

HOUSING AUTHORITY OF THE CHEROKEE NATION

Printing Solution

Request for Proposal

Compiled by Zak Farris
Zak.farris@hacn.org
October 2013

**ALL PROPOSALS MUST BE RECEIVED BY EMAIL (zak.farris@hacn.org)
NO LATER THAN MIDNIGHT SUNDAY, October 27th, 2013.**

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Overview

Section 1. Summary

The Housing Authority of the Cherokee Nation (HACN) was established in 1966, unified with Cherokee Nation in 2007, and is now splitting back off from the Cherokee Nation tribal Government (2012) and forming its own separate entity once again.

During this time of unification of HACN with Cherokee Nation, business infrastructure as well as technological infrastructure was also merged into Cherokee Nation. As time and advancement occurred within Cherokee Nation, HACN's organizational infrastructure was completely assumed by Cherokee Nation. With the separation from Cherokee Nation, HACN now has to build its own organization from the ground up. This includes building the administrative & human resources, accounting & financials, as well as communication & technological infrastructures.

HACN employs approximately 160 employees and has 8 (MPLS) offices that also serve wireless bridges to 2 neighboring offices, and 11 (DSL) sub-offices located within 14 counties of Northeast Oklahoma, the main headquarters residing in Tahlequah, OK. The IT department currently consists of 7 staff with various responsibilities and levels of technical experience.

This document is focused on the print solution required to support the functions and services of the Housing Authority of the Cherokee Nation, separate from Cherokee Nation. The intention of this document is to provide the general-level overview of the Information Technology Network Infrastructure for the Housing Authority of the Cherokee Nation.

Infrastructure

Section 2. Goals

The overall goals for the chosen solution will be to decrease current printing costs, ease [solution] management & overhead, while providing adequate print/scan/copy functionality not only between staff but also to our customers across multiple counties and area offices. It is understood that bandwidth speed at any location is a determining factor for Internet and network connectivity.

Base

Current System - HACN is currently using several different vendors to provide adequate print/scan/copy needs. There are limited plans to continue usage of this system in small way, we must continue using this system, while migrating to a new solution.

Existing Printers – HACN currently has over 165 desktop printers spread over 50 models. In addition to this, HACN also has 23 multi-function printers leased from 4 different companies. Average yearly print expenditures for leased printers are 50k per year. Expenditures for desktop printer toner and paper are currently unknown.

Clients – As mentioned, HACN has approximately 160 employees. Approximately 21 multifunction printers of various ability will be initially needed.

Client Systems – HACN client computer infrastructure consists of approximately 200 PC and Laptops running various versions of Windows OS.

Area office review – The following is a breakdown of the various offices and sub offices that will also need to be a part of the overall solution.

Location	Address	Users
Jay HACN	109 13 th Street	22
Hulbert HACN	900 Bassham Dr	1
Stillwell HACN	160 Alyene Dr	6
Claremore HACN	23205 S HWY 66	12
Sallisaw HACN	2260 W Cherokee	10
Pryor HACN	100 Cherokee Heights	2
Locust Grove HACN	322 Willard Stone Circle	5
Nowata HACN	115A Wauhillau CT	2
Bartlesville HACN	1003 S Virginia	3
Claremore Elder Care	202 Stuart Roosa	1
Westville HACN	150 Goingsnake	1
Vinita HACN Main	900 McNellis #31B	2
Vinita HACN Shop	900 McNellis	1
Catoosa HACN	310 Chief Stand Watie	2
Grove HACN	434 Chopper CT	2
Warner HACN	North 6 th Ave	1
Porum HACN	Quapaw Dr	1
Tahlequah Administration	1500 Hensley	33
Tahlequah Mod Building	1300 Nola	15
Tahlequah Management	1500 Hensley	17
Tahlequah Model Homes	5000 S. Muskogee Ave	10

EqualLogic SAN – HACN utilizes a SAN environment to host Virtual Machine solution for our various server needs.

Microsoft Office 365 – HACN staff connects to Office 365 (E3 level) cloud services to utilize Email, SharePoint, Lync, and office product collaboration.

Requirements

Section 3. Generalized basic needs

The following are some basic needs as well as optional requests but is not all inclusive of any specific full solution. Also terminology may not be exact to any specific solution.

Basic Needs for all Printers

Network Connectivity – Printers should have network capability (scan to email, scan to network folder) as well as AD or LDAP integration for addresses and security.

Duplexing – Ability to print/scan/copy both sides of a page.

ADF – Automatic document feeder able to handle at least 50 sheets.

Scanning – Scan to jpeg, PDF, multipage PDF as well as network mentioned above.

Ease of maintenance – HACN IT staff is a small group with little time to devote to constant maintenance. Supply level tracking, meter reads and supply reordering should be automatic.

Real Time Status Reporting – Ability to centrally monitor the status of all printers and receive alerts when errors occur.

