

ADDENDUM NO. 1 TO BID DOCUMENTS

FOR

**Office of the Controller
Procure-To-Pay Process & Systems Optimization Project
BID No. 22-04-2774LE**

**Navajo Nation Office of the Controller PO Box 1660
Window Rock, Arizona 86515**



DATE

May 9, 2022

ADDENDUM NO. 1

Office of the Controller Procure-To-Pay Process & Systems Optimization Project

This addendum shall be considered part of the Requirements and Contract Documents (except as noted otherwise) and is issued to change, amplify, or delete from or otherwise explain these documents where provisions of this addendum differ from those of the original documents. This addendum shall have precedence over the original documents and shall govern.

Clarifications

1. **Selection of contractor/consultant will be made in accordance with the NBOA**
 - For questions regarding NBOA procedures, please contact the Business Regulatory Dept. 928.871.6714
2. **RFP Timeline changes**

| REQUEST FOR PROPOSAL TIMELINE | |
|--|---------------|
| Activity | Date |
| Deadline for receipt of Intention to Bid | May 31, 2022 |
| Pre-bid meeting | June 17, 2022 |
| Deadline for questions submitted in relation to Request for Proposal | June 20, 2022 |
| Deadline for receipt of Request for Proposal | July 1, 2022 |
| Short list of vendors determined and notified | July 8, 2022 |
| Consultant presentation | July 22, 2022 |
| Vendor selected by | July 29, 2022 |
| Contract process start date | August, 2022 |
| Project start (estimated) | Fall 2022 |

3. Intention to Bid Form

- Please state your intention regarding the Office of the Controller Procure-To-Pay Process & Systems Optimization Project by sending an email to lajohnson@nnooc.org . Email subject lines must clearly state "Intention to Bid No. 22-04-2774LE".

4. Submission of proposals

- The Office of the Controller Procure-To-Pay Process & Systems Optimization response is due July 1st, 2022 at 5:00 pm MST. Late proposals will not be accepted. Please submit your response in electronic format to lajohnson@nnooc.org . Email subject lines must clearly state "Bid No. 22-04-2774LE". Bid cost **MUST NOT** be included in electronic submission.
- All proposals must also be sent via hard copy to:

Laura Johnson
Bid No. 22-04-2774LE
PO Box 1660
Window Rock, Arizona 86515

- **Sealed bids or cost estimates must be submitted in a sealed envelope with the hard copy bid submission.**
- Failure to meet this response submission deadline may result in disqualification of your response.

Signature: _____



Name: Laura Johnson, Navajo
Nation Office of the Controller



Bid No. 22-04-2774LE

Office of
the
Controller

2022

RFP for Procure-To-Pay Process & Systems Optimization Project

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INTRODUCTION

The Navajo Nation is a recognized Indian Tribe located on a reservation in the southwest of the United States. The Navajo reservation has a land base in the size of West Virginia which covers Arizona, New Mexico, and Utah. The Navajo Nation has its own tribal government under a Treaty of 1868 with the U.S. Government. The Navajo Nation operates under a (3) three branch government: Executive, Legislative and Judicial. The Office of the Controller is under the Executive Branch. The Navajo Nation is segmented into 5 Agencies, within each Agency the government is section into one hundred and ten Chapters, within each Chapter subdivision of Districts. The Navajo Nation has been granted funds under the American Rescue Plan (ARPA) and is required to track and disclose all expenditures related to these funds.

OVERVIEW OF OUR OFFICE

BACKGROUND

The Office of the Controller (OOC) is vested to take care of all financial processing for the Navajo Nation. In light of the Covid-19 pandemic, the OOC has determined it must improve procure-to-pay (P2P) processes and optimize the use of its systems to better serve the Navajo Nation.

CURRENT ENVIRONMENT

The OOC uses Oracle J.D. Edwards EnterpriseOne for its Financial Management System (FMIS). We are on version 9.2 and tools release 9.2.4.5.

