



## REQUEST FOR QUOTATIONS

Solicitation Number: RFQ030170

Date Issued: April 21, 2025

The City of Columbus, Department of Technology requests proposals for:

### **SMARTSHEET ENTERPRISE PLAN PLUS PREMIUM SUPPORT RENEWAL PLUS 40 NEW SUBSCRIPTIONS**

Written Questions Due:	April 28, 2025 @ 5:00 PM
Responses to Questions:	April 30, 2025 @ 5:00 PM
Quotations Due:	May 14, 2025 @ 1:00 PM
Award:	TBD
Procurement Portal:	<a href="https://columbusvendorservices.powerappsportals.com/">https://columbusvendorservices.powerappsportals.com/</a>

City of Columbus, Department of Technology  
Smartsheet Enterprise Plan Plus Premium Support and Licensing Renewal  
Detailed Specifications

**1.0 SCOPE AND CLASSIFICATION**

- 1.1 **Scope:** The City of Columbus, Department of Technology is receiving bids until **May 14, 2025**, at 1:00 PM local time, for a subscription renewal which includes support and maintenance of its existing Smartsheet subscription licenses. The City is a current Smartsheet customer, and seeks bidders who are authorized Smartsheet partner distributors only.
- 1.2 **Classification:** The contract resulting from this bid proposal will provide for the purchase and delivery of Smartsheet Enterprise licensing and support as outlined in this specification. Only certified reseller/dealer partners may respond to this solicitation. Bidders are required to show documentation of the relationship.
- 1.3 **Specification Questions:** Questions regarding this bid must be submitted on the Vendor Services portal by 5:00 PM on **Monday, April 28, 2025**. Responses will be posted on the RFQ on Vendor Services by 5:00 PM on **Wednesday, April 30, 2025**.
- 1.4 For additional information concerning this bid, including procedures on how to submit a proposal, you must go to the City of Columbus Vendor Services website at <https://columbusvendorservices.powerappsportals.com/> and view this bid number.

**2.0 APPLICABLE PUBLICATIONS AND STANDARDS**

N/A

**3.0 REQUIREMENTS**

**3.1 General Information:**

- 3.1.1 **Term:** The contract awarded as a result of this bid shall be from September 1, 2025 to August 31, 2026. This contract is not subject to automatic renewal, however upon mutual agreement and authorized appropriation may be renewed for three (3) additional one-year terms. In case of discrepancy in computing the amount of the cost, the UNIT PRICE quoted will govern. Future renewals of this agreement shall require appropriation and authorization of funds by the Council of the City of Columbus solely in the event that the total annual expenditures under this contract exceed \$50,000.00. Otherwise, the appropriation and authorization of funds shall be processed through issuance of a Purchase Order certified by the City Auditor and approved by all parties having jurisdiction thereof.
- 3.1.2 **Pricing:** Bidders are to bid firm or fixed prices, FOB Destination, Freight Prepaid, and Allowed. All pricing must include a manufacturer warranty. All manufacturer warranties will be passed onto the City of Columbus.

