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APPROVED: Félix E. Rivera Torres

Undersecretary of State

A handwritten signature in black ink, appearing to read 'F. Rivera Torres', with a long horizontal stroke extending to the left.

Department of State

Government of Puerto Rico

**REGULATIONS ON THE IMPOSITION OF FINES AND ADJUDICATIVE PROCESS  
OF THE GENERAL SERVICES ADMINISTRATION**

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### **Article 1 – Title**

This Regulation shall be known and cited as the Regulations on the Imposition of Fines and Adjudicative Process of the General Services Administration of the Government of Puerto Rico, (hereinafter, the Regulation).

### **Article 2 – Sources of Law**

This Regulation is adopted by virtue of the powers conferred by Law 73-2019, as amended, known as the “Centralization of Purchases of the Government of Puerto Rico General Services Administration Act of 2019” (hereinafter, Law 73-2019), which authorizes and empowers the Administrator of the General Services Administration of the Government of Puerto Rico (hereinafter, “GSA”) to issue administrative fines subject to the provisions of Law 38-2017, as amended, known as the “Government of Puerto Rico Uniform Administrative Procedure Act” (hereinafter, Law 38-2017).

### **Article 3 – Purpose and Executive Summary**

The purpose of this Regulation is to establish the standards and procedures with regard to the exercise of the following powers:

1. To interpret, apply and enforce the provisions of the aforementioned Law 73-2019 and the regulations adopted by virtue of such; and to decide the disputes that arise on the application of this Law and of the standards or regulations adopted by virtue of such.
2. To oversee compliance with public policy, laws, regulations, as well as any other regulations established to guarantee a healthy public administration, by government entities and public servants, and punish the conduct of those who do not comply with the foregoing.

3. To establish and administer procedures to identify violations of public policy, laws, regulations and regulations adopted by the Government of Puerto Rico relating to the purchase of goods and services.
4. To appoint Examining Officers to preside over the administrative review process of fines/infractions imposed by the GSA.

#### **Article 4 – Applicability**

The provisions of the Regulation will rule all the processes for the imposition of fines and/or sanctions issued to all Government Entities and those Exempt Entities who, voluntarily, adopted the processes of purchases and auctions of goods, works and established services, through the GSA.

#### **Article 5 – Prohibition of Discrimination**

The Constitution and the laws of the Government of Puerto Rico prohibit discrimination based on gender, sexual orientation, gender identity, race, color, nationality, origin, social condition, age, political or religious beliefs, genetic information, being a victim or being perceived as a victim of domestic violence, sexual assault, or stalking, being a member of the military, a veteran, serving or having served in the armed forces of the United States of America, or having a physical or mental disability. The General Services Administration recognizes said public policy in the implementation of the laws that govern it, including this Regulation.

#### **Article 6 – Interpretation**

The provisions of this Regulation shall be freely interpreted in such a way as to guarantee that administrative procedures are carried out quickly, fairly, and inexpensively, and ensure an equitable solution in cases under consideration by the GSA. Similarly, in the interpretation, faithful compliance with the provisions of the aforementioned Law No. 73-2019 and the Uniform

Regulations for Purchases and Auctions of Goods, Works and Non-Professional Services of the General Services Administration of the Government of Puerto Rico will be ensured, No. 9230 of November 18, 2020, as amended.

The words and phrases used in this Regulation will be interpreted according to the context and the meaning sanctioned by common and current use.

The terms used in this General Order in the future tense also include the present; those used in the masculine gender include the feminine and the neuter, except in cases where such an interpretation is absurd; the singular number includes the plural, and the plural includes the singular.

If the language used is susceptible to two or more interpretations, it will be interpreted to advance the purposes of this Regulation and of the part, section, or subsection, object of interpretation.

