COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government

FINANCE DEPARTMENT

PURCHASING DIVISION

1111 1st AVENUE – 1ST FLOOR, COLUMBUS, GEORGIA 31901
P. O. BOX 1340, COLUMBUS, GEORGIA 31902-1340
706-225-4087 | www.columbusga.org

Date: August 7, 2026

REQUEST FOR PROPOSALS: **RFP No. 27-0008**	Qualified firms are requested to submit proposals, subject to conditions and instructions as specified, for the furnishing of: **ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM**
GENERAL SCOPE	Columbus Consolidated Government (the City) is seeking proposals from qualified vendors to provide a fully integrated Enterprise Resource Planning (ERP) system and related implementation services. The proposed system shall modernize financial, human resources, budgeting and administrative operations through a secure, scalable, and integrated solution.
DUE DATE	**SEPTEMBER 9, 2026 - 5:00 PM (Eastern)**
SUBMISSION REQUIREMENTS	**See *Appendix A* for *Submission Requirements, Submission Requirements Checklist, and OpenBids (formerly DemandStar) Registration and Submission Instructions.***
ADDENDA	**IMPORTANT INFORMATION** Any and all addenda will be posted on the Purchasing Division's web page, at https://columbusga.gov/finance/bid-opportunities. **It is the vendors' responsibility to periodically visit the web page for addenda before the due date and prior to submitting a quote.**
NO SUBMITTAL	If you are not interested in this solicitation, please complete and return page 3.

Andrea J. McCorvey,
Purchasing Division Manager

IMPORTANT INFORMATION
e-Notification

The City uses the Georgia Procurement Registry e-notification system. You must register with GA@WORK (formerly Team Georgia Marketplace) to receive future procurement notifications via: **https://doas.ga.gov/state-purchasing/getting-started-supplier**.

If you have any questions or encounter any problems while registering, please contact the State Purchasing Division:

Telephone: **404-657-6000**

Email: **procurementhelp@doas.ga.gov**

STATEMENT OF "NO PROPOSAL SUBMISSION"

Notify the Purchasing Division if you do not intend to submit a Proposal:

Email: **bidopportunities@columbusga.org**
Attn: Heather Biddle, Senior Buyer

We, the undersigned decline to submit a proposal for **RFP No. 27-0008** for **Enterprise Resource Planning (ERP) System** for the following reason(s):

__Specifications are too "tight", i.e. geared towards one brand or manufacturer (explain below)
__There is insufficient time to respond.
__We do not offer this product and/or service.
__We are unable to meet specifications.
__We are unable to meet bond requirements.
__Specifications are unclear (explain below).
__We are unable to meet insurance requirements.
__Other (specify below)

Comments:

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COMPANY NAME:______________________________

REPRESENTATIVE:______________________________

DATE:______________________________

TELEPHONE: ______________________________

EMAIL:______________________________

PROPOSALS WILL BE EVALUATED IN ACCORDANCE WITH THE PROCEDURES AS OUTLINED BELOW IN SECTION 3-110 OF THE PROCUREMENT ORDINANCE. ALL PROPOSALS WILL BE KEPT CONFIDENTIAL UNTIL AFTER AWARD.

3-110. Competitive Sealed Proposals (Negotiations)

(1) <u>Conditions for Use</u>

When the Purchasing Manager determines that the use of competitive sealed bidding for any procurement is either not practicable or not advantageous to the City, a contract may be entered into using the competitive sealed proposals (negotiation) method. In addition, the competitive sealed proposal process shall be used for the procurement of professional services, specialized equipment or supplies.

The competitive sealed proposal process may be used for procurements with an estimated total cost less than $50,000.00, if deemed to be in the best interest of the City. If the total cost can be determined, the authority to approve such solicitations will be as prescribed by article 3-104, Purchasing Limits. If, due to the required services, a total cost cannot be determined then the award recommendation will be approved by Council.

I. <u>Request for Proposals</u>

Proposals shall be solicited through Request for Proposals. The Purchasing Division shall establish the specifications with the using agency and set the date and time to receive proposals. The request for proposal shall include a clear and accurate description of the technical requirements for the service or item to be procured.

II. <u>Public Notice</u>

The public will be given adequate notice of the request for proposals, provided that, adequate notice shall mean at least fifteen (15) business days before the due date, which is stated in the request. ***The City reserves the right to seek request for proposals in a shorter period, if necessary, as determined by the Purchasing Manager.***

Notice shall be published in a reasonable time before due date, contain a description of the procurement in general terms, as well as, the place and due date for proposals, and appear in a newspaper(s) of general circulation, specifically the City's legal organ. In addition to publication in newspapers, notice shall also be made by electronic means, including posting on the internet and on the City's government access television channel.

Public works construction projects shall be advertised in accordance with Georgia State Law.

The City reserves the right to mail or e-mail invitations directly to vendors under the following circumstances:

- Solicitations for specialized equipment/supplies.
- Solicitations for specialized services.
- Re-bid of solicitations where normal advertising procedures netted no responses.
- Whenever deemed necessary by the purchasing manager.

III. Receipt of Proposals

Proposals must be received by the deadline date established. No public opening will be held. No proposals shall be handled to permit disclosure of the identity of any offeror or the contents of any proposal to competing offerors during the process of discussion. A register of proposals shall be prepared as part of the contract file, and shall contain the name of each offeror, the number of modifications received (if any), and a description sufficient to identify the item offered. The register of proposals shall be open for public inspection only after contract award.

IV. Evaluation Factors

The request for proposals shall identify the relative importance of cost (when applicable) and other evaluation criteria.

V. Evaluation Process

An odd number of voting members of a Selection or Evaluation Committee shall evaluate all proposals received based upon the criteria stated in the request for proposals. Each voting committee member shall grade each submitted proposal based upon the evaluation criteria.

VI. Discussion with Responsible Offerors and Revisions to Proposals

As provided in the Request for Proposals, discussions (negotiations) may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award, to assure full understanding of and conformance to the solicitation requirements. All qualified, responsible offerors shall be given fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of the identity of competing offerors or any information derived from proposals submitted by competing offerors. If only one proposal response is received, then the award recommendation shall be to the single offeror, if the offeror meets all requirements.

VII. Award

After negotiations, the award recommendation must be presented to Columbus City Council for final approval. Award will be made to the responsible offeror whose proposal is determined to be the most advantageous to the City, taking into consideration total cost (if determined) and all other evaluation factors set forth in the Request for Proposals.

After Council approval, a contract based on the negotiations (if negotiations were necessary) will be drawn and signed by all necessary parties. If Council does not approve the award, it may direct that further negotiations may take place with the recommended offeror, or that negotiations begin with the next most qualified offeror. Council may also exercise the option to reject all offers and instruct the Purchasing Division to begin the procurement process again. The contract file shall contain the basis on which the award is made.

After contract award, the contract file, will be made public. Unsuccessful offerors will be afforded the opportunity to make an appointment with the Purchasing Division for a debriefing. After the award, the contract file and the unsuccessful proposals will become subject to disclosure under the Georgia Open Records Act.

DO YOU HAVE QUESTIONS, CONCERNS OR NEED CLARIFICATION ABOUT THIS SOLICITATION?

COMMUNICATION CONCERNING ANY SOLICITATION CURRENTLY ADVERTISED MUST TAKE PLACE IN WRITTEN FORM AND ADDRESSED TO THE PURCHASING DIVISION.

ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION. BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER OR IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED "QUESTION/CLARIFICATION FORM" TO EMAIL QUESTION(S).

ANY REQUEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.

QUESTION/CLARIFICATION FORM

Date: ______________________________

To: Heather Biddle, Senior Buyer
Email bidopportunities@columbusga.org

Re: **Enterprise Resource Planning (ERP) System – RFP No. 27-0008**

Questions and requests for clarification must be submitted at least five (5) business days *before* the due date:

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From:

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Company Name Website

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Representative Email Address

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Complete Address City State Zip

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Telephone Number

COLUMBUS CONSOLIDATED GOVERNMENT
GENERAL PROVISIONS FOR REQUEST FOR PROPOSALS

ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM
RFP No. 27-0008

Columbus Consolidated Government (the City) is seeking proposals from qualified vendors to provide a fully integrated Enterprise Resource Planning (ERP) system and related implementation services. The proposed system shall modernize financial, human resource, and administrative operations through a secure, scalable, and integrated solution.

A. PROPOSAL SUBMITTAL DATE:
PROPOSALS ARE DUE: SEPTEMBER 9, 2026 NO LATER THAN 5:00 PM (Eastern). ***Submit one electronic response via OpenBids (formerly DemandStar).***

The City shall not be held liable for any expenses incurred by the respondent in preparing and submitting the proposal and/or attendance at any interviews, final contract negotiations or applicable site visits. **The City reserves the right to award this project or to reject any and all proposals; whichever is in the best interest of the City.**

B. RECEIPT OF PROPOSALS:
Unless otherwise stated in the technical specifications of the RFP, the City will accept one, and only one, proposal per Offeror. In the event a team of firms is entering into a joint venture to respond to the RFP, one firm shall be named the prime contractor and the proposal shall be submitted in the name of the prime contractor. All correspondence concerning the RFP will be between the City and prime contractor.

C. SUBCONTRACTING:
Should the offeror intend to subcontract all or any part of the work specified, names and address of subcontractors must be provided in proposal response. The offeror shall be responsible for subcontractors' full compliance with the requirements of the RFP specifications. If awarded the contract, payments will only be made to the offerors submitting the proposal. The Columbus Consolidated Government will not be responsible for payments to subcontractors.

D. QUESTIONS ABOUT THE RFP:
Communication concerning any solicitation currently advertised must take place in writing and addressed to the Purchasing Division. See page titled "Do You Have Questions …" within this proposal package. **Questions and Requests for Clarification will be received until five business days prior to the proposal due date.**

E. PUBLIC INFORMATION:
All information and materials submitted will become the property of the Columbus Consolidated Government, Columbus, Georgia; and shall be subject to the provisions of the Georgia public records law. If awarded the contract, the proposal submission, in its entirety, will be included as part of the contract documents and filed, as public record, with the Clerk of Council.

F. ADDENDA:
The proposer shall include acknowledgment of receipt of addenda (if any) in their sealed proposal. The proposer should include an initialed copy of each addendum in the proposal package. It is the proposer's

responsibility to contact the City for copies of addenda if they receive the proposal document from any other source other than the City.

G. CONTRACT:

Each proposal is received with the understanding that an acceptance in writing by the City of the offer to furnish any or all of the services and materials described shall constitute a contract between the proposer and the City. This contract shall bind the proposers to furnish and deliver the services and materials quoted, at the prices stated and in accordance with the condition of said accepted proposal.

It is agreed that the successful respondent will not assign, transfer, convey or otherwise dispose of the contract or its right, title or interest in or to the same, or any part thereof, without previous consent of the City and any sureties.

H. NON-COLLUSION:

Proposer declares that the proposal is not made in connection with any other proposer submitting a proposal for the same commodity or commodities, and that the proposal is bona fide and is in all respects fair and without collusion or fraud.

I. INDEMNITY:

The Contractor covenants to save, defend, hold harmless, and indemnify the City, and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the Contractor's intentional, negligent, or grossly negligent acts or omissions in performance or nonperformance of its work called for by the Contract Documents.

J. DISADVANTAGED BUSINESS ENTERPRISE CLAUSE:

Disadvantaged Business Enterprises (minority or women owned businesses) will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex, sexual orientation, gender identity or national origin in consideration for an award. It is the policy of the City that disadvantaged business enterprises and minority business enterprises have an opportunity to participate at all levels of contracting in the performance of City contracts to the extent practical and consistent with the efficient performance of the contract.

K. AFFIRMATIVE ACTION PROGRAM - NON-DISCRIMINATION CLAUSE:

The City has an Affirmative Action Program in connection with Equal Employment Opportunities. The successful vendor will comply with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, and will not discriminate between or among them by reason of race, color, age, religion, sex, sexual orientation, gender identity, national origin or physical handicap.

L. SPECIFICATION DESCRIPTIONS:

The specifications detailed herein represent the quality of equipment, goods or services required by the City. Whenever in this invitation any particular process, service or equipment is indicated or specified by patent, proprietary or brand name of manufacturer/developer/inventor, such wording will be deemed to be used for the purpose of facilitating descriptions of the process, service or equipment desired by the City. It is not meant to eliminate offerors or restrict competition in any RFP process. Proposals that are equivalent or surpass stated specifications will be considered. Determination of equivalency shall rest solely with the City.

M. TAXES:

The City is exempt from State Retail Tax and Federal Excise Tax. Tax Exemption No. GA Code Sec. 48-8-3. Federal ID No. 58-1097948.

N. DRUG-FREE WORKPLACE:

Per Ordinance No. 93-55, in compliance with Federal and State Drug Free Workplace Acts, the Council of Columbus, Georgia adopted a drug free Workplace Policy. Consequently, any vendor providing goods or services to Columbus Consolidated Government must comply with all applicable Federal and State Drug Free Workplace Acts.

O. FEDERAL, STATE, LOCAL LAWS:

All respondents will comply with all Federal, State and Local laws, ordinances, rules and regulations relative to conducting business in Columbus, Georgia and performing the prescribed service. Ignorance on the part of the respondent shall not, in any way, relieve the respondent from responsibility for compliance with said laws and regulations or any of the provisions of these documents.

P. PROVISIONS OF THE PROCUREMENT ORDINANCE:

The provisions of the Procurement Ordinance for the Consolidated Government of Columbus, Georgia as adopted and amended by Council shall apply to all invitations to respond to Requests for Proposals and is specifically incorporated herein by this reference. A copy of the ordinance is on file in the Purchasing Division.

Q. INSURANCE:

All respondents shall maintain, and if requested, show proof of insurance applicable for services described in these specifications.

R. HOLD HARMLESS AGREEMENT:

The successful respondent hereby agrees to indemnify, hold free and harmless Columbus Consolidated Government (The City), its agents, servants, employees, officers, directors and elected officials or any other person(s) against any loss or expense including attorney fees, by reason of any liability imposed by law upon the City, except in cases of the City's sole negligence, sustained by any person(s) on account of bodily injury or property damage arising out of or in the consequence of this agreement.