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- 3.1.2.1      **Escalator Clause:** No discount adjustment shall be granted during the first twelve (12) months of an awarded contract. After that, up to two such adjustments may occur during the life of the contract. In the event the supplier receives a general price increase in the cost of the finished product contracted for due to an increase in the cost of raw materials, labor, freight, etc., upon giving thirty (30) days prior notice and proper documentation as proof, said the adjustment in addition to the price quoted herein, may be permitted, subject to the sole discretion of the City of Columbus Finance and Management Director. In the event any such adjustment is granted; no adjustment shall be permitted on orders received by the supplier which are in process or filled but awaiting shipment before the increase. All price decreases inure to the benefit of the City of Columbus. The written notice and following documentation shall be sent to:  
[DoTProcurement@Columbus.gov](mailto:DoTProcurement@Columbus.gov).
- 3.1.2.2      **Price Documentation:** The supplier shall submit the following documentation with each request for an adjustment:
- 1)      Copies of the old and the current price lists or similar documents which indicate the original base cost of the product to the supplier and the corresponding increase; and
  - 2)      Copies of correspondence sent by the supplier's supplier explaining the source of the increase; and
  - 3)      Copies of excerpts from business publications, market quotations, or trade journals recognized as being representative of their particular trade or industry that indicate a trend toward an increase in the current market for the commodities under the awarded contract.
- 3.1.2.3      **Right of Cancellation:** If at any time during the term of the contract, the supplier's total request(s) for a price increase(s) is greater than fifteen percent (15%), the City of Columbus may cancel this agreement with thirty (30) days written notification.
- 3.1.3      **Additional licenses:** Throughout the year the City may add additional licenses to be co-termed with existing licenses and may be added to the awarded contract upon renewal. Also, the City reserves the right to request quotes for alternate or additional products and services, as they become available, that are not listed in the current quote.
- 3.1.4      **MBE/WBE:** A certified MBE/WBE Offeror's proposal may include a request form (see attached Bid Discount /Proposal Incentive Request Form) for an incentive credit equal to five percent of the Offeror's final evaluation score to be applied to the MBE/WBE Offeror's final score. The Office of Diversity and Inclusion will review the request form and approve its application if the Offeror is a certified MBE/WBE at the time the bids are due. The completed form must be attached with the bid for the request to be considered. For more information see <https://www.columbus.gov/Government/Mayors-Office/Office-of-Diversity-and-Inclusion>.

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3.2 **Bidder Requirements:** The City will use the requirements of this section to determine if each bidder meets the minimum standards to be considered a responsible bidder. References may be required as well as evidence of authorized deal/reseller partnership. Bidder should be prepared to provide said information upon request.

3.2.1 **Software and Support Capabilities:** Upon request bidders must document, and submit their capability of providing the licensing and warranty service specified herein.

3.2.2 **Manufacturer Relationship:** Upon request the bidder shall provide the history of their relationship with manufacturer(s) that will potentially be providing these types of equipment/parts and warranty service for the past five years, including but not limited to the following:

- a) Length of the relationship;
- b) Level of the relationship;
- c) A brief history of the relationship.

3.2.3 **References:** Upon request the bidder shall have documented proven successful contracts from at least four customers that the bidder supports that are similar in scope, complexity, and cost to the requirements of this specification. Reference contact information shall include the customer's name, customer e-mail address, street address, telephone number, fax number, contact name and software purchase date.

3.2.4 **Software / Support Information:** Upon request the bidder shall provide a description of the entitlements provided including all licensed features and capabilities.

3.2.5 **Subcontractor Information Required:** If subcontractor(s) are to be used, please list names, addresses, telephone numbers and a contact person for each subcontractor. All subcontracts must have valid contract compliance certification. Should the offeror use subcontractors, the City shall use the offeror as the primary contact point.

3.3 **Product Requirement Specifications:** The offeror shall provide Smartsheet Enterprise Plan licensing and support as follows:

SKU #	DESCRIPTION	Term	QTY
EPplusPS	Enterprise Plan plus Premium Support Package – Paid User	9/1/2025-8/31/2026	235
SSAdvSilver	Smartsheet Advance – Silver (Up to 1499 Connected Users)	9/1/2025-8/31/2026	1
SSSafeguard	Smartsheet Safeguard (Up to 1499 Connected Users)	9/1/2025-8/31/2026	1
EPplusPS	Enterprise Plan plus Premium Support Package – Paid User	9/1/2025-8/31/2026	30
EPplusPS-NEW	Enterprise Plan plus Premium Support Package – Paid Users – New Subscriptions	9/1/2025-8/31/2026	40

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- 3.4 **Smartsheet Contact:** The City's contact for Smartsheet renewals is:

Andy Clark  
andy.clark@smartsheet.com

**4.0 ORDERING, DELIVERY and INVOICING**

- 4.1 **Ordering Procedure:** A written purchase order will be established. The Purchase Order will have the delivery information and invoice information.
- 4.2 **Invoicing:** Each invoice shall show (1) the City Purchase Order number, (2) a brief description identifying the item, (3) the unit price, and (4) the total amount. The invoice amount must exactly match the purchase order amount in accordance with the bid proposal.

