

Department of Public Lands

P.O. Box 500380
Saipan, MP, 96950
Tel No.: 234-3751/52/57/59 Fax No.: 234-3755
E-mail address: dpl@dpl.gov.mp

Memo

Date: August 18, 2017 AD 17-0379

To: Director, Procurement and Supply

From: Secretary, DPL

Subject: Request for RFP for Admin Panel and Content Management System (CMS) to Update the DPL, Homestead Division Database.

8/18/17
3:49 pm
Jack

The Department of Public Lands is respectfully requesting for your assistance in soliciting Request for Proposals (RFP) to Update the DPL, Homestead Division Database. The Specifications is attached for your reference.

Pursuant to the Northern Mariana Islands Administrative Code (NMIAC) § 70-30.3-210, the Department of Public Lands (DPL) has determined that the use of a competitive sealed bidding is either not practical or not advantageous to the government. The Department of Public Lands seeks the services to Update the Homestead Division Database for the existing database is over 10 years old and is obsolete. It no longer functions properly and cannot meet the needs of Homestead Division Database to carry out its duties efficiently.

The Commonwealth of the Northern Mariana Islands Procurement Regulations (CNMI-PR), codified in subchapter 70-30.3 of the Northern Mariana Islands Administrative Code (NMIAC), are applicable to this procurement, and also the provisions of the CNMI Procurement Regulations NMIAC 70-30.3-725 and 70-30.3-730 prohibiting Gratuities and Kickbacks and Contingent Fees shall apply.

DPL requests that the plan guidelines and specifications be picked up at the Office of the Director of Procurement and Supply, Capital Hill, Located at the former Emergency Management Office, Second Floor, Ascencion Drive, Saipan, MP 96950, during normal working hours from 8:00 a.m. to 4:00 p.m., Monday through Friday, except Holidays. Inquiries may be directed to Marianne Concepcion-Teregeyo at telephone numbers (670)234-3751/52/53/54 or email at mariannet@dpl.gov.mp.



Marianne Concepcion-Teregeyo
Secretary, DPL



Herman Sablan
Director, Procurement and Supply

**PROCUREMENT AND SUPPLY
CNMI GOVERNMENT
REQUEST FOR PROPOSAL**

RFP NO.: RFP17-DPL-184

**SUBMISSION DATE: SEPTEMBER 22, 2017
TIME: 10:00 A.M.**

**“ADMIN PANEL AND CONTENT MANAGEMENT SYSTEM (CMS) TO
UPDATE THE DPL HOMESTEAD DIVISION DATABASE, TINIAN &
SAIPAN, A PROJECT UNDER THE DEPARTMENT OF PUBLIC LANDS”**

THE COMPLETE SCOPE OF WORK MAY BE PICKED UP AT THE OFFICE OF THE DIRECTOR OF PROCUREMENT AND SUPPLY, CAPITOL HILL, LOCATED AT THE FORMER EMERGENCY MANAGEMENT OFFICE, SECOND FLOOR, ASCENCION DRIVE, SAIPAN, MP 96950, DURING NORMAL WORKING HOURS.

A **PRE-PROPOSAL MEETING** IS SCHEDULED ON **SEPTEMBER 08, 2017 AT 10:00 A.M., LOCAL TIME** AT DEPARTMENT OF PUBLIC LANDS, 2ND FLOOR JOETEN DANDAN COMMERCIAL BUILDING, SAIPAN. ALL QUESTIONS REGARDING THIS PROJECT MUST BE SUBMITTED IN WRITING BY EMAIL TO **MARIANNE CONCEPCION-TEREGEYO**, SECRETARY OF DPL, AT **mariannet@dpl.gov.mp** NO LATER THAN **4:30 P.M., LOCAL TIME, SEPTEMBER 13, 2017.**

THE PROVISIONS OF THE CNMI PROCUREMENT REGULATIONS NMIAC 70-30.3-725 AND 70-30.3-730 PROHIBITING GRATUITIES AND KICKBACKS AND CONTINGENT FEES SHALL APPLY.

