



Picayune Rancheria of the Chukchansi Indians

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Request for Proposal (RFP) Financial Management Sage Intacct Subscription Renewal

Contents

Request for Proposal.....	3
General Background.....	3
Project Scope.....	3
Required RFP Response Information.....	4
Tribal and Native American Preference.....	5
Contractor Selection.....	5
Project Award.....	5
Reservation of Rights.....	6
Contract Requirements.....	6

July 1, 2023

Request for Proposal

Renewal of Financial Management Sage Intacct Annual Subscription

General Background

The Picayune Rancheria of the Chukchansi Indians (PRCI), a federally recognized Indian Tribe, is requesting proposals for the renewal of Sage Intacct for Cloud-based **Financial Management Software Annual Subscription services** for the period of August 22, 2023, through August 21, 2024.

This project is defined as follows:

Provide the subscription renewal and related services supporting the cloud-based subscription product for the Sage Intacct Release 2023-R1 financial management software as specified in the Scope of Work herein and in enclosed RFP Exhibit.

Project Scope

Proposals must include a price for the items (product line items) delineated in the RFP Exhibit and all labor and materials needed to provide the subscription services. The proposal must include a timeline for execution of the subscription, and a draft of the renewal schedule that follows the same/similar format as the PRCI's RFP Exhibit enclosed. The proposal should also include any other necessary documents to deliver the subscription services during the entire performance period of the subscription.

Please refer to the scope of services as detailed in the enclosed RFP Exhibit. The column called "Qty" reflects the number of units (Quantity) needed in each Product section for PRCI's 2023-2024 subscription. These unit values should be used to calculate the total price in each category.

PRCI anticipates a robust approach to pricing, and as such has included a "discount" column for bidders to include such reductions in pricing as applicable to the overall proposal bid.

The Individual and/or firm must be properly licensed to provide such services as a value added reseller (VAR) for, or provide direct subscription services for Sage Intacct.

The Individual and/or firm will carry the appropriate Industry Insurance to deliver the services for Sage Intacct.

Also include the following services:

- Telephone/email support for "how to" questions
- New business process questions
- Troubleshooting issues including configuration changes made by client
- Questions related to the setup of Intacct and recommendations to improve functionality
- Changing user security permissions as requested by designated client contact
- Report modifications of existing reports
- New reports and dashboards

Required RFP Response Information

Proposal submissions are due by 5:00PM on July 30, 2023 and should be submitted in PDF format via email to RFP@chukchansi-nsn.gov. Proposals received after this deadline, or in any format other than a PDF transmitted by email, will not be accepted. Please utilize the format below for your submission:

1. Cover letter
2. Resumes and/or Bios: Please include resumes and or bios of key principals and individuals who will be overseeing or involved with this project. Please also include the names of each partner and associate if the bidder is a firm.
3. Description of Experience related to pertinent VAR and or direct services with Sage Intacct 2023-R1 and previous releases. Please include a description of any experience with tribal governments, tribal housing authorities or other tribal entities.
4. Associations: Please provide a description of associations with other firms or sub-consulting planned for the project.
5. Certifications and Licenses: Please include a copy of pertinent licenses or certifications. Bidders must be properly licensed and experienced in providing services similar to those defined.
6. Insurance: Please include a copy of current insurance certificates for Professional Liability Insurance, Commercial/Comprehensive Insurance, Errors and Omissions Insurance and General Liability Automobile Insurance that indicate single limit and aggregate limits. If selected, and as applicable, the successful bidder shall provide certificates of insurance naming PRCI as additionally insured.
7. References: As applicable, please include a minimum of three references, including tribal references, for which you have completed similar services.
8. Disclosure of Claims: Please disclose any claims, lawsuits, or formal disputes for work or services previously or currently being performed.
9. Summary of Services: Please provide a summary of services being offered, and utilize the format given as RFP Exhibit for details.
10. Methodology: As applicable, please provide an explanation of methodology for services.
11. Cost Proposal: Please provide details of the costs required to provide the services and required timelines for payments. The proposal should provide a cost for all work associated with the provision of these services. The final cost of services may be negotiated prior to award of the contract.
12. Schedule: Please include a proposed schedule to provide the necessary services of subscription and supporting efforts.
13. Indian Preference: Please provide the following to qualify for Indian preference:

- a. Evidence to demonstrate that the firm is at least 51% owned by a member of a federally recognized tribe.
- b. Evidence showing that the owners claiming tribal membership are actively involved in the management of the firm and participate proportionately in the firm's profits.
- c. Evidence of structure, management and financing affecting the Indian character of the enterprise, including major subcontracts and purchase agreements; materials or equipment supply arrangements; and management salary or profit-sharing arrangements; and evidence showing the effect of these on the extent of Indian ownership and interest.

Tribal and Native American Preference

PRCI exercises Tribal and Native American Preference as follows:

1. First preference is given to enrolled Tribal Members of the Picayune Rancheria of the Chukchansi Indians, and to responsive bids from firms in which an enrolled PRCI Tribal Member is a sole or majority owner.
2. Preference is next given to any responsive bids from firms in which an enrolled member of any federally recognized Indian tribe is a sole or majority owner.
3. Bidders claiming Tribal or Native American Preference must submit the following with the response to this RFP:
 - a. Evidence that the majority ownership of the firm consists of one or more persons who are enrolled members of PRCI or another federally recognized Tribe; and
 - b. Evidence that the persons claiming Tribal or Native American Preference are actively involved in the management and operation of the firm.

Contractor Selection:

The selected Contractor will be expected to sign a contract that recognizes the sovereignty of the Picayune Rancheria of the Chukchansi Indians.

Project Award

The rating factors to be used in the award of this contract are as follows:

<i>Criteria</i>	<i>Points</i>
Relevant Experience:	
Demonstrated experience with VAR Services for Sage Intacct projects.	30 Points
Demonstrated experience with VAR Services for Tribal entities.	25 Points
Qualifications	25 Points
Indian Preference	10 Points
Cost of Project	10 Points
Total Possible:	100 Points

Reservation of Rights

Picayune Rancheria of the Chukchansi Indians reserves the right to award or reject any bid, response, or proposal for any reason, to request additional information, to request a modification of any proposal, to waive any minor informalities, to solicit further proposals, or to withdraw or cancel this RFP at any time for any reason, at the sole discretion of PRCI.

You may schedule a non-mandatory consultation by contacting Michael Wynn at 559-412-5590 or via email at mwynn@chukchansi-nsn.gov.

Contract Requirements

Contracts awarded under this RFP shall include any clauses required by Federal statutes, executive orders, and their implementing regulations, as provided in 2 C.F.R. 200.326 and Appendix II to Part 200. These include provisions addressing the following, where applicable:

1. Administrative, contractual, and legal remedies in the event a contractor violates or breaches the contract;
2. Termination for default and termination for convenience;
3. Equal Employment Opportunity;
4. Davis-Bacon Act and Copeland "Anti-Kickback" Act;
5. Contract Work Hours and Safety Standards Act;
6. Rights to Inventions Made Under a Contract or Agreement;
7. Clean Air Act and Federal Water Pollution Control Act;
8. Debarment and Suspension;
9. Byrd Anti-Lobbying Amendment; and
10. Procurement of recovered materials.

Please contact Michael Wynn, PRCI Tribal Administrator at 559-412-5590 or via email at mwynn@chukchansi-nsn.gov to discuss technical details necessary for your quote that are not delineated above. As time permits, all such inquiries will be shared with all prospective bidders for maximum transparency.