

# **ADDENDUM NO. 3 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**

**June 22, 2022**

**ADDENDUM NO. 3**

## 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 and Response to Questions

#### 1. Submission of proposals

- The Office of the Controller Procure-To-Pay Process & Systems Optimization response is due July 1<sup>st</sup>, 2022 at 5:00 pm MST. Late proposals will not be accepted. Please submit your response in electronic format to [lajohnson@nnooc.org](mailto: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 and **post marked by July 1st, 2022** to:

Laura Johnson  
Bid No. 22-04-2774LE  
PO Box **3150**  
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.

#### 2. Pricing

- Phases 1 and 2 should be bid as fixed cost with supporting details.
- Phase 3 is a preliminary estimate based on the RFP objectives and the section titled "Functionality & Technologies of Interest". The estimate should include a component for findings during phase 1 and 2. Supporting details must be included. The estimate can be considered a budget.
- We understand that Phases 1 and 2 will result in more detailed information. The intent of Phase 2 is to identify our priorities and develop a plan for implementation. If the preliminary estimate or budget turns out to be insufficient, we will consider amending the contract following our change order process.

#### 3. Conditional or qualified bids are unacceptable

- The preliminary estimate or budget for phase 3 is not considered a condition or qualification.

Signature: \_\_\_\_\_



Name: Laura Johnson, Navajo  
Nation Office of the Controller