



REQUEST FOR INFORMATION (RFI)
COMMUNICATION, INNOVATION & TECHNOLOGY PRODUCTS & SERVICES PROVIDERS

1.0 Definitions: For the purposes of this RFI the following definitions apply:

- 1.1 **Act 151-2004:** Act Number 151 of June 22, 2004, as amended, known as the Electronic Government Act.
Act 75-2019: Act Number 75 of July 25, 2019, as amended, known as the PRITS Law.
- 1.2 **Administrative Order 2021-001:** PRITS Administrative Order Number 2021-001 to establish the guidelines that will govern the evaluation, authorization, acquisition, and implementation of transactions and /or projects covered under Act 75-2019.
- 1.3 **Agency or Agencies:** Means any board, body, examination board, commission, public corporation, office, division, administration, bureau, department, authority, official, employee, person, entity, or any instrumentality of the Executive Branch of the Government. See, Article 3(a) of Act 75-2019.
- 1.4 **Applicant or Responder:** Is any entity or individual that responds to this RFI and requests admission to the RTP.
- 1.5 **CIIO:** Chief Innovation and Information Officer of the Government and PRITS Executive Director.
- 1.6 **Services or Service:** Refers to professional services to be contracted by the Agencies under the provisions of Act 75-2019 (including software and hardware).
- 1.7 **Government:** The Government of Puerto Rico.
- 1.8 **PRITS:** The Puerto Rico Innovation and Technology Service.
- 1.9 **RFI:** This Request for Information.
- 1.10 **RTP:** PRITS Registry of Technology Providers.¹

¹ The RTP is a roster created by PRITS and in no way shall be deemed a substitution or analog registry to any that the General Services Administration (“GSA”) per Act 73 of July 19, 2019, and any rules or regulations adopted thereof. All Respondents shall file with their response to this RFI a GSA certification that the Respondent is duly registered in GSA Professional Services Providers Registry.

2.0 Summary

PRITS is the Government's Executive Branch Office in charge of implementing, developing, and coordinating the government's public policy on innovation, information, and technology. For these purposes, PRITS issues this RFI to review and evaluate entities that are interested in providing innovation and technology Services to any Agency of the Government of Puerto Rico.

2.1 THIS IS AN RFI ONLY. This RFI is issued solely for information, evaluation, and planning purposes – it does not constitute a Request for Proposal (“RFP”), a promise to issue an RFP in the future, or a Request for Quotation. This RFI does not compel the Government to initiate any formal or informal process to acquire Services whatsoever, nor creates any right claimable by the Responder.

2.1.1 Responders are advised that the Government will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the Applicant's expense.

2.1.2 Any information provided by the Applicant will become the property of the Government and will not be returned to the Responder. Applicants are responsible for adequately marking proprietary, confidential, or competition-sensitive information contained in their response.

3.0 Background

Act 151-2004 establishes that PRITS will: (1) have the authority to manage the information systems and implement the rules, regulations, and procedures related to the use of information technologies at the Government level; and (2) evaluate aspects related to processing systems, electronic communication, and interconnection of the Government, so that they facilitate and streamline interagency processes.

In addition, Act 75-2019 empowers and requires PRITS to establish and promote the public policy on the preparation, management, development, effective interagency coordination, integration of innovation, technology, and informatics infrastructure of the Government. PRITS has the duty to revise and evaluate any project, contract for services, and purchases for the creation, implementation, modification, migration, and database update, innovation, information, and technology to be adopted by the Agencies.

To comply with the purposes of Act 75-2019 and the Government's Strategic Plan, PRITS will review and recommend the use of funds only to those purchases or contracting of services that provide

profitability, reasonable value for the benefit of the Government. To comply with the proper use resources, PRITS will be evaluating and approving those qualified entities or individuals that are interested in providing to the Agencies goods and/or services related to communication, data, innovation, information, and technology.

