

**SOUTH DAKOTA BOARD OF REGENTS
306 EAST CAPITOL AVENUE, SUITE 200
PIERRE, SOUTH DAKOTA 57501**

LAPTOP LEASE RFP

PROPOSALS ARE DUE NO LATER THAN NOVEMBER 13, 2026

RFP #: BOR10262026

BUYER: Raleigh Tiaht

EMAIL: raleigh.tiaht@usd.edu

READ CAREFULLY

Please submit this cover sheet with your proposal

FIRM NAME: _____ AUTHORIZED SIGNATURE: _____

ADDRESS: _____ TYPE OR PRINT NAME: _____

CITY/STATE: _____ TELEPHONE NO: _____

ZIP (9 DIGIT): _____ FAX NO: _____

FEDERAL TAX ID#: _____ E-MAIL: _____

PRIMARY CONTACT INFORMATION

CONTACT NAME: _____ TELEPHONE NO: _____

FAX NO: _____ E-MAIL: _____

1.0 GENERAL INFORMATION

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The purpose of this RFP is to solicit proposals from qualified financial companies to enter into a non-exclusive Master Lease Agreement for the lease of laptop computers for institutions under the South Dakota Board of Regents (BOR) including Dakota State University (DSU) and South Dakota School of Mines & Technology (SDSMT). The cost of the computers will be negotiated by SDBOR.

Other schools under the South Dakota Board of Regents include Black Hills State University (BHSU), Northern State University (NSU), South Dakota State University (SDSU) and University of South Dakota (USD). At this time these schools are not scheduled to participate in the lease program, however, all reserve the right to participate at a later time.

See section 2.0 below for additional information regarding the scope of this RFP.

1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER

The USD Purchasing Office is the issuing office for this document and all subsequent addenda relating to it, on behalf of the South Dakota Board of Regents. The reference number for the transaction is RFP# BOR10192026. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

1.3 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

Schedule of Activities:	Date
RFP Publication	Monday, October 26, 2026
Deadline for Submission of Written Inquiries	Monday, November 2, 2026
Responses to Offeror Questions	Thursday, November 5, 2026
Proposal Submission	Friday, November 13, 2026
Anticipated Award Decision/Contract Negotiation	Thursday, December 10, 2026

1.4 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received in the USD Purchasing Office by the date and time indicated in the Schedule of Activities.

Proposals received after the deadline will be late and ineligible for consideration.

An **email** of the proposal shall be submitted to raleigh.tiaht@usd.edu in Word and .pdf formats.

No proposal shall be accepted from, or no contract or purchase order shall be awarded to any person, firm or corporation that is in arrears upon any obligations to the State of South Dakota, or that otherwise may be deemed irresponsible or unreliable by the State of South Dakota.

Emailed proposals are acceptable.

1.5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS

By signing and submitting this proposal, the offeror certifies that neither it, nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation, by any Federal department or agency, from transactions involving the use of Federal funds. Where the offeror is unable to certify to any of the statements in this certification, the bidder shall attach an explanation to their offer.

1.6 NON-DISCRIMINATION STATEMENT

The State of South Dakota requires that all contractors, vendors, and suppliers doing business with any State agency, department, or institution, provide a statement of non-discrimination. By signing and submitting their proposal, the offeror certifies they do not discriminate in their employment practices with regard to race, color, creed, religion, age, sex, ancestry, national origin or disability.

1.7 MODIFICATION OR WITHDRAWAL OF PROPOSALS

Proposals may be modified or withdrawn by the offeror prior to the established due date and time.

No oral, telephonic, telegraphic or facsimile responses or modifications to informal, formal bids, or Request for Proposals will be considered.

1.8 OFFEROR INQUIRIES

Offerors may make written or email inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the date and time indicated in the Schedule of Activities. Email inquiries must be sent to Raleigh Tiaht at raleigh.tiaht@usd.edu with the subject line "RFP # BOR10192026

All offerors will be informed of any inquiries and BOR's response. Offerors may not rely on any other statements, either of a written or oral nature, that alter any specification or other term or condition of this RFP. Offerors will be notified in the same manner as indicated above regarding any modifications to this RFP.