To ensure proper payment, all Invoices should be mailed to the following address:

DoT/Fiscal  
PO Box 2949  
Columbus, OH 43216

OR submitted electronically to:

DoTInvoices@columbus.gov

**5.0 EQUAL OPPORTUNITY CLAUSE**

- 5.1 The contractor/vendor/bidder will not unlawfully discriminate against any employee or applicant for employment because of race, sex, sexual orientation, gender identity or expression, color, religion, ancestry, national origin, age, disability, familial status or military status. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, sex, sexual orientation, gender identity or expression, color, religion, ancestry, national origin, age, disability, familial status or military status. Such action shall include, but not be limited to, the following: employment up-grading, demotion, or termination; rates of pay or other forms of compensation; and selection for training. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices summarizing the provisions of this Equal Opportunity Clause.
- 5.2 The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that the contractor is an equal opportunity employer.

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- 5.3 It is the policy of the City of Columbus that business concerns independently owned, operated, and controlled by MBE/WBEs shall have the maximum practicable opportunity to participate in the performance of contracts awarded by the City.
- 5.4 The contractor shall permit access to any relevant and pertinent reports and documents by the Office of Diversity and Inclusion Director for the sole purpose of verifying compliance with this [Title 39](#) and the Office of Diversity and Inclusion regulations. All such materials provided to the Office of Diversity and Inclusion Director by the contractor shall be considered confidential.
- 5.5 The contractor will not obstruct or hinder the Office of Diversity and Inclusion Director or his/her deputies, staff and assistants in the fulfillment of the duties and responsibilities imposed by [Title 39](#) of the Columbus City Codes.
- 5.6 The contractor and each subcontractor will include a summary of this Equal Opportunity Clause in every subcontract. The contractor will take such action with respect to any subcontractor as is necessary as a means of enforcing the provisions of the Equal Opportunity Clause.
- 5.7 The contractor agrees to refrain from subcontracting any part of this contract or contract modification thereto to a contractor not holding a valid certification number as provided for in [Title 39](#).
- 5.8 Failure or refusal of a contractor or subcontractor to comply with the provisions of [Title 39](#) may result in cancellation of this contract.

**6.0 QUESTIONS AND CORRESPONDENCE**

- 6.1 **Specification Questions:** Questions regarding this bid must be submitted on the Vendor Services portal by 5:00 PM Monday, April 28, 2025. Responses will be posted on the RFQ on Vendor Services no later than 5:00 PM Wednesday, April 30, 2025.
- 6.2 **Additional Information:** For additional information concerning this bid, including procedures on how to submit a proposal, you must go to the City of Columbus Vendor Services web site at CITY OF COLUMBUS VENDOR SERVICES ([columbusvendorservices.powerappsportals.com](https://columbusvendorservices.powerappsportals.com)) and view this bid number.

Instructional video from Columbus Vendor Services is available at:

[https://www.youtube.com/channel/UCTIkkGNM7GHIITzoqQVNJIA/videos?shelf\\_id=0&view=0&sort=dd](https://www.youtube.com/channel/UCTIkkGNM7GHIITzoqQVNJIA/videos?shelf_id=0&view=0&sort=dd)

- 6.3 **Correspondences:** During the bidding and evaluation process, Bidders are strictly prohibited from communicating with any City employees or officers regarding this solicitation. Any communication from the vendor to the City should be limited to only the contacts(s) listed in the RFQ and/or below. A violation of this section on the part of the Bidder will lead to disqualification.

All correspondences regarding this bid should be sent via email to [vendorservices@columbus.gov](mailto:vendorservices@columbus.gov).

