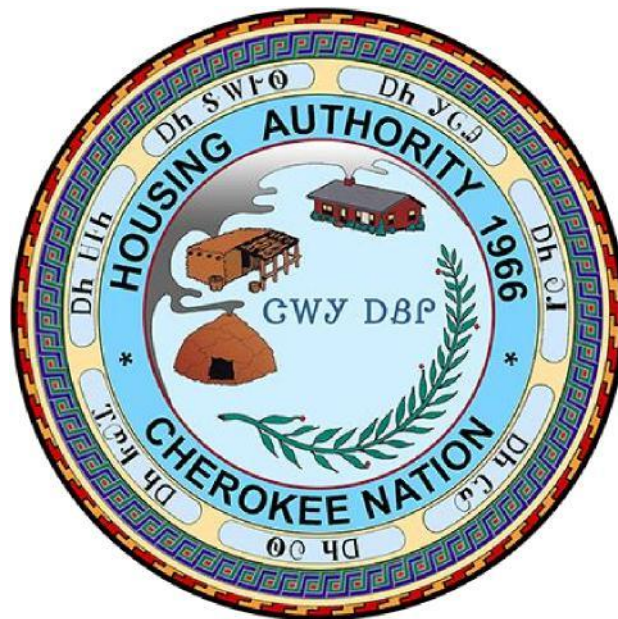


REQUEST FOR BIDS

Dell Desktops and Laptops



Due Date: OCTOBER 20, 2025 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

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 bids 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 bids 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 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 Bid 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 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 RFB to be considered as a valid RFB communication.
- **Phone:** Contact Phone **918-456-5482**, Ask for “**Hannah Foreman**” from the attendant or operator.
- **Physical:** Mailing Address:

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

Deadline for Receipt of Bids & 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 **10/10/2025**.
 - 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: OCTOBER 20, 2025 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 **OCTOBER 20, 2025 AT 5:00 PM** to hannah.foreman@hacn.org.

Requesting Bids for:

HACN is seeking qualified bids for **Dell Desktops and Laptops** . 30 Dell desktops and 20 Dell 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]: 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

30 Desktops with the following specifications :

Dell Pro Micro Plus Desktop (210-BPQF)

Processor	Intel® Core™ Ultra 5 235 (13 TOPS NPU, 14 cores, up to 5.0GHz)	GW7LI98	338-CRZK	1
Operating System	Windows 11 Pro	G0VA5W2	619-BBQD	1
Memory	16 GB: 1 x 16 GB, DDR5, up to 5600 MT/s, non-ECC	G42TG9V	370-BCWF	1
Storage	256 GB SSD, TLC	G0K346Q	400-BSWT	1
Additional Storage	No Additional Hard Drive	G780XKR	401-AANH	1
Wireless	Intel® Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth® wireless card, internal antenna	GDZFP5E	555-BLWT, 555-BLWW	1

Wireless Driver	Wireless Driver, Intel® Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth® wireless card	GJ71O4S	555-BLZP	1
Chassis Options	Dell Pro Micro Plus with 65W Processor	GU41X7E	329-BLFH	1
Keyboard	Dell Pro Keyboard and Mouse - KM5221W - US English - Black	G4KLMAZ	580-BCCH	1
Mouse	Mouse included with Keyboard	GU54MYP	570-AADI	1
Cables and Dongles	No Additional Cable	GIX0L8M	379-BBCY	1
Stands and Mounts	OptiPlex Micro and Thin Client Vertical Stand	GWZ983N	452-BDTW	1
ENERGY STAR	ENERGY STAR Qualified	G6J34SM	387-BBLW	1
Power Cord	Power Cord (US) for 180W Adapter	G1S6LHJ	450-AAZN	1
Documentation	Documentation	GUX97AW	340-DNBV	1

System Monitoring Options	Watch Dog SRV	G5UVY8E	379-BFYR	1
Placemat	Quick Start Guide	GYLK0JU	340-DTSX,389-FKHG	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, MPP Cushion	G6AS8OF	340-DTXM,389-BBUU	1
Label	Regulatory Label for 180W Adapter	G00ITJD	389-FKNY	1
Intel Responsiveness Technologies	Driver/APP for IRST	G915M7G	658-BFTS	1

Processor Label	Intel® Core™ Ultra 5 vPro Processor Label	G1NJUCD	389-FJVY	1
Transportation from ODM to region	Desktop Standard shipment	G12DH3B	800-BBIO	1
Dell Pro Micro Plus QBM1250	Dell Pro Micro Plus QBM1250	G56UVYD	210-BPQF	1
Systems Management	Intel vPro® Enterprise	GUS97FV	631-BCCP	1
EPEAT 2018	EPEAT 2018 Registered (Gold)	GBU8CHM	379-BDZB	1
FGA Module	No FGA	NOFGA	817-BBBB	1
Hard Drive Cables and Brackets	1st M.2 2230 SSD Extend Bracket & Screw	GABNY7H	575-BCRQ	1
Speakers	Internal Speaker	GY5CFD6	520-BBGY	1
Serial Port Adapter	No PCIe add-in-card	GVEYOQ7	492-BBFF	1