THE GOVERNMENT RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND TO WAIVE ANY IMPERFECTION IN A PROPOSAL IF IN THE BEST INTEREST OF THE COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS. ALL PROPOSALS SHALL BECOME THE PROPERTY OF THE CNMI GOVERNMENT.

/S/MARIANNE CONCEPCION-TEREGEYO
SECRETARY, DPL

/S/HERMAN S. SABLAN
DIRECTOR, PROC. & SUPPLY

REQUEST FOR PROPOSAL

RFP NO.: RFP17-DPL-184

“ADMIN PANEL AND CONTENT MANAGEMENT SYSTEM (CMS) TO UPDATE THE HOMESTEAD DIVISION DATABASE, FOR THE DEPARTMENT OF PUBLIC LANDS”

Governor Ralph DLG. Torres and Lt. Governor Victor B. Hocog, through the Secretary of the Department of Public Lands, are soliciting sealed proposals from qualified individuals and companies to complete an Admin Panel and Content Management System (CMS) to Update the Homestead Division Database.

Proposal procedures Update shall be in full compliance with the CNMI Procurement Regulations currently in effect. All wage rates for employees performing the work, labor and services on this project shall be paid at the current U.S. prevailing wage rates established for the Commonwealth of the Northern Mariana Islands (CNMI).

A **pre-proposal meeting** is scheduled on **September 08, 2017 at 10:00 a.m., local time** at the Office of the Department of Public lands located on the 2nd floor of the Joeten Dandan Commercial Building, Saipan.

Questions regarding the Request for Proposal must be received **no later than the close of business on September 13, 2017** and must be submitted in writing via mail, email or facsimile to Ms. Marianne Concepcion-Teregeyo, Secretary, Department of Public Lands at the following address:

Department of Public Lands
P.O. Box 500380
Saipan, MP 96950
Telephone Number: (670)234-3751/52/53
Fascimile Number: (670)234-3755
Email: mariannet@dpl.gov.mp

Responses to questions shall be shared with other prospective proposers.

Request for proposals from interested firms must include contact information and identify the form of the responding firm's organization; key personnel information; statement of qualifications based on the tasks and scope of work listed in the project information package; project list and references; other relevant information such as potential conflicts of interest or ongoing litigation that might affect firm's ability to provide the services sought if applicable; and include a proposed cost and time schedule. A firm that submits a proposal as a prime consultant cannot also submit as a subcontractor on another proposal. However, as a subcontractor, the consultant may be included in multiple proposals by different consultants.

Procurement of these services is made in accordance with NMIAC Section 70-30.3-210 of the CNMI Procurement Regulations. Proposals for the project will be evaluated based on the following criteria:

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| 1. Contact Information & Structure of Organization | 5% |
| 2. Personnel | 20% |
| 3. Qualifications and Experience | 35% |
| 4. Project History and Disclosure | 20% |
| 5. Cost and Timeline | 20% |

Technical merit and experience will be given greater importance than overall cost, and the Government reserves the right to award this RFP to a bidder other than the lowest cost applicant. For proposals of equal technical merit, the overall cost will gain greater importance for a final decision.

Discussions may be conducted with applicants who submit proposals determined to be reasonably credible of being selected for award, for the purpose of clarification. Discussions may also be conducted to ensure full understanding and fulfillment of solicitation requirements. Applicants shall be accorded fair and equal treatment with respect to any opportunity for discussion. Revision of proposals may be permitted after submission, and prior to award date for the purpose of obtaining the best final offer. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing applicants.

All responses to this RFP should take into account any and all taxes, including excise tax, which will become the obligation of the applicant awarded a contract. The applicant selected will be subject to a responsibility determination in conformance with NMIAC Section 70-30.03-245 of the CNMI Procurement Regulations.

Award shall be made to the responsible applicant whose proposal is determined in writing to be most advantageous to the government, taking into consideration price and the evaluation factors set forth in this request for proposal. No other factors or criteria shall be used in the evaluation.

Proposals must be sealed and marked **RFP17-DPL-184 – Admin Panel and Content Management System (CMS) Update**. For proposers within the CNMI, one (1) original and five (5) copies of the proposals must be submitted to the Office of the Director of Procurement and Supply, Capitol Hill, Saipan, MP, no later than **10:00 a.m., local time, September 22, 2017**. Proposers located outside the CNMI may obtain an additional seven (7) working days for receipt of their proposal by submitting a Notice of Intent to Propose.

