

REQUEST FOR PROPOSAL

BID NUMBER

22-04-2766LE

Amendment #01

DATE

July 29, 2022

BID TITLE

Navajo Nation Judicial Branch Web-Site Design and Development

The Navajo Nation Judicial Branch (NNJB) provides court services, peacemaking, and probation and parole services, to adjudicate cases, resolve disputes, rehabilitate individuals and families, restore harmony, educate the public, agencies, services and other governments in Diné bi beenahaz' áanii, and protect persons and property pursuant to Navajo Nation laws, customs, traditions, and applicable federal laws. Pursuant to Diné bi beenahaz' áanii, the NNJB has established a justice system that fully embodies the traditional values and processes of the Navajo People.

The Judicial Branch of the Navajo Nation is seeking web design and development services for the existing www.courts.navajo-nsn.gov website. The Judicial Branch is seeking a design that is easy to navigate for users of the website, has a consistent appearance, is mobile optimized and is easy to update and create new pages for existing web administrators.

CONTACT FOR DETAIL SCOPE OF WORK

Ben Mariano, Information Technology
Navajo Nation Judicial Branch
Telephone Number: (928) 206-7539
Email address: benmariano@navajo-nsn.gov

~~BID DUE DATE~~

~~Proposals must be received by~~

~~4:00 p.m. on August 19, 2022~~

~~PLEASE PUT BID NUMBER ON ALL DOCUMENTS~~

BID DUE DATE

Proposals must be received by

4:00 p.m. on August 31, 2022

PLEASE PUT BID NUMBER ON ALL DOCUMENTS

SEND BID TO

Lorita Etsitty, Buyer
The Navajo Nation
Office of the Controller, Purchasing Department
P.O. Box 3150
Window Rock, AZ 86515

NAVAJO NATION JUDICIAL BRANCH

Scope of Work & Specifications

Website Design and Development

SECTION 1 - OVERVIEW

A. General Information

The Navajo Nation Judicial Branch (NNJB) provides court services, peacemaking, and probation and parole services, to adjudicate cases, resolve disputes, rehabilitate individuals and families, restore harmony, educate the public, agencies, services and other governments in Diné bi beenahaz' áanii, and protect persons and property pursuant to Navajo Nation laws, customs, traditions, and applicable federal laws. Pursuant to Diné bi beenahaz' áanii, the NNJB has established a justice system that fully embodies the traditional values and processes of the Navajo People.

The Judicial Branch of the Navajo Nation is seeking web design and development services for the existing www.courts.navajo-nsn.gov website. The Judicial Branch is seeking a design that is easy to navigate for users of the website, has a consistent appearance, is mobile optimized and is easy to update and create new pages for existing web administrators.

The current website was developed prior to 2010 and has not been redesigned since then. There is a need to make the website consistent across all pages and organize in a way that it is easy to find information for the general public. Primary users of the website include those involved in the Navajo Nation justice system and those who want to learn more about the Navajo justice system.

B. Contact Information

Ben Mariano, Information Technology
Navajo Nation Judicial Branch
P. O. Box 520
Window Rock, AZ 86515
Telephone Number: (928) 206-7539
Facsimile: 928-871-6761
Email address: benmariano@navajo-nsn.gov

C. Procurement of RFP

This procurement shall be conducted in accordance with all applicable Navajo Nation laws and regulations including the Navajo Business Opportunity Act <http://www.navajobusiness.com/doingBusiness/Registration/CertReg.htm>. All applicable rules, regulations and laws shall also be followed. Prospective vendors shall familiarize themselves with Navajo Nation regulations prior to submitting responses to this RFP.