#### 6.4 **Requirements to do Business**

Vendors must register on the Vendor Services portal before doing business with the City of Columbus and becoming Minority or Women Business Enterprise (MBE/WBE) certified. To get registered, please visit the following link:

<https://new.columbus.gov/Business-Development/Bids-Solicitations/Vendor-Resources>.

After vendor registration, you will receive an email inviting you to complete the required Contract Compliance (EBO) Questionnaire. Vendors must be contract compliant in order to do business with the City of Columbus. To get compliant, please visit the following link: <https://new.columbus.gov/Business-Development/Bids-Solicitations/Vendor-Resources>.

To complete our online certification application, track the status of your application and receive a copy of your certification approval letter, visit: <https://columbus.diversitycompliance.com/>.

For more certification information or questions, contact us at: [DiversityCertifications@columbus.gov](mailto:DiversityCertifications@columbus.gov).

For additional inquiries, contact the Office of Diversity and Inclusion at: [odi@columbus.gov](mailto:odi@columbus.gov).



Quote Q- 5175825

Customer Details

	Smartsheet Partner	Customer
Name	The Smart PM	City of Columbus
Contact Name	Melissa McDonald	Brett Slater
Contact Email	melissa@thesmartpm.pro	btslater@columbus.gov
Contact Phone	(706) 580-7250	614.645.5761

Quote Details

Created Date	May 13, 2025
Expiration Date	September 1, 2025
Prepared By Name	Melissa McDonald
Prepared By Email	melissa@thesmartpm.pro
Plan SysAdmin	btslater@columbus.gov

Product	Region	Annual / Unit Price	Unit Quantity	Subscription Term	List Price	Customer Discount	Billing Frequency	Customer Total Price
Enterprise Plan plus Premium Support Package - Paid User	US	586.00	235	09/01/2025 to 8/31/2026 (12 months)	137,710.00	10%	Annual	123,801.29 USD
Smartsheet Advance - Silver (Up to 1499 Connected Users)	US	130,800.12	1	09/01/2025 to 8/31/2026 (12 months)	130,800.12	13%	Annual	114,123.10 USD
Smartsheet Safeguard (Up to 1499 Connected Users)	US	0.00	1	09/01/2025 to 8/31/2026 (12 months)	0.00		Annual	0.00 USD
Enterprise Plan plus Premium Support Package - Paid User	US	586.00	30	09/01/2025 to 8/31/2026 (12 months)	17,580.00	10%	Annual	15,804.42 USD
Enterprise Plan plus Premium Support Package - Paid User	US	554.00	40	09/01/2025 to 8/31/2026 (12 months)	22,160.00	10%	Annual	19,921.84 USD

List Price Total	308,250.12 USD
Customer Total	273,650.65 USD

Pricing information within this document is confidential and proprietary. Prices above exclude any applicable tax. This quote is valid until the Quote Expiration Date listed above, and any proration calculations are based on the Quote Date above. All new subscription purchases or expansions will require the submission of a separate order form. Any order for items identified on this quote will be processed in accordance with the Smartsheet Reseller Agreement in place between Smartsheet Inc. and the Reseller Company identified above.

Terms. Prior to accessing the Subscription Service, each End User (Customer) will be required to accept Smartsheet’s User Agreement, a current version of which can be found at <https://www.smartsheet.com/user-agreement> (“End User Terms”). Smartsheet Partner will not accept or attempt to accept the End User Terms on any End User’s behalf. End Users will be governed by the End User Terms unless the End User has entered into a separately negotiated agreement with Smartsheet.



## Smartsheet Company Letterhead

Letter of Authorization

July 15, 2024

To whom it may concern:

Please accept this letter as confirmation that The Smart PM is Smartsheet Inc.'s partner and authorized to resell Smartsheet licenses in the United States.

Best regards

A handwritten signature in blue ink, appearing to read "Jeff Burak", with a stylized flourish at the end.

Jeff Burak  
Sr Manager - Partnerships and Alliances  
jeff.burak@smartsheet.com  
Smartsheet Inc.

