



**Poder Judicial
de Puerto Rico**

Request for Information (*RFI*)

**for Cloud Computing capabilities
assessment for the Judicial Branch**

The Office of Court Administration will receive final responses to this RFI until June 21st, 2024, at 5:00 p.m. The responses may be submitted via email and/or in the Purchasing Division of the Judicial Branch, located on the 14th floor of the World Plaza Building, 268 Ave Muñoz Rivera, San Juan, PR.

Calendar

- I. The Office of Court Administration will receive information from offerors declaring intentions to participate until Friday, **May 10th, 2024, at 5:00 p.m.** for the reference matter.

- II. Responders to Invitation to our **Request for Information (RFI): Please sign in blue pen ink.**

- III. Letters of intent should be sent to Eileen Jimenez at eileen.jimenez@poderjudicial.pr and sara.ortiz2@poderjudicial.pr

The undersigned, subject to all terms, conditions, and general instructions forming part of the **RFI** above: We certify that we comply with all Terms, Conditions, and Specifications of this process.

Company Representing

Name in block letter
(Authorized Person)

Signature and Position Held

Mailing Address

Telephone:

Request for Information and pre-qualification of providers for the cloud computing capabilities assessment of the Judicial Branch

I. Introduction

The difficult economic situation facing Puerto Rico and the Judicial Branch ("PJ") demands that we consider alternatives to be more agile and efficient in operational and administrative aspects every day. Likewise, it is necessary to adapt to the benefits provided by technology, to streamline internal processes, facilitating information and access to justice. Therefore, the **PJ** has joined forces to assess the potential gains and efficiencies possible through moving key systems to The Cloud. The project aims to relocate systems to a cloud environment with the goals of achieving high availability, fault tolerance, increased security, swift recovery capabilities, and performance improvements in application access speeds.

II. Project Scope

The Office of Court Administration ("OAT") was created pursuant to Article V, Section 7 of the Constitution of Puerto Rico, and Article 2.016 of the Judiciary Act of the Commonwealth of Puerto Rico of 2003 and is an integral part of the Judicial Branch of Puerto Rico. The **OAT** assists the Chief Justice of the Supreme Court of Puerto Rico in the administration of the country's Courts. With this constitutional mandate, the **OAT** is the administrative unit responsible for the implementation of procedures that facilitate the judiciary to deliberate diligently, sensitively and transparently in matters of a criminal and civil nature.

The Judicial Branch consists of the Supreme Court, the Court of Appeals, and the Court of First Instance. The latter is divided into thirteen judicial regions, each of which has a delimited geographical scope. The thirteen judicial regions are: Aguadilla, Aibonito, Arecibo, Bayamón, Caguas, Carolina, Fajardo, Guayama, Humacao, Mayagüez, Ponce, San Juan and Utuado.

To this end, a project is proposed that would allow the following:

- Trade Fixed expense for variable expense
- Benefit from massive economies of scale
- Stop guessing Capacity
- Increase speed and agility

- Reduce the excess spending of money running / maintaining data centers
- Shorter deployment times
- Scalability
- License purchase vs. subscription
- Remote offices and Mobile Workforce

III. Purpose

The purpose of this Request for Information ("RFI") process is to learn about the qualifications of suppliers who can offer a solution for the project. Likewise, request information on the capabilities and/or previous execution of the proponent that allows them to present possible ways in which the required service can be provided, prior to a subsequent Request for Proposals process to the proponents that meet the requirements established in this document.

IV. Compliance and deadlines for questions and Answers

The Judicial Branch publishes this **RFI** document, so that those suppliers who meet the established requirements can participate. Interested suppliers are required to prepare a formal response, in compliance with the requirements requested, which will be evaluated by the Committee appointed by the Chief Administrative Officer of the Courts. The deadline for interested suppliers to ask questions is Friday, May 24th, 2024, at 5:00pm. After that date, the questions received will be evaluated and each of them will be answered no later than Friday, June 7th, 2024, at 5:00pm. The deadline for interested suppliers to submit their **final responses** is Friday, June 21st, 2024, at 5:00pm.

V. Requirements and Evaluation Criteria

Potential suppliers will need to submit all requested information as part of the RFI. Supplier responses will be reviewed, and any clarification requested by the Judicial Branch during the evaluation process will be issued according to the schedule set forth in this RFI. The Judicial Branch may ask any questions as it deems necessary to assist in the evaluation of the **submitted RFI** and establish the responsibility of the applicants to carry out the project.

VI. Amendments or Cancellation of the Process

This **RFI is not binding on** the PJ and **therefore assumes no responsibility for any costs incurred by participants in connection with the preparation and submission of their** RFI or related activities. The Judicial Branch reserves the right to refuse the process and to amend or withdraw this **RFI** for any reason, in its sole discretion. In such event, the Judicial Branch shall not be liable to any supplier for any costs incurred by it as a result of the amendment or withdrawal of this **RFI**.

This **RFI** process has been prepared solely to request information. It is not a contract offer. The Judicial Branch shall not be required to enter into an Agreement with any person or company deemed qualified to perform the work. The only document that will be binding on the Judicial Branch shall be a contract, as applicable, after the Request for Proposal (**RFP**) process and the selection of a proposer have been originated.

VII. Correspondence & Contact

Requests and communications related to this process must be submitted by suppliers in writing by email or by regular mail to the following address:

Regular mail:

Eileen Jiménez Vázquez
Purchase Office
Oficina de Administración de los Tribunales (OAT)
PO Box 190917
San Juan, PR 00919-0917

Delivered in person address to:

Eileen Jiménez Vázquez
Purchase Office in
Oficina de la Administración de los Tribunales Building,
268 Avenue Muñoz Rivera, San Juan, PR

Email:

eileen.jimenez@poderjudicial.pr
sara.ortiz2@poderjudicial.pr

Communications related to this request must be identified with the following information:

Cloud Computing Assessment for the Judicial Branch of Puerto Rico

No supplier, agent, contractor, attorney, or any person acting on behalf of the supplier shall conduct any other communication related to this **RFI**. The Judicial Branch is committed to conducting an open and fair process so that potential suppliers receive all the necessary information. The supplier and team members shall not discuss or communicate, directly or indirectly, with any other supplier or any director, officer, employee, consultant, advisor, agent or representative of any other potential suppliers as to the preparation, content or representation of their documentation.

VIII. Confidentiality

To participate in this **RFI** process, the Representative must submit a signed Mutual Non-Disclosure Agreement that documents the supplier's obligations to maintain the confidentiality of the information. All information contained herein shall be considered "Confidential Information" and shall be treated as such. The supplier may only share this document with people who need to know it, and may not use the information contained therein as an advertising or promotional tool. Likewise, the Judicial Branch will not share responses to this **RFI** with any other non-Puerto Rico Government entities.

The Judicial Branch of Puerto Rico guarantees the strictest confidentiality of the content of the documents that are presented. Participants will **not** have access to the proposals submitted by the other suppliers, once the evaluation of the proposals has been notified. Participants should take special care not to include any data or Information which the participant deems confidential.