Request for Proposals #SA005133
for
Microsoft SharePoint 2013 Implementation Services

OPENS 10/24/2013 @ 11:00 A.M.

Deliver Proposals To:
City of Columbus Purchasing Office
77 North Front St-5th Floor
Columbus, OH 43215

Gary R. Cavin, CIO
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INTRODUCTION

The City of Columbus is planning a comprehensive upgrade to its SharePoint environment. Towards this end, the City has convened a SharePoint Working Group to represent the business needs of its departments. This Working Group has developed the SharePoint Implementation Roadmap (Roadmap).

The City of Columbus, Department of Technology is seeking a qualified vendor to assist with its planned implementation of SharePoint 2013 and is placing this Request for Proposals (RFP) with the intention to enter into a contract with an experienced vendor who will provide design, build, deployment, documentation, and training services that help the City optimize its use of SharePoint as an intranet and extranet platform for all City departments and their partners outside the City.

SCOPE AND CLASSIFICATION

2.1 Scope of Work

The City of Columbus Department of Technology (DoT) is an ‘insourced’ service-delivery department, providing information technology consulting, infrastructure and application development and support for approximately 5,000 city employees in 16 distinct departments. The City intends to implement and host the SharePoint system within its own data center and is a Microsoft Enterprise customer with entitlement to the SharePoint and other Microsoft software licensing associated with this project.

The City is seeking proposals from vendors that have extensive experience assisting public sector organizations with all aspects of SharePoint implementation. The Roadmap (see attachment) specifically identifies SharePoint Sites, Content, Search, and Communities components as necessary to satisfy the City’s needs. Desired outcomes of the SharePoint implementation are: improve collaboration capability between departments, agencies and city entities; improve unstructured information management capabilities; support integration of tools and data specifically with MS Office and Project Server; and provide access to outside entities via a secure extranet site. This SharePoint RFP will be followed by an additional RFP to install Project Server. In support of these goals, desired professional services include the following.

2.1.1 Project Management

A project plan with dates and milestones shall be created and followed throughout the engagement. The service provider shall work with a project manager from the City of Columbus to plan and schedule all work.

2.1.2 SharePoint Design

Starting with the Roadmap, the vendor will need to facilitate the Working Group to solicit requirements and develop the following artifacts:

2.1.2.1 Functional Requirements Document

The Functional Requirements Document should capture use cases for utilizing Sites, Content, Search, and Communities, high level Site layout, branding and requirements for performance, capacity, security and availability. Search will include external files and/or databases. The Functional Requirements Document should capture high level information concepts (e.g. Customer, Employee, Work Order, Delivery Method,
Location, Policy, Procedure, etc.) and be traceable to specific business capabilities and/or business objectives. The vendor will deliver an Information Architecture which will include a Taxonomy, Site Folder Structure, User & Group Access, Roles, and Permissions, Metadata, Data Structure, Search, Web Services, Role Based Security, Access (Inter, Intra, Extranet), and Application Integration. All work will be conducted according to City of Columbus Branding Standards, which will be shared with the winning vendor.

2.1.2 Governance Plan
The City has developed a draft Governance Plan (see attachment) that will need to be reviewed for completeness and tailored to any necessary specifics discovered during the design process. The final plan should define the rules, procedures and roles necessary for successful SharePoint system, site administration and growth. A recommendation of minimal and optimal staffing levels for the system as designed should also be included.

2.1.3 Technical Architecture
The Technical Architecture should define the hardware and software configuration necessary to satisfy functional requirements and conform to the Governance Plan, while minimizing ongoing technical support requirements.

2.1.4 Training Plan
The Training Plan should identify the training necessary for successful SharePoint system and site administration.

DoT will review these deliverables and, as needed and within reason, the vendor will make revisions until they are accepted by DoT.

2.1.3 SharePoint Build
Based on the accepted artifacts specified in Section 2.1.1, the vendor will develop all environments of the SharePoint 2013 solution. The vendor will present the solution to the SharePoint Working Group, demonstrating the functionality documented in the Functional Requirements Document. When all defects have been resolved, and build artifacts are available, DoT will accept the solution.

2.1.3.1 System Installation and Configuration
With assistance from City staff, the vendor will install and configure the system.