Our current P2P processes include using functionality in:

1. Procurement Management
2. Accounts Payable
3. Inventory Management
4. 1099 Year-End Processing
5. Embedded BI Publisher

The OOC is also using the following third-party tools:

6. User Productivity Kit (UPK)
7. Hubble
8. Purge-It!
9. DocRecord

PROJECT OVERVIEW

The Office of the Controller is seeking to receive information and proposals from qualified Oracle JD Edwards EnterpriseOne consultants to lead us through a Procure to Pay Process improvement and Systems Optimization project.

The OOC would like to start the project by working with the consultant to assess the current state of P2P. The consultant would be expected to identify recommendations for improvement with an emphasis on use of the FMIS, assist in prioritizing actions for improvement and optimal utilization of FMIS and other connected systems. Finally, the OOC requires the support of the consultant to implement and monitor the changes.

PROJECT OBJECTIVES

The OOC has the following objectives for the project:

- Identify and catalogue the challenges in our current P2P processes.
- Determine the root causes of our P2P issues.
- Identify recommendations for improvement, including process changes, enhancements to the existing system, and the use of available third-party solutions.
- Revisit and revise policies to support standardization, control, compliance and efficient transaction processing.
- OOC stakeholders are engaged in contributing input and making decisions.
- Improve the P2P cycle time.
- Reduce or eliminate manual and paper-based processes.
- Identify and track KPI. Identify areas of low performance.
- Leverage more of the available FMIS functionality and tools to support the P2P process. Expansion in technology capabilities to increase efficiencies and effectiveness in P2P processes.
- Increase automation in key areas to obtain efficiencies.
- Grasp the level of understanding of the OOC's purchasing policies within the OOC and outside departments.
- Identify why employees are performing processes in certain ways.
- Develop supplier performance management metrics.
- Ensure requirements for tracking and disclosure of all American Rescue Plan Funds (ARPA) are met and can be published to <https://navajonationarpa.org>.
- Strategy for improvements.
- Action Plan to implement improvements.
- Implement changes
- Monitor results

FUNCTIONALITY & TECHNOLOGIES OF INTEREST

The OOC has identified the following FMIS functionality and other technologies of interest for the optimization of P2P.

- Retainage Processing
- Sub-contract Management
- Mobile Applications
- Voucher Match Automation
- Supplier Self Service
- Notifications
- UX One
- Integration with DocRecord or other ECM system

RESPONSE REQUIREMENTS AND TIMELINE

RESPONSE REQUIREMENTS

Vendor should take note of the following general guidelines when responding to this Request for Proposal:

- The Navajo Nation, Office of the Controller is not responsible for any costs associated with the production and submission of your response.
- The Navajo Nation, Office of the Controller reserves the right to amend or cancel this project at any time, for any reason.
- Vendors must respond to the request for proposal in its entirety.
- The Navajo Nation, Office of the Controller is not bound to award this project to a responding vendor.

RESPONSE SUBMISSION

The Office of the Controller Procure-To-Pay Process & Systems Optimization response is due May 16, 2022 at 5:00 pm MST. Late proposals will not be accepted. Please submit your response in electronic format to:

The Navajo Nation
The Office of the Controller, Purchasing Section
letsitty@nnooc.org

Email subject lines must clearly state "Bid No. 22-04-2774LE".

Sealed bids or cost estimates must be sent in a separate PDF file from the proposal and labeled "Bids" or "Cost Estimate".

Failure to meet this response submission deadline may result in disqualification of your response.

RESPONSE FORMAT

The following outline should be followed when responding to the Request for Proposal:

- Executive Summary
- Vendor Profile
- Methodology – Optimization, Implementation & Support
- Pricing
- Appendices containing any additional/supporting information

Please submit the response in PDF or Microsoft Word format.

RESPONSE QUESTIONS

Questions regarding the Request for Proposal should be directed, via e-mail, to the following contact by June 20, 2022 at 5:00 pm MST:

Elizabeth Begay
elizabeth.begay@nnooc.org

Responses to all questions received will be returned to all vendors. Vendor names, where mentioned, will be left out.

