REQUEST FOR PROPOSAL

FOR

Document Management System for a Tribal Governmental Organization

PROPOSAL NO. FY2012/041

BY

SPOKANE TRIBE OF INDIANS
PURCHASING/PROPERTY DEPARTMENT
6195 FORD/WELLPINIT RD
PO BOX 100
WELLPINIT WA 99040

KEY INFORMATION

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<th>Contact:</th>
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<tr>
<td>Opening Date</td>
<td>June 6, 2012</td>
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<td>Closing Date</td>
<td>June 20, 2012 4:00 PM</td>
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<tr>
<td>Return Location</td>
<td>Purchasing/Property Manager</td>
<td>Marnita Parr, CPP, CPPM 509-458-6550</td>
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<tr>
<td>E-mail</td>
<td><a href="mailto:Marnitap@spokanetribe.com">Marnitap@spokanetribe.com</a></td>
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<tr>
<td>Delivery Address</td>
<td>6195 Ford/Wellpinit Rd</td>
<td>Wellpinit WA 99040</td>
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REQUEST FOR PROPOSAL

I. INTRODUCTION

The SPOKANE TRIBE OF INDIANS (Spokane Tribe, STOI, and Tribe) is requesting proposals from reasonable, responsive, responsible, and qualified vendors to propose, implement, and train staff for an integrated document management, imaging workflow system for a Tribal Government Organization system.

To be considered for the engagement your proposal must be received by Marnita Parr, CPP, CPPM, Purchasing/Property Manager, Spokane Tribe of Indians, P.O. Box 100, Wellpinit, WA 99040 on or before June 20, 2012; 4:00 P.M.

During the evaluation process the SPOKANE TRIBE OF INDIANS reserves the right, where it may serve the SPOKANE TRIBE OF INDIANS best interest, to request additional information or clarifications from proposers or allow corrections of errors or omissions. At the discretion of the SPOKANE TRIBE OF INDIANS, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

II. SPOKANE TRIBE OF INDIANS BACKGROUND INFORMATION

The Spokane Tribe of Indians is a federally recognized sovereign governmental entity established through Executive Order of the President of the United States on January 18, 1881. STO I’s vision is to achieve true sovereignty by attaining self-sufficiency. We will preserve and enhance our traditional values by living and teaching the inherent principles of respect, honor, and integrity as embodied in our language and life-ways. We will utilize effective stewardship of our human, financial and natural resources. We will develop strong leadership through, education, accountability, experience and positive reinforcement. There is a central administrative unit, headquartered in Wellpinit, Washington. In Wellpinit, we administer 214 programs, which provide services to tribal members and other local area community members.

III. NATURE OF SERVICES REQUIRED

The objective of this Request for Proposal (RFP) is to solicit proposals and ultimately enter into contract with a qualified vendor for an integrated document management, imaging and workflow system for a Tribal Government Organization, including maintenance and professional services, that will support the Spokane Tribe of Indians (STOI or the Spokane Tribe) in its delivery of services to its government body, managers, employees, contractors, and vendors. STOI is seeking a solution that will be hosted on our own site.

IV. ASSISTANCE TO BE PROVIDED TO THE AWARDED VENDOR

The awarded vendor’s principal contact with the SPOKANE TRIBE OF INDIANS will be the I.T. Director, or a designated representative who will coordinate the assistance to be provided by the SPOKANE TRIBE OF INDIANS to the awarded vendor.

The using department personnel will be available to assist the awarded vendor by providing information, documentation, and answer any questions posed by the vendor to properly conduct the assessment for the Spokane Tribe of Indians.
V. PROPOSAL REQUIREMENT

Inquiries concerning the request for proposals and the subject of the request for proposals must be made to the individual listed below. All questions regarding this request for proposal will be taken and/or answered up to May 31, 2012. All technical questions will be forwarded to the finance division and relayed back to vendor by the purchasing/property manager.

