

March 18, 2024

TO: H. Samuel Orth, III, Director, Department of Technology

CC: Rick A. Wagner, Deputy Director, Department of Technology  
Pamela H. OGrady, Deputy Director, Department of Technology

From: Susan Stafford, SR IT PM, Applications, Department of Technology

Through: Ihab Tadros, Assistant Director, Department of Technology

The City of Columbus Department of Technology (DoT) is pursuing a bid and contract to renew OnBase licensing and obtain professional services for a post upgrade enhancement project.

Pursuant to CCO 329.28, through utilization of requests for proposals, DoT received three (3) responses to RFQ026756 for OnBase Licensing and Professional Services. These responses were from 3SG Plus, eDocs Technologies, and DataBank IMX.

Over the course of one week and five touch base meetings, a three (3) member evaluation committee evaluated and scored these responses. Upon crafting their recommendation, the committee reached out to their recommended vendor references and met with one. As a result, after a follow-up committee meeting, two committee members adjusted their scores.

The committee ranked all proposals based on the following weighted criteria as a total average score:

Criteria	Weight	3SG Plus	eDocs	DataBanksIMX
Project Approach	20	15.30	13.00	15.50
Past Performance	20	15.20	14.70	11.30
Quality and Feasibility	10	7.10	4.40	8.20
Competency	15	11.00	10.60	12.50
Ability and Business Specifications/Requirements Met	15	10.70	9.90	11.00
Response Clarity and Efficiency	5	3.70	1.70	4.30
Cost Score	15	11.20	7.10	10.30
<b>Total Score</b>	100	74.20	61.40	73.10
<b>MBE/WBE Proposal Incentive</b>	5% of initial score	3.71	3.07	0.00
<b>Total w/Incentive</b>		77.91	64.47	73.10
<b>Rank</b>		1	3	2

**Offeror Response Pricing as 5-year TCO:** *assuming 250 total consulting hours per year and one year of training.*

	<b>3SG Plus</b>	<b>eDocs</b>	<b>DataBanksIMX</b>
# Annual Consulting Hours	250	250	250
Y1 Licensing Cost	\$ 173,244.32	\$ 219,128.00	\$ 195,397.21
Y2 Licensing Cost	\$ 173,244.32	\$ 235,526.00	\$ 195,397.21
Y3 Licensing Cost	\$ 173,244.32	\$ 253,194.00	\$ 195,397.21
Y4 Licensing Cost	\$ 173,244.32	\$ 272,183.00	\$ 195,397.21
Y5 Licensing Cost	\$ 173,244.32	\$ 292,598.00	\$ 195,397.21
Enhancements	\$ 105,092.00	\$ 20,825.00	\$ 153,900.00
Training	\$ 10,501.00	\$ 9,000.00	\$ 9,000.00
Consulting Rate	\$ 200.00	\$ 175.00	\$ 225.00
Total Annual Consulting Amount	\$ 50,000.00	\$ 43,750.00	\$ 56,250.00
Total 5 Year Cost	\$ 1,231,814.60	\$ 1,521,204.00	\$ 1,421,136.05

Based on the best ranked and best priced proposal above, the evaluation committee recommends the bid award be made to 3SG.

Should you have any questions, please see one of these evaluation committee members:

Susan Stafford, Applications SR IT PM

Kelly Davis, Applications Architect

Chiu-Mei Yu, Permitting Team