***Seneca Gaming Corporation***



REquest for QUOTATION

RFQ: SGC-0017-21CS - Microsoft Premier Consulting Services Annual Renewal

2/10/2020

The Seneca Gaming Corporation Procurement Department is seeking bids for Microsoft Premier Consulting Services Annual Renewal, effective date April 2, 2021 through April 1, 2022.

# Introduction

Seneca Gaming Corporation is a wholly owned, tribally chartered corporation of the Seneca Nation of Indians (the “Nation”) which operates all of the Nation’s Class III gaming operations in Western New York State.

Seneca Gaming Corporation, through its wholly owned subsidiaries, owns and operates Seneca Niagara Resort & Casino in Niagara Falls, New York, Seneca Allegany Resort & Casino in Salamanca, New York, and Seneca Buffalo Creek Casino in Buffalo, New York.

For additional information, please visit our website at www.SenecaGamingCorporation.com.

# RFQ Objective

Seneca Gaming Corporation (hereinafter referred to as SGC) is seeking bids from qualified bidders to supply Microsoft Premier Consulting Services Annual Renewal, effective date April 2, 2021 through April 1, 2022.

# RFQ Administrative Information

## Contact Information

Please use the following name and email address for all correspondence with SGC concerning this RFQ. Suppliers who solicit information about this RFQ either directly or indirectly from other sources will be disqualified.

**Coordinating Buye**r(s):

Name Charles Saxe

Email csaxe@senecacasinos.com

## Schedule of Events

RFQ issue date: 2/10/2021

Bidder questions due: 2/17/2021

**Bid Submission Deadline: 2/24/2021 by 5:00 PM EST**

## Bidder Questions

Bidders must submit any questions to the Coordinating Buyer’s email address, on or before the date indicated in the above schedule of events. *No telephone questions will be accepted or considered*.

## Submission of Bids

Bids must be submitted in electronic format, with information required in Heading E, part 1, Sections 1 and 2 [Company Overview and References] and in the Bidder Certification Section in Microsoft Word or pdf format, and pricing information on the Microsoft EXCEL companion document attached to this RFQ. **Bids which are either incomplete or which are received after the bid submission deadline will not be considered.**

## Bid Format

**Part-1 Company Overview**

Section 1: Company Overview

**The following information may be omitted if bidder is a current active vendor of Seneca Gaming Corporation:**

Provide a brief description of the overall organization of your company including the location of corporate headquarters, primary industries and markets served, how long the company has been in business and what experience your company has serving multi property and Native American-owned casinos and casino resorts, if any.

Section 2: References

**The following information may be omitted if bidder is a current vendor of Seneca Gaming Corporation:**

Include a minimum of three contracts for goods similar to those in this RFQ Requirement that were awarded within the last three (3) years, along with contact information for each client reference. Wherever possible, include casino and casino-resort clients in these references.

**Part-3 Bidder RFQ Response**

Please refer to the attached RFQ Companion Spreadsheet:

 RFQ SGC-0017-21CS Companion Spreadsheet.xls

Section 1: Response to SGC Requirements

Refer to RFQ Companion Spreadsheet for a detailed summary of SGC’s product and/or service functional, volume and delivery requirements.

Section 2: Bidder Prices, Terms of Payment

Bidder’s response must be submitted in electronic format that is the same or similar in form to the example presented in the RFQ Companion Spreadsheet.

**All prices must remain in effect for a minimum period of ninety (90) days from the bid closing date or through the date indicated on the RFQ Companion Spreadsheet, whichever is longer.** Estimated freight charges, where applicable, must be indicated as a separate line item (freight is not to be included in Landed Unit Prices). Indicated as separate line items on the spreadsheet: Freight charges; other fees and charges; incentives and discounts (if applicable); total order cost. **Taxes are not included as a line item and are not to be added: SGC is a tax-exempt entity and will, upon request, provide proof of such status.**

**Standard terms of payment are net 30 days from date of invoice.** If bidder offers a discount for early payment, relevant details of the discount must be included as a separate line item on the Bidder RFQ Response spreadsheet. Invoice(s) is/are to be sent upon delivery of goods.

**Part-3 Bidder Representations and Certifications**

A corporate officer or person who is authorized to represent Bidder must complete, sign and date the Bidder Certifications and Representations [Heading IV of this RFQ].

**Part-4 Appendix**

Appendix-A: Evidence of Insurance

Evidence of current insurance is to be provided to the satisfaction of SGC’s Risk Management Department. Insurance requirements vary depending upon the nature of the services and the degree of risk. Standard requirements include minimum $5 million general liability coverage (per occurrence and in the aggregate) [$10 million for construction-related contracts], $1 million automobile liability coverage, combined single limit, for all vehicles brought on-site, worker’s compensation and employer liability insurance in accordance with state law. Additional types of insurance, including, without limitation, professional liability insurance and network privacy/data security/cyber liability insurance, may be required in specific circumstances. SGC and related persons and entities will be additional insured under the general liability and automobile liability policies of insurance.

