Request for Bid

60 Desktops and 25 Laptops for HACN

Bid Solicitation: # 2027-001-006

Due Date: November 18th, 2026, AT 5:00 PM

Housing Authority of the Cherokee Nation

PO Box 1007

Tahlequah, Oklahoma 74465

918-456-5482

General Provisions

1. Purpose

The purpose of this Request for Bids (RFB) is to solicit competitive bids from qualified vendors for the purchase of new desktop and laptop computers. The intent is to acquire enterprise-class equipment that is compatible with the organization's existing Windows-based environment and management tooling. The specifications listed below are intended to establish a minimum standard. All bids may offer solutions that are equal to or superior to these requirements.

2. Scope of Purchase

The successful vendor will provide, deliver, and warranty the following:

- **Thirty (60) Small Form Factor / Micro Desktop Computers**
- **Ten (25) Laptop Computers**

All equipment must be new, unused, and current-generation models at the time of delivery.

3. Technical Requirements

3.1 Desktop Computer Minimum Specifications (Qty: 60)

Bidders must provide a new business-class micro or ultra-small form factor business desktop meeting or exceeding the following minimum requirements:

- **Form Factor**
  - Mico Desktop, Mini Desktop, or Small Form Factor (SFF) chassis
  - Designed for commercial/business use
  - Current production Model
- **Processor:**
  - Minimum Intel® Core™ i5 processor (12th Generation or Newer) or equivalent
  - Minimum six (6) physical processing cores
- **Operating System:**
  - Windows 11 Pro (64-bit)
- **Memory:**
  - 16 GB DDR5 RAM (single module acceptable)
  - Upgradeable memory
- **Storage:**
  - 256 GB solid-state drive (SSD), TLC or better
  - NVMe or equivalent performance
  - Upgradeable storage
- **Graphics:**
  - Integrated graphics supporting dual monitors
- **Networking:**
  - Integrated Gigabit Ethernet (10/100/1000 Mbps)
  - Wi-Fi 6E (802.11ax) or better
  - Integrated Bluetooth 5.0 or better
- **Security:**
  - Discrete Trusted Platform Module (TPM 2.0) enabled
  - Secure Boot Capable

- **Ports**
  - Minimum six (6) USB ports
  - Minimum two (2) display outputs (HDMI, DisplayPort, or Equivalent)
  - One (1) RJ-45 Ethernet Port
  - Audio input/output capability
- **Peripherals and Accessories:**
  - Keyboard, mouse, and monitor are not required and shall not be included unless specifically requested.
- **Management and Compliance:**
  - Energy Star certified or equivalent
- **Support and Warranty:**
  - Four (4) year manufacturer warranty
  - Four (4) year Next Business Day Onsite Support
  - Part, Labor. And Travel Included

3.2 Laptop Computer Minimum Specifications (Qty: 25)

Bidders must provide a new business-class laptop computer meeting or exceeding the following minimum requirements:

- **Form Factor**
  - Business-class notebook computer
  - Approximately 16-inch display
  - Current Production model
- **Processor:**
  - Minimum Intel® Core™ i5 processor (12th Generation or newer) or equivalent
  - Minimum six (6) physical processing cores
- **Operating System:**
  - Windows 11 Pro (64-bit)
- **Memory:**
  - Minimum 16 GB DDR5 RAM
  - Upgradeable where supported by manufacturers
- **Storage:**
  - 256 GB SSD, TLC or better
  - NVMe or equivalent performance
  - Upgradeable where supported by manufacturers
- **Display:**
  - Minimum 16-inch display
  - Full HD+ (1920×1200) or better resolution
  - Antiglare
  - Minimum 300 nits brightness
- **Graphics:**
  - Integrated graphics
- **Camera and Audio:**
  - Integrated web camera with privacy shutter (720p Minimum)
  - Integrated microphone and speakers

- **Keyboard and Input:**
  - Backlit US English keyboard with numeric keypad
- **Networking:**
  - Wi-Fi 6E (802.11ax) or better
  - Bluetooth 5.3 or better
- **Battery and Power:**
  - ENERGY STAR certified or equivalent
  - AC power adapter and charging cable included
- **Security and Management:**
  - TPM 2.0
  - Secure Boot compatibility
- **Ports:**
  - Minimum three (3) USB ports
  - Minimum one (1) USB-C port
  - HDMI or equivalent display output
  - Audio input/output jack
- **Support and Warranty:**
  - Minimum four (4) year comprehensive hardware support with next business day on-site service
  - Four (4) year manufacturer warranty

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4. Software and Licensing

- Microsoft Office licensing is **not** to be included, except where a trial is bundled by the manufacturer.
- No third-party anti-virus or security software is required.
- Operating system recovery media is not required.
- Windows Autopilot provisioning is not required but must not prevent future enablement.

5. Delivery and Packaging

- All systems must be delivered fully assembled and ready for deployment.
- Standard manufacturer packaging is acceptable.
- Delivery must be completed within the vendor's standard lead time after receipt of purchase order.

6. Vendor Qualifications

Vendors must:

- Be an authorized reseller or manufacturer of the proposed equipment
- Demonstrate experience supplying enterprise or public-sector IT hardware
- Provide manufacturer-backed warranty and support

7. Bid Submission Requirements

Bids must include:

1. Completed pricing for all requested quantities
2. Manufacturer and model numbers proposed
3. Detailed specification sheets demonstrating compliance
4. Warranty and support details
5. Estimated delivery timeline

6. Any exceptions or deviations from the stated requirements

8. Award and Evaluation Criteria

Bids will be evaluated and awarded based on cost and the criteria below.

- Compliance with technical requirements
- Total cost of ownership
- Warranty and support offerings
- Vendor qualifications and past performance
- Delivery timelines

9. Terms and Conditions

- The organization reserves the right to reject any or all bids.
- Equivalent or better configurations may be accepted at the organization's discretion.
- Award does not obligate the organization to purchase quantities beyond those specified.

10. Questions/Communications

All questions/communication regarding this REQUEST FOR BIDS, including questions, additional information, notifications, document attachments, etc., must be submitted by specified deadlines outlined below:
Email: bids@hacn.org All questions and inquiries must be made via email and be received no later than Monday, November 9 ,2026 at 2:00 P.M. responses will be sent no later than noon on, Thursday, November 12th, 2026, at 5:00 p.m.

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 is 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 duly authorized expressions 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 RFB 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 in the best interest, and most responsive in accordance with the HACN Procurement Policy.

Deadline Submission Details:

MANDATORY SUBMITTAL INFORMATION: The deadline for bids is Wednesday, November 18th, 2026, at 5:00 P.M. Bids may be e-mailed to bids@hacn.org or hand delivered to Baylee Woodward at 1200 W. 4th Street, Tahlequah, OK 74464. It is the bidder's responsibility to ensure delivery of bids. Bids received after the deadline will not be considered.

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Additional submission information

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

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

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 HACN requested the potential contractor not submit a REQUEST FOR BIDS.
4. Substantive and material noncompliance to requirements listed or adherence to submission guidelines.
5. Not providing a price or timeline, if applicable.
6. Not meeting established deadlines

Evaluation Process: Including cost, 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.

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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

(CHEROKEE) TRIBAL OR INDIAN PREFERENCE:
____
TERO Certified Contractor: _____YES _____NO (check one)

(Proof of Certification must accompany all bids)

SUBMITTED BY:

_____ _____

COMPANY NAME /COMPANY ADDRESS

_____ _____

PRINT NAME & TITLE AUTHORIZED SIGNATURE

_____ _____

EMAIL ADDRESS PHONE NUMBER

_____

DATE