

EQUAL OPPORTUNITY CLAUSE

- (1) The contractor/vendor/bidder will not 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.
- (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.
- (3) It is the policy of the City of Columbus that business concerns owned and operated by M/WBEs shall have the maximum practicable opportunity to participate in the performance of contracts awarded by the city.
- (4) The contractor shall permit access to any relevant and pertinent reports and documents by the ODI director for the sole purpose of verifying compliance with this Title and ODI regulations. All such materials provided to the ODI director by the contractor shall be considered confidential.
- (5) The contractor will not obstruct or hinder the ODI 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.
- (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.
- (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.
- (8) Failure or refusal of a contractor or subcontractor to comply with the provisions of Title 39 may result in cancellation of this contract.

ALL CONTRACTORS MUST HOLD A VALID CONTRACT COMPLIANCE CERTIFICATION NUMBER ISSUED BY THE OFFICE OF DIVERSITY AND INCLUSION.

To obtain a Contract Compliance number register at the City of Columbus Vendor Services website: <http://vendors.columbus.gov/sites/public>

1. Login to the City of Columbus Vendor Services Site and register with the city of Columbus. Once that is completed and approved by the purchasing office, log back in and do the following:
2. Select **Questionnaires** from the Common menu located on the left navigation bar.
3. Next select EBO Quest. (this is the contract compliance application) 4. Question 1 will be displayed; Answer question 1 and select **Forward**.
5. Proceed through the questionnaire answering each question and selecting **Forward** to continue. Once you have reached and answered the last question select **End** to submit.
6. Then the questionnaire will be received by the ODI Office, reviewed and process within 2 business days or less. For additional questions regarding this process, contact the Office of Diversity Inclusion at 614-645-4764.

City of Columbus Home Page: www.columbus.gov



INFORMATION PACKAGE

Microsoft Exchange Environment and Public Folder Assessment

REQUEST FOR STATEMENTS OF QUALIFICATIONS

INSTRUCTIONS:

The Department of Technology intends to award a Professional Service Contract through a Prequalification process (329.12) utilizing Requests for Statements of Qualifications (RFSQ) following the procedure contained herein and in conformance with requirements of Columbus City Code section 329.13 (Awarding Professional Service Contracts through Requests for Statements of Qualifications) and Title 39 (Minority and Female Business Enterprise).

Selection for the professional services contract shall be in accordance with sections 329 of Columbus City Codes, 1959. Any agreement or contract entered into will be in accordance with the provisions of Chapter 329, of Columbus City Codes, 1959, standard agreements rules and regulations. All offerors, and their proposed subcontractors, shall have valid City Contract Compliance Numbers (CCCN). Applications for certification may be obtained through the electronic vendor portal at <http://vendors.columbus.gov/sites/public> or from City of Columbus, Office of Diversity and Inclusion, 1111 East Broad St. 2nd Floor, Columbus, Ohio 43205 or by calling (614) 645-4764.

Specific questions concerning the RFSQ requirements should be submitted in writing before **Monday July 1, 2019 @ 5:00 PM**. Written questions must be submitted via the offeror portal at: <https://columbus.bonfirehub.com/opportunities/17185>. Written responses will be prepared by the City and published at the link noted above. Responses will be published on the vendor portal no later than **Tuesday July 2, 2019 @ 5:00 PM**. This will ensure accurate, consistent responses are provided to all potential offerors.

During the RFSQ and evaluation process, Offerors are strictly prohibited from communicating with any City employees or officers regarding this solicitation except through the method stated immediately above during the Question & Answer Period. Any communication from the offeror to the City after the Question & Answer period should be limited to only what is necessary. Necessary communication required by the City will be communicated clearly to Offerors. If any Offeror has a need to communicate with the City, the communication should be sent to: <https://columbus.bonfirehub.com/opportunities/17185>. If a City employee attempts to

communicate with an Offeror contrary to this provision, the Offeror shall report said incident to the <http://vendors.columbus.gov/sites/public>. A violation of this section on the part of the Offeror will lead to disqualification.

PROCEDURE:

1. General.

1.1 Goal: To award a professional service contract to a highly qualified firm to assure the City receives the highest quality consulting possible at fair and reasonable cost to the public. A prequalification process has been devised to prevent redundancy in submitting qualification statements and thereby preserving the public interest by keeping the cost of submitting statements of qualification to a minimum.

