



# Ho-Chunk Nation

## INVITATION TO BID

### Project Management & Change Management Services for Infor-Lawson Software Implementation BID Number: HCN05142018

This Invitation for Bid (IFB) is for the purpose of contracting with a qualified firm to provide the Ho-Chunk Nation with Project Management Services and Change Management Services for the implementation of the Infor-Lawson Software, subject to satisfactory performance, continuing need, and availability of funding, as outlined within this document. All requirements are as per specifications enclosed herein.

**BID DUE DATE: June 14, 2018 at 2:00pm (CST)**

General Requirement: This is an invitation for competitively sealed bids (see attached). Bids are due at the date and time specified above. **One (1) original and twelve (12) copies of the complete bid are to be submitted.**

Bidder Info:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile/Email: \_\_\_\_\_

**Submit Bid to:**  
**Ho-Chunk Nation**  
**Treasury Department**  
**Attn: Procurement Dept.**  
**W9814 Airport Road**  
**Black River Falls, WI 54615**

**Contact Person:**  
**Dakota Walton-Smith**  
**Procurement Agent**  
**Dakota.walton-smith@ho-chunk.com**  
**800-779-2873 Ext. 1243**

### Schedule of Events

|  |                               |
|--|-------------------------------|
| Release of Bid on Website                | May 14, 2018                  |
| Deadline for Submitting Questions        | May 22, 2018 by 4:00 PM       |
| Addendum Posting of Answers to Questions | June 5, 2018 by 4:00 PM       |
| Bid Opening Date and Time                | June 14, 2018 at 2:00pm (CST) |

**Bidders should consult the website daily [www.ho-chunknation.com/Procurement](http://www.ho-chunknation.com/Procurement) for Bid Addendum, clarifications, schedule changes or other important information.**

### Ho-Chunk Nation

#### Vendor Certification

We agree to furnish and deliver any and all of the deliverables and services named in the attached Invitation to Bid (BID)

It is understood and agreed that this bid constitutes an offer, which when accepted in writing by the Ho-Chunk Nation is subject to the terms and conditions of such acceptance and will constitute a valid and binding contract between the undersigned and the Ho-Chunk Nation.

It is understood and agreed that we have read the Ho-Chunk Nation's specifications shown or referenced in the bid and that this bid is made in accordance with the provisions of such specifications. By our written signature on this bid, we guarantee and certify that all items included in this bid meet or exceed any and all such specifications.

We verify that all information contained in this bid is truthful to the best of our knowledge and belief. We further certify that we are duly authorized to submit this bid on behalf of the firm and that the firm is ready, willing and able to perform or deliver if awarded the contract.

The laws of the Ho-Chunk Nation will govern any agreement relating to the provision of goods and services contemplated by this bid. In addition, the service provider under such an agreement will comply with all applicable laws, regulations, and policies of the Ho-Chunk Nation.

We agree that our bid will remain firm for a period of up to 120 days in order to allow the Ho-Chunk Nation adequate time to evaluate the qualifications submitted.

**MANDATORY PAGE**

**BID SIGNATURE AND CERTIFICATION (must be signed and returned with bid)**

I/We certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I/We understand collusive proposing is a violation of State and Federal law. I/We certify that we have not been barred from contracting with a unit of Local, State, Federal, or Tribal Government. No officer, employee or agent of the Ho-Chunk Nation or any other bidder has interest in said bid and that the undersigned executed this Bidder's Certification with full knowledge and understating of the matters therein contained and was duly authorized to do so. I/We agree to all conditions of the bid and certify that I/We am/are authorized to sign this bid for the bidder.

\*\*State of Incorporation \_\_\_\_\_

Individual – Partnership – Company – Corporation (Circle One)

Federal Tax Identification Number (FEIN) \_\_\_\_\_

\_\_\_\_\_  
(Business Name)

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_  
(City, State, and Zip Code)

\_\_\_\_\_  
(By Printed Name and Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Witness Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Telephone No)

\_\_\_\_\_  
(Email)

\_\_\_\_\_  
(Date)

**MANDATORY PAGE**

**BID FORM**

The following required services/items shall be provided according to the solicitation conditions contained herein. The Ho-Chunk Nation is looking to award based on the hourly rate with an estimated maximum of hours.

