



City of Columbus, Indiana
Request for Proposal:
Community Portal

Response Deadline:
7/25/2013, 10 AM EST

Table of Contents

1. Scope of Services	3
(A) Introduction	3
(B) Existing State	3
(C) Community Portal	3
(D) Hosting	4
(E) Marketing	4
(F) Training	4
2. Optional Items	5
(A) Content management support	5
3. Cost Proposal	5
(A) Software	5
(B) Labor	5
(C) Training	5
(D) Maintenance	6
(E) Hosting	6
(F) Reimbursable Expenses	6
(G) Other	6
4. General Instructions	6
(A) General Invitation	6
(B) Submittal Procedure	7
(C) Additional Information and Questions	8
(D) Addends & Modifications	9
(E) Examination of Documents & Requirements	9
(F) Evaluation & Selection Process	10
(G) Post-Proposal Discussions with Respondent	13
(H) Terms, Conditions, Limitations & Exceptions	13
(I) RFP Schedule	14
5. Proposal Format & Required Content	15
(A) Proposal Format	15
(B) Required Content	15

1. Scope of Services

1(A) Introduction

In order to advance Columbus' goal of providing a welcoming community to new and existing residents, the City of Columbus, Indiana is seeking Request for Proposals for the creation of a "Community Portal" that is accessible via the Internet from a variety of both traditional computers and mobile devices.

1(B) Existing State

In 2011, The Heritage Fund conducted a study to measure improvements to Columbus' welcoming factor since 2004. Its goal was to answer the question – have there been changes in perceptions regarding the community's welcoming factor? The study identified among other things that there was a large gap in making Columbus a welcoming city in regard to a central place where community information could be found.

More specifically, the study identified that, although progress was made on other fronts, there remains no single place where people can go on the internet or on a mobile device where:

- There is an accurate representation of the physical presence of the city in the virtual world;
- Residents and visitors can find out what is going on at any time;
- There is a window to the world of opportunity where people can contribute to or participate in activities- this is particularly important for newcomers to the community;
- Virtual visitors to Columbus can be provided a glimpse into the diversity that exists in Columbus;
- Diverse populations can see a representation of themselves and their activities in Columbus; and
- The vibrant cultural, arts and entertainment side of Columbus can be showcased.

1(C) Community Portal

The Community Portal will provide a continuum of service for the City of Columbus and nearby member agencies. The portal shall be able to provide services varying from

simple links all the way up to a full website and domain importation at the pleasure of participating agencies.

To that effect, the Community Portal must be able to support multiple editors and contributors, in order to maintain current and timely information. The portal must also hold a consistent style that coincides with the City of Columbus branding.

The Community Portal website will have an intuitive Content Management System focusing on ease of use. Users need to be able to import information from their existing content and from existing websites in order to generate content for the Community Portal.

The City will also require a Community Calendar to display events and activities in the surrounding region. The Calendar will need to be searchable and filterable by event category or agency.

Additionally the Community Portal must provide a mechanism for discussion amongst community members and the general public. This discussion forum should be moderated and guided by a clear set of policies to ensure a friendly, safe environment for all members of the public.

1(D) Hosting

The Community Portal must be hosted on a 3rd party hosting platform with an emphasis on reliability and portability. At the convenience of the City, the site must be able to migrate to another provider and all data generated will be owned by the City of Columbus, Indiana. The hosting provider must provide either a dedicated virtual machine(s) or dedicated physical machine(s) to serve the website. The City also requires that the dedicated machines run on secure open source software for the host Operating System.

1(E) Marketing

The Selected Respondent will need to coordinate a digital and physical marketing strategy for promoting the Community Portal's launch.

1(F) Training

Respondent shall provide comprehensive training for participating agencies

- "Training the trainer" options will be accepted. Please provide your detailed solution for this option

- Respondent will provide in-house training for end-users at designated locations for City employees. Times and places for training will be negotiated at the time of contract award.

2. Optional Items

2(A) Content management support

The Selected Respondent may include an hourly option for content generation, editing, and support. An option to purchase blocks of hours at a standard rate should be included along what services will be provided.

