DINÉ COLLEGE

Electronic Document and Forms Management System

Request for Quotation

SECTION I. OVERVIEW ON REQUEST FOR QUOTATION

A. Established in 1968, Diné College is the first tribally controlled and accredited collegiate institution in the United States. Diné College's main campus is located in northeastern Arizona in Tsaile, Arizona. Diné College also has five additional campuses and two micro-campuses strategically located within the 27,000 square miles of the Navajo Nation Type of Service: Diné College is seeking qualified firms to furnish software and services for the implementation of a complete Electronic Document and Forms Management System. The system will be used by all Diné College business offices and campuses. Diné College provides higher education to approximately 1500 students and employs 350 staff and faculty members. There will be a limited number of faculty and staff authorized to access business and educational records and forms. Diné College intends to purchase hardware, software, and implementation services.

B. Schedule of Activities:
   a. RFQ Release Date   February 8, 2021
   b. Vendor Question & Answer   Ends February 19, 2021
   c. Quotations Due Date   March 1, 2021
   d. Evaluation of Quotations/Demos   March 2 - 12, 2021
   e. Vendor Selection   No later than March 19, 2021

C. Inquiries: If there are questions about the RFQ submittal, contact Joy Thompson joythompson@dinecollege.edu . Vendor questions should be submitted via email to sparrish@dinecollege.edu no later than **February 19, 2021.**

D. Quotations and Cost shall each be submitted to Shannon Parrish at
sparrish@dinecollege.edu with subject line: ELECTRONIC DOCUMENT and FORMS
MANAGEMENT SYSTEM QUOTATION and received by March 5, 2021 at 5:00pm (MST).
Quotations can also be mailed to but must arrive by the deadline at:

      PHYSICAL ADDRESS: DINÉ COLLEGE
                               1 CIRCLE DRIVE
                               ROUTE 12
                               TSAILE, AZ 86556

SECTION II. RESPONSE REQUIREMENTS

A. Quotation Format
  a. Quotations must be organized in the order presented in this RFQ, and include a Quotation which is based on the information provided by Diné College. The Vendor must respond, in order, to all of the items listed in the RFQ, beginning with **Section III, Statement of Work**.
  b. Supplemental technical information, product literature and other supporting materials that further explain or demonstrate the proposed system capabilities may also be included within the Quotation response as Addendums.
  c. All Vendors who provide a Quotation in response to this RFQ are responsible for all costs associated with preparing that Quotation, answering all questions, providing the Diné College with requested information, and, if short-listed, making a Vendor presentation to the Diné College. The Diné College is under no obligation to incur or reimburse any Vendor for any Quotation costs.

B. Vendor Information and Partnership Capabilities
  a. Please provide information about the Vendor's background and experience in developing, supplying and maintaining document management systems to colleges and universities. Provide information on the implementation team and experience.
  b. Vendor Contacts
    i. Please identify the following individuals who will act as contacts for the Diné College.
    ii. The sales representative/account manager point of contact.
    iii. The corporate executive who has the authority to negotiate for and bind the company.

C. Vendor Partner Experience
  a. Please provide information about all partner's backgrounds and experience in implementing and integrating their component of the Document management, Forms management or electronic signature to colleges and universities.

D. Reference Accounts
  a. The Vendor must be able to demonstrate an established, successful track record of past performance in providing products and services closely related to the requirements specified in this RFQ. Diné College reserves the right to visit a Vendor site, at the Diné College's expense, to witness a functional demonstration of the proposed system and peripheral devices.

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b. Please provide three reference accounts/installations, showing company experience in receiving contracts for the delivery of document management systems similar to the one proposed, to other college and/or university clients. At a minimum, the reference accounts must be using the Vendor's proposed system(s) supporting the following applications:

1. Document and Image management
2. Forms management with approval workflow
3. Electronic signature
4. Information should include the institution's name, address, telephone number, the name, and title of the person to contact.

E. Cost Quotation

Vendors are requested to organize a Cost Summary page with the following items.