**PRICING INFORMATION:**

**Project Management Services**

Hourly Rate \$ \_\_\_\_\_

Total Rate for 880 Hours \$ \_\_\_\_\_

**Estimated 880 Hours for Project Management**

**Change Management Services**

Hourly Rate \$ \_\_\_\_\_

Total Rate for 440 Hours \$ \_\_\_\_\_

**Estimated 440 Hours for Change Management**

**Return the following with your bid. If bidder fails to provide with their bid, their bid may be considered non-responsive and will not be considered.**

- **W-9 Form**
- **Certificate of Insurance**
- **Acknowledgment of any Addenda**
- **All Mandatory Pages Contained Herein**

**MANDATORY PAGE**

**REFERENCES**

Please list three (3) references that you have done similar work, service or supplied similar products to within the last twelve (12) months.

Entity: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Entity: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Entity: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**MANDATORY PAGE**

**ACKNOWLEDGEMENT OF ADDENDUMS: (Signature & Date Required)**

Addendum 1: \_\_\_\_\_

Addendum 2: \_\_\_\_\_

Addendum 3: \_\_\_\_\_

**EXCEPTIONS TO THE BID:**

List any exceptions to the Bid Specifications

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## **1.0 BACKGROUND INFORMATION**

The Ho-Chunk Nation (Ho-Chunk Nation) is a sovereign government dedicated to improving the lives of its constituents. In 1963, the Wisconsin Winnebago Ho-Chunk Nation was recognized as a federal tribe pursuant to the Indian Reorganization Act of 1934. On November 1, 1994, the Wisconsin Winnebago Ho-Chunk Nation officially changed its name to the Ho-Chunk Nation when the Secretary of the Interior formally recognized its new constitution. The Ho-Chunk Nation's main office is located in Black River Falls, Wisconsin. In addition to its government operations, the Ho-Chunk Nation currently operates six (6) gaming facilities, two (2) hotels, a resort, a convention center, five (5) convenience stores, a gift shop and a number of other ancillary businesses.

## **2.0 STATEMENT OF WORK**

Invitation to Bids (BID) is a method of procurement which obtains competitively sealed bids and is the preferred method for acquiring goods, services, and construction in which the award is made to the lowest responsive and responsible bidder, that is in the best interest of the Ho-Chunk Nation. Late bids or bids received after the specified time and date will not be considered and will be rejected and returned to the vendor at vendor's expense, unopened.

The purpose of this Invitation to Bid (BID) is to obtain competitive bid packages from responsible, qualified bidders to provide hourly rates for Project Management and Change Management Services to assist with the Infor Lawson Software implementation process

The term for this bid shall be for one year with an option to renew for up to an additional consecutive year. Please note however, the contract, regardless of the length of the term will be subject to the Ho-Chunk Nation's right to terminate the contract, with or without cause, upon prior written thirty (30) day notice.

## **3.0 SCOPE OF WORK**

3.1 The Ho-Chunk Nation is seeking an individual to perform Project Management Services to include but not limited to:

- Project planning, to include development and updating of project charter, project work plan, status reports, budget reports
- Track risks and issues
- Assist with the kick-off meeting

- Ensure project quality and integrity.
- Control and direct day-to-day aspects of the project, including employee task assignment.
- Manage the ongoing project scope and measure project performance.
- Manage 3rd party vendors
- Coordinate efforts including task assignments between project components (applications, interfaces, hardware, and conversions).
- Monitor, track, maintain, and assume overall responsibility for the project work plan to ensure timeline is adhered to.
- Monitor, track, maintain, and assume overall responsibility for the project issues log.
- Monitor budget of the implementation.
- Ensure sufficient training for Ho-Chunk Nation employee end users.

The Ho-Chunk Nation estimates 880 hours for the project management portion of this project. Actual hours may be adjusted up or down as the project progresses.

### 3.2 Change Management Services

The Ho-Chunk Nation is seeking an individual to perform change management services. Change management consists of allowing companies to rethink how they do business including restructuring, culture alignment, system consolidation, customer segmentation, technology modernization, customer experience redesign, automation, partnerships, new approaches to decision making or managing work (e.g. Agile), product and project portfolio rationalization among others.

Change Management Services to include but not limited to:

- Focus on specific organizational implementation problems
- Track progress toward Implementation
- Facilitate managerial efforts to bring transformations
- Monitor the effects of managerial actions
- Help-management assess the need for transformation
- Work with users and super-users to ensure preparedness for implementation
- Facilitate communication between implementers/programmers, management, users and Ho-Chunk Nation Departments



- Ensure that sufficient training for end users is completed

The Ho-Chunk Nation estimates 440 hours for the change management portion of this project. Actual hours may be adjusted up or down as the project progresses.

