



REQUEST FOR PROPOSALS (RFP)

RFP BID NUMBER: 24-05-3355GC

SOFTWARE MANAGEMENT SYSTEM FOR
THE NAVAJO SMALL BUSINESS CREDIT INITIATIVE (NSBCI)

REQUEST FOR PROPOSALS

Statement Submission Deadline: 4:00 PM MST on Friday, September 6, 2024.

RFP Name: Software Management System for the Navajo Small Business Credit Initiative (NSBCI)

RFP No.: 24-05-3355GC

1. GENERAL

The Division of Economic Development (DED) is request for Request for Proposals (RSP) for a qualified and experienced vendor that will provide a technical platform to help assist with the implementation of the Navajo Nation's State Small Business Credit Initiative loan programs.

2. BACKGROUND

The Division of Economic Development is established to promote and support an environment that is conducive to business development in the commercial, small business, tourism, and industrial sectors of the Navajo Nation economy thereby improving the quality of life for the Navajo people. DED faces the challenge of developing, promoting, supporting, and sustaining a thriving economy for the Navajo people and their communities. DED's focus is on projects that are construction-ready or near completion of the Development Phase.

3. RFP SCHEDULE

Schedule of Activities	Date
Issuance of RFP	08/27/2024
RFP questions due by	4:00 pm MST on 08/30/2024
Statement submission Deadline	4:00 pm MST on 09/06/2024
Statement review begins on	09/09/2024
Anticipated date of contract award	09/12/2024

4. SCOPE OF WORK

The selected vendor will be responsible for designing, developing, managing, and supporting a two-function web-based intake and matching platform, with reporting capabilities to assist DED SSBCI. The US Treasury requires the Nation to submit quarterly and annual reports, therefore, it is imperative that the selected vendor is knowledgeable on SSBCI Treasury guidelines to help DED meet all requirements for the duration of the program.

A. Intake and match platform:

- i. A dedicated landing page for a pre-application and match platform, where an applicant will fill out a form with self-reported information about its business and financing needs and be matched to one or more products offered by DED's selected Participating Lender.
- ii. An application for DED and its selected Participating Lender(s) to interact and communicate loan activity.
- iii. A customizable web platform that will allow DED and its selected Participating Lender(s) to connect to small business applicants that will fit the SSBCI lending program and its US Treasury parameters.

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- iv. to refer each small business applicant to the lenders and service providers whose product and service offerings are most consistent with the Applicant's needs.

- B. Reporting, Compliance, and Liquidity Platform for SSBCI Participants
 - i. A hosted web application to help facilitate the collection and transfer of data necessary for the sale and ongoing remittance reporting of loans for the NSBCI program.
 - ii. A mechanism and service to capture and store documents accountability and audit purposes.
 - iii. Provide a real-time program dashboard for daily monitoring.
 - iv. Data storage- ability to share with third parties related to the operations of the Program and ability to generate reports, research, evaluation, and general program improvement needs.
 - v. Training: Provide training and support to DED and its Small Business Service Partners to ensure familiarity with software programming.
 - vi. Offering ongoing technical support and maintenance post-implementation.
 - vii. Where applicable, recognize and implement data sovereignty for the Navajo Nation while working with data sources and data sharing.

5. FUNCTIONAL REQUIREMENTS

The proposed software management solution should include, but not be limited to, the following features:

- A. User-friendly interface for easy data entry and retrieval.
- B. Solution to send out automatic notifications to Navajo Nation business owners and their agents when registration or certification renewal is due.
- C. Customizable fields to accommodate various types of documents and information and file formats.
- D. Advanced search and filtering capabilities for efficient data extraction.
- E. Compatibility with exporting data to Microsoft Excel, Word, PDF, CSV, and other commonly used formats.
- F. Role-based access to control to manage permissions and ensure data security.
- G. Automated notifications and reminders for important deadlines or tasks.
- H. Compatibility with modern browsers for remote access by DED employees.

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6. RFQ PROCESS

- A. The full Request for Proposals (RFP) will be publicly advertised on the Navajo Nation Office of the Controller at www.nnooc.org, and Navajo Nation Division of Economic Development at www.navajoeconomy.com.
- B. **DUE DATE:** All RFPs must be received, by password protected electronic copy, No Later than **4:00 P.M. (MST), Friday, September 06, 2024.**
- C. **SEND TO:** Leonard Francisco at leonardfranciscojr@navajo-nsn.gov
- D. **INQUIRES:** Questions or clarification can be forwarded to Leonard Francisco, leonardfranciscojr@navajo-nsn.gov, NOTE: Inquires should reference in its subject line "Bid No. 24-05-3355GC".
- E. **SUBMISSION FORMAT:** All RFPs must be submitted as one (1) complete proposal and one (1) cost proposal in two separate PDF files attached or accessible via a downloadable link. The PDF files must be password protected and the company shall provide the password for accessing the file in the cover email. Multiple files may use the same password. The DED will not merge or otherwise manipulate any documents in a submitted proposal. The DED may, at its sole discretion, disqualify any proposal submitted that does not conform with the form, format, and other requirements of the RFP. Send to: Leonard Francisco Jr., Manager, at leonardfranciscojr@navajo-nsn.gov before the Submission Deadline according to the requirements in this RFP.
- F. **RFQ PACKET REQUIREMENTS:**
Each company shall provide information in the following format:
- Part A: Proposal
1. Cover Letter (1 page) Signed by President/CEO/Partnerships
 2. Company credentials, certifications, and resumes.
 3. Description of qualifications to meet scope of work and capacity requirements of the undertaking. This shall include the size of the business, office location from which the service is being performed, and a list of personnel.
 4. List of prior consultant projects or similar experience
 5. Listing of three (3) professional references
 6. Provide Navajo Priority 1 or 2 Certification
 7. Provide Complete – Navajo Nation Certification Debarment, Suspension, and Contract Eligibility Form.
 8. Provide Certificate of Good Standing with Navajo Nation Business Regulatory Department.
 9. Provide current copy of signed IRS W-9 Form.
 10. Provide Certificate of Insurance.
 11. Offerors please visibly mark on the outside of the proposal package, if applicable, the offeror's priority status under the Navajo Nation Business Opportunity Act