2.1.3.1.1 City Responsibilities
The City will provision server and storage platforms as specified in the Technical Architecture. Server platform includes hardware, operating system, network connectivity and standard agents (e.g. security, monitoring, backup, etc.). Storage platform includes drives and connectivity to support storage of structured and unstructured data.

2.1.3.1.2 Vendor Responsibilities
The vendor, with a City resource present for observation and assistance, will: Install and configure all necessary application software components for all environments (e.g. development, test, production);
develop city wide branded site templates and library templates; implement integrations (e.g. Active Directory, Exchange, Project Server). The vendor will build top level sites and main portal sites.

2.1.3.2 Supporting Documentation
The vendor will develop and provide the following artifacts during the build process:

2.1.3.2.1 System Configuration Document
The vendor will document the details of the system configuration in a city provided document template.

2.1.3.2.2 Test Plan
When the Group provides initial acceptance of the solution, the vendor, in collaboration with DoT, will develop a Test Plan document. DoT staff will execute the Test Plan and document defects. The vendor will be responsible for resolving defects.

2.1.3.2.3 Instructional Documents
The vendor will provide instructional documents necessary for covering all standard and recurring operational tasks for each environment including but not limited to “System Backup and Restore”, “Database Maintenance Tasks”, “Environmental Build to Build Upgrade Steps”, etc. All template / functionality customizations should be documented.

2.1.4 SharePoint Deployment
Following acceptance of the SharePoint 2013 solution build, the vendor will guide preparation for and deployment of the production system.

2.1.4.1 System State
All instances should be identically configured.

2.1.4.2 Training
As part of deployment, the vendor will also be required to develop training materials and deliver training for up to twenty (20) business users, who will serve as SharePoint content managers for City departments. This training should enable users to manage content on their department/division/team sites. Where permitted by the Governance Plan, this training should also allow users to tailor their sites to satisfy specific collaboration needs. Training materials developed should enable DoT to provide for ongoing training of future SharePoint content managers. In addition to business user training, the vendor will be required to provide knowledge transfer and formal training to two (2) DoT staff tasked with SharePoint administration responsibilities.

2.1.4.3 Recommendations
The vendor should provide a list of recommendations based on out of scope but related issues and discoveries and decisions made throughout the project with the aim to maximize the value and mitigate risk of the resulting system.

2.1.5 SharePoint Migration and Development
The City’s existing intranet is a collection of SharePoint Services 2.0 and SharePoint 2007 pages. Vendors will be required to provide the following.
2.1.5.1 Site Migration Plan
The vendor in consultation with City staff, will develop a site migration plan that encompasses all of the City’s existing intranet content. The City will provide additional information to the winning vendor regarding existing content. The City’s main intranet page is displayed in the figure below. The winning vendor will not be required to migrate all City content as part of this scope of work.

2.1.5.2 Migrate Department of Technology SharePoint Sites
Vendors will be required to migrate existing Department of Technology SharePoint sites. The total storage size is approximately 5 GB (not including files) and consists of approximately fifteen subject areas. In consultation with designated department staff, the vendor will identify the content that needs to be migrated and complete the migration of content into the SharePoint 2013 environment. This work should be completed with the participation of technology department staff who may assist in the migration of other City content into the SharePoint 2013 environment. To the extent possible, the migration of Technology content should be conducted in a way to build internal capacity for the migration of other City departments’ content. Estimated costs to complete this work must be identified separately in the cost proposal.
2.1.5.3  Develop Department of Public Utilities Legislation Automation SharePoint Site

In addition to the Department of Technology site migration, the vendor will be required to develop a new SharePoint site for the Department of Public Utilities Fiscal Office, utilizing the standard templates developed as part of the SharePoint Build. More detailed information for this deliverable is in the attached document: Request for Legislation Automation. The proposed cost for this deliverable needs to be identified separately in the cost proposal.

2.2  Classification

Qualified suppliers must submit (as described within the specifications) documentation of a minimum of five (5) Microsoft SharePoint engagements over the past three (3) years. Engagements should be similar in size and scope to the City. Qualified vendors must have experience providing the services described in this RFP. Respondents are required to provide work samples as described below.

