



Picayune Rancheria of the Chukchansi Indians

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Request for Proposal (RFP) Document Scanning Services

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April 18th, 2024

Request for Proposal

General Background

The Picayune Rancheria of the Chukchansi Indians (PRCI), a federally recognized sovereign Indian tribe, seeks proposals from qualified vendors for document scanning and management for the Enrollment Department and related equipment to an existing building located on tribal trust land in Oakhurst, California.

Project Scope

The scope of work includes, but is not limited to, the following tasks:

- Conduct an initial assessment of document types, volumes, and conditions.
- Develop a comprehensive plan for document scanning and digitization, including timelines and milestones.
- Provide all necessary equipment, software, and personnel for scanning and digitization activities.
- Implement quality control measures to ensure accurate and high-quality scans.
- Convert scanned documents into searchable PDF or other agreed-upon digital formats.
- Create a structured digital filing system that mirrors the organization of physical documents.
- Ensure compliance with relevant data protection regulations and tribal confidentiality policies.
- Conduct user training sessions for enrollment department staff on accessing and utilizing digitized documents.
- Provide ongoing technical support and maintenance for the digitized document system as needed.
- Any and all vendors participating in the mandatory walk through and subsequently selected as a contractor will agree to sign a non-disclosure agreement to protect the confidentiality and privacy of the Tribe.

Project Schedule

A mandatory job walk will be held May 08th, 2024, at 9:00 am at the site:
PRCI Government Office, 49260 Chapel Hill Dr, Oakhurst, CA 93644

Requests for Information (RFI) are due on or before May 09th, 2024, at 5:00 pm.

Proposals are due on or before May 18th, 2024, at 5:00 pm. All proposals must be submitted electronically to cmartinez@chukchansi-nsn.gov.

Selection of the Contractor will occur on or before May 25th, 2024. Negotiation and execution of a

contract is expected to be completed by June 09th, 2024.

Notice to Proceed will be issued by PRCI on or before June 17th, 2024.

Required RFP Response Information

All RFP responses must be signed by the responding bidder, and must include the following:

1. A summary of the bidder's qualifications;
2. Three professional references;
3. Two (2) examples of successful completion of a similar project;
4. A description of any bankruptcies or legal claims against the responding bidder or any planned subcontractors;
5. A cost proposal that includes everything required to complete the Project;
6. A detailed list of all exclusions;
8. 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.

Contractor Selection:

The selected Document Scanning Service 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@chukchansinsn.gov

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 document scanning and similar projects.	30 Points
Demonstrated experience with the proposed activities outlined above.	15 Points
Cost of Project	20 Points
Qualifications	15 Points
Proposed Schedule	10 Points
Indian Preference	10 Points
Total Possible:	100 Points

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.