

REQUEST FOR BIDS

Dell Desktops and Laptops



Due Date: NOVEMBER 15, 2024 AT 5:00 PM

Housing Authority of the Cherokee Nation

Department: Information Technology Department

Mailing Address: PO BOX 1007 • Tahlequah OK 74464-1007

Contact: 918-456-5482 | Hannah Foreman

Contact Email: hannah.foreman@hacn.org

REQUEST FOR BIDS

Introduction:

The Housing Authority of the Cherokee Nation (HACN) was created in 1966 to provide decent, safe, and sanitary housing within the Cherokee Nation. Today, HACN continues that original mission of providing housing assistance through several diverse programs (www.hacn.org).

HACN is an entity of the Cherokee Nation and functions independently from the Cherokee Nation federal government. HACN operates on a separate infrastructure in all aspects. HACN has approximately 250 staff and covers the same 14-county reservation area of the Cherokee Nation in Northeastern Oklahoma.

General Provisions

Purpose of the REQUEST FOR BIDS: HACN is soliciting detailed proposals from interested parties with qualifications, credentials, and previous experience providing services for organizations similar in size and scope. The complete scope of work and specifications are included in this REQUEST FOR BIDS.

Other Licenses and Registrations Requirement: All consultants are required to hold any and all necessary applicable professional licenses and registrations required by law. Proof of professional licenses are required with the proposal. Obtaining and ensuring compliance with all licensing and registering requirements is the complete responsibility of the contractor.

Cherokee and Indian Preference: HACN will be accepting proposals from Indian and Non-Indian parties. Indian preference will be given only to Vendors who provide proof of current certification from the Cherokee Nation Tribal Employment Rights Office (TERO) located in Tahlequah, OK. Proof of TERO certification must be included with the submission. The awarded contract is subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act, which requires 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.

Conflict of Interest and Restrictions: If any contractor, contractor's employee, subcontractor, or any individual working on the proposed contract may have a possible conflict of interest that may affect the objectivity, analysis, and/or performance of the contract, it shall be declared in writing upon discovery, via contact information posted in this REQUEST FOR BIDS. HACN will determine in writing if the conflict is significant and material and if so, may eliminate the contractor from submitting a proposal.

Verbal Instructions: Interested parties shall not initiate or execute any negotiation, decision, or action arising from any verbal discussion with any HACN employee. Only written communications from the designated Contact Person at HACN may be considered a duly authorized expression on behalf of HACN regarding this REQUEST FOR BIDS. Additionally, only written communications from interested parties are recognized as duly authorized expressions on behalf of the vendor. The same instructions shall apply to any subsequent award and agreement communications.

Binding Contract: This REQUEST FOR BIDS does not obligate HACN or the selected contractor until a contract is signed and approved by both parties. If approved, it is effective from the date of final approval. HACN shall not be responsible for work done, even in good faith, prior to final approval of the proposed contract. Any and all costs incurred by contractor's preparing and submitting a proposal are the contractor's responsibility and shall not be charged to the HACN or reflected as an expense of a resulting contract.

Cancellation of the REQUEST FOR BIDS: HACN retains the right to cancel, modify, amend, or withdraw, the REQUEST FOR BIDS process at any time, at HACN's sole discretion. HACN shall not be responsible for costs incurred by contractors for proposal preparation.

Disclosure of Proposal Contents: HACN will not disclose the list of vendors that have responded to the posted REQUEST FOR BIDS, or any content from a submission, throughout the review process. Once a contract has been awarded, the winning vendor will be listed with the original post online (cherokeebids.org).

Acceptance

Submissions will be accepted from Indian and Non-Indian Vendors. HACN reserves the right to determine if the submission meets stated requirements, in the best interest of the HACN, to further the discussion with scheduled demonstrations and interviews. To be considered, submissions must be received by the specified date and time. HACN reserves the right to reject any and all submissions.

