

# TORRES MARTINEZ DESERT CAHUILLA INDIANS



REQUEST FOR PROPOSALS (RFP)  
NUMBER: **RFP 10281**

FOR

## **ADOBE EXPERIENCE MANAGER FORMS SOFTWARE**

REQUESTED BY:

TORRES MARTINEZ DESERT CAHUILLA INDIANS  
TORRES MARTINEZ TRIBAL TANF  
PROCUREMENT DEPARTMENT  
P.O. BOX 1160 (mailing address)  
66-725 MARTINEZ ROAD (physical address)  
THERMAL, CA 92274

**PROPOSAL DUE DATE**  
**AUGUST 30<sup>TH</sup>, 2018 AT 12:00 PM**

## Table of Contents

<b>1. Schedule of Events</b> .....	<b>3</b>
1.1. <i>RFP Timeline Table</i> .....	3
<b>2. General Information</b> .....	<b>3</b>
2.1. <i>Definitions</i> .....	3
2.2. <i>Purpose</i> .....	4
2.3. <i>Tribal Background</i> .....	4
2.4. <i>TANF Program Background</i> .....	4
2.5. <i>Administration</i> .....	4
2.6. <i>Public Notice and Vendor Invitation</i> .....	4
2.7. <i>Last Date for Questions or Requests</i> .....	5
2.8. <i>RFP Contact Information</i> .....	5
2.9. <i>RFP Amendment</i> .....	5
<b>3. Scope of Work</b> .....	<b>5</b>
<b>4. Method of Payment</b> .....	<b>6</b>
4.1. <i>Purchase Order Issuance</i> .....	6
4.2. <i>Invoicing</i> .....	6
<b>5. Selected Vendor Requirements</b> .....	<b>6</b>
5.1. <i>W-9</i> .....	6
<b>6. Bid Format</b> .....	<b>6</b>
6.1. <i>Format for Bids</i> .....	6
<b>7. Method of Evaluation and Award</b> .....	<b>9</b>
7.1. <i>Evaluation Criteria</i> .....	9
<b>8. Attachments</b> .....	<b>10</b>

## 1. Schedule of Events

### 1.1. RFP Timeline Table

Event	Date
Needs Assessment	August 08 <sup>th</sup> , 2018
RFP Draft	August 09 <sup>th</sup> , 2018
RFP Finalization	August 09 <sup>th</sup> , 2018
RFP Web Posting Date	August 09 <sup>th</sup> , 2018
RFP Email Invitations	August 13 <sup>th</sup> , 2018
Last Date for Question and Requests	August 23 <sup>rd</sup> , 2018
<b>Proposal Due Date</b>	<b>August 30<sup>th</sup>, 2018 at 12:00 PM</b>
Proposal Evaluation Start (Evaluators Only)	September 04 <sup>th</sup> , 2018
Bid Evaluation End	September 05 <sup>th</sup> , 2018
Notice of Award	September 06 <sup>th</sup> , 2018
Contract Finalization	To Be Determined

## 2. General Information

### 2.1. Definitions

- 2.1.1. **Bidder:** An individual, entity, partnership, firm, corporation, or agency submitting a Proposal in response to this RFP.
- 2.1.2. **Vendor:** an individual, entity, partnership, firm, corporation, or agency awarded an Agreement for Professional Services, Contract, and/or Purchase Order as a result of responding to this RFP.
- 2.1.3. **RFP:** Request for Proposal
- 2.1.4. **PO:** Purchase Order Number
- 2.1.5. **PPPG:** Procurement Policies and Procedures Guide
- 2.1.6. **TMDCI or Tribe:** Torres Martinez Desert Cahuilla Indians, a Domestic Sovereign Entity
- 2.1.7. **TMTTANF:** Torres Martinez Tribal Temporary Assistance for Needy Families

## 2.2. *Purpose*

- 2.2.1. The Torres Martinez Desert Cahuilla Indians (TMDCI) is seeking bidders that are authorized to resale Adobe Experience Manager Forms Software. Adobe Experience Manager (AEM) is used at TMDCI to author, manage, and process forms within the organization including purchase/check requests, personnel changes, and leave requests.

## 2.3. *Tribal Background*

- 2.3.1. The Torres Martinez Desert Cahuilla Indian Reservation was established by Executive Order on May 15, 1876. It currently consists of 24,822 acres (in a checkerboard pattern), along California State Highways.

## 2.4. *TANF Program Background*

- 2.4.1. Torres Martinez Tribal TANF Program, established in May of 2001, is a social services provider for Native American Indian families throughout Los Angeles and Riverside County.
- 2.4.2. The Torres Martinez Desert Cahuilla Indians operates and administers the federal Temporary Assistance to Needy Families Program. Torres Martinez Tribal TANF Program (TMTTANF) provides assistance to Native American families with children. TMTTANF offers a 5 year program with a foundation in educational incentives and work opportunities, supported by temporary financial assistance, leading to self-sufficiency; there is a special focus on traditional values and cultural awareness. We serve the Native community with a determination to support, educate and guide our clients along the path to self-sufficiency.
- 2.4.3. The TMTTANF Program spans throughout two (2) counties, Riverside and Los Angeles County, and operates out of six (6) different sites located in: Thermal, San Jacinto, Murrieta, Palmdale, Long Beach, and Monterey Park. The TMTTANF is currently staffed by over three-hundred and fifty (350) employees throughout the region / serviced communities.

## 2.5. *Administration*

- 2.5.1. The TANF program is administered by the Torres Martinez Desert Cahuilla Indians with federal funding from Administration of Children and Family (ACF), an agency within the Department of Health and Human Services.
- 2.5.2. The TANF program is required to comply with federal regulations such as the OMB Circulars, Single Audit Act, Privacy Protection Law and Federal Acquisitions Regulations, and Code of Federal Regulations.
- 2.5.3. The TANF program also must abide by the operating tribal laws of the Torres Martinez Desert Cahuilla Indians.
- 2.5.4. Institutional – The TANF program operates multiple locations throughout Riverside and Los Angeles County with a staff size of 25 – 45 employees. The main headquarters is located in Thermal, California on the Torres Martinez Desert Cahuilla Reservation

## 2.6. *Public Notice and Vendor Invitation*

- 2.6.1. Reference (public notice) to this RFP shall be posted on the following:

2.6.1.1. [www.torresmartinez.org](http://www.torresmartinez.org)

RFP available at this site

2.6.1.2. [www.pe.com](http://www.pe.com)

## 2.7. *Last Date for Questions or Requests*

2.7.1. The last day to submit a question or request in regards to this RFP is **August 27<sup>th</sup>, 2018**. Any questions or request asked after this date and time will not be addressed.

2.7.2. Bidders are required to submit all questions or requests in writing.

2.7.2.1. Questions shall be responded to within three working days.

2.7.3. Oral responses by the Tribe or its representatives are to be considered tentative. Official Tribal response, in writing, will be supplied to Bidder.

2.7.3.1. All questions and responses will be made public to all bidders.

2.7.3.2. The source of the question (Bidder) will be excluded.

## 2.8. *RFP Contact Information*

### 2.8.1. Restrictions on Communications

2.8.1.1. From the issue date of the RFP until a contractor is selected and the award is announced, Proposers are not allowed to communicate **for any reason** with any Torres Martinez staff or Tribal member except: 1) through the RFP Administrator named herein or the Procurement Director, 2) at the Pre-Proposal Conference, if applicable, or 3) as provide by existing work agreement(s). The Tribe reserves the right to reject the submittal of any proposal violating this provision.

RFP Administrator: Mary Nichols

Email: [mnichols@tmdci-nsn.gov](mailto:mnichols@tmdci-nsn.gov)

Telephone: (760) 397-0300 x1175

Fax: (760) 397-0071

Mail: TMTTANF – Procurement Department

P.O. Box 1160, Thermal, CA 92274

Attn: Mary Nichols – RFP # 10281

## 2.9. *RFP Amendment*

2.9.1. The Tribe reserves the right to allow for an amendment to the contract. However, this contract may be amended only upon written agreement between TMDCI and the Vendor, however, any amendment of the contract that conflicts with the agreements of the TMTANF Program shall be void ab initio.

## 3. *Scope of Work*

3.1.1. Vendors must be an authorized reseller of Adobe Experience Manager Forms Software and shall provide to TMDCI the items mentioned in the table below for a duration of 36 months.

ITEM #	Product/Service Description	Quantity	Duration
38052869JA-63	Adobe Experience Manager Forms 6.3 – On Premise Term – Per Core	4	36 months

#### 4. Method of Payment

##### 4.1. Purchase Order Issuance

4.1.1. Upon award of this RFP, Vendor shall be issued a blanket Purchase Order (PO) number for the entire RFP.

##### 4.2. Invoicing

4.2.1. Vendor shall invoice TMDCI with 3 annual payments.

4.2.2. Invoices are to be reviewed by the I.T. Director.

4.2.3. Vendor shall be paid within 30 days (Net 30) of Tribe's receipt of invoice.

##### 4.2.4. Remit to Address:

TMTANF – Finance Department  
 PO Box 1069  
 Thermal, CA 92274  
 Attn: Accounts Payable – (SA # / PO #)

##### 4.2.5. Invoice Format:

4.2.5.1. Project Name: Adobe Experience Manager Software

4.2.5.2. Purchase Order Number: [To Be Issued Upon Award of RFP # 10281]

4.2.5.3. RFP Number and Contract Number Must Be on Invoices

#### 5. Selected Vendor Requirements

##### 5.1. W-9

5.1.1. W-9 – Form may be down loaded and printed from the IRS web site: [www.irs.gov](http://www.irs.gov) or may be picked up at the TMDCI Procurement Office.

#### 6. Bid Format

##### 6.1. Format for Bids

##### 6.1.1. Methods of Delivery

6.1.1.1. **By Mail or Hand Delivery** – Five copies of the Proposal may be mailed or hand delivered to the Procurement Department:

**US Mail:** Mary Nichols, Contracts Coordinator  
 TMDCI - Procurement Department

P.O. Box 1160  
Thermal, CA 92274  
RE: RFP 10281 – Adobe Experience Manager Forms Software

**Express Mail /** Mary Nichols, Contracts Coordinator  
**Hand Delivery:** TMDCI - Procurement Department  
66725 Martinez Rd.  
Thermal, CA 92274  
RE: RFP 10281 – Adobe Experience Manager Forms Software

**Any submission received after the due date and time will not be accepted.**

6.1.2. Bid Sheet Requirement

6.1.2.1. Bid Sheet – All bids regardless how their delivery method, must be submitted with a Bid Sheet (cover page) listing the following information below.

6.1.2.1.1. Vendor Information:

- 6.1.2.1.1.1. Vendor Name
- 6.1.2.1.1.2. Billing Address
- 6.1.2.1.1.3. Contact Person
- 6.1.2.1.1.4. Contact Phone

6.1.2.1.2. RFP Number: RFP 10281

6.1.2.1.3. RFP Title: Adobe Experience Manager Software

6.1.2.2. Sample Envelope:

Company  
Name and  
Address

[Recipient Name] – (see section 2.8)

Torres Martinez Desert Cahuilla Indians

P.O. Box 1160, Thermal, CA 92274

Attention:

RFP#: 123456

PFR Name: *Sample RFP Envelope*

RFP Due: 3:00 PM, Tuesday, 01/01/2018

Example of Bid Sheet

(2" Space – from top of sheet)

Dealership Name: ABC Equipment  
Dealership Address: P.O. Box 1234, Thermal, CA 92274  
Contact Person: John Smith  
Contact Title: Sales Manager  
Contact Phone: (800) 123-4567 ext. 8910  
Contact Email: JSmith@abcequipment.com

(Space)  
(Space)  
(Space)

RFP Number: RFP 10281  
RFP Title: Adobe Experience Manager Software

(Space)  
(Space)  
(Space)  
(Space)  
(Space)  
(Space)  
(Space)

Bid Total: \$\$\$\$\$

(Space)  
(Space)  
(Space)  
(Space)

<Signe Here> \_\_\_\_\_  
<Name and Title> Date



6.1.2.3. Bid Sheet cannot be printed on letterhead, plain paper only.

6.1.2.4. Text should be in Times Roman or Arial, at 12 points.

## 7. Method of Evaluation and Award

### 7.1. Evaluation Criteria

7.1.1. **Evaluation Team** – An evaluation team shall be composed of representatives from the IT Department, Finance Department, and the Procurement Department. The evaluation team shall be charge to review the proposals and select a vendor for this RFP. The evaluation team may require Applicant to make an on-site presentation or expound on details.

#### 7.1.2. Award

7.1.2.1. Conditional Ward – An award will be made on a competitive basis base on a 200 point distribution system.

7.1.2.1.1. The 200 Point Award System for this RFP:

Grading Criteria	Points	Point Value
Cost / Price	130	65%
Authorized Reseller	60	30%
Indian Preference	10	5%
<b>TOTAL</b>	<b>200</b>	<b>100%</b>

#### 7.1.3. Indian Preference and Employment Training

7.1.3.1. This RFP is open to all qualified Applicants

7.1.3.2. Attachment “A” refers to Indian Preference – that Applicant is a Tribal organization or an Indian-owned Economic Enterprise with not less than fifty-one percent (51%) Native American ownership.

#### 7.1.4. Tribal Employment Rights Ordinance (TERO)

7.1.4.1. This RFP is not subject to TERO Fee or Requirements.

#### 7.1.5. Discussions and Best and Final Offer

7.1.5.1. Acceptance of Proposal – TMTTTANF may, at its sole discretion, either accept an Applicant’s initial proposal by award of an Agreement for Professional Services or a Contract or enter into discussion with any Applicant(s) whose proposals are deemed to be reasonable and capable of being considered for award. After discussions are concluded, an Applicant may be allowed to submit a “Best and Final Offer” for consideration.

7.1.5.1.1. If a bid is received from at least one qualified and registered Indian-owned organization or Indian-owned economic enterprise, in which the Native American ownership s at least fifty-one percent (51%), and it is within five percent (5%) of the bid of the lowest qualified bidder, the Contract will be awarded to the qualified registered Indian-owned organization or the qualified registered Indian-owned economic enterprise. The Agreement or Contract will be awarded to the best-qualified bidder whose proposal does not exceed the

amount of funds estimated by TMTT to be available for the project. TMTT reserves the right to reject any and all bids. The decision of TMTT shall be final and not subject to appeal.

#### 7.1.6. Negotiations

7.1.6.1. Disclaimer – Provisions not addressed by this RFP will be negotiated with the Vendor once an award has been made.

### **8. Attachments**

8.1.1. Remarks on Attachments – The attachments are hereby made a part of this RFP:

8.1.1.1. Attachment “A” - Native American Enterprises Qualification Statement

8.1.1.1.1. Required if vendor is claiming Indian Preference.