3. Cost Proposal

Provide pricing in the tables below for all equipment and services, including labor, design, programming, etc. All prices on software must be itemized as shown and must be submitted on the form shown below. Additionally, the City reserves the right to purchase all or some of the proposed solution.

The software, labor, and training prices below shall remain firm until 10/31/2013. Any price adjustments through the life of this agreement will be mutually agreed upon in writing at the time of the award.

Note: Respondent may add additional rows as necessary to the tables in this section to account for proposed costs.

3(A) Software

Item	Description	License	Quantity	Unit Price	Total Price
1					

3(B) Labor

Item	Description	# of Hours	Hourly Rate	Total Price
1				

3(C) Training

Item	Description	# of Classes	Cost per Class	Total Price
1				

Please indicate training hours that will be delivered at no additional charge.

3(D) Maintenance

Provide Annual Maintenance costs. If discounts are available for multi-year support agreements, please provide this information regarding the length of term and the net discount percentage. Please also ensure that your prices below are firm until 10/31/2013.

Item	Description	Discount%	Length of Term	Total Price

3(E) Hosting

Provide Annual Hosting costs. If discounts are available for multi-year terms, please provide this information regarding length of term and the net discount percentage. Please also ensure that your prices below are firm until 10/31/2013.

Item	Description	Discount%	Length of Term	Total Price

3(F) Reimbursable Expenses

Check the appropriate response:

Alternate A: This contract includes no reimbursable expenses.

Alternate B: This contract includes the following reimbursable expenses:

Type of Expense	Maximum Cost per Item	Cumulative Maximum Cost

3(G) Other

Respondent must list below any and all charges, expenses, and/or costs to be incurred by the City that have not been included thus far in this section. Failure to specifically and thoroughly enumerate such items may be a cause for disqualification.

4. General Instructions

4(A) General Invitation

The City of Columbus hereby invites Respondents to submit written proposals for a Community Portal website.

Proposals are solicited in accordance with the terms, conditions and instructions set forth in this RFP.

All materials related to the RFP will be available on the World Wide Web at www.columbus.in.gov.

In the event a Respondent does not have download capability, all materials may be obtained from the City of Columbus Clerk-Treasurer, located at City Hall, 123 Washington St., Columbus, IN 47201.

Respondent must submit any questions concerning the RFP no later than 07/09/2013 at 5:00 PM EST. Respondents are invited to a bid conference on 07/17/2013 at 3:30PM in the Council Chambers at City Hall. Members of the Technology Advisory Committee will be available to answer questions from all respondents provided they are submitted in advance by 07/09/2013. Questions may be submitted via email to cite@columbus.in.gov or by letter Attention: Sean O'Leary 123 Washington St. Columbus, IN 47201. Responses to Respondent questions will be posted to www.columbus.in.gov on or about 07/18/2013

The City of Columbus Clerk-Treasurer will receive proposals at City Hall, 123 Washington St., Columbus, IN 47201 until 07/25/2013 at 10:00 AM EST. No proposals will be accepted after the stated deadline.

The City of Columbus reserves the right to reject any and all proposals, to reject proposals that do not meet the qualifications outlined in the RFP or any Notice to Bidders and to waive any formalities or irregularities in the bidding process or in any proposal. The City further reserves the right to reject all proposals should the City determine based on the proposals received, that the contemplated cost of the project is not economically feasible and/or in the best interests of the City. Failure to follow the instructions detailed in the RFP may disqualify a proposal.

Proposals must be in a sealed envelope.

4(B) Submittal Procedure

1. Respondent must submit seven (7) copies of its proposal, plus one (1) printed original (for a total of eight (8) responses), signed in ink, plus one (1) CD-ROM or DVD-ROM including a PDF version of its proposal, in a sealed envelope. Respondent may elect to either personally deliver, or mail, its sealed proposals to the City of Columbus Clerk-Treasurer, located at City Hall, 123 Washington St., Columbus, IN 47201.