Method of Award: After reviewing all submissions received and HACN has determined the ability to move forward, a purchase order will be awarded to the responsible Vendor whose submission is determined to be the lowest, in the best interest, and most responsive in accordance with the HACN Procurement Policy.

Non-Appropriation Termination Clause: Must be agreed to with multi-year contracts. The HACN's obligation for payment under any contract/agreement is contingent upon the availability of appropriated funds from which payment for services can be made. Funds are available for the Fiscal year budget only when appropriated or authorized by the Tribal Council of the Cherokee Nation and/or the Board of Commissioners of the Housing Authority of the Cherokee Nation. The HACN's designated officer shall use their best efforts to obtain the annual appropriations of the Base Payments throughout the Lease/Contract Term.

No legal liability on the part of the HACN for any payment may arise until funds are made available by the designated officer of the HACN for performance and until the CONTRACTOR/VENDOR receives notice of availability from the HACN's designated officer through issuance of a purchase order (PO).

Communication

Contact for this REQUEST FOR BIDS: All communication regarding this REQUEST FOR BIDS, including questions, additional information, notifications, document attachments, etc., must be submitted, by specified deadlines outlined below:

- **Email:** hannah.foreman@hacn.org With email subject line including the “2025-001-014” & **Subject Matter**. Replies to email may come from project individuals with @hacn.org domain. ALWAYS include this email contact with ALL communications regarding this RFP to be considered as a valid RFP communication.
- **Phone:** Contact Phone **918-456-5482**, Ask for “**Hannah Foreman**” from the attendant or operator.
- **Fax:** [Company Fax]
- **Physical:** Mailing Address:

Housing Authority of the Cherokee Nation
Information Technology Department
PO BOX 1007 • Tahlequah OK 74464-1007

Deadline for Receipt of Proposals & Submission Details: Responses must be submitted to the contact listed. It is the Vendor’s responsibility to ensure delivery of responses by the due date listed. Responses received after the deadline will not be considered.

- ✓ **Email method only** for submissions and communications (hannah.foreman@hacn.org)
- ✓ Questions (Project specific or Provisions listed within) must be submitted no later than end of day **11/12/2024**.
 - HACN will list all questions and answers and Blind Carbon Copy (BCC) all initial inquiries, within 3 business days.
- ✓ Response Submission Deadline no later than **Due Date: NOVEMBER 15, 2024 AT 5:00 PM**

REQUEST FOR BIDS

Dell Desktops and Laptops

The Information Technology Department of the Housing Authority of the Cherokee Nation is seeking a REQUEST FOR BIDS from interested parties for **Dell Desktops and Laptops** as specified below. To be considered a responsive submission, the mandatory response sheet must be fully completed and submitted no later **NOVEMBER 15, 2024 AT 5:00 PM** to hannah.foreman@hacn.org.

Requesting Bids for:

HACN is seeking qualified bids for **Dell Desktops and Laptops** . 25 OptiPlex 7020 SFF desktops and 10 Latitude 5550 laptops. See the attached spec sheets regarding desktop and laptop specifications.

Review of Submissions

Acceptance of Conditions Governing the Procurement: Vendors must indicate their acceptance of conditions governing this procurement in their cover letter.

HACN is Tax exempt. Please include acknowledgement of Tax exemption status.

Non-Appropriation Termination Clause: Vendors must indicate their acceptance of the non-appropriations clause with multi-year contracts.

Incurring Cost: Any costs incurred by the vendor in preparation, transmittal, or presentation of any proposal, or material submitted in response to this REQUEST FOR BIDS shall be the responsibility of the vendor. The vendor is responsible for all costs associated with travel for on-site demonstrations upon the request of HACN.

