

***RFP: Request for Proposals for the maintenance
of PR CJIS Integrated Criminal Registry (RCI)
and the Sexual Offenders Registry***

03/10/2022


Section 1. Purpose

The Department of Justice of Puerto Rico as the primary law enforcement agency of the jurisdiction, through the Criminal Justice Information System (PR CJIS) is responsible for managing the Integrated Criminal Registry (RCI), for its Spanish acronym, and the New Sex Offenders Registry.

Through both systems, CJIS has ensured that all state and federal law enforcement agencies have ongoing access to reliable and accurate information, about the records of individuals who have been criminally prosecuted, and of the sex offenders registered within the jurisdiction.

As the central designated criminal repository of the Government of Puerto Rico, CJIS provides access to the criminal records, through the Integrated Criminal Registry (RCI) and the National Crime Information Center (NCIC). The RCI system is currently the main platform for investigative work of all law enforcement agencies, and organizations, and serves as the central hub for inter-agency data exchange for criminal investigation, prosecution, rehabilitation, and prevention purposes.

RCI has over 400,000 records, accessed by more than 4,000 users, and (8) eight government agencies are integrated in the systems database such as: the Department of Justice, the Puerto Rico Police Bureau, the Judicial Branch of Puerto Rico, the Department of Correction and Rehabilitation, the Department of the Family, the Department of Health, the Department of Transportation, and the Institute of Forensic Sciences.



Likewise, the Sex Offender Registry, attached to RCI, is used by the Coordinators of the Puerto Rico Police Bureau, personnel from the Department of Correction and Rehabilitation, and the Department of Justice, for the purpose of referring, registering, and monitoring those sexual offenders who, by legal or court order, have been subject to registration. More importantly, the public registry keeps citizens informed about listed sex offenders within the territorial limits of Puerto Rico's jurisdiction. Through the available public information, it is possible to anticipate and prevent any sexual act or conduct that can affect the physical and/or moral integrity of any person exposed to the proximity of a sexual offender.

RCI is a program inherently designed to present updated and reliable information of the criminal records of individuals criminally prosecuted in the island. For this reason, it is imperative to provide continuous maintenance, to keep functionally the programmatic operations and avoid unexpected failures in the RCI system and the Public Registries that it feeds automatically. Like

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any system, RCI requires continuous maintenance and updates to ensure that all its components are current, with the most advanced updates to guarantee the optimal functioning of the systems.

According to Federal statutes it is mandatory to perpetuate updates and constant maintenance services for the management and storage of criminal data, in consistency with other criminal information systems in other jurisdictions. Currently, the RCI system contains 22 operational modules used by law enforcement agencies for the registration, updating, searching and sending of information. To ensure the services that PR CJIS provides through the Integrated Criminal Registry and the Sex Offender Registry, it is necessary to guarantee the maintenance services for its systems.

In order to comply with the primary role of being the main repository and transmitter of criminal information in Puerto Rico, the Department of Justice (PR-DOJ) and the Criminal Justice Information System (PR-CJIS) are seeking proposals in response to this request of proposal (RFP) to contract a company which provides maintenance services for the Integrated Criminal Registry (RCI) and the Sex Offenders Registry.

Section 2. Description of Work to be Perform

PR DOJ and PR CJIS maintenance and support services consist of the following:

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- Contractor must employ industry best practices for programming, testing, configuring, and implementing within the Integrated Criminal Registry, RCI for its Spanish acronym. The requested services must be provided within 1 year term.
 - Contractor will cover all areas of the RCI system to maintain its operability, future small-scale development, and that all its components are up to date. Contractor will make any necessary programming changes to improve the user experience and application performance.
 - Contractor will attend everything related to programming errors in the RCI system, regardless of their origin.
 - Contractor will provide support to CJIS systems operations staff in situations that affect the access or performance of the RCI.

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- Contractor will provide improvements to the systems and infrastructure corresponding to RCI to enhance its operation, maintenance and security in optimal conditions, including the updating of versions in tools and other related systems.
- Contractor will assist CJIS RCI in the interface process with the identified personnel of the Courts Administration Office.
- Contractor will cover any implementation or developments related to improving or extending the functionalities of RCI.
- Contractor will attend everything related to RCI interfaces with other government agencies (state, municipal and federal), already created or pending to be created under contract, update, and integration of all open programming tools (Open Source) that RCI uses, to ensure optimum and constant performance.
- Contractor will provide constant knowledge transfer to the employees of the Department of Justice and/or PR CJIS, whether they are regular or contract employees, about the structure and operation of the RCI and Sex Offender Registry codes, as well as the process of detection and resolution of system errors.
- Provide software maintenance the following:
 - o RCI Modules
 - a) Administrative Module
 - b) Research Module
 - c) Filing Module
 - d) Tracking Module
 - e) Accusation Module
 - f) Criminal Registry Module
 - g) Assistance Module for Victims and Witnesses of Crimes
 - h) Calendar module
 - i) Statistical Module
 - j) Criminal Records Module
 - k) Search Module
 - l) Encumbrances and Suspensions Module
 - m) Court Orders Module
 - n) Supervision Reports Module
 - o) RCI MOBILE module
 - p) Profile Unification Module