2. Prequalification of Consultants through the Request for Statement of Qualification (RFSQ).

2.1 Preparation and Notice of RFSQ.

- a. It is the intent of the Department of Technology to conduct the selection process in an open and fair manner, to select a qualified consulting firm to participate in the Microsoft Exchange Environment and Public Folder Migration Assessment Program.
- b. An RFSQ shall be prepared for the purpose of soliciting Statements of Qualifications for Professional Services for identified projects.
- c. Advertisement shall be placed in the Columbus City Bulletin and/or <https://columbus.bonfirehub.com/opportunities/17185> requesting firms to submit Statements of Qualifications for projects identified in the advertisement.
- d. Advertisements may also be placed in newspapers, professional trade publications, etc. as determined necessary by the Department of Technology (DoT) Director or designee.
- e. Electronic email notification may also be used.
- f. Advertisements requesting firms to submit Statements of Qualifications will be placed in the Columbus City Bulletin and/or <https://columbus.bonfirehub.com/opportunities/17185> for any new projects.

2.2 Content of RFSQ.

- a. Statement of the Department of Technology intent to solicit Statements of Qualifications for the purpose of pre-qualifying firms in various areas of Microsoft Exchange Environment and Public Folder Migration Assessment indicated in the RFSQ.

- b. Listing of potential statement of work and a general description for each along with identification of required expertise. Note: DoT reserves the right to delete projects at their discretion.
- c. Statement of DoT needs and requirements.
- d. Listing of qualification and technical proposal evaluation criteria set forth herein.
- e. Notice of any required meetings, presentations, or conferences.
- f. When, where, and to whom Statements of Qualifications (SOQ) is to be submitted.

2.3 Preparation of Statements of Qualifications (SOQ). Firms shall submit their SOQ on the form provided (Qualification Questionnaire, attached). The Qualification Questionnaire must be signed in order to be considered to be a valid submission. Any firm providing false information in the SOQ may result in the qualifications being rejected and will not be considered.

Submittals shall become the property of the DoT to be used in any manner and for any purpose the DoT determines is in their best interest. All submittals become a matter of public record at the conclusion of the selection process. All submittals will be regarded as public information with the exception, to the extent permitted by law, of those parts of each submittal which are defined by the Consultant as business or trade secrets and plainly marked as "trade secret."

3. Evaluation of Statements of Qualifications (SOQ).

Selection Process. Selection of professional services for this work shall conform to all applicable requirements of Columbus City Codes, 1959, particularly Section 329.12 thereof. All offerors, and all subcontract entities proposed, shall have City of Columbus Contract Compliance Certificate Numbers (CCCN's). Offerors shall provide a listing of CCCN's for themselves and their proposed subcontractors on the form provided by the DOW (Qualification Questionnaire, attached), or shall include completed applications for certification. Applications for certification may be obtained through the electronic vendor portal at <http://vendors.columbus.gov/sites/public> or from City of Columbus, Office of Diversity and Inclusion, 1111 East Broad St. 2nd Floor, Columbus, Ohio 43205 or by calling (614) 645-4764.

3.1

The selection process shall be conducted by an Evaluation Committee of representatives from the Department of Technology. Representatives on the evaluation committee will be determined at a later date.

3.2 Selection Schedule:

- Projects that may be awarded from this RFSQ are anticipated to begin during the third quarter of 2019 and potentially could last approximately 3 years.

3.3 Statement of Qualification Evaluation Criteria and Points available:

SOQ Evaluation Criteria:	Total Maximum Points
1. Competence of Offeror (45): The ability, capacity, skill, reputation, experience and responsiveness of the firm and its staff to perform the contract and provide the services required with experience in similar types of contracts	45
2. Firm’s Past Performance with other customers (25): Reference Check	15
3. Ability to respond quickly and thoroughly to requests and contract Requirements	20
4. Local Workforce (20):	20
At least 90% of the Team’s project labor costs are assignable to employees paying City of Columbus income tax on the date the SOQ is submitted, or at least 90% of the Team’s project labor costs are assignable to the office location within Franklin County if office was established prior to 1995. (20 points)	
At least 75% of the Team’s project labor costs are assignable to employees paying City of Columbus income tax on the date the SOQ is submitted. (15 points)	
At least 90% of the Team’s labor will be performed in an office location within Franklin County but outside of the Columbus Corporate limits on the date the SOQ is submitted. (15 points)	
At least 50% of the Team’s project labor costs are assignable to employees paying City of Columbus income tax on the date the SOQ is submitted. (10 points)	

Note: The offeror shall indicate their percentage of local workforce and show how this number was determined. The Team includes the prime consultant and all sub-consultants.

Total Available Points: 100

Firms or individuals **may** be selected for oral interviews. An additional 50 points **may** be assigned to the interview process.

After the above activity has occurred, a single firm or individual will be identified that will be best able to provide Microsoft Exchange Environment and Public Folder Migration Assessment services to the City. Those firms or individual and the City will enter into a standard City professional services agreement

incorporating the terms and conditions of this RFQ document and the response of the successful firms/individual.

Once awarded, the successful firm or individual will submit on-going quotations for statements of work issued against this RFSQ purchased via separate purchase orders for each statement of work over the duration of the resultant professional services contract.

3.4 SOQ Evaluation. SOQs will be evaluated by the Evaluation Committee based on the criteria indicated in this document. Individual evaluations shall be combined into a consensus evaluation. The evaluation shall be submitted to the Director for review and approval.

APPENDIX A

QUALIFICATION QUESTIONNAIRE



DEPARTMENT OF TECHNOLOGY

Microsoft Exchange Environment and Public Folder Migration Assessment

MICROSOFT EXCHANGE ENVIRONMENT
AND PUBLIC FOLDER MIGRATION
ASSESSMENT

QUALIFICATION QUESTIONNAIRE

RFSQ Number RFQ012823

Due Wednesday July 10, 2019 at 11:00
AM

<https://columbus.bonfirehub.com/opportunities/17185>

Consultant: _____

Date: _____

Page 1
DEPARTMENT OF TECHNOLOGY
QUALIFICATIONS QUESTIONNAIRE for
MICROSOFT EXCHANGE AND PUBLIC FOLDER MIGRATION ASSESSMENT

Date:

_____ (month, day and year)

FIRM NAME _____

1. Qualifications:

I. Microsoft Exchange Environment and Public Folder Migration

Assessment:

Microsoft Exchange Environment and Public Folder Migration Assessment expert capable of assessing the City of Columbus's current Microsoft Exchange Environment to provide a recommended roadmap including all of the artifacts listed below. This assessment should include both the current Microsoft Exchange Environment and the migration of public folders from Microsoft Exchange 2007 to Microsoft Exchange 2013. Assessment artifacts:

- Microsoft Exchange roadmap of current Microsoft Exchange environment to the best and least cost path per industry recommended standard which meet the City's requirements. Including:
 - Project charter for migration of current environment to recommended roadmap path. Project charter should include:
 - Project scope, requirements, and dependencies
 - Description of the people resources required and the role of each resource
 - Server, client, staff augmentation, and other resources
 - RACI of each resource
 - Hourly effort estimate of each resource
 - Identified project and security risks
 - Organizational change management plan for the city
 - High level project plan that includes a timeline and deliverables
 - Success criteria
 - 5 year total cost of ownership of recommended roadmap path. One-time upfront costs, project implementation costs, licensing and third party software costs, and any reoccurring licensing and maintenance/support costs
- Microsoft Exchange 2007 Public Folder migration to Microsoft Exchange 2013 to the best and least cost path per industry recommended standard which meet the City's requirements. Including:

- Project charter for migration of public folders to Microsoft Exchange 2013.
Project charter should include:
 - Project scope, requirements, and dependencies
 - Description of the people resources required and the role of each resource
 - Server, client, staff augmentation, and other resources
 - RACI of each resource
 - Hourly effort estimate of each resource
 - Identified project and security risks
 - High level project plan that includes a timeline and deliverables
 - Success criteria
 - Budgetary cost estimates of total migration including estimated hourly rates of any required staff augmentation resources
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DIVISION OF TECHNOLOGY
QUALIFICATIONS QUESTIONNAIRE for
MICROSOFT EXCHANGE ENVIRONMENT AND PUBLIC FOLDER MIGRATION ASSESSMENT

2. COLUMBUS CONTRACT COMPLIANCE NUMBER

Firms that do not have a City of Columbus Contract Compliance number must obtain one from the Purchasing Office prior to being awarded a contract.