S. TERMINATION OF CONTRACT:

1. **Default**: If the contractor refuses or fails to perform any of the provisions of this contract with such diligence as will ensure its completion within the time specified in this contract, or any extension thereof, otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of this contract, the Purchasing Division Director may notify the contractor in writing of the delay or nonperformance and if not cured within **ten (10) days** or any longer time specified in writing by the Purchasing Division Director, such director may terminate the contractor's right to proceed with the contract or such part of the contract as to which there has been delay or a failure to properly perform.

   In the event of termination in whole or in part the Purchasing Division Director may procure similar supplies or services, from other sources, in a manner and upon terms deemed appropriate by the Purchasing Division Director. The contractor will continue performance of the contract to the extent it is not terminated and will be liable for excess costs incurred in procuring similar goods or services.

2. **Compensation:** Payment for completed supplies or services delivered and accepted by the City will be at the contract price. The City may withhold from amounts due the contractor such sums as the Purchasing Director deems to be necessary to protect the City against loss because of

outstanding liens or claims of former lien holders and to reimburse the City for the excess costs incurred in procuring similar goods and services.

3. **Excuse for Nonperformance or Delayed Performance**. Except with respect to defaults of subcontractors, the contractor shall not be in default by reason of any failure in performance of this contract in accordance with its terms (including any failure by the contractor to make progress in the prosecution of the work hereunder which endangers such performance) if the contractor has notified the Purchasing Division Director within 15 days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of public enemy; acts of the City and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather, If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, the contractor shall not be deemed to be in default, unless the supplies or services to be furnished by the subcontractor was reasonably obtainable from other sources in sufficient time to permit the contractor to meet the contract requirements.

   Upon request of the contractor, the Purchasing Division Director shall ascertain the facts and extent of such failure, and, if such director determines that any failure to perform was occasioned by anyone or more of the excusable causes, and that, but for the excusable cause, the contractor's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly.

T. <u>TIME FOR CONSIDERATION</u>:

Due to the evaluation process, proposals must remain in effect for at least **180 days** after date of receipt.

U. <u>CONTRACT AWARD</u>:

Award of this contract will be made in the best interest of the City.

V. <u>REQUEST FOR EVALUATION RESULTS</u>:

Per the City's Procurement Ordinance, evaluation results cannot be divulged until after the award of the contract. After contract award, proponents desiring to review documents relevant to the RFP evaluation results will be afforded an opportunity by appointment only.

W. <u>GOVERNING LAW</u>:

The parties agree that this Agreement shall be governed by the laws of Georgia, both as to interpretations and performance.

X. <u>FINAL CONTRACT DOCUMENTS</u>:

It is understood that the final contract shall include the following: **1)** The RFP; **2)** Addenda; **3)** Awarded Vendors(s) response; **4)** Awarded Vendor(s) Clarifications; **5)** Negotiated Components; and **6)** Awarded Vendor(s) Business Requirements.

After award of the contract by Columbus Council, awarded vendor will be notified to provide one identical hard copy of submitted proposal with original signatures. The awarded vendor will receive a digital copy of the executed contract.

Y. <u>PAYMENT DEDUCTIONS</u>:

The City reserves the right to deduct, from payments to awarded vendor(s), any amount owed to the City for various fees, to include, but not limited to: False Alarm fees, Ambulance fees, Occupation License Fees, Landfill fees, etc.

Z. <u>PAYMENT TERMS</u>:

The City's standard payment term is usually net 30 days, after successful receipt of goods or services. Payment may take longer if invoice is not properly documented or not easily identifiable, goods/services are not acceptable, or invoice is in dispute.

AA. <u>RIGHT TO PROTEST:</u>

(1) <u>Right of Protest.</u> Any actual or prospective bidder offeror, or contractor who is aggrieved in connection with a solicitation or award of a contract may protest to the Purchasing Manager initially. All protests shall be filed in the manner prescribed herein. Protests that do not comply with the following rules shall be deemed invalid and of no effect.

(2) The protest must be in writing, executed by a company officer that is authorized to execute agreements on behalf of the bidder or offeror or provided by an authorized legal representative of the protestor.

(3) A protest with respect to an invitation for Bids or Request for Proposals shall be submitted in writing no less than five (5) business days prior to the opening of bids or the closing date of proposals or qualification statements.

(4) <u>Stay of Procurement During Protests.</u> If there is a timely protest submitted as described above, the Purchasing Manager shall not proceed further with the solicitation or award of the contract until all administrative remedies have been exhausted or until the City Council, Mayor, or City Manager makes a determination on the record that the award of the contract without delay is necessary to protect substantial interests of the City.

NOTICE TO VENDORS

Sec. 2-3.05. - Submitting bids to Consolidated Government, etc.—By mayor or councilmembers.
Neither the mayor nor any member of the Columbus Council shall submit any bid to the consolidated government, nor shall the mayor or any member of the Columbus Council own or have a substantial pecuniary interest in any business that submits a bid to the consolidated government. (Ord. No. 92-60, 6-23-92)

Sec. 2-3.06. - Same—By members of boards, authorities, commissions.
No member of any board or authority or commission or other independent or subordinate entity of the consolidated government shall submit any bid to the consolidated government or have a substantial pecuniary interest in any business that submits a bid to the consolidated government if such bid pertains to the board or authority or commission on which such person holds such membership. (Ord. No. 92-61, 6-23-92)

GENERAL SPECIFICATIONS
ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM
RFP No. 27-0008

I. SCOPE

Columbus Consolidated Government (the City) is seeking proposals from qualified vendors to provide a fully integrated Enterprise Resource Planning (ERP) system and related implementation services. The proposed system shall modernize financial, human resource, and administrative operations through a secure, scalable, and integrated solution.

Detailed Specifications begin on page 21.

II. HISTORY

The city has used the CGI Advantage system as its enterprise financial and human resource system of record for many years and is currently operating on Advantage 4.0 from CGI Technologies and Solutions, Inc. Advantage is delivered as a vendor-hosted Software-as-a-Service (SaaS) solution; the City does not host or maintain the application environment on premises. Advantage supports the City's core finance functions; including general ledger, budgeting, purchasing, accounts payable, accounts receivable, and fixed assets, as well as its human resource and payroll functions, including position control, personnel administration, and time entry.

III. DEMONSTRATION

After the evaluation of proposals has been completed, short-listed vendors may be required to perform a virtual demonstration of their system. Vendor(s) will be notified in writing once a date and time has been determined by the Evaluation Committee. Each demonstration shall include a brief overview of the proposed software/system and its ability to perform the functions requested in these specifications.

Vendors are required to present via Microsoft Teams. Further, vendors will be required to record the presentation/demonstration and provide to the City after the presentation.

IV. TRANSITION PERIOD

The successful vendor shall be responsible for a complete and orderly transition from the City's current system to the proposed system, with no interruption to payroll, financial reporting, or other essential City operations. If the incumbent contractor is not awarded this contract, the successful contractor shall coordinate with the City and CGI Technologies to effect a smooth transition. At a minimum, the vendor shall provide a written transition plan for the City's approval; dedicated project management; data migration, conversion, and validation of all active and historical financial, procurement, human resource, and payroll data; required interfaces; testing, including parallel payroll processing prior to go-live; role-based training; and post-implementation support through the first fiscal year-end close and calendar year-end payroll reporting cycle. Upon expiration or termination of the contract, the vendor shall cooperate in transitioning services to the City or a successor vendor and shall return all City data in a non-proprietary, machine-readable format at no additional cost.

V. INDEMNITY CLAUSE

The Contractor covenants to save, defend, hold harmless, and indemnify the City, and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the Contractor's intentional, negligent, or grossly negligent acts or omissions in performance or nonperformance of its work called for by the Contract Documents.

VI. INSURANCE

The vendors shall be required, at their own expense, to furnish to the City of Columbus Purchasing Division**,** evidence showing the insurance coverage to be in force throughout the term of the contract. Insurance requirements are listed on the attached **Insurance Checklist (Form 8). The limits shown are minimum limits. Vendor shall indicate the actual limit they will provide for each insurance requirement. The bidder shall complete the Insurance Checklist and include with bid response**. **Certificate of Insurance is acceptable.** The Insurance Checklist will indicate to the City, the bidder's ability and agreement to provide the required insurance, in the event of contract award.

The successful candidate shall provide the required Certificates of Insurance within **10 business days** after award notification. The Certificates of Insurance will name Columbus Consolidated Government as an additional insured, **as well as, list the applicable project or annual contract name, and/or Solicitation name and number.** The Certificate of Insurance will be included with the contract documents prior to signing.

VII. E-VERIFY

Pursuant to O.C.G.A. § 13-10-91, a public employer shall not enter into a contract for the performance of services unless the contractor registers and participates in the federal work authorization program. If a supplier is providing services under a contract with a total compensation amount of $2,500 or greater, (even if such services will be performed outside of the State of Georgia), Columbus Consolidated Government requires a notarized affidavit from the supplier attesting to the following:

(A) The affiant has registered with, is authorized to use, and uses the federal work authorization program;
(B) The user identification number and date of authorization for the affiant;
(C) The affiant will continue to use the federal work authorization program throughout the contract period; and,
(D) The affiant will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the same information required by subparagraphs (A), (B), and (C) of this paragraph.

Additional information regarding the State's E-Verify requirements can be found at: https://www.audits2.ga.gov/wp-content/uploads/2021/10/13-10-91.pdf. **A completed, notarized E-Verify Affidavit must be included with sealed proposal; failure to do so will render the firm's or individual's proposal non-responsive and ineligible for award consideration.**

VIII. PROPOSAL PREPARATION AND SUBMISSION

See Appendix A for information and instructions on how to register and submit proposals through OpenBids (formerly DemandStar).

A. Firms shall include the information listed below with submission. Submissions will be deemed incomplete/non-responsive if the following required documents are not included, as prescribed within the specifications: **E-Verify Affidavit, Conflict of Interest Affidavit, and Communication Concerning This Solicitation form.** However, the City reserves the right to request **any other** omitted information

B. Proposals shall be as thorough and detailed as possible so that the Columbus Consolidated Government may properly evaluate the proposer's capabilities to provide the required services.

C. Proposals shall be prepared simply, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

D. Offerors shall submit the following items as a complete proposal:

Submit the information in the order listed below; include a header for each item, e.g., Section 1, Item A, Section 1, Item B, etc.

Section 1: Transmittal Letter
The transmittal letter shall:

A. Introduce the business and include the name and email address(es) of contact person(s) during this proposal process.

B. List the complete address, telephone number and fax number for the corporate office as well as for the office/branch that will administer the contract.

C. Include a statement to the effect that the proposal is binding for at least 180 days from the proposal date. An authorized agent of the business must sign the transmittal letter.

Section 2: E-Verify Affidavit *(Form 1)*
A properly completed, notarized E-Verify Affidavit must be included with proposal; failure to do so will render the firm's proposal non-responsive and ineligible for further consideration.

Additional information regarding the State's E-Verify requirements can be found at: https://www.audits2.ga.gov/wp-content/uploads/2021/10/13-10-91.pdf.

Section 3: Communication Concerning This Solicitation *(Form 2)*
Form must be signed and returned with the vendor's proposal. Failure to include the form will automatically render vendor's response non-responsive.

Section 4: Conflict of Interest Affidavit *(Form 3)*
Form must be signed and returned with the vendor's proposal. Failure to include the form will automatically render vendor's response non-responsive.

Section 5: Federal Compliance *(Form 4)*
Complete the form titled "*Federal Compliance*".

Section 6: Addenda Acknowledgement *(Form 5)*
Use form to acknowledge receipt for all addenda (if any). The Purchasing Division will post addenda (if any) for this project at https://www.columbusga.gov/finance/Bid-Opportunities. Vendors are responsible for periodically visiting the web page for addenda, before the due date and prior to submitting a response.

Section 7: Exceptions to RFP

A. List **ANY AND ALL** exceptions to the RFP specifications in this section of proposal submission. Exceptions listed in other areas of the vendor's submission will not be considered. All exceptions will be vetted during the RFP process, and if found unacceptable, the vendor's proposal will be rejected and no longer considered for award. Exceptions shall be considered by the Evaluation Committee. The vendor's proposal may not receive further consideration if exceptions are not acceptable and/or cannot be clarified to the Committee's satisfaction. Vendors shall be notified in writing if exceptions are not acceptable. **PLEASE NOTE: EXCEPTIONS TO THE RFP GENERAL PROVISIONS WILL NOT BE CONSIDERED, AND IF SUBMITTED WILL AUTOMATICALLY RENDER THE RESPONSE NON-RESPONSIVE.**

B. **VENDOR AGREEMENT/CONTRACT FORM: Exceptions also include the terms of any contract or other agreements which the vendor or any subcontractors will require to be executed by the City.**

C. **If there are no exceptions, vendor must include a statement for this Section stating the following: No Exceptions.**

Section 8: Experience/Qualifications

A. Address in detail the Offeror's ability and experience in providing the systems and services described in the specifications.

B. Provide résumés of key personnel who will be assigned to the contract. Additionally, identify Subject Matter Experts (SMES) for each functional area, i.e. Human Resources, Payroll, Accounts Receivables, Budgeting, Accounting, Procurement, etc…

Section 9: Client Work History

Complete **Form 6** focusing on public entity clients

Section 10: Proposed Enterprise Resource Planning (ERP) System

A. Provide descriptive literature that fully describes how the proposed ERP System meets the specified requirements identified in the Detailed Specifications.

B. Provide copy of Software License Agreement the City would be required to sign. See Section 7, Item B (above).

Section 11: Service Plan

A. Provide a Detailed overview of proposed system.

B. Include a typical schedule for implementation; do *not* include actual dates in the timeline, rather days, weeks and months.

C. Describe training/implementation plan.

D. Identify any additional responsibilities or tasks that the City will be required to perform.

E. Describe the implementation methodology and project management approach, including project governance, status reporting, issue and risk management, and change-control procedures.