1.9 PROPRIETARY INFORMATION

The proposal of the successful offeror(s) becomes public information. Proprietary information can be protected under limited circumstances such as client lists and non-public financial statements. Pricing and service elements are not considered proprietary. An entire proposal may not be marked as proprietary. Offerors must clearly identify in the Executive Summary and mark in the body of the proposal any specific proprietary information they are requesting to be protected. The Executive Summary must contain specific justification explaining why the information is to be protected. Proposals may be reviewed and evaluated by any person at the discretion of the State. All materials submitted become the property of the State of South Dakota and may be returned only at the State's option.

1.10 GOVERNING LAW

Venue for any and all legal action regarding or arising out of the transaction covered herein shall be solely in the State of South Dakota. The laws of South Dakota shall govern this transaction.

1.11 DISCUSSIONS WITH OFFERORS (ORAL PRESENTATION/NEGOTIATIONS)

An oral presentation by an offeror to clarify a proposal may be required at the sole discretion of the BOR. However, the BOR may award a contract based on the initial proposals received without discussion with the Offeror. If oral presentations are required, they will be scheduled after the submission of proposals. Oral presentations will be made at the offeror's expense.

This process is a Request for Proposal/Competitive Negotiation process. Each Proposal shall be evaluated, and each respondent shall be available for negotiation meetings at the BOR's request. The BOR reserves the right to negotiate on any and/or all components of every proposal submitted. From the time the proposals are submitted until the formal award of a contract, each proposal is considered a

working document and as such, will be kept confidential. The negotiation discussions will also be held as confidential until such time as the award is completed.

2.0 SCOPE OF SERVICES

The initial lease is anticipated to include approximately 350 laptop computers for DSU at an estimated cost of \$732,000 and 500 laptop computers for SDSMT at an estimated cost of \$1,191,000, with an estimated total equipment cost of approximately \$1,923,000. Current equipment quotes are included with this RFP for planning purposes. Quantities, configurations, and total costs may change prior to execution of a lease agreement.

The computers will be leased for three years with a \$1 buyout at the end of the term. Semiannual payments will be made on October 1 and March 1 of each year of the lease. Delivery of the computers is expected by June 1, 2027, but the date may be adjusted as needed.

BOR expects to have additional leases commencing in summer 2028, 2029, 2030, and 2031 for similar quantities of computers and related technology equipment. Lease agreements will be entered into at that time under the Master Lease Agreement.

Offerors must provide the lease rate factor, interest rate, and semiannual payment amount in their proposal. BOR does not pay sales tax, and sales tax should not be included in any calculations. Cost information must be separately identified for both DSU and SDSMT.

Proposals must also include a copy of the firm's standard lease forms and any other required documentation.

3.0 REFERENCES

Please provide three references from public universities for whom you provide financial services of lease funding.

4.0 PROPOSAL RESPONSE FORMAT

4.1 An email shall be submitted.

4.1.1 The entire proposal, including all attachments in PDF electronic format received via email.

4.1.2 The proposal should be page numbered and should have an index and/or a table of contents referencing the appropriate page number.

4.2 All proposals must be organized and tabbed with labels for the following headings:

4.2.1 **RFP Form.** The State's Request for Proposal form completed and signed.

4.2.2 **Executive Summary.** The one or two page executive summary is to briefly describe the offeror's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the offeror. The reader should be able to determine the essence of the proposal by reading the executive summary. Proprietary information requests should be identified in this section.

5.0 PROPOSAL EVALUATION AND AWARD PROCESS

- 5.1** After determining that a proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use subjective judgment in conducting a comparative assessment of the proposal by considering each of the following criteria:
- a. Effective Interest Rate
 - b. Lease terms
 - c. References
- 5.2** BOR reserves the right to reject any or all proposals, waive technicalities, and make award(s) as deemed to be in the best interest of the South Dakota Board of Regents.
- 5.3 Award:** BOR and the highest ranked offeror shall mutually discuss and refine the Master Lease Agreement.
- 5.3.1 If the agency and the highest ranked offeror are unable for any reason to enter into a Master Lease Agreement, BOR shall, either orally or in writing, terminate discussions with the offeror. BOR may then begin discussions with the next highest ranked offeror.
 - 5.3.2 The process may continue through successive offerors, according to BOR ranking, until an agreement is reached or BOR terminates the contracting process.