D. Schedule of Activities

Pre Bid Meeting	August 5, 2022
Proposal Inquiry Deadline	August 12, 2022
Proposal Due Date	August 19, 2022

Pre-Bid Meeting	August 12, 2022
Proposal Inquiry Deadline	August 19, 2022
Proposal Due Date	August 31, 2022

All proposals and bids must be physically submitted to:

Delivery via UPS or Federal Express
Lorita Etsitty, Buyer
Navajo Nation Purchasing Department

Administration Building 1
2559 Tribal Hill Dr
Window Rock, Arizona

Delivery via US Mail

The Navajo Nation
Office of the Controller, Purchasing Department
PO Box 3150
Window Rock, AZ 86515
ATTN: Lorita Etsitty, Buyer

~~By August 19, 2022, by 4:00 PM local Window Rock, AZ time (MDST).~~

By August 31, 2022, by 4:00 PM local Window Rock, AZ time (MDST).

Late, facsimiled, or emailed proposals will not be accepted. Late, facsimiled, or emailed proposals will be returned unopened to the firm unrated and firms responding in such fashion shall be considered non-responsive. Use of mail and/or delivery service is at the respondent's own risk. Post mark by due date on package will not substitute for actual, physical receipt of proposal and bid by the deadline.

- E. Inquiries Regarding this RFP - Questions regarding this RFP should be submitted by ~~August 12, 2022 at 4:00 p.m.~~ **August 19, 2022 at 4:00 p.m.** in writing (email, facsimile, regular mail) to Ben Mariano, Judicial Branch Information Technology Office Only written responses to written questions shall be official. Verbal inquiries and responses shall be considered unofficial.
- F. Proposal Submission
Proposal must be received on or before ~~4:00 p.m., August 19, 2022 (MDST)~~ **4:00 p.m., August 31, 2022 (MDST)**. Respondents who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the time specified. If mailed, it is recommended that proposal be sent by certified mail to the address indicated on the cover sheet of this RFP. No electronic proposals will be accepted. Late proposals will not be accepted.
- G. Four Sets of Proposals Are Required
Four sets of the proposal must be delivered in a sealed envelope. The envelope should be clearly marked with the project name “Navajo Nation Judicial Branch Website Design and Development: Bid #22-04-2766LE” and the name and address of the firm submitting the proposal. Proposals not clearly marked will not be accepted.
- H. Rejection of Proposals - The Navajo Nation reserves the right to waive any informalities or irregularities in the RFP, or reject any or all proposals whenever such rejection is deemed in the best interest of the Navajo Nation.

SECTION 2 -SPECIFICATIONS

A. PROJECT DESCRIPTION

The contractor will collaborate with Judicial Branch to provide a UX (user experience) that will lead to the design and development stage. The contractor will design and develop a website and design templates that will be user-friendly in the agreed upon time frame.

The website will have four main sections – General Information, Courts, Peacemaking, and Probation Services. Each section will have subsections.

Judicial Branch will be responsible for administration of and updating the website content once the website design and development is completed. The content, coding and other information produced for this project will become property of the Navajo Nation Judicial Branch.

B. PROJECT STATUS

The website is the Judicial Branch’s main conduit of information sharing to the public.

The website needs to be easy to navigate and easy to read. The website must also be able to display Navajo fonts, words and language and display video and audio. The website will be maintained by Judicial Branch staff upon completion and must be easy to manage website content.

C. SCOPE OF WORK

1. Design
 - a. The contractor should have a design system or a design kit prepared for presentation to the Judicial Branch.
Website design includes templates, graphic look, architecture, and user navigation, at a minimum. The site must allow for Judicial Branch staff to easily and effectively update content, modify and create new pages as necessary.
 - b. The design phase will be a collaborative process where members of the Judicial Branch website redesign team and Navajo Nation Department of Information Technology will provide input on the design and system requirements.
 - c. Each section of the website will have a consistent appearance and will be easy to load but aesthetically pleasing. The seals and/or logos of each section will be displayed in those respective sections.
 - d. The website will be easy to navigate with information grouped and presented effectively throughout the pages. The majority of the content on the existing website may be a part of the new website but the organization and look will differ.
 - e. Required design elements include, at minimum:
Home Page with Four Main Sections for General, Courts, Peacemaking and Probation with subsections and navigation bar for each section:
 - f. Developer shall support and ensure that the website is functioning for a period of one year after project is completed.
2. Development
 - a. The website will be compatible with Mac and PC and common internet browsers including, at minimum, Google Chrome, Safari, Firefox, Microsoft Edge.
 - b. The website will be responsively designed and optimized for mobile devices. For example, text on the website can be enlarged for easier readability.
 - c. The website will be hosted on premise and will comply with the Navajo Nation Department of Information Technology's computing environment.
 - d. The website will allow use of multiple fonts, including Navajo font.
 - e. The website will be easy to manage for existing Judicial Branch and Navajo Nation Department of Information Technology staff utilizing Dreamweaver.
 - f. The website will have search capability using key words or phrases including PDF documents.
 - g. The website will have accessibility features.

