

# REQUEST FOR PROPOSAL

## Cloud Services & Migration



**Proposals Due: Friday July 22nd, 2022 at 2:00 PM**

**Housing Authority of the Cherokee Nation**

**P.O. Box 1007**

**Tahlequah, OK 74465**

**(918) 456-5482**

**Housing Authority of the Cherokee Nation**

## PROPOSAL REQUEST

The Housing Authority of the Cherokee Nation is seeking proposals from interested parties for Cloud Services & Migration solution as specified. To be considered a responsive/responsible proposal, the mandatory proposal response sheet must be fully completed. **Proposals are due no later than Friday July 22nd, 2022 at 2:00 PM**

### **MANDATORY SUBMITTAL INFORMATION:**

Proposals may be mailed to the Housing Authority of the Cherokee Nation, Attn: Herman Augerhole, P.O. Box 1007, Tahlequah, OK 74465. Proposals may also be faxed to the attention of Herman Augerhole at (918) 458-5637 or e-mailed to [herman.augerhole@hacn.org](mailto:herman.augerhole@hacn.org). It is the bidder's responsibility to ensure delivery of proposals by Friday July 22nd, 2022 at 2:00 PM. Proposals received after the deadline will not be considered.

**Proposal Acceptance:** Proposals will be accepted from Indian and Non-Indian bidders. HACN reserves the right to determine if a proposal meets stated requirements, and to award a purchase order for the proposal that is in the best interest of the HACN, including but not limited to the total cost and capability of the bidder. Bidders are responsible for any and all costs associated with the preparation and submission of proposal. To be considered, proposals must be received by the specified date and time; any proposal received after stipulated date and time will be returned unopened. No bidder may withdraw their proposal within 30 days after the due date. HACN reserves the right to reject any and all proposals.

**Interpretation of Bids:** All questions must be submitted in written format and emailed to [ITReports@hacn.org](mailto:ITReports@hacn.org). No answers will be made to any bidder orally. All questions must be received **by July 13<sup>th</sup>, 2022** at 2:00 P.M. Answers will be posted with bid solicitation on the Cherokee Nation Procurement Website, [www.cherokeebids.com](http://www.cherokeebids.com) on **July 15<sup>th</sup>, 2022 after 2:00 P.M.** All proposals are due **July 22<sup>nd</sup>, 2022 at 2:00 P.M.**

**Cherokee and Indian Preference:** Indian preference will be given only to bidders who provide proof of current certification from the Cherokee Nation Tribal Employments Office (TERO) located in Tahlequah, OK. Proof of TERO certification must be included with the proposal or provided within three (3) days of award. This 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.

**Method of Award:** After reviewing all proposals received, the purchase order will be awarded to the responsible bidder whose proposal is determined to be the lowest and most responsive in accordance with the HACN Procurement Policy.

**Method of Payment:** HACN will only make payment through manual transactions and will not make payment through automated processes.

**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 Fiscal year budget but 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).

## **Cloud Services & Migration**

Housing Authority of the Cherokee Nation, Information Technology Department (HACN-IT) is reviewing cloud computing and data storage solutions for an overall infrastructure cost savings and to achieve increased Scalability, Disaster Recovery, Security, and Accessibility for HACN staff and administrators.

### **Required and Minimum Solutions Requirements:**

- 1) Assessment: (Required) to evaluate current server workloads for high-level overview to determine:
  - a. Appropriate solution
  - b. Migration strategy
  - c. Project costs
  - d. Estimation of ongoing cloud costs
  - e. Any additional considerations, requirements, or constraints
- 2) Support
  - a. Project (migration/setup) support availability or assurances
  - b. Ongoing Customer Support availability or assurances
- 3) Contracts & Payment
  - a. Must comply with non-Appropriation termination clause stated within the "Proposal Request" section of this RFP.
  - b. Contingencies, data ownership, data privacy
  - c. Payment plans available as HACN method of payment is through manual transaction and Purchase Order (PO) processing regulations.

**HACN current environment:**

- Servers considered for cloud (Production)
  - Windows Servers: qty 25
  - SQL Server: qty. 2
  - Linux Servers: qty 2
- Disaster Recovery & Backups
  - Datacenters (networked): 2
  - Backup technology used: Unitrends
  - Virtualization technology used: Hyper-V
  - Dell EMC compellent storage: 30 TB
    - Expiring hardware, will maintain for non-production needs
- HACN Technical Staff availability
  - Full administration access of infrastructure is internally supported
  - Appropriate IT Staff will have dedicated time required for assessment and project
- Additional Information
  - Existing Microsoft Server and SQL server licensing With Software Assurance

**Review or Proposals**

**TERO CERTIFICATION:** Indian preference will be given only to responding parties who provide proof of current certification from the Cherokee Nation Tribal Employments Office (TERO) located in Tahlequah, Oklahoma, telephone number (918) 453-5000. Indian preference will be applied in accordance with Cherokee Nation Acquisition Management Policy and Procedures. Proof of TERO certification must accompany and be included in proposal submittal.

**Responsiveness:** Prior to evaluation, each proposal shall be reviewed to determine whether or not it is responsive. Nonresponsive proposals shall be eliminated and will not be evaluated.

Factors that may result in a proposal being declared nonresponsive are:

- a. Not providing evidence of meeting the Minimum Requirements.
- b. When applicable, Not attending mandatory pre-proposal meeting and site visit.
- c. Substantive and material conflicts of interest which were not declared and/or were declared and determined to be significant enough that the Housing Authority of the Cherokee Nation requested the potential contractor not submit a proposal.

- d. Substantive and material noncompliance to requirements of the RFP proposal submission guideline.
- e. Not providing a price or timeline, if applicable.

**Evaluation Process:** An evaluation committee consisting of HACN employees shall evaluate responsive proposals. Each proposal shall be independently evaluated by each member of the evaluation committee. The evaluation will be based on the evaluation factors and values stated in this RFP. Discussions, presentations, and/or site visits, if held, may result in individual evaluation committee members changing their scores. Evaluation factors not specified in this RFP may not be considered.

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

| <b>EVALUATION FACTORS – MUST BE ADDRESSED IN SEALED PROPOSAL</b>   | <b>Points</b> |
|--|---------------|
| TERO Certification (certificate must be included)                  | 10            |
| Experience; Qualifications; Accreditations; Company history        | 20            |
| 10 points per listed “Required and Minimum Solutions Requirements” | 30            |
| Additional considerations (added value)                            | 10            |
| Costs (proposed after assessments)                                 | 30            |
|  |               |
| <b>TOTAL</b>   | <b>100</b>    |

# MANDATORY PROPOSAL RESPONSE SHEET

## **BASE BID/PROPOSAL Includes:** (Check List)

- \_\_\_\_\_ Assessment (Plan/SOW)
- \_\_\_\_\_ Potential Solutions (Pre-Assessment)
- \_\_\_\_\_ Support Assurances
- \_\_\_\_\_ Contracts/Agreements
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### NOTE TO BIDDERS REGARDING INDIAN PREFERENCE

TERO Certified Vendor: \_\_\_\_\_ Yes \_\_\_\_\_ No

(Proof of certification **must** accompany all bids)  
Front & Back

SUBMITTED:

\_\_\_\_\_  
Supplier Name & Phone Number

\_\_\_\_\_  
Supplier Address

\_\_\_\_\_  
Authorized Signature