F. Identify the proposed project team, including the project manager and all key personnel, with their roles, relevant ERP implementation experience, and whether they are located in the United States. Indicate the percentage of time each will be dedicated to this project and whether any work will be performed offshore or by subcontractors.

G. Describe the proposed data migration and conversion approach, including extraction, cleansing, mapping, loading, and validation of financial, procurement, human resource, and payroll data from the City's current CGI Advantage environment; the number of years of historical data proposed for conversion; the number of test conversions to be performed; and the respective responsibilities of the vendor and the City.

H. Describe all interfaces and integrations to be developed, including interfaces with the City's other applications, financial institutions, benefit providers, and State and Federal reporting systems.

I. Describe the testing approach, including unit, system, integration, interface, conversion, performance, security, and user acceptance testing; the test scripts and test environments to be provided; parallel payroll processing prior to go-live; and the acceptance criteria the City will use to approve each phase.

J. Describe the training program, including role-based training for end users, functional administrators, and technical staff; delivery method and location; class sizes; the training environment to be provided; and all training materials and system documentation to be delivered to the City.

K. Describe the go-live and cutover plan, including the cutover schedule, freeze periods, readiness criteria, on-site or remote support during cutover, and the rollback contingency if go-live criteria are not met.

L. Describe post-go-live support, including the duration and staffing of elevated (hypercare) support following go-live, support through the City's first fiscal year-end close and first calendar year-end payroll and tax reporting cycle, and the transition from implementation support to ongoing support.

M. Describe ongoing maintenance and support, including help desk hours and contact methods, problem severity definitions, guaranteed response and resolution times, escalation procedures, and any service level agreements and associated remedies or credits.

N. Describe the hosting environment and system availability, including data center locations, guaranteed uptime, planned maintenance windows, data backup frequency and retention, disaster recovery and business continuity provisions, and recovery time and recovery point objectives.

O. Describe how software updates, patches, and version upgrades are managed and how frequently they occur, including any City responsibilities, downtime, testing, and retesting of interfaces and configurations required for each release.

P. Describe the organizational change management and communication approach to be used to support City staff through the transition.

Q. Describe the approach to data ownership and transition out, including how City data will be returned in a non-proprietary, machine-readable format upon expiration or termination of the contract.

R. Describe at least two (2) comparable public sector ERP implementations of similar size and scope completed by the proposed team, including the go-live date, whether the project was completed on schedule and within budget, and a contact reference for each.

S. Describe the implementation methodology and project management approach, including status reporting and change control.

T. Identify the proposed project team and key personnel, including the project manager, their roles and ERP experience.

U. Describe the data migration and conversion approach, including years of historical data to be converted.

V. Describe all interfaces and integrations to be developed.

W. Describe the testing approach, including user acceptance testing and parallel payroll processing prior to go-live.

X. Describe the go-live and cutover plan, including readiness criteria and rollback contingency.

Y. Describe post-go-live support, including duration of elevated support and support through the first fiscal and calendar year-end closings.

Z. Describe ongoing maintenance and support, including help desk hours, response and resolution times, and any service level agreements.

AA. Describe the hosting environment, system availability, data backup, and disaster recovery provisions.

BB. Describe how software updates, patches, and version upgrades are managed.

CC. Describe the change management and communication approach for City staff.

DD. Describe how City data will be returned upon expiration or termination of the contract.

Section 12: Transition Plan

Provide a plan for transitioning the City from the current ERP System to the new ERP System, in the event that the incumbent contractor is not awarded. Refer to page 13, General Specifications, IV. Transition Period.

Section 13: Cost Proposal *(subject to negotiations)*

Provide an itemized cost proposal inclusive of system cost, training, implementation, go live and post go live support, yearly licensing fees (if applicable), maintenance fees for up to five (5) years and any other associated costs including, ***but not limited to***, the following ***(if applicable)***:

- Application Development
- Integration and Interfacing
- Customer Report Development
- Technical Support and Resolution
- Service and Maintenance
- Secure Data Collection and Storage
- Management and Implementation of future application upgrades
- Future Expansions to Application Functionality
- Data Migration and Conversion, including Conversion of Historical Data
- Custom Report Development, including Hourly or Per-Report Rates for Reports Requested After Go-Live
- Standard and Ad Hoc Reporting Tools and Any Associated Licensing
- Testing Support, including Test Environments and Parallel Payroll Processing
- Go-Live and Cutover Support
- Post Go-Live (Hypercare) Support
- Ongoing Hosting and Subscription Fees
- Additional or Optional Modules Not Included in the Base Proposal
- Travel and Per Diem Expenses, if Any
- Hourly Rates by Labor Category for Additional Services Requested by the City
- Data Migration and Conversion, including Conversion of Historical Data
- Custom Report Development, including Hourly or Per-Report Rates for Reports Requested After Go-Live
- Standard and Ad Hoc Reporting Tools and Any Associated Licensing
- Testing Support, including Test Environments and Parallel Payroll Processing
- Go-Live and Cutover Support
- Post Go-Live (Hypercave) Support
- Ongoing Hosting and Subscription Fees
- Additional or Optional Modules Not Included in the Base Proposal
- Travel and Per Diem Expenses, if Any
- Hourly Rates by Labor Category for Additional Services Requested by the City

Section 14: Contract Signature Page (Form 7)

Complete **Form 7**. City officials will sign the copies after Columbus Council approves the contract award with the successful firm *(see note below)*. Per the General Provisions, Page 11, Item X, the final contract shall include the following: 1) The RFP; 2) Addenda; 3) Awarded Vendor(s) response; 4) Awarded Vendor(s) Clarifications; 5) Negotiated Components; and 6) Awarded Vendor(s) Business Requirements.

Please note: After award of contract by Columbus Council, awarded vendor will be notified to provide two (2) identical hard copies of submitted proposal with original signatures.

Section 15: Business Requirements

1. Provide Insurance Checklist (**Form 8**) or Certificate of Insurance.

2. **Page 1** of form W-9 (see https://www.irs.gov/pub/irs-pdf/fw9.pdf for the most recently revised form W-9)

3. Provide a current copy of the Business License (Occupation License) that is required to conduct business at your location.

If awarded the contract, the successful vendor must obtain a business license from the City of Columbus. However, if the business is located in Georgia and has proof of being properly licensed by a municipality in Georgia, and paid applicable occupation taxes in that City, the contractor will not be required to pay occupation taxes in Columbus, Georgia.

If you have questions regarding this requirement, please contact the Revenue Division at 706-225-3780.

IX. RFP EVALUATION

A. Proposal Evaluation Timeline

All proposals must be reviewed and scored by an evaluation committee. The evaluation process normally takes approximately 3 months before a recommendation is provided to Columbus Council for review. The evaluation process may take longer if the required services or products are complex in nature, if negotiations are required, if presentations are required, if demonstrations are required, if site visits are required, etc. If the Purchasing Division determines the evaluation process may exceed the specified Time for Consideration period, the Purchasing Division may request respondents to extend the Time for Consideration period.

During the evaluation process, the Purchasing Division will notify respondents, via email, if clarification or additional information is required regarding proposals.

B. Each submittal will be evaluated to determine the ability of each offeror to provide the required services. The following weighted criteria will be used to evaluate proposals:

Criteria	**Weight**
A. Qualifications/Experience	20%
B. Client Work History	10%
C. Proposed ERP System	25%
D. Service Plan	30%
E. Cost Proposal *(subject to negotiations)*	15%

Each of the above criteria (A - E) will be given a rating by each member of the Evaluation Committee. The ratings are as follows:

Description	**Value**
Poor = Is not qualified.	**20 Points**
Marginal = Is minimally qualified but one or more area is lacking in some essential aspect.	**40 Points**
Adequate = Is qualified and is generally capable of achieving the objectives of this RFP.	**60 Points**
Good = Is more than qualified and exceeds in some areas.	**80 Points**
Excellent = Is fully qualified and exceeds in several or more areas.	**100 Points**

After the review and rating of proposal (s) by the evaluation committee, individual scores will be averaged and ranked. Offerors will be ranked in descending order of numerical predominance.

DETAILED SPECIFICATIONS
ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM
RFP No. 27-0008

1. General Overview

The Columbus Consolidated Government is seeking proposals from qualified vendors to provide a fully integrated Enterprise Resource Planning (ERP) system and related implementation services.

The proposed system shall modernize financial, human resources, budgeting, and administrative operations through a secure, scalable, and integrated solution.

The solution may be provided as a cloud-hosted Software as a Service (SaaS) platform.

The selected system must support core governmental financial operations, human resources, budgeting, payroll, procurement, reporting, and related business processes while improving operational efficiency, data accessibility, and transparency.

2. Core System Requirements

The proposed ERP system must:

- Provide a fully integrated suite of applications
- Minimize duplicate data entry across modules
- Provide role-based security and audit controls
- Support workflow automation and electronic approvals
- Allow configuration without modification of core code
- Support integration with third-party systems
- Provide robust reporting and analytics capabilities
- Support web-based and mobile access
- Allow secure remote access for authorized users
- Maintain full audit trails and transaction history

The CCG shall retain sole ownership of all data entered into, stored within, processed by, or generated by the ERP system. Vendor shall provide the ability to export all County data, including attachments, audit history, and configuration data, in a commonly accepted non-proprietary format upon request and upon contract termination. Vendor shall not restrict access to County data for any reason, including contract disputes or termination. Any cloud-hosted data must reside within the United States.

3. Financial Management

3.1 General Ledger

- Multi-fund accounting structure
- Configurable chart of accounts
- Multi-year budgeting support
- Journal entry processing
- Automated posting
- Real-time financial reporting

3.2 Budgeting

- Budget preparation and workflow approvals
- Multi-year budgeting capability
- Budget amendments and transfers
- Budget control and encumbrance tracking
- Forecasting capabilities
- Employee and position interfaces/integration from HR module
- GFOA standard budget book preparation and publishing

3.3 Accounts Payable

- Vendor management
- Vendor Self-Service
- Invoice processing and approval workflows
- Electronic payments and ACH capability
- 1099 reporting

3.4 Accounts Receivable

- Payment tracking
- Delinquency tracking
- Online bill payment

3.5 Cash Management

- Bank reconciliation
- Multiple check reconciliations
- Cash receipt management
- Integration with banking systems

3.6 Fixed Asset Management

- Asset tracking and depreciation
- Capital asset reporting
- Asset lifecycle management

3.7 Project and Grant Accounting

- Project cost tracking
- Grant management
- Budget tracking by project

4. Procurement and Contract Management

4.1 Purchasing

- Electronic requisitions

- Purchase order management
- Approval workflows
- Vendor catalog support
- Encumbrance accounting

4.2 Contract Management

- Contract lifecycle tracking
- Renewal notifications
- Vendor performance monitoring
- Configurable procurement and vendor performance metrics/KPIs (e.g., on-time delivery, quality, cost variance, responsiveness, service level compliance)
- Ability to define KPI targets and acceptable performance thresholds by contract or vendor
- Automated tracking of KPI results against contract-defined performance thresholds throughout the contract term
- Automated notifications to vendors and CCG contract/procurement staff when performance metrics fall below defined thresholds or trend off track
- Corrective action plan tracking and documentation tied to underperforming metrics
- Historical vendor performance and KPI trend reporting to support contract renewal, remedy, and re-procurement decisions

5. Human Resources and Payroll

For each HR and Payroll function area below, the vendor shall either (a) provide the functionality natively within the proposed ERP solution, or (b) identify the specific third-party system(s) with which the proposed solution natively integrates to deliver that functionality.

5.1 Human Resources

- Employee master records
- Position management
- Organizational structure management
- Compliance reporting

5.2 Payroll

- Payroll processing
- Payroll tax reporting
- Garnishments and deductions
- Direct deposit support
- Print on demand payroll checks

5.3 Time and Attendance

- Electronic time entry
- Scheduling
- Leave tracking

5.4 Benefits Administration

- Benefits enrollment and management

5.5 Manager Self-Service

- Performance Evaluation management

5.6 Employee Self-Service

- Access to pay stubs and tax forms
- Leave requests
- Personal information updates

6. Workflow and Automation

The ERP system shall provide configurable workflow automation tools allowing the organization to define, manage, and monitor business processes electronically.

6.1 General Workflow Capabilities:

- Electronic routing of transactions for review and approval
- Configurable approval chains
- Alerts and notifications
- Escalation rules
- Workflow monitoring tools

6.2 Electronic Signatures

- Support legally recognized electronic signatures compliant with ESIGN and UETA
- Ability to apply signatures to purchasing, HR, payroll, and financial documents
- Integration with platforms such as DocuSign or Adobe Sign
- Full audit trail of signatures and approvals

6.3 Delegation of Authority

- Temporary delegation of approval authority
- Defined start and end dates
- Automatic reversion of authority
- Clear audit logging

6.4 Conditional Workflow Routing

- Routing based on dollar amount, department, project, or transaction type
- Configurable business rules without code changes

6.5 Automated Policy Enforcement

- Spending threshold enforcement
- Budget availability checks
- Separation of duties controls
- Duplicate invoice detection

7. Reporting and Analytics

- Standard financial reports
- Standard HR reports
- Ad hoc reporting tools
- Dashboards and data visualization
- Export to Excel, PDF, and other formats
- Support for annual financial reporting
- Any mandatory state and/or federal reports
- Support for KPI and metrics-based analysis of procurement, contract, and vendor performance outcomes
- Decision-support analytics enabling budget and financial decision-making regarding practices, programs, and policies, using historical and real-time data (e.g., cost-benefit, trend, and variance analysis)
- Scenario and what-if modeling capability to support budget planning and policy decisions
- Program and policy performance dashboards linking outcome metrics to financial and budget impacts

8. Technology and Architecture

8.1 System Architecture

- Web-based application architecture
- Cloud deployment
- Modern browser compatibility

8.2 Compatibility

- Microsoft Windows compatibility
- Integration with Microsoft Office
- Azure Active Directory (Entra ID) authentication

8.3 Mobile Access

- Mobile device support
- Responsive web design

8.4 Integration

- API-based integrations
- Data import/export tools
- Third-Party Recruiting and Onboarding (ex: Neogov) Integration
- Recruiting and onboarding functionality, natively provided or via native integration with third-party systems (e.g., NEOGOV) — vendor shall identify the specific system(s) supported

9. Security Requirements

- Role-based access controls
- Multi-factor authentication
- Encryption in transit and at rest

- Security audit logging
- Compliance with security frameworks such as SOC 2, ISO 27001, or NIST

10. Implementation Services

The vendor shall provide full implementation services including:

- Project management
- System configuration
- Data conversion and migration
- Integration development
- System testing
- User acceptance testing
- Documentation
- End-user and administrator training

11. Data Migration

The vendor shall assist with migration of historical data including:

- Financial records
- Vendor and customer data
- Employee records
- Payroll history
- Fixed asset records

The vendor must provide tools for data validation and reconciliation prior to go-live.

