

REQUEST FOR PROPOSAL
RE-BID Number 20-10-2381LE
ADDENDUM #1

Date: **March 9, 2021**

Project Title: **Navajo Nation Division of Behavioral and Mental Health Services –
Database Development Consultant**

Project Schedule:

Advertisement of RFP	February 17, 2021 – March 17, 2021
Requests for Information Due Date	March 24, 2021 @ 5:00pm MST
Bid Due Date	April 2, 2021 @ 5:00pm MST

Proposal:

All interested parties are invited to review and respond to this Request for Proposal at their discretion. All questions pertaining to the contents of this RFP as a respondent can contact via email Charlene Begay, Principal Information System Technician at cn.begay@navajo-nsn.gov

All parties responding to this bid are instructed to submit or send four (4) proposals (1 original and 3 copy) to the following address:

The Navajo Nation
Division of Finance – Purchasing
Attention: Lorita Etsitty, Buyer I
Administration Building #1
Window Rock Blvd
Window Rock, Arizona

All responses to this bid shall be sent in a sealed envelope, including a return address, and vendor name clearly marked on the outside of the envelope; indicate the following:

**RFP RE-BID #20-10-2381LE NNDBMHS
DATABASE DEVELOPMENT CONSULTANT
DO NOT OPEN-BID PROPOSAL**

GENERAL INFORMATION AND GUIDELINES FOR THIS RFP

I. DESCRIPTION OF THE ORGANIZATION

The Navajo Nation Division of Behavioral and Mental Health Services (DBMHS) is a federally funded program operating outpatient and inpatient counseling services throughout the Navajo Nation.

II. SCOPE OF THE CONTRACT

The Navajo Nation intends to enter into a professional services contract with one (1) responsive, qualified, and independent consultant/organization to complete all work as described in the attached scope of work.

III. RESPONDENT REQUIREMENTS

All respondents must have the capabilities listed herein, including sufficient detailed information with regard to experience and expertise in meeting the following requirements:

1. A legitimate and credible vendor with experience and history with providing the described services to provide subject-area knowledge
2. Extensive Background and knowledge of database development for Human Resources, Finance, MIS, and Property inventory management
3. Vendor must be able to operate independently in providing described services for the program.
4. The Navajo Business Opportunity Act 5 NNC § 201, 205 will apply.
5. Federal requirements, if applicable

IV. SCOPE OF WORK (See Attached)

V. REQUIREMENTS

The respondent will furnish all requested information as specified in the RFP.

VI. PROPOSAL CONTENT AND REQUIRED INFORMATION

Please utilize the outline described below with four (4) copies.

1. Organizational letter expressing your interest and a brief description of your proposed services. Do not reveal or make reference to the cost in this letter.
2. Organization qualifications and subject-area experience. Include references.
3. Scope of Work detailing your proposed methodology and framework
4. Schedule and proposed time frame of services
5. Copies of licenses, certifications, insurance certificates, and other relevant documents.
6. Costs to be submitted in a ***separate sealed envelope***. (Detailed breakdown of all associated and applicable costs)
7. Compliance: Any proposal that does not adhere to this format and does not address each specification, requirement, or scope of work as outlined, may be deemed non-responsive and rejected on that basis.

VII. EVALUATION PROCESS (pre-qualifying process)

1. Evaluation Criteria
 - a. Proposal Content and Organization: (10 points)
 - b. Methodology and schedule to complete the scope of work. (35 points)

- c. Qualifications, credentials, and work experience. (25 points)
 - d. Navajo Preference. (10 points)
 - e. Cost (separate sealed envelope). (20 points)
2. Applicable Federal Requirements
 3. The Navajo Nation Division of Behavioral and Mental Health Services reserve the right to interview respondents if deemed necessary due to tied scores or other legitimate matters.
 - a. This may entail a presentation from the respondent for clarification and/or details on products or other requirements. The presentation will be scheduled to be presented in Window Rock, AZ (if necessary). It is the DBMHS's intention to award one (1) vendor to provide all services as specified.

VIII. TYPE OF CONTRACT

The Navajo Nation will utilize a standard Professional Services Contract for the procurement of goods and services for this project.

IX. PERIOD OF PERFORMANCE

The period of performance will be determined and negotiated based on the schedule proposed by the respondent and the contract implementation date.

X. TECHNICAL DIRECTION

The Navajo Nation DBMHS point of contact Charlene Begay, Principal Information System Technician for inquiries related to the project and other matters. Questions and answers will be shared with all respondents. Ms. Begay's email address is cn.begay@navajo-nsn.gov

XI. PAYMENT AND SUBMISSION OF INVOICES

The Navajo Nation Professional Services Contract will describe this section.

XII. RIGHTS

The Navajo Nation reserves the right to reject any and all proposals, in whole or in part based on the requirements set forth in this RFP.

XIII. AGREEMENT TERMS AND CONDITIONS

The Navajo Nation is not bound to enter a contract under the RFP and may issue a subsequent RFP for the same services, and

The Navajo Nation is a sovereign government and all contracts entered into as a result for the RFP shall comply with the Navajo Nation law, rules and regulations, including the Navajo Preference in Employment Act, and applicable federal law, rules, and regulations. This procurement and any RFP with respondents that may result shall be governed by the laws of the Navajo Nation and applicable federal law. Nothing herein shall be constructed as a waiver of the Navajo Nation's sovereign immunity. In addition, the Navajo Nation Business Opportunity Act will apply to the RFP.

The Navajo Nation Professional Services Contract will provide all other legal and contractual obligations, terms, and requirements of this project.

