REGULATORY COMPLIANCE SERVICE
1509 CALLE LOPEZ LANDRON
PH
SAN JUAN PR 00911
787-300-6483

Invoice: 25-01-01-L (P3 - LUMA)
Invoice Date: 2025-01-31

Bill To: PR ELECTRIC POWER AUTHORITY,represented by its agent, PR PUBLIC-PRIVATE PARTNERSHIPS AUTHORITY
Contract Num: 2025-PPP021

		HOURS		TOTAL
2	3PPO-1123-02-TL-02	23.17	$	3,881.30
3	3PPO-1123-01-DL-02	55.67	$	8,178.30
4	3PPO-1212-03-EM-02	3.75	$	688.75
6	3PPO-0517-10-VCM-02	37.68	$	4,776.66
7	3PPO-0328-08-DP-02	6.22	$	943.80
8	3PPO-0708-13-MSA	21.9	$	2,478.35
9	3PPO-0703-11-SUB2	25.71	$	3,882.30
1a	3PPO-01-04-01-LCM-02	87.22	$	10,386.70
5a	3PPO-0412-09-SUB-02	95.66	$	14,310.05
11	(11) 3PPO-1017-15-RPO	18.99	$	2,115.75
12	(12) 3PPO-0909-14-WA	39.46	$	3,267.05
13	3PPO-1101-16-SC	64.26	$	4,922.11
15	3PPO-0120-18-HELI	15.8	$	2,120.00
		495.32	$	60,651.11

We certify under penalty of nullity that no public servant of the Puerto Rico Electric Power Authority, the Puerto Rico Public-Private Partnerships Authority or the Operators, as defined in the Professional Services Agreement, will derive or obtain any benefit or profit of any kind from the contractual relationship which is the basis of this invoice. If such benefit or profit exists, the required waiver has been obtained prior to entering into the Agreement. The only consideration to be received in exchange for the delivery of goods or for the Services provided is the agreed-upon price that has been negotiated with an authorized representative of Puerto Rico Public-Private Partnerships Authority. The total amount shown on this invoice 25-01-01-L(P3 -LUMA) on JANUARY 31, 2025 is true and correct. The Services have been rendered, and no payment has been received in respect thereof".



Contractor's Signature

REGULATORY COMPLIANCE SERVICE
1509 CALLE LOPEZ LANDRON PH
SAN JUAN PR 00911
787-300-6483

Invoice: 25-01-01-L (P3 - LUMA)
Invoice Date: 2025-01-01

Bill To: PR ELECTRIC POWER AUTHORITY,represented by its agent, PR PUBLIC-PRIVATE PARTNERSHIPS AUTHORITY
Contract Num: 2025-PPP021

Operator	Work Order #	Project #	WBS Task Name	LUMA Account	Professional Name	Labor Cat	Date	Hours	HR/RATE	Description (detail)	Total
LUMA	7	(7) Distribution Poles and Conduct Repairs 3PPO-0328-08-DP-02	Contract Development - T0213		Antonio Pavia	Sr. Project Manager	1/30/2025	2	$ 190.00	Reviewed and revised the draft contract for execution with Masterlink, ensuring compliance with contractual requirements	$ 380.00
LUMA	2	(2) Transmission Line Construction 3PPO-1123-02-TL-02	Tendering - T0212		Antonio Pavia	Sr. Project Manager	1/31/2025	2	$ 190.00	Reviewed, and revised the Procurement Option Memo for submission to LUMA, ensuring clarity, compliance, and alignment with procurement guidelines. Provided draft for further review and feedback.	$ 380.00
								4			$ 760.00
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Daniela Santiago	Administative Support	1/13/2025	5.72	$ 42.00	Continued outreach to potential bidders via email for the Streetlight Construction (3PPO-1101-16-SC), clearly outlining the project objectives, such as enhancing operational and technical team support, along with submission deadlines and required documentation	$ 240.24
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Daniela Santiago	Administative Support	1/14/2025	4.12	$ 42.00	Continued outreach to potential bidders via email for the Streetlight Construction (3PPO-1101-16-SC), clearly outlining the project objectives, such as enhancing operational and technical team support, along with submission deadlines and required documentation	$ 173.04
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Daniela Santiago	Administative Support	1/15/2025	3.17	$ 42.00	Continued outreach to potential bidders via email for the Streetlight Construction (3PPO-1101-16-SC), clearly outlining the project objectives, such as enhancing operational and technical team support, along with submission deadlines and required documentation	$ 133.14
LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Daniela Santiago	Administative Support	1/15/2025	2	$ 42.00	Continued outreach to potential bidders via email for the Workforce Augmentation RFP (3PPO-0909-14-WA), clearly outlining the project objectives, such as enhancing operational and technical team support, along with submission deadlines and required documentation	$ 84.00
LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Daniela Santiago	Administative Support	1/16/2025	4	$ 42.00	Continued outreach to potential bidders via email for the Workforce Augmentation RFP (3PPO-0909-14-WA), clearly outlining the project objectives, such as enhancing operational and technical team support, along with submission deadlines and required documentation	$ 168.00

LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Daniela Santiago	Administative Support	1/17/2025	4	$ 42.00	Continued outreach to potential bidders via email for the Workforce Augmentation RFP (3PPO-0909-14-WA), clearly outlining the project objectives, such as enhancing operational and technical team support, along with submission deadlines and required documentation	$ 168.00
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Daniela Santiago	Administative Support	1/20/2025	7.28	$ 42.00	Continued outreach to potential bidders via email for the Streetlight Construction (3PPO-1101-16-SC), clearly outlining the project objectives, such as enhancing operational and technical team support, along with submission deadlines and required documentation	$ 305.76
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Daniela Santiago	Administative Support	1/21/2025	8.19	$ 42.00	Continued outreach to potential bidders via email for the Streetlight Construction (3PPO-1101-16-SC), clearly outlining the project objectives, such as enhancing operational and technical team support, along with submission deadlines and required documentation	$ 343.98
LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Daniela Santiago	Administative Support	1/22/2025	7.55	$ 42.00	Continued outreach to potential bidders via email for the Workforce Augmentation (3PPO-0909-14-WA), clearly outlining the project objectives, such as enhancing operational and technical team support, along with submission deadlines and required documentation	$ 317.10
LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Tendering - T0212		Daniela Santiago	Administative Support	1/29/2025	1.5	$ 42.00	Discussed and created the certification document of Distribution Line RFP Package Submittal and Published Documents via 3PPO SharePoint with Fabian Velez (Data/IT Manager).	$ 63.00
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Daniela Santiago	Administative Support	1/30/2025	4	$ 42.00	Continued outreach to potential bidders via email for the Streetlight Construction (3PPO-1101-16-SC), clearly outlining the project objectives, such as enhancing operational and technical team support, along with submission deadlines and required documentation	$ 168.00
LUMA	11	(11) RPO Bucket Trucks 3PPO-1017-15-RPO	Tendering - T0212		Daniela Santiago	Administative Support	1/30/2025	1.5	$ 42.00	Created Certification document of RPO Bucket Trucks Package Submittal and Published Documents via 3PPO SharePoint for further transfer procurement processes.	$ 63.00
LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Tendering - T0212		Daniela Santiago	Administative Support	1/30/2025	3	$ 42.00	Reviewed and created Transfer Documents, Transmittal Letters, QAQC List and overviewed step by step to create a Procurement Transfer via call with Yolanda Velez (Technical Specialist/Engineer -3PPO) and Fabian Velez (data/IT manager - 3ppo).	$ 126.00
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Daniela Santiago	Administative Support	1/31/2025	7.95	$ 42.00	Continued outreach to potential bidders via email for the Streetlight Construction (3PPO-1101-16-SC), clearly outlining the project objectives, such as enhancing operational and technical team support, along with submission deadlines and required documentation	$ 333.90
								63.98			**$ 2,687.16**
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/1/2025	0.5	$ 105.00	Supplier Request Management: Maintained and streamlined the process of addressing all supplier requests for event access, ensuring timely responses and accurate tracking. Power Advocate System Monitoring: Regularly monitored and updated the status of the Power Advocate message system to ensure effective communication and issue resolution. Documentation Submittal Updates: Managed and updated the documentation submittal folder, maintaining organized and accurate records to support seamless data access and retrieval.	$ 52.50

LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/1/2025	0.5	$ 105.00	Supplier Request Management: Maintained and streamlined the process of addressing all supplier requests for event access, ensuring timely responses and accurate tracking. Power Advocate System Monitoring: Regularly monitored and updated the status of the Power Advocate message system to ensure effective communication and issue resolution. Documentation Submittal Updates: Managed and updated the documentation submittal folder, maintaining organized and accurate records to support seamless data access and retrieval.	$ 52.50
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/1/2025	0.5	$ 105.00	Document Backup and SharePoint Integration: Secured and uploaded all required documents, including NDAs and Intent to Bid forms, to SharePoint. Power Advocate Data Management: Downloaded, backed up, and re-uploaded all project-related documents from Power Advocate to SharePoint, ensuring data integrity and accessibility. Categorization and Permissions Management: Organized and categorized documents systematically while auditing and fixing permissions to maintain proper access controls.	$ 52.50
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/1/2025	0.5	$ 105.00	Project Tracker Management: Updated and maintained the project tracker in Excel, ensuring data integrity and accuracy. Error Validation: Conducted a thorough review to identify and resolve errors in aliases and document checkboxes, ensuring consistent and reliable data. Permissions Configuration: Configured and managed user permissions to maintain secure and controlled access to project data.	$ 52.50
LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/2/2025	0.5	$ 105.00	Supplier Request Management: Maintained and streamlined the process of addressing all supplier requests for event access, ensuring timely responses and accurate tracking. Power Advocate System Monitoring: Regularly monitored and updated the status of the Power Advocate message system to ensure effective communication and issue resolution. Documentation Submittal Updates: Managed and updated the documentation submittal folder, maintaining organized and accurate records to support seamless data access and retrieval.	$ 52.50
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/2/2025	0.5	$ 105.00	Supplier Request Management: Maintained and streamlined the process of addressing all supplier requests for event access, ensuring timely responses and accurate tracking. Power Advocate System Monitoring: Regularly monitored and updated the status of the Power Advocate message system to ensure effective communication and issue resolution. Documentation Submittal Updates: Managed and updated the documentation submittal folder, maintaining organized and accurate records to support seamless data access and retrieval.	$ 52.50

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LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/2/2025	0.5	$ 105.00	Document Backup and SharePoint Integration: Secured and uploaded all required documents, including NDAs and Intent to Bid forms, to SharePoint. Power Advocate Data Management: Downloaded, backed up, and re-uploaded all project-related documents from Power Advocate to SharePoint, ensuring data integrity and accessibility. Categorization and Permissions Management: Organized and categorized documents systematically while auditing and fixing permissions to maintain proper access controls.	$ 52.50
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/2/2025	0.5	$ 105.00	Project Tracker Management: Updated and maintained the project tracker in Excel, ensuring data integrity and accuracy. Error Validation: Conducted a thorough review to identify and resolve errors in aliases and document checkboxes, ensuring consistent and reliable data. Permissions Configuration: Configured and managed user permissions to maintain secure and controlled access to project data.	$ 52.50
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/2/2025	0.5	$ 105.00	Supplier Request Management: Maintained and streamlined the process of addressing all supplier requests for event access, ensuring timely responses and accurate tracking. Power Advocate System Monitoring: Regularly monitored and updated the status of the Power Advocate message system to ensure effective communication and issue resolution. Documentation Submittal Updates: Managed and updated the documentation submittal folder, maintaining organized and accurate records to support seamless data access and retrieval.	$ 52.50
LUMA	8	(8) Substation MSA 3PPO-0708-13-MSA	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/2/2025	0.5	$ 105.00	Supplier Request Management: Maintained and streamlined the process of addressing all supplier requests for event access, ensuring timely responses and accurate tracking. Power Advocate System Monitoring: Regularly monitored and updated the status of the Power Advocate message system to ensure effective communication and issue resolution. Documentation Submittal Updates: Managed and updated the documentation submittal folder, maintaining organized and accurate records to support seamless data access and retrieval.	$ 52.50
LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/2/2025	0.5	$ 105.00	Supplier Request Management: Maintained and streamlined the process of addressing all supplier requests for event access, ensuring timely responses and accurate tracking. Power Advocate System Monitoring: Regularly monitored and updated the status of the Power Advocate message system to ensure effective communication and issue resolution. Documentation Submittal Updates: Managed and updated the documentation submittal folder, maintaining organized and accurate records to support seamless data access and retrieval.	$ 52.50

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LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/3/2025	0.5	$ 105.00	Document Backup and SharePoint Integration: Secured and uploaded all required documents, including NDAs and Intent to Bid forms, to SharePoint. Power Advocate Data Management: Downloaded, backed up, and re-uploaded all project-related documents from Power Advocate to SharePoint, ensuring data integrity and accessibility. Categorization and Permissions Management: Organized and categorized documents systematically while auditing and fixing permissions to maintain proper access controls.	$	52.50
LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/3/2025	0.5	$ 105.00	Project Tracker Management: Updated and maintained the project tracker in Excel, ensuring data integrity and accuracy. Error Validation: Conducted a thorough review to identify and resolve errors in aliases and document checkboxes, ensuring consistent and reliable data. Permissions Configuration: Configured and managed user permissions to maintain secure and controlled access to project data.	$	52.50
LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/3/2025	0.5	$ 105.00	Supplier Request Management: Maintained and streamlined the process of addressing all supplier requests for event access, ensuring timely responses and accurate tracking. Power Advocate System Monitoring: Regularly monitored and updated the status of the Power Advocate message system to ensure effective communication and issue resolution. Documentation Submittal Updates: Managed and updated the documentation submittal folder, maintaining organized and accurate records to support seamless data access and retrieval.	$	52.50
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/3/2025	0.5	$ 105.00	Supplier Request Management: Maintained and streamlined the process of addressing all supplier requests for event access, ensuring timely responses and accurate tracking. Power Advocate System Monitoring: Regularly monitored and updated the status of the Power Advocate message system to ensure effective communication and issue resolution. Documentation Submittal Updates: Managed and updated the documentation submittal folder, maintaining organized and accurate records to support seamless data access and retrieval.	$	52.50
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/3/2025	0.5	$ 105.00	Document Backup and SharePoint Integration: Secured and uploaded all required documents, including NDAs and Intent to Bid forms, to SharePoint. Power Advocate Data Management: Downloaded, backed up, and re-uploaded all project-related documents from Power Advocate to SharePoint, ensuring data integrity and accessibility. Categorization and Permissions Management: Organized and categorized documents systematically while auditing and fixing permissions to maintain proper access controls.	$	52.50

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LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/3/2025	0.5	$ 105.00	Project Tracker Management: Updated and maintained the project tracker in Excel, ensuring data integrity and accuracy. Error Validation: Conducted a thorough review to identify and resolve errors in aliases and document checkboxes, ensuring consistent and reliable data. Permissions Configuration: Configured and managed user permissions to maintain secure and controlled access to project data.	$ 52.50
LUMA	11	(11) RPO Bucket Trucks 3PPO-1017-15-RPO	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/7/2025	0.5	$ 105.00	Supplier Request Management: Maintained and streamlined the process of addressing all supplier requests for event access, ensuring timely responses and accurate tracking. Power Advocate System Monitoring: Regularly monitored and updated the status of the Power Advocate message system to ensure effective communication and issue resolution. Documentation Submittal Updates: Managed and updated the documentation submittal folder, maintaining organized and accurate records to support seamless data access and retrieval.	$ 52.50
LUMA	11	(11) RPO Bucket Trucks 3PPO-1017-15-RPO	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/7/2025	0.5	$ 105.00	Document Backup and SharePoint Integration: Secured and uploaded all required documents, including NDAs and Intent to Bid forms, to SharePoint. Power Advocate Data Management: Downloaded, backed up, and re-uploaded all project-related documents from Power Advocate to SharePoint, ensuring data integrity and accessibility. Categorization and Permissions Management: Organized and categorized documents systematically while auditing and fixing permissions to maintain proper access controls.	$ 52.50
LUMA	11	(11) RPO Bucket Trucks 3PPO-1017-15-RPO	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/7/2025	0.5	$ 105.00	Project Tracker Management: Updated and maintained the project tracker in Excel, ensuring data integrity and accuracy. Error Validation: Conducted a thorough review to identify and resolve errors in aliases and document checkboxes, ensuring consistent and reliable data. Permissions Configuration: Configured and managed user permissions to maintain secure and controlled access to project data.	$ 52.50
LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/7/2025	1	$ 105.00	Supplier Request Management: Maintained and streamlined the process of addressing all supplier requests for event access, ensuring timely responses and accurate tracking. Power Advocate System Monitoring: Regularly monitored and updated the status of the Power Advocate message system to ensure effective communication and issue resolution. Documentation Submittal Updates: Managed and updated the documentation submittal folder, maintaining organized and accurate records to support seamless data access and retrieval.	$ 105.00

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LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/7/2025	1	$ 105.00	Document Backup and SharePoint Integration: Secured and uploaded all required documents, including NDAs and Intent to Bid forms, to SharePoint. Power Advocate Data Management: Downloaded, backed up, and re-uploaded all project-related documents from Power Advocate to SharePoint, ensuring data integrity and accessibility. Categorization and Permissions Management: Organized and categorized documents systematically while auditing and fixing permissions to maintain proper access controls.	$ 105.00
LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/7/2025	1	$ 105.00	Project Tracker Management: Updated and maintained the project tracker in Excel, ensuring data integrity and accuracy. Error Validation: Conducted a thorough review to identify and resolve errors in aliases and document checkboxes, ensuring consistent and reliable data. Permissions Configuration: Configured and managed user permissions to maintain secure and controlled access to project data.	$ 105.00
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/7/2025	0.5	$ 105.00	Supplier Request Management: Maintained and streamlined the process of addressing all supplier requests for event access, ensuring timely responses and accurate tracking. Power Advocate System Monitoring: Regularly monitored and updated the status of the Power Advocate message system to ensure effective communication and issue resolution. Documentation Submittal Updates: Managed and updated the documentation submittal folder, maintaining organized and accurate records to support seamless data access and retrieval.	$ 52.50
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/7/2025	0.5	$ 105.00	Document Backup and SharePoint Integration: Secured and uploaded all required documents, including NDAs and Intent to Bid forms, to SharePoint. Power Advocate Data Management: Downloaded, backed up, and re-uploaded all project-related documents from Power Advocate to SharePoint, ensuring data integrity and accessibility. Categorization and Permissions Management: Organized and categorized documents systematically while auditing and fixing permissions to maintain proper access controls.	$ 52.50
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/7/2025	0.5	$ 105.00	Project Tracker Management: Updated and maintained the project tracker in Excel, ensuring data integrity and accuracy. Error Validation: Conducted a thorough review to identify and resolve errors in aliases and document checkboxes, ensuring consistent and reliable data. Permissions Configuration: Configured and managed user permissions to maintain secure and controlled access to project data.	$ 52.50

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LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/7/2025	0.5	$ 105.00	Supplier Request Management: Maintained and streamlined the process of addressing all supplier requests for event access, ensuring timely responses and accurate tracking. Power Advocate System Monitoring: Regularly monitored and updated the status of the Power Advocate message system to ensure effective communication and issue resolution. Documentation Submittal Updates: Managed and updated the documentation submittal folder, maintaining organized and accurate records to support seamless data access and retrieval.	$ 52.50
LUMA	7	(7) Distribution Poles and Conduct Repairs 3PPO-0328-08-DP-02	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/7/2025	0.5	$ 105.00	Managed supplier question and answer data. Configured document access permissions within the post-bid folder in SharePoint to ensure secure and controlled document handling.	$ 52.50
LUMA	8	(8) Substation MSA 3PPO-0708-13-MSA	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/7/2025	0.5	$ 105.00	Supplier Request Management: Maintained and streamlined the process of addressing all supplier requests for event access, ensuring timely responses and accurate tracking. Power Advocate System Monitoring: Regularly monitored and updated the status of the Power Advocate message system to ensure effective communication and issue resolution. Documentation Submittal Updates: Managed and updated the documentation submittal folder, maintaining organized and accurate records to support seamless data access and retrieval.	$ 52.50
LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/7/2025	0.5	$ 105.00	Supplier Request Management: Maintained and streamlined the process of addressing all supplier requests for event access, ensuring timely responses and accurate tracking. Power Advocate System Monitoring: Regularly monitored and updated the status of the Power Advocate message system to ensure effective communication and issue resolution. Documentation Submittal Updates: Managed and updated the documentation submittal folder, maintaining organized and accurate records to support seamless data access and retrieval.	$ 52.50
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/8/2025	0.5	$ 105.00	Supplier Request Management: Maintained and streamlined the process of addressing all supplier requests for event access, ensuring timely responses and accurate tracking. Power Advocate System Monitoring: Regularly monitored and updated the status of the Power Advocate message system to ensure effective communication and issue resolution. Documentation Submittal Updates: Managed and updated the documentation submittal folder, maintaining organized and accurate records to support seamless data access and retrieval.	$ 52.50