- h. The website will be capable of displaying videos and audio.
 - i. The website will have contact form submission using third party for SMTP server.
 - j. The website will have analytic tools to analyze page visits.
- 3. Test and Launch
 - a. Contractor will make corrections as necessary during the test.
 - b. The website will be launched upon approval by the Judicial Branch.
- 4. Documentation
 - a. Developer will provide Coding documentation.
 - b. Developer will provide Development documentation and artifacts.

SECTION 3 - GENERAL REQUIREMENTS

- A. Standard Contract - The Navajo Nation reserves the right to incorporate contract provisions which are based on applicable requirements such as, Navajo Nation Laws, Federal, State, and local requirements, etc. into the contract documents; including provisions of the Navajo Nation Business and Procurement Act, at 12 N. N. C. § 1501 et seq., the Navajo Preference in Employment Act, at 15 N. N. C. § 601 et seq., and the Navajo Business Opportunity Act, at 5 N. N. C. § 201 et seq.
- B. Sovereign Immunity - Nothing herein shall be considered a waiver, express or implied, of the sovereign immunity of the Navajo Nation except to the extent provided for in the Navajo Nation Sovereign Immunity Act, 1 N. N. C. §551 et. seq.
- C. Taxes - If applicable, all work performed and services provided within the territorial jurisdiction of the Navajo Nation is subject to the Navajo Sales Tax, 24 N. N. C. § 601 et seq.
- D. Proprietary Information - Any restriction on the use of data contained within any proposal must be clearly stated in the proposal. Each and every page that contains proprietary information must be clearly marked "Proprietary".
- E. Ownership of Proposals - All materials submitted with the RFP accepted for review and evaluation shall become the property of NNJB and not returned to the firm. NNJB has the right to use any or all information presented in the RFP subject to limitations outlined in Paragraph F above under SECTION 4. Disqualification or non-selection of a vendor or proposal does not eliminate this right.
- F. Contractual Obligation - The contents of the proposal may become part of contractual obligations of the contract award. Failure of the firm to accept these obligations may result in cancellation of the award.

- G. Cost Incurred - The Navajo Nation is not liable for any cost incurred by the firm prior to issuance of a signed contract award for services. Cost incurred as a result of participating in this RFP process shall be at the sole risk and responsibility of the respondent.
- H. Legal Review - Best efforts shall be used to resolve any disputes through informal means. In the unlikely event that formal action must be taken, all agreements will be interpreted by the laws of the Navajo Nation. The Navajo Nation reserves the right to pursue appropriate legal action in the set of circumstances in Navajo Nation Courts.
- I. Compliance with laws and regulations - The successful vendor shall comply with all Navajo Nation as well as any applicable federal laws, regulations, rules and policies pertaining to work under its charge.
- J. Indemnification - To the fullest extent permitted by law, or as otherwise defined in the contract, the successful vendor shall indemnify and hold harmless the Navajo Nation and its officials, employees and agents from and against all claims, liens, or demands that result in losses, liabilities, defense costs and expenses (including but not limited to attorney's fees and costs of litigation) arising out of the term, conditions and performance under the contract. The Vendor further agrees to indemnify and hold harmless the Navajo Nation, its agents, or employees, against claims or liability arising from or based upon the violation of any federal, state, county, city, or other applicable laws, bylaws, ordinances, or regulations by the Vendor, its agents, associates, or employees. The indemnification provided above shall obligate the Vendor to defend at its own expense or to provide for such defense, at the Navajo Nation's option, of any and all claims of liability and all suits and actions of every name and description that may be brought against the Navajo Nation which may result from the operations and activities under any Contract resulting from this RFP. The award of this Contract to the Vendor shall obligate the Vendor to comply with the foregoing indemnity provision.

