

**City of Columbus, Department of Technology
Smartsheet Subscription License Software Support Services
Detailed Specifications**

1.0 SCOPE AND CLASSIFICATION

- 1.1 **Scope:** This formal invitation to bid (ITB) is to provide the City of Columbus, Department of Technology (DoT) with a subscription renewal which includes support and maintenance of its existing Smartsheet subscription licenses, The City is a current Smartsheet customer, our representative is Daniel Lander daniel.lander@smartsheet.com. The City seeks bidders who are authorized Smartsheet partners or distributors only.
- 1.2 **Classification:** The contract resulting from this bid proposal will provide for the purchase and delivery of Smartsheet subscription renewals, as outlined in this specification. All bidders, upon request and within 24 hours of said request, must document their relationship as authorized Smartsheet partners or distributors.
- 1.3 **Specification Questions:** Questions regarding this bid must be submitted on the Vendor Services portal by 5:00 pm Friday, June 25, 2021. Responses will be posted on the RFQ on Vendor Services no later than Monday, June 28, 2021, 5:00 pm
- 1.4 For additional information concerning this bid, including procedures on how to submit a bid, you must go to the City of Columbus Vendor Services website at [CITY OF COLUMBUS VENDOR SERVICES \(powerappsportals.com\)](http://CITY OF COLUMBUS VENDOR SERVICES (powerappsportals.com)) 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 proposal is for maintenance and support of existing Smartsheet subscription licenses, as outlined in this document, with a term period of July 30, 2021 through August 30, 2022. The contract is not subject to automatic renewal, however, upon mutual agreement and authorized appropriation may be renewed for 3-additional one-year terms.
- 3.2.1 **References:** The bidder shall provide, upon request, evidence of relationship as an authorized dealer or reseller of Smartsheet products.
- 3.2.2.1 **Contact Information Required:** The reference contact information shall include the customer name, customer e-mail address, street address, telephone number, fax number, contact name and term period of coverage.
- 3.2.3 **Subcontractor Information Required:** If subcontractor(s) are to be used, please list names, addresses, telephone numbers and a contact person for each subcontractor. All subcontracts must have valid contract compliance certification.
- 3.2.3.1 **Subcontractor Contact:** Should the offeror use subcontractors, the City shall use the offeror as the primary contact point.
- 3.2.4 **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 Friday, June 25, 2021. Responses will be posted on the RFQ on Vendor Services no later than Monday, June 28, 2021 5:00 pm. Bidders whom have not registered and created a

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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 whom have registered at the site.

3.2.4.1 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.

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

https://www.youtube.com/channel/UCTIkkGNM7GHIITzoqQVNJIA/videos?shelf_id=0&view=0&sort=dd

3.3 **Product Requirement Specifications:**

Mfr. Part #	Qty	Description	Term
SSSMARTCC-SB	1	Smartsheet Control Center Comments: Subscription Term:	7/31/2021 – 8/30/2022
SSEPLUS	154	Enterprise Plan plus Standard Support - Licensed Users Comments: Subscription	7/31/2021 – 8/30/2022

4.0 **SAMPLING, INSPECTION AND TEST PROCEDURES**

N/A

5.0 **ORDERING, DELIVERY and INVOICING**

5.1 **Ordering Procedure:** A written purchase order will be established by Department of Technology Director or designee. The invoice address is DoT/Fiscal, PO Box 2949, Columbus, Ohio 43216 or submitted electronically to DoTInvoices@columbus.gov.