Responsiveness: Prior to evaluation, each submission shall be reviewed to determine whether it is responsive. Nonresponsive submissions shall be eliminated and will not be evaluated. Factors that may result in a submission being declared nonresponsive are:

- 1) Not providing evidence of meeting the Minimum Requirements.
- 2) When applicable, Not attending mandatory meetings or site visit.
- 3) Substantive and material conflicts of interest which were not declared and/or were declared and determined to be significant enough that the HACN requested the potential contractor not submit a REQUEST FOR BIDS.
- 4) Substantive and material noncompliance to requirements listed or adherence to submission guideline.
- 5) Not providing a price or timeline, if applicable.
- 6) Not meeting established deadlines

Evaluation Process: An evaluation committee consisting of HACN employees shall evaluate responsive submissions. Each member of the evaluation committee shall independently evaluate each submission. The evaluation will be based on the evaluation factors and values stated in this REQUEST FOR BIDS. Discussions, presentations, and/or site visits, if held, may result in individual evaluation committee members changing their scores.

Review Cycle [Remove or edit as needed]: HACN is aware that a final proposal may require product demonstrations, detail interviews, and further discovery meetings. Here is what to expect during the review process following the submission due date **NOVEMBER 15, 2024 AT 5:00 PM**. HACN reserves the right to extend or alter timelines if deemed necessary or beneficial to the HACN project:

The week following the submission deadline, the review committee will review all proposals and vendor selection to be completed on the following week. Notifications will be sent to all contacts at conclusion.

Evaluation Factors: The evaluation factors listed below and must be clearly stated and addressed and stated in the submission. The Evaluation Factors and the value of each are:

EVALUATION FACTORS	Points
TERO Certification (certificate must be included)	10
Experience; Qualifications; Accreditations; Company history	10
Required and Minimum Solutions Requirements	10
Additional considerations	10
Costs	10
TOTAL	50

MANDATORY RESPONSE SHEET

BASE REQUEST FOR BIDS *Includes:* (Check List)

- _____ Proposed Solution(s)
- _____ Company & Project Team Information (Experience & Qualifications)
- _____ Pre-Interview Estimated Costs
- _____ Contracts/Agreements/Support Assurances
- _____ References (with valid email/phone contacts)
- _____ Acceptance of Conditions Governing the Procurement
- _____ Acceptance of HACN is Tax exemption status
- _____ Acceptance of Non-Appropriation Termination Clause (applicable for multi-year contracts)

INDIAN PREFERENCE

TERO Certified Vendor: _____ Yes _____ No
 (Proof of certification **must** be included) Front & Back

SUBMITTED:

Supplier Name & Phone Number

Supplier Address

Authorized Signature

20 Desktops with the following specifications

Components

OptiPlex Small Form Factor (7020)	OptiPlex Small Form Factor 7020	G4EJZGN	210-BKWK	1
Processor	Intel® Core™ i5 14600 vPro® (24MB cache, 14 cores, 20 threads, up to 5.2 GHz Turbo)	GJIPHU0	338-CNCJ	1
Operating System	Windows 11 Pro, English, Brazilian Portuguese, French, Spanish	G01OVWE	619-ARSB	1
Microsoft Office	Activate Your Microsoft 365 For A 30 Day Trial	GC7OFJV	658-BCSB	1
Memory	16 GB: 2 x 8 GB, DDR5	G5U7WYB	370-BBPQ	1
Storage	256GB M.2 PCIe NVMe Class 35 Solid State Drive	G94F1IX	400-BQSD,412-AAQT,773-BBBC	1
Additional Storage	No Additional Hard Drive	G780XKR	401-AANH	1
3rd Storage	No Additional Hard Drive	G780XKR	401-AANH	1
Graphics	Intel® Graphics	GZQDA24	490-BBFG	1
Chassis Options	OptiPlex SFF with 180W Bronze Power Supply	GX9T28L	329-BJWG	1
Power Cord	System Power Cord (US)	GA5894N	450-AAOJ	1
Optical Drive	No Optical Drive	G69A5CJ	429-ABKF	1
Optical Software	No CyberLink Media Suite Essentials	GMJ62GP	632-BBBJ	1
Wireless	Intel® Wi-Fi 6E AX210, 2x2, 802.11ax, Bluetooth® wireless card, external antenna	GXVAYC8	555-BHDW,555-BHGJ	1
Wireless Driver	Wireless Driver, Intel® Wi-Fi 6E AX210 2x2 and Bluetooth® wireless card	G520ESY	555-BKJG	1
Serial Port Adapter	No PCIe add-in-card	GVEYOQ7	492-BBFF	1
Additional Video Ports	Optional DisplayPort	GFE9LI7	382-BBKE	1