2.3  Size & Budget

The estimated budget for this engagement is $150,000 to $250,000. That said, the City is interested in lower cost proposals and will consider higher cost proposals that meet the requirements detailed in this RFP.

3  REQUIREMENTS

3.1  General Requirements

3.1.1  Term

The complete scope, as defined by a negotiated Statement of Work, must be completed within one year of a purchase order certified by the City of Columbus Auditor. The contract will not automatically renew, but can be extended for an additional year subject to mutual agreement, and approval from proper City authorities.

3.1.2  Pricing

Respondents to this RFP are required to propose hourly rates for the staff offered in their proposal. Hourly rates must include out-of-pocket expenses, including travel expenses. Price proposals that do not offer comprehensive hourly rates (including all out-of-pocket and travel expenses) will not be considered. Vendor should provide a number of proposed position titles including a brief definition of each title and the vendor’s hourly rate for that position. Please include your costs for weekend work.

3.1.3  Work Hours

Any work under this RFP that will be required to be performed, completed, and managed at City of Columbus premises shall be conducted during standard business hours (Monday through Friday, 8:00 a.m. – 5:00 p.m. EST, excepting City holidays) unless otherwise agreed upon in advance. The City will provide work space and at least one PC for the Vendor. At its sole discretion, the City may arrange remote connectivity at Vendor’s request. The City has wireless Internet connectivity in many locations. Work hours may be either on-site or off-site. Hours may also be outside of normal business hours.
3.1.4  **Supplier Personnel**  
The successful vendor will provide evidence of background checks of employees assigned to the project. Upon request of the City, the Vendor shall withdraw any of the Vendor’s employees on assignment to the City who are, in the City’s reasonable opinion, unsatisfactory for servicing the City’s needs. In all such cases, the Vendor agrees to assign a replacement employee who is acceptable to the City, as soon as possible. Vendor shall disclose any subcontractors to be used along with the location of their offices.

3.1.5  **Non-disclosure**  
The Vendor agrees that no information will be disclosed to third parties or published in case studies, advertisements, white papers, customer testimonials, etc. without the written consent of the City.

3.2  **Respondent Requirements**

3.2.1  **Company Experience**  
Respondents to this RFP must submit documentation of at least five (5) Microsoft SharePoint engagements over the past three (3) years. Engagements should be similar in size and scope to the City. The respondent must briefly document its capabilities and submit an outline of its experience including information indicating: number of years in business, total number of employees, services offered, and corporate ethics statement.

3.2.2  **Staff Experience**  
Respondents to this RFP must submit resumes for the staff proposed to deliver service to the City. Staff must have experience implementing SharePoint 2013 and possess Microsoft SharePoint Server Certifications (see [http://www.microsoft.com/learning/en/us/certification/cert-SharePoint-server.aspx#tab1](http://www.microsoft.com/learning/en/us/certification/cert-SharePoint-server.aspx#tab1)). The winning respondent must guarantee that proposed staff will actually deliver the proposed services, or where necessary, be substituted for staff with equivalent experience.

3.2.3  **References**  
Respondents to this RFP must provide references to verify capabilities, experience, and work history in Microsoft SharePoint implementation. A minimum of five (5) references are required. References should consist of projects of a similar scope, complexity, and cost. The reference contact information shall include the customer name, start/end dates of the project, customer e-mail address, street address, telephone number, a description of the services provided and timeframe of project.

3.2.4  **Samples**  
Respondents to this RFP must submit samples of SharePoint designs created as part of previous or current client engagements. Sample screenshots (or equivalent) and links to associated websites (where available) are sufficient to satisfy this requirement.

3.2.5  **City of Columbus Contract Compliance**  
If you do not have a valid City of Columbus Contract Compliance Number, please see the City’s procurement site to obtain one: [http://eboco.ci.columbus.oh.us/contract.html](http://eboco.ci.columbus.oh.us/contract.html). While prospective vendors can respond to this RFP without a contract compliance number, the successful respondent to this RFP must obtain a contract compliance number as a condition of doing business with the City. The City is committed to equal business
opportunity, and strongly encourages participation from minority/female business enterprises in this and all City procurement.