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Part B. Cost Proposal (Sent as a separate PDF file)

11. Proposal cost of conducting this report.

- G. **COST PROPOSAL:** Cost proposal shall be sealed separately and not part of the RSQ packet. Only when the respondents have met the minimum qualifications will the cost proposals be opened. If the respondent fails to submit cost separately from proposal will result in respondent deemed non-responsive.
- H. **COMPLIANCE:** Any proposal that does 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.

7. EVALUATION PROCESS

A. EVALUATION CRITERIA:

	Qualifying Point Criteria	Points
a.	Company credentials, qualifications, and resumes. Related experience and/or Education.	15
b.	Description of qualifications and relevant expertise/experience	20
c.	Presentation of experience and past work of Offeror demonstrating capabilities to meet SOW.	25
d.	Professional References (3)	15
e.	Proposed Cost	25
	Total Possible Points	100

- B. The Division of Economic Development reserves the right to interview respondents if deemed necessary due to tied scores or other legitimate matters.
- i. This may entail a presentation from the respondent for clarification and/or details on all products, services, or other requirements. It is DED's intention to award one (1) vendor to provide all services as specified.

8. TERMS AND CONDITIONS

- A. The Navajo Nation will utilize a standard Professional Services Contract for the procurement of goods and services for this project.
- i. Payment and submission of invoices will be described by the Navajo Nation Services Contract.
- B. The period of performance will be determined and negotiated based on the schedule proposed by the respondent and the contract implementation date.
- C. The Navajo Nation reserves the right to reject any proposal, in whole or in part, based

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on the requirements set forth in this RFP.

- D. The Navajo Nation will not relinquish any of its sovereignty rights. The Navajo Nation, but limited to, sovereign immunity or official immunity and it is expressly agreed that the Navajo Nation retains such privileges.
- E. The Navajo Nation is not bound to enter a contract under the RFP and may issue a subsequent RFP for the same services.
- F. The Navajo Nation is a sovereign government and all contracts entered because of the RFP shall comply with the Navajo Nation Law, Rules, and Regulations, including the Navajo Preference in Employment Act, and applicable Federal Laws, Rules and Regulations. This procurement and any RFP with respondents that may result shall be governed by the law 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.

/ END OF DOCUMENT /

NAVAJO NATION CERTIFICATION
Regarding Debarment, Suspension, and
Contracting Eligibility

1. Applicant entity acknowledges that to the best of its knowledge that the Applicant entity, either in its present form or in any identifiable capacity, has not, in accordance with 12 N.N.C. § 361:
 - A. Been convicted of the commission of criminal offenses incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of any such contract or subcontract;
 - B. Been convicted of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or other offenses indicating a lack of business integrity or honesty, which currently, seriously, and directly affect responsibility as a Navajo Nation contractor;
 - C. Been convicted under antitrust statutes arising out of the submission of bids or proposals;
 - D. Violated contract provisions, including:
 - i. Deliberate failure, without good cause, to perform in accordance with the contract specifications or within the time limit provided in the contract,
 - ii. A recent record of failure to perform or of unsatisfactory performance with the terms of any contract, or
 - iii. Any other cause so serious and compelling as to affect responsibility as a Navajo Nation contractor, including debarment by another governmental entity.
2. Applicant acknowledges that if the Navajo Nation determines that the executed Certification provided herein is untrue or not wholly accurate, it shall be grounds for the Navajo Nation to terminate the contract and pursue other legal remedies, at the Navajo Nation's discretion.
3. Applicant certifies to the best of its knowledge that it is eligible to do business with the

Navajo Nation, in its present form or in any other identifiable capacity, pursuant to 12 N.N.C. § 1501 and 5 N.N.C. § 301. Applicant also acknowledges that per 12 N.N.C. § 1505, it will not be eligible to contract with the Navajo Nation if deemed ineligible by the appropriate department or entity of the Navajo Nation which receives the Applicant's request for consideration for a business opportunity.

Applicant Name

Name of individual signing on Applicant's behalf (print)

Applicant Address

Title of individual signing on Applicant's behalf

Applicant Address

Signature of individual signing on Applicant's behalf

Applicant Address

Date

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)
	2	Business name/disregarded entity name, if different from above.
	3a	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)
	4	Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>
	3b	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>
	5	Address (number, street, and apt. or suite no.). See instructions.
	6	City, state, and ZIP code
	7	List account number(s) here (optional)
		Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number				
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Employer identification number				
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Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they