



Subsidiara del:



Fideicomiso para Ciencia,
Tecnología e Investigación
de Puerto Rico

Request for Quote (RFQ)

Communications Support Services for Puerto Rico Consortium for Clinical Investigation (PRCCI)

Issuing Organization

Puerto Rico Science, Technology & Research Trust

Service to be provided for the Consortium for Clinical Investigation (PRCCI), a PRSTRT's subsidiary.

Request for Quote **open until October 15th, 2026.**

Background

The Puerto Rico Consortium for Clinical Investigation (PRCCI), a program of the Puerto Rico Science, Technology & Research Trust (the Trust), seeks proposals from qualified independent contractors to provide communications and digital content support services.

The selected contractor will support PRCCI's digital communications activities and visibility efforts through content development, social media support, website updates, and basic communications materials. The contractor will serve as an extension of the Trust's Department of Design, Marketing and Communications (DMC) in support of PRCCI-specific communications needs.

This engagement is intended to provide dedicated operational communications support to PRCCI while ensuring alignment with the Trust's brand standards, communications protocols, and institutional messaging.

Purpose

The purpose of this engagement is to strengthen PRCCI's digital presence and communications efforts through consistent content creation, social media support, website maintenance, and reporting activities.

The selected contractor will provide tactical communications support while working under the strategic direction and oversight of DMC and in close collaboration with PRCCI leadership.

Oversight and working relationship

The selected contractor will be assigned to support the communications needs of PRCCI; however, all communications, content, messaging, and digital activities shall be coordinated with and performed under the strategic oversight of the Department of Design, Marketing and Communications (DMC) of the Puerto Rico Science, Technology & Research Trust.

The contractor will:

- Work closely with the Executive Director of PRCCI & PRSTRT's CCMO to identify communications, priorities and content needs.
- Coordinate regularly with DMC regarding content planning, messaging, branding, and communications activities.
- Adhere to all Trust branding, communications, editorial, and digital media guidelines.
- Follow established approval processes for communications materials and content publication.
- Support PRCCI communications initiatives as part of the broader institutional communications framework of the Trust.
- Participate in periodic coordination meetings with PRCCI and DMC, as required.

The selected contractor is intended to supplement communications capacity for PRCCI and shall not serve as an independent communications function separate from DMC.

Scope of Services

1. Social Media Content Development and Management

The contractor will:

- Develop a monthly content calendar aligned with PRCCI priorities and activities.
- Draft and prepare content for social media platforms in English and Spanish.
- Coordinate scheduling and publication of approved content.
- Adapt existing program information into audience-friendly digital content.
- Support promotion of PRCCI events, initiatives, partnerships, announcements, and accomplishments.
- Identify opportunities to showcase program impact and engagement activities.
- Support limited real-time or post-event communications as appropriate.

Expected Deliverables

- Monthly content calendar.
- Four (4) social media posts per month.
- Suggested copy, hashtags, and supporting content as applicable.

2. Website Content Support

The contractor will:

- Maintain current and accurate information on the PRCCI website.
- Update content related to events, announcements, opportunities, educational activities, and program news, as requested.
- Draft and edit website content as requested.
- Coordinate with DMC, web designer, developers, or technical resources for implementation of approved updates.
- Review website content periodically to ensure relevance and accuracy.

Expected Deliverables

- Ongoing website content updates as needed.
 - Recommendations for content improvements and updates.
-

3. Editorial and Communications Support

The contractor will assist in developing:

- Short news stories and announcements.
- Event summaries and recaps.
- Brief impact stories highlighting PRCCI initiatives and outcomes.
- Communications content is derived from information provided by PRCCI staff, stakeholders, and program partners.

Expected Deliverables

- One (1) short feature story, impact story, or news article per quarter.

4. Reporting and Performance Tracking

The contractor will:

- Monitor basic social media activity and engagement metrics.
- Maintain records of communications activities completed.
- Provide recommendations for improving digital engagement and content effectiveness.

Expected Deliverables

- Monthly activity and metrics summary report.
-

Minimum deliverables

Monthly

- Monthly content calendar.
- Up to four (4) original social media posts.
- Website content updates, as needed.
- Monthly activity and metrics report.

