

**Request for Proposal
for the City of Pataskala's
Information and Technology Service Provider**



Deadline for Submittal: Thursday, August 29, 2024

City of Pataskala
Office of the Assistant City Administrator
621 West Broad Street (Suite 2B)
Pataskala, OH 43062

1. PROJECT SCOPE

The City of Pataskala (The “City”) is requesting proposals from consulting firms (“Consultant”) to provide services for Information and Technology Services.

The City of Pataskala recognizes the need to maintain its information and technology (IT) functions by utilizing a third-party consultant.

The City of Pataskala intends to use the selected consultant for numerous IT-related functions in order to maintain business continuity. IT is a critical function of the City’s daily operations, and the selected consultant will be expected to maintain the City’s IT functions on an uninterrupted basis whenever possible.

2. SCOPE OF SERVICES

2.1 Scope of Work

The scope of work to be undertaken by the successful consultant includes the following tasks:

- a. Managed Equipment and Services
 - Office 365 Licensing,
 - Managed Workstations,
 - Hosted Phone System Licensing and Support,
 - Data Center Hosting,
 - Managed Firewall with Monitoring.
- b. Services
 - Respond to major system interruptions within four (4) hours, seven days a week, 24 hours a day,
 - Respond to minor service interruptions with two (2) working days,
 - Provide a system of reporting IT-related issues that operates seven days a week, 24 hours a day.
- c. Provide IT-related advice for the City as requested related to future technology and business continuity planning.
- d. Procure and configure IT-related devices (hardware, software, etc.) as needed by the City.
- e. Attend meetings with the City as requested.
- f. Schedule and attend quarterly progress meetings with the City.

2.2 Compensation

Consultant shall not proceed to perform any such services until City and Consultant have established a project cost, a completion schedule, a period of performance and the City has given its written authorization to proceed. The issuance and acceptance of a purchase order is required prior to initiating any effort that would incur any additional cost.

2.3 Ownership of Documents

Title to all final documents, including but not limited to drawings, specifications, data, reports, summaries, correspondences, photographs, computer software (if purchased on the City's behalf), video and audio recordings, software output, and any other materials with respect to work performed shall be provided to City upon completion of the work. Any information obtained by the Consultant as a result of performing the services shall become the property of the City and shall not be released to others without prior written consent from the City.

The consultant agrees to comply with the State of Ohio and the City's public records retention requirements. In the event that a document retention requirement survives the termination date of any agreement, the consultant, if possible, will continue to retain those documents and provide them to the city pursuant to any proper public records request.

2.4 Other Requirements.

Consultant shall provide the City with assurance that a continuity of personnel shall be maintained.

The selected firm must register with the City Finance Department prior to starting work.

Given the sensitive nature of the information contained on the various city systems, all potential personnel shall submit to a background check performed by the City of Pataskala Police Department.

3. PROCEDURE

The purpose of this RFP is to determine the project understanding while reviewing the technical approach and proposed costs from each prospective consultant.

The procedure and schedule for procurement of consulting services shall be:

- a. The City issues the notice requesting consultant proposals (RFP) on **August 9, 2024**
- b. Submission of proposals by qualified consultants.
 - i. All submissions must be received by the City of Pataskala by **12:00 noon on Thursday, August 29, 2024.**
 - ii. Submittals shall be delivered to:
 1. 621 West Broad Street, Suite 2B, Pataskala, Ohio 43062
 2. Two physical copies and one digital copy are required.
 - iii. Digital copies of submittals may be emailed to the Assistant City Administrator at:
 1. csharrok@ci.pataskala.oh.us
 - iv. Submittals pursuant to this invitation will not be received after the hour and date stated above.
- c. Evaluation and review of all proposals will be conducted by the City of Pataskala.

4. FORMAT AND CONTENT

Minimum font size of 12 point required. The page limit includes resumes, project schedules, table of contents, and cover pages. Each page must be numbered. Costs for preparing and submitting a response to this RFP is entirely the responsibility of the Consultant.

The submittal shall include a cover letter, a conflict of interest disclosure statement, a summary of qualifications and experience, a project approach, and a cost proposal.

Each submittal shall be limited to fifteen (15) single-sided pages. Resumes may be submitted in a separate annex that does not count against the page limit requirement.

4.1 Cover Letter

Summary – Provide a brief summary of the qualifications and capabilities of the Consultant and any sub consultants, if appropriate. The summary should indicate an understanding of services required for performance. Identify key personnel and a single point of contact assigned to work on the project who lives in the Central Ohio region for each subconsultant.

Signature and Contact Information – The cover letter shall be signed by the Consultant’s agent who is authorized to negotiate and contractually bind the firm with the City regarding the requested services.

