonentitlement, will be required to receive training on issues related to this program, management of federal funds in general and other federal and local applicable requirements as provided for by OCMA.

The State CDBG grantees have a percent set-aside of the state's grant amount to pay for technical assistance (TA) to local governments as sub-recipients.

II. PURPOSE

OCMA in accordance with the provisions of Part 85 of Title 24 of the Code of Federal Regulations (24 C.F.R. 8536), is seeking the services of individual and/or firm(s) for the development and presentation of scheduled webinars related to different program's areas, to provide technical assistance that will enable the local governments to improve their capacity to implement the CDBG Program. Also provide training state staff to provide technical assistance to local governments on specific aspects of program administration or application preparation.

The services will be developed with federal funds under the provisions of CDBG Program.

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Individuals and firms interested in submitting proposals, must demonstrate their skills, resources of the individual and / or firm, experience in the type of service requested and submit hourly rate or cost estimate for services to be offer. The selected company must submit all required documents to be able to contract immediately with the agency.

Contract term: 3 months. OCMA has the discretion to extend the granted contract six to nine (6-9) additional months.

All proposers must comply with applicable state and federal laws.

OCMA does not discriminate on grounds of race, color, religion, sex, disability, familiar status or national origin.

III. SCOPE OF SERVICES

OCMA requests proposals for the development of scheduled webinars to provide technical assistance in the following areas:

CDBG PROGRAM, but not limited to:

1. CDBG National Objectives
2. Eligible activities CDBG Program; Activity Selection and Implementation
3. Public Services
4. Public Participation
5. CDBG-eligible public facilities and improvement activities, special assessments, and privately owned utilities
6. Housing Activities
7. Lead Based Paint
8. Environmental Review requirements
9. Labor Standards; Davis Bacon Act; Section 3
10. Uniform Relocation Act
11. Technical assistance on income exclusions and inclusions and how to calculate and document income
12. Economic Development Guidelines; Microenterprise

13. Timeliness
14. Project Management: planning, cost estimates, related areas
15. Performance measurement and reporting
16. Recordkeeping, monitoring, and closeout requirements

NSP PROGRAM

1. Quarterly Performance Reports
2. NSP Program Income
3. NSP Close guidances

CDBG- DR

1. Eligible activities
2. OCMA's Procedures
3. Quarterly Performance Reports
4. Mitigation activities

OMB REQUIREMENTS/ 2 CFR 200

1. Financial management
2. Cost Allocation Plan: direct and indirect costs
3. Property management- equipment
4. Cost Principles
5. Methods of procurement
6. Compliance Procedures
7. Internal control over compliance requirements for Federal awards
8. Audit requirements

Individual/Firm Responsibilities:

1. Trainers must submit two weeks (2) prior the date of the webinar, the description of the webinar, biography and multiple choice questions and answers.
2. Prepare webinar materials in accordance with "The Guidelines", including but not limited to: Microsoft Powerpoint presentations and handouts. Trainers must submit this documents at least two (2) weeks prior the date of the webinar.
3. Confirm accuracy of information in accordance with HUD regulations and guidance.
4. Previews- Webinar's Description- must be recorded at least two (2) weeks prior the date of the webinar.
5. Webinars must be broadcast on site (Center for Social Innovation).

IV. WEBINARS FORMAT

All webinars must be in accordance with the Guidelines for Development of Webinars from now on “The Guidelines” set by the Center of Social Innovation (CIS, for its Spanish acronym). The Center for Social Innovation is a distance learning initiative that seeks to address the area of counseling responsibility and education of the OCMA, as well as to contribute to local development. Please refer to the attached document.

The webinars must be presented in Spanish.

OCMA will determine the webinars priorities and schedules.

OCMA reserves the right to waive any minor and/or technical submittal requirements if it is in OCMA best interest.

V. PROPOSAL REQUIREMENTS

All proposals should be organized in the following manner:

A. Contact Information:

Name, address, phone number, and email of the individual and/or firm(s). If a firm, the name and title of the individual authorized to negotiate contract terms and make binding commitments shall be included and identified. If proposers bid as a team, bidder must identify team members as well as the key point of contact for OCMA’ staff.