Submission of Proposals
Proposers should send or hand-deliver (E-mail and/or faxed copies will not be accepted) the completed proposal consisting of the separate proposed cost envelope to the following address:

Marnita Parr, CPP, CPPM
Purchasing/Property Manager
Spokane Tribe of Indians
P.O. Box 100
6195 Ford/Wellpinit Rd
Wellpinit, WA 99040

Your proposal and proposal amount shall remain valid for a period of one hundred-sixty (160)-days from the closing date

Proposals must (1) demonstrate an understanding of the project, (2) describe your approach and (3) provide a brief scope of work and project timeline (a more detailed scope of work and timeline will be defined once the vendor has been selected) and (4) provide a statement of cost.

VI. EVALUATION PROCEDURES

Proposals will be evaluated on the following principal selection criteria; in order. Consideration will also be given to Native American, Minority or Woman owned business detailed in Section IX below.

1. Responsiveness; reliability, responsibly and technical qualifications
2. Vendor’s ability to meet and complete the assessment according to all rules, regulations, and needs of the Spokane Tribe of Indians.
4. Vendors references

Proposals submitted, will be evaluated by selected individuals from the Spokane Tribe of Indians, the Administration Department, Finance Department, and the Purchasing/Property Department.

VII. TECHNICAL PROPOSAL

A master copy (so marked) of a Technical Proposal and three copies to include the following:

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms. The substance of the proposals will carry more weight than the form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm, the software components specifications, and the ability of the software to meet all needed requirements.
The technical proposal should address all the points outlined in the request for proposals (excluding any cost information, which should only be included in the cost location.) The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's and the software's capabilities to satisfy the requirements of the request for proposal. In addition; items “1” through “4” below must be included in the technical proposal document.

1. Title page showing the request for proposal's subject; the firm's name; the name, address and telephone number of a contact person; and the date of the proposal.
2. Table of Contents
3. A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, a statement why the firm believes it to be the best qualified to perform the required needs and a statement that the proposal is a firm and irrevocable offer for one hundred sixty days.
4. References of "at-least" three (3) entities that your organization has done similar work for. The 3 entities should consist of at-least 2 governmental organizations, and 1 other similar or non-profit organization.

THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.

Specific Approach

The proposal should set forth a work plan, including an explanation of the methodology to be followed, to perform the services required in this request for proposals.

VIII. COST PROPOSAL

The proposer shall submit one, "sealed", original cost proposal in a separate envelope marked as follows: SEALED DOLLAR PROPOSAL; SPOKANE TRIBE OF INDIANS FOR DOCUMENT MANAGEMENT SYSTEM FOR a TRIBAL GOVERNMENTAL ORGANIZATION.

The separate dollar amount proposed should contain all pricing information relative to performing the service requested in this proposal. The total all-inclusive maximum price is to contain all direct and indirect costs including all out-of-pocket expenses.

The SPOKANE TRIBE OF INDIANS will not be responsible for expenses incurred in preparing and submitting the technical proposal or the separate dollar proposal. Such costs should not be included in the proposal.

The first page of the separate dollar amount proposed should include the following information:

1. Name of Firm.
2. Certification that the person signing the proposal is authorized to represent the firm and empowered to submit a proposal and to sign a contract with the SPOKANE TRIBE OF INDIANS.
3. A Total All-inclusive Maximum Price for the software, installation, training, and final review to insure all necessary components are in working order.
4. Any fees or other expenses that will be billed.
All payments will be made in accordance to the schedules and timelines of the Spokane Tribe’s Accounting Department. Fixed Costs (i.e. software, licenses, support and maintenance) may be paid at the time of purchase. Consulting and other related expenses will be paid upon submission of invoices per Tribal policy. Up to 15% may be withheld for phase until successful completion and written approval by the I.T. Director.

IX. SCOPE OF WORK TO BE PERFORMED

This is not a sales environment; 80 core users will use the integrated document management, imaging and workflow system.

In addition, the software should allow for future employee growth of up to 500 plus users.

**Functional Needs**
The following was developed by STOI as desired functionality of the network and hardware needs.

- Provide a document management, imaging and workflow system that can be fully integrated with the Tribe’s current and future applications on multi-platforms.

- Provide users with the simple and easy access to electronically stored documents.

- Streamline the processing, storage and management of documents and records.

- Provide the capability to capture and route documents for review and approval through an audited workflow system.