SGC’s Risk Management Department has discretion to increase, decrease, or dispense with insurance in appropriate cases. They may, in addition to or instead of insurance, require signature of a Waiver, Indemnification and Hold Harmless form by any individuals who will be present on SGC property.

For additional details, see section 22 of SGC’s Standard Terms & Conditions at <https://senecagamingcorporation.com/our-business/business-standards/>

## Bid Evaluation/Vendor Selection

The successful Bidder(s) will be notified by email of the award, conditional upon appropriate licensure through SGC’s regulatory authority, the Seneca Gaming Authority (“SGA”), providing proof of insurance to the satisfaction of SGC’s Risk Management Department, and issue of a purchase order. It is only following all of these actions that the successful Bidder will be considered a Vendor of SGC.

Successful Bidders must complete SGC’s Vendor Registration Form and W-9 (or equivalent for non-U.S. persons/entities). If required, they must also complete and submit to the SGA the requisite vendor license application. They are also responsible for payment of SGA processing or vendor license fees plus the Seneca Nation of Indians Business License fee. Fees range from $750 to $2,500 depending upon the nature of the services. These requirements must be completed and, if applicable, the requisite SGA vendor license issued, prior to issue of a purchase order. Vendor licenses and fees must be renewed every two years. SGA may also, in an appropriate case, require the licensure of individual employees who perform certain services that are or may be closely associated with SGC’s casino operation. As SGA retains the discretion to make this type of determination on a case-by-case basis, SGC is unable at the RFQ point in the bidding process to state definitively whether such licensure will be required in any particular case.

## General Bidder Information

This RFQ does not commit SGC to award this RFQ to any particular bidder, to issue any purchase order, to pay any costs incurred in the preparation of the RFQ, nor to procure or contract for services or supplies.

It is the policy of SGC that all bids are to be held unopened and confidential until after the closing date and time. At the bid opening, bids will be opened by the Coordinating Buyer and are reviewed by a compliance representative.

Bid Validity. Bidder’s bid submission must remain valid for a minimum of ninety (90) days from the bid closing date or for the period indicated in the Vendor RFQ Response, whichever is longer.

Minority Bidders:SGC gives priority to bidders who are Native American, minority, women-owned or small disadvantaged businesses. If your company falls into any of these categories or has contracted with such businesses for the purpose of the proposal, please note as such on your bid.

## SGC Standard Terms and Conditions

Any purchase order flowing from this RFQ is subject to the terms and conditions hereof as well as to Seneca Gaming Corporation’s Standard Terms and Conditions which are available on the following website: <https://senecagamingcorporation.com/our-business/business-standards/>. Reference to, or inclusion of, the Bidder’s preprinted terms and conditions with Bidder’s Quote will not be considered as an exception to SGC Terms and Conditions.

# Bidder Certifications and Representations

Bidder is a reputable company fully qualified and regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the RFQ.

Bidder is aware of, is fully informed about, and is in full compliance with all applicable federal, state and local laws, rules, regulations and ordinances.

Bidder understands the requirements and specifications set forth in this RFQ and affirms that no compensation has been received for participation in the preparation of the specifications for this RFQ.

Bidder has reviewed and understood SGC’s Standard Terms & Conditions found at https://senecagamingcorporation.com/our-business/business-standards/.

Bidder represents and warrants that all goods quoted in response to this RFQ will meet or exceed all federal, state and local safety standards applicable to such goods.

All statements, information and representations prepared and submitted in response to this RFQ are current, complete, true and accurate. Bidder acknowledges that SGC will rely on such statements, information and representations in selecting the Awarded Vendor. If selected by SGC as the Awarded Vendor, Bidder will notify SGC immediately of any material change in any matters with regard to which Bidder has made a statement or representation or provided information.

**BIDDER RESPONSE**

**Part 1 – Company Overview**

The Company Overview (see page 2 Section E, part 1 for details) must be completed by all bidders other than those who are current vendors of Seneca Gaming Corporation.

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**Part – 2 References** [All bidders, other than existing vendors of SGC, must complete; minimum three references]

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| Nature of contract | Client Name | Client address | Client contact | Contact phone | Contact email |
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**BIDDER CERTIFICATION**

**I, the undersigned, hereby certify that I am authorized to sign as a representative for the Bidder listed below:**

Legal Name of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

DBA (if applicable): \_\_\_\_\_\_\_\_\_ \_\_\_\_\_

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

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

E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website: \_\_\_\_\_\_\_\_\_\_\_\_ \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representative’s Signature: \_\_\_\_\_\_\_ \_\_\_\_\_

Representative’s Printed Name:

Representative’s Printed Title: \_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NAICS code #