



**CITY OF CLEVELAND**  
**Department of Finance**

**Request for Proposal**  
**for**  
**Government Accounting Standards Board**  
**Statement No. 96 Subscription-Based Information**  
**Technology Agreements**

**Prepared by:**  
**Financial Reporting and Control**

# Proposal Submission

Proposal Due Date: **Monday, January 15, 2024, 5:00 pm EST**

Submit Proposals To: **Attn: Michelle Barnes**  
C/O Finance Administration, 601  
Lakeside Avenue, Room 104  
Cleveland, OH 44114

**E-mail: [MBarnes@ClevelandOhio.Gov](mailto:MBarnes@ClevelandOhio.Gov).**

SUBMIT: 1 PRINTED, SIGNED ORIGINAL TECHNICAL PROPOSAL  
5 COPIES OF THE ORIGINAL TECHNICAL PROPOSAL  
1 CD-ROM containing an electronic version of the Proposal and any  
supporting documentation (PDF format only for document files)

**IN A SEPARATE AND SEALED ENVELOPE INCLUDE:**  
1 PRINTED, SIGNED ORIGINAL COST PROPOSAL  
5 COPIES OF THE COST PROPOSAL

**Failure to submit the Cost Proposal in a separately sealed envelope will result in disqualification of the Vendor's proposal response.**

## Table of Contents

<b>1</b>	<b>Introduction</b>	<b>4</b>
1.1	Overview	4
1.2	Definitions	5
1.3	City Background	5
1.4	Current Environment	5
1.5	General Qualifications	6
1.6	Vendor’s Employee Qualifications	6
1.7	Overall Evaluation Process	6
1.8	Evaluation Criteria	6
<b>2</b>	<b>Vendor Proposal Guidelines</b>	<b>7</b>
2.1	Intent	7
2.2	Deadline for Proposals	7
2.3	Basis for Award, Evaluation Criteria and Questions	8
2.4	Award of Contract	8
2.5	RFP Clarifications	8
2.6	Advice of Omission or Misstatement	9
2.7	Confidential Information	9
2.8	Confidentiality Statement	9
2.9	Tax Exempt Status	9
2.10	Reserved Rights	10
2.11	Advertising	10
2.12	Trademarks	10
2.13	Right to Request Additional Information	10
2.14	Right of Refusal	10
2.15	Proposal Preparation Costs	10
2.16	Pricing Eligibility Period	10
2.17	Additional Charges	11
2.18	Rights to Pertinent Materials	11
2.19	Proposal Pricing and fees	11
2.20	Insurance Requirements	11
2.21	Cleveland-Area Business Code	11
<b>3</b>	<b>Proposal Response Format</b>	<b>13</b>
3.1	Introduction	13
3.2	Executive Summary (Part 1)	13
3.3	Company Background (Part 2)	14
3.4	Proposed Solution (Part 3)	14
3.5	Staffing Plan (Part 4)	15
3.6	Client References (Part 5)	16
3.7	Other Required Forms and Attachments (Part 6)	16
3.8	Non-Collusion Affidavit	17
3.9	Vendor Reference Form	18
<b>4</b>	<b>Price Form</b>	<b>19</b>

# **1 Introduction**

## **1.1 Overview**

The City of Cleveland is soliciting proposals for professional services to assist in the implementation of GASB Statement No. 96 Subscription-Based Information Technology Agreements (GASB 96). In addition, we are requesting a time and materials quote for future GASB implementation or assisting the City with Gasb's that have been previously implemented as needed for this year with the option to renew for two additional years, for a total of three years.

The scope of the work will be to review all City of Cleveland (City) subscription-based information technology agreements and determine their accounting under GASB 96. The City will compile an inventory of agreements. In addition, the City will identify existing agreements not currently being recognized or disclosed to ensure completeness, search vendor payments and the general ledger chart of accounts. In addition, other services as described above:

The selected Vendor must demonstrate a broad knowledge and experience in GASB 96 accounting and related consulting services to municipal organizations.