#### **Article 7 – Definitions**

For the purposes of this Regulation, the following words, or phrases, which appear below, shall have the following meanings, as expressed, without distinction of any classification based on gender, except when the context clearly indicates another meaning:

1. Administrator – This means the highest-ranking person within the GSA, and the Chief Purchasing Officer of the Government of Puerto Rico.
2. GSA – This means the General Services Administration of the Government of Puerto Rico, by virtue of Law 73-2019.
3. Shameful conduct – commission or continuation of obstinate, repeated, and unjustified acts or conduct aimed at breaching the provisions promulgated in Law 73-2019, and any regulation, newsletter, circular letter, and general guideline issued by the Administrator of the GSA.
4. Day – This means, unless expressly stated otherwise, natural days or calendar days.

5. Exempt Entity – This term is used to the same extent as defined in subsection (o) of article 4 of Law 73-2019.
6. Government Entity – This term is used to the same extent as defined in subsection (p) of article 4 of Law 73-2019.
7. Infraction – it means that the offense committed contrary to the provisions of Law 73-2019, which is punishable by fines in accordance with the provisions of Articles 28 and 72 of Law 73-2019, the applicable regulations of the GSA and any other that could be incorporated into the Law by amendment.
8. Offender – This means any government or exempt entity under the jurisdiction of the GSA to which the Administrator or their delegated personnel issues a fine.
9. Intervention – This means the process by way of which the OSI, having become aware of an infraction, proceeds to correct it, in accordance with the powers granted by the Administrator.
10. Law 73-2019 – This means Law 73 of July 23, 2019, as amended, known as the “Centralization of Purchases of the Government of Puerto Rico General Services Administration Act of 2019.”
11. Administrative Fine – This means the monetary penalty imposed on a natural or artificial person, or a government or exempt entity, as defined, for having committed an infraction or offense against to Law 73-2019.
12. OSI – Office of Special Investigations attached to the GSA Office of the Deputy Administrator.
13. Person – any person of a public or private nature
14. RUL (by its acronym in Spanish) – Single Registry of Bidders, managed by the GSA.

15. RUP (by its acronym in Spanish) – Unique Registry of Professional Services Providers, managed by the GSA.

**Article 8 – Power of the Administrator to Issue Fines**

The Administrator may punish by way of a fine any Government Entity, Exempt Entity, employee, and/or public official that without just legal cause violates, ignores, or undermines the provisions of Law 73-2019 or the regulatory provisions that the Administrator implements pursuant to the powers conferred by Law 73-2019.

The Administrator will have the power to issue administrative fines to any person, natural or legal, under the jurisdiction of the GSA who incurs in the following conducts:

1. Government Entities and Exempt Entities required to review the estimates of needs and probable purchases included in the Annual Procurement Plan on a quarterly basis and must notify the Administration of any changes made to the Annual Procurement Plan in force and previously submitted. Failure to comply with this provision will result in the imposition, by the Administrator, of an administrative fine of up to five thousand dollars (\$ 5,000.00) to the corresponding entity
2. Violates the provisions of Law 73-2019, the regulations, circular letters, or administrative orders adopted pursuant to said law, in which case the administrative fines shall be no less than one thousand dollars (\$1,000.00) nor shall they exceed five thousand dollars (\$5,000.00) for each infraction, with the understanding that each day that the remains uncorrected shall be considered as an independent violation
3. Fails to comply with any decision or order issued by the Administrator, in which case the administrative fines shall be no less than one thousand dollars (\$1,000.00) nor shall they exceed twenty thousand dollars (\$20,000.00) for each infraction, with the understanding

that each day that the infraction remains uncorrected shall be considered as a separate violation

4. If a contempt has been engaged in by committing or continuing to commit acts in violation of Law 73-2019, the regulations adopted pursuant to said law, the Administrator, in the exercise of her discretion, may impose an additional administrative fine of up to a maximum of fifty thousand dollars (\$50,000.00), for each violation

#### **Article 9 – Delegation of the Power to Issue Fines**

The Administrator may delegate the power to impose administrative fines to the OSI or any office, division, or official.