REQUEST FOR PROPOSAL TIMELINE

The Navajo Nation, Office of the Controller has established the following timeline. Please note that dates are subject to change. Vendors will be notified, via an addendum to this Request for Proposal of any changes in the timeframe.

| REQUEST FOR PROPOSAL TIMELINE | |
|--|-----------------|
| Activity | Date |
| Deadline for receipt of Intention to Bid | May 31, 2022 |
| Request for Proposal Distributed | June 10, 2022 |
| Pre-bid meeting | June 17, 2022 |
| Deadline for questions submitted in relation to Request for Proposal | June 20, 2022 |
| Deadline for receipt of Request for Proposal | July 1, 2022 |
| Short list of vendors determined and notified | July 8, 2022 |
| Consultant presentation | July 22, 2022 |
| Project start (estimated) | August 29, 2022 |

EVALUATION CRITERIA

The following criteria will be utilized when evaluating your response to the Office of the Controller Procure-To-Pay Process & Optimization Project.

- Consultants experience in this space
- Consultants Curriculum Vitae (CV)
- Response to Methodology for Optimization, Implementation & Support
- Cost

VENDOR PROFILE

The following sections are intended to provide OOC with information in relation to your organization.

VENDOR EXPERIENCE AND QUALIFICATIONS

VENDOR INFORMATION

1. Please provide the following information in relation to your organization:
 - Name
 - Address
 - Contact Name
 - Phone
 - Fax
 - E-mail
2. Please provide a brief background of your organization, including the year you were founded.
3. Is your organization a public or private company?
4. Please provide a brief description of the product(s) sold by your organization.
5. Please provide details surrounding any acquisitions made by your company over the past three (3) years.

VENDOR FINANCIAL STANDINGS

1. Please describe the financial stability of your organization. If available, please include documentation depicting this stability.
2. What percentage of annual revenue is devoted to research and development initiatives?
3. What percentage of revenue is derived from the following:
 - Software License Fees
 - Maintenance Fees
 - Professional Services/Consulting

VENDOR STRATEGIC PARTNERSHIPS

1. Identity any strategic alliances or partnerships.
2. How long has your organization maintained these partnerships?
3. What partnerships do you have with industry-leading technology firms such as Microsoft, SAP, Oracle, and PeopleSoft?
4. Do you participate or subscribe in any national or international industry consortiums such as AIIM?

PERSONNEL

1. Please provide the current number of employees employed by your organization.
2. Please breakdown employees by department.
3. Please provide the number of offices and their locations.
4. Please provide statistics related to the number of employees your company has added over the past five (5) years.
5. What personnel from vendor's firm would participate in this project?

EXPERIENCE

1. Please provide your CV.

METHODOLOGY – OPTIMIZATION, IMPLEMENTATION & SUPPORT

1. Do you utilize a formal optimization methodology?
2. Describe your process optimization techniques and procedures.
3. Describe your systems optimization techniques and procedures.
4. Do you utilize a formal implementation methodology?
5. Describe your implementation methodology.
6. Describe the roles and responsibilities the consultant will have during this project.
7. Describe the roles and responsibilities the OOC will have during the project.
8. Do you provide a structured, in depth, project plan?
 - If yes, please provide a sample.
9. Do you provide documentation?
 - If yes, please provide a sample.
10. Is training available?
 - If yes, please describe your techniques for training the project team and the stakeholders involved in the P2P process.

PRICING

1. Please describe your pricing model.
2. Please provide a cost summary using the following break-down:
 - Phase 1: Assessment
 - Phase 2: Action Plan
 - Phase 3: Implementation¹

¹ Phases 1 and 2 will identify and prioritize the optimization work to be implemented. Consequently, pricing for Phase 3 should be a preliminary estimate based on our current environment, available software functionality etc.