The vendor must satisfy the following requirements as part of their contract and scope of work.

- Adheres to all accounting requirements under GASB 96, including the recognition and accounting for the deferred onflow of resources and the right-to-use asset subscription and related liability.
- Allows for balances to tie from high level disclosures to detailed reports, individual agreements, and amortization schedules.
- Provide the journal entries needed to transition existing agreements to the new accounting standard, including the present value of the subscription to be reported.
- Appropriately accounts for modifications by prospectively adjusting the right-to-use asset and corresponding liability.
- Generates the journal entries related to modifications and other reassessment events that require remeasurements of the asset and liability.
- Handles actions required under GASB 96 (i.e. modify, terminate, renew, and impair).
- Tracks history and provides an audit trail for any changes.
- Properly accounts for payments that are fixed versus variable.
- Provides reports for account balance reconciliations.
- Provides standard reports to address the disclosure requirements of GASB 96.
- Provides continuing disclosure requirements.
- Provides knowledge transfer to the City, including all documentation.
- Prepares the details of the subscription agreements to be included in the notes to the financial statements, including a schedule of future payments, if applicable.

While the City intends to proceed with this RFP process, the City does not guarantee that it will contract for any or all intended services described herein. While it is the City's intent to move forward with all components of the project, it may be necessary to focus on those components that have the highest value and/or priority from the City's perspective.

## 1.2 Definitions

The following definitions are used throughout the RFP:

- **Client or City** means City of Cleveland, Ohio.
- **Vendor** means a firm, company or organization submitting a proposal in response to this RFP.

## 1.3 City Background

The City of Cleveland is located in Cuyahoga County Ohio with a current population of about 372,624 residents per the 2020 Federal Census. As of the end of 2022, the City employs about 6,609 Full time employees with a 2022 General Fund budget of \$851.7 million and City budget of approximately \$2.1 billion.

## 1.4 Current Environment

The City of Cleveland's does not have a dedicated system or software for these agreements and it intends to use (unless otherwise proposed) its Financial Management System which is CGI's Advantage 4.4 (Advantage). The Advantage system is used for basic accounting functions with the following modules purchased by the City:

- General Ledger
- Budgeting
- Purchasing/Requisitioning
- Accounts Payable
- Billing
- Accounts Receivable
- Project Costing (heavily customized)
- Capital Asset Management
- Debt Module (coming soon)

The Division of Financial Reporting & Control (FRC) prepares the City's financial statements and Annual Comprehensive Financial Report. FRC also oversees the preparation of five separately issued statements: the Division of Water, the Division of Cleveland Public Power, the Division of Water Pollution & Control, the Division of Port Control and the Division of Central Collection Agency.

The City of Cleveland has approximately 65 subscription-based agreements city-wide in Advantage. Advantage is managed by FRC. Its end user's input their agreements in Advantage using a CT or contract document. Payments are then processed using the CT document. Currently, these agreements are attached to the CT document. Prior to 2020, agreements were filed with the respective department.



## **1.5 General Qualifications**

- Knowledge and expertise of GASB Statement No. 96 and government accounting.
- Demonstrated ability to provide continuity of skilled consultant resources throughout the duration of the project.
- Capacity and capability of the Vendor to manage to milestones and perform the work within the project schedule and budget.
- Willingness to take significant leadership and responsibility for the project's success.
- Demonstrated experience of the Vendor and sub-contractors proposed for the City's engagement on work of a similar nature within the last two years.

## **1.6 Vendor's Employee Qualifications**

- The Vendor's consultants should have extensive and recent (within the past twenty-four months) government accounting and project management experience in government accounting.
- The Vendor shall provide:
  - a. A list of proposed consultants and their roles for review as part of their RFP response.
  - b. The resumes of consultants and managers who will be assigned to this project without substitution unless given prior written consent by the City of Cleveland. For each proposed consultants and manager, the degree of applicable project management experience, business experience and related certifications must be clearly stated.

