

CITY OF COLUMBUS / DEPARTMENT OF TECHNOLOGY
QUEST SOFTWARE SUBSCRIPTION RENEWALS
SPECIFICATIONS

1.0 SCOPE AND CLASSIFICATION

- 1.1 **Scope:** This proposal is to provide the City of Columbus, Department of Technology (DoT) with software subscription renewals for the Quest software listed in this specification. The City is a current Quest customer, and seeks offerors who are authorized Quest partners or distributors.
- 1.2 **Classification:** The City is looking for offerors that meet the requirements to provide annual software subscription renewals listed in this ITB. Only authorized partners or distributors of Quest software are eligible to bid in response to this ITB.

2.0 APPLICABLE PUBLICATIONS

2.1 N/A

3.0 REQUIREMENTS

3.1 **General Requirements:**

- 3.1.1 **Term:** The proposed contract shall provide for subscription renewals (as detailed herein) from January 1, 2018 through December 31, 2018.
- 3.1.1.1 **Annual Extension:** Subject to mutual agreement, the period covered by the ensuing contract, under the same terms and conditions stated therein can be extended for two additional years, or portion thereof, at the same pricing and the same escalator clause.
- 3.1.2 **Pricing:** The bidder shall submit a firm, fixed unit price for annual software subscription renewals for the Quest items listed on page 5A. The bidder will provide the total cost for all Quest items in the space provided at the bottom of page 5A.
- 3.1.2.1 **Escalator/Deescalator Clause:** No price adjustment shall be granted during the first year of an awarded contract. Thereafter, price adjustments may be negotiated as part of any annual extension, as described in 3.1.1.1.
- 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) are greater than fifteen percent (15%), the City of Columbus may cancel this agreement with thirty (30) days written notification.
- 3.1.3 **Quantity:** Part numbers and quantities for each item are as stated in section 3.3 and on page 5A.

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3.2 **Bidder Requirements:** Quest shall authorize the offeror to provide Quest software subscription renewals. Offerors shall provide credentials attesting to the requirement of authorization by Quest to provide subscription renewals.

3.3 **Specification Requirements:** The offeror shall provide Quest software subscription renewals as follows:

Item #1	CEE-NPO-PS	CHANGE AUDITOR FOR EMC PER ENABLED USER ACCT MAINTENANCE RENEWAL (Term: 1/1/2018 to 12/31/2018)	8,128 users
Item #2	QCA-NPO-PS	CHANGE AUDITOR FOR AD PER ENABLED USER ACCT MAINTENANCE RENEWAL (Term: 1/1/2018 to 12/31/2018)	8,231 users
Item #3	QCB-NPO-PS	CHANGE AUDITOR FOR EXCHANGE PER MANAGED MAILBOX MAINTENANCE RENEWAL (Term: 1/1/2018 to 12/31/2018)	8,000 mailboxes
Item #4	QCC-NPO-PS	CHANGE AUDITOR FOR WINDOWS FILE SERVERS PER ENABLED USER ACCT MAINTENANCE RENEWAL (Term: 1/1/2018 to 12/31/2018)	8,231 users

3.3.1 **Software Upgrades:** The bidder shall offer agreement(s) that enable the City to access new versions and releases of Quest software as they become generally available. The agreement(s) must enable the City to access new versions from <https://support.quest.com>.

3.3.2 **Technical Support:** The bidder shall offer agreement(s) that enable the City to access 24x7 technical support available for Quest software, and enable the City to access self-help support available at <https://support.quest.com>.

4.0 INSPECTION, TESTING AND EVALUATION PROCEDURES

N/A

5.0 **PREPARATION FOR DELIVERY**

5.1 **Contact Person:** The City will designate a contact person on the City of Columbus Purchase Order.

5.2 **Invoices:** Supplier may invoice the City of Columbus for software subscription renewals provided. The City's payment terms for accurate invoices are net 30 days.

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- 5.2.1 **Invoice Address:**
City of Columbus / Department of Technology
PO Box 2949
Columbus, Ohio 43216
- 5.2.2 **Invoice Content:** Invoices to include the City's purchase order number, the quantity, applicable term dates and part numbers, the unit price (less discount where applicable), and the total amount due.
- 6.0 NOTES
- 6.1 **Proposal Page Instructions:** Bidders are required to respond to every item number requested on Page 5A in the form of a bid price. Failure to do so may be used as a basis for rejection of the bid.
- 6.2 **Environmentally Preferable Purchasing:** In evaluation of this bid pursuant to the City of Columbus Code (329.31 Environmentally Preferable Purchasing) preference shall be given to an environmentally preferable bidder. The bidder that will be considered environmentally preferred will have (but not be limited to) products or processes with one or more of the following certifications: Green Seal, ISO14001, Energy Star, SCS or other Eco-Friendly certification determined by the City as relevant. Vendor is encouraged to provide products, information, training and /or programs that will help the City comply with its' environmental initiative.
- 6.3 **Disclosure:** The contractor 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.
- 6.4 **ITB Contact Information:** All questions and communications relating to this ITB must be directed to the contact persons named on page 2. All other communications between a vendor and any other City staff concerning the ITB are prohibited.

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PROPOSAL

To the Department of Technology Director of the City of Columbus, Ohio:

We (I) propose to furnish the following article(s) and/or service(s) at the price(s) and terms stated subject to all instructions, conditions, specifications and all attachments hereto. We (I) have read all attachments including the specifications and fully understand what is required.

BIDDERS CHECKLIST

A complete bid packet will consist of ONE ORIGINAL AND TWO (2) COPIES of items listed below.

Complete this checklist to confirm the items required in your bid. Place a checkmark or "X" next to each item that you are submitting to the City of Columbus. Failure to submit the listed documents may be cause for rejection of your bid. This checklist should be returned with your proposal.

- _____ Cover sheet
- _____ Contacts / EOC (pages 2, 2A)
- _____ Active Contact Compliance Number or on-line application submitted
- _____ Information For Bidders (Page 3, 3A)
- _____ Specifications (Page 4 through 4C)
- _____ Checklist / Proposal Page(s) (Page 5 through 5A)
- _____ Signature Page (Page 6)
- _____ Signature Affidavit (Page 7)

PLEASE BE SURE TO SIGN YOUR BID ON PAGE 6.

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Item #	Part #	Description	Quantity	Unit Price	Unit Price in Words	Extended Price
1	CEE-NPO-PS	CHANGE AUDITOR FOR EMC PER ENABLED USER ACCT MAINTENANCE RENEWAL (Term: 1/1/2018 to 12/31/2018)	8,128 users			
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TOTAL:						

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