



**Request for Proposals for  
Management Development Program Services**

**Solicitation Number: RFQ033114**

**Department of Public Utilities  
Director's Office**

**Response Due Date and Time:  
Friday, July 17, 2026  
1:00PM Eastern Time**

**Submissions will only be accepted electronically at  
<https://columbus.bonfirehub.com/login>**

RFP Template Version Dated: 8/15/25

## PROPOSAL SIGNATURE FORM

***This page, signed by an officer of the offering firm or a designated agent empowered to bind that entity in a contract with the Department of Public Utilities, should accompany each proposal submitted for consideration.***

I, the undersigned, having carefully examined the Request for Proposals (RFP), propose to furnish services in accordance therewith as set forth in the attached proposal.

I hereby certify that, to the best of my knowledge, this submission is complete and all statements made therein are true and accurate.

I also affirm I am duly authorized to sign and submit this response on behalf of the Offeror named below.

I further acknowledge that by signing this form I am representing that, in the event this proposal is accepted, the Offeror is willing and able to execute a contract in the form shown in the RFP, with the understanding that the scope and compensation provisions will be negotiated and included in the final contract.

By my signature below, I attest that I have read, understand and agree to the terms, conditions and requirements set forth in the RFP, including, but not limited to: the Department's standard contract terms and conditions and any special terms and conditions incorporated in the solicitation documents.

**Failure to sign and return this form may result in the rejection of the accompanying proposal.**

### OFFEROR INFORMATION:

OFFEROR (Company Name): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### AUTHORIZATION TO PROPOSE:

\_\_\_\_\_  
Signature (Manually signed in ink)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

## **TERMS AND CONDITIONS FOR CONSULTANTS INFORMATION FOR CONSULTANTS**

### **SUBMISSION OF PROPOSAL**

Proposals must be submitted according to this proposal form.

### **ACCEPTANCE AND REJECTION**

This proposal submitted by the consultant to the City of Columbus will be accepted or rejected within a period of 180 days from proposal due date. The City reserves the right to waive technicalities, and to request new proposals (rebid) on the required material. Each invitation for Bids, Request for Statements of Qualifications, and Request for Proposals issued by the City shall state that the Bid or Request may be cancelled and that any bid or proposal may be rejected in whole or in part when it is for good cause and in the best interests of the City.

### **WITHDRAWAL OF PROPOSALS**

Consultants may withdraw their proposals at any time prior to the time specified in the advertisement as the closing time for the receipt of proposals. However, no consultant shall withdraw or cancel his/her proposal for a period of 180 calendar days after said advertised closing time for the receipt of proposals.

### **APPLICABLE LAWS**

The Revised Code of the State of Ohio, the Charter of the City of Columbus, and all City ordinances insofar as they apply to the laws of competitive bidding, contracts, and purchases, are made a part hereof.

### **CONTRACT**

The consultant to whom an award is made will be required to execute a written contract with the City of Columbus, Ohio within seven days after receiving such contract for execution.

### **LIABILITY, INSURANCE, LICENSES AND PERMITS**

Where consultants are required to enter or go onto City of Columbus property to deliver materials or perform work or services as a result of bid award, the consultant will assume full duty, obligation and expense of obtaining all necessary licenses, permits, and insurance when required. The consultant shall be liable for any damages or loss to the City occasioned by negligence of the consultant (or his agent) or any person the consultant has designated in the completion of his contract as a result of his bid. Particular attention is directed to the statutory requirements of the State of Ohio relative to the licensing of corporation organized under the Laws of any other State.

### **TAXES**

Federal and/or State Taxes are not to be included in prices quoted. The successful consultant will be furnished an exemption certificate if needed.

### **CHANGES AND ADDENDA TO PROPOSAL DOCUMENTS**

Questions as to the interpretation of the Request for Proposal shall be submitted in writing to the Fiscal Manager at [DPUCapitalRFP@columbus.gov](mailto:DPUCapitalRFP@columbus.gov). In order to receive consideration, questions must be received by the question cut-off date as indicated in the advertisement. Any interpretations of questions so raised, which in the opinion of the City or its representative require interpretations, will be issued by addenda posted on the Euna Procurement (formerly known as Bonfire) web site. The City or its representative will not be bound by any oral interpretations which are not reduced to writing and included in the addenda.

### **CAMPAIGN CONTRIBUTIONS**

Consultant hereby certifies the following: that it is familiar with Ohio Revised Code ("O.R.C.") Section 3517.13; that it is in compliance with Divisions (I) and (J) of that Section; that it is eligible for this contract under the law and will remain in compliance with O.R.C. Section 3517.13 for the duration of this contract and for one year thereafter.

