

Information to be included in all Legislation authorizing entering into a Contract:

1. **The names, contract compliance no. & expiration date, location by City/State and status of all companies (NPO, MAJ, MBE, FBE, HL1, AS1, or MBR) submitting a competitive bid or submitting an RFP or RFSQ.**

Name	C.C. No./Exp. Date	City/State	Status
1. ARCOS LLC 20-3787596 / 12/21/24 Columbus/OH	MAJ		
2. Shiftboard Inc, N/A	N/A Seattle, WA	Unknown	
3. Kronos Incorporated (UKG) 04-640942	7/27/2024	Lowell, MA	MAJ

2. **What type of bidding process was used (ITB, RFP, RFSQ, Competitive Bid).**

RFP

3. **List the ranking and order of all bidders.**

1. ARCOS LLC
2. Shiftboard Inc
3. Kronos Incorporated

4. **Complete address, contact name and phone number for the successful bidder only.**

ARCOS LLC, 8800 Lyra Dr, Suite 200, Columbus, OH 43240
Contact: Jennifer Abbott 330-557-0136

5. **A full description of all work to be performed including a full description of work to be performed during any known phasing of the contract.**

Scope of Work:

The ARCOS engagement model facilitates deep knowledge sharing and collaboration by working hand in hand with Columbus DPU project and operational resources on all aspects of the project. This style of engagement will strengthen Columbus DPU's ability to support and operationalize any future deployments upon completion of the engagement.

Planning Phase:

The project efforts will initiate with a kickoff to align all project stakeholder expectations and roles and responsibilities. This phase will include a comprehensive workshop designed to establish the structure of the project team, discover the core business and technical requirements of the project, and distill a conceptual solution set and design that will provide the preliminary focus for the project. This phase of the project will ultimately transform the disconnected pieces of the project into a comprehensive, integrated execution plan.

Columbus DPU Responsibilities

Project Team and Sponsorship: Participate in the requirements gathering sessions; Define and validate business and technical requirements; Identification of Columbus DPU project team and sponsorship; Complete, return, review and approve ARCOS requirements documentation; Requirements review; Columbus DPU signoff

Deliverables

This phase will be complete when ARCOS has completed all objectives and documents listed below and they have been reviewed with the Columbus DPU Project Sponsor or Manager.

Developing Phase

The Developing phase primarily involves building and/or configuring the solutions and content required for user testing and go-live. During this phase, all key elements of the technical solution and deployment process must be carefully engineered, validated, and managed.

The primary purpose of the Developing phase is to optimize the conceptual design into fully engineered and automated solutions, where possible, in order to create the most efficient and effective deployment methods. Leveraging a comprehensive system walkthrough, validate current state alignment and at its conclusion conduct testing guided by the ARCOS team as to perform any necessary reconfigurations ensuring that all solutions are operating to specification, and are ready to support the training and readiness activities within the Deploy phase.

Columbus DPU Responsibilities

Project Team and Sponsorship; Validate all functionality; Provide availability for knowledge transfer; Learn the ARCOS system functionality; Make available the needed resources; Conduct system testing and validation; Formal testing results review; Align end-user communications plan with implementation timeline; Send end-user communications to support upcoming awareness messaging; Callout; Validate all functionality; Provide availability for knowledge transfer; Provide validation prior to Testing; Make available the needed resources; Conduct UAT; Formal UAT signoff

Deliverables

This phase will be complete when ARCOS has completed all objectives and documents listed below and they have been reviewed with the Columbus DPU Project Sponsor or Manager.

6. A narrative timeline for the contract including a beginning date, beginning and ending dates for known phases of the contract and a projected ending date.

The term of this contract shall be for a period of five (5) years from date of execution to May 30, 2028. For each year of the five (5) year contract, funds for services shall be reviewed, and expenditures shall be approved by ordinance of City Council, and appropriation and certification of funds by the City Auditor, with the option to renew for an additional five (5) one (1) year terms for a total of ten (10) years based on funding availability; mutual agreement between the parties, approval of ordinance of Columbus City Council, and appropriation and certification of funds by the City Auditor.
Timeline for Implementation: 26 weeks, then annually for software maintenance.

7. A narrative discussing the economic impact or economic advantages of the project; community outreach or input in the development of the project; and any environmental factors or advantages of the project.

The goal of this project is to implement a software solution that automates the OT callout process. The system should also ensure that all management are following a consistent process and abiding by all union rules. Ultimately, the goal is to improve the effectiveness and efficiency of the OT callout procedure.

8. An estimate of the full cost of the Contract including a separate estimate of any and all phases or proposed future contract modifications.

The amount of \$503,895.00 (includes contingency funds of \$43,000.00) would be utilized to fund the first year of the five-year contract. This contract will be funded incrementally with modifications on approximately an annual basis. Four contract modifications are anticipated at this time. If unforeseen issues or difficulties are encountered that would require additional funding, a modification would be requested. The expected cost for this project is as follows:

Year 1: 5/2023 to 05/2024	\$503,895.00
Year 2: 5/2024 to 05/2025	\$245,895.00
Year 3: 5/2025 to 05/2026	\$245,895.00
Year 4: 5/2026 to 05/2027	\$245,895.00
Year 5: 5/2027 to 05/2028	\$245,895.00
Total	\$1,487,475.00