Notices of Intent to Propose must be received by the Director of Procurement and Supply no later than **10:00 a.m., local time, September 22, 2017** and may be transmitted via facsimile to (670)664-1515, or via email to procurement@pticom.com.

For proposers located outside the CNMI, one (1) original and five (5) copies of the sealed proposals must be postmarked by the U.S. Postal Service or the official government postal service for a foreign country no later than, **September 22, 2017**. The proposal documents must be mailed to the Office of the Director of Procurement and Supply, at P.O. Box 510008 C.K., Saipan, MP 96950 and must be received at the Office of the Director of Procurement and Supply, Ascencion Drive, Capitol Hill Saipan, MP 96950 no later than **October 02, 2017**. Failure to submit the required number of copies of the proposal may be cause for rejection of a proposal.

BREACH OF ETHICAL STANDARDS

(To be part of Solicitation for quotes, ITBs and RFPs)

- **Gratuities.** It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefor. NMIAC Section 70-30.3-725(a).
- **Kickbacks.** It shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith as an inducement for the award of subcontractor or order. NMIAC Section 70-30.3-725(b).
- **Contingent Fees.** It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure government contracts upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. NMIAC Section 70-30.3-730.

The CNMI reserves the right to reject any of all proposals and to waive any imperfection in any proposal, if, in its opinion to do so would be in the best interest of the CNMI Government. All proposals shall become the property of the CNMI Government.

 18 AUG 2017

MARIANNE CONCEPCION-TEREGEYO
Secretary
Department of Public Lands



HERMAN S. SABLAN
Director
Procurement and Supply

Department of Public Lands

Homestead System Requirements & Scope of Work

1.0 PURPOSE

To completely manage Homestead applications and applicants' data through an effective and efficient web-based system, custom built just for our Department.

2.0 THE SYSTEM

Admin Panel shall include:

1. Applicant Management
2. Homestead Management
3. Village/Lots Management
4. Users Management
5. User Roles Management
6. User Logs
7. Media Library/Uploads Management

Front end: Dashboards:

Dashboards shall include actionable items, based on user roles and permissions.

1. Applicant Management
2. Homestead Management
3. Village/Lots Management
4. User Profile Management
5. Tracking
6. Reports (standard reports based on applicants / homesteads / village lots / date ranges)
7. Tools (such as calculators)
8. Each Applicant / homestead / villages lots will have related documents management and comments management nested

- CMS must be totally scalable and shall handle new modules and technologies.
- Allow for multiple roles, permissions, and privileges, administered by one super admin.
- Track usage of all back end users.
- Have author and publisher roles as needed.
- Expandable framework to allow implementation of modules.

System Basics

1. Vendor will assign one qualified consultant to work hands-on with the Department and all parties involved towards the successful completion of the Department's system.
2. Vendor will understand the Department's design preferences and will offer design themes for approval. Design mock-ups will be shown as "beta", so that the Department may envision how the final product would appear. There shall be no limits to the design drafts which we will be shown.
3. Branding consistency is key. Vendor will work with the Department's branding profile so that Vendor can implement logos, tag lines, copy, colors, and logo guidelines consistently across the board and through the system.
4. Best practices and usability guidelines will guide the overall user experience for the Department's new system.
5. Vendor must always keep in mind, the end-user experience. Vendor shall focus in refining, testing, and re-testing the system's navigation, blocks, and content placement to assure it indeed deems user-friendly.
6. Vendor shall employ with the permission of the Department a closed test group (Focus Group of end users) to test the final design for valuable feedback and comments to help design the overall usability of the system. Vendor shall also use various credible online tools to test usability.
7. Overall design would be modern, wide template format, clean, sharp, and intuitive, in the likeness of those credible counterparts with successful online presence. No design would be made functional until the Department approves the demo of the design.
8. Design would be set from the end-user perspective, to help end users navigate to core content easily without frustration and anxiety.
9. Core Content and Data Processing will drive the design.
10. Tabs and sub tabs would be titled so that they can be understood by non-techies
11. Universal web fonts must be used. Fonts can be predetermined in the CMS admin panel, whereby not allowing users to use fonts outside of the Department's preference. Consistency can also be assured through setting font styles, colors, and sizes for various elements on the system, such as for Headers, Sub Headers, Links, Content in Body, etc.
12. System would be Responsive at all reasonable levels (all pages and content). Design and Development shall allow a single instance of the system to adapt to tablets, smartphones, laptops, and traditional desktop screens. This means the

