

**FIRST ADDENDUM TO NOTICE OF NEED
FOR
PROFESSIONAL SERVICES**

seeking

**PROFESSIONAL SERVICES AND IT-
SOLUTION IN CONNECTION WITH
THE PUERTO RICO UCC
COMMERCIAL TRANSACTIONS
REGISTRY**

for



GOVERNMENT OF PUERTO RICO

DEPARTMENT OF STATE

Revised NPS Submission Deadline: March 21, 2023

Final Submission Date for Questions: March 1, 2023

NPS Issuance Date: February 8, 2023

First Addendum Issuance Date: February 27, 2023

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FIRST ADDENDUM TO
NOTICE OF NEED FOR PROFESSIONAL SERVICES

On February 8th, 2023, the Puerto Rico Department of State (hereinafter, the “Department”) issued a Notice of Need for Professional Services (“NPS”), seeking to acquire an IT-solution for providing registry services for financing statements. All defined terms shall have the same meaning as those provided under the NPS.

The Department yearns to clarify several questions regarding the NPS that have been received via email as of: February 22, 2023 (Atlantic Standard Time (AST)). Consequently, the Department hereby provide the clarifications.

Please note all additional questions shall be submitted on or before March 1st, 2023. However, consider that the Department on or before, March will respond on or before March 15th, 2023.

The Department reserves the right to answer those questions that it deems pertinent. If there is a discrepancy between any provision of the NPS and the answers provided in this Addendum, the NPS shall prevail.

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1. Is there a particular preference for a specific type of Cloud provider?

Answer: Please refer to page 5 of the NPS.

2. Can resources for the project plan be local and non-local?

Answer: The resources shall provide the assistance required within a short and reasonable timeframe. As such, the proponents should be based in AST or similar time zone.

3. Does the Department currently use any other type of OCR technology?

Answer: Currently, the Department doesn't use an OCR Technology.

4. How many documents need to be digitized?

Answer: The expectation is that all documents (PDFs, Microsoft Word, and photos) submitted can be searchable with OCR technology.

5. What is your current scope for storage magnitude in Terabytes or Petabytes?

Answer: Terabytes

6. How long is your expectation to deliver and standup the full project?

Answer: Six months. Please submit your proposed workplan.

7. What is your lifecycle expectation of the document and its tiering (e.g., cold storage after six months)?

Answer: Records and documents related to a UCC must be kept for up to two years after the termination or expiration of a UCC.

8. Is the Department open to an Opex or Capex model type of managed service for ongoing maintenance and support?

Answer: The Department expects that all proposals be submitted with sufficient information to make an informed decision.



9. What is the budget expectation for this project?

Answer: The proposal should include the cost of the services to be rendered. The budget will be adjusted accordingly.

10. Can we incorporate a preliminary 2-to-4-week assessment to best validate how to implement the best plan possible?

Answer: The Department expects that all proposals be submitted with sufficient information to make an informed decision.

11. Are you looking for a SaaS based solution or a product-based solution (e.g., OpenText document mgmt. solution)?

Answer: Please provide details on the proposal.

12. What level of identity access management (IAM) is expected from the solution (e.g., director, managerial, system admin)?

Answer: The Department expects that all proposals be submitted with sufficient information to make an informed decision.

13. Is GPR to provide the cloud landing zone or will the proposer?

Answer: GPR will provide de cloud hosting services.

14. Are there any other cloud vendors preferred by GPR other than the three outlined in the NPS?

Answer: No. Please refer to page 5 of the NPS.

15. Section Functional Requirements.1: Can you define the nature of the "enhancements" that are included in this section?

Answer: The term "enhancements" refers when the IT solution requires changes in its operation due to changes in business rules and/or in applicable laws and regulations. Examples: new forms, user roles, reports, and others.

16. "The Proponent will be able to work on a cloud-based system provided by GPR and will configure the backup services..." Is there a current backup solution that we need to engineer our solution around?



Answer: Current system uses EC2 backup, it may be different if another cloud-based system is used. Proponent will need to configure de backup solution with GPR assistance or guidance.

17. Should the document management system be from the cloud provider or independent?

Answer: The proposal must include this information which will be evaluated by the Department.

18. What back up system that GPR currently uses?

Answer: The current system uses EC2 backup.

19. What is the timeline for total contract period? Implementation phase? And Maintenance phase?

Answer: Pending determination.

20. Does GPR expect pricing to be provided with the response? If, yes should it be time & materials based or fixed priced?

Answer: The Department expects that all proposals be submitted with sufficient information to make an informed decision.

21. Can you please provide the process for how to register for all future public procurement notifications for Puerto Rico.

Answer: This Q&A is tailored to entertain questions related to the NPS. For any questions not related to the NPS, please contact the Department.

22. Can you please confirm whether there are additional documents available to review for this notice (attached)? If so, can you please advise where to locate for review?

Answer: There are no additional documents, but you may refer to <https://www.statedepartment.pr.gov/commercial-transactions> for further information on the matter.