Keyboard	No Keyboard Selected	GAX9P57	580-AABG	1
Mouse	No Mouse Selected	GKJD14Q	570-AAAF	1
Cable Cover	No Cable Cover	GDT2C7Z	325-BCZQ	1
External Speakers	No External Speaker	GTNM7E2	817-BBBC	1
Software Stack	Dell Additional Software	G71R0QM	634-CHFP	1
Operating System Recovery Options	OS-Windows Media Not Included	GLA9OQ1	620-AALW	1
ENERGY STAR	ENERGY STAR Qualified	G6J34SM	387-BBLW	1
Documentation	Safety/Environment and Regulatory Guide (English/French Multi-language)	G7RB0GY	340-AGIK	1
System Monitoring Options	System Monitoring not selected in this configuration	GITYA2H	817-BBSI	1
Placemat	Quick Start Guide, OptiPlex SFF	G9OQBJD	340-DMJB	1
EAN/UPC Labels	No UPC/EAN Label	G8WGTYN	389-BCGW	1
TPM Security	Trusted Platform Module (Discrete TPM Enabled)	GJMDKT6	329-BBJL	1
Shipping Material	Shipping Material	GDKRO4V	340-CQYR,389-BBUU	1
Label	Regulatory Label for OptiPlex SFF 180W PSU DAO	GJ4W50D	389-FFZH	1
Hard Drive Cables and M.2 Caddy Brackets		GGPQ1ML	575-BBKX	1
Intel Responsiveness Technologies	Intel® Rapid Storage Technology Driver	GAC78TL	658-BFSK	1
Processor Label	Intel Core i5 vPro Enterprise Processor Label	GYMP5L4	389-EDDQ	1
Transportation from ODM to region	Standard shipment	GQT8IGC	800-BBIO	1
Security Software and PC Protection	No anti-virus software	GD4K19S	650-AAAM	1
Chassis Intrusion Switch	Chassis Intrusion Switch	GWR6EM9461-AAJL		1

Add-in Cards	No Additional Add In Cards	GNV4J7Q	382-BBHX	1
Adapter	No Additional Cable	GIX0L8M	379-BBCY	1
Stands and Mounts	No Stand or Mount	GJO5ZSE	575-BBBI	1
Speakers	Internal Speaker	GR068XC	520-AARD	1
Systems Management	Intel vPro® Enterprise	GWDVNA6631	BBQN	1
Windows AutoPilot	No AutoPilot	GYEO2AP	340-CKSZ	1
FGA Module	No FGA	NOFGA	817-BBBB	1
EPEAT 2018	EPEAT 2018 Registered (Silver)	GTZOE2H	379-BDTO	1
ICPS	Intel® Connectivity Performance Suite	G671LVC	640-BBSX	1
Standard Hardware Support Service	4Y ProSupport Plus with ProSupport and AD and KYHD and Service Account Mgr	PPN4	803-8583,803-8775,803-8803,803-8831,803-8887,997-8367	1

10 laptops with the following specifications

Dell Latitude 5550	GEP3BZD	210-BLWL,	1	379-BBBW
Processor	Intel® Core™ Ultra 5 135U vPro® (12 MB cache, 12 cores, 14 threads, up to 4.4 GHz Turbo)	GUK6IZY	379-BFPC	1
Operating System	Windows 11 Pro, English, Brazilian Portuguese, French, Spanish	G01OVWE	619-ARSB	1
Microsoft Office	Activate Your Microsoft 365 For A 30 Day Trial	GC7OFJV	658-BCSB	1
Base Options	Integrated Intel® graphics for Intel® Core™ Ultra 5 135U vPro® processor	GW0N3YB	338-CPHJ	1
Chassis Options	Latitude 5550 Bottom Door Included	GLTFWH3	321-BLBY	1
Intel Responsiveness Technologies	Intel® Rapid Storage Technology Driver	G7P3MRH	409-BCXY	1
Systems Management	Intel® vPro® Enterprise Technology Enabled	GG2IF7U	631-BBSS	1