2. To be assured of consideration, Proposals must be received by the City of Columbus Clerk-Treasurer, located at City Hall, 123 Washington St., Columbus, IN 47201 no later than 10:00 AM EST on 7/25/2013. The Clerk-Treasurer's Office can be reached at (812) 376-2510. The City of Columbus may, but is not required to accept Proposals that are not received by the date and time set forth in this section. Respondent may submit its proposal at any time prior to the above stated deadline. Failure to submit the required number of copies by this deadline may be cause for disqualification from the RFP process. The original documents must be clearly marked as "ORIGINAL", and must bear the original signature of an authorized corporate agent on all documents requiring a signature. Respondent must enclose all documents in sealed envelopes or boxes.
3. Failure by a messenger delivery service or printing service to meet the deadline will not excuse the Respondent from the deadline requirement. Personally delivered Proposals must be delivered to the City of Columbus Clerk-Treasurer, located at City Hall, 123 Washington St., Columbus, IN 47201. The time of receipt of all Proposals will be determined solely by the clock located in the Clerk-Treasurer's Office. It is the Respondent's sole responsibility to ensure that the Proposal is received as required. All submissions are subject to the Freedom of Information Act. The outside of each sealed envelope or package must be labeled as follows:

Proposal Enclosed
Community Portal
Due: 7/20/2010
Submitted by: <<Respondent Name>>
Package __ of __

4. Additionally, the Respondent must submit one (1) electronic copy of its proposal to cite@columbus.in.gov by 10:00 AM EST on 07/25/2013. A reply message will be sent to the Respondent acknowledging receipt. Email submission alone is not representative of an official bid. Respondent must follow the sealed bid submission policy and procedures outlined above for its bid to be considered official.
5. All sealed bids received by 10:00 AM EST on 07/25/2013 will be opened in a public forum at 10:00 AM EST on 07/30/2013 at City Hall.
6. The receipt of Proposals or other documents will in no way obligate the City of Columbus to enter into an agreement of any kind with any party.

4(C) Additional Information and Questions

Respondent must communicate only with the City of Columbus primary contact, Sean O'Leary. All questions, requests for clarification or additional information must be in writing via email sent to the attention of Sean O'Leary at cite@columbus.in.gov and must be received no later than 5:00 PM EST on 07/09/2013. Questions received from

all Respondents will be answered and posted on the World Wide Web at www.columbus.in.gov on or about 07/18/2013. Any changes to the RFP or the RFP process will also be posted to the website as addenda. A Respondent that deviates from any of these restrictions may be subject to immediate disqualification from this RFP process.

4(D) Addenda & Modifications

All addenda, amendments, and interpretations to this solicitation will be in writing. Any amendment or interpretation that is not in writing will not legally bind the City of Columbus. Only information supplied by the City of Columbus in writing or in this RFP should be used in preparing proposal responses. All contacts that a Respondent may have had before or after receipt of this RFP with any individuals, employees, subcontractors, consultants or representatives of the City of Columbus and any information that may have been read in any news media or seen or heard in any communication facility regarding this RFP should be disregarded in preparing responses.

The City of Columbus does not assume responsibility for the receipt of any addendum sent to the Respondent.

If it becomes necessary to revise or expand upon any part of this RFP, a notification of addendum will be posted on www.columbus.in.gov along with a link to download the addendum document. The City of Columbus will also email a notification of addendum to those perspective Respondents that submit their contact information (including email address) to cite@columbus.in.gov.

The addendum may include, but will not be limited to, the following:

1. Responses to questions and requests for clarification sent via email according to the provisions of Section 4(C) herein; or
2. Responses to questions and requests for clarification raised by the deadline for submission of questions.

4(E) Examination of Documents & Requirements

Each Respondent will carefully examine all RFP documents and thoroughly familiarize themselves with all requirements prior to submitting a proposal to ensure that the proposal meets the intent of this RFP. Before submitting a proposal, each Respondent will be responsible for making all investigations and examinations necessary to ascertain conditions and requirements affecting the requirements of this RFP. Failure to make such investigations and examinations will not relieve the Respondent from the obligation to comply, in every detail, with all provisions and requirements of the RFP.

4(F) Evaluation & Selection Process

1. Proposal Evaluation

The process for determining a Selected Respondent for this RFP will be an open, competitive and fair process.