### **IN THE EVENT OF A CONTRACT**

An agreement which may result from this proposal shall not be modified or altered by any subsequent course of performance between parties or by additional terms contained in any subsequent documents unless said additional or differing terms are incorporated by contract modification authorized to be entered into by ordinance.

### **REMEDIES**

All claims, counterclaims, disputes and other matters in question between the City, its agents and employees, and the consultant arising out of or relating to this agreement or its breach will be decided in a court of competent jurisdiction within the County of Franklin, State of Ohio. Terms and conditions, submitted with this proposal, which are contrary to City Code or Charter shall be disregarded for the purpose of any subsequent contract. The successful consultant shall be notified as to which terms and conditions, if any, have been deleted.

### **ENVIROMENTAL MANAGEMENT SYSTEM**

The design professional shall review the City of Columbus Department of Public Utilities (DPU) Environmental Policy and shall make its employees and subconsultants performing work on behalf of DPU aware of the policy. The policy is posted on the DPU's EMS webpage at [ems.columbus.gov](http://ems.columbus.gov)

The design professional shall review the document entitled “*DPU Consultant/Contractor/Vendor Environmental Management System Awareness Procedure*” This procedure is posted on the DPU’s EMS web page at [ems.columbus.gov](http://ems.columbus.gov)

The design professional shall maintain any and all records necessary to demonstrate compliance with the requirements of this Special Provision and shall provide such records to the DPU upon request.

#### **PROPRIETARY INFORMATION**

Proprietary data and information that a Respondent does not want disclosed to the public shall be clearly indicated. The Department shall regard as public record all proposals and information submitted except to the extent that proposal information is clearly indicated as proprietary and segregated from the rest of the proposal. **The Respondent must identify proprietary information on each page of the proposal.** If a third party under Ohio's Public Records Law requests any document that includes information designated as "proprietary" by Respondent, then the Department will notify Respondent of the request and will release the document with the information designated as proprietary redacted. It will be the responsibility of the Respondent, not the Department, to defend the designation of information as proprietary, including initiation of any court proceedings necessary to prevent disclosure as a public record and to indemnify the city for any costs associated with such proceedings.

#### **CONTRACT COMPLIANCE**

##### **CONTRACT COMPLIANCE REQUIREMENTS**

All consultants and subconsultants who are party to a contract as defined in Columbus City Codes must hold valid contract compliance certification numbers (register with the City of Columbus) before the contract is executed. Visit the following link to register with the City of Columbus: <https://new.columbus.gov/Business-Development/Bids-Solicitations/Vendor-Resources>

After vendor registration is complete, you will receive an email inviting you to complete the required Contract Compliance (EBO) Questionnaire. To complete the online registration, track the status of your application, and receive a copy of your certification letter, visit: [Columbus.DiversityCompliance.com](http://Columbus.DiversityCompliance.com)

For more certification information or questions, contact us at: [DiversityCertifications@columbus.gov](mailto:DiversityCertifications@columbus.gov)

For additional inquiries, contact the Office of Diversity and Inclusion at: [odi@columbus.gov](mailto:odi@columbus.gov).

#### **DEPARTMENT OF PUBLIC UTILITIES NAME**

The Department of Public Utilities (DPU) is also using the name “Columbus Water and Power” (CWP). The Department of Public Utilities is the legal name of the department, while Columbus Water and Power is the AKA (Also Known As) name. These names and the associated abbreviations are used interchangeably on documents. Whichever name is used means the same City of Columbus Department: The Department of Public Utilities. All contracting will be done under the legal name of the department, which is the Department of Public Utilities.

# REQUEST FOR PROPOSAL

## 1. Project Information

1.1. Project Name: Management Development Program

### 1.2. Project Overview

The City of Columbus, Columbus Water & Power (CWP) is soliciting proposals from qualified firms, consultants, or organizational development partners to provide a comprehensive Management, Culture, and Performance Transformation program designed to strengthen management alignment, communication, employee engagement, accountability, and organizational performance across the utility. The selected partner will assist CWP in designing and implementing a structured, measurable, and sustainable transformation framework that aligns management practices, communication standards, employee development pathways, and cultural expectations across all management levels of the organization. This engagement is intended to move beyond traditional stand-alone training initiatives and establish a long-term operational framework that supports sustained organizational effectiveness.