3.1 Objectives

PRITS primary objectives in pursuing this RFI are as follows:

- As stated in Administrative Order 2021-001, PRITS is to develop an RTP. The RTP shall include qualified entities or individuals interested in providing Goods /Services under the purview of PRITS to the Agencies.
- Have a full disclosure of Applicants' personnel, resources, expertise, previous works, qualifications, capabilities, among others.
- Utilize Applicants' local presence to ensure timely support, as well as training and knowledge transfer, if necessary.
- Be informed on Applicants' vision of the public sector, quality assurance processes, service, and possible involvement in public audit findings and/or investigations.

3.2 Point of Contact

All communications with PRITS must be directed to the single Point of Contact, as follows:

Nannette Martínez Ortiz
CIO & PRITS
Executive Director
propuestas@prits.pr.gov

4.0 Instructions to Applicants

4.1 Delivery Period

This is an open ended RFI. All parties interested in providing Services to the Agencies must respond to this RFI. Those that qualify will receive a notification/certification from PRITS via email and may use the certification badge on their websites and promotional materials.

4.2 Submission of responses

Applicants are to respond to this RFI in a letter-sized paper in pdf format. Responses shall be submitted via e-mail only to propuestas@prits.pr.gov

- 4.2.1 Proprietary or confidential information, if any, should be clearly marked or identified. Be advised that all submissions become Government property and will not be returned.
- 4.2.2 To facilitate a timely and comprehensive evaluation of all applications, they must be submitted in the same order set forth in section 5.0 Requested Information of this RFI.
- 4.2.3 Supplemental materials may be submitted as attachments. If necessary, PRITS might request additional information and/or evidence.

5.0 Requested Information

- 5.1 The first section of the document, cover page, (not to exceed 1 page) shall provide administrative information, and must include the following as a minimum:
 - 5.1.1 *Contact Information. Name of the Company/Entity, name of company principals, point of contact including position in company, mailing address, phone number, and e-mail.*
 - 5.1.2 *Business specialty. Indicate the area of services the company/business provides and include a brief description. If there is more than one, specify the business specialty and/or the greatest source of income.*
 - 5.1.3 *Subcontracted services. Provide detail on the area/topic and the total percentage of services subcontracted by the business. Specify the entities/services subcontracted.*
 - 5.1.4 *Type of business (i.e., foreign, foreign with local partners, or local)*
 - 5.1.5 *Indicate the certification number of the GSA Professional Services Providers Registry.*
- 5.2 In the second section, the responder must provide information about human resources and related topics.
 - 5.2.1 *Specify the total number of employees and/or contracted personnel.*
 - 5.2.2 *Provide the following details of key personnel.*

- Name
- Job position
- Residence location (country)
- Qualifications, experience, and/or certifications.

5.3 In the third section, the responder shall include evidence of the *business trajectory, if any*.

5.3.1 Include a short statement with the business vision of the public sector, including possible projects and/or solutions.

5.3.2 Describe Services previously provided to governmental entities.

5.3.3 Provide at least 3 examples, and evidence if possible, of the most remarkable goods/projects/services provided to a customer. An attachment with a portfolio (supplemental material) is highly recommended.

5.3.4 Explain the mechanisms regularly used for quality assurance, service, and/or knowledge transfer of the Services provided by the business.

5.3.5 Provide details on existent partnerships with other private entities, individuals, government, non-profit entities, among others.

5.3.6 Provide references of clients of similar services: one current client and a former one.

5.3.7 Provide details on activities/projects with social impact, including but not limited to outreach, internships, foundations, among others.

5.3.8. If applicant has been involved or is undergoing audits or investigations conducted by the Office of the Inspector General, the Office of the Comptroller, and/or the Department of Justice, please provide explanation or details.

6.0 Questions

Questions regarding this announcement shall be submitted by e-mail only to the previously mentioned point of contact. Questions will be answered by email and may be posted on the PRITS website as FAQ. Questions shall not contain proprietary or classified information.