

# **South Puget Intertribal Planning Agency**

## **Request for Proposal**

### **Microsoft SharePoint Development and Implementation**

The South Puget Intertribal Planning Agency (SPIPA) is an intertribal consortium formed and governed by the Confederated Tribes of the Chehalis Reservation, Nisqually Tribe, Shoalwater Bay Tribe, Skokomish Nation, and Squaxin Island Tribe. SPIPA supports each of its member Tribes' vision of success and wellness for their community members.

#### **Request for Proposal:**

SPIPA is soliciting proposals from qualified vendors who have experience with all aspects of Microsoft SharePoint development and implementation. Contractor services are required in the areas of: planning, design, documentation, development, deployment, and training on Microsoft SharePoint as a secure portal for external partners and vendors to access the SPIPA Health and Wellness program documents, forms, and portals.

The SPIPA Health and Wellness program consists of the Native Womens' Wellness Program (NWWP) and the Comprehensive Cancer Control Program (CCCP). The purpose of these programs is to reduce cancer morbidity and mortality within the Consortium Tribes through provision of high-quality cancer screening services and comprehensive cancer prevention strategies.

#### **Required Format for Proposal:**

- A. All bidders shall fully complete and submit the "Proposal Form" provided with this announcement as "Attachment A".
- B. In addition, all bidders shall also submit the following:
  1. A current and valid Tribal or Washington state business license;
  2. A completed W-9;
  3. A cover letter that details any and all relevant experience, education, training, and ability of the bidder to provide the services as set forth in this Request for Proposal;
  4. A detailed project plan which incorporates the "Scope of Work" provided with this announcement as "Attachment B,"; and
  5. Bid amount.

#### **Type of Procurement:**

Short-term personal services contract.

**RFP Schedule:**

December 18, 2024: Request for Proposal issued  
January 17, 2025: Deadline for submission of proposals  
January 20, 2025: Proposal evaluation  
January 24, 2025: Award vendor contract  
February 3, 2025: Contract Work Begins

**Right to Reject:**

SPIPA reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal, and/or award the contract in whole or in part as deemed in the best interest of SPIPA. SPIPA reserves the right to cancel, delay, amend, or reissue this RFP at any time.

**Award of Contract:**

A. Each bidder will be notified by electronic mail regarding whether their proposal has been accepted or rejected. A contract award shall be subject to the following conditions precedent:

1. Receipt of necessary funds from federal and/or state funders;
2. Successful negotiation of a contract between the selected bidder and SPIPA;
3. Continued availability of funding;
4. Bidder’s completion of all necessary pre-contract requirements and submission of required documentation; and
5. Final contract approval by the SPIPA Board of Directors.

B. The award of a contract will be made to the bidder that is best qualified and possesses the relevant experience and ability required to meet the stated deliverables of this RFP.

C. Indian Preference shall be given as follows:

1. Whenever financially and/or programmatically feasible, Native American vendors shall be sought and selected for provision of goods and services; and
2. SPIPA shall select Native American vendors as a preference whenever an Indian vendor(s) meets all requirements and possesses the required qualifications as published.

**Term of Contract:**

The personal services contract shall be short-term and will span up to five months, from January 24, 2025, to June 20, 2025. The contract may conclude earlier based on the contractor's project completion. Any requests for a contract extension shall be based on the contractor’s performance and progress with the project. The contract may not be assigned to another vendor, individual, or subcontractor.

**Equal Opportunity Employer:**

SPIPA is an Equal Opportunity Employer. There shall be no discrimination on the basis of age, disability, sex, race, religion or belief, gender reassignment, marriage/civil

partnership, pregnancy/maternity, or sexual orientation. Minority and women-owned businesses will be afforded a full opportunity to respond to this RFP.

**Proposal Deadline:**

All Proposal Forms must be received by SPIPA no later than:

Date: January 17, 2025

Time: 4:00 p.m. PST

Mail to: Jamie Nikander, SPIPA Health and Wellness Programs Manager  
3104 SE Old Olympic Hwy, Shelton, WA 98584, or

Email to: [jnikander@spipa.org](mailto:jnikander@spipa.org) (Include "Mural Proposal Form" in subject line)

***Absolutely no proposals will be accepted after the deadline set forth above. Proposals received after this deadline shall not be considered for evaluation or award.***

**Questions**

Any questions regarding this RFP shall be submitted in writing via e-mail to [jnikander@spipa.org](mailto:jnikander@spipa.org) (include "Sharepoint RFQ" in the subject line).

# Attachment A

## PROPOSAL FORM

- Name of Bidder/Company Name: \_\_\_\_\_
- Business Address: \_\_\_\_\_
- Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_
- E-mail Address: \_\_\_\_\_
- Name of Contact Person: \_\_\_\_\_
- Telephone No. of Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_
- Tribal/State Business License Number: \_\_\_\_\_
- Federal Tax ID Number: \_\_\_\_\_
- Number of Years in Business: \_\_\_\_\_
- Total bid amount: \$\_\_\_\_\_.

### ***Submitted by Bidder or Authorized Representative:***

---

**Print name**

**Signature**

### **Affirmation and Acknowledgement**

I affirm and acknowledge that all the information provided in this proposal is true and accurate to the best of my knowledge. Further, I am duly authorized to submit this proposal on behalf of this business. I also understand that my business will be responsible for meeting all service deliverables as set forth in this RFP. I fully affirm and acknowledge that failure to meet such deliverables may result in my proposal being rejected.

Name (print) \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Bidder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Attachment B**

### **SCOPE OF WORK**

The following is a description of Microsoft SharePoint planning, development, and implementation services to be provided by the contractor.

#### **Responsibilities:**

##### **Collaboration:**

Work with SPIPA IT or an internal planning committee consisting of program and IT staff. Meet with IT or committee at least bi-monthly.

Collaborate with IT or the planning committee and Tribal partners to:

- Understand the needs of Individualized Tribal Programs (ITPs).
- Translate those needs into technical requirements utilizing the most effective and efficient processes and solutions.

##### **Technology Research:**

Research and evaluate new technologies to improve the overall effectiveness and efficiency of Microsoft SharePoint technology.

##### **Information Architecture:**

Deliver a comprehensive information architecture that includes:

- Site folder structure.
- User and group access, roles, and permissions.
- Metadata and data structure.
- Search capabilities and web services.
- Role-based security.
- Application integration.

##### **Training and Support:**

Provide training to external community partners at the launch of the Microsoft SharePoint site.

Offer training and ongoing technical assistance to SPIPA staff for:

- Implementation of the SharePoint platform.
- Management and maintenance of the site.
- Adapting to changes and updates.

##### **Site Design:**

Design team templates that meet the tribal partner and departmental needs.

## **PROJECT OBJECTIVES**

### **Increase Adoption and Utilization**

Ensure seamless adoption and consistent use of the SharePoint platform among SPIPA staff and program partners.

### **Event Planning and Submission Tools**

Provide an intuitive tool for submitting event planning requests and associated materials.

### **Data Visualization**

Integrate interactive and user-friendly data visualization tools to enhance reporting and decision-making.

### **Centralized Document Hub**

Establish a repository for critical documents, including:

- Manuals
- Forms
- Fee schedules
- Billing packets

### **Embedded Training and Informational Videos**

Enable video embedding for:

- Instructions on completing forms with an audit tool
- Clinic data descriptions or other relevant content

### **Resource Links**

Create direct links to essential resources, including:

- SPIPA website
- Surveys (i.e., monthly outreach, travel assistance)
- CDC website
- Smartsheet (i.e., purchase requests)
- Verifyle (without embedded HIPAA-compliant forms submission)
- Contact directory for all program staff, with options to request meetings or schedule directly via Outlook

### **Information and Collaboration Sections**

Develop sections to address key operational needs, including:

- Events calendar linked to Outlook for group invites
- Success stories, announcements, or blog-style updates
- Social media toolkits
- Vendor-specific information, including billing workflows

### **Staff Support and Communication Tools**

Provide tools for program staff to submit requests or feedback via chat or forms.