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- o RCI Service Brokers with different agencies
- o Sex Offender Registry
- o Systems
- o Environments
- Contractor will carry out/ perform operational tests to identify errors and guarantee maximum performance in the systems.
- Provide informative, technical, and capacity training for PR-CJIS personnel. Include procedure and operational manuals, implementation documentation, and technological tools such as software and hardware, in order to continue the maintenance services regarding contractor services period.


Section 3. Key Events/Dates

- RFP Release Date: March 10, 2022
- Final Date for Receipt of Written Questions: March 16, 2022
- Proposal due Date and Time: March 24, 2022

Section 4. Technical Requirements

This section identifies the information that all vendors/proposers must include in their proposals to (PR-DOJ and PR-CJIS).

4.1 Vendor/contractor Qualifications

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- Legal Business name
 - Legal status (corporation, partnership, sole proprietorship, etc.) and state of incorporation, if applicable
 - Prior Contract Experience (List prior completed projects of a similar nature)
 - Proposal must indicate the name, title, and full contact information for the point of contact regarding this RFP.
 - Proposal must indicate the name, title and full contact information for the staff member with accountability.

4.2 Vendor/contractor Qualifications

- Legal Business name

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- Legal status (corporation, partnership, sole proprietorship, etc.) and state of incorporation, if applicable
- Prior Contract Experience (List prior completed projects of a similar nature)
- Proposal must indicate the name, title, and full contact information for the point of contact regarding this RFP.
- Proposal must indicate the name, title and full contact information for the staff member with accountability.

4.2. Certifications

The proposer must include in the proposal the following certifications:

- a. **Single Certification of Professional Services Providers**, issued by the Single Registry of Professional Services Providers (RUP) of the General Services Administration, in accordance with the provisions of Article 42 of Law No. 73-2019, as amended.
- b. Certificate that the proposer is registered as a provider in the **Registry of Technology Providers of the Office of Puerto Rico Innovation & Technology Service (PRITS.)**
- c. Affidavit indicating whether the individual to be hired or any of the components of the corporation or partnership has been convicted or has pleaded guilty to any of the crimes listed in Section 6.8 of Act No. 8-2017, as amended, known as the "Management and Transformation of Human Resources in the Government of Puerto Rico Act," and the crimes listed in Act No. 2-2018, as amended, known as the "Anti-Corruption Code for the New Puerto Rico."
- d. All documentation required by Executive Order OE-2021-029.

4.3 Related Entities

- The proposer shall disclose the full name and address of any legal entity in which the proposer holds an interest of at least 5% of the net capital of such entity, or any entity that is a parent or subsidiary company of the proposer, and a description of the existing organizational relationship considering that it could have an impact on the operations of Puerto Rico.

4.4 Client references

The proposer must provide three (3) references of its clients and they must include:

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- Entity name
- Contact person name, title, phone number and email address
- The services that were rendered by the proposer
- Duration of the contract and the current relationship

4.5 Legal Actions

The proposer shall include the following information regarding any legal case, or any type of legal action by the federal or state government against the proposer or its employees or affiliated companies thereof that is currently pending or that has occurred within ten (10) years prior to the date of proposal submission, including administrative actions in which sanctions have been imposed or permits or licenses have been revoked, or actions in which the Proponent has been found in violation of federal or state laws or regulations:

- Name of the case or action
- Case or action number
- Involved parties or government agencies, or entities involved
- Brief description of the case or action and its result

4.6 Acknowledgement of terms and conditions

This request for proposals (RFP) does not constitute a formal procurement process. This RFP is conducted pursuant to the requirements contained in 2 CFRF § 200 and article 18 (c) of Act No. 205-2004, known as the "Ley Orgánica del Departamento de Justicia". Additionally, this RFP is promulgated by virtue of Executive Order 2021-029 of April 27, 2021, which provides for contracting professional services by the Government of Puerto Rico.

Prospective Vendor's proposal must acknowledge and accept each one of the following terms and conditions and acknowledge Vendor's commitment to enter a contract with PR- DOJ specifies these terms and conditions. A proposal that does not acknowledge and accept each one of these terms and conditions will be deemed non-compliant with this mandatory requirement and be disqualified from further consideration.