### 1.3 To Obtain RFP Documents:

All RFP documents shall be downloaded from Euna Procurement at <https://columbus.bonfirehub.com/login>. Hard copies will not be provided.

## 2. General

**2.1. Intent:** The purpose of this contract is to provide a management development training program services to Columbus Water and Power. The work will include the tasks described below. The consultant must have experienced personnel and demonstrated history in performing this work.

**2.2. Contract Details:** The City intends to award one contract to the top-ranking consultant. The initial contract will be for a one-year period. The City may authorize up to two one-year contract renewals depending on the City's needs and performance of the Consultant.

The City reserves the right to cancel this RFP and reject any bid or proposal, in whole or in part, for good cause when it is in the best interests of the City.

In the event of a contract, if the project is delayed for any reason by the City, the City may request to modify the contract to reduce the maximum final obligation of the contract to a minimal level until the project resumes. When the project is intended to resume, the contract will be modified to increase the maximum final obligation to the contract amount necessary to fulfill the remaining services needed.

Based upon the understanding of the services outlined by the City, the awarded Consultant shall submit a detailed scope of service, Schedule 2A - "Cost Summary", Schedule 2A-1 - "Subcontractor Work Identification Form", Schedule 2A-2 - "Expenses", Schedule 2B - "Maximum Labor Rates", and Schedule 3 - "Project Time Schedule" for accomplishing said services. (All of these forms will be provided prior to or during the first scope meeting.) The City may wish to modify the detailed scope of service or schedules, to further clarify specific tasks. The Consultant shall have an opportunity to adjust their detailed scope of service, schedules and forms to reflect any additional scope requested by City. The City and

consultant will negotiate to arrive at a mutually agreeable scope and cost estimate. Compensation to be paid to the Consultant for services in the final negotiated Schedule 2A – “Cost Summary” shall be as delineated in Schedule 2B - “Maximum Labor Rates”. The consultant understands that this estimate represents a maximum amount of payment for the specified scope of service. The City will compensate the consultant for only the exact direct labor, overhead, approved reimbursables, subcontracts, supplies, materials, etc. and calculated fixed fee expended.

**2.3. Allocation of Contract Funds:** Upon final approval of the consultant’s detailed scope of service and schedules, the City will issue a Notice To Proceed that shall officially commence the contracted services. In addition, this notice shall allocate the amount shown on Schedule 2A - “Cost Summary” from the total contract balance. This allocation shall remain in effect until the final invoice for services is processed.

### **3. Scope of Services**

The primary scope of work associated with this contract includes:

- 3.1. Partner with CWP to design and implement a comprehensive management, culture, and organizational performance transformation initiative. The engagement is intended to create a sustainable framework that strengthens management effectiveness, employee engagement, communication, accountability, and operational alignment across the organization.
- 3.2. Conduct organizational assessments, management interviews, employee listening sessions, and workshops to identify communication gaps, management inconsistencies, and cultural improvement opportunities. The consultant will use these findings to develop a customized Management & Culture Framework, establish behavioral standards, create baseline metrics, and provide a multi-phase implementation roadmap.
- 3.3. Focus on building and integrating operational tools and management systems into the organization. Services will include the development of management training curriculum, communication protocols, recognition and feedback systems, career pathway recommendations, onboarding enhancements, and accountability structures designed to reinforce organizational expectations and improve employee experience.
- 3.4. Develop a future sustainment phase focused on long-term reinforcement and continuous improvement. Potential services may include coaching, pulse surveys, train-the-trainer programs, progress dashboards, organizational advisory support, and ongoing culture activation efforts to ensure lasting organizational impact and internal capability development.

### **4. Consultant Minimum Qualifications**

The Project Manager for this contract shall have a minimum of 5 years of experience working with public sector organizations, utilities, infrastructure organizations, or highly operational environments.

### **5. Project Schedule:**

Deadline to Submit Questions	07/07/26
Addendum Posted	07/10/26
RFP Due:	07/17/26
Consultant Selected	July 2026
Scope Meeting	Aug 2026
City Council Legislation:	Sept 2026
Notice to Proceed:	Oct 2026

## **6. Proposal Submittal Instructions:**

6.1 Proposals are to be uploaded to the Euna Procurement (formerly known as Bonfire) website listed on the cover page of this proposal book. Proposals will be received by the City until the Response Due Date and Time listed on the cover page of this proposal book. Proposals submitted outside of Euna Procurement will not be considered.