## **1.7 Overall Evaluation Process**

Responses to this RFP will be evaluated by a committee comprised of City staff.

## **1.8 Evaluation Criteria**

The City of Cleveland intends to enter into a relationship with a well-established Vendor whose project management methodologies come closest to meeting the City's needs. The selected Vendor must be a well-established, financially-stable firm committed to providing project management and consulting for local municipal governments. They will have a commitment to attracting and retaining an excellent staff of project management personnel. Finally, there must be a good fit between Vendor staff and City staff to ensure a good working relationship.

- RFP response submitted by the due date
- Cost proposal submitted in a separately sealed envelope
- The RFP response signed by a company officer

## **2 Vendor Proposal Guidelines**

## 2.1 Intent

It is the intent of the City through this RFP to establish to the greatest possible extent complete clarity regarding the requirements of both parties to the Agreement resulting from the RFP.

Before submitting a proposal, the Vendor shall be thoroughly familiar with all conditions referred to in this document and any addenda issued before the proposal submission date. Such addenda shall form a part of the RFP, shall be made a part of the contract and have the same force and effect as if it were part of the specifications originally issued. The Vendor shall determine by personal examination and by such other means as may be preferred the actual conditions and requirements under which the Agreement must be performed.

## 2.2 Deadline for Proposals

*Submit one (1) original, five (5) copies and one (1) electronic version on a CD of your response to this Request for Proposal and in a separate sealed envelope submit one (1) printed and signed original and five (5) copies of the Cost Proposal by 5:00 P.M., EST, Monday , January 15, 2024*, to the following individual:

**City of Cleveland**

**Attn: Michelle Barnes**

C/O Finance Administration, 601 Lakeside Avenue, Room 104  
Cleveland, OH 44114

**LATE SUBMISSIONS WILL NOT BE ACCEPTED OR REVIEWED.**

All proposals must contain the wording: **Proposal Response-GASB 96 Subscription-Based Information Technology Agreements** on the package.

Proposals received after the deadline will not be accepted. Proposals may not be delivered via facsimile or e-mail.

You may contact Michelle Barnes via e-mail at [MBarnes@clevelandohio.gov](mailto:MBarnes@clevelandohio.gov), should you have any questions. Do not contact any City officials while responding to this RFP. Michelle Barnes is your single point of contact during this process. Failure to adhere to this process may result in rejection of the RFP response by the City selection Requirements for Signing Proposal:

1. Each Vendor, by making a proposal, represents that this document has been read and is fully understood.
2. The proposal must be signed in ink by an individual authorized to legally bind the person, partnership, company, or corporation submitting the proposal.
3. All manual signatures must have the name typed directly under the line of the signature.

## 2.3 Basis for Award, Evaluation Criteria and Questions

Prepared by: Financial Reporting and Control  
This Request for Proposal (RFP) document is the property of the City of Cleveland, Department of Finance. It contains proprietary information about the business of the City of Cleveland.



The qualification of proposal responders on this project will be considered in making the award. The City is not obligated to accept any proposal if deemed not in the best interest of the City to do so. The City shall make award to the most qualified proposal responder based on fees submitted and response to this RFP.

Failure to include in the proposal all information outlined herein may be cause for rejection of the proposal.

The City reserves the right to accept or reject any and all proposals, in whole or in part, that is deemed to be in the best interest of the City at its sole discretion.

The City reserves the right to waive any informalities or irregularities in proposals.

The City reserves the right to negotiate separately the terms and conditions or all or any part of the proposals as deemed to be in the City's best interest at its sole discretion.

Information and/or factors gathered during interviews, negotiations and any reference checks, and any other information or factors deemed relevant by the City, shall be used in the final award. The final award of a contract is subject to approval by the City of Cleveland-Board of Control.