12. Training

The vendor shall provide comprehensive training including:

- System administrator training
- End-user training
- Train-the-trainer programs
- Documentation and training materials

13. Support and Maintenance

The vendor must provide ongoing support including:

- Help desk support
- Software updates and patches
- Regulatory updates
- System monitoring
- Service level agreements (SLAs)

14. Disaster Recovery and Business Continuity

The ERP system must provide:

- Automated backups
- Disaster recovery procedures

- High availability architecture
- Defined recovery time objectives (RTO)
- Defined recovery point objectives (RPO)

15. Vendor Qualifications

Vendors responding to this RFP must:

- Demonstrate experience implementing ERP systems for public sector organizations
- Provide references from similar municipalities
- Provide qualified implementation staff
- Demonstrate ongoing product development and support capabilities

FORM 1

E-VERIFY AFFIDAVIT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of ***Columbus Consolidated Government*** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

____
Company ID Number ***(numerical, 4-7 digits)*** Date of Authorization
****See https://www.e-verify.gov/ to access your E-Verify Company Identification Number.**

____
Name of Contractor

Enterprise Resource Planning (ERP) System – RFP No. 27-0008
Name of Project

Columbus Consolidated Government
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on ____________________, ___, 20__ in ______________________ (city), ______ (state).

____
Signature of Authorized Officer or Agent

____
Printed Name and Title of Authorized Officer or Agent

Subscribed and sworn before me on this the ___ day of _________________, 20___.

____
NOTARY PUBLIC

Affix Stamp/Seal

My Commission Expires:

____

A properly completed, notarized/stamped E-Verify Affidavit must be included with the proposal; failure to do so will render the firm's proposal non-responsive and ineligible for further consideration.

FORM 2

COMMUNICATION CONCERNING THIS SOLICITATION

THIS PAGE MUST BE SIGNED AND RETURNED WITH THE VENDOR'S BID/PROPOSAL. FAILURE TO INCLUDE THIS FORM WILL AUTOMATICALLY RENDER VENDOR'S RESPONSE NON-RESPONSIVE.

ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION. BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS, INCLUDING NON-CCG EMPLOYEES, CONTRACTED PERSONNEL ASSOCIATED WITH THIS PARTICULAR PROJECT (I.E. ARCHITECTS, ENGINEERS, CONSULTANTS), OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER. IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED "QUESTION/CLARIFICATION FORM" TO EMAIL QUESTIONS(S). **QUESTIONS AND REQUESTS FOR CLARIFICATION MUST BE SUBMITTED AT LEAST FIVE (5) *BUSINESS* DAYS BEFORE THE DUE DATE.**

ANY REQUEST/CONCERN/PROTEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD, MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.

I agree to forward all communication about this solicitation, in writing, to the Purchasing Division. I understand that communication with other persons, other than the Purchasing Division, will render my Bid/Proposal response non-responsive and I will no longer be considered in the solicitation process.

Vendor Name: ____

Print Name of Authorized Agent: ______________________________

Signature of Authorized Agent: _______________________________

FORM 3 CONFLICT OF INTEREST AFFIDAVIT:

THIS PAGE MUST BE SIGNED, NOTARIZED/STAMPED AND RETURNED WITH THE VENDOR'S BID/PROPOSAL. FAILURE TO INCLUDE THIS FORM WILL AUTOMATICALLY RENDER VENDOR'S RESPONSE NON-RESPONSIVE.

Pursuant to Columbus Georgia Code Part I – Charter, Appendix Two Code of Ethics and Prohibited Practices:

I hereby declare that any person(s) employed by the City of Columbus, who has direct or indirect personal or financial interest in this solicitation, has been identified and the interest disclosed below. (Please include in your disclosure any interest which you know of).

An example of a direct interest would be a City of Columbus employee, City of Columbus City Council Member, who would be paid to perform services if awarded the contract.

An example of indirect interest would be a City of Columbus employee who is related to any officers, employees, principal, or shareholders of your firm or to you. (If in doubt as to status or interest, please disclose to the extent known).

CONFLICT OF INTEREST: ☐ YES ☐ NO

Disclosed Conflict of Interest(s):

____

____

____

I hereby certify that the information on this form is complete and accurate. If necessary, I will provide the information required to verify this data (e.g., pay stubs, bank account statements, etc.). I, therefore, authorize such verification, and I will provide the supporting documentation, if necessary.

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on ____________________, ______, 20 ___ in _____________________ (city), _____ (state).

Vendor Name: ____

____

Signature of Authorized Officer or Agent

____

Printed Name and Title of Authorized Officer or Agent

Subscribed and sworn before me on this the _____ day of _________________, 20___.

____

NOTARY PUBLIC

My Commission Expires:

____

FORM 4

FEDERAL COMPLIANCE

In the event a procurement under this contract is federally funded, the Contractor agrees to comply with all federal statutes relating to nondiscrimination, labor standards, and environmental compliance. The Contractor will be notified if the procurement is federally funded.

With regards to **"Rights to Inventions Made Under a Contract or Agreement,"** If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Contractor agrees to be wholly compliant with the provisions of **2 CFR 200, Appendix II**. Additionally, for work to be performed under the Agreement or subcontract thereof, including procurement of materials or leases of equipment.

Contractor shall comply and shall notify each potential subcontractor or supplier of the Contractor's federal compliance obligations. These may include, but are not limited to:

(a) **Title VII of the Civil Rights Act of 1964 (P.L. 88-352)** which prohibits discrimination on the basis of race, color or national origin;
(b) **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex;
(c) the **Fair Labor Standards Act of 1938 (29 USC 676 et. seq.**),
(d) **Section 504 of the Rehabilitation Act of 1973, as implemented by Executive Orders 11914 and 11250)**, which prohibits discrimination on the basis of handicaps and the Americans with Disabilities Act of 1990;
(e) the **Age Discrimination in Employment Act of 1967 (29 USC 621 et. seq.)** and the Age Discrimination Act of 1974, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age;
(f) the **Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255)**, as amended, relating to nondiscrimination on the basis of drug abuse;
(g) the **Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616)**, as amended, relating to the nondiscrimination on the basis of alcohol abuse or alcoholism;
(h) **§§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3)**, as amended, relating to confidentiality of alcohol and drug abuse patient records;
(i) **Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.)**, as amended, relating to nondiscrimination in the sale, rental or financing of housing;
(j) any other nondiscrimination provisions in any specific statute(s) applicable to any Federal funding for this Agreement;
(k) the requirements of any other nondiscrimination statute(s) which may apply to this Agreement;
(l) applicable provisions of the **Clean Air Act (42 U.S.C. §7401 et seq.)**, the **Federal Water Pollution Control Act, as amended (33 U.S.C. §1251 et seq.)**, **Section 508 of the Clean Water Act (33 U.S.C. 1368),** Permits required by **Section 404 of the Clean Water Act**, **Executive Order 11738**, **Endangered Species Act (P.L. 93-205)**, and the **Environmental Protection Agency regulations at 40 CPR Part 15**;
(m) **DBE requirements** found at **40 CFR Part 33**, **Executive Order 11246**, and **Equal Employment Opportunity** regulations at **41 CFR § 60-4**;
(n) applicable provisions of the **Davis-Bacon Act (40 U.S.C. 276a - 276a-7**) as it relates to cleanup activities, the **Copeland Act (40 U.S.C. 276c)**, the **Anti-Kickback Act (40 USC § 3145)**, the **OSHA Worker Health & Safety Standard (29 CFR § 1910.120)**, and the **Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)**, as set forth in Department of Labor Regulations at 20 CPR 5.5a;
(o) applicable provisions of **Uniform Relocation Act (40 USC § 61)** and the **National Historic Preservation Act (16 USC § 470)**;
(p) the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the **Energy Policy and Conservation Act (P.L. 94-163).**
(q) the Buy America sourcing requirements in the **Build America, Buy America Act (41 U.S.C. § 8301-8305);**
(r) the general provisions of **Section 3** offering economic opportunities for low-income persons **(12 U.S.C. 1701u).**

To demonstrate acknowledgement and understanding of the above listed Federal Requirements, vendor is required to sign below and return with bid response:

Vendor Name:____

Signature of Authorized Agent: ____

Print Name and Title of above Agent: ____

FORM 5

ADDENDA ACKNOWLEDGEMENT
ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM
RFP No. 27-0008

The Purchasing Division will post addenda (if any) on the Bid Opportunities page: https://www.columbusga.gov/finance/Bid-Opportunities. It is the vendors' responsibility to periodically visit the page to check for addenda, ***both before the due date and prior to submitting a response in OpenBids (formerly DemandStar).***

IF ADDENDA WERE ISSUED:
By signing below, I acknowledge 1) I have received the addenda (if any) as indicated below, 2) my submittal reflects the changes to the specifications, and 3) my submittal includes the most recently revised forms:

Addendum No. ____ dated _______________ Addendum No. ____ dated _______________

Addendum No. ____ dated _______________ Addendum No. ____ dated _______________

Addendum No. ____ dated _______________ Addendum No. ____ dated _______________

Addendum No. ____ dated _______________ Addendum No. ____ dated _______________

Addendum No. ____ dated _______________ Addendum No. ____ dated _______________

IF NO ADDENDA WERE ISSUED:
By signing below, I acknowledge that I reviewed the Bid Opportunities page referenced above on _________________________ *(date)* and did not see any addenda listed for this solicitation.

____

Business Name **Date**

____

Authorized Signature **Print Name**

FORM 6

CLIENT WORK HISTORY
ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM
RFP No. 27-0008

Provide *at least* three (3) public entity clients for whom the firm has provided same, or similar, ERP system.

Client Name:	Contact Name:
Telephone Number:	E-Mail Address:
Contract Amount:	Type of Public Entity:
Approximate No. of System Users:	Annual Operating Budget:
ERP modules implemented and services provided to this entity:	
Is this client currently live on the system and supported by your firm? If not, explain:	

Client Name:	Contact Name:
Telephone Number:	E-Mail Address:
Contract Amount:	Type of Public Entity:
Approximate No. of System Users:	Annual Operating Budget:
ERP modules implemented and services provided to this entity:	
Is this client currently live on the system and supported by your firm? If not, explain:	

Client Name:	Contact Name:
Telephone Number:	E-Mail Address:
Contract Amount:	Type of Public Entity:
Approximate No. of System Users:	Annual Operating Budget:
ERP modules implemented and services provided to this entity:	
Is this client currently live on the system and supported by your firm? If not, explain:	

Company Name **Authorized Signature** **Print Name of Signatory** **Date**

FORM 7

CONTRACT SIGNATURE PAGE
Enterprise Resource Planning (ERP) System
RFP No. 27-0008

THE UNDERSIGNED HEREBY DECLARES THAT HE HAS/THEY HAVE CAREFULLY EXAMINED THE SPECIFICATIONS HEREIN REFERRED TO AND WILL PROVIDE ALL EQUIPMENT, TERMS AND SERVICES TO THE CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA.

______________________________	______________________________
Company Name	Signature of Authorized Representative Date
______________________________	______________________________
Title of Authorized Representative	Print Name of Authorized Signatory

(Corporate seal, if applicable)

Company Street Address	***Company Payment Address***
______________________________	______________________________
______________________________	______________________________
______________________________	______________________________
Contact:______________________	Contact:______________________
Email:________________________	Email:________________________
Telephone:____________________	Telephone:____________________

CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA

Accepted this___ day of __________________20____	**APPROVED AS TO LEGAL FORM:**
______________________________	______________________________
Tyson Begly, City Manager	**Clifton C. Fay, City Attorney**

ATTEST:

____

Lindsey G. McLemore, Deputy Clerk of Council

FORM 8

INSURANCE CHECKLIST

Enterprise Resource Planning (ERP) System
RFP No. 27-0008

CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGE AND ENDORSEMENTS INDICATED BY "X"

CSL = Combined Single Limit; BI = Bodily Injury; PD=Property Damage

	Required Coverage(s)	Limits (Figures denote minimums)	Bidders Limits/Response
X	1. Worker's Compensation and Employer's Liability	**STATUTORY REQUIREMENTS**	
	Comprehensive General Liability		
X	2. General Liability Premises/Operations	$1 Million CSL BI/PD each occurrence, $1 Million annual aggregate	
X	3. Independent Contractors and Subcontractors	$1 Million CSL BI/PD each occurrence, $1 Million annual aggregate	
	4. Products Liability	$1 Million CSL BI/PD each occurrence, $1 Million annual aggregate	
	5. Completed Operations	$1 Million CSL BI/PD each occurrence, $1 Million annual aggregate	
	6. Contractual Liability (Must be shown on Certificate)	$ 1 Million CSL BI/PD each occurrence, $1 Million annual aggregate	
	Automobile Liability		
X	7. *Owned/Hired/Non-Owned Vehicles/ Employer non ownership	$1 Million BI/PD each Accident, Uninsured Motorist	
	Others		
X	8. Miscellaneous Errors and Omissions	$1 Million per occurrence/claim	
	9. Umbrella/Excess Liability	$1 Million Bodily Injury, Property Damage and Personal Injury	
	10. Personal and Advertising Injury Liability	$1 Million each offense, $1 Million annual aggregate	
	11. Professional Liability	$1 Million per occurrence/claim	
	12. Architects and Engineers	$1 Million per occurrence/claim	
	13. Asbestos Removal Liability	$2 Million per occurrence/claim	
	14. Medical Malpractice	$1 Million per occurrence/claim	
	15. Medical Professional Liability	$1 Million per occurrence/claim	
	16. Dishonesty Bond		
	17. Builder's Risk	Provide Coverage in the full amount of contract	

Required Coverage(s)		Limits (Figures denote minimums)	Bidders Limits/Response
	18. XCU (Explosive, Collapse, Underground) Coverage		
	19. USL&H (Long Shore Harbor Worker's Compensation Act)		
	20. Contractor Pollution Liability	$2 Million per occurrence/claim	
	21. Environmental Impairment Liability	$2 Million per occurrence/claim	
X	22. Carrier Rating shall be Best's Rating of A-VII or its equivalents		
X	23. Notice of Cancellation, non-renewal or material change in coverage shall be provided to City at least 30 days prior to action.		
X	24. The City shall be named Additional Insured on all policies		
X	25. Certificate of Insurance shall show **Solicitation Number** ***RFP No. 27-0008*** and **Solicitation Title** ***Enterprise Resource Planning (ERP) System*** in box: ***Description of Operations***		
	26. Pollution:	$2 Million per occurrence/claim	

*If offeror's employees will be using their privately owned vehicles while working on this contract and are privately insured, please state that fact in the **Bidders Limits/Response** column of the insurance checklist.