#### **Article 10 – Imposition of Fines**

When issuing a fine, the GSA must notify the affected person or entity of the fine or penalty imposed, using Form approved by the Administrator for these purposes. Said fine must be notified to the affected person or entity by mail or email.

In the case of notification by email, the period to request an administrative hearing and/or reconsideration of the imposition of the fine will begin to run immediately after notifying the affected party.

In the case of notification by deposit in the ordinary mail, the period to request reconsideration of the imposition of the fine will begin to run from the deposit in the federal mail.

#### **Article 11 – Contents of the Notice of Fine**

The notice of fine must contain the following information:

1. Name of the natural or artificial person or entity affected
2. Citation of the legal and regulatory provision authorizing the imposition of a fine
3. Citation of the legal, regulatory, or administrative provision that was allegedly infringed



4. Date(s) of the facts
5. List of facts giving rise to the alleged violation
6. Date of notice
7. Clear warning of the right of the affected party to request reconsideration and administrative hearing before the Administrator and/or Judicial Review, the term to do so, indicating, in addition, that he does not request the appropriate resource within the prescribed term implies the acceptance of the fine as it was issued and that the imposition of the fine will be final and firm.
8. Signature of the official who issues the fine and citation of the legal, regulatory, or administrative provision, by way of which the Administrator delegates the duty of imposing penalties in the form of a fine to said official.

**Article 12 – Contents Request for Reconsideration**

The request for Reconsideration of a fine issued by the GSA must contain, at minimum, the following information:

1. Information on the individual or recurring entity and their attorneys, if represented by one
2. If applicable, type of entity under Law 73-2019, whether a Government Entity; Exempt Entity; Government Entity that has a Delegation; Public-Private Alliance; Municipality; the Judicial Branch; the Legislative Branch; or Private Operator. The entity must attach evidence of the aforesaid information in its request
3. If applicable, registration number in the RUL/RUP, or the applicable GSA registry
4. Reference to the service of a copy of the fine notice for which review is requested, including a copy of this and evidence of the date it was served
5. An accurate and concise statement of the pertinent procedural facts and incidents

6. A detailed and well-founded discussion of the reasons for requesting a review of the determination
7. All pertinent documentation or legal grounds to support their arguments
8. Remedy being sought before the GSA, with a clear statement as to the legal grounds supporting such.

### **Article 13 – Term to File for Reconsideration**

A party adversely affected by a fine notification may, within **twenty (20) days** of notification of the fine, request a reconsideration before the Administrator. Said term is considered jurisdictional and nonexpendable. Consequently, failure to submit a request for reconsideration in a timely manner deprives the Administrator of jurisdiction to attend to the reconsideration.

Submitting an incomplete request for reconsideration or that does not meet all the necessary requirements does not halt the term to request reconsideration. Once the term for submitting the reconsideration request elapses, without submitting the complete request, the fine process ends for all legal purposes and the fine shall become final and enforceable.

If the affected party is interested in determining the appropriateness of the imposition of the fine by way of an administrative hearing, it must specify such in its request for Reconsideration.

The Administrator shall designate an Examining Officer to attend to requests for reconsideration. The Administrator or the Examining Officer that she designates, may summon the parties, the appellant, and the OSI, within **fifteen (15) days** of having accepted the request for reconsideration, to an evidentiary hearing which may be held by the Examining Officer and in which she may receive additional testimony, be it documentary or physical, that allows her to make a determination in the appeal before her consideration.

**Article 14 – Venue and Procedure for Filing a Request for Reconsideration**

The request for reconsideration will be sent by ordinary mail, by email or personal delivery to the Office of Legal Affairs. In the reconsideration brief itself, the appellant must certify to the Administrator that they have complied with all notification requirements.

