

***Section 1. Purpose***

The Department of Justice and the Criminal Justice Information System of Puerto Rico have the core responsibility of developing and implementing the necessary infrastructure and programming to make available all the criminal data and records to all law enforcement agencies, to continue serving as the primary criminal information repository within the jurisdiction.

PR CJIS mission is to reduce criminal activity by maximizing the ability to provide complete, accurate, and timely criminal justice relevant information to all qualified law enforcement, criminal justice, civil, academic, and employment and licensing agencies, concerning individuals, organizations, and criminal activities. Also, to provide any other available information related to and in compliance with the law. Furthermore, the vision is to improve the quality of information, streamline the data collection process corresponding to criminal histories, and maintain a robust communications structure with modern technology which allows the information to be disseminated completely accurately and on time to all authorized users.

The PR CJIS developed and implemented the Integrated Criminal Registry (RCI), by its Spanish acronym. RCI it is a program designed to present up-to-date and reliable information on the criminal records of individuals prosecuted criminally in Puerto Rico, while integrating the data held by other government agencies into a single system, thus providing a complete overview to the law enforcement officers for the mechanization and management of criminal records.

The Integrated Criminal Registry, RCI, attached to the CJIS, contains 22 different operational modules, used by law enforcement agencies to register, update, and search data. Some of the modules ascribed to RCI are the following:

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- Registry of Persons Convicted of Corruption
  - Registry of Persons Convicted of Violations of the Law on Prevention and Intervention with Domestic Violence
  - Registry of Persons Convicted of Elderly Abuse
  - Integrated Registry of Minors (RIM, by its Spanish acronym)
  - Quality Control Module
  - Tool for Statistical analysis POWER BI

The development of the aforementioned registries includes their integration with RCI through an independent module and its public portal through the web, for which they also demand management, updates, and concurrent innovations, including the development of new

programming to improve their optimal operation and provide accessibility to law enforcement agencies and the general public.

The Integrated Criminal Registry (RCI) was designed primarily to mechanize, validate, and instantly update criminal records throughout Puerto Rico. The RCI contains over 401,667,00 protected criminal records. PR CJIS oversees sustaining the operation and the constant flow of correct information in the system in optimal conditions. The continual development of the system and the public impact of each of these Registries increases the need to keep them updated in a timely and accurate manner. Unfortunately, PR DOJ and PR CJIS does not have the specialized technical human resources, to manage, support and consequently provide maintenance to these registries.

PR CJIS requires a specialized resource with experience and vast knowledge in managing modern and dynamic systems such as RCI. A Technological Applications Analyst is necessary to guarantee the development of new applications, modules, or systems, specifically to meet the main needs of the RCI, that result in the exchange of truthful information, in a continuous and sustainable manner to guaranteeing the services provided to all state and federal law enforcement agencies and guarantee interagency communication.

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 Technological Application Analyst.

***Section 2. Description of Work to be Perform***

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- Contractor must employ the best industry practices for programming, testing, configuration, and implementation within the Integrated Criminal Registry, RCI by its Spanish acronym. The requested services must be provided within 1 year term.
  - Contractor will cover the operational areas identified to maintain its operability, future development on a small scale, and that all its components are up to date.
  - Contractor will make any necessary programming changes to improve the user experience and the performance of the registries and applications.
  - Contractor will address everything related to programming errors in identified areas.

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- Contractor will provide support to CJIS systems operations personnel in situations that affect access or operational performance.
- Contractor will provide improvements in programming and corresponding infrastructure to improve its operation, maintenance, and safety in optimal conditions, including updating versions of tools and other related systems.
- Contractor will cover any implementation or development related to the improvement or expansion of the functionalities of the registers and applications.
- Contractor will provide constant transfer of knowledge to employees of PR CJIS, whether they are regular or contracted employees, on the structure and operation of the RCI codes, as well as the detection process and system error resolution.
- Contractor will carry out operational tests to identify errors and guarantee the maximum performance of the systems.
- Contractor will provide maintenance to the Registry of Persons Convicted of Acts of Corruption.
- Contractor will provide maintenance to the Registry of Persons Convicted of Violations of the Prevention and Intervention with Domestic Violence Law.
- Contractor will provide maintenance to the Registry of Persons Convicted of Elder Abuse.
- Contractor will provide maintenance to the RCI Information Quality Control Module.
- Contractor will provide maintenance of the Integrated Registry of Minors.
- Contractor will provide administration and maintenance of the statistical analysis tool Power BI.
- Contractor will provide consulting services related to modules, records, or development of new programming according to PR DOJ and PR CJIS needs.
- Contractor will provide informative, technical and skills training to PR-CJIS personnel. Include procedures and operating manuals, implementation documentation and technological tools such as software and hardware, in order to continue with maintenance services in relation to the contractor's service period.



***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:

- 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.
- 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.)**
- 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:

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- 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 CFR § 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 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 Technological Applications Analyst 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

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Phone number: 787-721-2900

E-mails: [jtorres1@justicia.pr.gov](mailto:jtorres1@justicia.pr.gov)  
[ecancel@cjis.pr.gov](mailto: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 CJIS 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](mailto: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:

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- 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.
  - 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 because 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 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)**

- 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](http://www.justicia.pr.gov), from March 9, 2022 to March 23, 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](mailto:serviciosprofesionales@justicia.pr.gov) on or before 3:00 pm March 23, 2022.

  
Domingo Emanuelli Hernández

9 de marzo de 2022

Fecha