### Contact

Jeff Burak  
jeff.burak@smartsheet.com  
Smartsheet  
500 108th Ave NE  
Suite 200  
Bellevue, WA 98004-5580

## Project Management | Smartsheet | RAIDLOG | Consulting & Managed Services

The Smart PM provides rapid proficiency in project management and Smartsheet solutions to commercial, non-profit, and government organizations.

As a certified Woman and Veteran Owned Small Business, TSP is committed to excellence and consistently helping you deliver extraordinary results without sacrificing your team or time.

### What sets TSP apart from the competition?

- ❖ Our People – WOSB, VOSB, PMP, MSPM, ACP, VBE, WBE
- ❖ Our Responsiveness and Availability
- ❖ Dedicated Lifetime Support
- ❖ Not another IT company that “doesn’t get business”
- ❖ Industry and Department Agnostic



### CORE CAPABILITIES

Our certified project management and business analysis experts provide expert Smartsheet, Trainual, and RAIDLOG solutions, specializing in:

- Project Portfolio Management/PMO Consulting
- Smartsheet Licenses & Professional Services
- PMO & Smartsheet Managed Services

### PROJECT PORTFOLIO MANAGEMENT/PMO CONSULTING

Our Consulting services focus on integrated support to bridge strategy and execution for your business. We surface your most valuable work to focus your teams on the right projects, reduce chaos, and provide sustainable practices into your PMO, projects, portfolios, and tools.

- PMO & PPM Implementation
- Tailored Governance Frameworks
- Strategic Planning Cycles & Support
- Prioritization with Demand & Capacity Management
- Certifications: PMP, CSM, MSPM, CCMP, ACP

### SMARTSHEET LICENSES & PROFESSIONAL SERVICES

Smartsheet is a powerful and collaborative work management software that offers a range of benefits for a variety of teams and business departments: PMOs, HR, Finance, IT, Supply Chain, Operations, Marketing, Sales and more. As a Smartsheet Partner and certified Smartsheet Solution Professionals, TSP is an authorized reseller, consultant, trainer, and developer of:

- Smartsheet Licenses & Product Resale
- Professional Services & Implementation
- Control Center & Automation Design & Build
- Resource Management & Premium Applications
- Smartsheet Gov

### PMO & SMARTSHEET MANAGED SERVICES

Let TSP provide reliable, repeatable, and dedicated services for a short or long term need to help you maximize your investment in Smartsheet with the placement of an expert in your organization.

- Project Management & Smartsheet Training
- Smartsheet Maintenance
- Resource & License Management
- Project Rescue & Augmentation

### NAICS CODES

513210	Software Publishers
541511	Custom Computer Programming Services
541512	Computer Systems Design Services
541519	Other Computer Related Services
541519	Information Technology Value Added Resellers
541611	Administrative Management and General Management Consulting Services
541990	All Other Professional, Scientific, and Technical Services
561990	All Other Support Services
611420	Computer Training

### PARTNERS | AUTHORIZED RESELLERS | MAJOR PROJECTS



### TRUSTED BY THE FEDERAL GOVERNMENT

Smartsheet Gov is the first FedRAMP authorized collaborative work management platform approved and listed by the FedRAMP Marketplace for federal agencies and government contractors. In addition, Smartsheet Gov has been granted DISA IL4 Authorization.

### CLIENTS & PROJECTS

AbbVie	Domtar
Citi	ML Bio Solutions
Special Olympics Arizona	Knoxville Utilities Board
Crown Castle	Inspire Communities
Matrix Design	Pegasus Construction
EBI	CDI Fabrication
Caliber Companies	Georgia State University
Bent Ear Solutions	Rise Baking Company

### COMPANY INFORMATION

#### FEDERAL CERTIFICATIONS

- ❖ SBA – WOSB
- ❖ SBA – VOSB

#### FEDERAL CONTRACTING

- ❖ UEI: G68NSNR7LE51
- ❖ DUNS: 118406377

### The Smart PM, LLC (S-Corp)

Established 2021  
Government Business POC: Melissa McDonald  
P.O. Box 44604  
Phoenix, AZ 85064

