

Section 1. Purpose

The Criminal Justice Information Systems (CJIS-PR), ascribed to the Department of Justice of Puerto Rico, is the main repository of criminal information of the government, in charge of providing accurate, complete, and updated data to all law enforcement agencies of the states and territories of the United States of America.

As part of its functions, the CJIS-PR administers various public registries, including the Registry of Persons Convicted of Sexual Offenses and Child Abuse. It was established as a public policy of the Government of Puerto Rico to protect the community against acts constituting sexual abuse against any individual, including minors. Given the danger of recidivism in the commission of these crimes, and the damage it can cause, through *Act No. 266-2004*, as amended, better known as the *Registry of Persons Convicted of Sexual Offenses and Child Abuse law*, it is necessary and required to all jurisdictions, to maintain a Registry in which the address of the sexual offenders is noted and certified and contains information about the person among other relevant data.

The main objective of the Sex Offenders Registry is to maintain informed all individuals or entities, upon request, about the whereabouts of those persons who have been convicted of sexual crimes or abuse against minors, according to the terms defined within the Law, when the offenders reincorporate to the free community. Furthermore, it is a proactive measure to guarantee the security, protection, and general well-being of the most vulnerable and deserving sectors of our society. The law imposes on the sex offender, as part of the process of inclusion in the Registry, the obligation to provide the address of each residence in which he/she resides or will have his/her residence, and the place inhabited in the last ten (10) years.

Currently, in our jurisdiction there is no Geocoding System for the addresses of sexual offenders. The task of verifying and monitoring the physical addresses of sexual offenders in Puerto Rico corresponds to the Coordinating Agents of the Puerto Rico Police Bureau Registry. At least, the Coordinating Agents perform two visits per year, to verify the location of the sexual offenders. According to the information received by the Police Bureau, the identification and verification of the location of sexual offenders, in most cases, is difficult and requires considerable time and effort. This is due to the fact that addresses, especially rural ones, are not always complete, and lack information regarding the sector, neighborhood, street, town, kilometer, residence number, among others.

The Geocoding of the addresses of sexual offenders in Puerto Rico, turns out to be of the utmost importance to comply with the provisions of Federal and State law, along with the public policy

established by the Government of Puerto Rico to protect the community against acts constituting sexual offense and abuse against minors.

For all the reasons depicted above, the Department of Justice of Puerto Rico (PR-DOJ) and the Puerto Rico Criminal Justice Information System (PR-CJIS) are seeking proposals in response to this request of proposal (RFP) to contract a company to geocode the sex offender's addresses within the jurisdiction.

Section 2. Description of Work to be Perform

- ✓ Developers will play a role in all aspects of updating the addresses of the sex offenders of the jurisdiction of Puerto Rico. Developers must employ industry best practices for programming, testing, configuring and geo coding implementation. The requested services must be developed and completed within 1 year term.
- ✓ Geocode the addresses of sexual offenders in the jurisdiction of Puerto Rico and indicate the exact physical address where the offender resides and works, whether temporarily or permanently, in accordance with the National Registry and other applicable State and Federal Laws. Counting the physical addresses of convicted persons will allow the visualization of data from the Sex Offender's Registry from a geospatial perspective.
- ✓ Provide services of geocoding, updating and maintenance of addresses of sexual offenders throughout the jurisdiction, in order to improve the implementation of SORNA and strengthen the Sex Offender's Registry and services. The maintenance and constant update of the addresses of the convicts, will allow presenting updated information to the citizens from the public access of the Sex Offenders Registry.
- ✓ Provide informative and technical training for PR-CJIS personnel and designated resources of the Puerto Rico Police, to continue updating and geocoding addresses in the new registry. In this way, the registered information will be maintained and guaranteed to be as reliable as possible.
- ✓ Include procedure manuals, implementation documentation, and technological tools such as software and hardware, in order to continue the sex offenders geocoding once the services contract expires.



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- ✓ Study and analyze the current registry to implement geocoding with new technology and updated services of high quality to improve the National Registry in a manner consistent with the RCI system. The interactive map that will present the addresses geocoded in the new registry, will be presented in the search screen of the Sexual offenders Public Registry, managed by the PR-CJIS in the Integrated Criminal Registry.
- ✓ Update and integrate the data of the sexual offenders (full name, alias, photograph, municipality, physical address, and work address), in a new interactive map that will have the geographic and sociodemographic aspects that facilitate the exact location of the aggressor. The interactive map will be continuously synchronizing offender information with the RCI system.
- ✓ Update and geocode places such as: schools, nurseries, hospitals, universities, shopping centers, among others, in order to visualize and identify the proximity of sexual offenders to high-risk places and include such data in the new interactive map.
- ✓ Integrate and update new cases in the new interactive map when the offender has relocated during the term of the project.
- ✓ Carry out acceptance tests to evaluate that the geocoding services match the design of the National Registry and the RCI system.
- ✓ Provide technical assistance to the PR CJIS staff responsible for the implementation of SORNA in terms of the geocoded addresses and the new interactive map with data about high-risk places.
- ✓ Provide truthful information to law enforcement and the general public about the National Sex Offenders Registry in accordance with SORNA regulations.
- ✓ Improve the exchange of information between law enforcement agencies. The Department of Justice, the Department of Correction, the Puerto Rico Police (PRPD), the Courts, Forensic Sciences Institute, and other government agencies.



Section 3. Key Events/Dates

- RFP Release Date: March 9, 2022
- Final Date for Receipt of Written Questions: March 16, 2022
- Proposal due Date and Time: March 23, 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

- 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. Certifications

The proposer must include in the proposal the following certifications:

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- 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:

- 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.

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- 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 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 complete the geocoding of the sex offender's addresses of the jurisdiction of Rico 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:

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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.

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-mails: 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.

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
- proposers.

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- 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

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- 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 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:

- 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.
- 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)

- a. **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 9, 2022, to March 23, 2022, for anyone interested in submitting a proposal for these services.

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- b. **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 23, 2022.



Domingo Emanuelli Hernández
Secretario de Justicia

9 de marzo de 2022

Fecha