### 3.3 Status of current modules for this project

| Infor Lawson Enterprise Financial Management        |  |
|---|--|
| Software Area                                       | Status of Implementation   |
| Financial Management bundle                         | Configured, no testing performed   |
| Cash & Treasury Management                          | Not started  |
| Project Activity                                    | Configured, no testing performed   |
| Grant Management                                    | Not started  |
| Close & Reconciliation                              | Not started  |
| dEPM Budgeting & Planning                           |  |
| Software Area                                       | Status of Implementation   |
| Distribution Management                             | Not started  |
| Procurement Card Self-Service                       | Not started  |
| Infor Expense Management Expense Reports            | Not started  |
| Infor Lawson Supply Change Management               |  |
| Software Area                                       | Status of Implementation   |
| Requisition Center                                  | Configured, no testing performed   |
| Procurement Punch-Out                               | Not started  |
| Strategic Sourcing                                  | Not started  |
| Infor Lawson Human Resources Management and Payroll |  |
| Software Area                                       | Status of Implementation   |
| North American Payroll Package                      | Configured, no testing performed   |
| Employee & Manager Self-Service                     | Configured, no testing performed   |
| Global Human Resources                              | Configured, no testing performed   |
| Infor Lawson Talent Management                      |  |
| Software Area                                       | Status of Implementation   |
| Talent Acquisition                                  | Not started  |
| Performance Management                              | Not started  |
| Infor Lawson Workforce Management                   |  |
| Software Area                                       | Status of Implementation   |
| Workforce Time & Attendance - Balance & Accruals    | Pay code and deduction tables have been setup - no testing. All other areas not started. |
| Time & Attendance                                   | Not started - hardware has been purchased  |
| Infor Technology                                    |  |
| Software Area                                       | Status of Implementation   |
| Infor Lawson System Foundation                      | Installed for the test environment.  |
| Infor Process Automation (IPA)                      | Installed but not configured.  |

|   |                                 |
|---|---------------------------------|
| Infor Ming.le                             | Installed but not configured.   |
| Infor Business Intelligence               | Installed but not configured.   |
| Dynamic Enterprise Performance Management | Installed but not configured.   |
| ION Foundation                            | Installed but not configured.   |
| Lawson Add-Ins for MS Office              | Installed and working properly. |

## 4.0 TERMS AND CONDITIONS

### 4.1 Receipt and Handling

At time of receipt at the Ho-Chunk Nation's Procurement Division, all bids will be stamped showing date and time of delivery. Late bids or bids received after the specified time and date will not be considered and will be rejected and returned to the vendor at vendor's expense, unopened.

Bids must be submitted with One (1) Original and Twelve (12) copies.

**SEALED BID ENVELOPES ARE TO BE CLEARLY MARKED WITH THE BID TITLE, BID NUMBER, TIME AND DATE OF OPENING.** Bids received after the due date and time (late bids) will not be considered and will be returned unopened to the bidder.

### 4.2 Bid Award

The bid award will be made to the lowest responsive, responsible bidder solely in accordance with the criteria set forth in the bid, that is in the best interest of the Ho-Chunk Nation. The Ho-Chunk Nation will be the sole judge of acceptability of any products/services offered.

### 4.3 Bid Guarantee

This bid shall be firm for at least 120 days after the latest time specified for submission of bids and thereafter until written notice is received from the bidder.

### 4.4 Substitutions

NO substitutions, additions, or cancellations are permitted unless all such requests are submitted in writing and approved by the Ho-Chunk Nation. Requests for substitutions will be reviewed by the Ho-Chunk Nation and approval may be given by the Ho-Chunk Nation at its sole discretion.

### 4.5 Workmanship

Items shall be manufactured according to the highest traditions of the industry and shall meet all minimum commercial standards of quality. The Ho-Chunk Nation shall be the sole judge of acceptable products. Unacceptable products will be rejected and suitable price adjustments made. When the Ho-Chunk Nation determines a bidder's bid to be unacceptable, such bidder shall not be afforded an additional opportunity to supplement its bid.