Memory	16 GB: 2 x 8 GB, DDR5, 5600 MT/s (5200 MT/s with 13th Gen Intel® Core™ processors)	GDT5YH9	370-BBTL	1
Storage	256 GB, M.2 2230, TLC, Gen 4 PCIe NVMe, SSD	GFMC4E	400-BRFT	1
Additional Storage	No Additional Hard Drive	GNTOSJ7	401-AADF	1
Displays	15.6", FHD 1920x1080, 60Hz, IPS, Non- Touch, AG, 250 nit, 45% NTSC, FHD+IR Cam	G2JFSW3	391-BJLZ	1
Keyboard	English US backlit Copilot key keyboard	G8SUQ0I	583-BMLJ	1
Mouse	No Mouse	G8043UZ	570-AADK	1
Wireless Driver	Intel AX211 WLAN Driver	GMPNA8K	555-BKQC	1
Wireless	Intel® Wi-Fi 6E (6 where 6E unavailable) AX211, 2x2, 802.11ax, Bluetooth® 5.3 wireless card	GA8TF6I	555-BKLQ	1
Mobile Broadband	No Mobile Broadband Card	GR957IY	556-BBCD	1
Primary Battery	3-cell, 54 Wh, ExpressCharge™ Capable, Long Life Cycle, 3-year limited hardware warranty	GJX2US1	451-BDHB	1
AC Adapter	65W AC adapter, USB Type-C, EcoDesign	GHBR6U3	492-BDMN	1
PalmRest	(MTL) Smart Card Reader, Control Vault 3+, US English backlit keyboard	GDM1PL7	346-BKLL	1
Protect your new PC	No anti-virus software	GD4K19S	650-AAAM	1
Operating System Recovery Options	OS-Windows Media Not Included	GLA9OQ1	620-AALW	1
Power Cord	E4 Power Cord 1M for US	GC90V4B	537-BBDO	1
Setup and Features Guides	Latitude 5550 Quick Start Guide	GOWPY9Z	340-DMNY	1
Resource Media	No Resource USB Media	G5KFAU6	430-XXYG	1
Documentation	Safety/Environment and Regulatory Guide (English/French Multi-language)	G7RBOGY	340-AGIK	1

ENERGY STAR	ENERGY STAR Qualified	GFSJ2Q8	387-BBPC	1
FGA Module	No FGA	NOFGA	817-BBBB	1
Non-Microsoft Application Software	Dell Additional Software	GX3QS7G	658-BFQB	1
Packaging	MTL TAA	GQTFDA3	340-DMMQ	1
Processor Label	Intel® Core™ Ultra vPro Enterprise Label	G1CHF32	389-FGSQ	1
Transportation from ODM to region	Standard Shipment (S)	G7DC6AK	800-BBQN	1
EAN POD Label	No UPC/EAN Label	G8WGTYN	389-BCGW	1
Camera	FHD HDR IR Camera, ExpressSign-In, No Intelligent Privacy, TNR, Camera Shutter, Microphone	NOGVATBU9	319-BBKH	1
Windows AutoPilot	No AutoPilot	GYEO2AP	340-CKSZ	1
ICPS	Intel® Connectivity Performance Suite for Evo/vPro	GPTF6I1	640-BBTB	1
EPEAT 2018	EPEAT 2018 Registered (Gold)	GBU8CHM	379-BDZB	1
Standard Hardware Support Service	4Y ProSupport Plus with ProSupport and AD and KYHD and Service Account Mgr	PPN4	975-3461,997-8317,997-8366,997-8367,997-8388,997-8389,997-8390,997-8391	1