REQUEST FOR PROPOSAL

FOR

Purchase, Installation, and Training of a Tribal Data Management System

PROPOSAL NO. FY2011/034

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>
<th>Phone</th>
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<tr>
<td>Opening Date</td>
<td>May 5, 2011</td>
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<td>Closing Date</td>
<td>May 31, 2011</td>
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<tr>
<td>Return Location</td>
<td>Purchasing/Property Manager</td>
<td>Marnita Parr, CPP, CPPM</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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<td>PO Box 100</td>
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REQUEST FOR PROPOSAL

Purchase, Installation, and Training of a Tribal Data Management System

INTRODUCTION

The SPOKANE TRIBE OF INDIANS is requesting proposals from reasonable, responsive, responsible, and qualified vendors to install a data system for users, on-site with training. Please refer to the specification below for more information.

To be considered for the award please provide, one master copy, and three copies to Marnita Parr, CPP, CPPM, Purchasing/Property Manager, Spokane Tribe of Indians, P.O. Box 100, Wellpinit, WA 99040 on or before May 31, 2011.

Proposals submitted will be evaluated by selected individuals from the Spokane Tribe of Indians and the requesting department. Inquiries concerning the request for proposals or the subject of the request for proposals should be made to the Purchasing/Property Manager above at 509-458-6550 or marnitap@spokanetribe.com; all questions will be answered up-to, but not after, May 16, 2011.

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, clarifications, corrections or errors, and omissions from responding vendors.

At the discretion of the SPOKANE TRIBE OF INDIANS, vendors submitting proposals may be requested to make oral presentations as part of the evaluation process.

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 of the conditions contained in this request for proposals by the vendor. The SPOKANE TRIBE OF INDIANS reserves the right to reject any or all proposals submitted.

Subcontracting

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.

SCOPE OF WORK TO BE PERFORMED

The SPOKANE TRIBE OF INDIANS desires vendor to completely convert tribally submitted demographics data into a data management system format; install the software onsite; provide all necessary software to properly operate and use the system; and provide on-site training for all staff that will utilize the system (approx. 20). The proposed system must also include
packages for survey questionnaires, data collection methodology, contain automated updates for enrollment and housing data purposes.

The proposed system must also be able to offer features for processing mailing labels, columnar reports, summary reports, color data graphics, and filtered data (and/or exports) to ASCII and MDB formats.

The system must be user friendly and maintain accurate, demographic and local information of tribal households; and, must also include:

- Multi-user data management software in an MS-SQL client-server environment
- Field tested, user-definable “survey questionnaire”
- User-definable data collection and management "methodology"
- User-definable “maintenance and support policy”
- Community notification letter sample
- Survey coordination and enumeration staffing guide
- Ability to use photos
- Be fully integrated
- Have user-friendly data mapping
- Include state-of-the-art reporting capabilities
- Process establish data infrastructure for vital statistics
- Standard reports for programs such as HUD, NAHASDA, and BIA
- Software maintenance options
- On-site conversions of current data systems

SUBMISSION OF PROPOSALS

The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer’s capabilities to satisfy the requirements of the request for proposal.

The following material is required to be received on or before May 31, 2011 for a proposing vendor to be considered:

Technical Proposal

Items “1” & “4” below must be included in the technical proposal document.

1) The firm’s name, address, number of years your organization has been active, telephone number, the name of a contact person; and the date of the proposal.
2) A signed letter briefly stating the proposer understands the work to be done.
3) A statement why the firm believes itself to be the best qualified to accomplish the on-site installation, conversions, and provide system.
4) A statement that the proposal is a firm and irrevocable offer for sixty days.

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

- A written description of the proposed steps to be utilized to accomplish all tasks.
Any IT needs and/or requirements the tribe must have in to correctly operate and utilize the proposed software.

Three references from other Tribal Entities that you have completed similar work for.

The submitted proposal must include two separate listed amounts; one for a single seat license and one for multiple seat licenses.

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

Cost Proposal

The proposer shall submit one (1) original dollar bid in a separate “sealed” envelope with the Technical; master copy, marked as follows: SEALED DOLLAR AMOUNT. 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 bid. Such costs should not be included in the proposal.

Submission of Proposal

Proposers should send or hand delivery (e-mail and faxed copies will not be accepted) the completed proposal 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

EVALUATION PROCEDURES

Proposals will be evaluated using four sets of criteria for a maximum total of 100. The following represents the principal selection criteria, which will be considered during the evaluation process. Consideration will also be given to.

1. Responsiveness; reliability, responsibly and technical qualifications (30 pts)
2. Vendor’s ability to meet and complete all work to the Spokane Tribe of Indians satisfaction. (25 pts)
3. Native American, Minority or Woman owned business. (20 pts) (If yes please provide any information available for validation)
4. Proposal cost. (15 pts)
5. Vendors and proposed system use references (10 pts)
COVENANTS AGAINST KICKBACKS

All conditions regarding covenants against kickbacks under 48CFR 52.203-7 apply

THE SPOKANE TRIBE OF INDIANS RESERVES:

1. The right to reject any or all quotes, to serve in the best interest of the Spokane Tribe.
2. The right to negotiate with all or one respondent when such action is deemed to be in the best interest of the Spokane Tribe.
3. 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.