Email: [info@thesmartpm.pro](mailto:info@thesmartpm.pro)  
Voice: 602.529.2916  
Calendly: <https://calendly.com/melmcddtsp>

Web: <https://www.thesmartpm.pro>  
See us on Smartsheet:  
<https://channel.smartsheet.com/directory/partner/1537117/the-smart-pm>



## Bid Discount /Proposal Incentive Request Form

This Bid Discount/Proposal Incentive Request Form must be included with the bid and proposal and submitted no later than the bid or proposal due date. Please complete the sections that apply.

The Minority Business Enterprise (MBE) and Woman-Owned Business Enterprise (WBE) Programs provide a bid discount and proposal incentive points to eligible businesses seeking to bid on City of Columbus contracts as prime contractors/prime consultants. To be eligible for either the bid discount or the proposal incentive credits, the prime contractor must be certified with the Office of Diversity and Inclusion in the necessary work classification at the time the submittal is due.

**The Proposal Incentive points apply to professional service solicitations/contracts.** For these contracts, the prime contractor's ethnicity and gender are part of the evaluation criteria. A prime contractor that is a minority-owned or a woman-owned business certified with the Office of Diversity and Inclusion in the relevant field of work is assigned 5 percentage points during the evaluation process. The Proposal Incentive points are used in scoring the proposals and ranking the submittals.

**The Bid Discount applies to construction and goods and services contracts when the award is based on low bid,** and the prime contractor is a minority or woman-owned business or a minority or woman-owned joint venture certified with the Office of Diversity and Inclusion in the relevant work classification. The Bid Discount is 5% for construction and goods and services bids, not to exceed \$50,000 on a single bid. The Bid Discount allows an original bid amount to be discounted by 5% for purposes of evaluating and determining the lowest responsive bid. The original bid amount is the basis for the contract award. For example, a \$100,000 bid with a 5% Bid Discount is evaluated at \$95,000. However, \$100,000 would be paid if the bidder eligible for the discount was the successful bidder.

For additional information about the Minority and Woman-Owned Business Enterprise Program, please visit the Office of Diversity and Inclusion's website.

***(Please Attach Copy of Current MBE/WBE Certification Approval Letter)***

<b>CERTIFICATION OF AFFIDAVIT</b>		
The information provided is true and complete to the best of my knowledge and belief. I further understand and agree that this certification shall become a part of my contract with the Columbus of Columbus		
Bid Name:	Bid Number:	Bid Opening Date:
Contracting Department:	Bid/Project Manager Name (as listed in bid documents):	
Certified Prime Contractor/Consultant Authorized Signature & Date: X <i>Melissa McDonald</i> 04/24/2025	Printed name of the authorized signatory:  X	Business Name:
Office of Diversity and Inclusion Staff Authorized Signature Only		
Office of Diversity and Inclusion Official Authorized Designee Signature: X	Date:	<div style="display: inline-block; width: 45%;"><b>Approved</b></div> <div style="display: inline-block; width: 45%;"><b>Not Approved</b></div>





WOMEN'S BUSINESS ENTERPRISE  
NATIONAL COUNCIL

JOIN FORCES. SUCCEED TOGETHER.

hereby grants

# National Women's Business Enterprise Certification

to

The Smart PM LLC

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).  
This certification affirms the business is woman-owned, operated and controlled and is valid through the date herein.

Certification Granted: March 5, 2024

Expiration Date: March 31, 2026

WBENC National Certification Number: WBE2400764

WBENC National WBE Certification was processed and validated by Women's Business Enterprise Council - West, a WBENC Regional Partner Organization.

Authorized by Pamela Williamson, President &  
CEO Women's Business Enterprise Council -  
West



NAICS: 541519, 513210  
UNSPSC: 43231500, 43231507, 43231512, 80101507