- Provide security features that will restrict user access and functionality within the module as designed by the Tribe.

- Provide the capability to classify documents into multiple categories, catalogs and sub-catalogs, with quick search and archiving capability.

- Provide a system that can be integrated to work with Windows Server 2008 R2, a virtualized server environment, web-based applications, SharePoint, Sage Fund Accounting and Active Directory. The system should be able to be accessed online from anywhere from our own servers.

- Provided technical and software support during and after installation of the document management, imaging and workflow system.

- Provide training to various employees as identified by the Tribe for the ongoing maintenance or support of the application and workflow processes.

**Implementation**

1. Describe your overall implementation philosophy and key considerations for implementation planning.

2. Describe your implementation approach. Include key activities, specific deliverables and milestones, timeline and resource requirements. For the timeline, include the proposed estimate of the number of weeks the implementation team will take to complete a project of
this scale. Include any key assumptions and resources the Tribe should be aware of when reviewing the overall implementation approach and timeline.

3. Is the product proposed in your response currently available?

   Ongoing Support
   1. Define your standard Service Level Agreement.
   2. Describe how often updates released.
   3. Describe your strategy for post-implementation application support. Include your recommendations for the Spokane Tribe (e.g., support structure, functions) to ensure the ongoing success.

X. GENERAL REQUIREMENTS

   Independence
   The firm should provide an affirmative statement that it is independent of the SPOKANE TRIBE OF INDIANS.

   The firm should also list and describe the firm's (or proposed subcontractor's) professional relationships involving the SPOKANE TRIBE OF INDIANS or any of its units for the past (5) years together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the requested services.

   In addition, the firm shall give the SPOKANE TRIBE OF INDIANS written notice of any professional relationships entered into during the period of this agreement.

   Subcontracting
   The Tribe understands this RFP is for a software product which may include maintenance and professional services, particularly during the implementation phase. STOI plans on entering into one contract so, for example, even if the software provider plans on bringing in an implementation partner, there should still be a single response to the bid.

   If subcontractors are to be used, that fact, and the name of the proposed subcontracting firms, must be clearly identified in the proposal. Following the award of the contract, no additional subcontracting will be allowed without the express prior written consent of the SPOKANE TRIBE OF INDIANS.

   Describe any plans to “partner” with another vendor to meet implementation needs. If your approach includes the use of one or more additional vendors or sub-contractors, please provide a detailed explanation of their role on the project. In addition, if your response to the technical and functional requirements and associated product demonstration is dependent upon a product offered by another vendor partner, please be advised that a single, joint response should be submitted for this RFP. Additional vendors, subcontractors and/or any assignee or transferee must be able to adhere to the same agreements (e.g., not transmitting tribal data outside of the United States) required of your company.

   Firm Qualifications and Experience
   The proposal should state the size of firm, the size of the firm’s staff, the location of the office from which the work for the Spokane Tribe is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and number and nature of the staff to be so employed on a part-time basis.
If the Proposer is a joint venture or consortium, the qualification of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal should be noted if applicable.

**Partners, Supervisory, and Staff Qualifications and Experience**

The firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice or provide this type of service in the state of Washington. Assurances must be made to the Spokane Tribe that the staff listed will be the actual staff performing the services to be provided. Any staff changes must be requested and approved by the Spokane Tribe through a written request.

**Prior Engagements with the SPOKANE TRIBE OF INDIANS**

The firm should list separately all engagements within the last five years; for each engagement, the firm should indicate the scope of work, date, engagement partners, total hours, the location of the firm's office from which the engagement was performed, and the name and telephone number of the client's principal contact in the firm.

**Similar Engagements with Other Indian Tribes or Government Entities**

For the firm’s office that will be assigned responsibility for this service, list the most significant engagements (maximum of 5) performed in the last five years that are similar to the engagement described in this request for proposals with other tribal entities and/or governments.

**Confidential Information**

All information submitted as part of the bid must be open to public inspection (except items marked as trade secrets and considered trade secrets under the Washington Public Records Act) after the award has been made. Should a request be made of STOI for information that has been designated as confidential by the bidder and on the basis of that designation, STOI denies the request for information; the bidder may be responsible for all legal costs necessary to defend such action if the denial is challenged in an STOI court of law.