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LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/8/2025	0.5	$ 105.00	Supplier Request Management: Maintained and streamlined the process of addressing all supplier requests for event access, ensuring timely responses and accurate tracking. Power Advocate System Monitoring: Regularly monitored and updated the status of the Power Advocate message system to ensure effective communication and issue resolution. Documentation Submittal Updates: Managed and updated the documentation submittal folder, maintaining organized and accurate records to support seamless data access and retrieval.	$ 52.50
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/8/2025	0.5	$ 105.00	Document Backup and SharePoint Integration: Secured and uploaded all required documents, including NDAs and Intent to Bid forms, to SharePoint. Power Advocate Data Management: Downloaded, backed up, and re-uploaded all project-related documents from Power Advocate to SharePoint, ensuring data integrity and accessibility. Categorization and Permissions Management: Organized and categorized documents systematically while auditing and fixing permissions to maintain proper access controls.	$ 52.50
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/8/2025	1	$ 105.00	Project Tracker Management: Updated and maintained the project tracker in Excel, ensuring data integrity and accuracy. Permissions Configuration: Configured and managed user permissions to maintain secure and controlled access to project data. Created new OCI suppliers contact list for the Outreach plan.	$ 105.00
LUMA	11	(11) RPO Bucket Trucks 3PPO-1017-15-RPO	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/9/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50

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LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/9/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/9/2025	0.5	$ 105.00	Document Backup and SharePoint Integration: Ensured the secure transfer of supplier-submitted documents, including NDAs, Intent to Bid forms, and Q&A documents, from Power Advocate to SharePoint. Applied robust data backup protocols to safeguard document integrity and maintain centralized access. Power Advocate Data Management: Systematically downloaded, backed up, and re-uploaded all project-related documents from Power Advocate to SharePoint. Maintained data accuracy, integrity, and accessibility through rigorous version control and synchronization processes. Categorization and Permissions Management: Implemented structured document categorization and tagging to optimize retrieval and usability. Conducted audits and applied corrective actions to permissions, ensuring compliance with access control policies and maintaining secure data governance.	$ 52.50
LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/9/2025	0.5	$ 105.00	Project Tracker Management: Maintained and updated the project tracker in Excel, ensuring accurate logging and tracking of all documentation uploaded from Power Advocate. Leveraged data validation and structured formatting to enhance data integrity and reporting capabilities. Document Facilitation for Recommendations Team: Streamlined the organization and distribution of documents to the recommendations team. Ensured efficient data access and delivery by implementing a centralized repository and clear version control protocols.	$ 52.50

LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/9/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/9/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50

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LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/9/2025	0.5	$ 105.00	Document Backup and SharePoint Integration: Ensured the secure transfer of supplier-submitted documents, including NDAs, Intent to Bid forms, and Q&A documents, from Power Advocate to SharePoint. Applied robust data backup protocols to safeguard document integrity and maintain centralized access. Power Advocate Data Management: Systematically downloaded, backed up, and re-uploaded all project-related documents from Power Advocate to SharePoint. Maintained data accuracy, integrity, and accessibility through rigorous version control and synchronization processes. Categorization and Permissions Management: Implemented structured document categorization and tagging to optimize retrieval and usability. Conducted audits and applied corrective actions to permissions, ensuring compliance with access control policies and maintaining secure data governance.	$ 52.50
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/9/2025	0.5	$ 105.00	Project Tracker Management: Maintained and updated the project tracker in Excel, ensuring accurate logging and tracking of all documentation uploaded from Power Advocate. Leveraged data validation and structured formatting to enhance data integrity and reporting capabilities. Document Facilitation for Recommendations Team: Streamlined the organization and distribution of documents to the recommendations team. Ensured efficient data access and delivery by implementing a centralized repository and clear version control protocols.	$ 52.50
LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/9/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50

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LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/9/2025	0.5	$ 105.00	Document Backup and SharePoint Integration: Ensured the secure transfer of supplier-submitted documents, including NDAs, Intent to Bid forms, and Q&A documents, from Power Advocate to SharePoint. Applied robust data backup protocols to safeguard document integrity and maintain centralized access. Power Advocate Data Management: Systematically downloaded, backed up, and re-uploaded all project-related documents from Power Advocate to SharePoint. Maintained data accuracy, integrity, and accessibility through rigorous version control and synchronization processes. Categorization and Permissions Management: Implemented structured document categorization and tagging to optimize retrieval and usability. Conducted audits and applied corrective actions to permissions, ensuring compliance with access control policies and maintaining secure data governance.	$ 52.50
LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/9/2025	0.5	$ 105.00	Project Tracker Management: Maintained and updated the project tracker in Excel, ensuring accurate logging and tracking of all documentation uploaded from Power Advocate. Leveraged data validation and structured formatting to enhance data integrity and reporting capabilities. Document Facilitation for Recommendations Team: Streamlined the organization and distribution of documents to the recommendations team. Ensured efficient data access and delivery by implementing a centralized repository and clear version control protocols.	$ 52.50
LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/9/2025	0.33	$ 105.00	Addenda Management and Publishing: Edited and standardized the formatting of Addenda N4, ensuring compliance with document style guidelines and incorporating required logos. Converted the finalized document to PDF format to maintain consistency and integrity. Uploaded the document to Power Advocate and published it to ensure timely and accurate distribution to all suppliers.	$ 34.65
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/9/2025	0.5	$ 105.00	Event Timeline Management: Updated and tracked the status of the event timeline using structured data inputs to ensure real-time accuracy. Responded to inquiries regarding ongoing processes, providing clear and data-informed updates to stakeholders. Non-Compliance Document Formatting: Edited and standardized the formatting of the response to LUMA's letter, addressing non-compliance issues. Integrated logos and ensured the document met organizational branding and formatting standards before finalization.	$ 52.50

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LUMA	2	(2) Transmission Line Construction 3PPO-1123-02-TL-02	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/9/2025	0.5	$ 105.00	Procurement Process Timeline Management: Maintained and updated the event timeline to reflect the current status of the procurement process between LUMA and the Recommendations (Recoms) team. Utilized data-driven tracking to ensure accuracy and transparency. Addressed supplier inquiries by providing detailed, data-informed responses regarding the ongoing process.	$ 52.50
LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/9/2025	0.5	$ 105.00	Procurement Process Timeline Management: Maintained and updated the event timeline to reflect the current status of the procurement process between LUMA and the Recommendations (Recoms) team. Utilized data-driven tracking to ensure accuracy and transparency. Addressed supplier inquiries by providing detailed, data-informed responses regarding the ongoing process.	$ 52.50
LUMA	7	(7) Distribution Potes and Conduct Repairs 3PPO-0328-08-DP-02	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/9/2025	0.5	$ 105.00	Procurement Process Timeline Management: Maintained and updated the event timeline to reflect the current status of the procurement process between LUMA and the Recommendations (Recoms) team. Utilized data-driven tracking to ensure accuracy and transparency. Addressed supplier inquiries by providing detailed, data-informed responses regarding the ongoing process.	$ 52.50
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/9/2025	0.5	$ 105.00	Procurement Process Timeline Management: Maintained and updated the event timeline to reflect the current status of the procurement process between LUMA and the Recommendations (Recoms) team. Utilized data-driven tracking to ensure accuracy and transparency. Addressed supplier inquiries by providing detailed, data-informed responses regarding the ongoing process. Document Formatting and Branding: Standardized the formatting of the cancellation letter for LUMA by applying consistent style guidelines. Integrated official logos to ensure compliance with branding requirements and finalized the document for distribution.	$ 52.50
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/9/2025	0.5	$ 105.00	Addenda and Document Management: Revised and standardized the formatting of Addenda 2 to ensure clarity and compliance. Retrieved the E-Pricing document from LUMA Joe Adamsky via an encrypted folder, ensuring secure data handling. Uploaded and published both documents to Power Advocate, maintaining accurate version control. Supplier Communication: Notified all suppliers regarding the availability of updated documents and responded to inquiries, providing data-driven clarifications about the ongoing procurement process.	$ 52.50

LUMA	8	(8) Substation MSA 3PPO-0708-13-MSA	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/9/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	8	(8) Substation MSA 3PPO-0708-13-MSA	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/9/2025	0.25	$ 105.00	Data Communication Management: Issued a systemized reminder to all proponents participating in the event, notifying them of the submission deadline for the Q&A form (Attachment D). Ensured timely and accurate dissemination of the message to maintain adherence to the data submission timeline.	$ 26.25
LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/9/2025	0.5	$ 105.00	Secure Data Management and Compilation: Created an encrypted folder for Joe Adamsky (LUMA) to ensure secure data handling and access control. Compiled a new Evaluation Process folder, incorporating key documents such as Cost Analysis, award letters, summaries, and final reports. Standardized all documents by converting them to PDF format, ensuring consistency and data integrity for streamlined review and archival.	$ 52.50
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/10/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50

LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/10/2025	0.5	$ 105.00	Document Backup and SharePoint Integration: Ensured the secure transfer of supplier-submitted documents, including NDAs, Intent to Bid forms, and Q&A documents, from Power Advocate to SharePoint. Applied robust data backup protocols to safeguard document integrity and maintain centralized access. Power Advocate Data Management: Systematically downloaded, backed up, and re-uploaded all project-related documents from Power Advocate to SharePoint. Maintained data accuracy, integrity, and accessibility through rigorous version control and synchronization processes. Categorization and Permissions Management: Implemented structured document categorization and tagging to optimize retrieval and usability. Conducted audits and applied corrective actions to permissions, ensuring compliance with access control policies and maintaining secure data governance.	$ 52.50
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/10/2025	0.5	$ 105.00	Project Tracker Management: Maintained and updated the project tracker in Excel, ensuring accurate logging and tracking of all documentation uploaded from Power Advocate. Leveraged data validation and structured formatting to enhance data integrity and reporting capabilities. Document Facilitation for Recommendations Team: Streamlined the organization and distribution of documents to the recommendations team. Ensured efficient data access and delivery by implementing a centralized repository and clear version control protocols.	$ 52.50
LUMA	8	(8) Substation MSA 3PPO-0708-13-MSA	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/10/2025	0.5	$ 105.00	Q&A Data Management: Retrieved and downloaded all Q&A forms, ensuring data integrity through systematic backup procedures. Uploaded the forms to SharePoint, categorized them into their respective supplier folders for streamlined access, and updated the supplier tracker to reflect the latest submissions.	$ 52.50
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/10/2025	4	$ 105.00	Graphic Design and Outreach Support: Designed a new flyer ad as part of the outreach plan, incorporating visually compelling elements and branding consistency. Developed an email outreach template with a clean and engaging layout for effective communication. Compiled the complete outreach package, ensuring all materials were aligned with the campaign's visual identity, and delivered it to the Outreach team for deployment.	$ 420.00
LUMA	8	(8) Substation MSA 3PPO-0708-13-MSA	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/13/2025	0.5	$ 105.00	Revised Q&A forms submitted by suppliers have been processed. A new Q&A master table was created, including aliases assigned to supplier names for standardization. The table was forwarded to Yolanda VÃ©lez for review and subsequently shared with Joe Adamsky via an encrypted folder link for secure access.	$ 52.50
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/13/2025	0.5	$ 105.00	RFIs from Barbuda and Curacao suppliers were reviewed and edited. The finalized documents were converted to PDF format and uploaded to the Power Advocate platform. Notifications were sent to each respective vendor to confirm the updates and provide access to the uploaded documents.	$ 52.50

LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/14/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/14/2025	0.5	$ 105.00	Addressed supplier inquiries and resolved questions from the Q&A. Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50

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LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/14/2025	1	$ 105.00	Document Backup and SharePoint Integration: Ensured the secure transfer of supplier-submitted documents, including NDAs, Intent to Bid forms, and Q&A documents, from Power Advocate to SharePoint. Applied robust data backup protocols to safeguard document integrity and maintain centralized access. Power Advocate Data Management: Systematically downloaded, backed up, and re-uploaded all project-related documents from Power Advocate to SharePoint. Maintained data accuracy, integrity, and accessibility through rigorous version control and synchronization processes. Categorization and Permissions Management: Implemented structured document categorization and tagging to optimize retrieval and usability. Conducted audits and applied corrective actions to permissions, ensuring compliance with access control policies and maintaining secure data governance.	$ 105.00
LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/14/2025	0.5	$ 105.00	Project Tracker Management: Maintained and updated the project tracker in Excel, ensuring accurate logging and tracking of all documentation uploaded from Power Advocate. Leveraged data validation and structured formatting to enhance data integrity and reporting capabilities. Document Facilitation for Recommendations Team: Streamlined the organization and distribution of documents to the recommendations team. Ensured efficient data access and delivery by implementing a centralized repository and clear version control protocols.	$ 52.50
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/14/2025	0.25	$ 105.00	Addressed supplier inquiries and resolved questions from the Q&A.	$ 26.25
LUMA	11	(11) RPO Bucket Trucks 3PPO-1017-15-RPO	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/14/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50

LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/14/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/14/2025	0.5	$ 105.00	Project Tracker Management: Maintained and updated the project tracker in Excel, ensuring accurate logging and tracking of all documentation uploaded from Power Advocate. Leveraged data validation and structured formatting to enhance data integrity and reporting capabilities. Document Facilitation for Recommendations Team: Streamlined the organization and distribution of documents to the recommendations team. Ensured efficient data access and delivery by implementing a centralized repository and clear version control protocols.	$ 52.50
LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/14/2025	0.5	$ 105.00	Project Tracker Management: Maintained and updated the project tracker in Excel, ensuring accurate logging and tracking of all documentation uploaded from Power Advocate. Leveraged data validation and structured formatting to enhance data integrity and reporting capabilities. Document Facilitation for Recommendations Team: Streamlined the organization and distribution of documents to the recommendations team. Ensured efficient data access and delivery by implementing a centralized repository and clear version control protocols.	$ 52.50

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LUMA	8	(8) Substation MSA 3PPO-0708-13-MSA	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/14/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	8	(8) Substation MSA 3PPO-0708-13-MSA	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/14/2025	0.25	$ 105.00	Organized and securely prepared the scope of work within the encrypted folder, granting access to Yadira Lugo at LUMA.	$ 26.25
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO 0517-10-VCM-02	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/14/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/15/2025	0.33	$ 105.00	Scorecard Data Management: Requested the scorecard from Joe Adamsky and Yadira Lugo (LUMA). Retrieved the scorecard from an encrypted folder, ensuring secure handling, and uploaded it to SharePoint. Adjusted folder permissions to maintain proper access controls and facilitated access for the evaluation team, ensuring seamless collaboration and data sharing.	$ 34.65

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LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/15/2025	1.5	$ 105.00	Scorecard Data Management: Requested the scorecard from Joe Adamsky and Yadira Lugo (LUMA). Retrieved the scorecard from an encrypted folder, ensuring secure handling, and uploaded it to SharePoint. Adjusted folder permissions to maintain proper access controls and facilitated access for the evaluation team, ensuring seamless collaboration and data sharing. Addenda Management: Edited Addenda N5 and uploaded it to Power Advocate, ensuring it was published to all suppliers for transparency and compliance. Q&A Management: Processed new Q&A form responses, updated them, and published the finalized responses on Power Advocate. Addressed supplier inquiries regarding the timeline status with accurate and timely updates. Cost Estimate Handling: Downloaded cost estimates from Joe Adamsky and Yadira Lugo (LUMA) via an encrypted folder. Uploaded the data to SharePoint, adjusted permissions for secure access, and facilitated the documents to the evaluation team. Document Publishing and Updates: Published new technical documents and updated the pricing exhibit E as attachments to the Q&A response, ensuring all stakeholders had access to the latest information.	$ 157.50
LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/15/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	8	(8) Substation MSA 3PPO-0708-13-MSA	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/15/2025	0.33	$ 105.00	Supplier Support and Platform Troubleshooting: Responded to supplier inquiries by providing data-driven solutions for troubleshooting issues within the Power Advocate platform. Ensured accurate guidance and timely resolution to maintain platform functionality and supplier satisfaction.	$ 34.65

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LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/15/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	8	(8) Substation MSA 3PPO-0708-13-MSA	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/16/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50

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LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/16/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/16/2025	0.5	$ 105.00	Document Backup and SharePoint Integration: Ensured the secure transfer of supplier-submitted documents, including NDAs, Intent to Bid forms, and Q&A documents, from Power Advocate to SharePoint. Applied robust data backup protocols to safeguard document integrity and maintain centralized access. Power Advocate Data Management: Systematically downloaded, backed up, and re-uploaded all project-related documents from Power Advocate to SharePoint. Maintained data accuracy, integrity, and accessibility through rigorous version control and synchronization processes. Categorization and Permissions Management: Implemented structured document categorization and tagging to optimize retrieval and usability. Conducted audits and applied corrective actions to permissions, ensuring compliance with access control policies and maintaining secure data governance.	$ 52.50
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/16/2025	0.5	$ 105.00	Project Tracker Management: Maintained and updated the project tracker in Excel, ensuring accurate logging and tracking of all documentation uploaded from Power Advocate. Leveraged data validation and structured formatting to enhance data integrity and reporting capabilities. Document Facilitation for Recommendations Team: Streamlined the organization and distribution of documents to the recommendations team. Ensured efficient data access and delivery by implementing a centralized repository and clear version control protocols.	$ 52.50

LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/16/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/16/2025	0.25	$ 105.00	Timeline Data Management: Updated and edited schedule settings to reflect the revised timeline in the Power Advocate event system and on LUMA's website. Ensured synchronization of data across platforms for consistency and accuracy.	$ 26.25
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/16/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50

LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/16/2025	0.5	$ 105.00	Document Backup and SharePoint Integration: Ensured the secure transfer of supplier-submitted documents, including NDAs, Intent to Bid forms, and Q&A documents, from Power Advocate to SharePoint. Applied robust data backup protocols to safeguard document integrity and maintain centralized access. Power Advocate Data Management: Systematically downloaded, backed up, and re-uploaded all project-related documents from Power Advocate to SharePoint. Maintained data accuracy, integrity, and accessibility through rigorous version control and synchronization processes. Categorization and Permissions Management: Implemented structured document categorization and tagging to optimize retrieval and usability. Conducted audits and applied corrective actions to permissions, ensuring compliance with access control policies and maintaining secure data governance.	$ 52.50
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/16/2025	0.5	$ 105.00	Project Tracker Management: Maintained and updated the project tracker in Excel, ensuring accurate logging and tracking of all documentation uploaded from Power Advocate. Leveraged data validation and structured formatting to enhance data integrity and reporting capabilities. Document Facilitation for Recommendations Team: Streamlined the organization and distribution of documents to the recommendations team. Ensured efficient data access and delivery by implementing a centralized repository and clear version control protocols.	$ 52.50
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/16/2025	0.5	$ 105.00	Q&A Data Management and Verification: Retrieved the updated Q&A data from Joe Adamsky's encrypted folder for LUMA, performing a thorough integrity check to ensure all files were complete and uncorrupted. Uploaded the verified files to SharePoint for centralized access and shared them with the procurement and technical teams for further validation.	$ 52.50

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LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/16/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/16/2025	0.5	$ 105.00	Document Backup and SharePoint Integration: Ensured the secure transfer of supplier-submitted documents, including NDAs, Intent to Bid forms, and Q&A documents, from Power Advocate to SharePoint. Applied robust data backup protocols to safeguard document integrity and maintain centralized access. Power Advocate Data Management: Systematically downloaded, backed up, and re-uploaded all project-related documents from Power Advocate to SharePoint. Maintained data accuracy, integrity, and accessibility through rigorous version control and synchronization processes. Categorization and Permissions Management: Implemented structured document categorization and tagging to optimize retrieval and usability. Conducted audits and applied corrective actions to permissions, ensuring compliance with access control policies and maintaining secure data governance.	$ 52.50
LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/16/2025	0.5	$ 105.00	Project Tracker Management: Maintained and updated the project tracker in Excel, ensuring accurate logging and tracking of all documentation uploaded from Power Advocate. Leveraged data validation and structured formatting to enhance data integrity and reporting capabilities. Document Facilitation for Recommendations Team: Streamlined the organization and distribution of documents to the recommendations team. Ensured efficient data access and delivery by implementing a centralized repository and clear version control protocols.	$ 52.50

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LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/16/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/17/2025	0.5	$ 105.00	RFI Data and Document Control Management: Coordinated and managed all RFIs submitted by post-bid suppliers via Power Advocate. Uploaded the RFIs to SharePoint, ensuring proper organization and version control. Conducted a permissions audit and applied necessary adjustments to ensure secure and appropriate access for the evaluation team.	$ 52.50
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/17/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/17/2025	1	$ 105.00	Addenda and Q&A Document Management: Edited and finalized Addenda 6, ensuring compliance with formatting and content standards. Managed additional documentation related to Q&A, incorporating updates into the existing dataset. Published the revised Q&A version, maintaining accurate version control and ensuring accessibility for relevant stakeholders.	$ 105.00

LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/17/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/17/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/17/2025	0.5	$ 105.00	Q&A Response Management and Document Control: Processed and compiled Q&A responses from LUMA into a master PDF document. Ensured accuracy and proper formatting before publishing the finalized version in Power Advocate, maintaining version control and accessibility for all stakeholders.	$ 52.50

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LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/21/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/21/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50

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LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/21/2025	0.5	$ 105.00	Document Backup and SharePoint Integration: Ensured the secure transfer of supplier-submitted documents, including NDAs, Intent to Bid forms, and Q&A documents, from Power Advocate to SharePoint. Applied robust data backup protocols to safeguard document integrity and maintain centralized access. Power Advocate Data Management: Systematically downloaded, backed up, and re-uploaded all project-related documents from Power Advocate to SharePoint. Maintained data accuracy, integrity, and accessibility through rigorous version control and synchronization processes. Categorization and Permissions Management: Implemented structured document categorization and tagging to optimize retrieval and usability. Conducted audits and applied corrective actions to permissions, ensuring compliance with access control policies and maintaining secure data governance.	$ 52.50
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/21/2025	0.5	$ 105.00	Project Tracker Management: Maintained and updated the project tracker in Excel, ensuring accurate logging and tracking of all documentation uploaded from Power Advocate. Leveraged data validation and structured formatting to enhance data integrity and reporting capabilities. Document Facilitation for Recommendations Team: Streamlined the organization and distribution of documents to the recommendations team. Ensured efficient data access and delivery by implementing a centralized repository and clear version control protocols.	$ 52.50
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/21/2025	0.5	$ 105.00	Documentation Management and Control: Processed and managed new documentation uploaded to the encrypted folder by Yadira Lugo and Joe Adamsky from LUMA. Transferred the files to SharePoint, ensuring proper organization and applying updated permissions to grant secure access to the procurement department. Created a backup to ensure data integrity and recovery capabilities.	$ 52.50
LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/21/2025	0.25	$ 105.00	Correspondence Management and Document Control: Handled and organized Directive Letters regarding Distribution Lines Procurement, sent by LUMA to P3 and the Recoms team. Uploaded the documents to SharePoint, ensuring proper categorization and secure storage. Updated permissions to grant access to Yolanda VÃ©lez, Francisco Amill, Antonio PavÃ-a, and Marieta QuiÃ±ones from Recoms, as well as the Procurement and Legal departments.	$ 26.25
LUMA	11	(11) RPO Bucket Trucks 3PPO-1017-15-RPO	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/21/2025	0.25	$ 105.00	Bid Participation Communication Management: Issued a reminder notification to all proponents actively participating in the bidding process. Ensured timely dissemination of information and maintained accurate records of communication for audit and tracking purposes.	$ 26.25

LUMA	11	(11) RPO Bucket Trucks 3PPO-1017-15-RPO	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/21/2025	0.5	$ 105.00	Schedule and Document Update Management: Updated the status schedule to reflect the new date change in Power Advocate, ensuring data accuracy. Republished the revised post on LUMA's website to communicate the updated due date, maintaining consistency across platforms. Proposal Deadline Notification: Issued reminders to post-bid suppliers regarding the proposal submission deadline. Ensured accurate communication and maintained records of all notifications as part of the document control process to support compliance and traceability.	$ 52.50
LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/21/2025	0.25	$ 105.00	RFP Contract Status Management and Communication: Responded to supplier inquiries regarding the status of RFP contracts, ensuring accurate and timely dissemination of information. Published a status update for all post-bid suppliers, maintaining proper documentation and version control for transparency and compliance.	$ 26.25
LUMA	8	(8) Substation MSA 3PPO-0708-13-MSA	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/21/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50

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LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/21/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/22/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50

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LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/22/2025	0.5	$ 105.00	Document Backup and SharePoint Integration: Ensured the secure transfer of supplier-submitted documents, including NDAs, Intent to Bid forms, and Q&A documents, from Power Advocate to SharePoint. Applied robust data backup protocols to safeguard document integrity and maintain centralized access. Power Advocate Data Management: Systematically downloaded, backed up, and re-uploaded all project-related documents from Power Advocate to SharePoint. Maintained data accuracy, integrity, and accessibility through rigorous version control and synchronization processes. Categorization and Permissions Management: Implemented structured document categorization and tagging to optimize retrieval and usability. Conducted audits and applied corrective actions to permissions, ensuring compliance with access control policies and maintaining secure data governance.	$ 52.50
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/22/2025	0.5	$ 105.00	Project Tracker Management: Maintained and updated the project tracker in Excel, ensuring accurate logging and tracking of all documentation uploaded from Power Advocate. Leveraged data validation and structured formatting to enhance data integrity and reporting capabilities. Document Facilitation for Recommendations Team: Streamlined the organization and distribution of documents to the recommendations team. Ensured efficient data access and delivery by implementing a centralized repository and clear version control protocols.	$ 52.50
LUMA	8	(8) Substation MSA 3PPO-0708-13-MSA	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/22/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50

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LUMA	8	(8) Substation MSA 3PPO-0708-13-MSA	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/22/2025	0.5	$ 105.00	Document Backup and SharePoint Integration: Ensured the secure transfer of supplier-submitted documents, including NDAs, Intent to Bid forms, and Q&A documents, from Power Advocate to SharePoint. Applied robust data backup protocols to safeguard document integrity and maintain centralized access. Power Advocate Data Management: Systematically downloaded, backed up, and re-uploaded all project-related documents from Power Advocate to SharePoint. Maintained data accuracy, integrity, and accessibility through rigorous version control and synchronization processes. Categorization and Permissions Management: Implemented structured document categorization and tagging to optimize retrieval and usability. Conducted audits and applied corrective actions to permissions, ensuring compliance with access control policies and maintaining secure data governance.	$ 52.50
LUMA	8	(8) Substation MSA 3PPO-0708-13-MSA	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/22/2025	0.5	$ 105.00	Project Tracker Management: Maintained and updated the project tracker in Excel, ensuring accurate logging and tracking of all documentation uploaded from Power Advocate. Leveraged data validation and structured formatting to enhance data integrity and reporting capabilities. Document Facilitation for Recommendations Team: Streamlined the organization and distribution of documents to the recommendations team. Ensured efficient data access and delivery by implementing a centralized repository and clear version control protocols.	$ 52.50
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/22/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50

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LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/22/2025	0.25	$ 105.00	Post-Bid Data Management and Status Updates: Conducted a routine review of the post-bid event tab in Power Advocate to ensure data accuracy and event progression. Addressed supplier inquiries regarding status updates, providing timely and data-driven responses to maintain transparency and stakeholder engagement.	$ 26.25
LUMA	2	(2) Transmission Line Construction 3PPO-1123-02-TL-02	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/22/2025	0.25	$ 105.00	Post-Bid Data Management and Status Updates: Conducted a routine review of the post-bid event tab in Power Advocate to ensure data accuracy and event progression. Addressed supplier inquiries regarding status updates, providing timely and data-driven responses to maintain transparency and stakeholder engagement.	$ 26.25
LUMA	7	(7) Distribution Poles and Conduct Repairs 3PPO-0328-08-DP-02	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/22/2025	0.25	$ 105.00	Post-Bid Data Management and Status Updates: Conducted a routine review of the post-bid event tab in Power Advocate to ensure data accuracy and event progression. Addressed supplier inquiries regarding status updates, providing timely and data-driven responses to maintain transparency and stakeholder engagement.	$ 26.25
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/23/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/23/2025	1.5	$ 105.00	Managed supplier inquiries within Power Advocate by responding to questions and ensuring accurate communication. Edited Addenda 7, converted the document to PDF format, and published it on the Power Advocate platform, distributing it to all suppliers. Compiled a new zip file containing the latest updated attachments and uploaded it to Power Advocate for accessibility. Conducted a thorough cleanup of outdated attachments, reorganized misplaced folders, and ensured proper document filing and version control.	$ 157.50

LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/23/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	8	(8) Substation MSA 3PPO-0708-13-MSA	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/23/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50

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LUMA	11	(11) RPO Bucket Trucks 3PPO-1017-15-RPO	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/23/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	11	(11) RPO Bucket Trucks 3PPO-1017-15-RPO	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/23/2025	0.5	$ 105.00	Document Backup and SharePoint Integration: Ensured the secure transfer of supplier-submitted documents, including NDAs, Intent to Bid forms, and Q&A documents, from Power Advocate to SharePoint. Applied robust data backup protocols to safeguard document integrity and maintain centralized access. Power Advocate Data Management: Systematically downloaded, backed up, and re-uploaded all project-related documents from Power Advocate to SharePoint. Maintained data accuracy, integrity, and accessibility through rigorous version control and synchronization processes. Categorization and Permissions Management: Implemented structured document categorization and tagging to optimize retrieval and usability. Conducted audits and applied corrective actions to permissions, ensuring compliance with access control policies and maintaining secure data governance.	$ 52.50
LUMA	11	(11) RPO Bucket Trucks 3PPO-1017-15-RPO	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/23/2025	0.5	$ 105.00	Project Tracker Management: Maintained and updated the project tracker in Excel, ensuring accurate logging and tracking of all documentation uploaded from Power Advocate. Leveraged data validation and structured formatting to enhance data integrity and reporting capabilities. Document Facilitation for Recommendations Team: Streamlined the organization and distribution of documents to the recommendations team. Ensured efficient data access and delivery by implementing a centralized repository and clear version control protocols.	$ 52.50

LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/23/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/23/2025	0.5	$ 105.00	Document Backup and SharePoint Integration: Ensured the secure transfer of supplier-submitted documents, including NDAs, Intent to Bid forms, and Q&A documents, from Power Advocate to SharePoint. Applied robust data backup protocols to safeguard document integrity and maintain centralized access. Power Advocate Data Management: Systematically downloaded, backed up, and re-uploaded all project-related documents from Power Advocate to SharePoint. Maintained data accuracy, integrity, and accessibility through rigorous version control and synchronization processes. Categorization and Permissions Management: Implemented structured document categorization and tagging to optimize retrieval and usability. Conducted audits and applied corrective actions to permissions, ensuring compliance with access control policies and maintaining secure data governance.	$ 52.50
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/23/2025	0.5	$ 105.00	Project Tracker Management: Maintained and updated the project tracker in Excel, ensuring accurate logging and tracking of all documentation uploaded from Power Advocate. Leveraged data validation and structured formatting to enhance data integrity and reporting capabilities. Document Facilitation for Recommendations Team: Streamlined the organization and distribution of documents to the recommendations team. Ensured efficient data access and delivery by implementing a centralized repository and clear version control protocols.	$ 52.50

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LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/23/2025	2	$ 105.00	Collaborated with Vicente DÃ-az, Francisco Amill (Legal), Marieta QuiÃ±ones (Program Manager), and Yolanda VÃ©lez (Technical Specialist Recommendations) to facilitate RFP documentation management. The collaboration included a detailed comparison of the RFP against the published contract, a review of task order terms, and an analysis of the pricing sheet provided by Master Link to identify potential partial scope opportunities for contracting. Additionally, prepared a comprehensive list of questions to address during the 2 PM meeting with LUMA, ensuring alignment and readiness for discussions.	$ 210.00
LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/23/2025	1	$ 105.00	Collaborated with Edwin Ramos (LUMA), Stella Rodriguez (LUMA), Marieta Quiñones (RECOMS), Francisco Amill (RECOMS), and Vicente Diaz (RECOMS) to address key contracting issues. Discussions focused on task orders, bid bonds, and workflow processes, ensuring alignment with project requirements and compliance with document control and contract management standards.	$ 105.00
LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/24/2025	1	$ 105.00	Reviewed and edited the Directive Response Letter, ensuring accuracy and alignment with data management protocols. Created a new encrypted folder for P3 documentation and securely uploaded the finalized letter to the P3 platform. The letter was shared with Gerardo Loran and Ruben Lugo for their review and acknowledgment. Transcribed the session minutes from LUMA's meeting, ensuring accuracy and adherence to documentation standards. Uploaded the finalized minutes to the SharePoint archive for secure storage and accessibility.	$ 105.00
LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/24/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50

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LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/24/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/24/2025	0.5	$ 105.00	Document Backup and SharePoint Integration: Ensured the secure transfer of supplier-submitted documents, including NDAs, Intent to Bid forms, and Q&A documents, from Power Advocate to SharePoint. Applied robust data backup protocols to safeguard document integrity and maintain centralized access. Power Advocate Data Management: Systematically downloaded, backed up, and re-uploaded all project-related documents from Power Advocate to SharePoint. Maintained data accuracy, integrity, and accessibility through rigorous version control and synchronization processes. Categorization and Permissions Management: Implemented structured document categorization and tagging to optimize retrieval and usability. Conducted audits and applied corrective actions to permissions, ensuring compliance with access control policies and maintaining secure data governance.	$ 52.50
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/24/2025	0.5	$ 105.00	Project Tracker Management: Maintained and updated the project tracker in Excel, ensuring accurate logging and tracking of all documentation uploaded from Power Advocate. Leveraged data validation and structured formatting to enhance data integrity and reporting capabilities. Document Facilitation for Recommendations Team: Streamlined the organization and distribution of documents to the recommendations team. Ensured efficient data access and delivery by implementing a centralized repository and clear version control protocols.	$ 52.50

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LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/24/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	11	(11) RPO Bucket Trucks 3PPO-1017-15-RPO	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/24/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50

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LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/24/2025	0.5	$ 105.00	Document Backup and SharePoint Integration: Ensured the secure transfer of supplier-submitted documents, including NDAs, Intent to Bid forms, and Q&A documents, from Power Advocate to SharePoint. Applied robust data backup protocols to safeguard document integrity and maintain centralized access. Power Advocate Data Management: Systematically downloaded, backed up, and re-uploaded all project-related documents from Power Advocate to SharePoint. Maintained data accuracy, integrity, and accessibility through rigorous version control and synchronization processes. Categorization and Permissions Management: Implemented structured document categorization and tagging to optimize retrieval and usability. Conducted audits and applied corrective actions to permissions, ensuring compliance with access control policies and maintaining secure data governance.	$ 52.50
LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/24/2025	0.5	$ 105.00	Project Tracker Management: Maintained and updated the project tracker in Excel, ensuring accurate logging and tracking of all documentation uploaded from Power Advocate. Leveraged data validation and structured formatting to enhance data integrity and reporting capabilities. Document Facilitation for Recommendations Team: Streamlined the organization and distribution of documents to the recommendations team. Ensured efficient data access and delivery by implementing a centralized repository and clear version control protocols.	$ 52.50
LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/25/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50

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LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/25/2025	0.5	$ 105.00	Document Backup and SharePoint Integration: Ensured the secure transfer of supplier-submitted documents, including NDAs, Intent to Bid forms, and Q&A documents, from Power Advocate to SharePoint. Applied robust data backup protocols to safeguard document integrity and maintain centralized access. Power Advocate Data Management: Systematically downloaded, backed up, and re-uploaded all project-related documents from Power Advocate to SharePoint. Maintained data accuracy, integrity, and accessibility through rigorous version control and synchronization processes. Categorization and Permissions Management: Implemented structured document categorization and tagging to optimize retrieval and usability. Conducted audits and applied corrective actions to permissions, ensuring compliance with access control policies and maintaining secure data governance.	$ 52.50
LUMA	3	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/25/2025	0.5	$ 105.00	Project Tracker Management: Maintained and updated the project tracker in Excel, ensuring accurate logging and tracking of all documentation uploaded from Power Advocate. Leveraged data validation and structured formatting to enhance data integrity and reporting capabilities. Document Facilitation for Recommendations Team: Streamlined the organization and distribution of documents to the recommendations team. Ensured efficient data access and delivery by implementing a centralized repository and clear version control protocols.	$ 52.50
LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/27/2025	1.5	$ 105.00	Organized and compiled all RFP bid and post-bid documentation. Created an encrypted folder to securely store the files and granted access to Stella Rodriguez and Edwin Ramos from the LUMA Contract Department.	$ 157.50
LUMA	8	(8) Substation MSA 3PPO-0708-13-MSA	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/27/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50

LUMA	8	(8) Substation MSA 3PPO-0708-13-MSA	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/27/2025	0.5	$ 105.00	Document Backup and SharePoint Integration: Ensured the secure transfer of supplier-submitted documents, including NDAs, Intent to Bid forms, and Q&A documents, from Power Advocate to SharePoint. Applied robust data backup protocols to safeguard document integrity and maintain centralized access. Power Advocate Data Management: Systematically downloaded, backed up, and re-uploaded all project-related documents from Power Advocate to SharePoint. Maintained data accuracy, integrity, and accessibility through rigorous version control and synchronization processes. Categorization and Permissions Management: Implemented structured document categorization and tagging to optimize retrieval and usability. Conducted audits and applied corrective actions to permissions, ensuring compliance with access control policies and maintaining secure data governance.	$ 52.50
LUMA	8	(8) Substation MSA 3PPO-0708-13-MSA	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/27/2025	0.5	$ 105.00	Project Tracker Management: Maintained and updated the project tracker in Excel, ensuring accurate logging and tracking of all documentation uploaded from Power Advocate. Leveraged data validation and structured formatting to enhance data integrity and reporting capabilities. Document Facilitation for Recommendations Team: Streamlined the organization and distribution of documents to the recommendations team. Ensured efficient data access and delivery by implementing a centralized repository and clear version control protocols.	$ 52.50
LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/27/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	11	(11) RPO Bucket Trucks 3PPO-1017-15-RPO	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/27/2025	2	$ 105.00	Compiled all rfp documents from final pkg and submitted documents from Power Advocate post bid. Managed all proposal to sharepoint, Prepared Q&A forms to the pkg that is going to be uploaded to LUMA.	$ 210.00

LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/27/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/27/2025	0.5	$ 105.00	Document Backup and SharePoint Integration: Ensured the secure transfer of supplier-submitted documents, including NDAs, Intent to Bid forms, and Q&A documents, from Power Advocate to SharePoint. Applied robust data backup protocols to safeguard document integrity and maintain centralized access. Power Advocate Data Management: Systematically downloaded, backed up, and re-uploaded all project-related documents from Power Advocate to SharePoint. Maintained data accuracy, integrity, and accessibility through rigorous version control and synchronization processes. Categorization and Permissions Management: Implemented structured document categorization and tagging to optimize retrieval and usability. Conducted audits and applied corrective actions to permissions, ensuring compliance with access control policies and maintaining secure data governance.	$ 52.50
LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/27/2025	0.5	$ 105.00	Project Tracker Management: Maintained and updated the project tracker in Excel, ensuring accurate logging and tracking of all documentation uploaded from Power Advocate. Leveraged data validation and structured formatting to enhance data integrity and reporting capabilities. Document Facilitation for Recommendations Team: Streamlined the organization and distribution of documents to the recommendations team. Ensured efficient data access and delivery by implementing a centralized repository and clear version control protocols.	$ 52.50

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LUMA	15	(15) Dry and Wet Helicopter 3PPO-0120-18-HELI	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/27/2025	2	$ 105.00	Managed the creation and organization of a new RFP package, ensuring all associated documentation was backed up and validated for integrity, confirming the absence of corrupted files. Established a new category folder within SharePoint, configured appropriate access controls, and granted permissions to the Procurement Department. Assigned a new register number to the RFP and updated the tracking spreadsheet to reflect the latest RFP listings for the Recoms team. Organized all attachments and exhibits, verifying proper categorization and adjusting access permissions as needed.	$ 210.00
LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/28/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/28/2025	0.33	$ 105.00	Responded to supplier inquiries and documented all responses. Developed new Microsoft Lists to organize and track supplier Q&A, ensuring accurate and accessible records. Configured access permissions and shared the lists with the procurement team for streamlined collaboration and oversight.	$ 34.65

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LUMA	8	(8) Substation MSA 3PPO-0708-13-MSA	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/28/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/28/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/28/2025	0.33	$ 105.00	Responded to supplier inquiries and documented all responses. Developed new Microsoft Lists to organize and track supplier Q&A, ensuring accurate and accessible records. Configured access permissions and shared the lists with the procurement team for streamlined collaboration and oversight.	$ 34.65

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LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/28/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/28/2025	0.5	$ 105.00	Document Backup and SharePoint Integration: Ensured the secure transfer of supplier-submitted documents, including NDAs, Intent to Bid forms, and Q&A documents, from Power Advocate to SharePoint. Applied robust data backup protocols to safeguard document integrity and maintain centralized access. Power Advocate Data Management: Systematically downloaded, backed up, and re-uploaded all project-related documents from Power Advocate to SharePoint. Maintained data accuracy, integrity, and accessibility through rigorous version control and synchronization processes. Categorization and Permissions Management: Implemented structured document categorization and tagging to optimize retrieval and usability. Conducted audits and applied corrective actions to permissions, ensuring compliance with access control policies and maintaining secure data governance.	$ 52.50
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/28/2025	0.5	$ 105.00	Project Tracker Management: Maintained and updated the project tracker in Excel, ensuring accurate logging and tracking of all documentation uploaded from Power Advocate. Leveraged data validation and structured formatting to enhance data integrity and reporting capabilities. Document Facilitation for Recommendations Team: Streamlined the organization and distribution of documents to the recommendations team. Ensured efficient data access and delivery by implementing a centralized repository and clear version control protocols.	$ 52.50

LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/28/2025	0.33	$ 105.00	Responded to supplier inquiries and documented all responses. Developed new Microsoft Lists to organize and track supplier Q&A, ensuring accurate and accessible records. Configured access permissions and shared the lists with the procurement team for streamlined collaboration and oversight.	$ 34.65
LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/28/2025	0.5	$ 105.00	Revised Addendum N3. Converted to PDF format, uploaded to Power Advocate, and published the addendum. Notified all suppliers through the event communication system.	$ 52.50
LUMA	4	(4) Emergency Restoration 3PPO-1212-03-EM-02	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/28/2025	0.5	$ 105.00	Created new encrypted folder for Quanta's contract management. Uploaded Latest revision of contract and gave access to Joe Adamsky of Luma.	$ 52.50
LUMA	15	(15) Dry and Wet Helicopter 3PPO-0120-18-HELI	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/28/2025	2	$ 105.00	Continued the classification and organization of attachments and exhibits, ensuring proper indexing and version control. Assigned document access permissions to the respective Recoms teams, Procurement, Legal, and Technical departments, maintaining compliance with document control protocols and access management policies.	$ 210.00
LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Tendering - T0212	Cat Z-10F000 210000	Fabian Velez	IT/Data Specialist	1/29/2025	2	$ 105.00	Conducted QA/QC certification on the final RFP package, including the evaluation process, Q&A Responses, and supplier submittals, ensuring compliance and document integrity. Collaborated with Daniela Santiago to validate accuracy and completeness. Processed the new model contract received from Joe adamsky (luma) by converting it to an editable format, implementing necessary revisions and configuring contrlled accesspermissions fron Francisco Amill (legal, Recoms) in accordance with document management protocols.	$ 210.00
LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/29/2025	0.5	$ 105.00	Responded to supplier inquiries, providing clarification on published addenda and Q&A forms to ensure alignment with procurement requirements. Monitored the event messaging system, tracking incoming requests and submissions to maintain accurate records and ensure timely responses.	$ 52.50

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LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/29/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/29/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50

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LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/29/2025	0.75	$ 105.00	Document Backup and SharePoint Integration: Ensured the secure transfer of supplier-submitted documents, including NDAs, Intent to Bid forms, and Q&A documents, from Power Advocate to SharePoint. Applied robust data backup protocols to safeguard document integrity and maintain centralized access. Power Advocate Data Management: Systematically downloaded, backed up, and re-uploaded all project-related documents from Power Advocate to SharePoint. Maintained data accuracy, integrity, and accessibility through rigorous version control and synchronization processes. Categorization and Permissions Management: Implemented structured document categorization and tagging to optimize retrieval and usability. Conducted audits and applied corrective actions to permissions, ensuring compliance with access control policies and maintaining secure data governance.	$ 78.75
LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/29/2025	0.75	$ 105.00	Project Tracker Management: Maintained and updated the project tracker in Excel, ensuring accurate logging and tracking of all documentation uploaded from Power Advocate. Leveraged data validation and structured formatting to enhance data integrity and reporting capabilities. Document Facilitation for Recommendations Team: Streamlined the organization and distribution of documents to the recommendations team. Ensured efficient data access and delivery by implementing a centralized repository and clear version control protocols.	$ 78.75
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/29/2025	0.75	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 78.75
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/29/2025	0.5	$ 105.00	Monitored the event messaging system to track communications, address issues promptly, and maintain comprehensive records of interactions for audit and compliance purposes.	$ 52.50

LUMA	8	(8) Substation MSA 3PPO-0708-13-MSA	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/29/2025	0.5	$ 105.00	Monitored the event messaging system to track communications, address issues promptly, and maintain comprehensive records of interactions for audit and compliance purposes.	$ 52.50
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/29/2025	0.5	$ 105.00	Monitored the event messaging system to track communications, address issues promptly, and maintain comprehensive records of interactions for audit and compliance purposes.	$ 52.50
LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/30/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/30/2025	0.5	$ 105.00	Monitored the event messaging system to track communications, address issues promptly, and maintain comprehensive records of interactions for audit and compliance purposes.	$ 52.50
LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/30/2025	3	$ 105.00	Updated and managed the Model Contract Edit â€“ Version 3, uploading the revised document to an encrypted folder and granting access to Joe Adamsky (LUMA). Oversaw and coordinated all documentation related to the transfer to LUMA. Reorganized categorization and optimized the structure of all supplier submittals, Power Advocate messaging system reports, outreach records, and evaluation documentation for improved accessibility and data integrity.	$ 315.00
LUMA	11	(11) RPO Bucket Trucks 3PPO-1017-15-RPO	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/30/2025	3	$ 105.00	Conducted QA/QC certification for the final RFP package, including the evaluation process, Q&A documentation, and supplier submittals. Collaborated with Daniela Santiago and Yolanda Velez from the Recoms team to ensure data accuracy and compliance. Managed the transfer letter and facilitated the secure handling of all related documentation.	$ 315.00

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LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/30/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/30/2025	0.33	$ 105.00	Formatted and standardized BAFO letters for consistency and compliance. Managed the distribution of finalized letters through the Power Advocate platform and securely transmitted them to suppliers.	$ 34.65
LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/31/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/31/2025	0.5	$ 105.00	Monitored the event messaging system to track communications, address issues promptly, and maintain comprehensive records of interactions for audit and compliance purposes.	$ 52.50

LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/31/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/31/2025	0.75	$ 105.00	Monitored the event messaging system to track communications, address issues promptly, and maintain comprehensive records of interactions for audit and compliance purposes. Published reminder of Q&A submittal to all suppliers.	$ 78.75
LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/31/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/31/2025	0.5	$ 105.00	Monitored the event messaging system to track communications, address issues promptly, and maintain comprehensive records of interactions for audit and compliance purposes.	$ 52.50
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/31/2025	0.5	$ 105.00	Monitored the event messaging system to track communications, address issues promptly, and maintain comprehensive records of interactions for audit and compliance purposes.	$ 52.50
LUMA	8	(8) Substation MSA 3PPO-0708-13-MSA	Tendering - T0212		Fablan Velez	IT/Data Specialist	1/31/2025	0.5	$ 105.00	Monitored the event messaging system to track communications, address issues promptly, and maintain comprehensive records of interactions for audit and compliance purposes.	$ 52.50

LUMA	8	(8) Substation MSA 3PPO-0708-13-MSA	Tendering - T0212		Fabian Velez	IT/Data Specialist	1/31/2025	0.5	$ 105.00	Supplier Request Management: Developed and maintained a streamlined workflow for managing supplier requests related to event access. Ensured timely updates and accurate tracking by employing structured data management techniques. Automated the onboarding process with standardized welcome messages and clear instructions for NDA submission, enhancing supplier compliance and efficiency. Power Advocate System Monitoring: Regularly monitored and updated the Power Advocate messaging system's status using a data-driven approach. Ensured effective communication flow and swift issue resolution by implementing real-time tracking and reporting mechanisms. Documentation Submission Updates: Organized and maintained the documentation submission folder by utilizing data management best practices. Ensured all records were accurately categorized and regularly updated to facilitate seamless data access, retrieval, and version control.	$ 52.50
								115.81			**$ 12,160.05**
LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Planning - T0211		Francisco Amill	Legal Advisor	1/21/2025	2	$ 189.00	Team work session focused on the IDIQ (Indefinite Delivery/Indefinite Quantity) contract, specifically addressing RFP questions received from LUMA regarding distribution contracts. This session involved reviewing and analyzing LUMA's inquiries, assessing contractual and regulatory implications, and formulating strategic responses to ensure compliance with federal procurement standards. The scope included document review, legal and technical analysis, and collaborative discussion to refine answers and align with project requirements.	$ 378.00
LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Planning - T0211		Francisco Amill	Legal Advisor	1/22/2025	4	$ 189.00	Research and development of outreach proposals targeting potential vendors for participation in the RFP process related to the Puerto Rico electrical grid reconstruction, especifically Substation work. This work involved identifying qualified vendors, analyzing market capabilities, and developing strategic outreach initiatives to enhance competitive participation.	$ 756.00
LUMA	2	(2) Transmission Line Construction 3PPO-1123-02-TL-02	Planning - T0211		Francisco Amill	Legal Advisor	1/23/2025	3	$ 189.00	Review and analysis of the QA/QC (Quality Assurance/Quality Control) document provided by LUMA regarding distribution contracts. This work involved assessing compliance with contractual and regulatory standards, identifying potential risks or gaps, and providing strategic recommendations to ensure adherence to federal and industry requirements. The scope included document examination, evaluation of quality control measures, and advisory on necessary revisions or enhancements for procurement and operational alignment.	$ 567.00
LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Contract Development - T0213		Francisco Amill	Legal Advisor	1/28/2025	2	$ 189.00	Work session with Technical Specialist Yolanda VÃ©lez to review and analyze proposed changes to the Distribution Contract. This session involved evaluating contract modifications, assessing technical and regulatory implications, and providing strategic recommendations to align with compliance requirements and operational needs. The scope of work included contract review, legal analysis, discussion of key amendments, and documentation of proposed revisions for further negotiation and approval.	$ 378.00

LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Contract Development - T0213		Francisco Amill	Legal Advisor	1/29/2025	3	$ 189.00	Research, contract redaction, and compliance alignment for the Construction Line Services project. Time was spent ensuring that all provisions meet federal procurement standards (2 CFR 200 & FAR 16.601) and adhere to Time and Materials (T&M) billing practices. This process involved reviewing contract requirements, structuring billing procedures with AIA G702 & G703 forms, defining invoicing documentation standards (timesheets, material receipts, and work logs), and ensuring regulatory compliance. Additionally, efforts were made to align the project with IDIQ Task Order requirements, ensuring proper cost controls and a not-to-exceed ceiling price per contract terms. This research and redaction effort ensures transparency, accuracy, and compliance in all billing-related aspects of the project.	$ 567.00
LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Contract Development - T0213		Francisco Amill	Legal Advisor	1/30/2025	3	$ 189.00	Research, contract redaction, and compliance alignment for the Construction Line Services project. Time was spent ensuring that all provisions meet federal procurement standards (2 CFR 200 & FAR 16.601) and adhere to Time and Materials (T&M) billing practices. This process involved reviewing contract requirements, structuring billing procedures with AIA G702 & G703 forms, defining invoicing documentation standards (timesheets, material receipts, and work logs), and ensuring regulatory compliance. Additionally, efforts were made to align the project with IDIQ Task Order requirements, ensuring proper cost controls and a not-to-exceed ceiling price per contract terms. This research and redaction effort ensures transparency, accuracy, and compliance in all billing-related aspects of the project.	$ 567.00
LUMA	2	(2) Transmission Line Construction 3PPO-1123-02-TL-02	Contract Development - T0213		Francisco Amill	Legal Advisor	1/31/2025	5	$ 189.00	Analysis of procurement compliance under 2 CFR 200 and FAR regulations related to the modification, cancellation, and reissuance of RFP 3PPO-1123-02-TL. Scope of work included: (1) detailed regulatory review of compliance risks associated with post-submission evaluation changes, (2) assessment of FAR provisions governing solicitation amendments and cancellations, (3) drafting of formal justification memoranda for FEMA review, and (4) strategic recommendations to uphold full and open competition, mitigate procurement risks, and ensure FEMA grant eligibility. Work completed in adherence to federal procurement guidelines to support regulatory compliance and informed decision-making.	$ 945.00
								22			**$ 4,158.00**
LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	Planning - T0211		Gerardo Mechaly	Project Manager	1/2/2025	3	$ 110.00	Review Invoices Against Adjusted Budgets: Ensure submitted invoices reflect approved modifications in task order values. Validate Time and Material Costs: Cross-check invoices against actual labor hours, material costs, and any applicable overhead. Ensure Compliance with Contract Terms: Verify adherence to contract requirements, ensuring no duplicate billing, unauthorized charges, or administrative inefficiencies.	$ 330.00

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LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	Planning - T0211		Gerardo Mechaly	Project Manager	1/3/2025	2	$ 110.00	Finalized, uploaded and distributed LUMA's summarized Standard Operating Procedures (SOP) to the Contract Management team (Miguel Garcia, Mariela Quinones, Francisco Amill, Yolanda Velez, and Antonio Pavia), as well as Document Admin (Fabian Velez). This distribution includes team guidelines to support contract management preparation.	$ 220.00
LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	Planning - T0211		Gerardo Mechaly	Project Manager	1/3/2025	2.5	$ 110.00	Validated invoices and time sheets to ensure efficiency, accuracy, and compliance with organizational standards Review Invoices Against Adjusted Budgets: Ensure submitted invoices reflect approved modifications in task order values. Validate Time and Material Costs: Cross-check invoices against actual labor hours, material costs, and any applicable overhead. Ensure Compliance with Contract Terms: Verify adherence to contract requirements, ensuring no duplicate billing, unauthorized charges, or administrative inefficiencies.	$ 275.00
LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	PO Prep - T0214		Gerardo Mechaly	Project Manager	1/4/2025	3.5	$ 110.00	Validated invoices and time sheets to ensure efficiency, accuracy, and compliance with organizational standards	$ 385.00
LUMA	2	(2) Transmission Line Construction 3PPO-1123-02-TL-02	Contract Development - T0213	Cat Z-10F000 210000	Gerardo Mechaly	Project Manager	1/6/2025	1.25	$ 110.00	Revised, shared and validated with team lead (Yolanda Velez) Work breakdown structure for the expected contract mnanagement expected in the coming 6 months for this task order.	$ 137.50
LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	Planning - T0211		Gerardo Mechaly	Project Manager	1/7/2025	2.5	$ 110.00	Integrated LUMA contract admin to our OCI process. Used Appedix D from the LUMA Tool Kit as the OCI approach to the when and how we are integrated.	$ 275.00
LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	Contract Development - T0213		Gerardo Mechaly	Project Manager	1/7/2025	0.5	$ 110.00	Addressed burn overage claim presented by Nilsa Rivera from LUMA. Provided clarification, leading to resolution and clearance of the issue.	$ 55.00
LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	Contract Development - T0213		Gerardo Mechaly	Project Manager	1/8/2025	4.5	$ 110.00	Revised, shared and validated with team lead Work breakdown structure for the expected contract management expected in the coming 6 months for 4 task orders that are transitioning to contract management in the coming weeks	$ 495.00
LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	Contract Development - T0213		Gerardo Mechaly	Project Manager	1/9/2025	1.25	$ 110.00	Asset Manager update: 1 Updated budget to modified task orders running short due to unforseen issues. 2. Reconcile previous month with expected burn (accurrals) 3. Allowed a 3 % contingency as a proven effective methodology.	$ 137.50
LUMA	8	(8) Substation MSA 3PPO-0708-13-MSA	Contract Development - T0213		Gerardo Mechaly	Project Manager	1/10/2025	2	$ 110.00	Revised, shared and validated with team lead (Yolanda Velez) Work breakdown structure for the expected contract management expected in the coming 6 months for this task order.	$ 220.00

LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	Planning - T0211		Gerardo Mechaly	Project Manager	1/10/2025	3.24	$ 110.00	Revised, shared and validated with team lead (Yolanda Velez) Work breakdown structure for the expected contract mnanagement expected in the coming 6 months for this task order.	$ 356.40
LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	Contract Development - T0213		Gerardo Mechaly	Project Manager	1/12/2025	3	$ 110.00	Identify Task Orders Requiring Modifications: Assess current task orders to determine which need budget adjustments based on project execution needs. Assess Expenditures vs. Budget: Review actual spending against allocated funds to identify overages or underspending.	$ 330.00
LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	PO Prep - T0214		Gerardo Mechaly	Project Manager	1/12/2025	3	$ 110.00	Verify Budget Reallocations: Ensure all approved changes are properly documented and aligned with contractual agreements. Review Burn Rate & Forecasting: Conduct a financial trend analysis to determine whether funds will last through project completion, considering the NEW projects submitted for publication	$ 330.00
LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	PO Prep - T0214		Gerardo Mechaly	Project Manager	1/12/2025	3	$ 110.00	Review Invoices Against Adjusted Budgets: Ensure submitted invoices reflect approved modifications in task order values. Validate Time and Material Costs: Cross-check invoices against actual labor hours, material costs, and any applicable overhead. Ensure Compliance with Contract Terms: Verify adherence to contract requirements, ensuring no duplicate billing, unauthorized charges, or administrative inefficiencies.	$ 330.00
LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	PO Prep - T0214		Gerardo Mechaly	Project Manager	1/13/2025	3.18	$ 110.00	Validated invoices and time sheets to ensure efficiency, accuracy, and compliance with organizational standards.	$ 349.80
LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	PO Prep - T0214		Gerardo Mechaly	Project Manager	1/13/2025	2	$ 110.00	Update Available Balances: Ensure approved budget reallocations are accurately reflected in financial tracking systems and apply the necessary changes in Harvest asset manager.	$ 220.00
LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	PO Prep - T0214		Gerardo Mechaly	Project Manager	1/14/2025	1	$ 110.00	Biweekly Meeting â€" LUMA & P3 Staff Description: This biweekly meeting serves as a structured forum for LUMA and P3 staff to provide project updates, discuss ongoing issues, and review pending approvals. The meeting facilitates cross-functional collaboration, ensuring that all stakeholders remain aligned on project progress, challenges, and necessary actions. Key topics of discussion include project-specific developments, operational concerns, and strategic decision-making to support efficient project execution. Participants Invited: Yolanda Velez (3PPO), Joe Adamski (LUMA), Juan Rogers (LUMA), Antonio Pavia (3PPO), Gerardo Mechaly (3PPO), RubÃ©n Lugo Mas (AAPP) (P3), Gerardo Loran Butron (AAPP) (P3), Fabian Velez (3PPO), Marieta Quinones (3PPO), Priscilla Perez Costas (3PPO), Rebeca Maldonado Mora (3PPO)	$ 110.00

LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	PO Prep - T0214		Gerardo Mechaly	Project Manager	1/14/2025	2.8	$ 110.00	The Power Advocate Access Process was drafted in a SOP format document to enhance transparency and standardize access and usage. Led by Fablan Velez, the process aligns with organizational goals and ensures operational efficiency. I requested its inclusion with invoices and integration into the organizationâ€™s SOPs to promote consistency and compliance. After reviewing Fablanâ€™s initial draft, I provided enhancements to finalize the process.	$ 308.00
LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	PO Prep - T0214		Gerardo Mechaly	Project Manager	1/15/2025	3	$ 110.00	Reviewing invoices against contract terms, rates, and scope of work to ensure proper billing. Cross-checking the invoice with supporting financial records, such as time and materials logs, progress reports, and milestone approvalsâ€‹. Ensuring that block billing or vague time entries are not included, as per contract compliance guidelinesâ€‹. Confirming that any required credits, deductions, or adjustments have been appliedâ€‹. Matching invoice details with approved task/work orders, change orders, or contract amendmentsâ€‹.	$ 330.00
LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	PO Prep - T0214		Gerardo Mechaly	Project Manager	1/16/2025	3	$ 110.00	Ensuring that duplicate charges or unauthorized expenses are not present. Verifying that all billed hours are accurate and properly categorized, avoiding overstaffing or excessive intra-office chargesâ€‹. Confirming that invoices follow the organizationâ€™s cost validation procedures, including price analysis for amendments or task ordersâ€‹.	$ 330.00
LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	PO Prep - T0214		Gerardo Mechaly	Project Manager	1/17/2025	3	$ 110.00	Verified and ensured the timely submission of accurately formatted time cards by all resources, adhering to compliance standards and payroll processing requirements. Addressed any formatting discrepancies to maintain data integrity and streamline approvals.	$ 330.00
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	PO Prep - T0214	Cat Z-10F000 209997	Gerardo Mechaly	Project Manager	1/17/2025	1	$ 110.00	Verify Budget Reallocations: Ensure all approved changes are properly documented and aligned with contractual agreements. Review Burn Rate & Forecasting: Conduct a financial trend analysis to determine whether funds will last through project completion. Confirm Task Order Value Adjustments: Validate whether increases or decreases in allocated funds were correctly applied.	$ 110.00
LUMA	7	(7) Distribution Poles and Conduct Repairs 3PPO-0328-08-DP-02	PO Prep - T0214		Gerardo Mechaly	Project Manager	1/17/2025	0.75	$ 110.00	Verify Budget Reallocations: Ensure all approved changes are properly documented and aligned with contractual agreements. Review Burn Rate & Forecasting: Conduct a financial trend analysis to determine whether funds will last through project completion. Confirm Task Order Value Adjustments: Validate whether increases or decreases in allocated funds were correctly applied.	$ 82.50
LUMA	2	(2) Transmission Line Construction 3PPO-1123-02-TL-02	PO Prep - T0214	Cat Z-10F000 210000	Gerardo Mechaly	Project Manager	1/17/2025	0.5	$ 110.00	Verify Budget Reallocations: Ensure all approved changes are properly documented and aligned with contractual agreements. Review Burn Rate & Forecasting: Conduct a financial trend analysis to determine whether funds will last through project completion. Confirm Task Order Value Adjustments: Validate whether increases or decreases in allocated funds were correctly applied.	$ 55.00