B. Experience

Describe the responder’s experience in the provision of services described herein and the number of years engaged in this type of work. Provide a representative list of current and prior clients with associated dates when services were provided. Identify the person or people who will be assigned to work with OCMA to provide the requested technical assistance. Describe each person’s qualifications, including education and relevant experience. Also describe experience in State CDBG program management for participating jurisdictions.

C. Budget

Provide a flat rate fee for the proposed webinars, which includes provision of training materials. Consultant will be responsible for all of their own travel, lodging, and logistics costs related to their trip to and time in mobile. Also provide an hourly rate for ongoing as needed technical assistance via phone or email for a period of 6 months after the completion of the local training session.

D. Project Timeline

Must specify which technical areas are included in the proposal and provide two (2) potential

dates for each webinar.

E. Professional References

Provide a minimum of two complete references (name, title, address, phone number, and email) that OCMA may contact to verify services rendered or currently being provided.

After written proposals have been reviewed, discussions with prospective consultants may or may not be required to clarify any portions of the proposal.

VI. CONTRACT REQUIREMENTS

Costs for this project will be paid for with federal dollars that the OCMA receives from the HUD. Selected consultant will be required to comply with all applicable federal and state equal opportunity, affirmative action, and Section 3 requirements as well as all federal requirements associated with CDBG funds.

All respondents will be required to certify that they are not on HUD's list of debarred contractors and are not in default on any obligations due to the Commonwealth of Puerto Rico, including, but not limited to, payment of taxes, fines, penalties, or other monies due.

The individual or firm selected must submit, as part of the requirements, the following documents in original form:

1. If the firm is required to pay income taxes to the Commonwealth of Puerto Rico it must certify and guaranty that at the moment of signing the contract it has filed its income tax returns during the previous five (5) years and does not owe the Commonwealth of Puerto Rico any taxes or is otherwise subscribed to a payment plan and it is in compliance with the terms and conditions of that plan. It must also certify that at the moment of signing this contract it does not owe any taxes concerning its real estate or personal property.
2. Negative Certification of Outstanding Debts; or evidence of a payment plan, issued by the Administration for the Sustenance of Minors (a.k.a. in Spanish, Administración para el Sustento de Menores, ASUME).
3. Negative Certification of Outstanding Debts (Form SC-6096); or evidence of a payment plan, issued by the Treasury Department of the Commonwealth of Puerto Rico.
4. Certification of Filing Tax Returns (Form SC-2888), issued by the Treasury Department, Internal Revenue Services, only if applicable.
5. Negative Certification of Outstanding Debts; or evidence of a payment plan, issued by the Municipal Revenue Collection Center (a.k.a. in Spanish, Centro de Recaudación de Ingresos Municipales, CRIM).

6. Negative Certification of Outstanding Debts of Unemployment and Incapacity Insurance, issued by the Department of Labor and Human Resources (if applicable).
7. Certification and /or Affidavit authorizing a company representative to sign contracts.
8. State Department Certification of Incorporation and Good standing, if applicable.
9. Financial Statements
10. Contracts granted to the firm related to the CDBG Program during the 2 last years.

VII. EVALUATION FACTORS AND THEIR RELATIVE IMPORTANCE

Evaluation of proposals shall be based upon a competitive selection process. In reviewing and evaluating the submitted proposals, OCMA will consider the following criteria:

| EVALUATION FACTORS | RELATIVE IMPORTANCE |
|---|----------------------------|
| QUALIFICATIONS | 25 |
| DESCRIPTION OF THE WORK TEAM | 15 |
| RELEVANT EXPERIENCE AND REFERENCES. Consultant has experience with not only HUD programs, but also with providing small group technical assistance to municipalities. | 30 |
| BUDGET (LUMP SUM/ PER HOUR) Analysis of cost competitiveness. | 10 |
| SCHEDULE Availability and compatibility of schedule. | 20 |

OCMA reserves the right to negotiate with the selected consultant on technical assistance topics, deliverables, scheduling, and budget issues. OCMA shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interest of the project.

VIII. SUBMISSION REQUIREMENTS

The Office of the Commissioner for Municipal Affairs will consider only complete written proposals delivered or received on or before November 15, 2016, at 4:00 pm. at the following emails addresses:

Lcda. Victoria Núñez Sierra: vnunez@ocam.pr.gov
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IX. REJECTION OF PROPOSALS

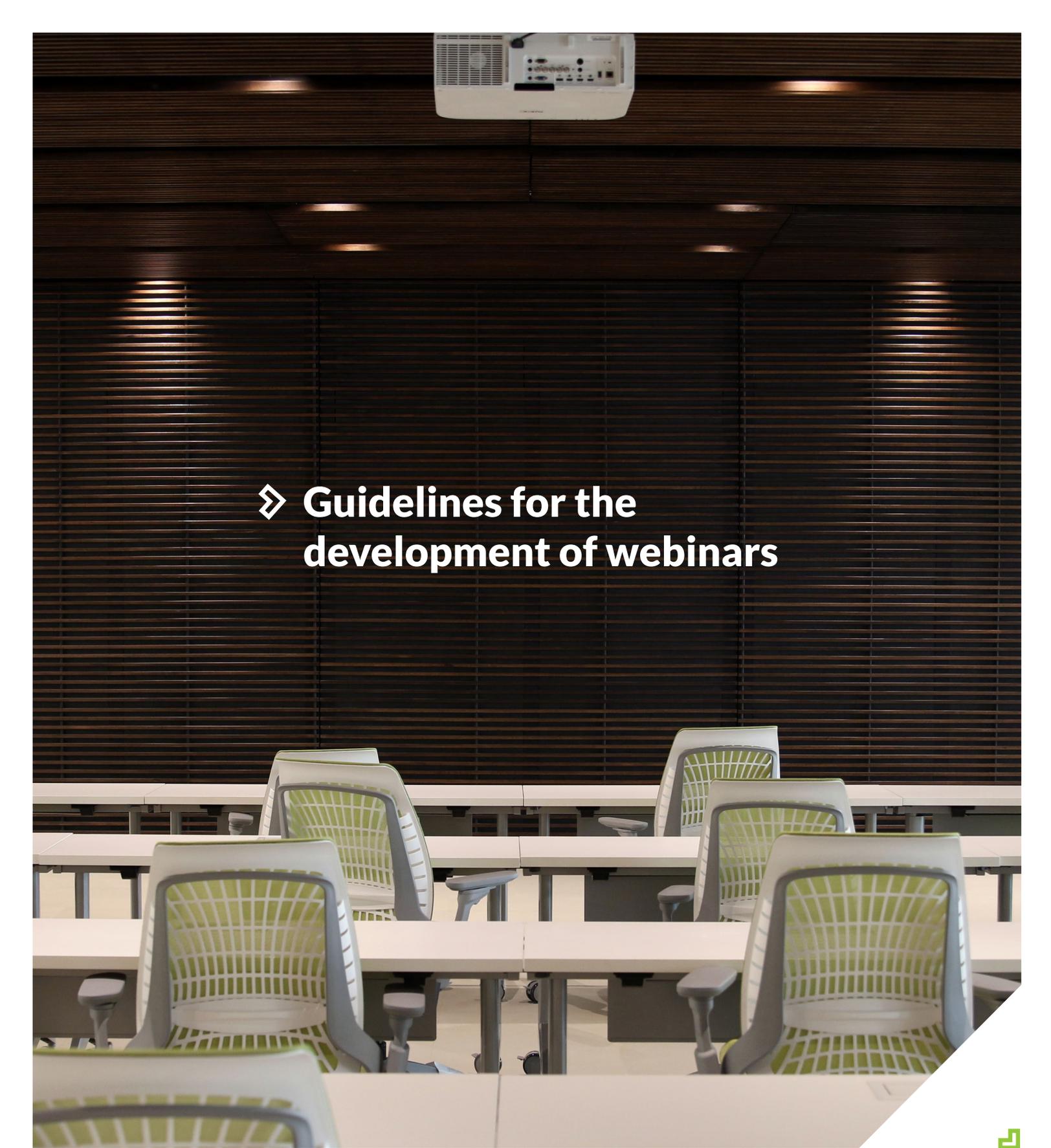
OCMA reserves the right to reject any or all proposals received as a result of the RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of OCMA. The proposal(s) with the most favorable conditions, will be awarded with the contract (s) for the development of webinars and presentations to provide technical assistance themes.

