



*Red Cliff Band of Lake Superior
Chippewa Indians
Legendary Waters Casino and Resort*
37600 Onigamiing Dr
Bayfield, WI 54814
Phone: (800) 226-8478
Email: redcliff@redcliff-nsn.gov

Red Cliff Fiber Optic Installation Project
Full Time On-Site IT Specialist

SEALED BIDS REQUEST

The Red Cliff Band of Lake Superior Chippewa Indian's IT Department (henceforth referred as "RCIT") is requesting sealed bids for the items and services detailed below on behalf of the Legendary Waters Casino and Resort (henceforth referred as "The Casino"). The Red Cliff Tribal Council (henceforth referred as "The Tribe") has the right to reject any and all bids. All bids will be delivered sealed, by hand or mail, to the address listed in submission section below. Electronic submissions will not be accepted.

Project Summary:

The Casino is attempting to replace current openings for IT staff. Until a full time hire can be identified, compliance regulations of gaming institutions require The Casino to contract out IT staffing resources. This individual will be required to provide service for all areas of the gaming casino.

Duties and Responsibilities

1. Implement, Maintain, and Secure Gaming, Guest, and Staff network infrastructure including switches, routers, wireless devices, and other networking equipment.
2. Repair, Replace, and Maintain servers, data storage devices, data structure, user structure, and data backup functions.
3. Assist with the design of network, server, data, and IT infrastructure components.
4. Perform daily system monitoring of Windows Server data center, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups.
5. Perform regular security monitoring to identify any possible intrusions.
6. Provide Tier III/other support per request from various constituencies. Investigate and troubleshoot issues.
7. Repair and recover from hardware or software failures. Coordinate and communicate with impacted departments.

8. Design, implement, and maintain The Casino's websites.
9. Advise and assist The Casino's General Manager and Tribal IT Director on matters concerning servers, network backbone, data storage, and IT best practices.
10. Assist with other Information Technology tasks as required.
11. Assist with procurement of technology
12. Work with IT Contractors to manage IT Projects and Level III engineering requirements as prescribed by The Casino's General Manager and Tribal IT Director.
13. Other Duties as assigned by The Casino's General Manager and Tribal IT Director.

Qualifications (required):

14. Bachelor's Degree in Systems Administration, Computer Science, or related field.
Degree may be replaced with proven Experience in the field.
15. Experience and/or Certification in Windows Server Solutions, to include Domain management, DHCP, and Group Policy
16. Experience and/or Certification in Cisco and HP Routing and Switching programming.
17. Experience and/or Certification in Ubiquiti Wireless Solutions
18. Experience and/or Certification in PC Maintenance and repair
19. Experience and/or Certification in Active Directory, Azure Active Directory, and Office 365
20. Experience in Phone technologies a plus.
21. Slot Gaming experience a plus.
22. Ability to negotiate on behalf of the Casino and Tribe for contract support of existing equipment.
23. Must have a valid driver's license. Personal vehicle and appropriate vehicle coverage, preferred. Must maintain driver's eligibility as a condition of employment. Must be eligible to be put on the Tribe's vehicle insurance policy.
24. Must be eligible for a Class III Gaming License.
25. Must be able to work independently under little to no supervision.

Personal contacts: May include: Tribal Council Members and appointees; Tribal and Casino employees; representatives of other Tribes and Governments. Contractors and hosting providers for Casino IT Resources.

Physical requirements: Primarily office position that may require bending, lifting and reaching. May need to lift up to 75 pounds.

Work environment: The Casino Building and may need to occasionally do tasks in any of the outside areas supporting the Casino. All Tribal buildings are non-smoking.

Travel requirements: The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally.

The terms the selected bidder must agree to:

1. Bidder must provide pricing for on-site full-time IT Staff Augmentation support to The Casino.
2. Bidder must select staff capable of meeting compliance to obtain a class III gaming license.
 - a. No Warrants or convictions of a crime.
 - b. Pass a background check
3. Bidder's organization accepts financial responsibility in obtaining Class III gaming vendor's license. The Casino may assist the vendor in obtaining the license.
4. Bidder is responsible for knowledge and skill retention in case of staff rotation.
5. Bidder accepts hours needed for gaming license requirements and off-hour training in case of staff rotation.
6. Bidder must acknowledge that this position is not a remote position.
7. Bidder must select staff that is capable of working well with others and has a proclivity for technological research.
8. Bidder must provide own transportation and lodging to The Casino. Casino lodging is available at \$50 per night if needed and paid for by Bidder.
9. Bidder must acknowledge that the resulting contract from this RFP must include verbiage to disengage from the contract when full time staff is finally located and hired.
10. Bidder's organization must obtain or already have necessary licensing as a gaming vendor in the state of Wisconsin at the bidder's expense. The Casino may assist in providing administrative support for a temporary license while a permanent one is obtained.
11. Payment will be made monthly upon receipt of invoice from Bidder.
12. Bidder must provide onsite engineering and grant management and administration activities that shall be paid separately of the total bid. This amount is determined by the granting authority and will be detailed in the contract resulting from the winning bid.

13. Bidder must allow 45-60 days for administrative operations to complete the final contract, obtain the required signatures, and create purchase orders.

Questions and Technical Contact:

Evan Cutler, Red Cliff Director of IT
Email: evan.cutler@redcliff-nsn.gov
Office phone: 715 779 3700 x4253
Cell: 715 292 7366

Seth Morris, Legendary Waters Human Resources Director and Bid Management Coordinator

Email: smorris@legendarywaters.com
Tel: (715)779-9401

Charles Bressette, Gaming Compliance and Licensing Director
Email: compliance@legendarywaters.com
Tel: (715)779-9423

Submission Requirements:

Detailed bids (information and fee schedule) must be received by December 31, 2022 by 4:00PM CST.

Submit Sealed Bids by postal mail or physical delivery to:

Legendary Waters Casino and Resort
Attn: Mavis Jacobson, Property and Procurement Officer, IT Staff Aug RFP
37600 Onigamiing Dr Bayfield, WI 54814

Questions about sealed bid process: mjacobson@legendarywaters.com or 715-779-9404

A public bid opening is scheduled for 10:00am, Jan 10 2023 at the Legendary Waters Casino at 37600 Onigamiing Dr Bayfield, WI 54814.

The Red Cliff Tribal Council and the Casino has the right to reject any and all bids.

NO ELECTRONIC BIDS SHALL BE ACCEPTED