The address to serve a copy of the request for reconsideration is the following:

**Administrator**

General Services Administration of the Government of Puerto Rico

PO Box 41249

San Juan, PR 00940

administracion@asg.pr.gov

If the filing date of the copy of the notification of the fine is different from that of the postmark or e-mail sending date, the term shall be considered from the federal postmark date. If the last day of the term falls on a Saturday, Sunday or holiday, the term shall be extended to the next day that is not a Saturday, Sunday or holiday. The date of service shall be understood to be the postmark date of the request for reconsideration.

**Article 15 – Authority over Administrative Hearings**

Administrative hearings shall be presided over by an Examining Officer designated by the Administrator.

The Office of Legal Affairs will be responsible for providing administrative support to the designated Examining Officer and ensuring compliance with the procedural provisions set forth in these Regulations.

**Article 16 – Summons and Holding of Administrative Hearing**

In any case in which the party affected by the imposition of the fine requests an administrative hearing, the summons shall be made in writing to all the parties or to their authorized

representatives with the date, time, and venue in which it will be held. The notice must be made by mail or in person no less than **fifteen (15) business days** prior to the date of the hearing, except when, for duly justified cause, stated in the notice, it is necessary to reduce said period, and it must contain the following information:

1. Date, time, and venue of the hearing, in addition to its nature and purpose
2. Warning that the parties may appear aided by a lawyer, but shall not be required to be so represented, including in the cases of corporations and partnerships
3. Citation of the legal and regulatory provision authorizing the holding of the hearing
4. Reference to the legal or regulatory provisions allegedly violated if an infraction of such is alleged and to the consecutive facts of such infraction
5. Notice of the measures that the agency may take if a party does not appear at the hearing.
6. Warning that the hearing may not be stayed unless it meets the requirement of requesting such five (5) days prior to the hearing with a statement of just cause and copies of the request are sent to the other parties and inspectors.

#### **Article 17 – Powers of the Examining Officer**

The Examining Officer shall be in charge of holding a fair and impartial hearing, of taking the necessary measures to avoid delays and maintain order. Therefore, the Examining Officer shall have, among others, the following powers:

1. To require the presentation of evidence and the appearance of witnesses
2. To receive, exclude, or limit the evidence to be presented
3. To decide procedural issues before their consideration
4. To authorize, if necessary, mechanisms for the discovery of evidence merited by the case before their consideration

5. To hold preliminary conferences at the request of the parties or on their own initiative, with the due attendance or participation of all the parties involved, to consider any other matters that could aid in the speedy decision of the hearing
6. If the party summoned to the conference prior to the hearing or any other stage of the procedure fails to appear or to comply with any provision or order of the Examining Officer, the latter may order that the proceedings be continued without their participation. This determination shall be served on the complainant at their address of record
7. To receive expert testimony, or to receive and request examinations on technical aspects if necessary for the adjudication of the dispute
8. To submit an Examining Officer's Report to the Administrator summarizing the procedures with the determinations of fact and conclusions of the corresponding law and their recommendations on the action or actions to be taken
9. Any matter not contemplated in this article, regarding the powers and authority of the Examining Officer, the aforementioned Law 38-2017 will be used as a reference

**Article 18 – Rights of the Requester of the Hearing**

The requester shall be entitled to timely notice of the charges, complaints, or claims against them, to present all the testimony and documentary evidence that they deem pertinent to their case and to cross-examine the opposing witnesses, to an impartial adjudication, given that the decision is based on the record.

**Article 19 – Stay of Scheduled Hearings**

The Examining Officer may not stay an already scheduled hearing, except when such is requested in writing with a statement of the causes justifying said stay. Said request shall be submitted **five**

**(5) days** prior to the date of said hearing. The petitioning party must send copies of its request to the other intervening parties in the procedure within the **five (5) days** indicated.

#### **Article 20 – Amendments to the Allegations**

The GSA may request to amend the allegations at any time up to **five (5) days** in advance of the hearing. If the amendment is authorized, the Examining Officer will suspend the hearing, order that the amendment be made in writing and notify the promoted person within **five (5) working days** following the date on which the hearing was scheduled and order a new one pointing.