LUMA	11	(11) RPO Bucket Trucks 3PPO-1017-15-RPO	Tendering - T0212		Gerardo Mechaly	Project Manager	1/21/2025	0.42	$ 110.00	Revise certification document for the return of the RPO tender package, confirming that no Organizational Conflict of Interest (OCI) was identified.	$ 46.20
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212	Cat Z-10F000 209997	Gerardo Mechaly	Project Manager	1/21/2025	0.75	$ 110.00	Update with Yolanda Velez current burn usage and on going needs. Identified shortage in resource availability and will be needing to move from MSA to Batch 1.	$ 82.50
LUMA	8	(8) Substation MSA 3PPO-0708-13-MSA	Tendering - T0212		Gerardo Mechaly	Project Manager	1/21/2025	2.5	$ 110.00	As a result of the information provided by Yolanda Velez (3ppo) I rebaselined the available hours to provide resources to Batch #1 which had been reinstated and was suffering shortage of budget.	$ 275.00
LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Gerardo Mechaly	Project Manager	1/21/2025	0.25	$ 110.00	Provided an update to Yolanda Velez (3ppo) on the current burn usage, ensuring alignment with budget projections and contract limitations. Additionally, discussed ongoing needs, evaluating resource allocations, anticipated expenditures, and potential adjustments required to support operational continuity.	$ 27.50
LUMA	2	(2) Transmission Line Construction 3PPO-1123-02-TL-02	Tendering - T0212	Cat Z-10F000 210000	Gerardo Mechaly	Project Manager	1/21/2025	0.25	$ 110.00	Provided an update to Yolanda Velez (3ppo) on the current burn usage, ensuring alignment with budget projections and contract limitations. Additionally, discussed ongoing needs, evaluating resource allocations, anticipated expenditures, and potential adjustments required to support operational continuity.	$ 27.50
LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	Tendering - T0212		Gerardo Mechaly	Project Manager	1/22/2025	2	$ 110.00	Verify Budget Reallocations: Ensure all approved changes are properly documented and aligned with contractual agreements. Review Burn Rate & Forecasting: Conduct a financial trend analysis to determine whether funds will last through project completion. Confirm Task Order Value Adjustments: Validate whether increases or decreases in allocated funds were correctly applied. Made the proper adjustments in the asset manager.	$ 220.00
LUMA	8	(8) Substation MSA 3PPO-0708-13-MSA	Tendering - T0212		Gerardo Mechaly	Project Manager	1/23/2025	2.57	$ 110.00	Commenced initial change order request tabulation, draft, and submission in order to shiftt $10k from MSA to Substation Batch 1.	$ 282.70
LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	Tendering - T0212		Gerardo Mechaly	Project Manager	1/23/2025	3.5	$ 110.00	Processed value increase update by calculating actual burn to date, compiling upcoming RFPs for publication, and identifying awards requiring contract management. Additionally, reviewed returned packages for reevaluation and forecasted the additional budget needed to successfully complete the required contract scope.	$ 385.00

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LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	PO Prep - T0214	Cat Z-10F000 210000	Gerardo Mechaly	Project Manager	1/24/2025	1.75	$ 110.00	As part of the ongoing contract administration and budget oversight, a structured review and modification process was conducted for multiple Task Orders including this one. The adjustments were implemented to ensure alignment with project execution requirements, financial tracking, and resource allocation. The following actions were performed for each task order that was worked on in this redistribution. 1.Task Order Value Modifications â€“ Adjustments were made to increase/decrease the allocated budget for specific task orders based on project needs and actual expenditures. 2.Budget Reallocations â€“ Funds were reallocated to align with updated projections, ensuring efficient financial planning. 3.Burn Rate Analysis â€“ A review of spending trends was conducted to determine available funds and necessary modifications. 4.Updated Available Balances â€“ New budget limits were calculated based on approved changes, reflecting real-time financial standings for each task order.	$ 192.50
LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	PO Prep - T0214		Gerardo Mechaly	Project Manager	1/24/2025	2	$ 110.00	As part of the ongoing contract administration and budget oversight, a structured review and modification process was conducted for multiple Task Orders including Contract management which will have several awarded projects entering this stage . The adjustments were implemented to ensure alignment with project execution requirements, financial tracking, and resource allocation. The following actions were performed for each task order that was worked on in this redistribution. 1.Task Order Value Modifications â€“ Adjustments were made to increase/decrease the allocated budget for specific task orders based on project needs and actual expenditures. 2.Budget Reallocations â€“ Funds were reallocated to align with updated projections, ensuring efficient financial planning. 3.Burn Rate Analysis â€“ A review of spending trends was conducted to determine available funds and necessary modifications. 4.Updated Available Balances â€“ New budget limits were calculated based on approved changes, reflecting real-time financial standings for each task order.	$ 220.00
LUMA	11	(11) RPO Bucket Trucks 3PPO-1017-15-RPO	Planning - T0211		Gerardo Mechaly	Project Manager	1/24/2025	2	$ 110.00	Draft a certification document for the return of the RPO tender package, confirming that no Organizational Conflict of Interest (OCI) was identified.	$ 220.00
LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	Planning - T0211		Gerardo Mechaly	Project Manager	1/27/2025	3	$ 110.00	Continued tabulating teh values for the contract value requisition increase, providing a detailed breakdown of financial requirements supported by a comprehensive explanatory narrative	$ 330.00

LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	Planning - T0211		Gerardo Mechaly	Project Manager	1/27/2025	0.75	$ 110.00	Meeting with Ruben Lugo from P3 to revise and pending tasks and discuss budget increase requisition being drafted.	$ 82.50
LUMA	11	(11) RPO Bucket Trucks 3PPO-1017-15-RPO	PO Prep - T0214		Gerardo Mechaly	Project Manager	1/27/2025	1.5	$ 110.00	made changes and adjustments as per feedback received to template and letter to acompnay the return of RPO Bucket truck to operator as no OCI had been identified.	$ 165.00
LUMA	15	(15) Dry and Wet Helicopter 3PPO-0120-18-HELI	Planning - T0211		Gerardo Mechaly	Project Manager	1/28/2025	2	$ 110.00	Initiated project team assignment, allocated setup hours for the initial onboarding process, and completed Task Order (TO) assignment and submission.	$ 220.00
LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	PO Prep - T0214		Gerardo Mechaly	Project Manager	1/28/2025	1	$ 110.00	Biweekly Meeting â€" LUMA & P3 Staff Description: This biweekly meeting serves as a structured forum for LUMA and P3 staff to provide project updates, discuss ongoing issues, and review pending approvals. The meeting facilitates cross-functional collaboration, ensuring that all stakeholders remain aligned on project progress, challenges, and necessary actions. Key topics of discussion include project-specific developments, operational concerns, and strategic decision-making to support efficient project execution. Participants Invited: Yolanda Velez (3PPO), Joe Adamski (LUMA), Juan Rogers (LUMA), Antonio Pavia (3PPO), Gerardo Mechaly (3PPO), RubÃ©n Lugo Mas (AAPP) (P3), Gerardo Loran Butron (AAPP) (P3), Fablan Velez (3PPO), Mariela Quinones (3PPO), Priscilla Perez Costas (3PPO), Rebeca Maldonado Mora (3PPO)	$ 110.00
LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	PO Prep - T0214		Gerardo Mechaly	Project Manager	1/28/2025	1.5	$ 110.00	Revise project timelines and identify potential setbacks. Projects with potential changes were set aside to discuss with operator a path moving forward.	$ 165.00
LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	PO Prep - T0214		Gerardo Mechaly	Project Manager	1/28/2025	1.5	$ 110.00	Prepared a Change Order Summary Cover Letter Draft, outlining modifications to task orders and providing a concise justification for the adjustments.	$ 165.00
LUMA	15	(15) Dry and Wet Helicopter 3PPO-0120-18-HELI	Planning - T0211		Gerardo Mechaly	Project Manager	1/29/2025	3.8	$ 110.00	Reviewed and updated the authorized team member list for the task order, ensuring alignment with project needs and resource allocation. Finalized the task order development, detailing the assigned workloads, responsibilities, and billable hours for each selected team member. Prepared the task order for submission alongside the monthly invoice, ensuring proper documentation for coverage and compliance.	$ 418.00
LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	PO Prep - T0214		Gerardo Mechaly	Project Manager	1/29/2025	2	$ 110.00	Completed the Change Order Summary Cover Letter, pending final month closure to incorporate accurate reconciliations and updated financial figures.	$ 220.00

LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	PO Prep - T0214		Gerardo Mechaly	Project Manager	1/30/2025	3.5	$ 110.00	Validated invoices and time sheets to ensure efficiency, accuracy, and compliance with organizational standards. Week 1. Exported week 2, and organized data in excel. Generated pivot tables to ensure accuracy and alignment	$ 385.00
LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	PO Prep - T0214		Gerardo Mechaly	Project Manager	1/30/2025	3	$ 110.00	Asset Manager update: 1. updated the task order that was returned to LUMA as there resulted in no OCI being apparent. 2. Transfered budget to 2 different task orders running short due to unforseen issues. 3. Reconciled and left a 3 % contingency.	$ 330.00
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	PO Prep - T0214	Cat Z-10F000 209997	Gerardo Mechaly	Project Manager	1/30/2025	2	$ 110.00	As part of the ongoing contract administration and budget oversight, a structured review and modification process was conducted for multiple Task Orders including Substation Batch 1. The adjustments were implemented to ensure alignment with project execution requirements, financial tracking, and resource allocation. The following actions were performed for each task order that was worked on in this redistribution. 1. Task Order Value Modifications â€“ Adjustments were made to increase/decrease the allocated budget for specific task orders based on project needs and actual expenditures. 2. Budget Reallocations â€“ Funds were reallocated to align with updated projections, ensuring efficient financial planning. 3. Burn Rate Analysis â€“ A review of spending trends was conducted to determine available funds and necessary modifications. 4. Updated Available Balances â€“ New budget limits were calculated based on approved changes, reflecting real-time financial standings for each task order.	$ 220.00
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	PO Prep - T0214		Gerardo Mechaly	Project Manager	1/31/2025	2.5	$ 110.00	As part of the ongoing contract administration and budget oversight, a structured review and modification process was conducted for multiple Task Orders including Vieques and Culebra Micro Grid. The adjustments were implemented to ensure alignment with project execution requirements, financial tracking, and resource allocation. The following actions were performed for each task order that was worked on in this redistribution. 1.Task Order Value Modifications â€“ Adjustments were made to increase/decrease the allocated budget for specific task orders based on project needs and actual expenditures. 2.Budget Reallocations â€“ Funds were reallocated to align with updated projections, ensuring efficient financial planning. 3.Burn Rate Analysis â€“ A review of spending trends was conducted to determine available funds and necessary modifications. 4.Updated Available Balances â€“ New budget limits were calculated based on approved changes, reflecting real-time financial standings for each task order.	$ 275.00

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LUMA	8	(8) Substation MSA 3PPO-0708-13-MSA	PO Prep - T0214		Gerardo Mechaly	Project Manager	1/31/2025	2	$ 110.00	PO Prep - T0214 As part of the ongoing contract administration and budget oversight, a structured review and modification process was conducted for multiple Task Orders including Substation MSA. The adjustments were implemented to ensure alignment with project execution requirements, financial tracking, and resource allocation. The following actions were performed for each task order that was worked on in this redistribution. 1. Task Order Value Modifications & Adjustments were made to increase/decrease the allocated budget for specific task orders based on project needs and actual expenditures. 2. Budget Reallocations & Funds were reallocated to align with updated projections, ensuring efficient financial planning. 3. Burn Rate Analysis â€“ A review of spending trends was conducted to determine available funds and necessary modifications. 4. Updated Available Balances â€“ New budget limits were calculated based on approved changes, reflecting real-time financial standings for each task order.	$ 220.00
LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	PO Prep - T0214		Gerardo Mechaly	Project Manager	1/31/2025	2	$ 110.00	As part of the ongoing contract administration and budget oversight, a structured review and modification process was conducted for multiple Task Orders including substation Batch 2 The adjustments were implemented to ensure alignment with project execution requirements, financial tracking, and resource allocation. The following actions were performed for each task order that was worked on in this redistribution. 1. Task Order Value Modifications â€“ Adjustments were made to increase/decrease the allocated budget for specific task orders based on project needs and actual expenditures. 2. Budget Reallocations â€“ Funds were reallocated to align with updated projections, ensuring efficient financial planning. 3. Burn Rate Analysis â€“ A review of spending trends was conducted to determine available funds and necessary modifications. 4. Updated Available Balances â€“ New budget limits were calculated based on approved changes, reflecting real-time financial standings for each task order.	$ 220.00
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LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Planning - T0211	Cat Z-10F000 209997	Ivette Arocho	Sr. Financial Analyst	1/9/2025	2	$ 189.00	Working meeting with 3PPO's Yolanda Velez (Program Manager) and Miguel GarcÃ-a (Engineering) to review the scope of work, technical information from the Q&A, proposal forms, and certifications, to plan the evaluation process for each submitted proposal. The discussion emphasized ensuring that Exhibit-E pricing was submitted in a detailed format to facilitate accurate evaluation. The team also reviewed the FEMA Project Worksheet (PW) and the Independent Cost Estimate (ICE) from LUMA to ensure alignment with technical and financial requirements. Additionally, critical elements of the financial evaluation were analyzed to ensure compliance and feasibility, setting the foundation for a thorough and structured assessment process.	$ 378.00
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Planning - T0211	Cat Z-10F000 209997	Ivette Arocho	Sr. Financial Analyst	1/10/2025	2	$ 189.00	Review Curacao Financial Statement and update the excel table with those numbers. The scorecard that will be used in this RFP and was requested to Fabian Velez (IT/ Data Specialist 3ppo) to align with the requirements of the RFP.	$ 378.00
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Planning - T0211	Cat Z-10F000 209997	Ivette Arocho	Sr. Financial Analyst	1/10/2025	1	$ 189.00	Internal working section with Vicente Diaz (Sr. Legal Advisor), Miguel Garcia (Project Manager) and Maria del C. Wiscovitch (Grant Administrator) discussing the documents to be request to each proponents. Call meeting with Yolanda Velez (Technical Specialist / Engineer) to ensure Barbuda sent any documents related to Joint Venture or Partnership with the subcontractors they mentioned on the Exhibit B-Statement of Qualifications.	$ 189.00
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Planning - T0211	Cat Z-10F000 209997	Ivette Arocho	Sr. Financial Analyst	1/16/2025	3	$ 189.00	I had an internal working meeting with Vicente Diaz (Legal Department) and Miguel Garcia (Project Manager) to discuss the proposals from Barbuda and CuraÃ§ao to ensure they meet the proposal requirements and begin assigning scores on the scorecard. We also discussed Exhibit Bâ€"Statement of Qualifications for each, including their contractors.	$ 567.00
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Planning - T0211	Cat Z-10F000 209997	Ivette Arocho	Sr. Financial Analyst	1/17/2025	1	$ 189.00	We met with 3ppo's Vicente Diaz (Legal Department) and Miguel Garcia (Project Manager) to continue evaluating the proposals from Barbuda and CuraÃ§ao and assigning scores on the scorecard.	$ 189.00
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Planning - T0211	Cat Z-10F000 209997	Ivette Arocho	Sr. Financial Analyst	1/20/2025	2	$ 189.00	Reviewed the RFI's of Barbuda and Curacao to ensure compliance with the requirements of Exhibit B- Statement of Qualifications and Financial Statements of its contractors.	$ 378.00
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Planning - T0211	Cat Z-10F000 209997	Ivette Arocho	Sr. Financial Analyst	1/27/2025	2	$ 189.00	The evaluation committee, consisting of Miguel Garcia (Project Manager), Vicente Diaz (Legal Department), and Ivette Arocho (Finance Department) met for a work session where we assigned scores to the proponents in the category of Approach to Goods Fulfillment.	$ 378.00
LUMA	15	(15) Dry and Wet Helicopter 3PPO-0120-18-HELI	Planning - T0211		Ivette Arocho	Sr. Financial Analyst	1/30/2025	3	$ 189.00	I reviewed the documents included in the folders of RFP 3PPO-0120-18-HELI to identify their content. I reviewed the Stage Gate 1 folder, including the Acceptance Form, contract terms, amount, funding resources, and requisition, as well as Attachments A, C, D, F, G, H, and I, to ensure they align with the RFP.	$ 567.00
								16			**$ 3,024.00**

LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Mariela Quiñones	Program Manager	1/14/2025	0.25	$ 160.00	Discussion with LUMA'S team including Juan Rogers, Joe Adamski, and Recoms team, including project manager, Gerard Mechaly, engineer Yolanda VÃ¯lez, senior manager, Antonio Pavia. We discussed project status and encountered issues.	$ 40.00
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Mariela Quiñones	Program Manager	1/14/2025	0.25	$ 160.00	Discussion with LUMA'S team including Juan Rogers, Joe Adamski, and Recoms team, including project manager, Gerard Mechaly, engineer Yolanda VÃ¯lez, senior manager, Antonio Pavia. We discussed project status and encountered issues.	$ 40.00
LUMA	7	(7) Distribution Poles and Conduct Repairs 3PPO-0328-08-DP-02	Tendering - T0212		Mariela Quiñones	Program Manager	1/14/2025	0.25	$ 160.00	Discussion with LUMA'S team including Juan Rogers, Joe Adamski, and Recoms team, including project manager, Gerard Mechaly, engineer Yolanda VÃ¯lez, senior manager, Antonio Pavia. We discussed project status and encountered issues.	$ 40.00
LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Mariela Quiñones	Program Manager	1/14/2025	0.25	$ 160.00	Discussion with LUMA'S team including Juan Rogers, Joe Adamski, and Recoms team, including project manager, Gerard Mechaly, engineer Yolanda VÃ¯lez, senior manager, Antonio Pavia. We discussed project status and encountered issues.	$ 40.00
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212	Cat Z-10F000 209997	Mariela Quiñones	Program Manager	1/21/2025	0.5	$ 160.00	Working with Yolanda Velez from the engineering department of Recoms, Francisco Amill from the legal department of Recoms in regards to the status of the project. And issues encountered regarding the process.	$ 80.00
LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Contract Development - T0213	Cat Z-10F000 210000	Mariela Quiñones	Program Manager	1/21/2025	0.5	$ 160.00	Working with Yolanda Velez engineer from Recoms, FRANCISCO Amill from the legal department of Recoms and Antonio Pavia, senior manager of Recoms in regards to issues pertaining to the contract development of the distribution line award. Particularly the lack of pricing in regards to the subcontractors in their proposal.	$ 80.00
LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Contract Development - T0213	Cat Z-10F000 210000	Mariela Quiñones	Program Manager	1/23/2025	2	$ 160.00	Working session with Yolanda Velez Engineer from Recoms team, Francisco AMILL and Vicente Diaz analyzing the IDIQ contract and the email set by Edwin Ramos in regates to conocer es regarding the award and the contract.	$ 320.00
LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Contract Development - T0213	Cat Z-10F000 210000	Mariela Quiñones	Program Manager	1/23/2025	0.5	$ 160.00	Work session with Yolanda Velez Engineer from Recoms team, and Antonio Pavia Recoms Senior Project Manager discussing email set by Edwin Ramos in regards to conocerns regarding the award and the contract.	$ 80.00
LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Contract Development - T0213	Cat Z-10F000 210000	Mariela Quiñones	Program Manager	1/23/2025	1	$ 160.00	Drafted letter to answer letter sent by LUMA to P3. Had a discussion with Ruben Lugo from P3A regarding the aforementioned.	$ 160.00
LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Contract Development - T0213	Cat Z-10F000 210000	Mariela Quiñones	Program Manager	1/23/2025	1	$ 160.00	Call with Edwin Ramos from LUMA , Ruben Lugo from P3A , Yolanda Velez engineer from Recoms, FRANCISCO Amill and Vicente Diaz from the legal department of Recoms in regards to the QA/QC document that Luma prepared in regards to the evaluation of this RFP. We discussed questions and concerns, as well as potential solutions.	$ 160.00