3.3 SharePoint Solution Requirements

Subject to change as part of the SharePoint Design (see 2.1.2) the City anticipates that the new SharePoint 2013 page templates configured as part of the SharePoint Build (see 2.1.3) will satisfy the following high level requirements:

- streamline the delivery of general news and information pertinent to all employees
- streamline finding employee alerts, events, news, policies, procedures, forms and other information that may be maintained on various sub-sites
- Active Directory integration with site roles and security tied to Active Directory group membership
- based on a site visitors access point and role(s) site pages and functionality must limit access to content and provide views pertinent to the site visitor.
- provide employee site visitor personalization features
- provide navigation to sub-sites, portals and pages
- provide and leverage search scopes that include results from sub-sites or restrict results to a give site or area of a site returning results appropriate to the current site visitors permissions
- at a minimum, be compatible with the City’s end user computing technology standards outlined in Appendix 7.1
- preferably compatible with multiple desktop and mobile platforms and operating systems including, but not limited to; Droid, iOS, Windows, and Unix
- be compatible with all manufacturer supported desktop and mobile versions (at time that site development commences) of major browsers (Internet Explorer, Safari, Mozilla Firefox, and Google Chrome)
- have the ability to be toggled between mobile and non-mobile site viewing or be responsive to screen widths varying from mobile to wide screen workstations
- all site controls and features will be fully 508 compliant or provide access to alternate fully 508 compliant versions of content displayed

4 RFP PROCESS OVERVIEW

Selection of the winning proposal shall be in accordance with Section 329.14 of Columbus City Codes, 1959. Any agreement or contract entered into will be in accordance with the provisions of Chapter 329 of Columbus City Codes, 1959, the standard agreements for professional services of the Department of Technology, and all other applicable rules and regulations. The Columbus City Codes can be found at http://ordlink.com/codes/columbus/.

4.1 Proposal packets

Proposal packages for this solicitation are available on the City of Columbus Vendor Services website @ http://vendorservices.columbus.gov/.
4.2 RFP Questions and Answers

In order to enable accurate communication with respect to this RFP, to provide Vendors the opportunity to seek clarification on matters pertaining to the RFP requirements, and to enhance the Vendors’ understanding of the City’s needs, the City will accept questions from potential Vendors.

4.2.1 Question process
Specific questions concerning the RFP requirements should be submitted in writing before 11:00 AM Eastern on October 7, 2013. Written questions should include the Solicitation number and Title in the subject and must be sent via email to: vendorservices@columbus.gov. Questions submitted to other email addresses will be ignored.

4.2.2 Answer Process
After removing the submitter’s names, all pertinent questions will be posted, along with their answers, on the public Vendor Services web site: http://vendorservices.columbus.gov/e-proc/venSolicitationsAll.asp. Responses will be posted by October 14, 2013 @ 5:00 p.m. Eastern.

4.3 RFP Schedule of Events

The following RFP schedule of events represents the City’s best estimate of the schedule that will be followed. All times are Eastern.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Issued</td>
<td>September 30, 2013</td>
</tr>
<tr>
<td>Deadline for written questions</td>
<td>October 7, 2013 @ 11:00 AM</td>
</tr>
<tr>
<td>City response to questions issued</td>
<td>October 14, 2013 @ 5:00 PM</td>
</tr>
<tr>
<td>RFP Due</td>
<td>October 24, 2013 @ 11:00 AM</td>
</tr>
<tr>
<td>Notification of finalists</td>
<td>November 8, 2013</td>
</tr>
<tr>
<td>Finalist Interviews (as needed)</td>
<td>November 12-14, 2013</td>
</tr>
<tr>
<td>Notice of Award</td>
<td>November 22, 2013</td>
</tr>
<tr>
<td>City Council Approval</td>
<td>January 13, 2014</td>
</tr>
<tr>
<td>Project Commencement</td>
<td>February 3, 2014</td>
</tr>
</tbody>
</table>