6.1.1 Proposals are to be submitted as a PDF document. Do not embed any documents within the uploaded file as such documents will not be accessible or evaluated. Proposals must be uploaded, submitted, and finalized prior to the Response Due Date and Time. The City strongly encourages Offerors to allow sufficient time and at least one day before the Response Due Date and Time to begin the upload process and to finalize their submissions.

### **6.1.2 Notes Regarding Submissions**

6.1.2.1 Proposals will only be visible and accessible to the Department or evaluators after the Response Due Date and Time.

6.1.2.2 Uploading large documents may take significant time, depending on the size of the file(s) and Offerors' Internet connection speed.

6.1.2.3 Offerors are solely responsible for ensuring their proposals have been successfully uploaded and received by Euna Procurement before the Response Due Date and Time specified in this RFP. Responses cannot be uploaded to Euna Procurement after the Response Due Date and Time, and any in-process uploads cannot be finalized once the Response Due Date and Time has been reached.

6.1.2.4 The City cannot see any uploads in Euna Procurement prior to the Response Due Date and Time specified in the RFP. The City is unable to tell you if your upload was successful until after the Response Due Date and Time.

6.1.2.5 Minimum system requirements:

- Supported Browsers: Microsoft Edge (Windows), Google Chrome (Windows & Mac), or Mozilla Firefox (Windows & Mac).
- JavaScript and browser cookies must be enabled.
- Use a desktop computer, a laptop computer, or other non-mobile device. Mobile devices are not supported by Euna Procurement.

6.1.2.6 Euna Procurement (formerly known as Bonfire) Technical Help

The City of Columbus is using a Euna Procurement portal for accepting and evaluating proposals digitally. Offerors must contact Euna Procurement for technical help related to submissions at:

- <https://columbus.bonfirehub.com/portal/support>
- or [Support@GoBonfire.com](mailto:Support@GoBonfire.com)
- or 1-800-354-8010 (extension 2)

## **6.2 Questions**

### **6.2.1 Questions Related To The Proposal And Associated Documents**

Contacting staff members directly about an RFP prior to the award letters being issued can result in the disqualification of your proposal.

**Questions pertaining to this Request for Proposal must be submitted by 5:00PM Eastern Time on 7/7/26 via email to [DPUCapitalRFP@columbus.gov](mailto:DPUCapitalRFP@columbus.gov).**

The email should reference the project number and the project name. No phone calls will be accepted. Questions will be answered via an addendum issued for the proposal. Typically questions are held and answered via an addendum posted approximately one week before the proposal due date. The department may choose to issue multiple addendums and answer questions more frequently.

The City or its representative will not be bound by any oral interpretations which are not reduced to writing and included in addenda. Any interpretations of questions so raised, which in the opinion of the City or its representative require interpretations, will be issued by addenda with a notice of addenda published on the City's Vendor Services site and the addenda posted on the Euna Procurement (formerly known as Bonfire) site.

Offerors are not to contact City personnel concerning the award of a project prior to an award announcement being made by the City's fiscal staff. This announcement will be made via award and non-award letters to those that submitted a proposal. Questions concerning the awarding of the proposal prior to these letters being issued can be submitted to the [DPUCapitalRFP@columbus.gov](mailto:DPUCapitalRFP@columbus.gov) mailbox that is used for RFP questions.

**6.2.2 Questions Related To Euna Procurement (formerly known as Bonfire)**

The City cannot assist with questions concerning Euna Procurement. See Section 6.1.2.6 of this RFP for how to contact Euna Procurement) for assistance.

**6.3 Evaluation**

Proposals will be evaluated based on the enclosed selection criteria and in accordance with Columbus City Code, title 3, Section 329.28. Please be advised that proposals submitted to the City are subject to applicable Federal, State, and local public information disclosure regulations.

**6.4 Proposal Format (only the following format will be accepted)**

6.4.1 Proposals shall be formatted for letter-size (8.5" x 11") paper and shall include the information specified in 6.5.3.

6.4.2 Complete the required Proposal Signature Form. That document shall be signed by a person authorized to obligate the Consultant's firm and included as the front page of the Consultant's proposal. This does not count towards the page limit described in section 6.5.1.

6.4.3 Page numbers are to be included at the bottom of each page.

6.4.4 Font must be at least 12 point

**6.5 Proposal Content**

6.5.1 The Consultant shall limit the proposal to no more than fifteen (15) total pages of information (e.g. text, graphics, etc.). A 'page' is one side of a sheet of paper with text, graphics, etc. If only one side of a sheet of paper has text, graphics, etc., then that is one page. If both sides of a sheet of paper have text, that is two pages. **No cover letter is required. However, if the Consultant chooses to include a**



**cover letter, it will be considered a page of the proposal.** No appendices or additional information is acceptable. The proposal shall include the Proposal Signature Form which is not counted toward the page limit.

