

# REQUEST FOR PROPOSAL

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PROPOSAL DUE DATE : 4:00 p.m. MST November 27, 2019

DESCRIPTION : The Navajo Election Administration (NEA) under the Navajo Nation Legislative Branch is requesting proposals for Voter Registration software. The Voter Registration software will be utilized for voter registration, updating voter file, candidacy, purging, elections (presidential, chapter, recall, referendum, initiatives and special) and absentee voting.

BID NUMBER : Bid# 19-10-2184LE

CONTACT PERSON : Murray Lee  
Interim Executive Director  
Phone Number: (928) 871-6367  
Email: [mlee@navajo-nsn.gov](mailto:mlee@navajo-nsn.gov)  
Fax Number: (928) 871-7344

DELIVER TO : Navajo Nation Election Administration  
Navajo Nation Quality Inn Business Complex  
Suite 212  
Window Rock, AZ 86515  
Attn: Murray Lee  
Bid No: 19-10-2184LE

**Please Submit Four (4) sets of your Proposal**

**REQUEST FOR PROPOSAL**  
**Navajo Nation Elections Software**  
**BID NO. 19-10-2184LE**

**SECTION I**

- A. **ISSUING OFFICE:** This Request for Proposal (RFP) is issued by the Navajo Nation Election Administration (NEA), Legislative Branch, Navajo Nation, P.O. Box 3449, Window Rock, Arizona. The contact person for this RFP is Mr. Murray Lee, Interim Executive Director for the Navajo Election Administration.
- B. **PURPOSE:** This RFP provides prospective respondents with sufficient information to enable them to prepare and submit a proposal for consideration.
- C. **SCOPE:** This RFP contains the instructions governing the proposal to be submitted and the material to be included therein; mandatory requirements that must be met to be eligible for consideration, and other requirements to be met by each proposal.
- D. **PROCUREMENT OF RFP:**  
This procurement shall be conducted following all applicable Navajo Nation laws and regulations including the Navajo Business Opportunity Act  
[http://www.navajobusiness.com/doingBusiness/Registration/NBOA/Cert\\_process.htm](http://www.navajobusiness.com/doingBusiness/Registration/NBOA/Cert_process.htm)  
All applicable rules, regulations, and laws shall also be followed. Prospective Vendors shall familiarize themselves with Navajo Nation regulations before submitting responses to this RFP, and may download a copy of the Navajo Nation procurement regulations from the Navajo Nation Department of Technology (DIT) website at any time up to the Deadline for Proposals from the following link: [http://www.dit.navajo-nsn.gov/documents/BFD\\_192\\_03.pdf](http://www.dit.navajo-nsn.gov/documents/BFD_192_03.pdf)
- E. **SCHEDULE OF ACTIVITIES:**
- |                           |  |
|---------------------------|--|
| Pre Bid Meeting           | <b>DEADLINE:</b><br>November 13-15, 2019 |
| Proposal inquiry deadline | November 22, 2019                        |
| Proposal due date         | November 27, 2019                        |
- F. **INQUIRIES:** Prospective respondents shall make written questions concerning this RFP to obtain clarification of requirements through e-mail to Mr. Murray Lee, Interim Executive Director, Navajo Election Administration at [mlee@navajo-nsn.gov](mailto:mlee@navajo-nsn.gov). No inquiries will be accepted after the inquiry deadline listed in section E of this proposal.
- G. **ADDENDUM OF SUPPLEMENT TO THIS REQUEST FOR PROPOSALS:** If it becomes necessary to revise any part of this RFP, an addendum will be issued.
- H. **PROPOSAL SUBMISSION:** Proposal must be received on or before 4:00 p.m., **November 27, 2019 (MST)**. Respondents who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the time specified. If mailed, it is recommended that proposals be sent by certified mail to the address indicated on the cover sheet of the RFP. No electronic proposals. **Late proposals will not be accepted.**
- I. **FOUR SETS OF PROPOSAL ARE REQUIRED:** Four sets of the proposal must be delivered in a sealed envelope. The outside of the main envelope should be clearly marked with the project name- **“Elections Software for Navajo Election Administration. Bid No. 19-10-2184LE”** – and the name and address of the firm submitting the proposal. **Proposal not clearly mark will not be accepted.**