LUMA	7	(7) Distribution Poles and Conduct Repairs 3PPO-0328-08-DP-02	Tendering - T0212		Mariela Quiñones	Program Manager	1/23/2025	0.25	$ 160.00	Discussion with Ruben Lugo from P3 in regards to the award of the Distribution Poles RFP	$ 40.00
LUMA	11	(11) RPO Bucket Trucks 3PPO-1017-15-RPO	Tendering - T0212		Mariela Quiñones	Program Manager	1/27/2025	0.5	$ 160.00	Discussion with Fabian Velez data manager for Recoms, understanding why only one proposal was received asked him for information to send to Luma, which will be included with the notification of the instance	$ 80.00
LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Contract Development - T0213	Cat Z-10F000 210000	Mariela Quiñones	Program Manager	1/28/2025	1	$ 160.00	Meeting with the new executive director for P3 A, Josue Colon and his team including Ruben Lugo and Gerardo Loran outside council Irma JANICE Rodriguez and Ezequiel Nieves. From Recoms team, Osvaldo Carlos we discussed project status and recent for the delay on this procurement process.	$ 160.00
LUMA	2	(2) Transmission Line Construction 3PPO-1123-02-TL-02	Contract Development - T0213	Cat Z-10F000 210000	Mariela Quiñones	Program Manager	1/28/2025	1	$ 160.00	Meeting with the new executive director for P3 A, Josue Colon and his team including Ruben Lugo and Gerardo Loran outside council Irma JANICE Rodriguez and Ezequiel Nieves. From Recoms team, Osvaldo Carlos we discussed project status and recent for the delay on this procurement process.	$ 160.00
LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Contract Development - T0213	Cat Z-10F000 210000	Mariela Quiñones	Program Manager	1/30/2025	0.25	$ 160.00	Follow up on status of contract development.	$ 40.00
LUMA	2	(2) Transmission Line Construction 3PPO-1123-02-TL-02	Tendering - T0212	Cat Z-10F000 210000	Mariela Quiñones	Program Manager	1/30/2025	0.5	$ 160.00	Discussion with Juan Rogers and Joe Adamski from Luma, Francisco, legal department of Recoms, Osvaldo Carlo, president of Recoms, Miguel Garcia recoms manager, we discussed reassuring the RFP to include the A alternate scorecard. We discussed the different options that we have.	$ 80.00
LUMA	2	(2) Transmission Line Construction 3PPO-1123-02-TL-02	Tendering - T0212	Cat Z-10F000 210000	Mariela Quiñones	Program Manager	1/30/2025	0.5	$ 160.00	Discussion with Yolanda Velez and Antonio Pavia regarding the different alternative solutions that we have to re-issue the transmission line RFP.	$ 80.00
LUMA	2	(2) Transmission Line Construction 3PPO-1123-02-TL-02	Contract Development - T0213	Cat Z-10F000 210000	Mariela Quiñones	Program Manager	1/31/2025	1	$ 160.00	Meeting with Juan Rodriguez and Juan Saca from Luma and Osvaldo Carlo regarding project update, concerns and status. We contemplated launching the RFP we will await for Luma's decision.	$ 160.00
								11.5			**$ 1,840.00**
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212	Cat Z-10F000 209997	Miguel Garcia	Project Manager	1/9/2025	2	$ 110.00	I participated in a working session with Yolanda Velez (Technical Specialist/Engineer) and Ivette Arocho(Sr. Financial Advisor) to discuss Substations Batch 1 proponent submittals and the evaluation timeline, ensuring alignment on key milestones and assessment criteria.	**$ 220.00**

LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212	Cat Z-10F000 209997	Miguel Garcia	Project Manager	1/9/2025	5	$ 110.00	I began the proposal evaluation for Barbuda by verifying SOW with FEMA to identify any discrepancies and ensure alignment with market expectations. I then reviewed the proponent's approach, assessing the scope of both the design and construction phases to evaluate feasibility, methodology, and compliance with project requirements. This included analyzing their proposed timelines, resource allocation, risk mitigation strategies, and execution plan. By cross-referencing these elements with contractual obligations and industry best practices, I identified potential gaps or areas needing clarification, setting the foundation for a more detailed technical and financial assessment.	$ 550.00
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212	Cat Z-10F000 209997	Miguel Garcia	Project Manager	1/10/2025	4	$ 110.00	Initiated the proposal evaluation for Barbuda by cross-checking their submitted cost breakdown with the Independent Cost Estimate (ICE) to pinpoint variances and assess alignment with budget expectations. My next step involved scrutinizing the technical approach, focusing on the integration of innovative technologies and sustainability measures within their design and construction methodologies.	$ 440.00
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212	Cat Z-10F000 209997	Miguel Garcia	Project Manager	1/10/2025	2	$ 110.00	Working session with evaluation commitee, working on Substation Batch 1 with Ivette Arocho (Sr. Financial Analyst) & Vicente Diaz (Sr. Legal Advisor). We worked through specific evaluation sections, analyzing key aspects such as compliance with scope requirements, technical feasibility, resource allocation, and risk mitigation strategies. Additionally, we identified missing documentation and areas requiring clarification from proponents, documenting key observations and preliminary findings for further deliberation.	$ 220.00
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212	Cat Z-10F000 209997	Miguel Garcia	Project Manager	1/10/2025	2	$ 110.00	continue working on substation batch 1, I evaluated Barbuda scheduling, resource allocation, and quality control processes, ensuring they met the project's technical specifications and industry standards. By examining these components alongside contractual benchmarks, I identified areas requiring clarification and set the stage for a comprehensive risk analysis.	$ 220.00
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212	Cat Z-10F000 209997	Miguel Garcia	Project Manager	1/13/2025	4	$ 110.00	I initiated the proposal evaluation for Curacao by examining the submitted pricing in relation to the Independent Cost Estimate (ICE) to identify any variances and confirm that the costs align with current market conditions. I proceeded to scrutinize the proponent's technical approach, focusing on the design and construction phases to assess their feasibility, efficiency, and compliance with project specifications.	$ 440.00
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212	Cat Z-10F000 209997	Miguel Garcia	Project Manager	1/13/2025	4	$ 110.00	Curacao review included an in-depth analysis of their proposed schedule, manpower deployment, material sourcing, and quality assurance plans. By benchmarking these factors against industry standards and the contractual framework, I pinpointed areas that may require further clarification or adjustment, thus preparing for a thorough technical and financial review.	$ 440.00

LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212	Cat Z-10F000 209997	Miguel Garcia	Project Manager	1/16/2025	3	$ 110.00	Working session with the evaluation committee to start on Substation Batch 1 evaluation scorecard (working on Company and Approach to Service Fulfillment tabs). During this session, we reviewed the proponentsâ€™ qualifications, experience, and corporate capacity to assess their ability to deliver on project requirements. For the Approach to Service Fulfillment, we analyzed each proponentâ€™s methodology, resource allocation, and execution strategy, ensuring alignment with technical specifications and contractual expectations. We discussed key evaluation criteria, clarified scoring methodologies, and documented initial observations to guide further assessments and team deliberations.	$ 330.00
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212	Cat Z-10F000 209997	Miguel Garcia	Project Manager	1/16/2025	4	$ 110.00	Started working on written documentation for Substation Batch 1 evaluation, summarizing the assessment of technical and qualitative factors reviewed so far. This included detailing the evaluation criteria, key findings, and preliminary scores for each proponent. Noted that a Best and Final Offer (BAFO) is required to proceed with the cost evaluation, as current financial submissions need further clarification or adjustments. Prepared documentation to outline areas where additional cost details or revisions may be necessary, ensuring transparency and consistency in the evaluation process.	$ 440.00
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212	Cat Z-10F000 209997	Miguel Garcia	Project Manager	1/17/2025	2.75	$ 110.00	Continued working on written documentation for Substation Batch 1 evaluation, summarizing the assessment of technical and qualitative factors reviewed so far. This included detailing the evaluation criteria, key findings, and preliminary scores for each proponent. Noted that a Best and Final Offer (BAFO) is required to proceed with the cost evaluation, as current financial submissions need further clarification or adjustments. Collaborated with Ivette Arocho (3PPO Sr. Financial Analyst) and Vicente Diaz (Sr. Legal Advisor) on drafting the technical written documentation, ensuring accuracy, consistency, and alignment with evaluation findings. Prepared documentation to outline areas where additional cost details or revisions may be necessary, ensuring transparency and consistency in the evaluation process.	$ 302.50
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212	Cat Z-10F000 209997	Miguel Garcia	Project Manager	1/17/2025	3	$ 110.00	Finishing written documentation regarding missing documentation for additional proponents for Batch 1 evaluation. This involved identifying and summarizing the specific gaps in submitted materials, ensuring clarity on required information for a complete assessment. Worked on structuring the documentation to clearly outline the missing items, their impact on the evaluation process, and the next steps for obtaining the necessary details. Ensured alignment with evaluation criteria and procedural requirements to maintain transparency and consistency in the review process.	$ 330.00

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LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Contract Development - T0213	Cat Z-10F000 209997	Miguel Garcia	Project Manager	1/20/2025	2	$ 110.00	Finishing written documentation regarding missing documentation for additional proponents for Batch 1 evaluation. This involved identifying and summarizing the specific gaps in submitted materials, ensuring clarity on required information for a complete assessment. Worked on structuring the documentation to clearly outline the missing items, their impact on the evaluation process, and the next steps for obtaining the necessary details. Additionally, worked on Substation Batch 1 evaluation documentation for the disqualification of Palominito & Aruba, detailing the reasons for their non-compliance with the evaluation criteria. Ensured that the justification for disqualification was well-documented, aligned with project requirements, and supported by clear evidence to maintain fairness and transparency in the process.	**$ 220.00**
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Contract Development - T0213	Cat Z-10F000 209997	Miguel Garcia	Project Manager	1/20/2025	5	$ 110.00	compared all price submissions with the FEMA Scope of Work (SOW) and the LUMA Independent estimate to identify discrepancies, ensure cost reasonableness, and validate alignment with project budget expectations. Documented any variances and potential areas requiring clarification or adjustment.	**$ 550.00**
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Contract Development - T0213		Miguel Garcia	Project Manager	1/21/2025	3	$ 110.00	Started reviewing the Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02 published RFP to assess technical scope and requirements, and procurement structure and logistics for both islands.	**$ 330.00**
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Contract Development - T0213	Cat Z-10F000 209997	Miguel Garcia	Project Manager	1/27/2025	4	$ 110.00	Worked with the evaluation committee on the Substation Batch 1 evaluation scorecard, focusing on Company (C), Approach to Goods Fulfillment, Project Schedule, Commercial, and Account Management tabs. Reviewed proponents' qualifications, procurement strategies, and quality assurance measures, ensuring alignment with project requirements. Assessed feasibility of proposed schedules, financial structures, and risk management approaches while evaluating account management capabilities for contractual compliance and communication. Documented key observations and preliminary scores, outlining next steps for further review and refinements.	**$ 440.00**
LUMA	2	(2) Transmission Line Construction 3PPO-1123-02-TL-02	Contract Development - T0213	Cat Z-10F000 210000	Miguel Garcia	Project Manager	1/30/2025	0.25	$ 110.00	Assisted in the LUMA meeting with RECOMS, providing support in discussions related to the scorecard change and resubmission.	**$ 27.50**
LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Contract Development - T0213	Cat Z-10F000 210000	Miguel Garcia	Project Manager	1/30/2025	0.25	$ 110.00	Assisted in the LUMA meeting with RECOMS, providing support in discussions related to the compliance with procurement and federal requirements. Also provided information regarding timeline.	**$ 27.50**
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Contract Development - T0213		Miguel Garcia	Project Manager	1/30/2025	0.25	$ 110.00	Assisted in the LUMA meeting with RECOMS, providing support in discussions related to the status of the RFP, deadlines and changes wanted by LUMA to fast track procurement process.	**$ 27.50**

LUMA	7	(7) Distribution Poles and Conduct Repairs 3PPO-0328-08-DP-02	Contract Development - T0213		Miguel Garcia	Project Manager	1/30/2025	0.25	$ 110.00	Assisted in the LUMA meeting with RECOMS, providing support in discussions related to the status of the RFP, deadlines and changes wanted by LUMA to speed up procurement process.	$ 27.50
								50.75			**$ 5,682.50**
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212	Cat Z-10F000 209997	Vicente Diaz	Sr. Legal Advisor	1/10/2025	2	$ 250.00	Continue working in the evaluation of the submitted proposals for the EPC Substations (3PPO-0412-09-SUB) as a member of the 3PPO Evaluation Committee with Ivette Arroyo (Senior Financial Advisor), Maria del C. Wiscovitch (Grant Administrator) and Miguel Garcia (Project Manager) working on behalf of the Legal Department. Conducted assessment of the proposals in line with the evaluation criteria, including reviewing contract redlining by the proponents.	$ 500.00
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212	Cat Z-10F000 209997	Vicente Diaz	Sr. Legal Advisor	1/16/2025	2.25	$ 250.00	Continue working in the evaluation of the submitted proposals for the EPC Substations (3PPO-0412-09-SUB) as a member of the 3PPO Evaluation Committee with Ivette Arroyo (Senior Financial Advisor) and Miguel Garcia (Project Manager), working on behalf of the Legal Department. Conducted assessment of the proposals in line with the evaluation criteria, filling the scorecard and started the Recommendation Memorandum Draft.	$ 562.50
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212	Cat Z-10F000 209997	Vicente Diaz	Sr. Legal Advisor	1/17/2025	4.5	$ 250.00	Continue working in the evaluation of the submitted proposals for the EPC Substations (3PPO-0412-09-SUB) as a member of the 3PPO Evaluation Committee with Ivette Arroyo (Senior Financial Advisor) and Miguel Garcia (Engineering), working on behalf of the Legal Department. Conducted assessment of the proposals in line with the evaluation criteria, filling the scorecard and started the Recommendation Memorandum Draft.	$ 1,125.00
LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Contract Development - T0213	Cat Z-10F000 210000	Vicente Diaz	Sr. Legal Advisor	1/23/2025	1.5	$ 250.00	Collaborated with Mariela QuiÃ±ones (RECOMS Program Manager), Yolanda VÃ©lez (RECOMS Project Manager), Francisco Amil (RECOMS Legal Advisors), and Fabian Velez (RECOMS Data Manager) to discuss various communications sent by LUMA related to the award, negotiations, and contract. The discussion involved comparing the RFP with the published contract, reviewing the task order terms, and analyzing the pricing sheet provided by Master Link to identify a possible partial scope for contracting purposes. Additionally, prepared a list of questions for the 2 PM meeting with LUMA to ensure readiness.	$ 375.00
LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Contract Development - T0213	Cat Z-10F000 210000	Vicente Diaz	Sr. Legal Advisor	1/23/2025	1	$ 250.00	Collaborated with Mariela QuiÃ±ones (RECOMS Program Manager), Yolanda VÃ©lez (RECOMS Project Manager), Francisco Amil (RECOMS Legal Advisors), Fabian Velez (RECOMS Data Manager), Stella Rodriguez (LUMA), Edwin Ramos Rodriguez (LUMA), and Ruben Lugo Mas (P3) to discuss various communications sent by LUMA related to the award, negotiations, and contract. The discussion involved comparing the RFP with the published contract, reviewing the task order terms, and analyzing the pricing sheet provided by Master Link to identify a possible partial scope for contracting purposes, as part of a QA/QC report that LUMA is drafting	$ 250.00

LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212	Cat Z-10F000 209997	Vicente Diaz	Sr. Legal Advisor	1/27/2025	4	$ 250.00	Continue working in the evaluation of the submitted proposals for the EPC Substations (3PPO-0412-09-SUB) as a member of the 3PPO Evaluation Committee with Ivette Arroyo (Senior Financial Advisor) and Miguel Garcia (Engineering), working on behalf of the Legal Department, finishing the scorecard and the Recommendation Memorandum Draft.	$ 1,000.00
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212	Cat Z-10F000 209997	Vicente Diaz	Sr. Legal Advisor	1/28/2025	1	$ 250.00	Continue working on behalf of the Legal Department, finishing the Recommendation Memorandum Draft.	$ 250.00
								16.25			**$ 4,062.50**
LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/7/2025	2	$ 165.00	I started updating the project timeline to ensure it accurately reflects current priorities and deadlines, making necessary adjustments to maintain alignment with project goals. As part of this effort, I also reviewed and verified the organization of folders, ensuring that all documents and resources are well-structured and easily accessible for future reference. Additionally, I checked the progress of outreach initiatives to evaluate their effectiveness and identify any areas needing improvement. To further streamline operations, I created a comprehensive list of items that should be modified in the procurement process moving forward, focusing on enhancing efficiency, addressing gaps, and optimizing workflows for better outcomes.	$ 330.00
LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/7/2025	4	$ 165.00	Drafting revision of the Standard Operating Procedure (SOP) for the internal processes related to contract management. This includes outlining the step-by-step guidelines to ensure consistency, compliance, and efficiency in handling contracts across all stages. The SOP will cover critical aspects such as task orders negotiation, invoicing validation, monitoring, & amendments	$ 660.00
LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/8/2025	0.5	$ 165.00	I prepared Addenda 2 for Exhibit E â€" Pricing Proposal, revised the Excel sheet, and created responses to the Power Advocates proponents' questions regarding the status of the RFP, then sent it to the data manager for publication.	$ 82.50
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/8/2025	2	$ 165.00	I thoroughly reviewed the questions submitted by the Power Advocates proponents regarding the status of the RFP and crafted detailed, clear responses to address each query. After finalizing the responses, I sent them to the data manager for publication, ensuring they were disseminated to all relevant parties. In parallel, I conducted an in-depth analysis of the Project Labor Agreement (PLA), carefully cross-referencing it with the defined scope of work to ensure full alignment. Based on this comparison, I provided a comprehensive answer regarding compliance, confirming whether the terms of the PLA met the specified requirements within the scope.	$ 330.00

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LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212	Cat Z-10F000 209997	Yolanda Velez	Technical Specialist /Engineer	1/8/2025	0.5	$ 165.00	I attended an internal meeting with Ivette Arocho, 3PPO Financial Advisor, to discuss the scope of the RFP and the Q&A answers related to it. We focused on the design and construction phases of the project to ensure that, when the evaluation process begins, all aspects of the project, particularly the importance of the design phase, are thoroughly considered. Our discussion aimed to align our understanding of these phases and their impact on the overall project evaluation.	$ 82.50
LUMA	4	(4) Emergency Restoration 3PPO-1212-03-EM-02	Tendering - T0212	03-6005-93000-550-420-000	Yolanda Velez	Technical Specialist /Engineer	1/8/2025	0.25	$ 165.00	I reviewed the meeting notes from December 18 and verified the status of pending tasks. I followed up with LUMA to ensure responses were received and any outstanding issues were addressed.	$ 41.25
LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Tendering - T0212	Cat Z-10F000 210000	Yolanda Velez	Technical Specialist /Engineer	1/8/2025	0.25	$ 165.00	I reviewed the meeting notes from December 18 and verified the status of pending tasks. I followed up with LUMA to ensure responses were received and any outstanding issues were addressed.	$ 41.25
LUMA	2	(2) Transmission Line Construction 3PPO-1123-02-TL-02	Tendering - T0212	Cat Z-10F000 210000	Yolanda Velez	Technical Specialist /Engineer	1/8/2025	0.25	$ 165.00	I reviewed the meeting notes from December 18 and verified the status of pending tasks. I followed up with LUMA to ensure responses were received and any outstanding issues were addressed.	$ 41.25
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/8/2025	0.25	$ 165.00	I reviewed the meeting notes from December 18 and verified the status of pending tasks. I followed up with LUMA to ensure responses were received and any outstanding issues were addressed.	$ 41.25
LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/8/2025	0.25	$ 165.00	I reviewed the meeting notes from December 18 and verified the status of pending tasks. I followed up with LUMA to ensure responses were received and any outstanding issues were addressed.	$ 41.25
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212	Cat Z-10F000 209997	Yolanda Velez	Technical Specialist /Engineer	1/8/2025	0.25	$ 165.00	I reviewed the meeting notes from December 18 and verified the status of pending tasks. I followed up with LUMA to ensure responses were received and any outstanding issues were addressed.	$ 41.25
LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/8/2025	0.25	$ 165.00	Prepared Addenda N4 to officially extend the timeline for responding to the Q&A section, ensuring all questions are addressed by LUMA within the revised schedule.	$ 41.25

LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212	Cat Z-10F000 209997	Yolanda Velez	Technical Specialist /Engineer	1/8/2025	2	$ 165.00	Reviewed and analyzed the Q&A Excel table, which included technical clarifications, alongside detailed technical information and preliminary drawings. The purpose was to ensure a comprehensive understanding of these materials in order to present clear explanations to Miguel GracÂ-a (Project Manager) and Ivette Arocho (Sr. Financial Advisor). This work was essential to align the engineering and financial perspectives for effectively planning the evaluation process of the proposals. Additionally, this preparation was aimed at ensuring the team was well-equipped and coordinated for the upcoming working session, fostering productive discussions and decision-making.	$ 330.00
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212	Cat Z-10F000 209997	Yolanda Velez	Technical Specialist /Engineer	1/9/2025	2	$ 165.00	Working meeting with Ivette Arocho (Sr. Financial Advisor) and Miguel GarcÃ-a (Project Manager) to review the scope of work, technical information from the Q&A, proposal forms, and certifications, with the goal of planning the evaluation process for each submitted proposal. The discussion emphasized ensuring that Exhibit-E pricing was submitted in a detailed format to facilitate accurate evaluation. The team also reviewed the FEMA Project Worksheet (PW) and the Independent Cost Estimate (ICE) from LUMA to ensure alignment with technical and financial requirements. Additionally, critical elements of the financial evaluation were analyzed to ensure compliance and feasibility, setting the foundation for a thorough and structured assessment process.	$ 330.00
LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/9/2025	0.5	$ 165.00	I reviewed and updated the project calendar, cross-referencing it with the timelines of other RFPs to ensure there are no scheduling conflicts. This included analyzing submission deadlines to determine the most feasible dates for proposal submissions, taking into account the workload and dependencies across ongoing RFPs. Additionally, I began drafting an addendum to update the proposal submission schedule, which will be finalized and published once the proposed dates are approved by LUMA.	$ 82.50
LUMA	8	(8) Substation MSA 3PPO-0708-13-MSA	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/9/2025	0.5	$ 165.00	I reviewed and updated the project calendar, cross-referencing it with the timelines of other RFPs to ensure there are no scheduling conflicts. This included analyzing submission deadlines to determine the most feasible dates for proposal submissions, taking into account the workload and dependencies across ongoing RFPs. Additionally, I began drafting an addendum to update the proposal submission schedule, which will be finalized and published once the proposed dates are approved by LUMA.	$ 82.50
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/9/2025	0.5	$ 165.00	I reviewed and updated the project calendar, cross-referencing it with the timelines of other RFPs to ensure there are no scheduling conflicts. This included analyzing submission deadlines to determine the most feasible dates for proposal submissions, taking into account the workload and dependencies across ongoing RFPs. Additionally, I began drafting an addendum to update the proposal submission schedule, which will be finalized and published once the proposed dates are approved by LUMA.	$ 82.50

LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/9/2025	0.25	$ 165.00	I reviewed and updated the Excel tracker timeline to ensure its accuracy in preparation for the progress report. This involved verifying work progress over the past four weeks and compiling a new report with the most up-to-date information. Additionally, I drafted the progress report, which will be finalized and sent to LUMA.	$ 41.25
LUMA	11	(11) RPO Bucket Trucks 3PPO-1017-15-RPO	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/9/2025	0.17	$ 165.00	I reviewed and updated the Excel tracker timeline to ensure its accuracy in preparation for the progress report. This involved verifying work progress over the past four weeks and compiling a new report with the most up-to-date information. Additionally, I drafted the progress report, which will be finalized and sent to LUMA.	$ 28.05
LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/9/2025	0.17	$ 165.00	I reviewed and updated the Excel tracker timeline to ensure its accuracy in preparation for the progress report. This involved verifying work progress over the past four weeks and compiling a new report with the most up-to-date information. Additionally, I drafted the progress report, which will be finalized and sent to LUMA.	$ 28.05
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/9/2025	0.17	$ 165.00	I reviewed and updated the Excel tracker timeline to ensure its accuracy in preparation for the progress report. This involved verifying work progress over the past four weeks and compiling a new report with the most up-to-date information. Additionally, I drafted the progress report, which will be finalized and sent to LUMA.	$ 28.05
LUMA	7	(7) Distribution Poles and Conduct Repairs 3PPO-0328-08-DP-02	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/9/2025	0.17	$ 165.00	I reviewed and updated the Excel tracker timeline to ensure its accuracy in preparation for the progress report. This involved verifying work progress over the past four weeks and compiling a new report with the most up-to-date information. Additionally, I drafted the progress report, which will be finalized and sent to LUMA.	$ 28.05
LUMA	8	(8) Substation MSA 3PPO-0708-13-MSA	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/9/2025	0.25	$ 165.00	I reviewed and updated the Excel tracker timeline to ensure its accuracy in preparation for the progress report. This involved verifying work progress over the past four weeks and compiling a new report with the most up-to-date information. Additionally, I drafted the progress report, which will be finalized and sent to LUMA.	$ 41.25
LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/9/2025	0.25	$ 165.00	I reviewed and updated the Excel tracker timeline to ensure its accuracy in preparation for the progress report. This involved verifying work progress over the past four weeks and compiling a new report with the most up-to-date information. Additionally, I drafted the progress report, which will be finalized and sent to LUMA.	$ 41.25
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212	Cat Z-10F000 209997	Yolanda Velez	Technical Specialist /Engineer	1/9/2025	0.25	$ 165.00	I reviewed and updated the Excel tracker timeline to ensure its accuracy in preparation for the progress report. This involved verifying work progress over the past four weeks and compiling a new report with the most up-to-date information. Additionally, I drafted the progress report, which will be finalized and sent to LUMA.	$ 41.25
LUMA	2	(2) Transmission Line Construction 3PPO-1123-02-TL-02	Tendering - T0212	Cat Z-10F000 210000	Yolanda Velez	Technical Specialist /Engineer	1/9/2025	0.17	$ 165.00	I reviewed and updated the Excel tracker timeline to ensure its accuracy in preparation for the progress report. This involved verifying work progress over the past four weeks and compiling a new report with the most up-to-date information. Additionally, I drafted the progress report, which will be finalized and sent to LUMA.	$ 28.05

LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Tendering - T0212	Cat Z-10F000 210000	Yolanda Velez	Technical Specialist /Engineer	1/9/2025	0.17	$ 165.00	I reviewed and updated the Excel tracker timeline to ensure its accuracy in preparation for the progress report. This involved verifying work progress over the past four weeks and compiling a new report with the most up-to-date information. Additionally, I drafted the progress report, which will be finalized and sent to LUMA.	$ 28.05
LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Tendering - T0212	Cat Z-10F000 210000	Yolanda Velez	Technical Specialist /Engineer	1/9/2025	0.5	$ 165.00	I reviewed the email from Joel Adamski to locate the required information and documents related to the RFP. I also assisted the Data Manager in selecting the appropriate documents for upload to the encrypted folder. Once the task was completed, I sent a response to Joel confirming the actions taken.	$ 82.50
LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/9/2025	2	$ 165.00	Completed the drafting of the Standard Operating Procedure (SOP) for the internal processes related to contract management.	$ 330.00
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212	Cat Z-10F000 209997	Yolanda Velez	Technical Specialist /Engineer	1/10/2025	0.5	$ 165.00	Collaborated with the Data Manager to review the evaluation scorecard document and confirmed it was not the required version. Requested the final version from Joe Adamski for submission to the EC.	$ 82.50
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212	Cat Z-10F000 209997	Yolanda Velez	Technical Specialist /Engineer	1/10/2025	1	$ 165.00	Developed detailed Requests for Information (RFIs) to address gaps and obtain the missing data required for Exhibit B. These RFIs were tailored to clarify critical details and ensure all necessary information is accurately documented.	$ 165.00
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/10/2025	0.5	$ 165.00	I developed a message to serve as a key component of the outreach strategy and to be featured in the RFP flyer and publication materials. The message communicates the purpose of the RFP and encourage qualified organizations to participate. Additionally, it included essential information about the RFP.	$ 82.50
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/10/2025	0.25	$ 165.00	I began developing the 2025 version of the bi-weekly report for LUMA, incorporating key updates to enhance its clarity and usability. The report includes a detailed progress overview, highlighting completed tasks, achieved milestones, and ongoing activities to provide a comprehensive snapshot of project advancements. A newly revised timeline is also included, reflecting updated deadlines, adjusted priorities, and changes to project schedules to ensure alignment with current objectives.	$ 41.25
LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/10/2025	0.25	$ 165.00	I began developing the 2025 version of the bi-weekly report for LUMA, incorporating key updates to enhance its clarity and usability. The report includes a detailed progress overview, highlighting completed tasks, achieved milestones, and ongoing activities to provide a comprehensive snapshot of project advancements. A newly revised timeline is also included, reflecting updated deadlines, adjusted priorities, and changes to project schedules to ensure alignment with current objectives.	$ 41.25

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LUMA	11	(11) RPO Bucket Trucks 3PPO-1017-15-RPO	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/10/2025	0.25	$ 165.00	I began developing the 2025 version of the bi-weekly report for LUMA, incorporating key updates to enhance its clarity and usability. The report includes a detailed progress overview, highlighting completed tasks, achieved milestones, and ongoing activities to provide a comprehensive snapshot of project advancements. A newly revised timeline is also included, reflecting updated deadlines, adjusted priorities, and changes to project schedules to ensure alignment with current objectives.	$ 41.25
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/10/2025	0.25	$ 165.00	I began developing the 2025 version of the bi-weekly report for LUMA, incorporating key updates to enhance its clarity and usability. The report includes a detailed progress overview, highlighting completed tasks, achieved milestones, and ongoing activities to provide a comprehensive snapshot of project advancements. A newly revised timeline is also included, reflecting updated deadlines, adjusted priorities, and changes to project schedules to ensure alignment with current objectives.	$ 41.25
LUMA	7	(7) Distribution Poles and Conduct Repairs 3PPO-0328-08-DP-02	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/10/2025	0.25	$ 165.00	I began developing the 2025 version of the bi-weekly report for LUMA, incorporating key updates to enhance its clarity and usability. The report includes a detailed progress overview, highlighting completed tasks, achieved milestones, and ongoing activities to provide a comprehensive snapshot of project advancements. A newly revised timeline is also included, reflecting updated deadlines, adjusted priorities, and changes to project schedules to ensure alignment with current objectives.	$ 41.25
LUMA	8	(8) Substation MSA 3PPO-0708-13-MSA	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/10/2025	0.25	$ 165.00	I began developing the 2025 version of the bi-weekly report for LUMA, incorporating key updates to enhance its clarity and usability. The report includes a detailed progress overview, highlighting completed tasks, achieved milestones, and ongoing activities to provide a comprehensive snapshot of project advancements. A newly revised timeline is also included, reflecting updated deadlines, adjusted priorities, and changes to project schedules to ensure alignment with current objectives.	$ 41.25
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212	Cat Z-10F000 209997	Yolanda Velez	Technical Specialist /Engineer	1/10/2025	0.25	$ 165.00	I began developing the 2025 version of the bi-weekly report for LUMA, incorporating key updates to enhance its clarity and usability. The report includes a detailed progress overview, highlighting completed tasks, achieved milestones, and ongoing activities to provide a comprehensive snapshot of project advancements. A newly revised timeline is also included, reflecting updated deadlines, adjusted priorities, and changes to project schedules to ensure alignment with current objectives.	$ 41.25

LUMA	2	(2) Transmission Line Construction 3PPO-1123-02-TL-02	Tendering - T0212	Cat Z-10F000 210000	Yolanda Velez	Technical Specialist /Engineer	1/10/2025	0.25	$ 165.00	I began developing the 2025 version of the bi-weekly report for LUMA, incorporating key updates to enhance its clarity and usability. The report includes a detailed progress overview, highlighting completed tasks, achieved milestones, and ongoing activities to provide a comprehensive snapshot of project advancements. A newly revised timeline is also included, reflecting updated deadlines, adjusted priorities, and changes to project schedules to ensure alignment with current objectives.	$ 41.25
LUMA	2	(2) Transmission Line Construction 3PPO-1123-02-TL-02	Tendering - T0212	Cat Z-10F000 210000	Yolanda Velez	Technical Specialist /Engineer	1/13/2025	0.25	$ 165.00	Modified the letter to LUMA canceling the RFP and sent to Joe Adamski for his approval.	$ 41.25
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212	Cat Z-10F000 209997	Yolanda Velez	Technical Specialist /Engineer	1/13/2025	0.25	$ 165.00	Modified the letter to LUMA and sent to Joe Adamski for the notification that the 3PPO is evaluating the two proposals as per instructions	$ 41.25
LUMA	11	(11) RPO Bucket Trucks 3PPO-1017-15-RPO	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/14/2025	0.15	$ 165.00	Followup meeting with Joe Adamski, Yadira Lugo (both LUMA procurement), Juan Rogers (LUMA), Ruben Lugo (P3A), Antonio Pavia(recoms Sr. Project Manager), Mariela Quinones(recoms Program Manager) Fabian Velez (recoms data manager) and Gerardo Mechaly(Recoms Project Manager) to discuss RFP progress and deliverables.	$ 24.75
LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/14/2025	0.15	$ 165.00	Followup meeting with Joe Adamski, Yadira Lugo (both LUMA procurement), Juan Rogers (LUMA), Ruben Lugo (P3A), Antonio Pavia(recoms Sr. Project Manager), Mariela Quinones(recoms Program Manager) Fabian Velez (recoms data manager) and Gerardo Mechaly(Recoms Project Manager) to discuss RFP progress and deliverables.	$ 24.75
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/14/2025	0.15	$ 165.00	Followup meeting with Joe Adamski, Yadira Lugo (both LUMA procurement), Juan Rogers (LUMA), Ruben Lugo (P3A), Antonio Pavia(recoms Sr. Project Manager), Mariela Quinones(recoms Program Manager) Fabian Velez (recoms data manager) and Gerardo Mechaly(Recoms Project Manager) to discuss RFP progress and deliverables.	$ 24.75
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/14/2025	0.15	$ 165.00	Followup meeting with Joe Adamski, Yadira Lugo (both LUMA procurement), Juan Rogers (LUMA), Ruben Lugo (P3A), Antonio Pavia(recoms Sr. Project Manager), Mariela Quinones(recoms Program Manager) Fabian Velez (recoms data manager) and Gerardo Mechaly(Recoms Project Manager) to discuss RFP progress and deliverables.	$ 24.75
LUMA	7	(7) Distribution Poles and Conduct Repairs 3PPO-0328-08-DP-02	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/14/2025	0.15	$ 165.00	Followup meeting with Joe Adamski, Yadira Lugo (both LUMA procurement), Juan Rogers (LUMA), Ruben Lugo (P3A), Antonio Pavia(recoms Sr. Project Manager), Mariela Quinones(recoms Program Manager) Fabian Velez (recoms data manager) and Gerardo Mechaly(Recoms Project Manager) to discuss RFP progress and deliverables.	$ 24.75
LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/14/2025	0.5	$ 165.00	Reviewed the final entries from each team member, confirming that all assigned work for each line item per RFP task order was completed, properly documented, and that descriptions were clear.	$ 82.50

LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Tendering - T0212	Cat Z-10F000 210000	Yolanda Velez	Technical Specialist /Engineer	1/14/2025	0.5	$ 165.00	I worked on verifying the RFP scorecard and reviewing the documents in the shared folder with the data manager to identify any missing files and ensure all required documents are included, as outlined in an email from Edwin Ramos at LUMA regarding the documentation needed for the contract award.	$ 82.50
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212	Cat Z-10F000 209997	Yolanda Velez	Technical Specialist /Engineer	1/14/2025	0.5	$ 165.00	I collaborated with the data manager on the evaluation criteria provided by LUMA, clarifying that it was not the scorecard itself. I also worked with Miguel GarcÃ-a (3PPO project manager) to plan the necessary technical support from LUMA, provided guidance on the information needed to be included on the evaluation report, and ensure the inclusion of key information.	$ 82.50
LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/14/2025	0.25	$ 165.00	I updated the addenda to reflect changes in the timeline, specifically revising the Q&A answer submission date, the proposal submission deadline, and the award date.	$ 41.25
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212	Cat Z-10F000 209997	Yolanda Velez	Technical Specialist /Engineer	1/15/2025	1	$ 165.00	Together with Miguel GarcÃ-a, 3PPO Project Manager, I reviewed the Independent Cost Estimate provided by LUMA to determine its applicability in evaluating the Batch 1 EPC Substations RFP. We concentrated on the pricing tab, confirming that it contained all essential details required by the Evaluation Committee to carry out a thorough assessment. Particular attention was given to verifying the columns, ensuring they were structured to allow a clear and precise comparison of costs proposed by different proponents.	$ 165.00
LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/15/2025	1.5	$ 165.00	I reviewed the Q&A answers provided by LUMA, confirming which questions were assigned to RECOMS for response. I reached out to Joe Adamski (LUMA) regarding the blank section in the Exhibit E-Pricing tab for New Vieques. To ensure accuracy, I verified with Fablan VÃ©lez, Data Manager at RECOMS, whether the original filing differed. Following this, I sent a request to Joe Adamski, asking for the revised Excel file with the updated tab.	$ 247.50
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/16/2025	1	$ 165.00	I reviewed the Q&A answers provided by LUMA and carefully analyzed the modified RFP addenda to ensure consistency and accuracy. This involved cross-referencing the referenced attachments in the addenda with the previously published versions to identify added information and specific changes. I noted the modifications marked in red and assessed their alignment with the updated documents. To ensure all discrepancies were addressed, I sent an email to Joe Adamski (LUMA Counsel) requesting confirmation of the highlighted changes and inquired whether the revised attachments could be provided for further verification.	$ 165.00
LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Planning - T0211		Yolanda Velez	Technical Specialist /Engineer	1/16/2025	0.25	$ 165.00	I collaborated with Isabel Rodriguez and Miguel GarcÃ-a, both RECOMS engineers, to meticulously plan the proposal evaluation process, determining the roles and responsibilities of each team member.	$ 41.25

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LUMA	8	(8) Substation MSA 3PPO-0708-13-MSA	Planning - T0211		Yolanda Velez	Technical Specialist /Engineer	1/16/2025	0.5	$ 165.00	I collaborated with Isabel Rodriguez and Miguel GarcÃ-a, both RECOMS engineers, to meticulously plan the proposal evaluation process, determining the roles and responsibilities of each team member. I verified the timeline to stagger the assessments, ensuring the reviews would not overlap.	$ 82.50
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Planning - T0211		Yolanda Velez	Technical Specialist /Engineer	1/16/2025	0.5	$ 165.00	I collaborated with Isabel Rodriguez (Technical Specialist / Engineer) and Miguel GarcÃ-a Project Manager), both RECOMS specialized engineers, to meticulously plan the proposal evaluation process, determining the roles and responsibilities of each team member. I verified the timeline to stagger the assessments, ensuring the reviews would not overlap.	$ 82.50
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/17/2025	3	$ 165.00	I reviewed and revised the addenda for the RFP scope of work sent by LUMA along with the responses to the Q&A for technical interconnection to ensure alignment with the attachments and provided documents. I verified the cross-referencing of the scope details I also created a new addenda N6 document that included an updated timeline. Verified the calendar to ensure the revised dates aligned with the overall project schedule and other critical deadlines. I cross-checked the updated timeline with the due dates for other RFPs to avoid any conflicts and ensure a smooth submission process.	$ 495.00
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/17/2025	0.5	$ 165.00	I worked with the responses to the technical interconnection questions provided by LUMA in the corresponding Excel document. I carefully reviewed the answers and inserted them into the Q&A Excel file, which is scheduled for publication. Additionally, I conducted the verification of unanswered questions to determine if further responses could be provided.	$ 82.50
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Planning - T0211		Yolanda Velez	Technical Specialist /Engineer	1/17/2025	0.25	$ 165.00	Worked with Marieta Quinones-Recoms Program Manager on the planning of the additional evaluation committee we will be assigning to the evaluation of the proposals. Verified their availability and set dates for meeting to discuss the internal process.	$ 41.25
LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Planning - T0211		Yolanda Velez	Technical Specialist /Engineer	1/17/2025	0.25	$ 165.00	Worked with Marieta Quinones-Recoms Program Manager on the planning of the additional evaluation committee we will be assigning to the evaluation of the proposals. Verified their availability and set dates for meeting to discuss the internal process.	$ 41.25
LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	Planning - T0211		Yolanda Velez	Technical Specialist /Engineer	1/21/2025	1	$ 165.00	I collaborated with Gerardo Mechaly, Project Manager at RECOMS, on several key aspects of the RFP process. Our work included reviewing the task orders and their corresponding hours distribution to ensure accurate allocation and resource management. We also discussed the development and structure of the new RFP, focusing on the timeline and specific milestones to be met. Additionally, we coordinated on staffing requirements, evaluating the necessary team composition and skills to meet project needs effectively.	$ 165.00