#### 4.6 Reserved Rights

The Ho-Chunk Nation reserves the right at any time and for any reason to cancel this Invitation to Bid, to reject any or all bids, or to accept an alternate bid. The Ho-Chunk Nation reserves the right to waive any immaterial defect in any bid. **Unless otherwise specified by the bidder, the Ho-Chunk Nation has no less than on hundred and twenty (120) days to accept.** The Ho-Chunk Nation may seek clarification from a bidder at any time and failure to respond promptly is cause for rejection. The Ho-Chunk Nation may require submission of best and final offers.

#### 4.7 Incurred Cost

The cost for developing the bid is the sole responsibility of the bidder. Ho-Chunk Nation will not provide reimbursement for such costs.

#### 4.8 Full Pricing Contingencies

The Ho-Chunk Nation shall hold the successful bidder to their bid pricing. Additional charges for contingencies discovered by the vendor at any time after the date of opening this bid will not be considered by the Ho-Chunk Nation. Freight is all-inclusive unless otherwise stated. The Ho-Chunk Nation does NOT accept any fuel surcharges.

#### 4.9 Recourse for Unsatisfactory Materials

All payments shall be contingent upon the Ho-Chunk Nation's inspection or and satisfaction with product or completed work. Any defective work or materials, non-conformance to bid specifications, damaged materials, or unsatisfactory installation shall be corrected by the bidder to the Ho-Chunk Nation's satisfaction at no additional charge.

#### 4.10 Security

Bidder represents and warrants to the Ho-Chunk Nation the neither it nor any of its principles, shareholders, members, partners or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Bidder further represents and warrants to the Ho-Chunk Nation that the Bidder and its principles, shareholders, members, partners, or affiliates, as applicable, are not directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as Specially Designated National and Blocked Person. The Bidder hereby agrees to defend, indemnify and hold harmless the Ho-Chunk Nation, the Corporate Authorities, and all Ho-Chunk Nation elected or appointed officials, officers, employees, agents, representatives, engineers and attorneys, form and against any and all claims, damages, losses, risks, liabilities, and expenses (including reasonable attorneys' fees and costs) arising from or related to any breach of the foregoing representation and warranties.

#### 4.11 OSHA Requirements

The Occupational Safety and Health Act of 1970 (OSHA) “guarantees workers the right to a safe and healthful workplace”. Under Section 5 (a) (1) of the OSHA Act, the employer must “furnish to each of his employees’ employment and a place of employment which are free from recognized hazards that are causing or likely to cause death or serious physical harm to his employees.”

There are times when the Ho-Chunk Nation must hire entities and individuals (contractors) to perform services. To this end, contractors hired by the Ho-Chunk Nation must perform their duties in a manner that is compliant with all state, federal, and tribal health and safety laws and industry guidelines. It is the responsibility of the contractor to ensure that their personnel and subcontractors comply with all state, federal, and tribal health and safety laws and regulation and industry guidelines, including, but not limited to those set forth by: OSHA and related regulations, the Safety Inspection and Education Act, the Health and Safety Act, the Ho-Chunk National Institute of Occupational Safety and Health, the Ho-Chunk National Fire Protection Association, the Centers for Disease Control, American Industrial Hygiene Association, the American Council of Governmental Industrial Hygienists, the Environmental Protection Agency, and the Department of Transportation.

#### 4.12 Purchase Extension

This contract may be offered for purchases to be made by other counties and governmental units within the State of Wisconsin as authorized by the Government Joint Purchasing Act. All purchases and payments made under this authority shall be made directly by the governmental unit to the Bidder. The Ho-Chunk Nation shall not be responsible in any way for such purchase orders or payments. All terms and conditions of this contract shall apply to all orders placed by another governmental unit.

#### 4.13 This Section left Intentionally Blank

#### 4.14 Taxes

The Ho-Chunk Nation is exempt from paying Wisconsin Use Tax, Wisconsin Retailers Occupation Tax, and Federal Excise Tax. (#39-1140880)

#### 4.15 Payments

The Bidder shall furnish the Ho-Chunk Nation with an itemized invoice on a monthly basis for the duration of the project.

#### 4.16 Bidder Responsibilities

The selected Bidder will be required to assume responsibility for all services offered in this bid. The Ho-Chunk Nation will consider the selected Bidder to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

Any contract resulting from the BID may not be assigned, in whole or in part without written consent of the Ho-Chunk Nation. If the Bidder attempts to make such an assignment without the written consent of the Ho-Chunk Nation, the Bidder shall nevertheless remain legally responsible for all obligations under the Contract.