The City of Columbus will review and evaluate the Proposals, as described below.

In evaluating Proposals, the City of Columbus will first consider the completeness and responsiveness of the Respondent's Proposal. The RFP proposal evaluation process is organized into three phases:

1. Phase I Preliminary Proposal Assessment
2. Phase II Proposal Evaluation
3. Phase III Site Visits and/or Oral Presentations (if necessary)

Phase I Preliminary Proposal Assessment

Phase I will involve an assessment of the Respondent's compliance with and adherence to all submittal requirements requested in Section 5(B). Proposals which are incomplete and missing key components necessary to fully evaluate the Proposal may, at the discretion of the City of Columbus, be rejected from further consideration due to "non-responsiveness" and rated Non-Responsive. Proposals providing responses to all sections will be eligible for detailed analysis in Phase II, Proposal Evaluation.

Phase II Proposal Evaluation

In Phase II, the City of Columbus will evaluate the extent to which a Respondent's proposal meets the project requirements set forth in the RFP. Phase II will include a detailed analysis of the Respondent's proposal based on the evaluation criteria outlined later in this section.

As part of the evaluation process, the City of Columbus will review the information required by Section 5(B), for each Proposal received. The City of Columbus may also review any other information that is available to it, including but not limited to information gained by checking references and by investigating the Respondent's financial condition.

The City of Columbus reserves the right to seek clarification of any information that is submitted by any Respondent in any portion of its Proposal or to request additional information at any time during the evaluation process. Any material misrepresentation

made by a Respondent may void the Proposal and eliminate the Respondent from further consideration.

2. Evaluation Criteria

The City of Columbus will generally review the Respondent's Proposal using (at a minimum) the following criteria (not necessarily listed in order of importance):

Value to the City

This will be determined by examining the Respondent's Cost Proposal (Section 3) against the products and services included in the proposed solution.

Professional & Technical Competence

The Respondent's ability to provide the services described in the RFP, including the capacity to achieve the project goals, objectives and the scope of services described in this RFP will be determined by the following:

1. Respondent's Professional Qualifications and the Specialized Experience of Respondent's Team in implementing websites of similar scope and magnitude;
2. The Local Availability of Respondent's Key Personnel which will be committed to the City of Columbus account;
3. The Past and Current Performance of the Respondent (and Team members) on other contracts in terms of quality of services and compliance with performance schedules. The City of Columbus may solicit from current and/or previous clients including the City of Columbus, other government agencies, or any available sources, relevant information concerning the Respondent's record of performance.

Deployment Strategy & Plan

This will be determined by the timeliness and reasonableness of the proposed deployment plan and Respondent's approach to covering the requested area. Other determining factors include: the Quality, Comprehensiveness and Adequacy of the proposed approach to developing and implementing the Deployment Strategy, including the staffing plan and Respondent's local availability and commitment of personnel who will manage and oversee the City of Columbus account. The City of Columbus will review each proposal for the Respondent's understanding of the objectives of the services and how these objectives may be best accomplished. Each Respondent will be evaluated on its overall strategy, methodology, timetable, and approach to meeting the City's requirements.

Financial Capacity

The City of Columbus will consider the financial condition of Respondent. Respondent must be financially stable to ensure performance over the duration of the contract.

Degree of Compliance with Requirements, Laws, Ordinances & Statutes

The City of Columbus will consider the degree to which proposals are compliant with the Requirements stated in this RFP and Respondent's compliance with all laws, ordinances, and statutes governing the contract. As part of creating and/or building any required infrastructure and/or installing any materials and/or required items, the Selected Respondent will bear the full risk of site and local conditions (including unusual and/or unexpected conditions and Ordinances) at locations where any work is to be performed. In the event that work is required to be performed on any property that City of Columbus does not own or control, the Selected Respondent will be responsible for obtaining any required licenses and/or easements. Any or all of the aforementioned licenses/easements will list the City of Columbus as a co-licensee. The City of Columbus will be entitled to the full benefit of any such licenses/easements for the duration of the license term and any extensions of such term and any such licenses/easements will explicitly provide the City of Columbus with privity of contract directly with the licensor and as such, will be enforceable by the City of Columbus.

