

City of Columbus, Department Technology
MICRO FOCUS MAINTENANCE RENEWAL, AND SUPPORT
Detailed Specifications

1.0 SCOPE AND CLASSIFICATION

- 1.1 **Scope:** It is the intent of the City of Columbus, Division/Department of Technology to obtain formal bids to establish a contract for the purchase of Micro Focus Maintenance Renewal to in use within the City of Columbus, Departments of Income Tax.
- 1.2 **Classification:** The contract resulting from this bid will provide for the purchase and delivery of technology. Only certified reseller/dealer or partnership may respond to this solicitation. Bidders are required to show documentation of the relationship with the manufacturer. The City's account representative is Christian Nguyen, Christian.Nguyen@Microfocus.com.
- 1.3 **Specification Questions: Specification Questions:** Questions regarding this bid must be submitted on the Vendor Services portal by 5:00 PM on Wednesday, May 9, 2022. Responses will be posted on the RFQ on Vendor Services no later than Friday, May 11, 2022, by 5:00 PM
- 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 <http://vendors.columbus.gov/sites/public> and view this bid number.

2.0 APPLICABLE PUBLICATIONS AND STANDARDS

- 2.1 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 8/1/2022 through 7/31/2023. This contract is not subject to automatic renewal, however upon mutual agreement and authorized appropriation may be renewed for 3-additional one-year terms.
- 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 on to the City of Columbus.
- 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. **Please print, complete and attach** documentation of the relationship as an authorized Dealer/Reseller. **For instructions on how to attach a document to your bid, go to page 15 of the Vendor Services User Guide.**
- 3.2.1 **Specification Questions:** Questions regarding this bid including any exceptions and/or suggested changes to the requirements must be submitted on the vendor services portal by 5:00 PM on Wednesday, May 9, 2022. Responses will be posted on the RFQ on Vendor Services no later than Friday, May 11, 2022, by 5:00 PM. The city strongly

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encourages bidders to submit exceptions and/or changes during this stage of the process. Bidders submitting exceptions and/or changes before this date will greatly reduce the likelihood of their bid being rejected as non-responsive to the specifications. Bidders who have not registered and created a new user on the City's portal <http://vendors.columbus.gov/sites/public> are strongly encouraged to do so. Notice of any pre-bid notes and addenda will only be sent to Bidders who have registered at the site.

3.2.1.1 For further instructions on how to submit "Vendor Questions" through the Vendor Portal, please see Section "Add Vendor Questions" provided on page 16 of the City of Columbus Vendor Services User Guide.

3.2.1.2 The City has instructional videos to assist bidders at the portal. Tutorial videos are available to be viewed through YouTube or by clicking the following link:

https://www.youtube.com/channel/UCTIkkGNM7GHITzoqQVNJIA/videos?shelf_id=0&view=0&sort=dd

3.3 Product Requirement Specifications:

Item No. Mfg Part No.	Description	Quantity	Start Term	End Term
42295967 SP-AC757 ESD Micro Focus	Production SERVER EXPRESS NAMED USER SW E-LTU - Business Support Multiple platforms English ESD Software Maintenance	3	8/1/2022	7/31/2023
42295965 SP-AC746 ESD Micro Focus	Production SERVER FOR COBOL NON MAINFRAME (PER CORE) SW E-LTU Multiple platforms English ESD Software	6	8/1/2022	7/31/2023
42295965 SP-AC746 ESD Micro Focus	Testing SERVER FOR COBOL NON MAINFRAME (PER CORE) SW E-LTU Business Support Multiple platforms English ESD Software	6	8/1/2022	7/31/2023
42295967 SP-AC757 ESD Micro Focus	Production SERVER EXPRESS NAMED USER SW E-LTU Multiple platforms English ESD Software	1	8/1/2022	7/31/2023

3.3.1 **Alternates:** Shall not be considered.