#### 4.17 Interpretation or Correction of Invitation to Bid

Bidders shall promptly notify the Procurement Manager of any ambiguity, inconsistency, or error, which they may discover upon examination of the Invitation to Bid. Interpretations, corrections, and changes to the Invitation to Bid will be made by addendum. Interpretations, corrections, or changes made in any other manner will not be binding.

#### 4.18 Compliance with Laws

The bidder hereto covenants and agrees to comply with all applicable federal, state, tribal, and local laws, codes, ordinances, rules and regulations. Failure to comply with the terms of this provision shall constitute a breach of contract and permit the Ho-Chunk Nation to terminate this Invitation to Bid in accordance with the terms of the Ho-Chunk Nation provisions stated herein.

#### 4.19 Recourse for Unsatisfactory Materials

Payment shall be contingent upon the Ho-Chunk Nation inspection or satisfaction with completed work. Any defective work or materials, non-conformance to specifications, damaged materials, or unsatisfactory installation shall be corrected to the Ho-Chunk Nation's satisfaction by the successful bidder at no additional charge.

#### 4.20 Termination

Failure to comply with the terms and conditions as herein stated shall be cause for cancellation of the contract. The Ho-Chunk Nation will give written notice of unsatisfactory performance and the Bidder will be allowed thirty (30) days to take corrective action and accomplish satisfactory control. If at the end of the thirty days, the Ho-Chunk Nation deems the Bidder's performance still unsatisfactory, the contract shall be canceled. The exercise of its right of cancellations shall not limit the Ho-Chunk Nation's right to seek any other remedies allowed by law. The successful bidder will agree that the resulting contract is made subject to available budgetary appropriations and shall not create any obligation on behalf of the Ho-Chunk Nation in excess of such appropriations. In the event that no funds or insufficient funds are appropriated and budgeted, this Contract shall terminate without penalty or expense to the Ho-Chunk Nation thirty (30) days after written notification of termination from the Ho-Chunk Nation.

#### 4.21 Rejection of Bid, Waiver or Irregularities

Ho-Chunk Nation reserves the right to reject any or all bids, to waive irregularities, and to accept that bid which is considered to be in the best interest of the Ho-Chunk Nation. Any such decision shall be considered final.

#### 4.22 Workmanship

Items shall be manufactured according to the highest traditions of the industry and shall meet all commercial standards of quality. The Ho-Chunk Nation shall be the sole judge of acceptable products. Unacceptable products will be rejected and suitable price adjustments made.

#### 4.23 Insurance

The successful bidder shall maintain for the duration of the contract and any extensions thereof, at bidder's expense, insurance that includes "Occurrence" basis wording and is issued by a company or companies qualified to do business in the State of Wisconsin that are acceptable to the Ho-Chunk Nation, which generally requires that the company(ies) be assigned a Best's Rating of A or

higher with a Best's financial size category of Class XIV or higher, in the following types and amounts:

- a) Commercial General Liability in a broad form, to include, but not limited to, coverage for the following where exposure exists: Bodily Injury and Property Damage, Premises/Operations, Independent Bidders, Products/Completed Operations, Personal Injury and Contractual Liability; limits of liability not less than:
  - a. \$1,000,000 per occurrence and \$2,000,000 in aggregate;
- b) Business Auto Liability to include, but not be limited to, coverage for the following where exposure exists: Owned Vehicles, Hired and Non-Owned Vehicles and Employee Non-Ownership; limits of liability not less than:
  - a. \$1,000,000 per occurrence combined single limit for: Bodily Injury Liability and Property Damage Liability;
- c) Workers' Compensation Insurance to cover all employees and meet statutory limits in compliance with applicable state and federal laws. The coverage must also include Employer's Liability with minimum limits of \$100,000 for each incident.
- d) Professional Liability Insurance with \$1,000,000 per occurrence and \$1,000,000 in aggregate.