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LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Tendering - T0212	Cat Z-10F000 210000	Yolanda Velez	Technical Specialist /Engineer	1/21/2025	2	$ 165.00	I worked with the information from the Master Link price proposal, verifying the contract to identify areas where the bid was structured on a cost-plus basis and where passthrough costs were included. I then met with Francisco Amil (Legal Advisor), Antonio Pavia (Project Manager), and Mariela Quinones (Program Manager) from RECOMS to discuss these findings and prepare for our upcoming meeting with LUMA. During the meeting, we also assessed whether there was a need for another Best and Final Offer (BAFO) to clarify any cost-related issues or discrepancies in the proposal, ensuring we were aligned and fully prepared for the next steps.	$ 330.00
LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Tendering - T0212	Cat Z-10F000 210000	Yolanda Velez	Technical Specialist /Engineer	1/21/2025	1	$ 165.00	I worked on drafting a formal rejection letter to MasterLink regarding the awarding and contracting decision for RFP Distribution Line Construction IDIQ 3PPO-1123-01-DL. The letter detailed the decision not to proceed due to missing costs for subcontracted equipment in their Best and Final Offer (BAFO), which introduced significant unknowns that prevented a full evaluation and comparison of their proposal as required by the RFP.	$ 165.00
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/21/2025	3	$ 165.00	I worked on Addenda N7, which required a review and revision of all the attachments provided, ensuring that all information was accurate and aligned with the references The necessary changes were made to update document references. Total of 11 attachments revised.	$ 495.00
LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Tendering - T0212	Cat Z-10F000 210000	Yolanda Velez	Technical Specialist /Engineer	1/23/2025	2	$ 165.00	Collaborated with Mariela QuiÃ±ones (RECOMS Program Manager), Vicente Diaz and Francisco Amil (RECOMS Legal Advisors), and Fabian Velez (RECOMS Data Manager) to discuss various communications sent by LUMA related to the award, negotiations, and contract. The discussion involved comparing the RFP with the published contract, reviewing the task order terms, and analyzing the pricing sheet provided by Master Link to identify a possible partial scope for contracting purposes. Additionally, prepared a list of questions for the 2 PM meeting with LUMA to ensure readiness.	$ 330.00
LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Tendering - T0212	Cat Z-10F000 210000	Yolanda Velez	Technical Specialist /Engineer	1/23/2025	1	$ 165.00	I held a working meeting with Antonio PavÃ-a (RECOMS Project Manager) and Mariela QuiÃ±ones (RECOMS Program Manager) to discuss the cost-plus structure in Master Link's proposed pricing, where no specific prices were provided, but a note indicated that subcontracted items would include a 25% markup. We also reviewed the limitations on the scope of work within task orders and discussed the possibility of issuing a second BAFO, as mentioned by LUMA.	$ 165.00
LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Tendering - T0212	Cat Z-10F000 210000	Yolanda Velez	Technical Specialist /Engineer	1/23/2025	1	$ 165.00	Collaborated with Mariela QuiÃ±ones on the letter responding to P3 regarding LUMA's directive for the 3PPO-RFP-1123-01-DL procurement. Notified P3 to request that LUMA correct the date in the document, as it incorrectly states 2024 instead of 2025.	$ 165.00

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LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Tendering - T0212	Cat Z-10F000 210000	Yolanda Velez	Technical Specialist /Engineer	1/23/2025	1	$ 165.00	Working meeting with the LUMA Contract Department, Edwin Ramos and Stella Rodriguez, along with Mariela QuiÃ±ones (RECOMS Program Manager), Vicente Diaz and Francisco Amil (RECOMS Legal Advisors), and Fabian Velez (RECOMS Data Manager) to discuss the IDIQ contract and task order base, pricing negotiations, cap adjustments, and contract review and compliance verification. Also, verified the QA/QC requirements with Stella to ensure all necessary documents are provided and coordinated with the Data Manager to create a shared folder for document storage.	$ 165.00
LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Tendering - T0212	Cat Z-10F000 210000	Yolanda Velez	Technical Specialist /Engineer	1/23/2025	2	$ 165.00	Worked on organizing the RFP folders containing all the proponents' documents and reviewed the procurement folder before giving the go-ahead to the Data Manager to upload everything into the LUMA Contract shared folder.	$ 330.00
LUMA	15	(15) Dry and Wet Helicopter 3PPO-0120-18-HELI	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/24/2025	2	$ 165.00	Verified the RFP Package provided by LUMA to start verifying the scope of work. Looked at Stage 1 and Stage 2 folders. Also, compared with RPO package to determine the procurement efforts for Task Order development.	$ 330.00
LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Tendering - T0212	Cat Z-10F000 210000	Yolanda Velez	Technical Specialist /Engineer	1/24/2025	1	$ 165.00	Reviewed the transcribed minute from LUMA's meeting, to start writing the list of tasks to complete. Verified the QA/QC document provided by Stella Rodriguez-LUMA Contract against the folder the Data manager is preparing to be shared with LUMA.	$ 165.00
LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/27/2025	2	$ 165.00	Worked on verifying and modifying the contract value request by reviewing the document sent by Gerardo Mechaly 3PPO Project Manager. The review process involved analyzing the task order's details, ensuring alignment with the overall project scope, and assessing the budget allocations. I discussed the request with Gerardo, focusing on several key points, including clarifying the budget, understanding the expectations for the additional work, and addressing the increase in scope.	$ 330.00
LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Tendering - T0212	Cat Z-10F000 210000	Yolanda Velez	Technical Specialist /Engineer	1/27/2025	0.25	$ 165.00	Created the bi-weekly report for LUMA, incorporating key updates to enhance its clarity and usability. The report includes a detailed progress overview, highlighting completed tasks, achieved milestones, and ongoing activities. A newly revised timeline is also included, reflecting updated deadlines in addenda.	$ 41.25
LUMA	2	(2) Transmission Line Construction 3PPO-1123-02-TL-02	Tendering - T0212	Cat Z-10F000 210000	Yolanda Velez	Technical Specialist /Engineer	1/27/2025	0.25	$ 165.00	Created the bi-weekly report for LUMA, incorporating key updates to enhance its clarity and usability. The report includes a detailed progress overview, highlighting completed tasks, achieved milestones, and ongoing activities. A newly revised timeline is also included, reflecting updated deadlines in addenda.	$ 41.25
LUMA	7	(7) Distribution Poles and Conduct Repairs 3PPO-0328-08-DP-02	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/27/2025	0.25	$ 165.00	Created the bi-weekly report for LUMA, incorporating key updates to enhance its clarity and usability. The report includes a detailed progress overview, highlighting completed tasks, achieved milestones, and ongoing activities. A newly revised timeline is also included, reflecting updated deadlines in addenda.	$ 41.25

LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/27/2025	0.25	$ 165.00	Created the bi-weekly report for LUMA, incorporating key updates to enhance its clarity and usability. The report includes a detailed progress overview, highlighting completed tasks, achieved milestones, and ongoing activities. A newly revised timeline is also included, reflecting updated deadlines in addenda.	$ 41.25
LUMA	11	(11) RPO Bucket Trucks 3PPO-1017-15-RPO	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/27/2025	0.25	$ 165.00	Created the bi-weekly report for LUMA, incorporating key updates to enhance its clarity and usability. The report includes a detailed progress overview, highlighting completed tasks, achieved milestones, and ongoing activities. A newly revised timeline is also included, reflecting updated deadlines in addenda.	$ 41.25
LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/27/2025	0.25	$ 165.00	Created the bi-weekly report for LUMA, incorporating key updates to enhance its clarity and usability. The report includes a detailed progress overview, highlighting completed tasks, achieved milestones, and ongoing activities. A newly revised timeline is also included, reflecting updated deadlines in addenda.	$ 41.25
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/27/2025	0.25	$ 165.00	Created the bi-weekly report for LUMA, incorporating key updates to enhance its clarity and usability. The report includes a detailed progress overview, highlighting completed tasks, achieved milestones, and ongoing activities. A newly revised timeline is also included, reflecting updated deadlines in addenda.	$ 41.25
LUMA	8	(8) Substation MSA 3PPO-0708-13-MSA	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/27/2025	0.25	$ 165.00	Created the bi-weekly report for LUMA, incorporating key updates to enhance its clarity and usability. The report includes a detailed progress overview, highlighting completed tasks, achieved milestones, and ongoing activities. A newly revised timeline is also included, reflecting updated deadlines in addenda.	$ 41.25
LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/27/2025	1	$ 165.00	Worked with Antonio Pavia, Project Manager, on calculating the project cost using the independent cost estimate (ICE) to determine an approximate contract cost. After finalizing the estimate, I sent a communication to Joe Adamski from LUMA procurement to confirm the amount and ensure accuracy before proceeding with sharing the information with the proponents.	$ 165.00
LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Tendering - T0212	Cat Z-10F000 210000	Yolanda Velez	Technical Specialist /Engineer	1/27/2025	1	$ 165.00	Worked with the Data Manager to try opening the contract draft sent by Edwin Ramos (LUMA Proc Dept.), but we encountered issues accessing the document. After troubleshooting, I reached out to Joe Adamski to request that he resend the file into the shared folder, ensuring it was in a format we could access. Once the file was properly uploaded, we were able to open it and begin the review process.	$ 165.00

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LUMA	4	(4) Emergency Restoration 3PPO-1212-03-EM-02	Tendering - T0212	03-6005-93000-550-420-000	Yolanda Velez	Technical Specialist /Engineer	1/27/2025	1	$ 165.00	After a conversation with Joe Adamski from LUMA procurement regarding an email he had sent asking for a contract, I was able to clarify which RFP contract he was referring to. Following this, I communicated with Antonio Pavia, RECOMS Project Manager, to discuss the various communications he had had with Sammy Rodriguez from LUMA Insurance. We reviewed whether any additional documents were requested in previous emails. Since we did not receive any updates from Sammy, I sent a follow-up message to LUMA to ensure we had all the necessary documentation and information moving forward.	$ 165.00
LUMA	15	(15) Dry and Wet Helicopter 3PPO-0120-18-HELI	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/27/2025	1	$ 165.00	I began reviewing the RFP package sent by LUMA by verifying the documents, exhibits, attachments, and scope within the folders provided. Started making the 3PPO renaming of the documents and folder.	$ 165.00
LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Tendering - T0212	Cat Z-10F000 210000	Yolanda Velez	Technical Specialist /Engineer	1/28/2025	2	$ 165.00	Collaborated with Francisco Amil, RECOMS Legal Advisor, to thoroughly review and verify the transcript of our recent meeting with LUMA concerning the Distribution Line contract. This process involved cross-checking the transcript and ensuring all critical discussion points were captured. Additionally, we analyzed the contract draft provided by LUMA to identify areas requiring further clarification or inclusion. Key focus areas included refining the task order process with Capped amount, establishing pricing, outlining the approach for mini-bids, and incorporating federal requirements for equipment rates.	$ 330.00
LUMA	7	(7) Distribution Poles and Conduct Repairs 3PPO-0328-08-DP-02	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/28/2025	0.15	$ 165.00	I participated and provided support during the bi-weekly meeting with LUMA and P3, where we reviewed project progress, discussed the updated timeline, and addressed outstanding issues requiring resolution. I contributed by verifying the alignment of reported progress with previously established milestones and identifying potential bottlenecks that could impact project timelines.	$ 24.75
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212	Cat Z-10F000 209997	Yolanda Velez	Technical Specialist /Engineer	1/28/2025	2	$ 165.00	Worked alongside Miguel GarcÃ-a, RECOMS Engineer, to verify the proposal packages for Aruba and Palominito. This involved double-checking that all required documents were submitted and ensuring compliance with the proposal requirements compared to the actual proposals provided. Additionally, we reviewed the company profiles for accuracy and completeness. Although both proposals were disqualified, this verification process was essential to include the findings as part of the evaluation report.	$ 330.00
LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/28/2025	0.5	$ 165.00	Worked on addressing supplier questions submitted through PowerAdvocate by providing answers and clarifications. The responses were then submitted to the data manager for verification and prepared for publication.	$ 82.50

LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/28/2025	0.5	$ 165.00	Worked on addressing supplier questions submitted through PowerAdvocate by providing answers and clarifications. The responses were then submitted to the data manager for verification and prepared for publication.	$ 82.50
LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/28/2025	0.5	$ 165.00	Worked on addressing supplier questions submitted through PowerAdvocate by providing answers and clarifications. The responses were then submitted to the data manager for verification and prepared for publication.	$ 82.50
LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/28/2025	0.5	$ 165.00	Created an addendum for the Bid Bond requirement following a communication with Joe Adamski from LUMA Procurement. This addendum was designed to clarify and update the specifications related to the Bid Bond. After creating the addendum for the Bid Bond requirement, I sent it to the data manager for publication in PowerAdvocate.	$ 82.50
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212	Cat Z-10F000 209997	Yolanda Velez	Technical Specialist /Engineer	1/28/2025	1.5	$ 165.00	Worked on verifying the "partnership" details of Palominito's proposal, specifically checking whether the required financial statements were included. However, no financial documents were found, only statements from another company. Later, I had a meeting with Ivette Arocho (RECOMS Sr. Financial Advisor) to confirm whether this was correct and to ensure that the issue was addressed appropriately in the evaluation report.	$ 247.50
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/28/2025	0.15	$ 165.00	I participated and provided support during the bi-weekly meeting with LUMA and P3, where we reviewed project progress, discussed the updated timeline, and addressed outstanding issues requiring resolution. I contributed by verifying the alignment of reported progress with previously established milestones and identifying potential bottlenecks that could impact project timelines.	$ 24.75
LUMA	8	(8) Substation MSA 3PPO-0708-13-MSA	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/28/2025	0.15	$ 165.00	I participated and provided support during the bi-weekly meeting with LUMA and P3, where we reviewed project progress, discussed the updated timeline, and addressed outstanding issues requiring resolution. I contributed by verifying the alignment of reported progress with previously established milestones and identifying potential bottlenecks that could impact project timelines.	$ 24.75
LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/28/2025	0.05	$ 165.00	I participated and provided support during the bi-weekly meeting with LUMA and P3, where we reviewed project progress, discussed the updated timeline, and addressed outstanding issues requiring resolution. I contributed by verifying the alignment of reported progress with previously established milestones and identifying potential bottlenecks that could impact project timelines.	$ 8.25
LUMA	4	(4) Emergency Restoration 3PPO-1212-03-EM-02	Tendering - T0212	03-6005-93000-550-420-000	Yolanda Velez	Technical Specialist /Engineer	1/29/2025	2	$ 165.00	Collaborated with Antonio PavÃ-a (Sr. Project Manager)and Francisco Amil (Legal Advisor) to review and refine the contract terms and scope of work for QUANTA. This included analyzing key contractual provisions, ensuring alignment with project objectives, and identifying any gaps or ambiguities. Additionally, we clarified the scope to prevent misinterpretations and addressed any technical concerns. Later sent to LUMA for the development of the insurance and the required inclusion account number among other.	$ 330.00

LUMA	3	(3) Distribution Line Construction 3PPO-1123-01-DL-02	Tendering - T0212	Cat Z-10F000 210000	Yolanda Velez	Technical Specialist /Engineer	1/29/2025	2	$ 165.00	Reviewed the Distribution Line draft contract sent by LUMA in collaboration with Francisco Amil, Legal Advisor. The review focused on incorporating federal FEMA terms, ensuring compliance with capped rates, and refining contract wording for clarity and enforceability. We analyzed the payment structures, including lump sum and time-and-material provisions in alignment with AIA standards, to ensure appropriate application based on project requirements. Additionally, we addressed the inclusion of a mini-bid process for non-bid items, ensuring flexibility while maintaining cost control and regulatory compliance.	$ 330.00
LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212	Cat Z-10F000 209997	Yolanda Velez	Technical Specialist /Engineer	1/30/2025	2	$ 165.00	Assisted the Data Manager and Administrative Support team with the transfer of the document list and transmittal letter to LUMA. This included verifying the completeness and accuracy of the document list, ensuring proper formatting and organization, and aligning the transmittal letter with LUMAâ€™s submission requirements. Additionally, I facilitated the coordination of the document transfer process to ensure timely and efficient delivery while maintaining proper record-keeping for tracking and future reference.	$ 330.00
LUMA	11	(11) RPO Bucket Trucks 3PPO-1017-15-RPO	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/30/2025	2	$ 165.00	Assisted the Data Manager and Administrative Support team with the transfer of the document list, Non-OCI letter, and transmittal letter to LUMA to facilitate the submission of the complete RFP folder. This included ensuring the proper organization and accuracy of all required documents, including the publication, outreach records, and the proponent file containing the proposal. The process was aligned with the SOP to ensure compliance and a seamless transition for LUMA to proceed with the next steps in the evaluation and procurement process.	$ 330.00
LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/30/2025	1	$ 165.00	Assisted in the LUMA meeting with RECOMS, providing support in discussions related to the compliance with procurement and federal requirements. Also provided information regarding timeline.	$ 165.00
LUMA	13	(13) Streetlight Construction 3PPO-1101-16-SC	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/30/2025	0.5	$ 165.00	Worked under a compressed timeline as requested by Juan Rogers from (LUMA Procurement), who emphasized the need to meet the 90-day period from RFP publication to contract award. This required adjusting the schedule, prioritizing critical tasks, and coordinating for review.	$ 82.50
LUMA	12	(12) Workforce Augmentation 3PPO-0909-14-WA	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/30/2025	0.5	$ 165.00	Worked under a compressed timeline as requested by Juan Rogers from (LUMA Procurement), who emphasized the need to meet the 90-day period from RFP publication to contract award. This required adjusting the schedule, prioritizing critical tasks, and coordinating for review.	$ 82.50
LUMA	6	(6) Vieques and Culebra Microgrid 3PPO-0517-10-VCM-02	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/30/2025	0.5	$ 165.00	Worked under a compressed timeline as requested by Juan Rogers from (LUMA Procurement), who emphasized the need to meet the 90-day period from RFP publication to contract award. This required adjusting the schedule, prioritizing critical tasks, and coordinating for review.	$ 82.50

LUMA	7	(7) Distribution Poles and Conduct Repairs 3PPO-0328-08-DP-02	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/30/2025	0.5	$ 165.00	Worked under a compressed timeline as requested by Juan Rogers from (LUMA Procurement), who emphasized the need to meet the 90-day period from RFP publication to contract award. This required adjusting the schedule, prioritizing critical tasks, and coordinating for review.	$ 82.50
LUMA	8	(8) Substation MSA 3PPO-0708-13-MSA	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/30/2025	0.5	$ 165.00	Worked under a compressed timeline as requested by Juan Rogers from (LUMA Procurement), who emphasized the need to meet the 90-day period from RFP publication to contract award. This required adjusting the schedule, prioritizing critical tasks, and coordinating for review.	$ 82.50
LUMA	9	(9) EPC Substation 3PPO-0703-11-SUB2 (Batch #2)	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/30/2025	0.5	$ 165.00	Worked under a compressed timeline as requested by Juan Rogers from (LUMA Procurement),, who emphasized the need to meet the 90-day period from RFP publication to contract award. This required adjusting the schedule, prioritizing critical tasks, and coordinating for review.	$ 82.50
LUMA	2	(2) Transmission Line Construction 3PPO-1123-02-TL-02	Tendering - T0212	Cat Z-10F000 210000	Yolanda Velez	Technical Specialist /Engineer	1/31/2025	6	$ 165.00	Developed three distinct scenarios for the potential implementation of the new scorecard and evaluation process, considering various risks and corresponding mitigation strategies to ensure a comprehensive and compliant approach. Each scenario was structured to assess the impact of the scorecard on proposal evaluation, risk management, and project execution while aligning with key federal regulations, including 2 CFR 200, FEMA and Federal Procurement Guidelines, and the Federal Acquisition Regulation (FAR) as established by the Office of Management and Budget (OMB). The analysis focused on identifying potential challenges such as scoring inconsistencies, federal compliance risks, and the adaptability of the evaluation methodology in response to regulatory updates. Additionally, mitigation strategies were proposed to enhance transparency, objectivity, and competitiveness in the evaluation process while ensuring compliance with federal procurement requirements and equitable treatment of all proponents.	$ 990.00
LUMA	1a	(1a) Luma Contract Mgmt 3PPO-01-04-01-LCM-02	Tendering - T0212		Yolanda Velez	Technical Specialist /Engineer	1/31/2025	1	$ 165.00	I worked alongside Gerardo Mechaly (Project Manager) on the task order review, focusing on the budget allocation for various RFPs. Our review aimed to identify proposals that required additional funding to proceed. We analyzed the budgetary constraints, assessed the current allocations, and determined the financial adjustments needed to ensure continuity in the procurement process.	$ 165.00

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LUMA	5a	(5a) EPC Substation (Batch #1) 3PPO-0412-09-SUB-02	Tendering - T0212	Cat Z-10F000 209997	Yolanda Velez	Technical Specialist /Engineer	1/31/2025	1	$ 165.00	I collaborated with Isabel RodrÃ-guez and Miguel GarcÃ-a, RECOMS evaluators and engineers, to start the process of reviewing the marked pricing, the Exhibit E proposal pricing submitted, and the Independent Cost Estimate (ICE). We planned a strategic approach for the analysis.	$ 165.00
								89.52			**$ 14,770.80**
								495.32			

Subtotal	**$ 60,651.11**
Sales tax	
Total Invoice Amount	**$ 60,651.11**

"We certify under penalty of nullity that no public servant of the Puerto Rico Electric Power Authority, the Puerto Rico Public-Private Partnerships Authority or the Operators, as defined in the Professional Services Agreement, will derive or obtain any benefit or profit of any kind from the contractual relationship which is the basis of this invoice. If such benefit or profit exists, the required waiver has been obtained prior to entering into the Agreement. The only consideration to be received in exchange for the delivery of goods or for the Services provided is the agreed-upon price that has been negotiated with an authorized representative of Puerto Rico Public-Private Partnerships Authority. The total amount shown on this invoice 25-01-01-L (P3 - LUMA) on JANUARY 31, 2025, is true and correct. The Services have been rendered, and no payment has been received in respect thereof".



Contractor's Signature

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