VENDOR'S STATEMENT:

If awarded the contract, I will comply with contract insurance requirements and provide the required certificate(s).

______________________ Company Name	______________________ Signature of Authorized Agent Date
______________________ Title of Authorized Agent	______________________ Print Name of Authorized Agent

APPENDIX A

OPENBIDS
SUBMISSION INFORMATION
(Formerly DemandStar)

Responses must be submitted via OpenBids. See following pages for Submission Requirements Checklist, Registering for OpenBids and Responding to an Electronic Bid in OpenBids.

There is no cost to submit responses electronically through OpenBids; you will only incur a fee if you opt to receive e-notifications directly from OpenBids. You must select "Columbus Consolidated Government" as your free agency (see registration instructions). Solicitations may be accessed thru the OpenBids link that is posted at: https://columbusga.gov/finance/bid-opportunities. Per Georgia HB489, the Purchasing Division will continue to post solicitations on the Georgia Procurement Registry. To receive future procurement notifications, you must register with the Team Georgia Marketplace at https://doas.ga.gov/state-purchasing/getting-started-supplier.

Excluding responses to Requests for Proposals (RFP), a tabulation of responses will be available on OpenBids shortly after the solicitation closes. The Purchasing Division will also continue to post tabulations at https://columbusga.gov/finance/bid-tabulations.

Failure to submit electronic responses, via OpenBids, will result in the rejection of your response. Submittals received via U.S. Postal Service, FedEx, UPS, etc., will be returned unopened at the expense of the sender. The Purchasing Division will not accept hand-delivered submittals and will immediately discard any submittal left in the reception area of the Finance Department.

The Purchasing Division sincerely appreciates your cooperation.

ELECTRONIC SUBMITTAL CHECKLIST

Enterprise Resource Planning (ERP) System
RFP No. 27-0008

Submit your electronic response as instructed below:

1. Vendors shall submit **only** the required documents listed using the **"Bidder Response ALL Documents"** function.
2. Zip files with multiple files are not acceptable; vendors shall submit one PDF file of their submittal.
3. Due to file size and/or page limitations that **may** occur, **please do not** resend the City's RFP specifications document. This information is already on file.
4. **In the event OpenBids requires a dollar value for your submittal, enter "0".**

This checklist is for informational purposes only *and is not intended to be part of the formal RFP. Refer to the GENERAL SPECIFICATIONS for "Proposal Preparation and Submission" requirements*

Section	Item	Notes
1	Transmittal Letter	**A - C**
2	E-Verify Affidavit	**Form 1***
3	Communication Concerning this Solicitation	**Form 2***
4	Conflict of Interest Affidavit	**Form 3***
5	Federal Compliance	**Form 4**
6	Addenda Acknowledgement	**Form 5**
7	Exceptions to the RFP	**A, B *or* C**
8	Experience/Qualifications	**A & B**
9	Client Work History	**Form 6**
10	Proposed ERP System	**A & B**
11	Service Plan	**A - DD**
12	Transition Plan	**Narrative**
13	Cost Proposal	**Itemized**
14	Contract Signature Page	**Form 7**
15	Business Requirements • Insurance Checklist (Form 8) • Page 1 of Form W-9 (https://www.irs.gov/pub/irs-pdf/fw9.pdf) • Business License	

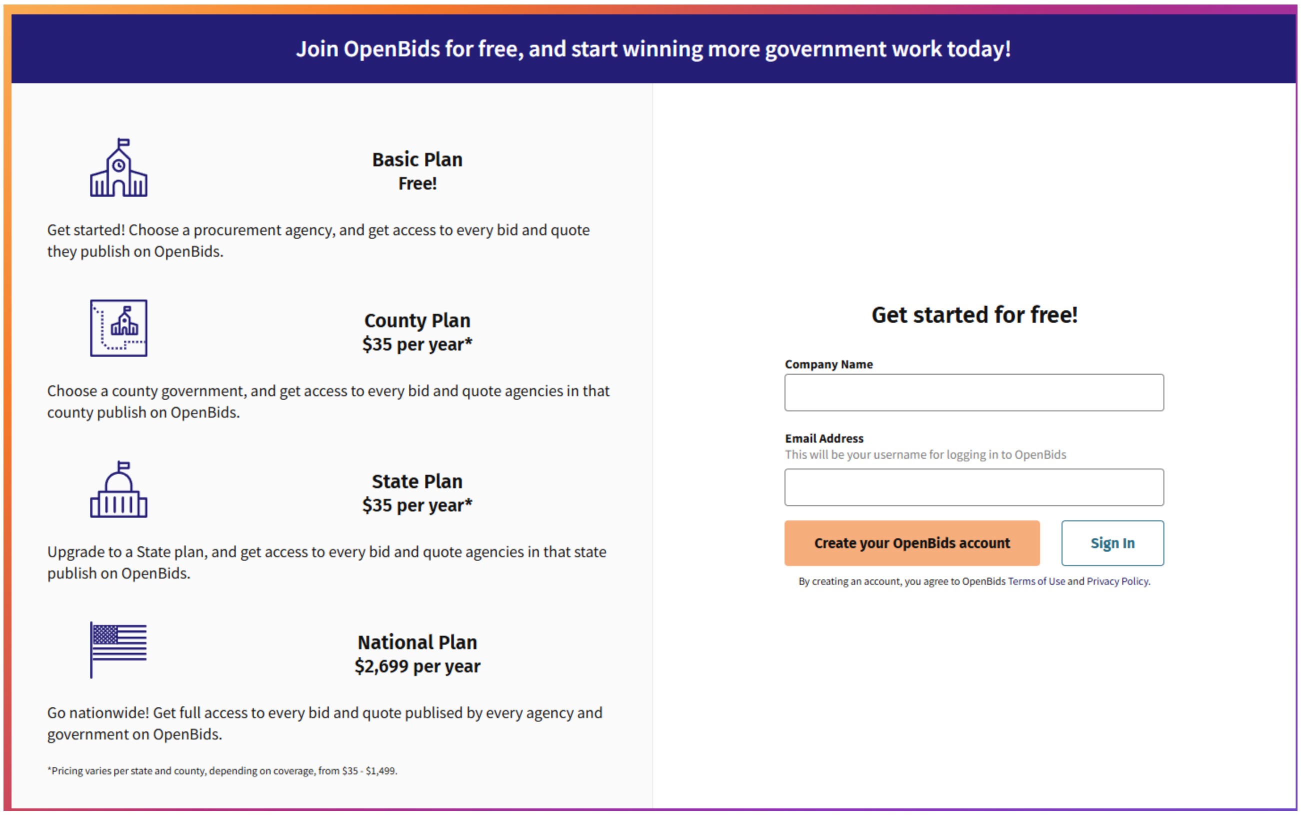
*Denotes mandatory submission requirement(s).

NOTE: *After award of the contract by Columbus Council, awarded vendor will be notified to provide one identical hard copy of submitted proposal with original signatures. The awarded vendor will receive a digital copy of the executed contract.*

Registering for OpenBids (formerly DemandStar)

The following pages provide the steps for registering with OpenBids and submitting electronic responses.

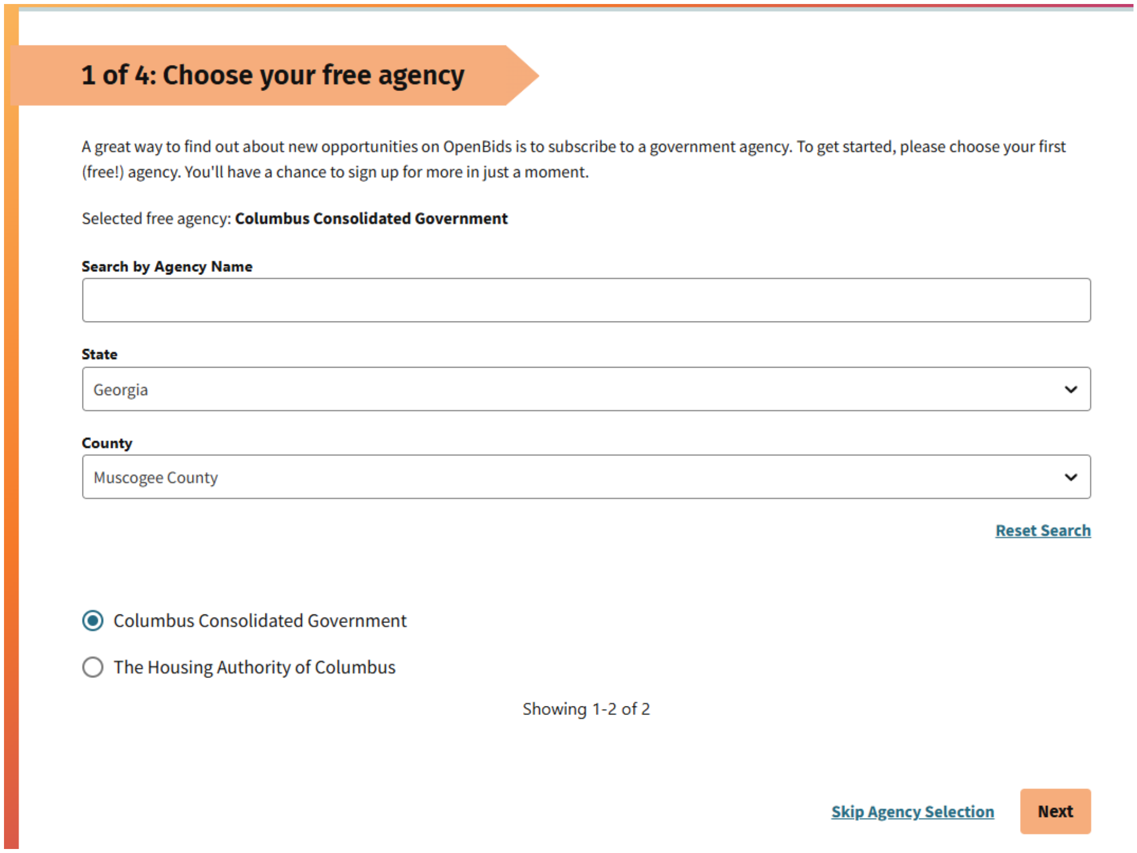
It's **free** to register with the **Basic Plan**. Go to: https://www.demandstar.com/registration



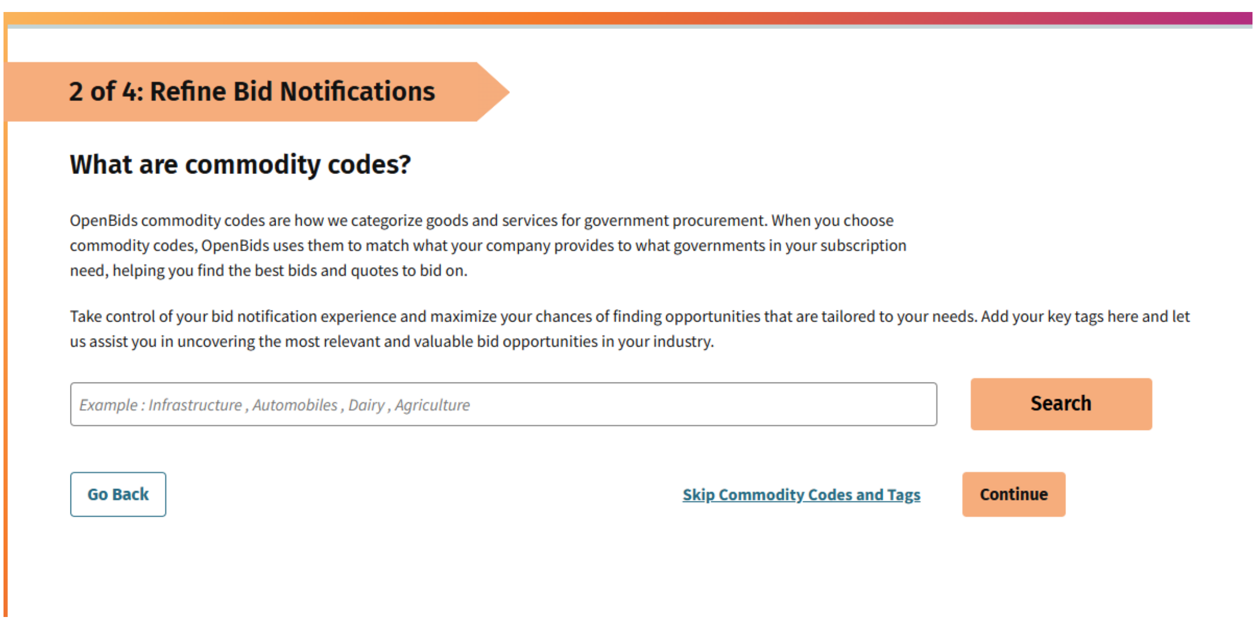
Step 1: Choose your free agency

- Search by Agency Name: Columbus Consolidated Government
- *or* search by State (GA) and County (Muscogee)

