

REQUEST FOR PROPOSALS (RFP)
RFQ BID NUMBER: 24-05-3355GC
SOFTWARE MANAGEMENT SYSTEM FOR
THE NAVAJO NATION SMALL BUSINESS CREDIT INITIATIVE (NSBCI)
May 24, 2024

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	05/29/2024
RFP questions due by	4:00 pm MST on 05/30/2024
Statement submission Deadline	4:00 pm MST on 06/04/2024
Statement review begins on	06/07/2024
Anticipated date of contract award	06/14/2024

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.
 - 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 the 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.

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 RFQs must be received at the Navajo Nation Division of Economic Development, No Later than **4:00 P.M. (MST), June 4, 2024**.
- C. **MAILING ADDRESS:** P.O. Box 663, Window Rock, AZ 86515
- D. **PHYSICAL ADDRESS:** Karigan Professional Office Building, 100 Taylor Road, St. Michaels, AZ 86511.
- E. **INQUIRES:** Questions or clarification can be forwarded to Alisha L. Murphy, alishamurphy@navajo-nsn.gov, NOTE: Inquires should reference in its subject line “Bid No. 24-05-3355GC”.
- F. **TOTAL OF 4 RFQ ARE REQUIRED:** A total of four copies and 1 Original RFQ (Total of 5 RFQs) must be delivered in a sealed envelope. The outside of the envelope should be clearly, if applicable, the offeror’s priority status under the Navajo Nation Business Opportunity Act, with the project name “BID # 24-05-3355GC”. It is the responsibility of the offeror to identify themselves as certified under the Navajo Business Opportunity Act. No electronic submittals. Late proposals will not be accepted.
- G. **RFQ PACKET REQUIREMENTS:**
 - Each company shall provide information in the following format:
 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

Part B. Cost (Sealed separately in envelope)

11. Proposal cost of conducting this report.

H. **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-

I. **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 to 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 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 RFO 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.