XIV. OTHER

SCOPE OF WORK
Division of Behavioral and Mental Health Services
Database Development Consultant

The Navajo Nation Division of Behavioral and Mental Health Services (DBMHS) was established in 1987 as the lead agency of behavioral health for the Navajo Nation. DBMHS provides comprehensive substance use treatment to include care coordination, outpatient, prevention and residential services for the Navajo people. DBMHS assures that quality, culturally responsive and competent behavioral health services are readily available and accessible to the Navajo people through effective coordination and development of behavioral health infrastructure. The mission statement is, "Providing Comprehensive Behavioral Health Services for Native Families." The vision statement is "Diné Be'iina' Hoozhoogo Silá," translation: "In the Navajo way of life there is beauty before you."

DBMHS has a total of ten (10) Outpatient Treatment Centers (OTC); seven (7) are located in Arizona and three (3) are located in New Mexico. In addition, there is one Residential Treatment Center located in Shiprock, NM known as the Navajo Regional Behavioral Health Center.

DBMHS intends to subcontract with a consultant to system design, project build, and project launch a database to analyze and track workflows for Human Resources Information Management System; manage assets and inventory for Property and Information Technology (IT) Section. DBMHS intends to have the consultant create a database that meets the needs of the program, which includes the following but not limited to; information that is more detailed will be discussed in depth during the kick off meeting between the consultant and DBMHS. The consultant or workgroup will be assisting DBMHS with the following:

- Consultant to host kick-off and update meetings with DBMHS staff to conduct informational needs assessment for the overall project.
- Develop a database using FileMaker Pro software to analyze and track workflows for Human Resources. Modules to include but not limited to:
 - Develop a user-friendly custom data entry form for inputting Human Resources data.
 - A single web dashboard that shows Human Resources data analysis
 - The database should be capable of the following but not limited to tracking Employee Master Data, Personnel Action Form, Recruitment, Position and Budget, Employee Performance Appraisal, Pay Management, Credential Information, Employee Training Information, Position Classification Questionnaire and Applications for Employment
 - Customized Human Resources reports
 - Additional reporting requirements to be discussed at Kick Off Meeting
 - Ability to use database utilizing mobile and web applications
- Develop a database using FileMaker Pro software to manage DBMHS assets and inventory. Modules to include are as follows:
 - Develop a user-friendly custom data entry form for inputting DBMHS assets
 - A single web dashboard shows you assets and inventory listing.
 - The database should be capable of the following but not limited to tracking new assets, transfer of assets, assets location and relocation, property numbers, serial numbers, procurement related data for assets, track depreciation value and warranty information
 - Perform asset audits on site using mobile devices
 - Take and attach photos to document assets and property conditions and damages.

- Analyze data on assets and inventory flow for better business insights and business process improvements.
- Develop custom mobile forms and checklists for the fast property check in and check out audit
- Customized assets and inventory reports
- Additional reporting requirements to be discussed at Kick Off Meeting
- Ability to use database utilizing mobile and web applications
- Develop a database using FileMaker Pro software to analyze and track expenditures for each business unit under Finance. Modules to include but not limited to:
 - Develop a user-friendly custom data entry form for inputting finance data
 - The ledger/database should be capable of the following but not limited to tracking requisition orders, tracking purchase orders, tracking payments, tracking expenditures, tracking vendor information, tracking of all finance related documents (Stationary Supply Orders, Interdepartmental Charge Requests, Requests for Direct Payments, etc.)
 - Database should be capable of generating up to date/real time budget reports inclusive of Chart of Accounts Level of Detail warnings when business unit needs a budget transfer
 - Generate Budget Revision Requests/budget transfers dependent on budget amounts for each business unit with detailed Chart of Accounts Level of Detail
 - Detailed ledger for expenditure tracking for blanket orders payments and remaining blanket order amounts
 - Detailed ledger for service contract tracking for receiving reports payments and remaining contract amounts including tracking of multiple business units payments
 - Accounts Payable functions including but not limited to payment processing, budget generation and invoice receiving
 - Tracking of deposits made for Third Party Reimbursements for each site and credited to which business unit; Reconciliations of Third Party Reimbursements
 - Labor Distribution reporting by pay period ending for each employee generation with up to date/real time budgeting information
 - Budget and Finance modules reporting will need to integrate with Human Resources modules in regards to budget and position information including payroll per pay period ending, tracking wage adjustments, ability to track back pays and any payments made to employees
 - Budget and Finance reporting will need to integrate with Property modules and MIS modules in regards to payments made for property and equipment
 - Capability to generate Navajo Nation Budget Forms
 - Automation of Request of Direct Payment forms dependent on vendor address book number and vendor information;
 - Import and Export from other outside applications to FileMaker Pro software capabilities
- Database will be required to be user-friendly and must have multi-user access with unique login information
- Assist the DBMHS Information Technology staff with the installation of the database
 - Modules will be installed on a virtual server in a centralized location
 - Consultant will provide 24x7 technical assistance for database maintenance not to exceed five (5) years from project launch or go live date
- Develop a desktop manual for each module
 - Desktop end user manual will be developed for each module

- Manual will contain specific steps to enter or modify each step of the process covered by modules
- Conduct training on each module to end user identified by DBMHS
 - Step by step process on each module with background information on database handling, correspondence generated, storage, reference points for documents and reports, and generating reports
- Conduct training to DBMHS staff on database maintenance
 - Training for individuals who will be responsible for the modification and maintenance of the FileMaker databases; troubleshooting techniques using tools provided within FileMaker management system; creating and deploying reports and developing scripts in the database; updating the database
 - DBMHS will identify training locations and arrangements
- All modules should be interactive with multiple end user access

END SCOPE OF WORK