Level of Innovation

This will be determined by the programmatic creativity and technical innovation demonstrated by the Respondent. The City of Columbus prefers leading edge, but proven, technology and favors innovation.

Legal Actions

The City of Columbus will consider any past or pending legal actions, if any, against Respondent and any division, subsidiary or parent company of Respondent, or against any member, partner, etc., of Respondent if Respondent is a business entity other than a corporation.

Conflicts of Interest

The City of Columbus will consider any information regarding Respondent, including information contained in the Respondent's Proposal, that may indicate any conflicts (or potential conflicts) of interest which might compromise Respondent's ability to satisfactorily perform the proposed Services or undermine the integrity of the competitive procurement process. If any Respondent has provided any services for the City of Columbus in researching, consulting, advising, drafting or reviewing of this RFP or any services related to this RFP, such Respondent may be disqualified from further consideration.

3. Vendor Selection

After the City of Columbus completes its review of Proposals in Phase II, it may compile a short list of Respondents (Phase III), or forego Phase III and submit a recommendation to select one or more Respondent(s), or a recommendation to reject any or all Proposals.

Phase III Site Visit and/or Oral Presentations

If the City of Columbus compiles a short list of Respondents for further review, then, in the sole discretion of the City of Columbus, those short-listed Respondents may be subject to a site visit and/or invited to appear before the City of Columbus for an oral presentation; to clarify in more detail, information that was submitted in Respondent's Proposal; and/or to ask Respondent to respond to additional questions. Afterwards, the City of Columbus will make a final evaluation, including a final ranking of the Respondents, and will make a selection of one or more Respondents.

4(G) Post-Proposal Discussions with Respondent

The City of Columbus also reserves the right to make available a public meeting in which all Respondents will be invited, the purpose of the meeting will be to allow Respondents to raise any questions or seek answers to questions or issues they believe are relevant in their consideration of the RFP.

The City of Columbus intends to commence final negotiation with the Respondent(s) deemed most advantageous to community. The City of Columbus reserves the right to conduct post-proposal discussions with any Respondent(s).

4(H) Terms, Conditions, Limitations & Exceptions

1. This RFP does not commit the City of Columbus to award a contract, issue a Purchase Order, or to pay any costs incurred in the preparation of a proposal in response to this request. Furthermore, the City of Columbus will not be responsible for any costs, damages, expenses, including but not limited to, attorneys fees incurred by Respondents, member(s), partners, subcontractors or other interested parties in connection with the RFP process, including but not limited to costs associated with preparing the Proposal and/or of participating in any site visits, oral presentations or negotiations, nor any other costs incurred by Respondent related to the development of and/or submission of the information requested in this RFP.
2. The City of Columbus will not be held accountable if material from proposals is obtained without the written consent of the Respondent by parties other than the City of Columbus, at any time during the proposal evaluation process.
3. All submissions are subject to the Freedom of Information Act.

4. Respondent(s) will not offer any gratuities, favors, or anything of monetary value to any individual, employee, subcontractor, consultant or representative of the City of Columbus (including any and all members of proposal evaluation committees).
5. Respondent(s) will not collude in any manner, or engage in any practices, with any other Respondent(s), which may restrict or eliminate competition or otherwise restrain trade. This is not intended to preclude subcontracts and joint ventures for the purposes of: a) responding to this RFP, or b) establishing a project team with the required experience and/or capability to provide the goods or services specified herein.
6. All proposals submitted must be the original work product of the Respondent. The copying or paraphrasing of the work product of another Respondent is not permitted.
7. The RFP and the related responses of the Selected Respondent may by reference become part of any formal agreement between the Selected Respondent and the City of Columbus. In the event an agreement cannot be reached with the Selected Respondent, the City of Columbus reserves the right to select an alternative Respondent. The City of Columbus reserves the right to negotiate with alternative Respondent(s) the exact terms and conditions of the contract. The City of Columbus, in its sole discretion, reserves the right to refuse to contract with any and all Respondents.
8. Respondent, its authorized representatives, and its agents are responsible for obtaining, and will be deemed to have, full knowledge of the conditions, Requirements, and specifications of the RFP at the time a proposal is submitted to the City of Columbus.
9. The City of Columbus has sole discretion and reserves the right to cancel this RFP or to reject any or all proposals received prior to contract award.
10. The City of Columbus reserves the right to reject any and all Proposals that do not conform to the requirements set forth in this RFP; or that do not contain at least the information required by Section 5(B), Required Content. If no Respondent is selected through this RFP process, then the City of Columbus may utilize any other procurement method available to obtain the Services described herein.
11. The City of Columbus reserves the right to request clarification of any proposal after all proposals have been received.