- Contractor must be available for communication and consultation between the hours of 8:30 AM to 5:30 PM Eastern Time.
- Contractor agrees to permit PR-CJIS to inspect all source code artifacts, documentation, scripts, tests, among others, at any point during the project. At a minimum, Contractor

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will provide PR-CJIS with a zip archive file containing all artifacts upon PR-CJIS request at any time.

- Contractor acknowledges and accepts that deliverables and artifacts, including but not limited to source code, documentation, scripts, tests, among other relevant data and resources are the property of PR-DOJ from the moment they are created.
- Contractor agrees to follow PR-CJIS existing software architecture and will assist with enhancing that architecture where appropriate.
- Contractor will consult with PR-CJIS on design decisions and usage of software frameworks or libraries.
- Contractor will be available to meet with PR-CJIS staff on a regular basis.
- Contractor will provide the maintenance services within 1 year term. At the termination of any task order resulting from this RFP, Contractor will complete and transfer possession of all deliverables and artifacts developed under such contract to PR-DOJ, before the end of the 1-year term contract.

Section 5. Administrative requirements

Prospective Vendors are responsible for ensuring that their responses conform to the following requirements:

5.1 Inquiries

All inquiries concerning this solicitation should be addressed to the following:

PR-CJIS Contact

Names: Joynette Torres La Court- PR CJIS Administrative Director

Eduardo Cancel Maldonado- PR CJIS Administrative Subdirector

Address: 677 Street Tnte. César González, Ave. Jesús T. Piñeiro, San Juan, P.R. 00919

P.O. Box 9020192, San Juan, P.R. 00902-0192

Phone number: 787-721-2900

E-mails: jtorres1@justicia.pr.gov

ecancel@cjis.pr.gov

All questions should be submitted by e-mail. Prospective proposers should note that all clarifications and exceptions including those relating to the terms and conditions of the contract are to be resolved prior to the submission of a proposal. Answers to all questions of a substantive nature will be given to all prospective proposers in the form of a formal addendum which will be annexed to and become part of the resultant contract.

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PR-CJIS invites questions from prospective vendors regarding this RFP. Such questions are intended to help PR-CJIS clarify RFP requirements and communicate additional useful information about the skillsets required by PR-CJIS.


If a prospective Vendor believes that any requirement in this RFP unduly or unfairly restrains competition, then the Vendor must state such belief in writing to PR CJID Administrative Director prior to the milestone established for submission of questions. The statement should reference specific language of the RFP.

PR-CJIS will evaluate all such complaints and will respond in writing to the complaining Vendor only, in advance of the milestone established for posting of responses to questions. PR-CJIS may, in its sole discretion, determine that it is in PR-CJIS best interests to alter the RFP to address the complaint. PR-CJIS may also in its sole discretion issue amendments to this RFP to address Vendor complaints or for any other reason. PR-CJIS decisions regarding Vendor complaints. PR-CJIS decisions regarding Vendor complaints and questions are final.

Section 6. Submission of Proposals

Prospective Vendors must submit proposals in Adobe PDF format. Prospective Vendors may format their proposal in accordance with their best judgment, keeping in mind that PR-CJIS must be able to read each proposal easily. When printed, each proposal must print clearly in black-and-white on 8.5" x 11" paper. Proposals must be written in English or Spanish.

All proposals must be submitted via e-mail directly to PR-CJIS Administrative Director with documents attached to the e mail.



Names: Joynette Torres La Court- PR CJIS Administrative Director
Eduardo Cancel Maldonado- PR CJIS Administrative Subdirector

E-mail: serviciosprofesionales@justicia.pr.gov

The prospective vendor's response to this RFP in its entirety must be received and acknowledged by PR-CJIS Administrative Director or PR CJIS Administrative Sub Director in advance of the due date and time specified in the schedule above. Late proposals will not be accepted or considered. PR-CJIS will acknowledge receipt of proposals by direct response to the submitters email within one (1-3) business day of receipt.

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All proposals and accompanying documentation will become the property of PR- DOJ and PR- CJIS and will not be returned. The content of each proposer's proposal will be held in strict confidence during the bid evaluation process, and no details of any proposal will be discussed outside the evaluation process. The successful proposer's proposal and a copy of the specification will be made part of the contract. Therefore, an official authorized to commit the company to a contract must sign the proposal.