#### **Article 21 – Administrative Hearing Procedure**

1. The hearing shall be public unless a request is submitted by one of the parties, duly substantiated, requesting that such be private. It must be recorded or transcribed, and the presiding official shall prepare a report.
2. The Examining Officer presiding over the hearing, shall do so within a framework of relative informality, shall afford all parties the opportunity reasonably necessary for the full disclosure of all the facts and issues under discussion, the opportunity to respond, present evidence and argue, perform cross-examination, and submit refuting evidence, except as restricted, or limited by the provisions of the conference in advance of the hearing, if applicable.
3. The Examining Officer may exclude impertinent, immaterial, repetitive, or inadmissible evidence on constitutional or legal grounds based on evidentiary privileges recognized by the Courts of Puerto Rico. They may take official notice of everything that could be the subject of judicial knowledge in the courts of justice.

4. The Rules of Evidence shall not be applicable to administrative hearings, but the fundamental principles of evidence may be used to achieve a prompt and fair decision of the proceeding.
5. The Examining Officer presiding over the hearing may grant the parties a term of **fifteen (15) days** after the conclusion of the hearing to present proposals on findings of fact and conclusions of law. The parties may voluntarily waive the statement of the determinations of fact.
6. Once the case has been submitted, it must be decided by the Administrator within a directive term of **six (6) months** from its filing.

**Article 22 – Term for Attending to the Reconsideration**

The Administrator must consider the request for administrative reconsideration within **fifteen (15) days** of having submitted a request for full and timely reconsideration. In the event that the requester requests an administrative hearing, the adjudicative process provided in these Regulations shall be followed.

If the Administrator rejects it outright or does not act within **fifteen (15) days**, the term to request a judicial review shall begin to run again from the service of said denial or from the expiration of those **fifteen (15) days**, as the case may be. The Administrator may reject a request for reconsideration submitted late and/or submitted incomplete.

In the event that the Administrator decides to accept the request for reconsideration, the term to request judicial review shall begin to be counted from the date on which a copy of the notice of the Administrator's Decision is filed, definitively deciding the request for reconsideration.

The Decision of the Administrator must be issued and filed in the record within **ninety (90) days** following the filing of the request for reconsideration or a maximum of **six (6) months** in the event

that an administrative hearing has been requested in accordance with that provided in this Regulation. If the Administrator accepts the request for reconsideration but fails to take any action in relation to the request within **ninety (90) days** of having been filed, she shall lose jurisdiction over it and the term to request judicial review shall begin to run as of the expiration of said term of **ninety (90) days** unless the Administrator, based on just cause and within those **ninety (90) days**, extends the term to decide for a period that shall not exceed **thirty (30) additional days**.

### **Article 23 – Notice of Decision**

Once the request for reconsideration has been addressed by the Administrator, she shall proceed to notify her final determination by way of decision, a copy of which must be served within **ninety (90) days** of the request being filed or within **one hundred and twenty (120) days**, in the event that the Administrator has exercised her right to extend the term.

If the Administrator concludes or decides not to accept a request for reconsideration in a particular case, she shall terminate the procedure and notify the parties in writing by standard mail or e-mail, and their attorneys if they have counsel, of her determination, the grounds for such, and availability of judicial review.

The Decision must include and separately state findings of fact and conclusions of law that support the decision, in addition to the availability of judicial review and corresponding terms. Similarly, the Decision must be signed by the Administrator or any other official or to whom this duty has been delegated by the Administrator, and notified to all natural or artificial persons, as parties, and their legal representatives if they have counsel, so that they may effectively exercise the right to judicial review conferred by law.



## **Article 24 – Judicial Review**

The party adversely affected by the Administrator's decision may request an appeal for judicial review. A party adversely affected by a decision of the Administrator may file an appeal for judicial review before the Court of Appeals within a term of **thirty (30) days**, counted from the filing of a copy of the notice of the final decision of the Administrator. The mere filing of a request for judicial review shall not have the effect of halting the provisions of the decision of the Administrator.