OCMA also reserves the right to cancel the award of any contract at any time before signing it if it does not comply with one or more of the established requirements. The individual/firm is responsible for the proposal delivery.

Nothing in this RFP shall be construed to create any legal obligation on the part of OCMA or any respondents. OCMA reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue the RFP in whole or in part, at any stage

X. INCURRING COSTS

In no event shall OCMA be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from OCMA for any costs, expenses, or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the sole property of OCMA. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known.



➤ **Guidelines for the
development of webinars**

| | |
|-----------------------|-----|
| ◇ INTRODUCTION | 3 |
| ◇ LEGAL FRAMEWORK | 4 |
| ◇ INSTRUCTIONAL MODEL | 4 |
| ◇ PRESENTATION FORMAT | 5-6 |
| ◇ EVALUATION | 7 |
| ◇ AUDIENCE ENGAGEMENT | 7 |
| ◇ RESOURCES | 8 |
| ◇ DRESS CODE | 9 |
| ◇ DOCUMENT CHECKLIST | 10 |



- ❖ This document provides the guidelines for the design and development of the webinars to be conducted as part of the activities of the Center of Social Innovation (CIS, for its Spanish acronym).
- ❖ In an environment of limited fiscal resources, training and capacity building activities become a key instrument to maximize and make more efficient the use of available resources. The CIS is a distance learning center, with the main goal of stimulating local and regional economic development through education and training, using means that allow for increased coverage, broader scope and lasting impact on stakeholders. The use of audiovisual techniques in adult education and training has proven to be a cost-effective way of assuring that the information is transmitted in a standard, effective and efficient manner. Furthermore, videos typically have a greater impact and effect than the use of written materials, although these will also be produced.
- ❖ The project will also serve as a platform to promote a dialogue and learning experiences with different sectors in Puerto Rico (the government, the community, the academia and the private sector) regarding strategies aimed at stimulating social mobility and sustainable development for our most disadvantaged communities.
- ❖ As well, the CIS, is an initiative which directly addresses the recommendations of the President's Task Force¹ and the Puerto Rico State Housing Plan², regarding capacity building in the civil service.

¹ Informe del Grupo de Trabajo del Presidente de los EE.UU, 2011 | ² Plan Estatal de Vivienda para Puerto Rico, 2011-2015

LEGAL FRAMEWORK

The design of the Center for Social Innovation (CSI), is based on the responsibilities of the Office of The Commissioner of Municipal Affairs set by local and federal norms and regulations. Section 19.002, paragraph (m) of the Autonomous Municipalities Act, Act No 81-1991, establishes the responsibility of the Agency “to promote continuing education programs for mayors, municipal legislators and municipal officials and employees, in order to provide them guidance regarding the applicability and implementation of laws, regulations, procedures and municipal systems, as well as alternatives and programs used in other jurisdictions to handle the various problems, needs and issues concerning municipal administration”. Act No 81-1991 also requires OCAM to provide training and capacity building opportunities to community-based and nonprofit organizations.

Similarly, as the grantee of the State Community Development Block Grant, OCAM has the responsibility of providing technical assistance and capacity building opportunities to its sub-recipients. Furthermore, pursuant to Act No. 137-2014, OCMA is entitled to enact such rules or regulations necessary to ensure that the municipalities, as sub-recipients of funds, comply with the obligation to be trained on issues related to this program, the management of federal funds and other federal and local requirements.

INSTRUCTIONAL MODEL

These guidelines are based in the model developed by Heinich, Molenda, Russell, and Samldino (1999)³ regarding the use of technology in education. The model, named ASSURE, is founded in Gagne’s learning theory⁴, and was developed initially for the school context. However, due to its positives results and because it is a practical model for instruction, in recent years it has been applied to other leaning environments, such as trainings and adult education. The model is an Instructional Systems Design (ISD) process centered on the learner, that provides a systematic procedural guide for planning and conducting instruction that incorporates media.