## **2.4 Award of Contract**

Award of contract will be made to one or more Vendors whose proposal provides the most favorable alternative to the City. The Vendor shall be deemed as having been awarded a contract when the formal notice of acceptance of his proposal has been duly served upon the intended awardee by an authorized agent of the City.

## **2.5 RFP Clarifications**

If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of this RFP, he/she may submit to the City a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation will be made only by an addendum. Failure on the part of the prospective proposal responder to receive a written interpretation before the submission deadline will not be grounds for withdrawal of proposal. Vendor will acknowledge receipt of each addendum issued by stating so in his/her proposal. No oral explanation or instruction of any kind or nature whatsoever given before the award of a contract to a Vendor shall be binding.

All inquiries regarding this proposal must be written and should be e-mailed to:

City of Cleveland  
Attn: Michelle Barnes  
E-mail: [MBarnes@clevelandohio.gov](mailto:MBarnes@clevelandohio.gov)

The City of Cleveland will accept questions until Friday, December 29, 2023 at 5:00 P.M. EST.

Responses to questions will be posted on the City of Cleveland's web-site: <https://www.clevelandohio.gov/city-hall/departments/finance/request-qualificationsproposal> as a formal addendum. Vendors should monitor the City's web-site for addenda to the RFP prior to RFP closing and include signed addenda with their RFP response.

## **2.6 Advice of Omission or Misstatement**

In the event it is evident to a Vendor responding to this RFP that the City has omitted or misstated a material requirement to this RFP and/or the services required by this RFP, the responding Vendor shall advise the Contact identified in the "RFP Clarifications" section above of such omission or misstatement.

## **2.7 Confidential Information**

Information contained in the Vendor's proposal that is company confidential must be clearly identified in the proposal itself as proprietary. The City will be free to use all information in the Vendor's proposal for the City's purposes. The Vendor understands that any material supplied to the City may be subject to public disclosure under the Freedom of Information Act.

## **2.8 Confidentiality Statement**

Any information, including materials, drawings, designs, documentation, and other property or data, disclosed to the proposal responder shall not be used, reproduced, appropriated, or otherwise disseminated to anyone other than the City.

## **2.9 Tax Exempt Status**

The City is exempt from Ohio State sales and use taxes on materials and equipment to be incorporated in the work. Exemption No. 34-6000646. Said taxes shall not be included in the RFP.

## **2.10 Reserved Rights**

The City reserves the right to waive any irregularities; accept the whole, part of, or reject any or all quotations; and to select the firm which, in the sole opinion of the City, best meets the City's needs. The City also reserves the right to negotiate with potential Vendors so that its best interests are served.

## **2.11 Advertising**

Vendor shall not advertise or publish the fact that the City has placed this order without prior written

consent from the City, except as may be necessary to comply with a proper request for information from an authorized representative of a governmental unit or agency.

## **2.12 Trademarks**

The City warrants that all trademarks the City requests the Vendor to affix to articles purchased are those owned by the City and it is understood that the Vendor shall not acquire or claim any rights, title, or interest therein, or use any of such trademarks on any articles produced for itself or anyone other than the City.

## **2.13 Right to Request Additional Information**

The City reserves the right to request any additional information that might be deemed necessary after the completion of this document.

## **2.14 Right of Refusal**

The City reserves the right to refuse any or all proposals in their entirety, or to select certain equipment or software products from various Vendor proposals, based on the best interests of the City.

## **2.15 Proposal Preparation Costs**

The Vendor is responsible for any and all costs incurred by the Vendor or his/her subcontractors in responding to this RFP.

## **2.16 Pricing Eligibility Period**

All Vendor proposals are required to be offered for a term not less than **180** calendar days in duration. A proposal may not be modified, withdrawn or cancelled by Vendor during the 180-day time period following the time and date designated for the receipt of proposals.

## **2.17 Additional Charges**

No additional charges, other than those listed on the Price Form, shall be made.