In those cases, in which the Administrator fails to take any action in relation to the request for reconsideration, within the corresponding term, it shall be understood that it has been rejected outright, and from that date the term for judicial review shall begin to run.

The Court of Appeals shall be the court with exclusive jurisdiction to review, by means of a judicial review appeal, the administrative determinations, and/or decisions provided above.

The judicial review document will be notified to the Administrator, through the Office of Legal Affairs.

## **Article 25 – Compliance and / or Exclusion of the RUP and / or RUL**

Any person who contracts with a government entity, exempt entity, municipality, legislative and judicial branch participating in the ASG programs that violates the provisions contained in Article 43 of Law 73-2019, will be excluded by the Administrator of the RUL/RUP for a period of **one (1) year**, without prejudice to any other action authorized under the RUL/RUP regulations promulgated.

This does not exempt the participating government entity, exempt entity, municipality, legislative and judicial branch from having to verify the compliance of all contractors with the registration requirements of the RUL/RUP. Failure of the government entity, exempt entity, municipality,

legislative and judicial branch to carry out the diligence or comply with the provisions of Law 73-2019 and the regulations promulgated for such purposes, will be sanctioned according to the offense committed.

**Article 26 – Notification of fines to entities with jurisdiction over fiscal and budgetary aspects; payment and collection of fines**

The payment of fines will expire and will be paid **fifteen (15) days** after the final resolution has occurred and signed.

All final and firm resolution that contains a fine imposition will be notified to all governmental entity with jurisdiction over fiscal and budgetary aspects of the Government of Puerto Rico.

Any person who owes a debt to the GSA due to an imposed fine will have to pay the referred fine or specify a payment plan before any other service provided by the GSA is provided to them.

The Administrator may appear before the Court of First Instance of Puerto Rico, through a petition to enforce its final administrative determination or resolution, to request that a person be ordered to pay the economic sanctions imposed, plus the payment of legal interest that accrues the debt.

**Article 27 – Severability**

If any Article, section, subsection, or paragraph of this Regulation is declared unconstitutional, invalid, or null and void by a court of competent jurisdiction, the remaining provisions of the Regulation shall remain effective.

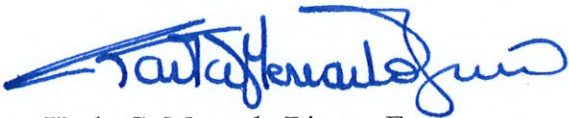
**Article 28 – Repeal**

Any previous regulation, Circular Letter, or Administrative Order is repealed to the extent that it is incompatible with the provisions of this Regulation.

**Article 29 – Validity**

This Regulation shall enter into effect **thirty (30) days** after its filing at the Department of State and shall apply to all procedures for the imposition, review, and collection of administrative fines that are initiated after its validity takes effect.

Approved in San Juan, Puerto Rico, on December 10, 2021.



Karla G. Mercado Rivera, Esq.  
Administrator and Chief Purchasing Officer

**GENERAL SERVICES ADMINISTRATION  
GOVERNMENT OF PUERTO RICO**

**OFFENDER**

Case No. GSA-F-21-XXXX

Name of the Offender/Affected Entity

**IN RE:** Purchase of XXX or the Matter at Hand

Offender's Address

**NOTICE OF FINE**

**SOURCES OF LAW**

Law 73 of June 23, 2019, as amended, known as the “Centralization of Purchases of the Government of Puerto Rico General Services Administration Act of 2019” (hereinafter, “Law 73-2019”), provides that the Administrator of the General Services Administration of the Government of Puerto Rico (hereinafter, “GSA”) shall have the power to issue administrative fines subject to the provisions of Law 38 of June 30, 2017, as amended, known as the “Government of Puerto Rico Uniform Administrative Procedure Act” (hereinafter, “Law 38-2017”).