#### 4.24 Evidence of Insurance

The successful bidder agrees that with respect to the above-required insurance that:

- (a) The Ho-Chunk Nation shall be provided with Certificates of Insurance evidencing the above required insurance, prior to commencement of the contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies;
- (b) The contractual liability arising out of the contract shall be acknowledged on the Certificate of Insurance by the insurance company;
- (c) The Ho-Chunk Nation shall be provided with thirty (30) days prior notice, in writing, of Notice of Cancellation or material change and said notification requirement shall be stated on the Certificate of Insurance;
- (d) Subcontractors, if any, comply with the same insurance requirements. In addition to being named as an additional insured on the Certificate of Insurance, each liability policy shall contain an endorsement naming the Ho-Chunk Nation as an additional insured. A Copy of the endorsement shall be provided to Ho-Chunk Nation along with the Certificate of Insurance; and
- (e) have Ho-Chunk Nation named as an additional insured and the address for certificate holder must read exactly as:

Ho-Chunk Nation, a body politic  
W9814 Airport Road  
Black River Falls, WI 54615

- (f) Insurance Notices and Certificates of Insurance shall be provided to:

Ho-Chunk Nation Treasury, Procurement Division  
W9814 Airport Road  
Black River Falls, WI 54615

The Ho-Chunk Nation shall be provided with Certificates of Insurance evidencing the above required insurance prior to the commencement of this Agreement and thereafter with the

certificated evidencing renewals or changes to said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies.

**The Ho-Chunk Nation shall be named as additional insured on all liability policies, and the parties acknowledge that any insurance maintained by the Ho-Chunk Nation shall apply in excess of, and not contribute to, insurance provided by successful bidder.**

The contractual liability arising out of the Agreement shall be acknowledged on the Certificate of Insurance by the insurance company. The Ho-Chunk Nation shall be provided with thirty (3) days prior notice, in writing, of Notice of Cancellation or material change, and said notification requirements shall be stated on the Certificate of Insurance.

Acceptance or approval of insurance shall in no way modify or change the indemnity or hold harmless clauses in this agreement, which shall continue in full force and effect.

#### 4.25 Hold Harmless Clause

The bidder agrees to indemnify, save harmless and defend the Ho-Chunk Nation, their agents, servants, and employees, and each of them against and hold them harmless from any and all lawsuits, claims, demands, liabilities, losses, and expenses, including court costs and attorney's fees, for or on account of any injury to any person, any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract. The foregoing indemnity shall apply except if such injury, death or damage is caused directly by the willful and wanton conduct of the Ho-Chunk Nation, their agents, servants, or employees or any other person indemnified hereunder.

#### 4.26 Choice of Law and Venue

The bidder agrees that this bid has been executed and delivered in Wisconsin and that their relationship and any and all disputes, controversies or claims arising under this bid or any resulting contract shall be governed by the laws of the State of Wisconsin, without regard to conflicts of laws principles. The bidder further agrees that the exclusive venue for all such disputes shall be the Ho-Chunk Nation Tribal Court, Black River Falls, Wisconsin, and the bidder hereby consent to the personal jurisdiction thereof.

#### 4.27 Directions for Submission

Submit one (1) bid; multiple bids will not be accepted.

Qualified individuals or firms are to submit one (1) original and twelve (12) copies of the completed bid and supported documentation to:

Dakota Walton-Smith, Procurement Agent  
P.O. Box 640  
W9814 Airport Road  
Black River Falls, WI 54615  
[Dakota.walton-smith@ho-chunk.com](mailto:Dakota.walton-smith@ho-chunk.com)

All data and documentation submitted as part of this bid shall become the property of the Ho-Chunk Nation. Bids must be received by **2:00 p.m. (CST) on June 14, 2018**. Absolutely no bid

will be accepted after the time specified. Late bids shall be rejected and returned unopened to the sender. The Ho-Chunk Nation does not prescribe the method by which bids are to be transmitted; therefore, it cannot be held responsible for any delay, regardless of reason, in the transmission of bids.

**BID ENVELOPES ARE TO BE CLEARLY MARKED WITH THE BID TITLE, TIME & DATE OF OPENING.**

#### 4.28 Mandatory Pages

All mandatory pages must be included and must be signed by a person authorized to legally bind the company.

***FAILURE TO INCLUDE THE MANDATORY PAGES WILL RESULT IN THE REJECTION OF YOUR SUBMISSION.***

#### 4.29 Fair Employment Practices

All bids shall be subject to the provisions of Ho-Chunk Nation Statutes relating to prohibition of discrimination in employment. This provision shall be applicable and incorporated as part of any contract or bid award.

#### 4.30 Anti-Kickback Clause

The Contractor hereby agrees to adhere to the mandate dictated by the Copeland “Anti-Kickback” Act which provides that each Contractor or sub grantee shall be prohibited from inducing, by any mean, any person employed in the completion of work, to give up any part of the compensation to which he is otherwise entitled.