## **2.18 Rights to Pertinent Materials**

All responses, inquires, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits and other documentation produced by the Vendors that are submitted as part of

the proposal shall become the property of the City upon receipt, a part of a public record upon opening, and will not be returned.

The City reserves the right to accept any bid, to reject any or all bids, to waive any irregularities in the bidding and to accept any bid in the best interest of the City.

## **2.19 Proposal Pricing and fees**

2.19.1 The City requests Firm Fixed Prices (FFP) in the format shown on the Price Form in Section 4 to complete the Statement of Work and to complete the Deliverables to the City's satisfaction. Reference Item 1 in the Price Form.

2.19.2 The total price given in the Price Form shall include all cost (including, but not limited to, insurance, travel, telephone and other direct costs) to provide services and deliverables identified in the Statement of Work and to complete the Deliverables sections of this RFP.

## **2.20 Insurance Requirements**

The City will require the finalist Vendor to retain insurance coverage in amounts and kinds to be negotiated with the finalist.

## **2.21 Cleveland-Area Business Code**

Under the Cleveland Area Business Code, the City of Cleveland is firmly committed to assisting Minority Business Enterprises (MBEs), Female Business Enterprises (FBEs), and Cleveland-area small businesses (CSBs) by providing and enhancing economic opportunities to participate in City contracts. The successful proposer for a contract will be a firm that shares that commitment.

Accordingly, the Proposer is obligated to make a good-faith effort to utilize the services of qualified MBE, FBE and/or CSB subcontractors in the execution this contract in accord with the following goals:

### **10% Cleveland-Area Small Business (CSB) Participation**

The Proposer shall document their intended use of certified CSB firms as part of the proposal, and submit the Office of Equal Opportunity Schedules 1-4, complete and signed as part of the proposal.

Over the course of the contract, the Proposer shall document and report the use of all certified CSB subcontractors on the contract to the City of Cleveland's Office of Equal Opportunity (OEO). OEO will monitor the use of certified CSB subcontractors through the City's B2Gnow Contract Compliance Monitoring System. Over the course of the contract, the awarded proposer will be required to report payments to certified subcontractors on a monthly basis through the B2Gnow system.

If, over the course of the contract, the Proposer is unable to meet the CSB goals of the contract, Proposer must demonstrate, in writing, its good faith efforts to meet the subcontracting goals. A Proposer who fails to make a good faith effort to utilize certified subcontractors may be subject to penalties for non-compliance described in Section 196.20 of the Cleveland Area Business Code and the OEO Notice to Bidders and Schedules.

Proposers may obtain a list of firms certified as CSBs by checking the City's website at <https://www.clevelandohio.gov/city-hall/departments/law/divisions/office-equal-opportunity>. Proposers are responsible for obtaining the most current list and for contacting potential CSB subcontractors. The City assumes no responsibility for matching prime consultants with qualified, certified CSB subcontractors.

The Cleveland Area Business Code, any Regulations promulgated under the Code, and the OEO Notice to Bidders & Schedules are, by this reference, incorporated in and made part of this solicitation and any resulting contract as fully as if written in it or attached.

### **Equal Opportunity Clause**

The successful proposer, as contractor, will be required to comply with all terms, conditions, and requirements imposed on a "contractor" in the following *Equal Opportunity Clause*, Section 187.22(b)(1) of the Cleveland Codified Ordinances, and shall make the Clause part of every subcontract or agreement entered into for services or goods and binding on all persons and firms with which the proposer may deal, as follows:

The contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, disability, ethnic group or Vietnam-era or disabled veteran status. The contractor shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, disability, ethnic group, or Vietnam-era or disabled veteran status. As used in this chapter, "treated" means and includes without limitation the following: recruited, whether by advertising or other means; compensated, whether in the form of rates of pay or other forms of compensation; selected for training, including apprenticeship, promoted, upgraded, demoted, downgraded, transferred, laid off and terminated. The contractor agrees to and shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the hiring representatives of the contractor setting forth the provisions of this nondiscrimination clause.

