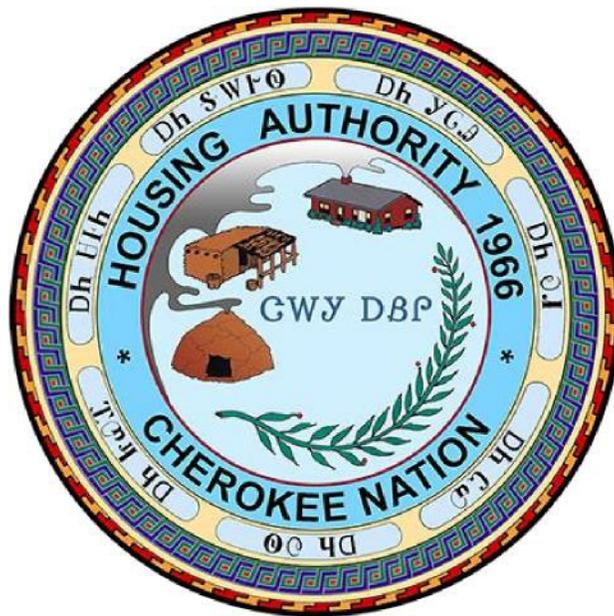


Request for Bid

30 Desktops and 10 Laptops for HACN



Bid Solicitation: # 2026-001-009

Due Date: Friday April 3, 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 (30) Small Form Factor / Micro Desktop Computers**
- **Ten (10) 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: 30)

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

- **Processor:**
 - Intel® Core™ Ultra 5-class processor or equivalent
 - Minimum 14 cores
 - Integrated NPU capability (AI acceleration) with performance comparable to ~13 TOPS
- **Operating System:**
 - Windows 11 Pro (64-bit)
- **Memory:**
 - 16 GB DDR5 RAM (single module acceptable)
 - Upgradeable
- **Storage:**
 - 256 GB solid-state drive (SSD), TLC or better
- **Graphics:**
 - Integrated graphics
- **Networking:**
 - Integrated Ethernet
 - Wi-Fi 6E (802.11ax) or better
 - Bluetooth capability
- **Security:**
 - Discrete Trusted Platform Module (TPM 2.0) enabled
- **Chassis and Power:**
 - Micro or equivalent compact chassis suitable for desktop mounting
 - External or internal power supply rated approximately 180W or equivalent
- **Peripherals and Accessories:**
 - USB keyboard and mouse (US English)
 - Vertical stand or mounting option compatible with the form factor
 - Internal speaker

- Power cord suitable for US electrical standards
 - **Management and Compliance:**
 - Enterprise systems management support (e.g., Intel® vPro® or equivalent)
 - ENERGY STAR® qualified
 - EPEAT® Gold registered or equivalent environmental certification
 - **Support and Warranty:**
 - Minimum four (4) year on-site hardware support with next business day onsite service
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3.2 Laptop Computer Minimum Specifications (Qty: 10)

Bidders must propose a business-class laptop meeting or exceeding the following minimum requirements:

- **Processor:**
 - Intel® Core™ Ultra 5-class processor or equivalent
 - Integrated NPU capability with performance comparable to ~12 TOPS
- **Operating System:**
 - Windows 11 Pro (64-bit)
- **Memory:**
 - 16 GB DDR5 RAM
- **Storage:**
 - 256 GB SSD, TLC or better
- **Display:**
 - 16-inch display
 - FHD+ (1920×1200) or better
 - Touch-enabled
 - Anti-glare
 - Minimum 300 nits brightness
- **Graphics:**
 - Integrated graphics
- **Camera and Audio:**
 - Integrated FHD camera with privacy shutter
 - IR camera support for facial recognition
 - Integrated microphone and speakers
- **Keyboard and Input:**
 - Backlit US English keyboard with numeric keypad
 - Dedicated Copilot key or equivalent AI shortcut key
- **Networking:**
 - Wi-Fi 6E (802.11ax) or better
 - Bluetooth 5.3 or better
- **Battery and Power:**
 - Minimum 45 Wh battery
 - Fast-charge capable
 - 65W USB-C power adapter
- **Security and Management:**
 - TPM 2.0
 - Enterprise device management compatibility
- **Compliance:**
 - ENERGY STAR® qualified

- EPEAT® Gold registered or equivalent
 - **Support and Warranty:**
 - Minimum four (4) year comprehensive hardware support with next business day on-site service
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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: baylee.scott@hacn.org All questions and inquiries must be made via email and be received no later than Friday, March 27, 2026 at 2:00 P.M. responses will be sent no later than noon, Monday, March 30, 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 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 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 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, March 9, 2026, at 5:00 P.M. Bids may be faxed to the attention of Baylee Scott at 918-456-5482 or e-mailed to baylee.scott@hacn.org or hand delivered to Baylee Scott 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

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.

Evaluation Factors: Along with cost, the evaluation factors listed below 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)	25
Experience; Qualifications; Accreditations; Company history	15
Award and Evaluation Criteria Required & Solutions	10
Product type/compatibility with the Organizations existing (as noted)	25
Costs	25
TOTAL	100

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

20 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	GJ7104S	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 Cusion	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	GWFXALO	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- 3449,999- 4121	1
Windows AutoPilot	No AutoPilot	GYEO2AP	340-CKSZ	1
Microsoft Office	No Microsoft Office License included (Fed and Premier, Exception Only)	GDFAG10	630-AAAXE	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	GLA90Q1	620-AALW	1
Speakers and Soundbars	No External Speaker	GTNM7E2	817-BBBC	1

10 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	GVCNBOD0	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	GG530EK	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