#### 4.31 Debarment and Suspension

The Ho-Chunk Nation reserves the right to cancel this contract with any federally debarred bidder or a bidder that is presently identified on the list of parties excluded from Federal, State or Tribal procurement and non-procurement contracts.

#### 4.32 Civil Rights Compliance

The Bidder agrees to abide by the requirements or the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran’s Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and Bidder agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Bidder agrees not to discriminate in its employment practices, and will render services under the contract and any contract without regard to race, color, religion, sex, Ho-Chunk National origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by the Bidder, or failure to comply with these statutory obligations when applicable shall be grounds for termination of the contract.

#### 4.33 Bid Addendums

The Ho-Chunk Nation reserves the right to addend or amend the bid prior to the date of bid submission. Addenda will be posted to the Internet at [www.ho-chunknation.com/Procurement](http://www.ho-chunknation.com/Procurement)



#### 4.34 Bid Withdrawal

Prior to the bid due date, a submitted bid may be withdrawn by the bidder by submitting a written request to the email address named herein. A person authorized to sign for the bidder must sign all such requests.

#### 4.35 Contract

The Ho-Chunk Nation reserves the right to add provisions to the contract to be consistent with the successful bidder's offer and to negotiate with the successful bidder other additions to, deletions from, and/or changes in the language in the audit contract. Provided, however, that no such addition, deletion or change in the audit contract language would, in the sole discretion of the Ho-Chunk Nation and its legal counsel, affect the evaluation criteria set forth herein, or give the successful bidder a competitive advantage. Any contract with the Ho-Chunk Nation will provide for the Ho-Chunk Nation governing law and jurisdiction. This contract will not waive the sovereign immunity of the Ho-Chunk Nation, and will require compliance with all Ho-Chunk Nation laws, ordinances, regulations and procedures, including the Tribal Employment Rights Ordinance.

Prior to award, the winning bidder may be required to enter into discussions with Ho-Chunk Nation to resolve any differences before an award is made. These discussions are to be finalized and all exceptions resolved within one (1) week of notification. If not, this could lead to rejection of the bidder's bid and to discussions being initiated with the subsequent highest scoring bidder.

#### 4.36 Default

In case of failure to provide services in accordance with the terms and conditions, Ho-Chunk Nation, after due oral or written notice, may procure the services from other sources and hold the bidder responsible for any resulting additional cost. This remedy shall be in addition to any other remedies that Ho-Chunk Nation may have.

#### 4.37 Restrictions on Communications with Staff

From the issue date of this bid until a bidder is selected and the selection is announced, bidders are not allowed to communicate for any reason with any Ho-Chunk Nation staff or elected officials except through email at [www.Treasury\\_BID@ho-chunk.com](mailto:www.Treasury_BID@ho-chunk.com) named wherein or as provided by existing work agreement(s). For violation of this provision, Ho-Chunk Nation shall reserve the right to reject the bid of the offending bidder. All questions concerning this BID must be submitted by e-mail to the [www.Treasury\\_BID@ho-chunk.com](mailto:www.Treasury_BID@ho-chunk.com) and shall reference the numbered item for which the question is asked.

#### 4.38 Conflict of Interest

If any bidder has any existing client relationship that involves the Ho-Chunk Nation that would prevent either from being objective, the bidder must disclose such relationship. The bidder will disclose any professional or personal financial interest which could be a possible conflict of interest in representing the Ho-Chunk Nation. The bidder shall further disclose any arrangements to derive additional compensation from various investment products, including financial contracts.

#### 4.39 Ethics in Public Contracts

By submitting their bids, all bidders certify that their bids are made without collusion or fraud and that they have not offered or received any inducements from any other bidder or sub bidder in connection with their bids, and that they have not offered or provided any Ho-Chunk Nation employee or elected official having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value.

#### 4.40 Confidentiality Requirements and Public Information Disclosure

The staff members that are assigned by the successful bidder to this project may be required to sign a non-disclosure statement.

#### 4.41 Rejection of Bids

The Ho-Chunk Nation may cancel the bid or reject bids at any time prior to an award, and is not required to furnish a statement of the reason why a particular bid was not deemed to have the best value to the Ho-Chunk Nation. The Ho-Chunk Nation shall not be liable for any losses incurred by the bidders throughout this process.

#### 4.42 Multiple Awards

The Ho-Chunk Nation reserves the right to award each section individually. This is not an “all or none” bid.

**END OF DOCUMENT**