## **3 Proposal Response Format**

### **3.1 Introduction**

To facilitate the analysis of responses to this RFP, the Vendor is required to prepare their proposals in accordance with the instructions outlined in this section.

Proposals shall be prepared as simply as possible and provide a straightforward, concise description of the Vendor's capabilities to satisfy the requirements of the RFP. *EMPHASIS SHOULD BE*

*CONCENTRATED ON ACCURACY, COMPLETENESS, AND CLARITY OF CONTENT.* All parts, pages, figures, and tables should be numbered and labeled clearly.

Two (2) separate proposal components should be submitted for each Vendor as follows:

**A. Cost Proposal**

Costs for the Vendor's proposal should be submitted on Proposal Pricing Forms provided in Section 4 of this RFP. Costs should include the complete costs for the solution.

*The Cost Proposal should be submitted in a separately sealed envelope from the Technical Proposal.*

**B. Technical Proposal**

The Technical Proposal should be organized as follows:

1. Executive Summary
2. Company Background
3. Proposed Implementation Plan
4. Staff Plan
5. Client References
6. Other Required Forms & Attachments

**3.2 Executive Summary (Part 1)**

This part of the response to the RFP should be limited to a brief narrative not to exceed two (2) pages describing the proposed solution. The Executive Summary should not include cost quotations.

### **3.3 Company Background (Part 2)**

Vendors must provide information about their company so that the City can evaluate the Vendor's stability and ability to support the commitments set forth in response to the RFP. The City, at its option, may require the Vendor to provide additional documentation to support and/or clarify requested information. Information that Vendors should provide in this section are as follows:

- Vendor's legal name, state registered office address, telephone and fax numbers, internet web address, e-mail address, stock exchange listing and symbol, and the names of the directors or other responsible officers who would have ultimate responsibility for the management of the contract if awarded.
- Name, title, address, telephone and fax numbers and e-mail address of the Vendor's primary contact with the City for ongoing communications regarding the RFP.
- Brief summary of the Vendor's corporate description that shall include, but shall not be limited to: number of years of involvement in ERP consulting and implementation; portion of total business related to ERP consulting; how Vendor differentiates itself from its competitors; how Vendor adds value to the services it provides; and how Vendor approaches client and change management.
- Describe how you guarantee the services provided by your company.
- Describe your near-term and long-term goals and strategies to reach these goals.
- The Vendor may be required to submit audited financial information for the past TWO (2) completed fiscal years that includes income statements, balance sheets, and statement of cash flows.
- If the Vendor is proposing to use a subcontractor on this project, please provide background information on the subcontractor, Vendor relationship with that firm and the specific services and/or products that the subcontractor will be providing on the project. A complete list of subcontractors is required. The City has the right to approve all sub-contractors of the Vendor at any time.

### **3.4 Proposed Solution (Part 3)**

The City would expect responding Vendors to adhere to such standards as part of the project.

Provide an overall description of the Vendor project management approach. This would include a description of the Vendor methods for support of each of the five project management phases of this project (initiation, planning, execution, and controlling and closing). Indicate any tools, templates and methods that the Vendor plans to use to manage this project in the following areas:

- a) Project charter development
- b) Risk assessment and management
- c) Communication management
- d) Issues and action item management

- e) Meeting management
- f) Change management

The City requests that the Vendors respond to each of the following items related to project management:

- Based on information provided in this RFP and experience in working with other large cities, what is the Vendor's perspective on the most significant risks to this project and how do you plan to mitigate these risks?
- How does the Vendor plan to manage the material that is produced during the project through potential solutions such as a collaboration environment?
- To what degree does the City have access to Vendor's work papers developed during the course of the project?
- What is your process for monitoring, escalating and resolving issues that will arise during the project?
- How do you propose to keep the project on task?
- Clear delineation of project management responsibilities between the City and the Vendor.
- Specific information on project close-out activities to transition support to the City.