The Project Manager shall be listed in the cover letter and will be the main contact with the City for technical and contractual issues and shall be responsible for the direction of day-to-day progress. Provide the telephone number, e-mail address, and office location of the Project Manager.

4.2 Conflict of Interest Disclosure Statement

The Consultant shall disclose and list any financial, business, or other relationships with the City that may have an impact on the outcome of the required performance of the project. A potential conflict of interest includes, but is not limited to, work related to contracts with other City departments, other municipalities, local land developers, current clients, and other parties who may have a financial interest in the outcome of the project. At the City’s discretion, a potential conflict of interest may be waived or factored into final award decisions and/or a modified scope of work.

4.3 Notice of Litigation

Consultants must list all current and previous litigations involving the Consultant and/or any subcontractors for the previous three (3) years.

4.4 Qualifications and Experience

Summarize the qualifications and relevant experience for the consultant firm and any sub

consultants. The following items should be included:

Summary – Provide a summary of the firm’s overall capabilities, history, recent and related experience, and expertise. Provide information on the firm’s experience related to the project’s scope of work. Provide information on the firm’s current workload, facilities, resources, and experience that clearly demonstrate its ability to successfully complete the project. Identify subconsultants and the percentage of work to be completed by each.

Representative Projects – Provide information on up to three reference projects that the proposed key personnel have completed in the last three years. The projects listed should be similar or the same as the project’s scope of work. The references should include:

- a. Project description and location,
- b. Description of services provided,
- c. Budget and schedule performance,
- d. Key personnel involved and sub consultants employed, and
- e. Client name, contact person, and current phone number and e-mail address. Should the City not reach a contact person with the contact information provided, then the reference will not be considered in the proposal evaluation.

Reference projects should demonstrate working knowledge and experience regarding the design of similar projects, approach and methodology used, including any equipment or special software. Describe any supplemental tasks that were deemed necessary or recommended, which enhanced outcome, reduced cost, or expedited delivery.

Resumes – Provide a resume or biography for each of the proposed key personnel focusing on relevant experience and the assigned function of each key person. Provide information that relates to the scope of work. Include similar information for anticipated sub consultants key to the scope of services.

4.5 Project Approach

Provide a detailed description of your understanding of the project and your team’s approach to complete the project in a timely and cost-efficient manner.

4.6 Cost Proposal

Utilizing the scope provided in Section 2.1, provide a breakdown of the total cost of work for the proposed services.

5. CONSULTANT SELECTION

5.1 Selection Committee

The City will conduct its selection process to achieve the objective of selection of a highly qualified Consultant to perform the project work at a reasonable cost. Within this overall objective, it is also the City's intent that:

- a. The selection process be fair and open.
- b. The selection of the Consultant be based on clearly stated objective criteria.
- c. Consultant firms' proposals will be evaluated by a team selected by the City of Pataskala.

5.2 Evaluation of Consultant Submittals

The specific criteria used during the evaluation process are provided below:

- a. Format Instructions
- b. Conflicts of Interest
- c. Experience
- d. Project Approach
- e. City Relationship
- f. Consultant Location
- g. Consultant Fees

6. GENERAL TERMS AND CONDITIONS

6.1 Limitations.

All facts and opinions stated herein are based upon available information and no representations or warranties are made with respect to their accuracy or completeness. This RFP and the selection process shall in no way be deemed to create a binding contract, agreement or offer of any kind between the City and Consultant. If the City selects a consultant pursuant to this RFP, any legal rights and obligations between the successful team, if any, and the City will come into existence only when an agreement is fully executed by the parties, and the legal rights and obligations of each party shall at that time be only those rights and obligations which are set forth in the agreement and any other documents specifically referred to in that agreement.

Each Consultant submitting statements in response to this RFP agrees that the preparation of all materials for submittal to the City and all presentations are at the Consultant's sole cost and expense, and City shall not, under any circumstances, be responsible for any costs or expenses incurred by any candidate. In addition, each Consultant agrees that all documentation and materials submitted in response to this RFP shall remain the property of the City and may be used by the City for any reason whatsoever. In accordance with Ohio law relating to access to public records, the City may be required to publicly disclose all submitted information and materials to third parties requesting such information.

6.2 Award.

The City reserves the right to accept or reject any or all submittals, to alter the selection process in any way, to postpone the selection process for its own convenience at any time

for any reason whatsoever, to waive any defects in any submittal, to issue a new RFP at any time, or to hire any consultant it deems appropriate in its sole and absolute discretion within or outside of the RFP evaluation process.

6.3 Federal, State and Local Laws.

As part of the RFP process, the selected Consultant will be required to comply with all applicable federal, state and local laws.