The model comprehends six mayor steps for developing instructional materials, which include the following:

- [A]** – Analyze learners
- [S]** - State Objectives
- [S]** - Select, modify, and design
- [U]** – Utilize
- [R]** – Require learner participation
- [E]**- Evaluate and revise

³ Heinich, R., Molenda, M., Russell, J., & Smaldino, S. (1999). *Instructional media and technologies for learning*. (6th ed.) Upper Saddle River, NJ: Prince Hall.

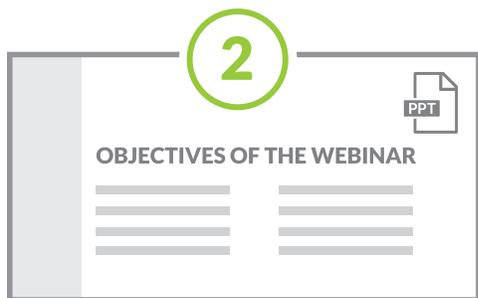
⁴ The learning theory developed by Robert Gagne, identifies nine instructional events and their corresponding cognitive processes, which include: Gaining attention (reception); Informing learners of the objective (expectancy); Stimulating recall of prior learning (retrieval); Presenting the stimulus (selective perception); Providing learning guidance (semantic encoding); Eliciting performance (responding); Providing feedback (reinforcement); Assessing performance (retrieval); and Enhancing retention and transfer (generalization). [Gagne, R. (1985). *The Conditions of Learning* (4th.). New York: Holt, Rinehart & Winston., retrieved from <http://www.instructionaldesign.org/theories/conditions-learning.html>]

- Webinars may run from 45 to 180 minutes, including at least 15 minutes of questions and answers with the immediate audience and the audience through the Web. The trainer will have the assistance of personnel in the studio, who will canalize questions, and provide feedback to the audience that is connected to the seminar through the Internet.
- A PowerPoint or Prezi presentation will be developed to guide the seminar.

A FIRST PAGE with the title of the Webinar, presenter's name and title.



A SECOND PAGE will present the objectives of the Webinar. The ASSURE model recommends objectives to be developed in a measurable way.



This means that when establishing an objective the enunciation should:⁵

[AUDIENCE]:

Specify the audience.

[BEHAVIOR]:

Establish the behavior or capability to be demonstrated as a learner after the learning experience. It should include observable, measurable behavior of a real-world skill.

[CONDITION]:

Indicate under what circumstances the learners should demonstrate the skill being taught.

[DEGREE]:

Indicate the degree to which the new skill must be mastered or the criterion for acceptance performance.

An example illustrates the above point:

After completing the webinar, municipal employees will be able to identify and apply basic strategies regarding public participation, to be able to provide opportunities for public involvement during planning and implementation of activities conducted with CDBG funds, and comply the program's regulations established in 24 CFR 91.115 (e).

⁵ The Assure Model of Learning, Explanation Retrieved from <http://itchybon1.tripod.com/hrd/id15.html>, in May, 2014.

A **THIRD PAGE** will provide the audience with the organization of the presentation and the topics that will be covered to address the objectives.



The norms, regulations and links to relevant information regarding the topics to be covered will be included.



In developing the content, both, theory and or regulations related to the topic will be presented, as well as practical examples that would allow the audience to identify with the subject.

The presenter's contact information will be included in the last slide so as to provide participants with further information or answer questions.



A summary of the key aspects of the material to be discussed will be provided. When developing this summary, the objectives of the webinars will be referred to, and key aspects related to each objective will be included.



❖ The audience will complete a post-test, immediately after the seminar is conducted. The post test will measure knowledge of the topic covered, and level of satisfaction with the Webinar.

❖ Based on the objectives of the webinar, and the key aspects of the presentation, 10 questions for the post test will be prepared. Questions should be written in a multiple choice format.