4(l) RFP Schedule

Bid announcement	6/25/2013
Questions Submitted By	7/9/2013
Bid Conference	7/17/2013
Bid Deadline	7/25/2013
Bids Opened	7/30/2013

5. Proposal Format & Required Content

5(A) Proposal Format

Proposals must be prepared on 8 ½" x 11" letter sized paper, printed double-sided, and bound on the long side. Sections shall be separated by labeled tabs and organized in accordance with subject matter sequence as set forth below. Each page of the Proposal must be numbered in a manner so as to be uniquely identified.

Respondents are advised to adhere to the submittal requirements of the RFP. Failure to comply with the instructions of this RFP may be cause for rejection of the noncompliant Proposal. Respondent must provide information in the appropriate areas throughout the RFP. Submission of a Proposal in response to this RFP constitutes acceptance of all requirements outlined in the RFP.

All proposals should be electronically generated and the printed original signed in ink. Legibility, clarity and completeness are important and essential.

One (1) CD-ROM or DVD-ROM containing an Adobe® Portable Document Format (PDF) version of all proposal materials must also be provided.

The proposal must be signed by individual(s) legally authorized to bind the Respondent(s) and must contain a statement that the proposal and the prices and terms contained therein will remain firm until 10/31/2013.

5(B) Required content

Respondent shall submit a proposal in the following format. Each number in the list below shall correspond to an appropriately named and numbered tab.

1. Completed form 96

Respondent must submit a completed Contractor's Bid for Public Work – Form 96, as prescribed by the Indiana State Board of Accounts. This form can be found at <http://www.in.gov/sboa/files/Form96.pdf>

2. Cover letter of introduction & executive summary

Respondent must submit a letter of introduction and an executive summary of the proposal. The letter of introduction must be signed by a person authorized by Respondent's firm to obligate your firm to make the commitments contained in the proposal. Submission of the letter will constitute a representation by the Respondent's firm that the firm is willing and able to perform the commitments contained in the proposal.

The executive summary will explain Respondent's understanding of the City's intent and objectives and how Respondent's Proposal would achieve those objectives. Furthermore, it should explain how Respondent's solution will differentiate it from other Respondents and why it should be the Selected Respondent. The Respondent is encouraged to list unique features that give it a competitive edge in the telephony industry.

Respondent's cover letter must be signed by an authorized representative of the entity committing Respondent to provide the Services as described in this RFP in accordance with the terms and conditions of any contract awarded pursuant to the RFP process. The cover letter must:

- (a) Indicate the number of years the entity has been in business, and provide an overview of the experience and background of the entity and its key personnel committed to this project.
- (b) Identify the legal name of the entity, its headquarters address, its principal place of business, its legal form (i.e., corporation, joint venture, limited partnership, etc.), and the names of its principals or partners and authority to do business in Indiana.
- (c) Indicate the name and telephone number(s) of the principal contact for negotiations.
- (d) Identify participants in Respondent's "Team." For example if Respondent is a business entity that is comprised of more than one legal participant (e.g., Respondent is a general partnership, joint venture, etc.), then Respondent must identify or cause to be identified all participants involved, respective ownership percentages, and summarize the role, degree of involvement, and experience of each participant separately. If Respondent has a prime contractor / subcontractor relationship instead, this information regarding role, involvement and experience is also required for any subcontractor that is proposed to provide a significant portion of the work

3. Company profile information

Respondent must also submit a brief description of Respondent's firm which will include:

- (a) Name, mailing address, email address, telephone number and fax number of the primary contact person for your firm.
- (b) A brief description of your firm, including the number of years in business, major business lines, major markets served, company history, relevant operating segments, primary vision and strategy, number of employees, office locations and any Joint Venture Partners.

- (c) Respondent must furnish a resolution or some other form of authority, signed by a Chief Executive Officer, Corporate Secretary, or managing partners, which lists the specific officers who are authorized to execute agreements on behalf of the Respondent.
- (d) Also, as required by Exhibit A, Respondent must submit a completed company profile information sheet for prime, each joint venture partner and subcontractor(s), as applicable.

The City may solicit relevant information concerning Respondent's record of past performance from previous clients, including the City of Columbus, or any other available sources.

All Respondents to this RFP expressly consent to allow the City of Columbus to obtain information from any of the Respondent's previous clients.

- (a) Describe any strategic changes your firm has undertaken in recent years, such as businesses acquired or divested, reorganizations, etc.
- (b) Describe your firm's ownership structure. Identify your firm's board of directors, indicating "inside" and "outside" members.
- (c) Describe any and all lawsuits, liens, restraining orders, consent decrees, foreclosures, investigations by any governmental or administrative agency or assign or other legal/financial actions either now pending, in progress or which have been brought against your firm or any of its officers/principals in the past five (5) years. For lawsuits, include date initiated, plaintiff, description, name of court location, docket number, resolution and current status. Regarding product liability issues your firm would typically face during the normal course of business, indicate who would review these issues (e.g. corporate legal counsel, "outside" counsel, etc.) and identify what their opinion is as to your firm's exposure to product liability issues. Also regarding legal actions, Respondent must provide a listing and a brief description of all material legal actions or purpose of any investigations, description and outcome or if pending so state, together with any fines and penalties, for the past five (5) years in which (i) Respondent or any division, subsidiary or parent entity of Respondent, or (ii) any member, partner, etc., of Respondent if Respondent is a business entity other than a corporation, has been:
 - i. A debtor in bankruptcy; or
 - ii. A plaintiff or defendant in a legal action for deficient performance under a contract or violation of a statute or related to service reliability; or
 - iii. A Respondent in an administrative action for deficient performance on a project or in violation of a statute or related to service reliability; or

- iv. A defendant in any criminal action; or
- v. A named insured of an insurance policy for which the insured has paid a claim related to deficient performance under a contract or in violation of a statute or related to service reliability; or
- vi. A principal of a bond for which a surety has provided contract performance or compensation to an obligee of the bond due to deficient performance under a contract or in violation of a statute or related to service reliability; or
- vii. A defendant or Respondent in a governmental inquiry or action regarding accuracy of preparation of financial statements or disclosure documents;
- viii. Indicate whether any conflicts of interest would arise if your firm (i.e. management, key employees, large stockholders) entered into this arrangement;
- ix. Respondent must provide a summary of the professional qualifications and experience of key personnel who will be dedicated to the services described in this RFP. For each person identified, describe the following information:
 - Title and reporting responsibility;
 - Proposed role in this project, including the functions and tasks for which they will have prime responsibility (also indicate areas of secondary responsibility, if appropriate);
 - Pertinent areas of expertise and past experience;
 - Base location (local facility, as applicable); and
 - Resumes or corporate personnel profiles which describe their overall experience and expertise.

(d) Respondent must provide copies of appropriate licenses or certifications required of any individual or entity performing the services described in this RFP in the City of Columbus, County of Bartholomew and State of Indiana, for itself, its partners and its subcontractors, including evidence that Respondent is authorized by the Secretary of State to do business in the State of Indiana. Provide copies with the Proposal submission.

- 4. Acknowledgement of scope of services (section 1)
- 5. Answers to questions (section 2)
- 6. Completed cost proposal (section 3)
- 7. Certificate of insurance

Selected Respondent will be required to submit evidence of insurance including at least Workers Compensation and Employers Liability, Commercial General Liability, Automobile Liability, and Professional Liability.