5 PROPOSAL SUBMISSION REQUIREMENTS

Vendor’s response to this RFP should provide a clear and concise description of the Vendor’s proposal and capabilities. Emphasis should be on completeness and clarity of content. Vendor shall provide one (1) original and five (5) copies of their proposal. Proposal should be in clear and succinct language, bound in a flat 8 ½ by 11 inch format, and no longer than fifty (50) pages on twenty-five (25) double-sided sheets. Plastic or ringed binders and non-recyclable paper are discouraged. An electronic copy of the proposal must also be submitted on a CD or equivalent storage device. Proposals must be mailed to: City of Columbus Purchasing Office, 77 N Front St-5th Floor, Columbus, OH 43215. Proposals shall be organized in the following sections:
5.1 Section One: Transmittal Letter and Offer
A dated letter of transmittal on the Vendor’s letterhead must be in each submittal and include, but need not
be limited to, the following information:

5.1.1 Offer Period
Statement of proposal must be valid for 180 days.

5.1.2 Signature
The signature of a person authorized to legally bind the Vendor to the extent of a potential contract
agreement with the City.

5.1.3 Identify Materials
Identification of all material enclosures submitted in response to the RFP.

5.1.4 Contact Information
The name, e-mail address, street address, and telephone number of the individuals to which inquiries relating
to this RFP should be directed.

5.2 Section Two: Competence
Vendor shall demonstrate through its background and qualifications that it is capable of providing the services
described in this RFP by submitting the following information in its response:

5.2.1 Company History/Facts
Vendor should give a brief summary of the company’s background. Provide a description of the Vendor’s
organization’s size, longevity, and clients. Please use this section to include any pertinent facts not otherwise
requested.

5.2.2 Qualifications
A brief descriptive statement indicating the Vendor’s qualifications to deliver the services requested in this
RFP. Provide information about the Vendor’s experience providing SharePoint implementation services.
Successful vendor must have completed at least five (5) similar engagements in the past three (3) years.

5.2.3 Project staff information
Vendors must propose specific staff to deliver the services requested in this RFP. For each staff person
proposed, a resume must be included documenting the education and experience required (see section 3.2.2).

5.3 Section Three: Quality and Feasibility

5.3.1 Proposed Services and Deliverables
Proposals should include a proposed Statement of Work, with a description of the specific services to be
delivered, and how the approach proposed supports the project goals outlined in section 2.1. Work samples,
as required in section 5.2.4, should be used to illustrate proposed services and deliverables.
5.3.2 **Project Plan**
Explain your project plan and provide an example project schedule with timelines (assuming the start date listed in section 4.3), milestones, and deliverables. Identify all necessary resources, both vendor-provided and City-provided to successfully produce the deliverables within the timeline proposed. **Of particular interest is the amount of City-provided project team time you will need in order to successfully complete the deliverables.** Proposals that fail to include a fully resourced example project plan with timelines will be considered non-responsive.

5.4 **Section Four: Ability**
Vendor must demonstrate the ability to complete the project as planned and on schedule.

5.4.1 **Workload**
Vendor shall provide a calendar covering the proposed service delivery time frame indicating periods when the vendor has the resources available to work on the project, and periods when the vendor will not be available to work on the project. Previous commitments do not need to be disclosed specifically, but should be blocked out on the calendar. Preferred times to commence work on the project should be indicated.

5.4.2 **Financial Responsibility**
Vendor shall provide documentation of financial responsibility, financial stability, and sufficient financial resources to provide the scope of services to the City in the volume projected and within the time frames required. This documentation may take the form of: a letter of credit or reference from a bank or other financial institution; an insurance policy or bond; audited cash flow and balance sheet statements; or a satisfactory credit rating from a reputable credit rating agency.

5.5 **Section Five: Past Performance**
Vendor must be able to demonstrate experience appropriate to the subject of this RFP, by submitting the contact information of five (5) Professional Reference(s). The reference contact information shall include the name, e-mail address, street address, telephone number, fax number, and a description of the contract amount, type of service, software product, and service that was provided.

5.6 **Section Six: Cost & Payment Terms**

5.6.1 **Cost**
Proposals must identify estimated hours of service to be delivered by each of the staff persons proposed, associated hourly rates, and total costs. As described in section 5.1.2, hourly rates must be inclusive of all costs, including travel costs. **Proposals identifying separate travel and other out-of-pocket costs will be considered non-responsive.** Such costs should be recovered through the hourly rates or deliverables payments proposed. Cost proposals must also be summarized by the deliverables outlined in section 2.1. In particular, the costs associated with SharePoint Migration and Development (see 2.1.5) must be separately identified.

5.6.2 **Payment Terms**
The City prefers a proposed project payment schedule based on milestone and deliverable achievement. The City’s standard terms are Net 30 days, but will consider early payment incentives as part of its evaluation.
Payment terms that include late payment penalties are not acceptable. Proposals must include a desired payment schedule based on the achievement of milestones, consistent with the proposed project plan.

6 EVALUATION CRITERIA AND PROCESS

Proposal responses shall be reviewed, judged, scored, and ranked by an evaluation committee consisting of City staff. Evaluation will be a multi-step process consisting first of a complete proposal submission by Vendor prior to the RFP deadline, a review of the proposals by the City evaluation committee, and then two (2) or more of the highest rated Vendors may be selected with which to hold additional discussions.

6.1 Step One of Evaluation

Evaluation Committee will study the proposals and rate them according to the following:

6.1.1 Vendor’s Competence (Section 5.2) - 25 points total this section
To receive points on this criterion, proposals must document completion of at five (5) similar projects in the past three years. Up to ten (10) points will be awarded based on the vendor’s background and qualifications as described in the proposal. Higher points will be given to respondents demonstrating competence to perform the required service as indicated by its background and qualifications.

Up to fifteen (15) points will be awarded based on the qualifications and experience of proposed project staff. Particular focus will be paid to the work experience and any certifications of personnel to be assigned by the vendor to this project, in performing similar projects. Higher points will also be awarded to vendors who can guarantee that equivalent staff will be made available in the event that proposed staff are no longer available.

6.1.2 Quality and Feasibility (Section 5.3) – 25 points total this section
A maximum of fifteen (15) points will be awarded based on the demonstrated understanding of the services needed and deliverables required. Higher points will be awarded to proposals that include quality samples of proposed deliverables, based on the judgment of the evaluation committee.

A maximum of ten (10) points will be awarded based on the quality and feasibility of the proposed service plan. Higher points will be awarded to proposals that provide deliverables sooner, and clearly identify needed City employee hours and other resources necessary for successful delivery.

6.1.3 Ability (Section 5.4) – 10 points this section
Up to five (5) points will be awarded based on availability of proposed staff. Higher points will be awarded to proposals demonstrating that personnel can be made available to meet the City’s needs at the time services are needed.

Up to five (5) points will be awarded based on financial responsibility. Higher points will be awarded to proposals by vendors with demonstrated financial stability.

6.1.4 Past Performance (section 7.5) – 25 points this section
To receive points on this criterion, proposals must include contact information for at least five (5) professional references, as described in section 5.5. At least one professional reference will be contacted to evaluate such factors as quality of work, success in controlling costs, and success in meeting deadlines (vendors selected for
step two evaluations will have all professional references contacted). Up to twenty-five (25) points will be awarded to vendors with a proven track record of success in providing quality services on projects of a similar size and complexity.

6.1.5 **Cost & Payment Terms (section 7.6) – 15 points this section**
Ten (10) points will be awarded to the lowest cost proposal that fully addresses the requirements as set forth in this document. Other proposals will be awarded proportionately fewer points. The highest cost proposal will be awarded the fewest points.

A maximum of five (5) points will be awarded to vendors proposing favorable payment terms. Vendors proposing deliverables-based payments will be awarded higher points than vendors proposing per hour payments.

6.2 **Step Two of Evaluation Process**

Two (2) or more of the highest rated vendors may be selected for holding additional discussions to elaborate upon their qualifications and proposals in follow up interviews with the evaluation committee.

6.2.1 **Revisions**
The committee may permit revisions of proposals so long as all vendors who are selected for additional discussions are given equal opportunity to revise their proposals.

6.2.2 **References/Past performance**
All professional references may be contacted to evaluate such factors as quality of work, success in controlling costs, and success in meeting deadlines.

6.2.3 **Selection**
Vendors selected for this phase will have their proposals (as revised) re-scored by the evaluation committee using the same criteria outlined in section 6.1, incorporating any additional information provided during discussions. The evaluation committee will recommend an award to the City of Columbus Technology Department Director. With the Director’s acceptance of the Committee’s recommendation, DoT and the winning vendor will negotiate a contract. City Council will consider an ordinance to authorize the negotiated contract. With approval of City Council, the City and winning vendor will execute the contract, establish a purchase order, and commence work on the project.
# APPENDICES AND ATTACHMENTS

## 7.1 City Technology Standards for End User Computing

### OPERATING SYSTEMS/DESKTOP AND LAPTOP – DESKTOP MANAGEMENT SERVICES

<table>
<thead>
<tr>
<th>Component</th>
<th>Current Standard</th>
<th>Emerging Standard</th>
<th>Date Adopted</th>
<th>Position</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Operating System</td>
<td>Microsoft Windows 32-bit XP w/ SP3</td>
<td>Future Microsoft OS releases (Windows 8)</td>
<td>August 2005</td>
<td>Retain</td>
<td>Refer to the “Microsoft Software Standardization Document” on DoT Intranet.</td>
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<td></td>
<td>Microsoft Windows 32-bit XP Tablet w/ SP3</td>
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<td>11/01/2011</td>
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<td></td>
<td>Microsoft Windows 7 Enterprise 32bit &amp; 64bit</td>
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<td>August 2005</td>
<td>Retain</td>
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<td></td>
<td>Future Microsoft OS releases (Windows 8)</td>
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<td>11/01/2011</td>
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<tr>
<td></td>
<td>HP – Business Class</td>
<td></td>
<td>11/01/2011</td>
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<td></td>
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<tr>
<td>Laptop Computers</td>
<td>Dell – Business Class</td>
<td>Intel 64 Bit Processor</td>
<td>Dec 22, 2006</td>
<td>Retain</td>
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<td>Future Intel Processors</td>
<td>11/01/2011</td>
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<td></td>
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<td>Traditional Tablets</td>
<td>Dell HP</td>
<td>Dell &amp; HP only*</td>
<td>July 9, 2007</td>
<td>Retain</td>
<td>Refer to the “End User Hardware Standards Document” on DoT Intranet.</td>
</tr>
<tr>
<td></td>
<td>Fujitsu Stylistic ST5111 &amp; ST5112</td>
<td></td>
<td>11/01/2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emerging Tablets</td>
<td>IOS, Android 2.3 or higher, Windows</td>
<td>Future release of IOS, Android OS, and Windows Tablet OS</td>
<td>11/01/2011</td>
<td>Promote</td>
<td></td>
</tr>
<tr>
<td>Internet Browser</td>
<td>Microsoft IE7</td>
<td>Future Release of IE</td>
<td>April 24, 2008</td>
<td>Promote</td>
<td></td>
</tr>
<tr>
<td>Internet Browser</td>
<td>Google Chrome, Safari, Firefox, Android Browser, Safari (in app)</td>
<td>All new future releases</td>
<td>March 1, 2011</td>
<td>Promote</td>
<td>Non version specific, Will be a secondary browser</td>
</tr>
<tr>
<td>Internet Browser Toolsbars</td>
<td>Google Browser Tools</td>
<td>July 8, 2009</td>
<td>Promote</td>
<td></td>
<td>Available to Fire Personnel and other dispatched workforce</td>
</tr>
</tbody>
</table>

### TELEPHONE SERVICES

<table>
<thead>
<tr>
<th>Component</th>
<th>Current Standard</th>
<th>Emerging Standard</th>
<th>Date Adopted</th>
<th>Position</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cellular Phones</td>
<td>Nextel/Sprint</td>
<td>iPhones, Androids</td>
<td>January 2012</td>
<td>Promote</td>
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</tr>
</tbody>
</table>

### MOBILE/WIRELESS COMPUTING – NETWORK SERVICES

<table>
<thead>
<tr>
<th>Component</th>
<th>Current Standard</th>
<th>Emerging Standard</th>
<th>Date Adopted</th>
<th>Position</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>Handheld Operating System</td>
<td>Microsoft Windows Mobile – Any Version</td>
<td></td>
<td>December 14, 2007</td>
<td>Retain</td>
<td></td>
</tr>
</tbody>
</table>
7.2  Attachment: SharePoint Implementation Roadmap
See attached document.

7.3  Attachment: SharePoint Governance Plan
See attached document.

7.4  Attachment: Request for Legislation Automation
See attached document.