- Official > IBM Server Architecture
- Back-up > Manual and automated, off-site virtual back up in real-time
- Mirroring > All data must be mirrored and stored safely in case on future need and retrieval
- Monitoring > Human monitoring of the server at the data center, 24/7.
- Power Back-up > A power back up system for power generation during unforeseen outages
- Intrusion Block with Traffic Filters > Security against hackers
- 128-bit Data Encryption / SSL Certificate > Allow data to flow on a secure path
- Scripting Support > Allow ASP, PHP and .NET Scripting
- High Speed > Multiple T3 Data Connections help to provide the speed required
- Dedicated for Media > Dedicated servers will give the space and bandwidth required for videos and audio
- Database Support > MS SQL, MySQL and MS ACCESS Databases
- SSL is required through the duration of Services; Vendor will pay the cost of the SSL.
- AMD Opteron 6212 (8 x 2, 6 GHz)
- 32 GB DDR3 ECC Ram
- 24/7 Web Resetter
- 100 MBit Uplink
- FTP access to certain folders shall be provided to the Department upon request, so long it doesn't affect overall security of hosting services.

4. **24/7 Technical Support** to help fix glitches, address concerns, troubleshoot errors, assist staff that is trying to work with the CMS, and more. Vendor must offer, true and provable secure 24/7 Live System Support, which means to provide a support staff which literally works around the clock and is ready to attend to the Department's requests.

5. Vendor must provide 24/7 access to an exclusive **online communications panel** which the Department can view and utilize by logging in. The panel shall give the Department all around access to the vendor to request updates and support, as well to other helpful resources such as manuals, and more.

6. The Department will **make system content update requests** for and vendor shall complete most updates within 24 hours. Urgent updates that are tagged with a requested completion time, such as "do before 5 pm today" would be handled by vendor, as well. Vendor shall assign dedicated updates team members to handle and process the Department's update requests. Vendor's updating service would include unlimited content updates to the Department system, including text content, images, formulation of new tabs/pages, cropping

12. Vendor shall conduct scheduled **usability** tests to assure that the system is as usable. Vendor shall maintain the value of the new the Department's system. Vendor shall continue tests through progression so that the Department can rest assured that updating protocols are adhered to keep the system design and usability in good shape.

 13. Besides management of the various roles and privileges, vendor must develop a protocol, set of rules and guidelines to streamline **workflow**, including a system updating system. Workflow models would help streamline and cut any wasted time and money in the process of managing the system. Vendor is responsible for providing an effective and efficient workflow between the Department and Vendor.

 14. Vendor shall manage the **archival and retrieval** of outdated material on the system. This would make it very simple to search and locate any out date materials, as needed.

 15. Vendor must provide qualified **system consultation** through the term of the system management services, which includes advice and recommendations for the betterment of the Department's system and online goals and objectives.

 16. Vendor must provide *four hours* of **training** per 12 month period on any web related topic.

 17. Vendor MUST truly be **accessible 24/7** for any and all updates and support requests. This is a strict requirement.

 18. Vendor must have **Pacific Region-based staff and management** to provide system management services for the Department's new system, at a face-to-face level for meetings and consultation as needed.

 19. Vendor must be prepared to implement any **contingency plans** for the system as needed, during any emergencies and the like.
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7.0 VENDOR REQUIREMENTS

- Must have at least 5 years of professional experience in building such systems for government agencies
 - Must have a credible portfolio
 - Must be able to provide true 24/7 support
 - Must have expertise in building with CAKE PHP
 - Must have development skills using Drupal and must be a Drupal Association member
 - Must know FoxPro transitioning
-