SECTION 4 - PROPOSAL CONTENT AND EVALUATION CRITERIA

A. Organization and Content

1. All proposals shall be printed on standard 8 1/2" X 11" paper and bounded.
2. Four (4) original copies of the proposal and Bid Sheets shall be submitted in flat bound form to facilitate filing.
3. Appearance of proposal, including methodical and logical organization, is important and professionalism in proposal presentation should not be neglected.
4. Letter of Interest. Proposal shall have a Letter of Interest stating the firm's interest in delivering the product and services as specified in RFP# 22-04-2766LE. The letter of Interest shall have an original signature of individual(s) responding to this RFP.
5. Contact Information. Proposal shall provide the following contact information:
 - a. Person or firm responding to Bid No. 22-04-2766LE;
 - b. Name, title, and contact number(s) of person(s) authorized to provide clarification on submitted proposal and negotiate on behalf of the firm regarding proposal and relative documents.
 - c. Include Bid No. outside the package.
6. Statement of Qualification. Proposal shall have a Statement of Qualification which will address the following:
 - a. The firm's ability to provide services.
 - b. Previous experience and past performance providing similar services; including references (contact information) of previous clients served within the last three (3) years; and
 - c. Information of the firm's prior experience working with Native American tribes, especially the Navajo Nation.
7. Response to RFP Specifications -Response to specifications shall be addressed in the order in which they appear on this RFP.
 - a. Bid quotes relative to SECTIONS 3 shall be indicated on BID SHEET - A. BID SHEET - A is attached as ATTACHMENT A.
 - b. Each BID SHEET shall be Signed by the authorized representative designated under SECTION 5. A .5.
 - c. Bid quotes shall remain valid for 45 days from the proposal and bid submittal deadline as specified under SECTION 2. A. Bid Sheets will be utilized by NNJB to uniformly compare quotes. Clear, concise, and understandable proposals and bids will be appreciated.
8. Bid quotations must be in separate, sealed envelope.
9. Additional Information - Proposal may contain other information or material which may improve the quality of the proposal pertaining to the firm providing services to NNJB.

B. Evaluation and Selection Procedures

1. Only those proposals and bids submitted within the established deadline (SECTION 2. A.) shall be opened and reviewed for responsiveness. Proposals shall be open in accordance with the Navajo Nation Business Opportunity Act, 5 N. N. C. § 201 et seq.
2. Representatives from the Navajo Nation Business Regulatory, Purchasing Department (Office of the Controller) and NNJB will be present for the opening of sealed proposals and bids. Navajo Nation Department of Information Technology may be present.
3. An evaluation team will judge proposals. Respondents should be prepared to provide any additional information the team feels necessary for the fair evaluation of proposals.
4. Failure of a respondent to provide any information requested in the RFP may result in disqualification of the proposal. All proposals must be endorsed with the signature of a responsible official having the authority to bind the respondent to the execution of a contract.
5. The objective of the evaluation team will be to select the respondent who is more responsive to the needs of the Judicial Branch of the Navajo Nation. The specifications in this RFP represent the minimum performance necessary for a response.
6. Each bid must include the following:
 - a. If claiming Navajo Preference Certificate of Eligibility issued by the Navajo Business Regulatory Department.
 - b. Required insurance documents, i.e. Certificate of Liability Insurance
 - c. Completed and signed W9 Form
 - e. Completed and signed Navajo Nation Certificate Regarding Debarment and Suspension
 - f. Explicitly indicate acceptance of the conditions governing this procurement.

End of Scope of Work & Specifications for RFP# 22-04-2766LE.