

Request for Proposal (RFP): Enterprise Resource Planning (ERP) Solution for Leech Lake Band of Ojibwe

1. Introduction

1.1 Purpose

The purpose of this RFP is to solicit proposals from qualified vendors for the implementation of an Enterprise Resource Planning (ERP) solution that meets the specific needs of the Leech Lake Band of Ojibwe. This document outlines the background information of the Band, the specific user requirements for the ERP system, and the criteria for vendor selection.

1.2 Background

The Leech Lake Band of Ojibwe is a federally recognized Indian tribe located in north-central Minnesota. The Band operates under a tribal government structure and manages various programs and services for its members, including but not limited to education, healthcare, housing, and economic development initiatives. The need for an integrated ERP system has become critical to streamline operations, improve efficiency, and enhance service delivery to the Band members.

2. User Requirements

2.1 General Requirements

- The ERP system must be scalable, secure, and user-friendly.
- It should provide comprehensive reporting and analytics capabilities.
- The solution must be compatible with existing infrastructure and capable of integrating with other software applications used by the Band.

2.2 Specific User Access Requirements

- **Full Access Users:** The system must support at least 30 users with full access to all system features and modules, including but not limited to financial management, AP, AR, treasury, project management, and reporting.
- **Procurement Users:** A minimum of 10 users should have the capability to create and manage purchase orders. These users will have restricted access, limited to procurement functionalities.
- **Requisitioners/Approvers:** A minimum of 50 users should have the capability to create and/or approve purchase requisitions for goods and services
- **Human Capital Management (HCM):** The ERP must accommodate 15 users with access to Human Capital Management (HCM) functionalities. This includes employee data management, payroll, recruitment, and performance evaluations.

3. Proposal Submission

3.1 Vendor Qualifications

Vendors must provide examples of their experience in implementing ERP solutions for similar organizations, particularly in the public or tribal sector. References and case studies will be considered as part of the evaluation process.

3.2 Proposal Requirements

Proposals should include a detailed description of the proposed solution, implementation plan, training and support services, and a comprehensive pricing structure. Additionally, vendors should address how their solution meets the specific user access requirements outlined in Section 2.2.

3.3 Submission Deadline

All proposals must be submitted by 4:00 PM on Friday, April 12th, 2024, to the following address:

Charity.Veaux@llojibwe.net

and/or

LLBO Accounting
Attn: Charity Veaux
190 Sailstar DR NW
Cass Lake, MN 56633

Late submissions will not be considered.

4. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Specified User Requirements:** How well the proposed solution meets the needs for full access, purchase requisition capabilities, and HCM functionalities as outlined in Section 2.2.
- **Vendor Experience and References:** Demonstrated success in implementing ERP solutions in similar environments, with an emphasis on the public or tribal sector.
- **Implementation Approach and Timeline:** The practicality and clarity of the proposed plan for deploying the ERP system, including expected timeframes and strategies for addressing potential challenges.
- **Total Cost of Ownership:** The comprehensive cost analysis of the ERP system, including upfront, ongoing, and hidden costs.
- **Training and Support Services:** The quality and availability of training and support services for ensuring smooth adoption and ongoing use of the system.
- **Feature Availability:** Evaluation based on the attached list of features desired by the Leech Lake Band of Ojibwe (Appendix A). This includes assessing the ERP system's functionalities, integration capabilities, and performance requirements specific to the Band's operations. Vendors must address each listed feature, indicating if the functionality is currently available, on current roadmap, or not available and not on roadmap.

5. Contact Information

For any inquiries regarding this RFP, please contact:

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