Section 7. DOJ and CJIS Rights to Proposals

By submitting a proposal, the proposer /vendor covenants not to make any claim for or have any right to damages because of any misinterpretation or misunderstanding of the specification, or because of any misinformation or lack of information. PR-CJIS has the following prerogatives regarding proposals submitted:

- To accept or reject any or all proposals.
- To correct any arithmetic errors in any or all proposals.
- To change the proposal's due date upon appropriate notification to all prospective proposer.
- To negotiate with the selected proposer prior to contract award.
- Begin contract negotiations with another proposer in negotiations with the selected contractor fails within 45 calendar days.
- PR-CJIS reserves the right to cancel this RFP at any time, for any reason. Issuing this RFP does not compromise PR-CJIS with any vendor or make any purchases.
- By submitting a proposal, prospective vendors acknowledge and accept the requirements of this RFP and the contents of the Vendor's proposal will be incorporated into any contract enter as a result of this RFP.

Section 8. Proposal Evaluation and Scoring Criteria

- Submitted proposals will be evaluated based upon the following:
- The proposal meets all the requirements of this RFP as described under Vendor Profile and Terms and Conditions.
- The evaluation of proposed candidates' qualifications based on the skillsets described in this RFP and an assessment of candidates' applicable education and experience.
- All proposals received shall be subject to an evaluation by PR-CJIS. PR-CJIS desires to select the vendor who will provide the "best value" taking into consideration the most beneficial combination of qualifications, services, and cost and who has met the

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requirements of this RFP. Only proposals judged to be responsive to the submission requirements set forth in this RFP will be evaluated.

- However, after submitting a proposal, prospective Vendors may withdraw such proposal at any time prior to the final submission date, as identified in the Schedule. Prospective Vendors may resubmit a proposal at any time up until this same milestone set by PR-CJIS.
- Prospective Vendors are liable for all errors or omissions contained in their proposals. Prospective Vendors will not be allowed to alter proposal documents after the deadline for proposal submission. PR- CJIS reserves the right to contact a prospective Vendor for clarification of proposal contents.
- Upon receipt of a Vendor's proposal, PR-CJIS will review the proposal for compliance with requirements of the RFP. Any proposal not complying with each and every requirement will be excluded from further consideration. Vendors are responsible for careful review of their proposals, prior to submission, to ensure that each mandatory requirement has been adequately addressed. PR-CJIS administration will then make a final selection based upon the "best value" to DOJ and PR-CJIS—the combination of qualifications, design, and cost.

Section 9. Federal and State Funding requirements

Contracts resulting from this RFP may be funded using Federal Funds from the US Department of Justice, Office of Justice of Programs, and Bureau of Justice Assistance. As such, the Vendor will be required to comply with all the Federal regulations.

MINIMUM REQUIREMENTS:

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- The individual, firm or organization must comply with all federal and state laws and regulations that govern the services to be provided. Including, but not limited to, *Contract Work Hours and Safety Standards Act*, *Davis-Bacon Act & Copeland "Anti-Kickback" Act* (40 USC §§ 3141-3144 & 3146-3148; 40 USC § 3145), *Equal Employment Opportunity* (41 CFR Chapter 60), *Safety Standards Act* (40 USC Sections 3701-3708), among others.
 - Contractor must provide and include a *Certificate of Eligibility* issued by the General Services Administration of the Government of Puerto Rico, certifying compliance with the requirements to belong to the *Professional Services Providers Single Registry*, according to Act No. 73-2019, as amended, known as "*Puerto Rico Government Purchasing Centralization Act of 2019*", and Information Bulletin No. 2021-03 of the General Services Administration.

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- As well as any other requirement and/or documentation required by law applicable to services of this nature.

Section 10. Non-Endorsement and Publicity

PR-CJIS selection, if any, of a successful Vendor does not imply endorsement of the Vendor's capabilities, personnel, products, or services. By submitting a proposal, Vendor agrees to make **NO** reference to PR DOJ or PR-CJIS, its staff, business partners, or granting agencies in any literature, promotional material, brochures, sales presentation, or the like, regardless of method of distribution, without the prior review and explicit written permission of DOJ and PR-CJIS.

Section 11: Activities Related to the Request for Proposals (RFP)

- Publication of the Request for Proposals** - This RFP for the geocoding of the addresses of sex offenders to reinforce SORNA in Puerto Rico will be available on the website of the Department of Justice: www.justicia.pr.gov, from March 10, 2022, to March 24, 2022, for anyone interested in submitting a proposal for these services.
- Filing of Proposals**- proposers must submit an original of the proposal with the correspondent initials on each page and signed at the end by the proposers or its authorized representative. The original proposal and its copies must be submitted via e-mail directly to PR-CJIS Administrative Director with documents attached by email: serviciosprofesionales@justicia.pr.gov on or before 3:00 pm March 24, 2022.



Domingo Emanuelli Hernández
Secretario de Justicia

10 de marzo de 2022

Fecha