Security – Ability to limit print jobs sent to any printer to a certain amount of pages.

Solution Scale

The following are size recommendations for sites based on print volume.

Heavy Duty – 1 Large printer located in HACN admin building, capable of high volumes/high print speeds (70 ppm), color printing, insert different colored paper into job, finishing, collation, booklet creation, hole punch, stapler, paper folder and stacker.

Medium Duty – 5-9 Medium duty multifunction printers dispersed throughout HACN's main offices and sub-offices. Capable of medium volume/medium speed (35-40ppm), black and white printing only, ID Card Copy and collation with optional stapler

Light Duty – 5-10 Light duty multifunction printers dispersed throughout HACN's main offices and sub-offices. Capable of light volume/lower speed (18-24ppm), black and white printing only, ID Card Copy

Request for Proposals

Section 4. General Information/Requirements

The Housing Authority of the Cherokee Nation (HACN) will be accepting proposals for a **Printing Solution**. Implementation of the chosen solution will begin within 30 days of selection. It is the responsibility of the vendor to ensure and verify the proposal has been received.

Questions must be submitted by e-mail to zak.farris@hacn.org. Questions must be submitted no later than Midnight on Monday, October 21st, 2013. Responses to questions will be returned to interested parties no later than noon on Thursday, October 24th, 2013. **ALL PROPOSALS MUST BE RECEIVED BY EMAIL (zak.farris@hacn.org) NO LATER THAN MIDNIGHT SUNDAY, October 27th, 2013.** Late proposals or incomplete proposals will NOT BE ACCEPTED or considered.

The Housing Authority of the Cherokee Nation reserves the right to accept or reject any and all proposals received and to negotiate with bidders regarding the terms of their proposals or parts thereof. The Housing Authority of the Cherokee Nation reserves the right to award a contract in the best interests of the Housing Authority. Indian Preference will be given to Contractors certified as an Indian-Owned firm by the Cherokee Nation Tribal Employment Rights Office (T.E.R.O.). Proof of certification must accompany all proposals.

TERO Certification

Proposals will be accepted from Cherokee, Indian and Non-Indian Offerors / contractors. Tribal and Indian preference will be given ONLY to Offerors / contractors who provide current certification from the Cherokee Nation Tribal Employment Rights Office (TERO) located in Tahlequah, Oklahoma, PO Box 948, 74465 (918) 453-5000. Failure to submit the TERO certification with the proposal, or within three (3) days of deadline may result in denial of Indian Preference. **Proof of TERO certification must accompany and be included in submittal.** The HACN has determined this contract is subject to Section 7 (b) of the Indian Self-Determination and Education Assistance Act, which require in part that to the greatest extent feasible; preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian Owned Economic Enterprises. The TERO fee of ½ of 1% of contract award will be paid by the HACN. However, successful contractor must complete TERO Labor Agreement and pay all applicable fees, including \$25 per day for each non-Indian employee working on this project in accordance with Legislative Act 30-12. Please contact TERO at 918-453-5000 with any questions.

Responsibility Matters

Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters - The bidder certifies to the best of its knowledge and belief that the bidder, the firm, or any of its principals are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency or Indian tribe. The bidder will also certify they have not, within a three-year period preceding this Request for Proposal, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, Local or Tribal) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commissions of embezzlement, theft, forgery, bribery, falsifications or destruction of records, making false statements, and are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in this provision. The bidder certifies they have not, within a three-year period preceding this Request for Proposal, had one or more contracts terminated for default by a Federal, State, Local or Tribal agency.

The bidder shall provide immediate written notice to the Housing Authority of the Cherokee Nation if, at any time prior to contract award, the bidder learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

This certification is a material representation of fact upon which reliance was placed when making award. If it is later determined the bidder knowingly rendered an erroneous certification, in additional

to other remedies available to the housing Authority of the Cherokee Nation; the Housing Authority of the Cherokee Nation may terminate the contract resulting from this Request for Proposal for default.

Confidentiality

It is understood any information submitted to the bidder by the Housing Authority of the Cherokee Nation in respect to this Request for Proposal embodies certain proprietary information and is loaned to the bidder on a confidential basis. Any information acquired at the Housing Authority of the Cherokee Nation or otherwise relating to processes belonging to the Housing Authority of the Cherokee Nation incorporated into this project shall be kept confidential. The bidder agrees not to use in any unauthorized manner or communicate to others any such confidential items without the prior written consent of the Housing Authority of the Cherokee Nation and will undertake such measures as are necessary to require its employees and all approved subcontractors to maintain complete confidentiality.

Conditions of Work

Each bidder must inform themselves fully of the scope of work of this Request for Proposal. Failure to do so will not relieve a successful bidder of his obligation to carry out the provisions of a contract resulting from this proposal. Insofar as possible, the bidder, in performing work under this contract, will employ such methods or means as will not cause any interruption of or interference with the work of the Cherokee Nation.