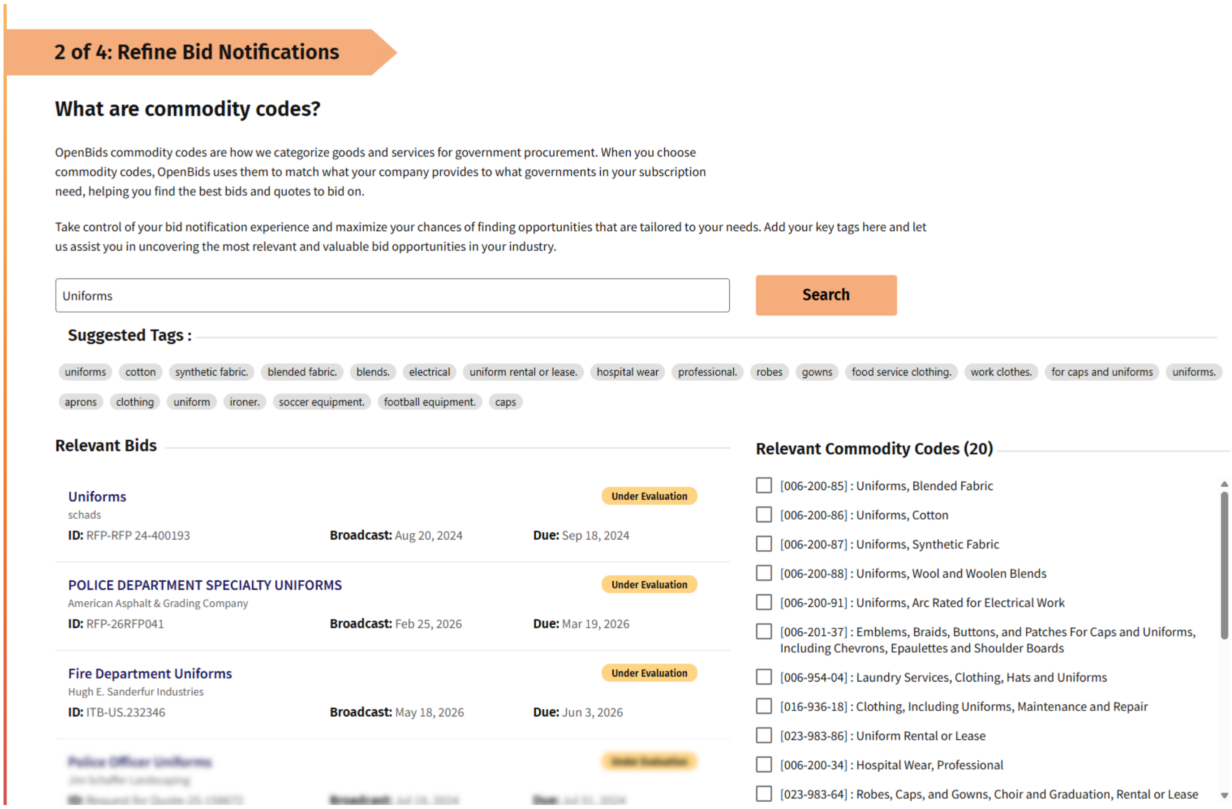
Select "Columbus Consolidated Government" as your free agency



Step 2: Select commodity codes (this step can be skipped).



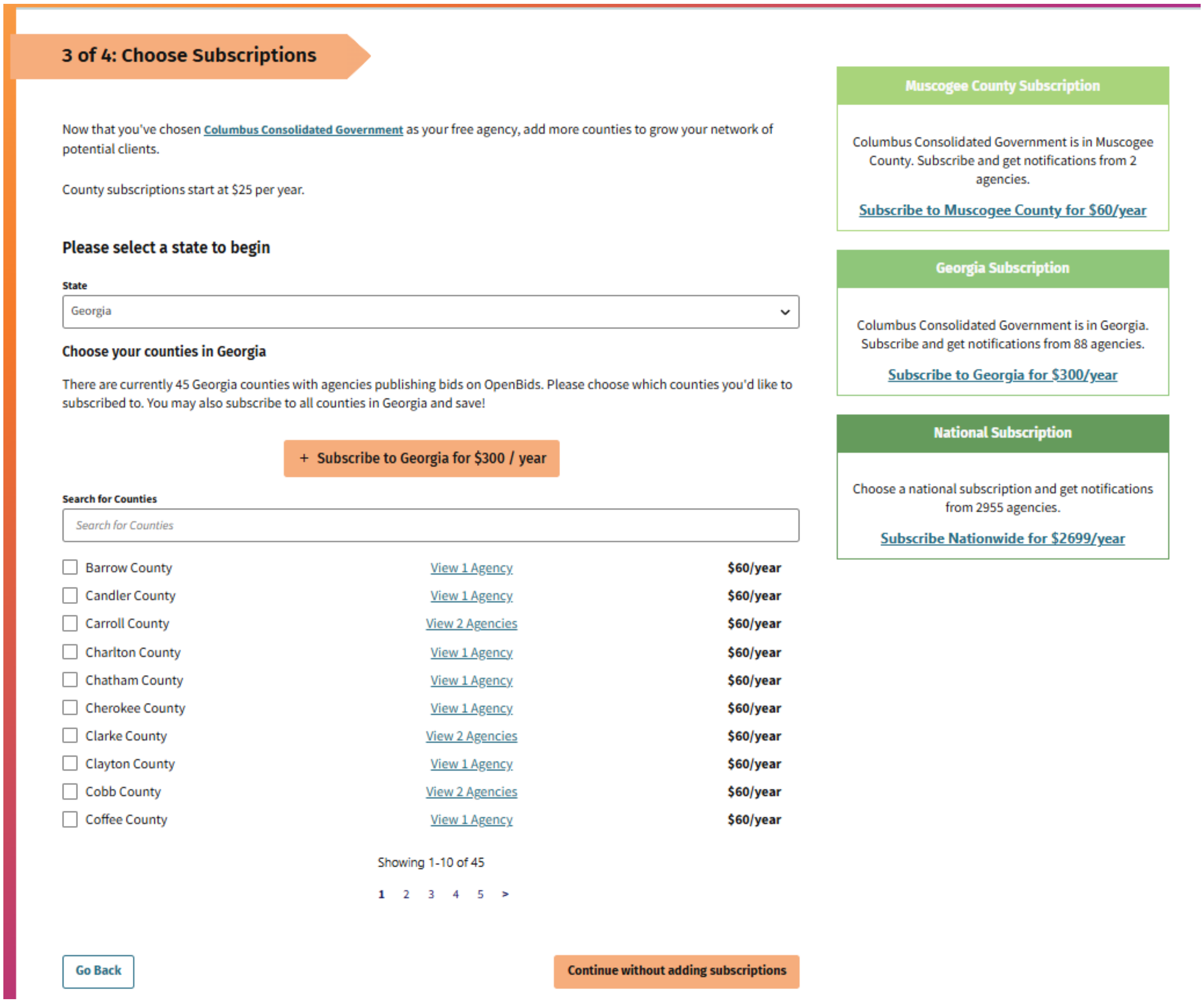
If selecting codes, the following screen will appear:



Selecting commodity codes will narrow down results to ensure you are receiving notifications for the most applicable bids only.

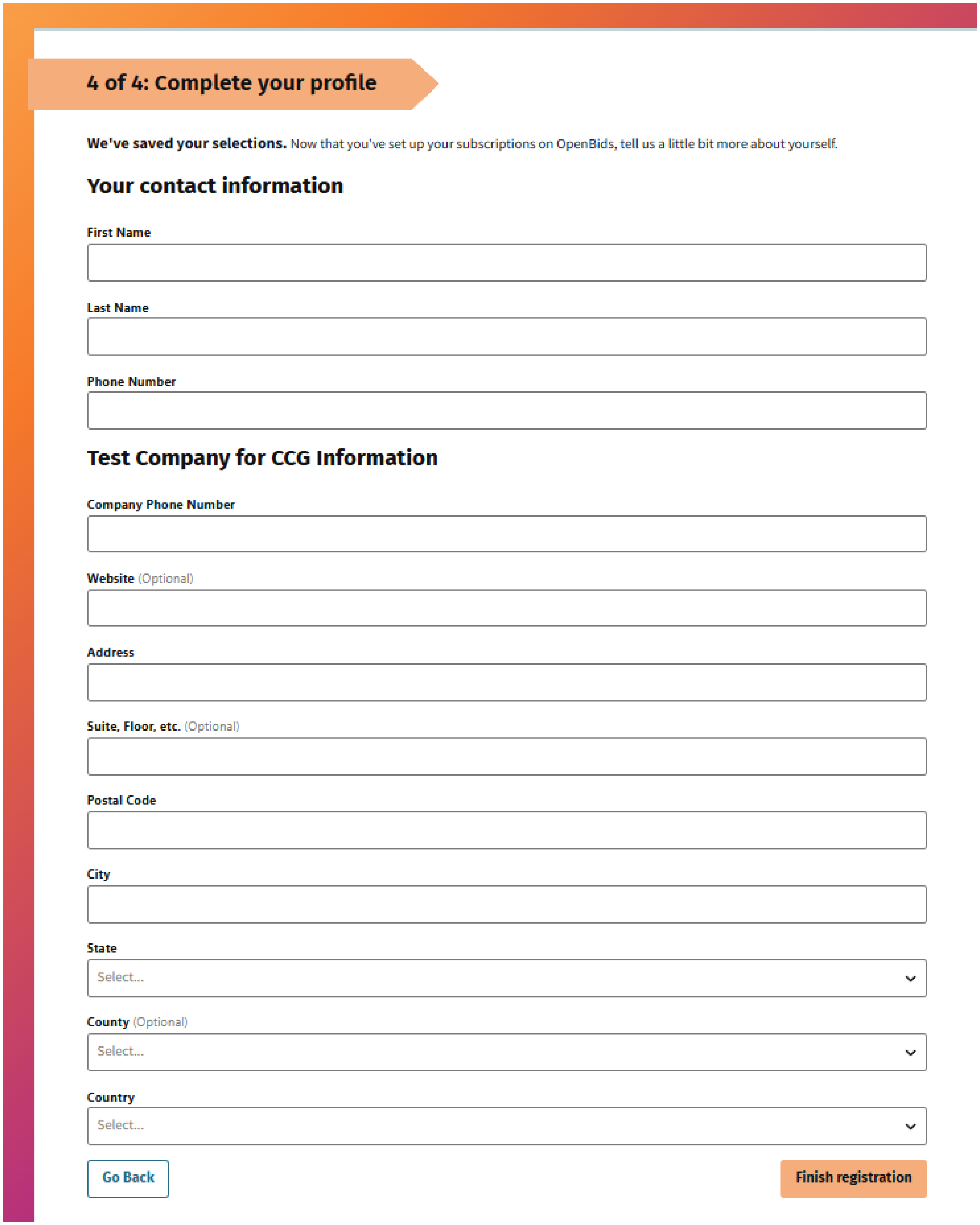
Step 3: Choose Subscriptions

- You've already selected Columbus Consolidated Government as your **free** agency.
- There is a fee to add additional subscriptions. However, you can continue without adding any additional subscriptions.



Step 4: Complete your profile

- Add your contact information and finish registration.
- Check your email for a link to set a password.



4 of 4: Complete your profile

We've saved your selections. Now that you've set up your subscriptions on OpenBids, tell us a little bit more about yourself.

Your contact information

First Name

Last Name

Phone Number

Test Company for CCG Information

Company Phone Number

Website (Optional)

Address

Suite, Floor, etc. (Optional)

Postal Code

City

State

Select...

County (Optional)

Select...

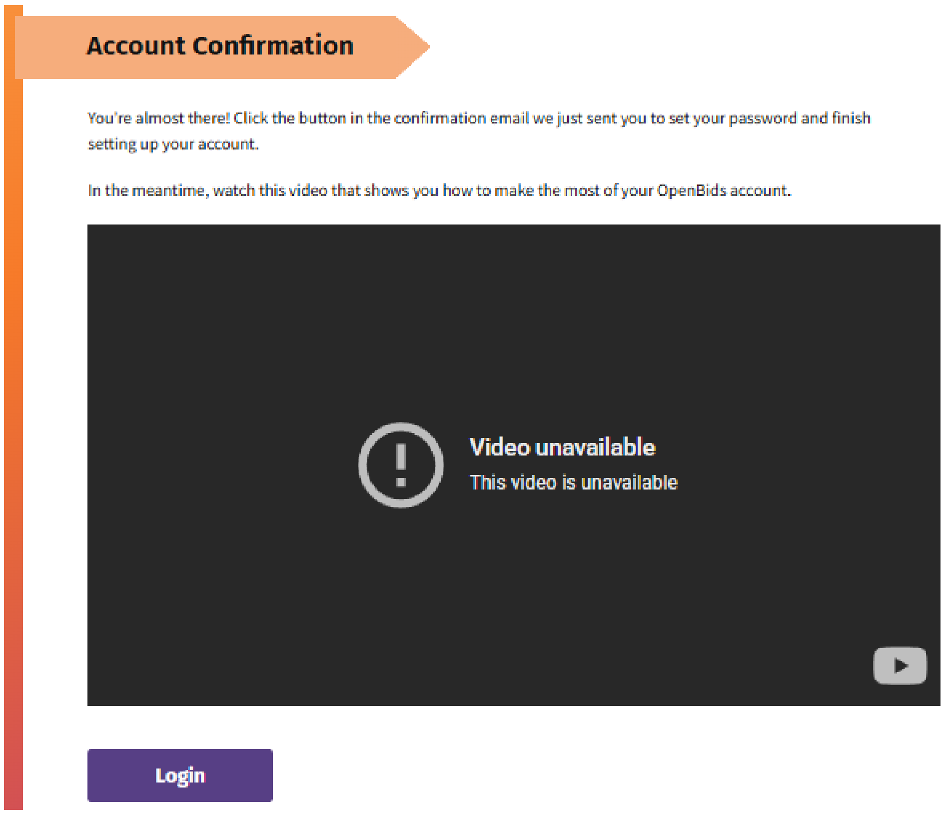
Country

Select...