Quarterly

- One (1) feature article, impact story, or program news article.

Qualifications

PRCCI seeks proposals from independent consultants or contractors who meet the following qualifications:

Required Qualifications

- Bachelor's degree in communications, Journalism, Public Relations, Marketing, Digital Media, or related fields.
- One (1) to three (3) years of experience in communications, content creation, social media management, or digital marketing.
- Strong written communication skills in English and Spanish.
- Demonstrated ability to create content for digital audiences.
- Demonstrated professional experience developing communications or digital content related to clinical research, clinical trials, healthcare, life sciences, or a closely related field.
- Working knowledge of clinical research and clinical trial terminology, with the ability to translate scientific and technical information into clear, accurate, and accessible content for diverse audiences.
- Demonstrated interest in and experience communicating topics related to clinical studies, including study participation, patient and community education, research milestones, investigator or site activities, or developments in the clinical research field.
- Strong organizational skills and ability to manage multiple assignments simultaneously.

Preferred Qualifications

- Experience supporting healthcare, science, research, nonprofit, academic, or public-sector organizations.
- Familiarity with website content management systems (CMS).
- Experience working independently within established communications frameworks and approval processes.
- Knowledge of social media analytics and reporting tools.

Contract Structure

- Professional Services Agreement.
- One-year contract, renewable based on performance, organizational needs, and availability of funding.

- The contractor will be functionally assigned to support PRCCI communications initiatives under the central communications PRSTRT's team (DMC);
- Day-to-day project coordination may be provided by PRCCI leadership.
- Strategic communications oversight, editorial direction, brand governance, and final communications approval authority shall reside with the Department of Design, Marketing and Communications (DMC) of the Puerto Rico Science, Technology & Research Trust.
- Hybrid or remote work arrangements may be considered subject to organizational needs.

Proposal submission requirements

Interested proposers shall submit:

1. Cover Letter summarizing qualifications and interest.
2. Resume or Company Profile.
3. Description of relevant experience.
4. Two (2) professional references.
5. Samples of social media, digital content, website content, or communications work, preferably related to clinical research, clinical trials, healthcare, science, or life sciences.
6. Proposed fee structure and monthly cost.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications, including demonstrated experience with clinical research, clinical trials, healthcare, science, or life sciences communications.
- Quality of writing and work samples.
- Understanding of the scope of services.
- Ability to provide services within the available budget.
- References and demonstrated performance in similar assignments.

Budget

The annual budget available for this engagement is approximately **\$18,000 yearly**, including professional fees and any associated expenses.

Proposers are encouraged to propose a service approach and level of effort that aligns with both the scope outlined in this RFP and the available funding.

Contact Information

Questions regarding this Request for Proposals should be directed to:

Puerto Rico Science, Technology & Research Trust
Chief Communications & Marketing Officer

Lupe Vázquez (Lvazquez@prsciencetrust.org)

Reservation of Rights

PRCCI and the Puerto Rico Science, Technology & Research Trust reserve the right to:

- Accept or reject any or all proposals.
- Request additional information from proposers.
- Negotiate scope, deliverables, and pricing as deemed appropriate.
- Cancel or modify this solicitation at any time.
- Award a contract in the best interest of the organization.

Statement of Intent

This engagement is designed to provide dedicated operational communications support for PRCCI while leveraging the strategic communications, marketing, branding, and design capabilities of the Puerto Rico Science, Technology & Research Trust's Department of Design, Marketing and Communications (DMC). The selected contractor will complement, support, and extend existing institutional communications efforts and will not replace the strategic communications functions of DMC.



WE'RE LOOKING FOR YOU!

Are you a Communications and Marketing service provider with experience in health and clinical research efforts?

WHAT WE NEED

We're looking for experienced providers to support in:

- Social Media Management
- Website Development & Maintenance
- Editorial & Content Support



HOW TO APPLY

Request for Quote (RFQ) is NOW OPEN

- Review all requirements: (link)
- Submit your proposal by email to: lvazquez@prsciencetrust.org



Subsidiary of the:

