

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.**

<u>Name</u>	<u>C.C. No./Exp. Date</u>	<u>City/State</u>	<u>Status</u>
1. Atlas Start, LLC	045623 not listed	San Antonio/TX	not listed
2. Irvin PR	002045 2/18/2017	Columbus/OH	MAJ
3. Merit Marketing Services	032117 6/13/2022	Zanesville/OH	EBE
4. Triumph Communications	035189 6/22/2022	Columbus/OH	WBE
5. Weber Partners LTD	012639 12/9/2017	Columbus/OH	MAJ

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

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

1. Irvin PR
2. Weber Partners LTD
3. Triumph Communications
4. Merit Marketing Services
5. Atlas Start, LLC

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

Irvin PR
61 Jefferson Ave.
Columbus, OH 43205
Contact: Sarah Irvin Clark
sarah@irvinpr.com
(614) 225-9100

- 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.**

The purpose of this project is to provide the DPU Communications team with basic storytelling, photography, social media and video skills to enable them to better tell the Department's stories. The consultant will provide this assistance through interviews with City Council, DPU staff, and City management; evaluation of existing tools and practices; comparisons with other local jurisdictions and best practices; review of compliance with public records laws and open meeting requests; assessment of organizational capacity; development of written reports; recommendations for changes in current practice, organizational structure, and mediums in use; and a final deliverable, including reports and a presentation.

- 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 contract was bid as a one year agreement, with two renewal options. It is expected to go into effect in October 2023 and, pending execution of both renewal options, would run through October 2026.

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 project has no direct community outreach. However, assessing compliance with public records laws and open meeting requests, and the operations of DPU's communication team as whole, may improve the interactive experience of DPU customers across the various mediums through which the Department communicates with the public. Results of the Consultant's evaluation and any subsequent operational changes may result in improved efficiency of the DPU communications team.

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 first year of the contract is estimated to be up to \$75,000. There are no estimates yet for years two and three.

9. **Office of Diversity and Inclusion, Declared MBE/ WBE Goal for this project.**

The ODI declared Goal for this project was 0%. This contract opportunity was submitted to the City's Office of Diversity and Inclusion (ODI) for review and assignment of an MBE/WBE goal prior to bidding. ODI determined there was not an opportunity for MBE/WBE participation in this contract and did not assign a goal. This contract was not bid with a City of Columbus MBE/WBE Program goal and the requirements of the City's MBE/WBE Program are not applicable to this contract.