- 6.5.2 Provide information requested below in the order outlined or the proposal may be rejected.
- 6.5.3 Proposals must address each of the following subjects in the order specified below, using the headings provided. These elements correspond to the evaluation criteria noted in Section 7. Note that page breaks are not required between sections; however, section tab dividers will not be counted against the page total unless they contain text other than that necessary to identify the section.

Section A.      Local Workforce

Provide the anticipated hours for the project team including all subconsultants and the City certification status (MAJ, MBE, WBE, etc.) as determined by the City's Office of Diversity and Inclusion for each company that is a part of the team.

Section B.      Anticipated Project Team

Identify the Project Team, including sub-consultants, the percentage of work to be performed by each firm along with the address of each sub-consultant's office. Also include the contract compliance number (FID) and Office of Diversity and Inclusion (ODI) status.

Replicate the table below in your proposal, providing the requested information for each firm on your team.

Project Team				
Firm Name	Location	Contract Compliance No. (FID)	ODI Status	Percentage of Contract

Include an organizational chart showing key individuals that are assigned to the project including their home office location.

Address any minimum qualifications outlined in Section 4.

Project Manager. Present the education, experience, and availability of the Project Manager. Availability shall be indicated as hours per week on average.

Project Team. Present the education, experience, and availability of the key Team members. Availability shall be indicated as hours per week on average. Also include what the various firms will be assisting with on the project.

Address topics discussed in Section 7.2.

Section C.      Past Performance

Present the proposed Project Manager's and Project Team members' past performance on at least 3 specific projects relevant

to this project. For each project identified include: Team member(s), project name, team members role in the past project, project owner and contact information, contract amount, and the date the contract was awarded. Projects with greater relevancy to this project will be given greater consideration.

Address topics discussed in Section 7.3.

**Section D. Understanding of the Project/Project Approach**

Present the Consultant's understanding of the scope, challenges, and limits within the context of the project. Include an explanation of staff involvement, a leadership development plan, a leadership implementation plan, innovative approaches, and cost containment measures.

Address topics discussed in Section 7.4.

**7. Evaluation Criteria:**

**7.1 Local Workforce (Maximum 10 points)**

The City of Columbus places a high value on talent in the Central Ohio region and emphasizes its use on City projects as much as possible. Ratings are as follows:

- 7.1.1 At least 90% of the Team's project hours are assignable to City of Columbus location, or at least 90% of the Team's project hours are assignable to the office location within Franklin County if office established prior to 1995. (10 points)
- 7.1.2 At least 75% of the Team's project hours are assignable to City of Columbus location. (5 points)
- 7.1.3 At least 90% of the Team's project hours are assignable to work in an office location within Franklin County, but outside Columbus Corporate Limits.(5 points)
- 7.1.4 At least 50% of the Team's project hours are assignable to City of Columbus location (3 points)

**7.2 Anticipated Project Team (Maximum 40 points)**

The score in this category is based on the training, education, experience, and availability of the individuals assigned to the project.

- 7.2.1 Project Manager (15 points maximum). Points will be awarded based on the education, experience, and availability of the proposed Project Manager. An example of the preferred Project Manager is someone with many years of experience in the type of work that is to be performed on the project with a demonstrated history of managing projects, developing and implementing training programs, leading a team of professionals, and communicating with citizens or groups. The proposed Project Manager shall be evaluated according to the following criteria:

7.2.1.1 Education – education consistent with the requirements of the project.

7.2.1.2 Relevant Experience – experience relevant to the type of project. Projects should be adequately described to enable the reviewer to determine the project scope, size and complexity.

7.2.1.3 Overall Experience – years practicing as a leadership training professional , number of years with the lead firm, number of years of experience with the type of work required by the project, and background with human resource management, is desirable.

7.2.1.4 Communications Experience – experience working with citizens, neighborhood groups, utility companies, government agencies, and City departments. Specific examples should be given.

7.2.1.5 Availability – the number of hours of availability for the project per week.

**7.2.2 Project Staff (25 points maximum)**

Each project team member, other than the project manager, shall be evaluated according to their experience with similar leadership training projects. Teams with the most relevant experience with this type of project will receive more points, as explained above. Forming partnerships with other firms to create a stronger, better qualified Project Team also will receive more points. Points will also be awarded based on how the lead consultant expects to share the work with the other team members.

