

REQUEST FOR BID

Internet Service Provider (ISP)



BIDS Due: Friday April 28, 2023 @ 5:00 PM

Housing Authority of the Cherokee Nation

P.O. Box 1007

Tahlequah, OK 74465

(918) 456-5482

Housing Authority of the Cherokee Nation

BID REQUEST

The Housing Authority of the Cherokee Nation is seeking BIDS from interested parties for an Internet Service Provider as specified. To be considered a responsive/responsible BID, the mandatory BID response sheet must be fully completed. **BIDS are due no later than Friday April 28, 2023 at 5:00 PM**

MANDATORY SUBMITTAL INFORMATION:

BIDS may be mailed to the Housing Authority of the Cherokee Nation, Attn: Herman Augerhole, P.O. Box 1007, Tahlequah, OK 74465. BIDS may also be faxed to the attention of Herman Augerhole at (918) 456-5482 or e-mailed to herman.augerhole@hacn.org. It is the bidder's responsibility to ensure delivery of BIDS by Friday April 28, 2023 at 5:00 PM. BIDS received after the deadline will not be considered.

BID Acceptance: BIDS will be accepted from Indian and Non-Indian bidders. HACN reserves the right to determine if a BID meets stated requirements, and to award a purchase order for the BID 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 BID. To be considered, BIDS must be received by the specified date and time; any BID received after stipulated date and time will be returned unopened. No bidder may withdraw their BID within 30 days after the due date. HACN reserves the right to reject any and all BIDS.

Bidders can direct questions to ITReports@hacn.org.

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 BID 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 BIDS received, the purchase order will be awarded to the responsible bidder whose BID 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).

Internet Service Provider (ISP)

Housing Authority of the Cherokee Nation, Information Technology Department (HACN-IT) is reviewing Internet Service Providers (ISP's) for the main HACN Administration building at 1500 Hensley Dr. in Tahlequah, OK, with the following specifications:

Required and Minimum Solutions Requirements:

- 1) 1GB up/down.
- 2) 99% uptime.
- 3) At least 5 static IP addresses.
- 4) ISP Managed router.

Costs:

- 1) Please include individual line-item costs in the quote (internet circuit, managed router, static IP's, etc.)
- 2) Please include any infrastructure build out costs to the Housing Authority of the Cherokee Nation if applicable.
- 3) HACN is Tax exempt. Please include acknowledgement of Tax exemption status.

Review or BIDS

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 BID submittal.

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

- a. Not providing evidence of meeting the Minimum Requirements.
- b. When applicable, Not attending mandatory pre-BID 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 NATION requested the potential contractor not submit a BID.
- d. Substantive and material noncompliance to requirements of the RFP BID submission guideline.
- e. Not providing a price or timeline, if applicable.

Evaluation Process: An evaluation committee consisting of HACN employees shall evaluate responsive BIDS. Each BID 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 BID. 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 | 35 |
| Additional considerations | 10 |
| Costs | 35 |
| | |
| TOTAL | 100 |

MANDATORY BID RESPONSE SHEET

BASE BID/BID Includes: (Check List)

- Line-Item pricing for stated requirements
- Complete BID/Quote
- Contracts/Agreements/Support Assurances
-
-
-
-
-

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