



NAVAJO HOUSING AUTHORITY

REQUEST FOR INFORMATION – RFI# 0513-2016
Procurement/Vendor Management Software

RFI DUE DATE:

June 27, 2016 at 5:00PM
Mountain Standard Time (MST)

CONTACT:

Terrilynn Cook, Procurement Manager
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Email: tcook@hooghan.org

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I. Description

THIS IS A REQUEST FOR INFORMATION (RFI) ONLY. This RFI is issued solely for information and planning purposes – it does not constitute a Request for Proposal (RFP) or a promise to issue a RFP in the future. This RFI does not commit the Navajo Housing Authority (NHA) to contract for any supply or service whatsoever. Further, the NHA is not seeking proposals at this time and will not accept unsolicited proposals. Interested firms are advised that the NHA will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested firm's expense. Not responding to this RFI does not preclude participation in any future solicitation(s), if any are issued.

II. Background

The NHA Procurement Department strives to seek solutions to improve the internal procurement processes and management of completing solicitation requests. Currently, the department manages all aspects of formal solicitations and vendor management manually. All small purchases are completed with the requisition process in the existing on-premises software called Serenic Navigator, a Microsoft Dynamics NAV based financial software, which includes a purchasing module utilized in processing all small purchase requisitions.

For large formal solicitations, the department utilizes an Microsoft Excel database to manage all registered vendors. Each solicitation released is tracked manually, which includes and is not limited to the following: Vendors requesting solicitation packets, any vendor correspondence (uploading/downloading/inquiries), addendums issued and received/downloaded, provide a vendor solicitation query search in directory to automatically notify vendors of new solicitations, vendor registration expiration tracking, automated notices, contract management expiration dates, etc.

III. Proprietary Information

Information received in response to this RFI may be used to structure future solicitations and/or otherwise be made available to the public, **interested firms are strongly advised not to include any information in their responses that might be considered business sensitive, proprietary, or otherwise confidential.** If, however, an interested firm chooses to submit business sensitive information, proprietary, or otherwise confidential information, it must be clearly and conspicuously marked as such in the response.

The NHA is not liable for the disclosure or use of unmarked information, and may use or disclose such information for any purpose.

If your response contains confidential, proprietary, or privileged information, firms must include a header and footer of every page that contains confidential, proprietary, or privileged information and must be marked as follows: **(1) “Contains Confidential, Proprietary, or Privileged Information Exempt from Public Disclosure” and (2) every line and paragraph containing proprietary, privileged, or trade secret information must be clearly marked with double brackets or highlighting.**

IV. Requested Information

1. What customization options are available for the software that federal government agencies, public and tribal housing authorities have requested?
2. What is the base cost of the software without customization?
3. Is the software solution compatible with Microsoft Dynamics NAV?
4. What are best practice requirements for the Software to run optimally?
5. What are the licensing requirements?
6. Does the software solution incorporate hardware and software Maintenance Agreements?
7. Is technical support included or billed separately?
8. How are minor and major updates, fixes and upgrades deployed?
9. What is the base function and features of the software?
10. Is the software solution customizable for organizational fit?
11. Has the software solution been tested in a virtual environment?
12. What virtual environment is preferred?
13. Does the solution have incorporate a web portal?
14. What type of reporting engine is utilized?
15. Is the solution dashboard driven or incorporate dashboards?
16. Does the solution have import and exporting capabilities?
17. What is the typical time to implement?
18. How is End-user and Administration training addressed?
19. What security features are utilized to ensure unauthorized access?

V. Instruction for Response Submissions

1. Interested parties are requested to respond to this RFI and responses can be emailed to tcook@hooghan.org. Please include subject line to read:

NHA “RFI #0513-2016” – “COMPANY NAME”

2. Responses must be in Microsoft Word for Office 2000 or Adobe Acrobat compatible.

3. DUE Date and Time: **due no later than June 27, 2016 @ 5:00PM MST.**
4. Proprietary information, if any, should be minimized and **MUST BE CLEARLY MARKED**. To assist the NHA, please separate files for proprietary information.
5. Be advised that all submissions become NHA property and will not be returned.
6. **REQUIRED RESPONSE INFORMATION:**
 - a. Section 1: Provide administrative information, and include the following as a minimum:
 - i. Name, mailing address, overnight delivery address (if different from mailing address), phone number, fax number, and e-mail of designated point of contact.
 - ii. Section 2: Provide a response to each of the questions in Section IV, Requested Information.

VI. Industry Discussions

NHA Procurement Department may or may not choose to meet with firm for further discussion. Such discussions would only be intended to get further clarification of potential capability to meet the requirements, especially any development and certification risks.

VII. Questions & Addendum

Questions regarding this RFI shall be submitted in writing by e-mail to Terrilynn Cook, Procurement Manager at tcook@hooghan.org, by June 17, 2016 @ 5:00PM MST. Verbal questions will NOT be accepted. Questions will be answered by posting answers through an addendum. The NHA does not guarantee that questions received after June 17, 2016 will be answered.

VIII. Summary

THIS IS A REQUEST FOR INFORMATION (RFI) ONLY to identify sources that can provide a procurement and vendor management software. The information provided in the RFI is subject to change and is not binding on the NHA. The NHA has not made a commitment to procure any of the items discussed, and release of this RFI should not be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become NHA property and will not be returned.

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