Go Back

Finish registration

After finishing, the **Account Confirmation** screen will appear. However, you should also have an email from OpenBids to set your password.



Check your email for instructions to set a password.

Welcome to OpenBids!

Dear Heather Buyer,

Thank you for signing up for OpenBids.

Now you need to set your password. Please click the button below to set your password and log in.

This link will expire in three days. Once it expires, you'll need to request a new password reset link.

As a reminder, your username is [redacted]

Set Password

Once you log in, it is critical you add commodity and service codes that best match your business's line of work - this is how we know which bids to send you.

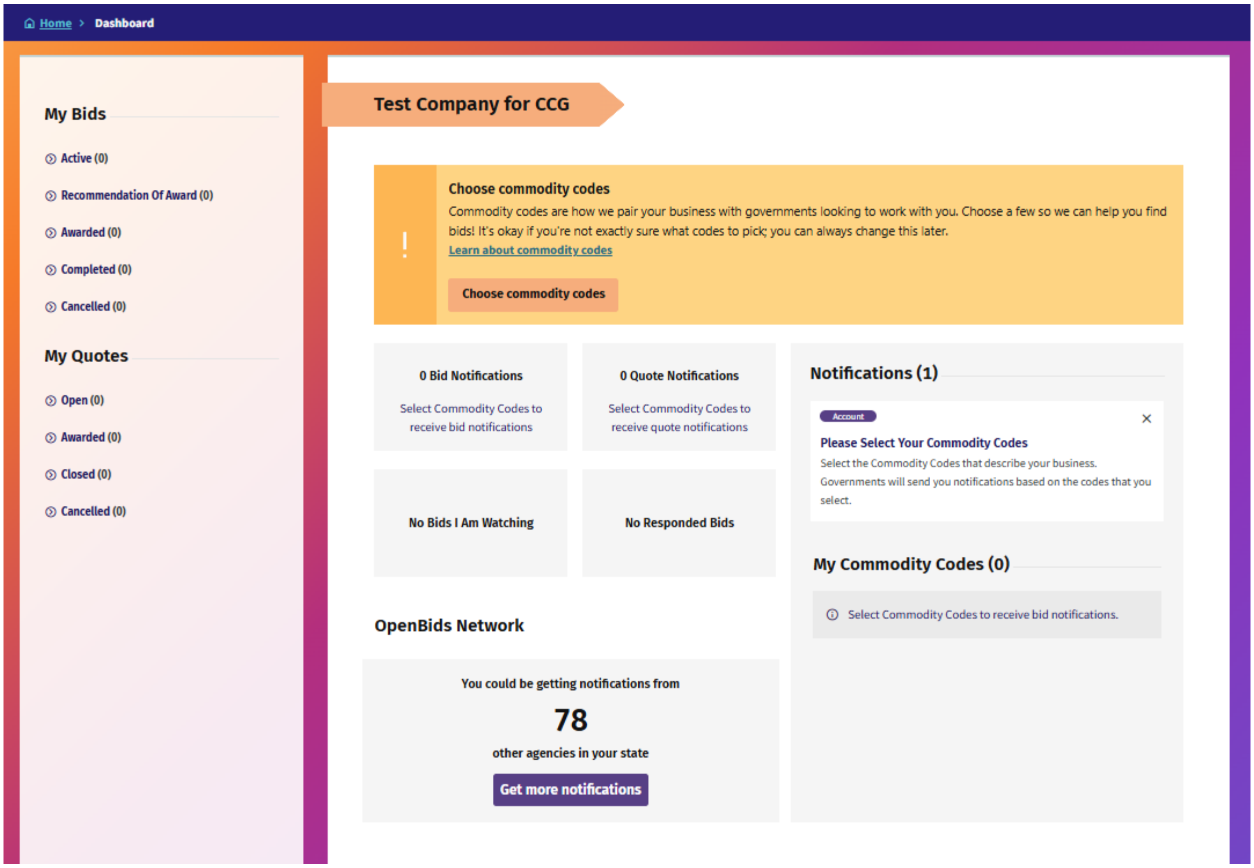
Add Commodity Codes here (or, once logged in, click on your name in the top right then choose Commodity Codes).

We look forward to helping you win more government contracts!

Sincerely,
The OpenBids team

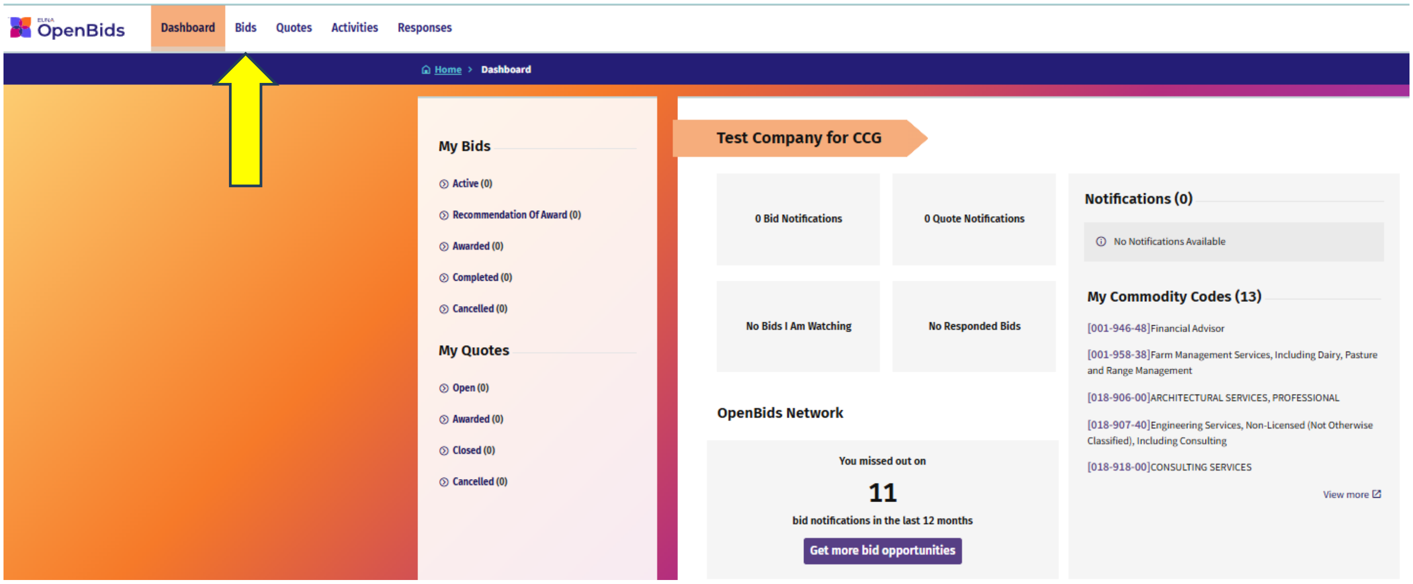
EUNA OpenBids

Create password and login to view the dashboard.


Home > Dashboard
My Bids
Active (0)
Recommendation Of Award (0)
Awarded (0)
Completed (0)
Cancelled (0)
My Quotes
Open (0)
Awarded (0)
Closed (0)
Cancelled (0)
Test Company for CCG
Choose commodity codes
Commodity codes are how we pair your business with governments looking to work with you. Choose a few so we can help you find bids! It's okay if you're not exactly sure what codes to pick; you can always change this later.
Learn about commodity codes
Choose commodity codes
0 Bid Notifications
Select Commodity Codes to receive bid notifications
0 Quote Notifications
Select Commodity Codes to receive quote notifications
No Bids I Am Watching
No Responded Bids
Notifications (1)
Account
Please Select Your Commodity Codes
Select the Commodity Codes that describe your business. Governments will send you notifications based on the codes that you select.
My Commodity Codes (0)
Select Commodity Codes to receive bid notifications.
OpenBids Network
You could be getting notifications from
78
other agencies in your state
Get more notifications

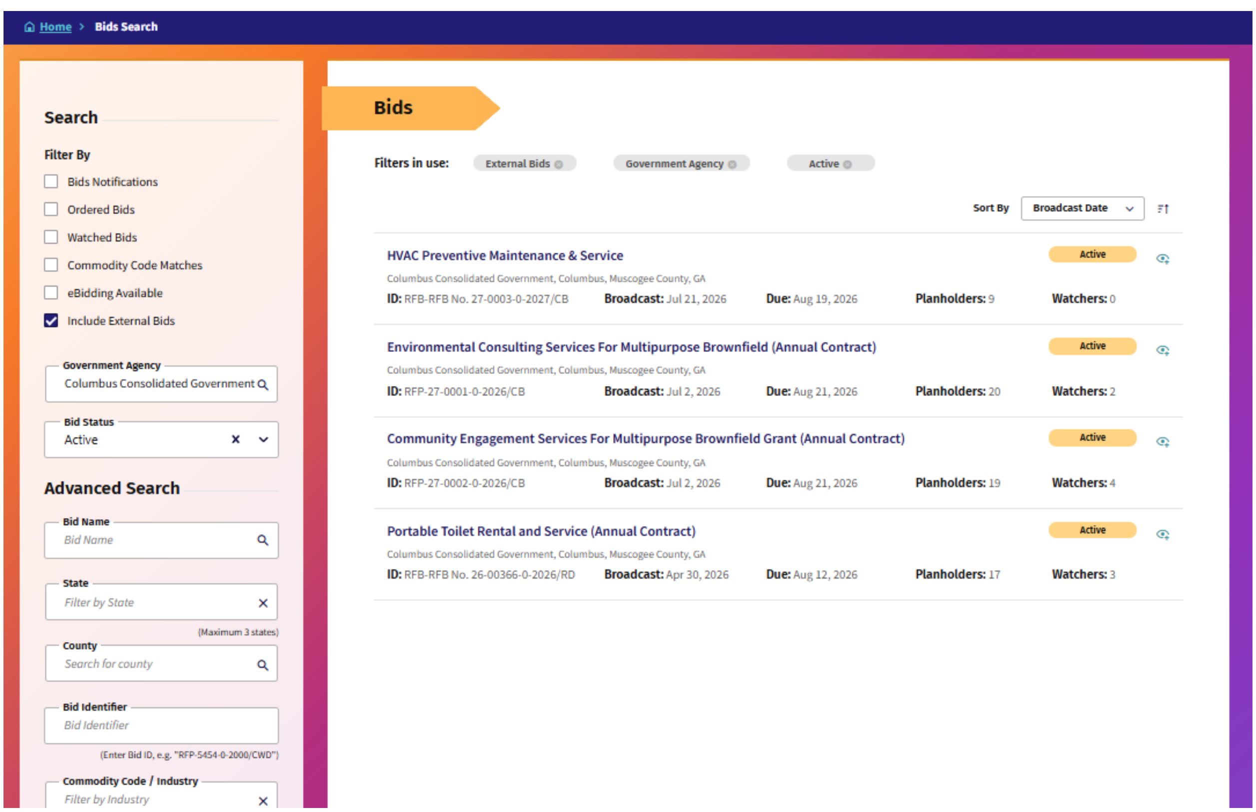
To submit a response on OpenBids

From the Home screen, select "bids" at the top of the screen:

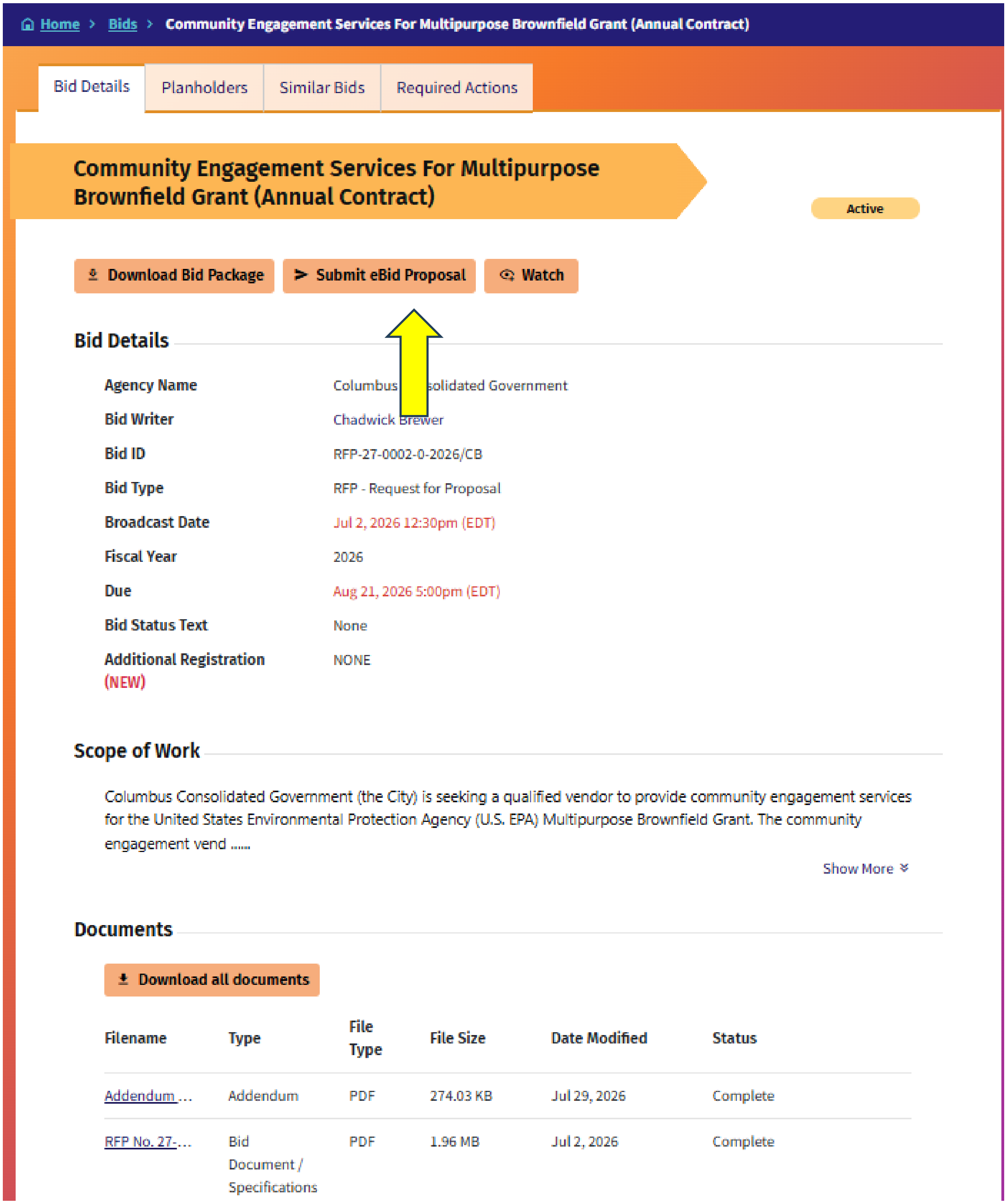


In the Bids Search page, search by Government Agency, Columbus Consolidated Government.

