



# **Picayune Rancheria of the Chukchansi Indians**

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## **Request for Proposal (RFP) Grant Tracking Software**

**Prepared: December 7, 2023**

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## Contents

<b>Request for Proposal</b> .....	<b>3</b>
<b>General Background</b> .....	<b>3</b>
<b>Project Scope</b> .....	<b>3</b>
<b>Project Schedule</b> .....	<b>3</b>
<b>Required RFP Response Information</b> .....	<b>3</b>
<b>Tribal and Native American Preference</b> .....	<b>4</b>
<b>Vendor Selection:</b> .....	<b>4</b>
<b>Project Award</b> .....	<b>4</b>
<b>Reservation of Rights</b> .....	<b>4</b>

# **Request for Proposal**

## **General Background**

The Picayune Rancheria of the Chukchansi Indians Tribal Government is currently searching for software for tracking and administrating grants applied for and awarded to the Tribe. The software will create a central location for all grant-related items and improve operational efficiency by creating individual accountability and automations to improve the timeliness of grant required submissions and deadlines.

## **Project Scope**

- Add current grants into grant tracking software.
- Deploy new software with customizations to best serve the Tribe.
- Vendor provided support and training on the new software.

## **Project Schedule**

Requests for Information (RFI) are due on or before December 15, 2023, at 5:00 pm.

Proposals are due on or before January 7, 2023, at 5:00 pm. All proposals must be submitted electronically to: [rfp@chukchansi-nsn.gov](mailto:rfp@chukchansi-nsn.gov).

Selection of the Vendor is expected to occur on or before January 12, 2023.

Negotiation and execution of the contract is expected to be complete by January 19, 2023.

Notice to Proceed is expected to be issued by the PRCI IT Department on or before January 24, 2023.

## **Required RFP Response Information**

Each response to this RFP should include the following:

- A summary of the bidder's qualifications.
- A detailed summary of product offerings and services included in the software.
- A detailed summary of support offered by vendor as well as any extended service agreements offered.
- A detailed report on implementation costs, annual costs, and other associated costs with the software. Any per user license requests are also required.
- A summary of the bidder's experience working with Tribal Governments.

PRCI exercises Tribal Preference and Native American preference in contracting; Bidders are encouraged to include any information in the RFP response that would qualify the bidder for Tribal or Native American Preference.

## **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.

## **Vendor Selection:**

The selected Contractor will be expected to sign a contract that recognizes the sovereignty of the Picayune Rancheria of the Chukchansi Indians along with recognizing the tax-exempt status of the Tribe.

Please submit all questions, RFIs, and/or responses to the RFP electronically to: [rfp@chukchansi-nsn.gov](mailto:rfp@chukchansi-nsn.gov)

## **Project Award**

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

<i>Criteria</i>	<i>Points</i>
<b>Relevant Experience:</b>	
Demonstrated experience with successful grant tracking software implementation and process improvement.	<b>30 Points</b>
Demonstrated experience with the proposed activities outlined above.	<b>15 Points</b>
<b>Cost of Project</b>	<b>20 Points</b>
<b>Qualifications</b>	<b>15 Points</b>
<b>Proposed Schedule</b>	<b>10 Points</b>
<b>Indian Preference</b>	<b>10 Points</b>
<b>Total Possible:</b>	<b>100 Points</b>

## **Reservation of Rights**

The 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 bid or proposal, to waive any minor informalities, to solicit further proposals, or to withdraw or cancel this RFP or to cancel the project, at any time for any reason, at the sole discretion of PRCI.