Pursuant to Section 7.1 of Law 38-2017, as well as the powers conferred on the Administrator or the delegation of such, to the OSI or any office or official that the Administrator deems appropriate, she may issue a determination of administrative fine of up to a maximum of five thousand dollars (\$5,000) per violation, to an entity that has committed unjustifiable offenses in its procurement

processes, or that has interfered with the work of the OSI, or moreover, for any violation of the duties imposed on the entities by Law 73-2019 and Regulation 9230, as amended.

**INVESTIGATION**

The XXX conducted an investigation with regard to XXXXXXXXXXXX and found the following violations:

Violation of Article XX of Regulation 9230/Law/Corrective Action Plan: The infraction consisted of the above-captioned offender XXXXXXXX.

XXXXXXXXXX

XXXXXXXXXX

XXXXXXXXXX

**FINE**

For the aforesaid infraction, the above-captioned party is hereby notified of the imposition of an **ADMINISTRATIVE FINE** in the amount of \_\_\_\_\_ **THOUSAND DOLLARS (\$ \_\_,000.00)**.

**OBLIGATION TO CORRECT THE NOTIFIED DEFICIENCIES**

The above-captioned party is hereby advised that it has the obligation to correct the infractions described above within a period of no more than **fourteen (14) days** and notify GSA of compliance with this provision. Failure to implement the corrective measures, pursuant to that ordered herein may result in the imposition of a subsequent fine by GSA.

**RIGHT TO REQUEST RECONSIDERATION**

If deemed to warrant such, the above-captioned offender may request reconsideration of this determination before the GSA Administrator. The offender may request reconsideration by notifying the Administrator of their request within **twenty (20) days** after being notified of this determination. The Administrator may designate an authorized representative or an Examining

Officer to attend to requests for reconsideration. The request for reconsideration shall be sent by e-mail to [administracion@asg.pr.gov](mailto:administracion@asg.pr.gov), also by certified mail to:

**Administrator**

General Services Administration of the Government of Puerto Rico

P.O. Box 41249

San Juan, PR 00940

The request for reconsideration must contain the following elements in order for it to be considered as filed, otherwise, it shall be rejected outright:

1. Information on the recurring entity and its attorneys
2. Type of entity under Law 73-2019, whether a Government Entity; Exempt Entity; Government Entity that has a Delegation; Public-Private Alliance; Municipality; the Judicial Branch; the Legislative Branch; or Private Operator. The entity must attach evidence of the aforesaid information in its request
3. Reference to the service of a copy of the GSA's Determination for which review is requested, including a copy of this and evidence of the date it was served
4. An accurate and concise statement of the pertinent procedural facts and incidents
5. A detailed discussion of the reasons for requesting a review of the determination
6. All pertinent documentation or legal grounds to support their arguments

Pursuant to Section 3.15 of Law 38-2017, the Administrator must consider the request for administrative reconsideration within **fifteen (15) days** of having submitted a request for full and timely reconsideration. If the Administrator rejects it outright or does not act within **fifteen (15) days**, the term to request a judicial review shall begin to run again from the service of said denial

or from the expiration of those **fifteen (15) days**, as the case may be. The Administrator may reject a request for reconsideration submitted late or submitted incomplete.

### **JUDICIAL REVIEW**

Pursuant to Section 4.2 of Law 38-2017, a party adversely affected by an order or final decision of an agency and that has exhausted all the remedies provided by the agency or by the corresponding administrative appellate body may submit a request for review before the Court of Appeals, within a term of **thirty (30) days** from the date of the filing of the copy of the notice of the order or final decision of the agency or from the applicable date of the provisions in Section 3.15 of said Law, when the term to request judicial review has been interrupted by the timely filing of a motion for reconsideration.

In San Juan, Puerto Rico, today, \_\_\_\_\_ of \_\_, 20\_\_.

\_\_\_\_\_  
Director or Authorized Representative