4.0 SAMPLING, INSPECTION, AND TEST PROCEDURES

4.1 **Demonstration:** N/A

4.2 **Inspection:** N/A

5.0 ORDERING, DELIVERY, and INVOICING

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- 5.1 **Ordering Procedure:** A written purchase order will be established by the Director of the Department of Technology. The Purchase Order will have the delivery information and invoice information.
- 5.2 **Delivery days after Order:** Bidder shall insert in the "Discount" tab of the bid the Lead Time expressed as the number of calendar days after receipt of an order that delivery will be made. Vendors shall state actual delivery time in calendar days in the space provided under Delivery/Payment Terms. Delivery time may be a factor in determining the award of bid. Failure to deliver in the days proposed may lead the City to consider the contract holder in partial or full breach of the contract. In the case of such breach, the City reserves the right to pursue all remedies and actions available under this contract and the relevant law.
- 5.2 **Packaging:** N/A
- 5.3 **Invoicing:** Each invoice shall show the City Purchase Order number, a brief description identifying the item, the unit price, and the total amount. The invoice amount must exactly match the purchase order amount in accordance with the bid proposal. All Invoices should be mailed to the following address to ensure proper payment:

City of Columbus
Department of Technology
Attn: Accounts Payable
PO Box 2949
Columbus, OH 43216-2949
Or
DOTINVOICES@COLUMBUS.GOV

6.0 **NOTES**

- 6.1 **Online Bidding Instructions:** Bidders are requested to quote firm or fixed prices on the corresponding line item(s) only. Within the "Comment" section of each line, bidders are requested to provide the make, model, and manufactured year of the unit quoted. It is understood that all parts that may not be specifically mentioned must be included to make the unit operational and complete.
- 6.1.1 **Alternates:** Shall not be considered
- 6.1.1.1 **Attachments:** For instruction on attaching documents to online quotes, please see page 15 of the "City of Columbus Vendor Services User Guide", made available through the Vendor Portal.
- 6.2 **Warranty:** The software specified herein shall be covered by the manufacturer's warranty at no additional charge. Bidders shall submit a warranty on a separate sheet attached to the bid proposal.
- 6.2.1 **Warranty Period:** The warranty period shall be a minimum of 12 months at no additional charge. Bidders shall submit copies of the warranty as an attachment with the bid proposal.

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- 6.2.2 **Delayed Warranty:** Bidder shall submit on a separate sheet attached to the bid a procedure for delayed warranty for starting dates to cover the interval between time of delivery of the complete vehicle and the actual date that the equipment is placed in service by the City. This delayed time period will cover inspection, operator and mechanic training, etc.
- 6.2.3 **Fully Franchised:** The bidder shall contract with a warranty service provider whose primary business is the sale and/or repair of the equipment proposed in this bid proposal. Warranty service must be performed by a franchised OEM dealer that is authorized by the manufacturer(s) to perform warranty service. The warranty work shall be the responsibility of the successful bidder and the successful bidder shall coordinate all warranty work. Any defects shall be corrected and the equipment returned to the City within ten (10) days of written (mail, email, or fax) notification of the service need. Any defects shall be corrected without cost to the City of Columbus. Under no circumstances shall the "out of operation" time of the equipment exceed ninety (90) days. Warranty work is not deemed complete until Fleet Management has accepted work as satisfactory.
- 6.2.4 **Warranty Service Logistics:** Cost of transport of equipment for warranty purposes shall be the responsibility of the successful bidder. The successful bidder will be required to pick up the equipment and transport it to the warranty service location. At the successful bidder's discretion, the equipment may be transported (not towed) to a location within Franklin or contiguous counties. For a warranty service location outside of a contiguous county, the equipment must be transported (not towed).
- 6.3 **Literature:**
- 6.3.1 To aid in the evaluation of bids, all bidders are to furnish with this bid current published literature and Dealer's specifications that best explain the unit offered, model, and identification of the options that meet or exceed the specifications. Published literature shall include pictures and complete descriptive matter.
- 6.3.2 Bidders shall submit a copy of the dealer's build sheets with the bid.
- 6.4 **Manuals: N/A**
- 6.5 **Correspondences:** During the bidding and evaluation process Offerors are strictly prohibited from communicating with any City employees or officers regarding the solicitation. Any communication from the vendor to the City should be limited to only the contact(s) listed in the RFQ and/or below. A violation of this section on the part of the Offeror may lead to disqualification.

All correspondences regarding this bid should be sent via email to vendorservices@columbus.gov