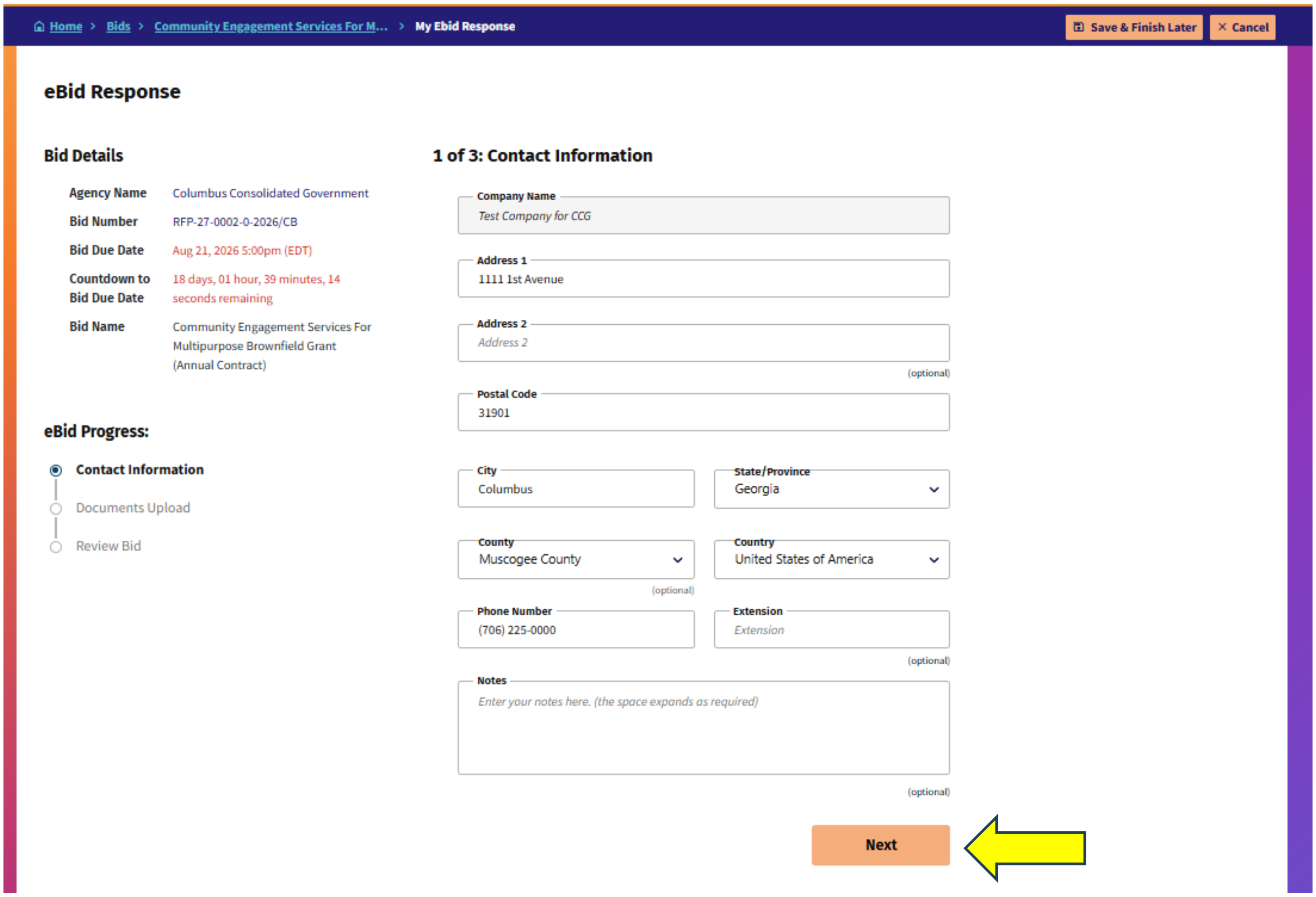
Note: Even though this is your selected agency, you can still search and submit responses for any bid/any agency.



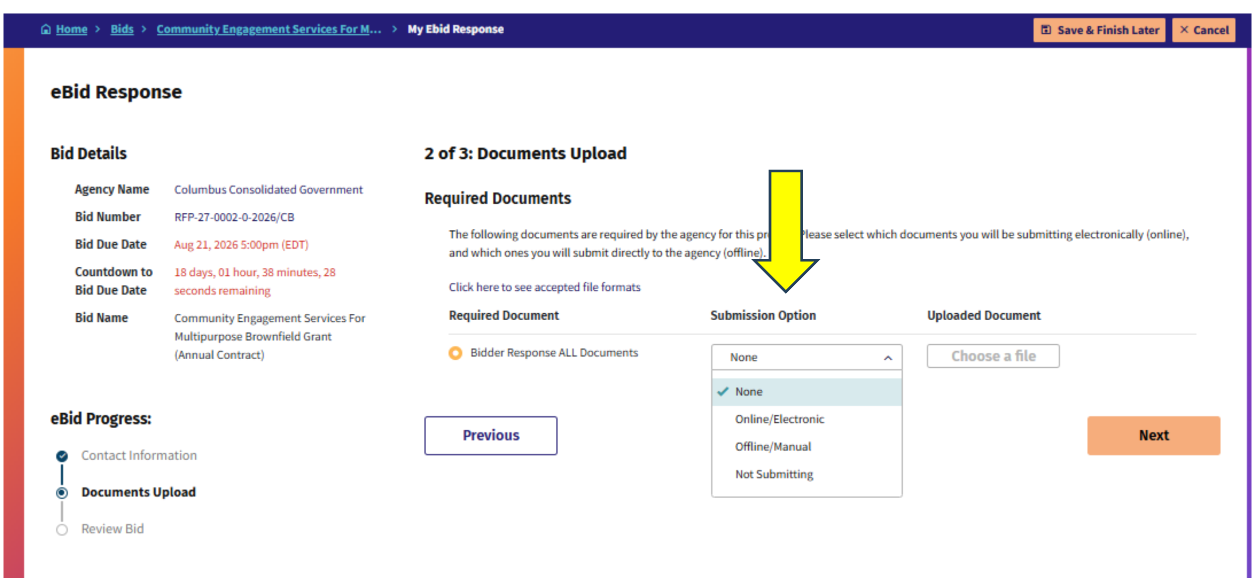
Select a solicitation to view documents and submit an electronic response.

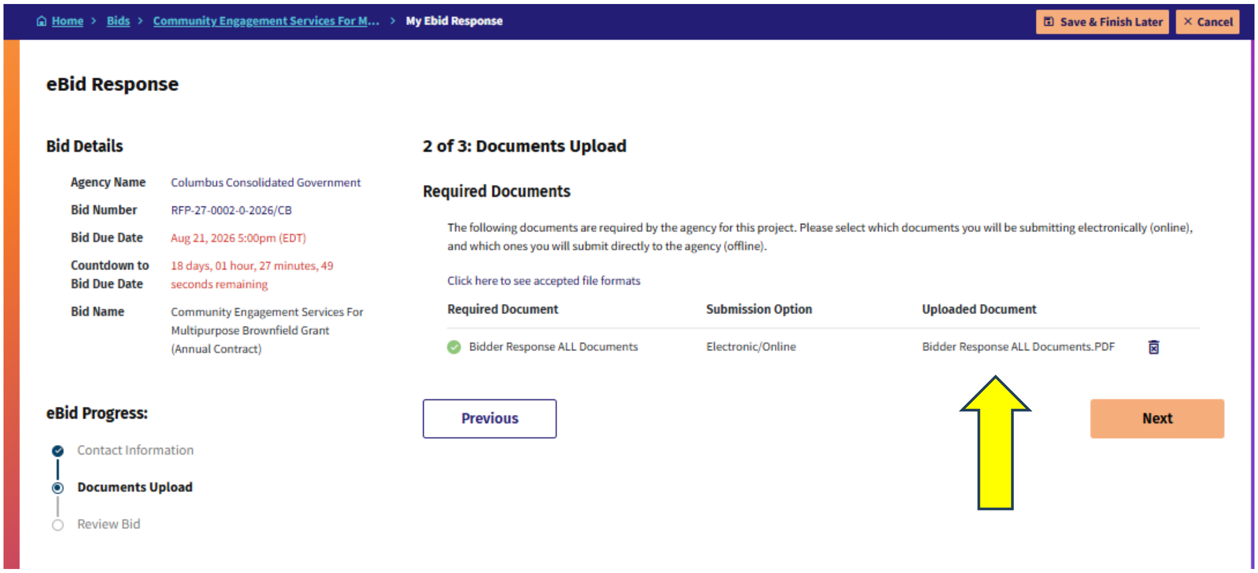


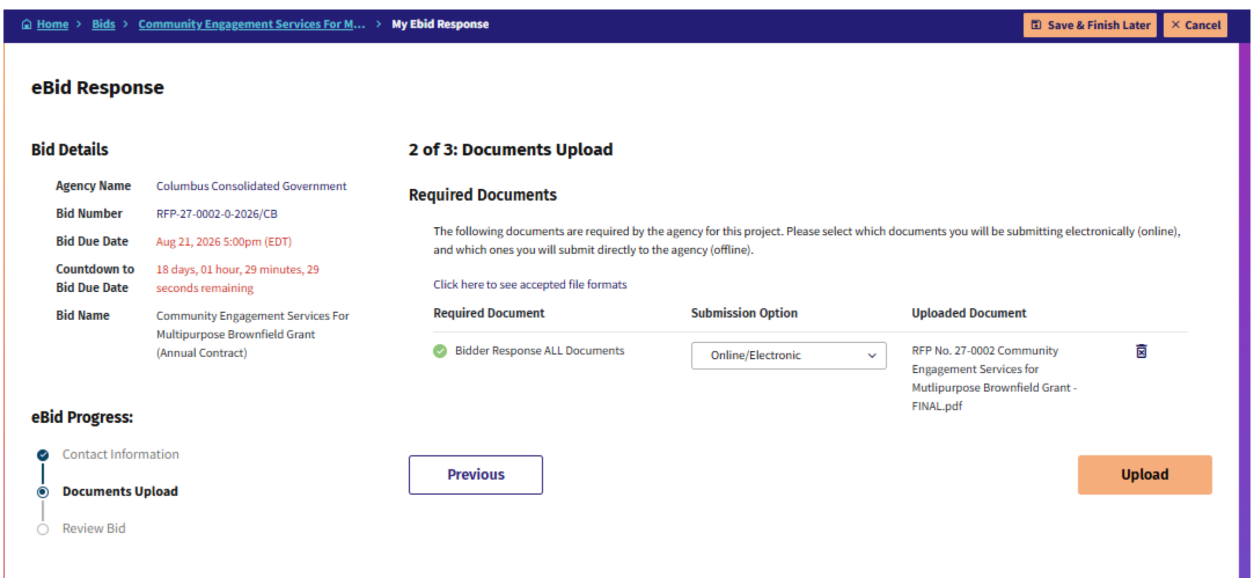
The contact information will auto-populate on this page. Select "next".



In the "Submission Option" field, select "Online/Electronic" and choose a file to upload.




Home > Bids > Community Engagement Services For M... > My Ebid Response
Save & Finish Later
Cancel
eBid Response
Bid Details
Agency Name
Columbus Consolidated Government
Bid Number
RFP-27-0002-0-2026/CB
Bid Due Date
Aug 21, 2026 5:00pm (EDT)
Countdown to Bid Due Date
18 days, 01 hour, 27 minutes, 49 seconds remaining
Bid Name
Community Engagement Services For Multipurpose Brownfield Grant (Annual Contract)
eBid Progress:
Contact Information
Documents Upload
Review Bid
2 of 3: Documents Upload
Required Documents
The following documents are required by the agency for this project. Please select which documents you will be submitting electronically (online), and which ones you will submit directly to the agency (offline).
Click here to see accepted file formats
Required Document
Submission Option
Uploaded Document
Bidder Response ALL Documents
Electronic/Online
Bidder Response ALL Documents.PDF
Previous
Next


Home > Bids > Community Engagement Services For M... > My Ebid Response
Save & Finish Later
Cancel
eBid Response
Bid Details
Agency Name
Columbus Consolidated Government
Bid Number
RFP-27-0002-0-2026/CB
Bid Due Date
Aug 21, 2026 5:00pm (EDT)
Countdown to Bid Due Date
18 days, 01 hour, 29 minutes, 29 seconds remaining
Bid Name
Community Engagement Services For Multipurpose Brownfield Grant (Annual Contract)
eBid Progress:
Contact Information
Documents Upload
Review Bid
2 of 3: Documents Upload
Required Documents
The following documents are required by the agency for this project. Please select which documents you will be submitting electronically (online), and which ones you will submit directly to the agency (offline).
Click here to see accepted file formats
Required Document
Submission Option
Uploaded Document
Bidder Response ALL Documents
Online/Electronic
RFP No. 27-0002 Community Engagement Services for Mutlipurpose Brownfield Grant - FINAL.pdf
Previous
Upload

Review submission and "Submit"