1. Total cost for the proposed system; for either on premise and cloud solutions
2. License, Maintenance and Support cost
3. On-site implementation and installation
4. Training program costs
5. Summation of Year 3 costs

F. Quotation Evaluation Criteria

Each Quotation will be evaluated on the following criteria. The criteria will be weighted by the selection team based on the value of each criterion. Proposed systems will be evaluated on the following criteria:

1. Compliance with RFQ specifications
2. Implementation method including: Project Management; Design and installation; Test Management; Production Cutover; Transition to Support
3. Cost of services is commensurate with value - Value-added services or capabilities will be considered
4. Vendor's experience and performance in providing online, real-time Campus-Wide systems to colleges and universities
5. Campus-Wide applications and features offered flexibility and scalability
6. Vendor's capabilities as a comprehensive source for Campus-Wide system products and services in an ongoing business partnership relationship
7. Customer service and on-going support services
8. System architecture, design and ease of integration with existing campus systems or applications
9. Training plan

G. Quotation submission, firms must submit as required:

1. Quotations shall be submitted in one attachment under 10MB. Any supporting documentation and supplemental information may be included in subsequent appendices.

2. Quotations over the email size limitation must be delivered to Shannon Parrish at sparrish@dinecollege.edu via a secure sharing service like Google Drive, Dropbox, SharePoint or OneDrive.

3. Proposers mailing their Quotations shall allow sufficient time for mail delivery to ensure receipt by the due date and time. Late Quotations will not be accepted.

4. Only responsive Quotations will be considered for selection. In order for a Quotation to be considered responsive, the Quotation and cost must address the items listed in Section II, Quotation Evaluation Criteria.

    a. Rejection of Quotations: DINÉ COLLEGE reserves the right to reject any or all Quotations and to waive informalities in the Quotations received whenever such rejection or waiver is in the best interest of DINÉ COLLEGE.

5. All costs incurred by the proposer in preparing and responding to this solicitation are the sole responsibility of the proposer. Any Quotation submitted pursuant to this solicitation is at the sole risk and responsibility of the party submitting such Quotation.

6. DINÉ COLLEGE will select the winning Quotation on the best value basis and not on a basis where only costs e.g., the lowest cost, will be selected. A successful proposer is expected to perform at a high level to meet the DINÉ COLLEGE's contractual requirements.

7. Contractual Clauses: In order for the DINÉ COLLEGE to contract for services of this nature, **the successful Proposer must agree to include as part of the Agreement the following two clauses:**

    a. Governing Law: The governing law and dispute jurisdiction will be the Navajo Nation Law and Courts. No provision of the contract shall constitute a waiver of sovereign immunity of the Navajo Nation.

    b. Navajo Nation Sales Tax: The successful Proposer shall include the 6% Navajo Nation tax within their cost Quotation. It will be the successful Proposer's responsibility to pay the sales receipt tax to the Navajo Nation.

8. Preference will be applied in accordance with the Navajo Business and Procurement Act (12 N.N.C. § 1501 et seq.); the Navajo Nation Procurement Act (12 N.N.C. § 301 et seq.); the Navajo Nation Business Opportunity Act (5 N.N.C. § 201 et seq.) and other applicable statutory and regulatory requirements. Proposers must submit evidence of their Preference Priority Certification if applicable.

SECTION III. SCOPE OF WORK

A. THE SUCCESSFUL PROPOSER SHALL initiate a plan to acquire and deploy an electronic document and forms management system for the storing, securing, retrieving, tracking, and preservation of documents based on our retention policy and for designing electronic fillable forms with workflow. Any value-added functionality will be taken into consideration.

B. The proposed solution can be on premise OR a cloud based SaaS. We are accepting cost estimates for both solution types.

C. The goal of the project is to procure and implement an integrated electronic document system and a forms management system with electronic signature and workflow, to serve the current and future needs for Diné College.

D. Diné College's current system is currently a paper storage indexing system with some electronic documents and forms in various business areas.

E. The solution must be a turnkey solution, which will:
   a. Allow the College to handle interactions with students, staff and faculty electronically;
   b. Convert most frequently used processes from manual handling to handling online;
   c. Convert the storage of key documents from manual filing in cabinets to storage of images in an organized file structure;
   d. Convert and/or configure electronic forms with workflow and electronic signature;
   e. Convert data for electronic forms that currently exist new system;
   f. Create and manage user roles based on need to view, create, modify and delete on a matrix;
   g. Comply with standards set by FERPA (Family Educational Rights and Privacy Act) and GLBA (Graham-Leach-Bliley Act); and
   h. Implement a process for backup and restore functionality.