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- J. **REJECTION OF PROPOSALS:** NEA reserves the right to reject any and all proposals. This RFP may be canceled at any time and all proposals may be rejected in whole or in part when the NEA Interim Executive Director determines it is in the best interest of the Navajo Nation.
- K. **PROPRIETARY INFORMATION:** Any restriction on the use of data contained within any proposals must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable purchasing procedures. Every page of the proprietary material **must be** labeled or identified with the word “**proprietary**”.
- L. **RESPONSE MATERIAL OWNERSHIP:** All material submitted regarding this RFP shall become the property of The Navajo Nation and will not be returned to the respondent. Responses received will be retained by NEA and may be reviewed by any person after final selection has been made, subject to paragraph I above. NEA has the right to use any or all system ideas presented in reply to this RFP, subject to limitations in paragraph I above. Disqualification or non-selection of a respondent or proposal does not eliminate this right.
- M. **INCURRING COSTS:** NEA is not liable for any cost by the respondents before the issuance of a contract.
- N. **ACCEPTANCE TIME:** NEA intends to make a vendor selection within five (5) working days after the closing date for receipt of proposals.
- O. **SUFFICIENT APPROPRIATION:** A contract awarded as a result of this RFP is contingent upon the availability of funds. A contract may be terminated or reduced in scope if sufficient funds do not exist. Sending written notice to the Vendor shall effect such termination or reduction in scope. The NEA Interim Executive Director's decision to terminate or reduce the scope due to insufficient appropriations shall be accepted as final by the Vendor.
- P. **JOINT PROPOSALS:** Nothing in this RFP shall be construed to prohibit vendors from entering into a consortium for the purpose of offering a proposal in response to this RFP. Parties to a consortium **will not** be permitted independent, individual proposals in response to this RFP.
- Q. **EVALUATION PROCEDURES AND CRITERIA:**
1. An evaluation team will judge the proposals received by the general criteria set herein. Respondents should be prepared to provide any additional information the team feels necessary for the fair evaluation of proposals.
  2. Failure of a respondent to provide any information requested in the RFP may result in disqualification of the proposal. All proposals must be endorsed with the signature of a responsible official having the authority to bind the respondent to the execution of a contract.
  3. The sole objective of the review team will be to select the respondent who is most responsive to the needs of NEA. The specifications in this RFP represent the minimum performance necessary for a response. Based on the evaluation criteria established in this RFP, the review team will select and recommend the respondent who best meets this objective. If there is only one responsive bid, the NEA Interim Executive Director may elect to evaluate RFP solely.
  4. Each bid must be accompanied by a letter of transmittal. The letter of transmittal must:

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- i. Provide Statements of Qualifications.
- ii. Identify the name of the person responding to the RFP.
- iii. Identify the name, title, and telephone numbers of a person authorized to negotiate on behalf of the organization;
- iv. Identify the names, and telephone numbers of person to be contacted for clarification;
- v. Navajo Preference, Certificate of Eligibility issued by the Navajo Business Regulatory Department
- vi. Required insurance documents, i.e. Certificate of Liability Insurance
- vii. Completed and signed W-9 Form
- viii. Completed and Signed Navajo Nation Certification Regarding Debarment and Suspension
- ix. Subcontractors List if any
- x. Explicitly indicate acceptance of the conditions governing this procurement;
- xi. Be signed by the person responding to the RFP; and
- xii. Acknowledge receipt of any amendments to the RFP.

5. Evaluation Criteria: The following criteria will be used by an Evaluation Ad-hoc Committee in the selection process for the contract award. Vendors and proposals will be evaluated to determine the best opportunity for NEA.

Initial Point Criteria:

<b>Evaluation Criteria</b>	
Bid Organization a. Typed written on 8-1/2" X 11" paper b. Binding and indexing c. One original bid and 3 copies	5
Letter of Transmittal a. Provide Statements of Qualifications. b. Identifying individual(s) as specified above. c. List of similar services provided to other business customers on Navajo Nation in proportion to requested Scope of work d. Provide qualification credentials. e. Provide warranty, if applicable.	15
Specification of submitted system	45
Proposed Cost a. Provide detailed cost of Election Database software & services. b. Cost breakdown of modules c. Provide detailed cost of Fixed Fees and Recurring Fees/Charges. d. Provide an example of reports on completed services.	35
<b>TOTAL POINTS</b>	<b>100</b>
<a href="http://www.navajobusiness.com/doingBusiness/Registration/NBOA/Cert_process.htm">http://www.navajobusiness.com/doingBusiness/Registration/NBOA/Cert_process.htm</a>	
<b>BONUS POINTS</b>	
Navajo Preference Priority One vendor	10
Navajo Preference Priority Two vendor	5

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- R. **STANDARD CONTRACT:** The Navajo Nation reserves the right to incorporate standard contract provisions into any contract negotiations as a result of a proposal submitted in response to the RFP.
- S. **TAX:** All appropriate taxes should be **included in the cost of services including the Navajo Sales Tax**. All work performed within the territorial jurisdiction of the Navajo Nation is subject to the Navajo Sales Tax of **6%** (24 N.N.C. Section 601 et. seq.).
- T. **TERM:** The term of this contract will be for a period of **5 years** from the date of the award.
- U. **SOVEREIGNTY:** The Navajo Nation will not relinquish any of its sovereignty rights.
- V. **COMPLIANCE WITH LAWS AND REGULATIONS:** The successful Vendor shall comply with all Federal, Tribal, State, and Local laws, regulations, and Navajo Nation rules and policies pertaining to work under its charge, and shall, at its expense, procure any permits that may be required.
- W. **INDEMNIFICATION:** To the fullest extent permitted by law, or as otherwise defined in the Contract, the successful Vendor shall indemnify and hold harmless the Navajo Nation and its officials, employees and agents from and against all claims, liens or demands that result in losses, liabilities, defense costs and expenses (including but not limited to attorney's fees and costs of litigation) arising out of the term, conditions and performance under the contract. The Vendor further agrees to indemnify and hold harmless the Navajo Nation, its agents, or employees, against claims or liability arising from or based upon the violation of any federal, state, county, city, or other applicable laws, bylaws, ordinances, or regulations by the Vendor, its agents, associates, or employees.

The indemnification provided above shall obligate the Vendor to defend at its own expense or to provide for such defense, at the Navajo Nation's option, of any and all claims of liability and all suits and actions of every name and description that may be brought against the Navajo Nation which may result from the operations and activities under any Contract resulting from this RFP.

The award of this Contract to the Vendor shall obligate the Vendor to comply with the foregoing indemnity provision.

**SECTION II**

A. **BACKGROUND**

The Navajo Nation covers the states of Arizona, New Mexico, Utah, and Colorado. It ranges over 27,000 square miles and is larger than 10 of the 50 states in America. We are a sovereign nation that is composed of a three-branch government: Executive, Legislative and Judicial. The Navajo Election Administration is under the Legislative Branch and our department is composed of five agency offices and one central office. The agency offices are located in essential locations throughout the reservation in Chinle, AZ, Crownpoint, NM, Window Rock, AZ, Shiprock, NM and Tuba City, AZ. The central office is located in Window Rock, AZ, capital of the Navajo Nation. Our reservation currently has 110 chapters and one township (Kayenta Township) that are located in parts of Arizona, New Mexico, and Utah. Each agency office is responsible for the chapters that are located within their respective agency. The offices handle their voters'

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registration, voting history, and elections. The current total voters registration with the Navajo Nation is 106,086 as of October 16, 2019.

NEA currently has a voter registration database that houses basic voter demographics, some election history, and registrar information. A unique feature is that in registering voters, the voter has to produce a "Certificate of Indian Blood" to prove they are an enrolled member of the Navajo Nation. This integral information has to be in software. This document is provided by our Vital Records Department. NEA is seeking to replace the current voter registration application with new software.

**B. PRE-BID MEETING**

A 2-hour session per vendor pre-bid meeting will be held on November 13-15, 2019, starting at 9:00 AM, Mountain Standard Time, in the NEA Conference Room, Window Rock, AZ. The purpose of the meeting is to discuss the work to be performed with the prospective vendors to allow them to ask questions concerning the RFP. Questions and answers will be documented and sent to prospective offerors as soon as possible after the meeting. Interested vendors need to submit a meeting invite to Murray Lee, Interim Executive Director.

Offerors with a disability needing accommodation should contact Murray Lee, Interim Executive Director, before the date set for the pre-bid meeting so that reasonable accommodation can be made.

The pre-bid meeting is mandatory.

**C. SCOPE OF SERVICES**

- a. The services include, but are not limited to:
  - i. Conduct discovery sessions to determine the business processes and software needs of the NEA.
  - ii. Use information gathered to develop software requirements for the new voter registration software application. The software must meet current best practices and election security baseline.
  - iii. Implement data conversion and migration.

**D. SCOPE OF WORK:**

NEA is soliciting proposals for a new centralized, integrated voter registration software web application and associated services including but not limited to software development, testing, implementation, and training. The software application will handle voter registration, voter cancellation, updating voter registration, voter election history, poll book printing, and candidate credentials and qualifications.

The software must support the VMware virtual environment and run on a Windows Server operating system.

Data will be stored on-premise at the Navajo Nation Department of Information Technology datacenter on a Windows 2016 SQL Server. Data conversion & migration services will be required.

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The new Voter Registration Database software should accommodate anticipated changes in software and protocol in the future. The database should accommodate remote access.

NEA is open to best practices and state-of-the-art voter registration software.

The vendor will have principal responsibility for the project management planning and implementation through go-live of the new system and must assign a Project Manager.

1. Provide an overview of your company's capabilities in an executive summary format.
2. Describe your election software and provide detail for the following:
  - a. Software platform, hardware and virtual environment requirements
  - b. Operating system
  - c. Database and middleware
  - d. COTS or custom build?
  - e. Requirements process and system configuration
  - f. Available features and components
  - g. Integration capabilities
  - h. Third-party products included in the proposed solution
  - i. Are separate servers required for the application, database and report server?
3. Is your product available on-premise?
4. Does your software provide mock election testing?
5. Describe the application's reporting and querying abilities.
  - a. What kind of reports does your software provide?
  - b. Does your software provide ad hoc reporting?
6. Describe the security approach within the application software. This description should address, but not be limited to:
  - a. Data encryption both in transit and at rest;
  - b. Built-in multifactor identification capability;
  - c. Every request checked for authentication and authorization;
  - d. Configurability of security;
  - e. Role-based authorizations;
  - f. Database access;
  - g. Data privacy;
  - h. Single sign-on; and
  - i. Preservation and auditability of data and changes.
7. Describe the security features of your proposed solution including, but not limited to, cybersecurity; physical security; and data integrity verification and validation.
8. Would your company consider "source code in escrow"?
9. Describe the accessibility features of your proposed solution for voters with disabilities.
10. Do you provide implementation services? Or, do you use implementation partners? Or, do you use a combination of both?
11. Describe your proposed solution's technical support system, including, but not limited to, how it will provide ongoing software and system support; conduct regular source code

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- auditing and analysis; escrow source code; share information about source code auditing and reviews; share information about each code release, and offer security enhancements.
12. Describe the training process your company offers on the software application?
  13. Is your company willing to provide a demo of your products' capabilities to the NEA team?
  14. What sets your company and its proposed solution apart from others?
  15. What awards has your proposed solution received that are relevant to this project?
  16. What strategic alliances have you made to further strengthen your product and services?
  17. Describe the product direction for the company including timeframes.
  18. What is the typical new functionality release schedule?
  19. Please describe how customers can participate in and influence product direction and enhancements.
  20. Provide a sample statement of work for an election software application implementation for a similar effort.
  21. In what states and jurisdictions therein, has your proposed solution been installed?
  22. Describe past work with tribal governments and specific ways your company is working to help advance tribal governments.
  23. Describe the largest and smallest election software application implementation and challenges involved.
    - a. How were those challenges addressed?
  24. Have any third party groups vetted the security features of your proposed solution? If so, please provide their assessments.
  25. Explain how your solution meets the following:
    - a. The solution must have been deployed successfully in another location.
    - b. The solution must have the functionality to quickly and accurately audit voting records.
    - c. The solution must support overlapping and concurrent elections.
    - d. The solution must incorporate encryption as security measures.
  26. Please provide estimated costs for the voter registration software application and implementation for a similar effort.
  27. For budget purposes, please provide an estimated cost of your voter registration software application, including hardware, software, any necessary licenses, peripherals, implementation, training, and maintenance.
  28. NEA plans to begin using the new voter registration software application by the 2020 Navajo Nation Chapter Officials Primary which will be held August 2020. Please provide an approximate timeline to implement your proposed solution.

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

<b>Print or type.</b> See Specific Instructions on page 3.	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) ▶ _____	<i>(Applies to accounts maintained outside the U.S.)</i>
	<b>5</b> Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
<b>6</b> City, state, and ZIP code		
<b>7</b> List account number(s) here (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
-				-					
<b>or</b>									
<b>Employer identification number</b>									
-									

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

**NAVAJO NATION CERTIFICATION  
Regarding Debarment and  
Suspension**

Applicant acknowledges that to the best of his/her knowledge that their company and principal participants on this contract:

1. Are not debarred, suspended, or otherwise slated for debarment, ineligible and/or excluded from participation on Federal, State, and Tribal Government contracts etc.
  
2. Are not presently nor have been under criminal indictment or civilly charged by a governmental entity (Federal, State, and Tribal Government) for fraud, forgery, falsification, theft, bribery, destruction of records, receiving stolen property and other criminal offenses in the administration of a government contract.
  
3. Have not been terminated for cause or convenience by a governmental entity in the administration of a government contract (Federal, State, and Tribal Government).
  
4. If the Navajo Nation determines that the Certificate provided herein is not true, it will be grounds to terminate the contract and pursue other legal remedies.

Applicant's Address

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Name & Signature of Applicant

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Type or Print Name

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Signature Date