City Certified MBE
(Mark with an X any that apply)

City Certified FBE

City Certified MBR

City Certified HIS

City Certified ASN

3. CORPORATE OFFICE BUSINESS ADDRESS AND TELEPHONE NUMBER (INCLUDING SUBS)

LOCAL OFFICE BUSINESS ADDRESS AND TELEPHONE NUMBER (INCLUDING SUBS)

4. CONTACT NAME, TELEPHONE NUMBER AND EMAIL ADDRESS

Page

Page 5
 DIVISION OF TECHNOLOGY
 QUALIFICATIONS QUESTIONNAIRE for
 MICROSOFT EXCHANGE ENVIRONMENT AND PUBLIC FOLDER MIGRATION ASSESSMENT SERVICES

7. **FIRM'S PAST PERFORMANCE:** List past projects information by the submitting Firm. This response is limited to 10 recent projects. This information will be used to determine Firm's past performance on DOT projects and similar non-DOT projects. Provide project descriptions that focus on project features relevant to Microsoft Exchange Environment and Public Folder Migration Assessments. Include descriptions of projects that incorporated efficient and effective outcomes in Microsoft Exchange Environment and Public Folder Migration Assessment projects. Bolden project names that were performed by personnel who will be assigned to work on the DOT projects. **List reference names and contact information (include email address & telephone number) for all projects.**

Project	Client & Contact Information (include telephone number & email address)	Design Year	Project Budget	Description of Work Performed & Key Project Personnel
Example: Microsoft Exchange Public Folder Migration	City of Mansfield, John Smith 740.555.7677, JS@mansfield.gov	2010	\$5,000, 40 hours	Migration of Microsoft Exchange 2007 public folders to Microsoft Exchange 2013

DEPARTMENT OF TECHNOLOGY
 QUALIFICATIONS QUESTIONNAIRE for
 MICROSOFT EXCHANGE ENVIRONMENT AND PUBLIC FOLDER MIGRATION ASSESSMENT

8. TOTAL PERSONNEL OF FIRM

	Corporate Office	Local Office	Other Offices	Total
A. Microsoft Exchange Engineer				
B. Other Professionals				
C. Others				
Total				

9. LOCAL WORKFORCE: The offeror shall indicate which of the following categories their percentage of local workforce falls within and show how this number was determined. The Team includes the prime consultant and all sub-consultants.

- A. At least 90% of the Team’s project labor costs are assignable to employees paying City of Columbus income tax on the date the SOQ is submitted, or at least 90% of the Team’s project labor costs are assignable to the office location within Franklin County if the office was established prior to 1995.
- B. At least 75% of the Team’s project labor costs are assignable to employees paying City of Columbus income tax on the date the SOQ is submitted.
- C. At least 90% of the Team’s labor will be performed in an office location within Franklin County but outside of the Columbus Corporate limits on the date the SOQ is submitted.
- D. At least 50% of the Team’s project labor costs are assignable to employees paying City of Columbus income tax on the date the SOQ is submitted. E. None of the above.

10. SUBCONSULTANTS (IF REQUIRED)

Category	Sub-consultant's Name
A. Planning	
B. Design	
C. Operations	
D. Other:	
E.	

Page
 DIVISION OF TECHNOLOGY
 QUALIFICATIONS QUESTIONNAIRE for
 MICROSOFT EXCHANGE ENVIRONMENT AND PUBLIC FOLDER MIGRATION ASSESSMENT

11. List current hourly rates for proposed personnel on an hourly, weekly and monthly rate schedule.

Position Title	Typical Role	Hourly Rate (1 hour)	Weekly Rate (40 hours)	Monthly Rate (160 Hours)

The resultant professional services contract will permit an annual review of hourly rates for successive contract years.

CONFIDENTIAL QUALIFICATION QUESTIONNAIRE CERTIFICATION

I have carefully examined the Request for Statement of Qualifications, Appendices and any other documents accompanying or made a part of this RFSQ.

I hereby propose to furnish the goods or services specified in the Request. I agree that my proposal will remain firm for a period of up to 120 days in order to allow the City adequate time to evaluate the qualifications submitted.

I verify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service: no officer, employee or agent of the City of Columbus or any other Contractor's is interested in said proposal, and that the undersigned executed this Contractor's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

NAME OF FIRM OR INDIVIDUAL SUBMITTING QUESTIONNAIRE

NAME AND TITLE OF PERSON SIGNING (PLEASE TYPE)

SIGNATURE _____ DATE _____