**7.3 Past Performance (Maximum 20 points)**

The Consultant should identify the proposed Project Manager and key staff's past performance on similar leadership development training projects. Resultant scores shall be determined based on similar project experience as well as past performance on Department of Public Utilities projects. Scores will be based on quality of work, ability to meet deadlines, previous communication history, organizational skills, and the ability to maintain a project budget. The projects listed should have some correlation with the projects identified in the previous section for the experience of the Project Team. Firms with similar past projects and experience working together as a Project Team will receive more points.

**7.4 Understanding of Project/Project Approach (Maximum 30 points)**

The Consultant should demonstrate a thorough understanding of the project and how the Consultant's entire team will successfully execute the project. The score will be based on the completeness of the responses. The Consultant should make a clear presentation of how the project team is organized, their understanding of the project requirements, including the challenges and areas of risk and a detailed plan for execution.

Specifically, the Consultant's proposal must contain a narrative description tailored to the project, describing staff assignments and the approach the Consultant intends to take to complete the project. The proposal should identify unique characteristics of the project and the challenges those elements present as well as options to overcome those challenges.

Increased value is placed on innovative concepts that may save time or money or that will lead to a more successful project. These concepts should be well conceived, clearly defined, and demonstrate a thorough understanding of the project and best leadership and human resource management practices.

## **8. Subconsultants**

### **8.1 Changing Subconsultants**

A Consultant must receive written approval from the contracting department's Director (or designee) prior to subletting, selling, transferring, assigning, or otherwise relinquishing any rights, title, or interest in the work to any subconsultant not listed in the RFP submittal or contract; or prior to adding/changing/removing subconsultants; or prior to reducing planned spend with subconsultants on the contract. The director or designee must, within a reasonable time, approve or disapprove a consultant's request. The decision shall be final.

### **8.2 Tracking Contracted Spend**

The Prime Consultant will use the Utilization Tracking Form to report contract spend with the consultant and all subconsultants on the contract. This form will be provided to the Prime Consultant in the scope meeting. This form must be provided with each invoice. Invoices without a properly completed Utilization Tracking Form may be rejected by the department.

## **9. Registering with the Ohio Secretary of State**

A business entity must be registered with the Ohio Secretary of State in order to conduct business within the State of Ohio. This requirement applies to any business entity, domestic or foreign, planning to transact business within Ohio using a name other than their own personal name. Sole proprietorships and general partnerships are not required to register the business entity; however, they may need to register a trade name or report the use of a business name if they are doing business in a name not their own. (For example, if you are doing business under your personal name, i.e. Bob Smith, then you do not need to register with the Ohio Secretary of State, but if you are doing business under the name "Bob Smith's Automotive Shop", then the name must be registered with the Ohio Secretary of State.

Go to this website to search the list of business entities registered with the Ohio Secretary of State: <https://businesssearch.ohiosos.gov/>

Go to this website to register a business entity with the Ohio Secretary of State: <https://www.ohiobusinesscentral.gov/>

The following is a link to the Ohio Secretary of State's Frequently Asked Questions for registering a business entity: <https://www.ohiosos.gov/businesses/information-on-starting-and-maintaining-a-business/frequently-asked-questions/#:~:text=Who%20is%20required%20to%20register,documents%20to%20register%20their%20business>

The City of Columbus is unable to contract with a business entity that is required to be registered with the Ohio Secretary of State and is not registered. A business entity is not required to be registered with the Ohio Secretary of State's Office prior to submitting a proposal with the City but must be registered prior to the City executing a contract.

## **10. Selection Process**

The Consultant Selection Committee shall evaluate the consultants strictly upon the submitted proposals and interviews of the consultant's clients. The Consultant Selection Committee is generally composed of at least three members, and may include a representative from the Office of Diversity and Inclusion (ODI). Committee members include representatives from the Department of Public Utilities Director's and Division Administration Offices and may, on occasions, include representatives from other City departments as appropriate.

Each proposal package received shall be evaluated, scored, and ranked according to the criteria described herein and the Consultant Selection Committee will make a recommendation to the Public Utilities Director for final determination. Consultants may be interviewed as a part of the process. Once the selection process is completed, the selected Consultant will be contacted by the Director's Fiscal Office to participate in a meeting to discuss the final scope of services. After successfully negotiating a contract, the Department of Public Utilities shall submit legislation to Columbus City Council requesting approval of the contract.

## **ATTACHMENTS**

### **Appendix A: Contract For Services Over \$50,000**