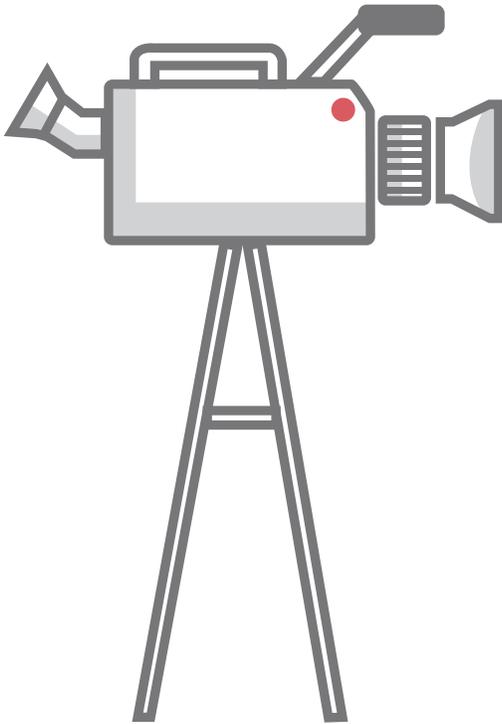
The following example illustrate the manner in which questions will be formulated:

| | |
|--|--|
| During the planning process of the activities to be conducted with CDBG funds, the municipality should conduct at least ___ public hearing(s): | |
| A | <i>One public hearing</i> |
| B | <i>Two public hearings</i>  |
| C | <i>None, it is not a requirement</i> |
| D | <i>The amount of public hearings is a decision of the municipality</i> |

❖ AUDIENCE ENGAGEMENT

It is recommended that the instructor interacts with the audience present at the studio. As a way to begin the presentation, the instructor may ask an introductory question, and then, during the course of the webinar to keep audience engaged. This is a best practice frequently used during adult learning experiences. It is also important to identify when the “Questions & Answers” session(s) will occur during the webinar. A moderator will keep track of all questions asked through the webinar chatroom. These planned interactions must be notified to the production team beforehand.





The following links contain useful information for the development of webinars. The links included are related to three important areas:

- ❖ **CHARACTERISTICS OF ADULT LEARNERS:** This link provides several presentations and resources from *The Centre for Teaching and Learning* about the characteristics of adult learners and best practices regarding the design of a learning experience for adults. The information will be useful in the stage of planning your webinar and establishing its objectives and outcomes.

<http://www.humber.ca/centreforteachingandlearning/instructional-strategies/teaching-methods/course-development-tools/principles-of-adult-education.html>

- ❖ **STRATEGIES AND MOTIVATION:** These links provide examples of strategies used in the design of adult learning experiences and the role of motivation in the learning environment. The information will be useful in the stage of designing and drafting the content of your webinar.

<http://www.ryerson.ca/content/dam/lt/resources/handouts/EngagingAdultLearners.pdf>

https://www.isoc.org/inet96/proceedings/c4/c4_2.htm

<http://www.learningsolutionsmag.com/articles/233/asynchronous-learning-and-adult-motivation-catching-fog-in-a-gauze-bag>

- ❖ **PRESENTATION TECHNIQUES:** In this link you will find several tips and presentation techniques that will be useful during the delivery of your webinar.

<https://www.adobe.com/content/dam/Adobe/en/products/adobeconnect/pdfs/web-conferencing/best-practices-webinars-wp.pdf>

DOCUMENT REQUIREMENTS



- Signed agreement
- General Information form (FORM A1)
- Release
- Question form
- Instructor Photo
- .PPT Presentation
- Presentation elements

INSTRUCTOR PHOTO

Format: **.jpeg**
 Min. Resolution: **72 dpi**
 Min. Size: **200px x 200px**

E-MAILED DOCUMENTS:

Max. Size: **25 MB**

**PRESENTATION ELEMENTS:**

Photos: min. **150 dpi**
 Illustrations: min. **150 dpi**
 Logos: *originals preferred*
 (.pdf /.eps /.ai) or .png / 150dpi

PPT PRESENTATION:

Format: **.ppt / .pptx**
 Resolution: aspect ratio **16:9**

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Reconozco y convengo que: (a) mi **Aparición** puede incluir retos físicos que pueden involucrar riesgos de daños corporales y personales, enfermedad, fatiga, lesiones o inclusive la muerte, y asumo todos los riesgos y costos relacionados con ello; (b) no se me ha garantizado, declarado o efectuado compromiso alguno en relación con la seguridad, forma y/o intensidad de mi **Aparición**, y estoy de acuerdo que los **Titulares** no son responsables de daños o pérdidas que el suscrito pueda sufrir como resultado de mi **Aparición**; (c) no he sido inducido u obligado a otorgar los **Derechos Otorgados** por ningún compromiso o declaración, garantía o contraprestación por parte de los **Titulares**, ya sea oral o escrito, excepto en la medida en que se establece en la presente; (d) los **Titulares** han sido inducidos a proceder con la producción, distribución y cualquier explotación comercial del **Programa** en consideración con esta Liberación; (e) los **Titulares** no están obligados a ejercer cualesquiera de los **Derechos Otorgados**; y (f) los **Titulares** podrán libremente ceder o licenciar y explotar cualesquiera de los **Derechos Otorgados** sin necesidad de autorización o pago alguno de ninguna persona, incluyendo al suscrito. Me obligo a no mencionar ningún producto o servicio comercial sin el consentimiento de los **Titulares**.

Libero y me comprometo en mantener en paz y a salvo a los **Titulares**, sus empleados, funcionarios, directores, representantes, cesionarios, licenciarios y sucesores (“**Partes Liberadas**”) de cualesquier reclamación, daño, responsabilidad, pérdida, gasto (incluyendo honorarios razonables de abogados) y cualesquiera acciones, incluyendo sin limitación alguna, molestia, polémica, sorpresa, disgustos, muerte, lesiones, difamación, invasión a la privacidad, abuso, violación al derecho de publicidad o de derechos de autor, o violación a otros derechos (“**Responsabilidad**”) que surja de, o se relacione con, mi **Aparición** y/o ejercicio de los **Derechos Otorgados**, viajes en conexión con el **Programa** o cualquier incumplimiento por mí de esta Liberación.

Esta Liberación: (a) constituye el acuerdo total entre el suscrito y los **Titulares**; (b) prevalecerá sobre todos y cualquier acuerdo anterior; (c) podrá ser modificada exclusivamente mediante un instrumento por escrito firmado por ambas partes; y (d) obligará a mis sucesores, albaceas, administradores, cesionarios y licenciarios. Manifiesto y declaro que: (w) tengo el derecho y hago espontánea y libremente esta Liberación para ejecutarla en forma total; (x) la firma, suscripción y cumplimiento de esta Liberación y su ejercicio por los **Titulares** de los **Derechos Otorgados** no se contraponen a ningún otro acuerdo o compromiso que haya adquirido con cualquier tercero; (y) al celebrar esta Liberación y realizar la **Aparición** lo hago en carácter de contratista independiente; (z) tengo facultades suficientes para ejecutar esta Liberación y tengo 18 años de edad o más;(z)(i) en caso de que se firme esta Liberación en representación de un menor, el suscrito es un ascendiente con derechos y autoridad sobre el menor, y con la avenencia del mismo, o soy el tutor del menor, y garantizo el cumplimiento por el menor bajo esta Liberación, comprometiéndome a indemnizar y en sacar en paz y a salvo a los **Titulares** en la forma descrita en el presente; o (z)(ii) en caso de estar firmando esta Liberación como representante de la persona mencionada al final de este documento, estoy debidamente autorizado para firmar esta Liberación por parte de la persona nombrada abajo, y tanto la persona mencionada abajo, como el suscrito, estarán obligados en los términos de esta Liberación.

NOMBRE REPORTAJE / PROGRAMA / ENTREVISTA _____

PARTICIPANTE/EJECUTANTE: _____

PADRE/MADRE O TUTOR DEL PARTICIPANTE SI EL PARTICIPANTE ES MENOR DE EDAD: _____

TELEFONO: _____ DIRECCION: _____

IDENTIFICACION: _____

FIRMA: _____ FECHA: _____