**Proprietary Information**

Any restrictions on the use of data contained in a proposal must be clearly stated in the proposal itself. Proprietary information submitted in response to the Request For Proposal will be handled in accordance with applicable Spokane Tribal procurement regulations. Data contained in the proposal, all documentation provided therein, and innovations developed as a result of these contractual services cannot be copyrighted or patented by vendors. All data, documentation, and innovations become the property of the Tribe.

**Insurance Requirements**

Seller, at its sole cost and expense, shall insure its activities in connection with the work under this order and obtain, keep in force, and maintain appropriate type insurances as required by regulations and/or current laws for this specific type of work. The Spokane Tribe of Indians will determine prior to final award if vendors current insurance is adequate. The awarded vendor will be responsible for supplying the Spokane Tribe of Indians proper documentation of current insurance after review.
Tentative Key Action Dates
Listed below are the estimated key action dates/times for this RFP. If the Spokane Tribe finds it necessary to change any of the dates as indicated below, an addendum to the RFP will be sent to all prospective proposers.

Review of all accepted, responsive, and complete proposals.........................June 21, 2012
Completion of any/ or all requested on-site presentations............................June 29, 2012
Final decision and pre-awarded .................................................................July 6, 2012
Contract development, review.................................................................July 16, 2012
Contract implementation or start work date...............................................Aug 1, 2012

Proposal Modifications or Withdrawal
No modification of submitted proposals will be allowed after the posted closing date and time; however, proposals may be withdrawn prior to closing date and time. Vendor must hold proposal and proposed costs for a period of ninety (90) calendar days.

Spokane Tribe Business License
The awarded vendor will be required to purchase a Spokane Tribe Business License. If the vendor does not have a current Spokane Tribe of Indians Business License they may contact the Spokane Tribal TERO Office; Clyde McCoy, at: 509-458-6529 for more information.

XI. ADDITIONAL INFORMATION TO BE PROVIDED BY THE PROPOSER

How many years has your organization provided the type of service or material designated in the attached Scope of Work? ______

Supplier Diversity - Is your company at least 51% owned by a Native American, Minority or Woman owned (NA, M/WBE)? (Minority group members are United States citizens who are African-American, Asian - Indian American, Asian-Pacific American or Hispanic - American.) Ownership means the business is at least 51% owned by such individuals and, management and daily operations are controlled by them as well.

Can your firm be classified as a Native American Enterprise?  YES ____ NO _____ %
Can your firm be classified as a Minority Owned Business?  YES ____ NO _____ %
Can your firm be classified as a Women Owned Business?   YES ____ NO _____ %

Vendor’s performance regarding NA,M/WBE placements will be considered as evaluative criteria for this and future contract awards. Vendor shall not discriminate against any subcontractors or employee regarding race, religion, color, gender, age, physical condition or national origin.

XII. COVENANTS AGAINST KICKBACKS

All conditions regarding covenants against kickbacks under 48CFR 52.203-7 shall apply.
Failure to abide by the provisions of this section may, without further notice, result in the immediate termination of any contract awarded.

**XIII. RESERVATIONS:** The Spokane Tribe of Indians Reserves:

- The right to cancel any agreement, if in its opinion there is a failure at any time to perform adequately the stipulations of the Scope of Work, or if there is any attempt to willfully impose upon the Spokane Tribe services which are, in the opinion of the Spokane Tribe, of an unacceptable quality.

- The Tribe reserves the right to accept or reject proposals on each item separately or as a whole, to reject any or all proposals without penalty, to waive any informalities or irregularities therein, and to contract as the best interest of the Tribe may require in order to obtain the system which best meets the needs of the Tribe, as expressed in this RFP.

- The Tribe reserves the right to negotiate the modification of, terms and conditions with the bidder offering the best value to the Tribe, in conjunction with the award criteria contained herein, prior to the execution of a contract to ensure a satisfactory contract.

- The SPOKANE TRIBE OF INDIANS reserves the right to reject any or all proposals submitted.

- The SPOKANE TRIBE OF INDIANS reserves the right to retain all proposals submitted and to use any ideas in the proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals.