

Request for Qualifications - BID No. 22-12-2920KS

Navajo Nation Department Fish and Wildlife (NNDFW)

Navajo Natural Heritage Program (NNHP)

Organization Profile:

The NNHP is a section of the NNDFW which in turn is a department under the Division of Natural Resources within the government of The Navajo Nation. The NNHP functions as an inventory program within NatureServe and works to foster conservation through biological information gathering and dissemination.

Request for Statement of Qualifications (RFQ)

NNHP seeks Statements of Qualifications from highly qualified IT firms to assist with the Project describe below.

Project Description:

As an environmental conservation and biological compliance program NNHP collects biological data and processes it to provide information for The Navajo Nation and its project partners. These processes rely on an online database that is used internally to provide an interface and structure to capture projects submitted for biological clearance. Consideration and analysis of these projects generate notes, decisions and documents which the program tracks and accesses via our SQL database. The documents are housed on a server which is managed by cPanel for accessibility and security. The outcome we are seeking falls under the following general areas.

1. An upgrade to current site pages. This would include revising and cleaning up PHP, HTML, CSS and JavaScript code for the current pages. NNHP requires ownership of the final product for full access and to make alterations as desired over time.
2. Designing new website pages to allow macro searches by project sponsors and the public with permissions in place to allocate only relevant data in a secure and efficient format.
3. Establish payment webpages for invoice fees.
4. Construct a cloud solution that provides data storage and web interface for various documents and file types with the ability to expand it throughout the rest of NNDFW over time.

RFQ Time Line

RFQs must be submitted by 11:59 PM on February 7th to prall@nndfw.org with the subject header *"NNHP Information System - Statement of Qualifications - BID No. 22-12-2920KS"*

Submission Criteria

RFQs must include at a minimum:

PROJECT METHODOLOGY: A document describing the Consultant's typical approach to projects similar to this one.

TEAM EXPERTISE: Brief description of number of consultant team members that will be assigned to the project, general qualifications, individual years of experience, and applicable skills/knowledge.

COMPARABLE PROJECTS: Two or more projects similar to this one with reference name and current contact information of client willing to communicate with NNHP about their experience with the consultant.

EXPERIENCE: Demonstrated ten years of experience on similar projects

REFERENCES: Two reference letters. Please note that NNHP may contact these two references

CONTACT INFORMATION: Email address, phone number and mailing address of the team leader.

Evaluation Criteria

Submission will be reviewed by a selection team with employees selected from the Division of Natural Resources. The selection team will identify the qualified IT Firms within three weeks after the closing date for submissions. Then a preliminary meeting will be set up to distribute a Request for Proposals to those deemed qualified.

Submission Process

RFQs should be sent by email to prall@nndfw.org and will be responded to, in the Nation's discretion, at the earliest opportunity. Please further be advised that the Navajo Business Opportunity Act applies to this request.