F. For on-site Quotations, Diné College Information Technology Department will perform the server and storage hardware purchase. The system must be compatible with the following:
   i. Dell EMC virtual systems running VMWare
   ii. Digital storage appliance (SAN)
   iii. Windows Operating system environment
   iv. Jenzabar Enterprise Application

G. The project must have complete project management with a project manager and implementation team who must be listed along with their relevant experience.

H. Training must be included for:
   a. Applications management by technical staff
   b. User administration
   c. Development of new forms with workflow and approvals
   d. End-users via virtual training sessions or video libraries

I. Support and service agreements – Year 2 complete costs

SECTION IV. TECHNICAL ENVIRONMENT

A. All on-site proposed systems shall support the following environment and meet the following general requirements:

   a. Windows 2012 R2 64-bit server operating system

B. All systems are internally supported by Diné College IT Department staff.

C. Existing software systems in use within Diné College, but are not limited to

   a. Blackboard Learn Version 9.1.3800.5 (LMS)
   b. Jenzabar Ver. 7.2.4 (MIS/SIS)
   c. Ad Astra Schedule
   d. PowerFAids and Net Partner Version 24.3 Website
   e. Unifyed User Portal
   f. Atrium OneCard System
   g. MyDinéCollege Website (JICS)
   h. Paylogics Payroll
   i. SchoolDude Asset Essentials

SECTION V. SYSTEM AND IMPLEMENTATION REQUIREMENTS

Requirement	Met/ Not Met	Comments
Should have version control		
Should be specialized for Higher Education and be FERPA and GLBA compliant.		
Should have Educational Site licensing (vs Business licensing).		
Must have simple to use Upload and Download capabilities.		
Must be able to handle various document types.		
Must have customizable user types and authorization levels.		
Roles assignment based on user login/permission settings		
Must have the ability to store documents in a easy to use structure		
Documents must be searchable		
Must have the capability to link an image or form in other systems, such as SIS, Finance and HR		

Requirement	Met/ Not Met	Comments
Should have a user interface that is easy to use and intuitive		
Must meet all educational compliance requirements & regulations		
Needs to integrate with current organizations systems		
Needs to digitize current/newly formed documents		
Need Structured indexing		
Needs to be configured to our retention requirements		
Needs to have good support; upgrades must come with maintenance		
Needs to provide learning resources & training for users		
Needs to provide learning resources & training on the administration and technical side		
Needs to be a turn-key solution that works seamlessly for end to end functionality.		
Must have clear security protocols - Audit tracking/Authorizations		
Ability to restore data from within application		
Needs to be accessible by users (staff/faculty) at other Centers and campuses via web or WAN		
On-site implementation services must be included for on-site Quotations		
Provide the ability to scan color documents using our current standard printing and scanning - Konica Minoltas		
Vendor is registered with NN Business Regulatory		
Proven cost efficiency		
Capability to design and manage workflow process		
DC decides what information can/should be available to internet - documents, files, and forms		
Access is user friendly for research, viewing, editing, printing, forms creation, configuring forms		

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Requirement	Met/ Not Met	Comments
Provides enterprise back-up & disaster recovery capabilities or a back-up strategy		
Data Migration from currently used forms.		
Check out rules		
Need to have the ability to convert from other media types to electronic format		
Securely Web accessible for off-site staff/locations (https)		
Linkable for either (FTP), direct upload, email, or web link		
Electronic signature compatible with current applicable forms		
Must be able to handle multiple levels of approvals and signatures using workflow		

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SECTION VI. PROJECT COST ESTIMATE

A. THE UNDERSIGNED PROPOSER, HEREBY OFFERS and agrees, if this proposed cost is accepted, to enter into Agreement to perform satisfactory work to complete the scope of work tasks as requested by Diné College.

Quotation Submitted By:	
Vendor Quotation is submitted as a corporation, partnership or individual.	
American Indian-owned Firm? Yes or No	
State of Incorporation:	
Printed Name:	
Title:	
Mailing Address:	
Telephone No.:	
E-mail Address:	
Federal EIN:	
Fax No.:	

SIGNATURE: _____ DATE: _____