Optional Port Modules	No Additional Port	GWFXAL0	492-BCKH	1
Power Supply	180 Watt A/C Adapter, TCO Compliant	G4PSKQH	450-BDXJ	1
Raid Connectivity	NO RAID	GX5Q06T	817-BBBN	1
Micro Mounting Option	No Stand or Mount	GJO5ZSE	575-BBBI	1
TAA	Information	G1Z64V9	379-BBBW	1
Operating System Language Pack	English, French, Spanish, Brazilian Portuguese	GALH68M	619-BBPD	1
Standard Hardware Support Service	4Y ProSupportFlex with Next Business Day Onsite with Technical Customer Success Mgr& KYHD Service	GBL6X1A	717-0472,717-0473,717-0497,717-0737,989-	1

			3449,999-4121	
Windows AutoPilot	No AutoPilot	GYEO2AP	340-CKSZ	1
Microsoft Office	No Microsoft Office License included (Fed and Premier, Exception Only)	GDFAG1O	630-AAXE	1
Non-Microsoft Application Software	Dell Pro Micro Plus QBM1250	G7TX4IE	658-BFWF	1
Home and Small Business Security solutions	No anti-virus software	GD4K19S	650-AAAM	1
Operating System Recovery Options	OS-Windows Media Not Included	GLA9OQ1	620-AALW	1
Speakers and Soundbars	No External Speaker	GTNM7E2	817-BBBC	1

20 laptops with the following specifications:

Dell Pro 16 Laptop (210-BQPL)

Processor	Intel® Core™ Ultra 5 225U (12 TOPS NPU, 12 cores, up to 4.8 GHz)	G0HXBKM	379-BGHC	1
Operating System	Windows 11 Pro	G0VA5W2	619-BBQD	1
Chassis Options	Magnetite color, textured finish	GM3KOYJ	354-BBKB	1
Memory	16 GB: 1 x 16 GB, DDR5, 5600 MT/s (5200 MT/s with Intel® Core™ processors)	G6PBQ8I	370-BCMP	1
Base Options	Integrated Intel® graphics for Intel® Core™ Ultra 5 225U processor	GVNBOD0	338-CSJQ	1
Storage	256 GB, TLC, SSD	GBGSQ9W	400-BSKQ	1
Operating System Language Pack	English, French, Spanish, Brazilian Portuguese	GALH68M	619-BBPD	1
Display	16", Touch, FHD+, 300 nit, 45% NTSC, Anti-Glare, FHD+IR Cam	GZD465H	391-BJPC	1
PalmRest	No Fingerprint Reader, No vPro	GNG23TV	346-BMRN	1
Camera	FHD HDR + IR Camera, Facial Recognition, TNR, Camera Shutter, Microphone	GVATBU9	319-BBKH	1
Keyboard	English US backlit Copilot key keyboard with numeric keypad	GG330EK	583-BMQF	1
Mouse	No Mouse	G8043UZ	570-AADK	1

Wireless Driver	Intel® AX211 WLAN Driver	G1TWDAU	555-BMFD	1
Wireless	Intel® Wi-Fi 6E (6 where 6E unavailable) AX211, 2x2, 802.11ax, Bluetooth® 5.3 wireless card	GTAQB25	555-BLLQ	1
Mobile Broadband	No Mobile Broadband Card	GR957IY	556-BBCD	1
Primary Battery	3-cell, 45 Wh, ExpressCharge™ Capable, ExpressCharge™ Boost Capable	GLWJZ28	451-BDKT	1
Power Supply	65W AC adapter, USB Type-C	GA2KE8W	492-BDTG	1
Power Cord	E4 Power Cord 1M for US	GC90V4B	537-BBDO	1
Placemat	Quick Start Guide	G4FNJQC	340-DTVQ	1
Documentation	Documentation	GUX97AW	340-DNBV	1
ENERGY STAR	ENERGY STAR Qualified	G6J34SM	387-BBLW	1
FGA Module	No FGA	NOFGA	817-BBBB	1
Shipping Material	Dell Pro 16 Mix Model Type-C	GNRCHU0	340-DTZS	1
Transportation from ODM to region	Standard Shipment (S)	G7DC6AK	800-BBQN	1
EAN POD Label	No UPC/EAN Label	G8WGTYN	389-BCGW	1

EPEAT 2018	EPEAT 2018 Registered (Gold)	GBU8CHM	379-BDZB	1
Hard Drive Software	Intel® Rapid Storage Technology Driver	GQEKI2J	409-BCYT	1
Systems Management	Intel vPro Enterprise Management Disabled	G51AOJM	631-BCDN	1
Processor Label	Intel® Core™ Ultra 5 Processor Label	GPLA7RK	389-FGFR	1
ICPS	No Intel® Connectivity Performance Suite	GJ5LQFG	650-BBBG	1
Standard Hardware Support Service	4Y ProSupport Plus with ProSupport and AD and KYHD with Technical Customer Success Mgr	G2RWH4Y	714-0178,714-0194,714-0212,714-0213,714-0214,714-0313,975-3461,997-8367	1
Windows AutoPilot	No AutoPilot	GYEO2AP	340-CKSZ	1
Microsoft Office	Activate Your Microsoft 365 For A 30 Day Trial	GHKU96A	630-ABBT	1
Non-Microsoft Application Software	Dell Additional Software - Dell Pro Laptop	G3PHAG2	658-BFVB	1
Home and Small Business Security solutions	No anti-virus software	GD4K19S	650-AAAM	1
Operating System Recovery Options	OS-Windows Media Not Included	GLA9OQ1	620-AALW	1