### **3.5 Staffing Plan (Part 4)**

The Vendor must detail the type and amount of implementation support to be provided (*e.g.*, number of personnel, level of personnel, time commitment, etc.). Include resumes for all personnel that will be assigned to the project to include the following information:

- 3.5.1 Role on the project
- 3.5.2 Educational background
- 3.5.3 Number of years employed at your company
- 3.5.4 Number of years conducting their proposed role on the project
- 3.5.5 Certifications that are appropriate to the role they will be fulfilling on the project (*e.g.*, PMP certification)
- 3.5.6 Expected amount of time (hours) that they will be committed to the project
- 3.5.7 Relevant previous experiences

If the Vendor is using a subcontractor, please include information on subcontracting staff being used and their specific role on the project. Additionally, the Vendor should address the following items:

- a. Identify the degree to which Vendor staff will be onsite versus off-site during the project
- b. Demonstrate your ability to provide continuity of skilled consultant resources throughout the duration of the project



- c. Describe the degree in which activities will be performed during normal business hours versus off-hours.

In addition, the City requests that the Vendor provide a description of the resource requirements for the Vendor's staff and configuration needed during the implementation to include:

- a) Number of workstations
- b) Number and size of dedicated rooms for the project
- c) Parking
- d) Telephones
- e) Network accessibility needs
- f) White boards
- g) Flip charts
- h) Power requirements
- i) Other resource needs

### **3.6 Client References (Part 5)**

The Vendor must provide at least five references from clients that are similar in size and complexity to the City. The format for completing the Vendor references is provided in Section 6.9 of this document.

### **3.7 Other Required Forms and Attachments (Part 6)**

Please include all other required forms in this section:

- a) Non-Collusion Affidavit; Section 3.8
- b) The following City of Cleveland specific forms:
  - o Office of Equal Opportunity Schedules 1-4.

The OEO Schedules are now available as fillable PDF document at the Office of Equal Opportunity website.

<https://www.clevelandohio.gov/city-hall/departments/law/divisions/office-equal-opportunity>

- o Non-Competitive Bid Contract Statement for Calendar Year 2024

NOTE: City forms are available only in PDF format. Forms may be obtained through the City's Web site at:

<https://www.clevelandohio.gov/city-hall/departments/finance/divisions/purchases-supplies/bidding-process>

**3.8 Non-Collusion Affidavit**

**THE AFFIDAVIT SET FORTH BELOW MUST BE EXECUTED ON BEHALF OF THE VENDOR AND FURNISHED WITH EVERY PROPOSAL NON-COLLUSION AFFIDAVIT**

STATE OF: \_\_\_\_\_

CITY OF: \_\_\_\_\_

TAX ID NUMBER: \_\_\_\_\_

\_\_\_\_\_, being duly sworn, deposes and says he/she is the \_\_\_\_\_ (Name) (Title)

of \_\_\_\_\_ the proposal responder that has \_\_\_\_\_ (Company)

submitted to the *City of Cleveland, Ohio* a proposal for *GASB 96 Subscription-Based*

*Information Technology Agreements* all as

fully set forth in said proposal and that

except as specified below, the

aforementioned proposal responder

constitutes the only person, firm, or

corporation having any interest in said

proposal or in any contract, benefit, or profit

which may, might or could accrue as a result

of said proposal, said exceptions being as follows:

\_\_\_\_\_  
*(If no exceptions, please state)*

Vendor further states that said proposal is, in all respects, fair and is submitted without collusion or fraud; and that no member of the *City of Cleveland, Ohio* is directly or indirectly interested in said proposal.

*(Affiant)*

SWORN TO and subscribed before me, a Notary Public, in and for the above named State and City this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
*(Day)*

\_\_\_\_\_  
*(Month)*

*(Year)*

---

(Notary Public)

**3.9 Vendor Reference Form**

<b>Vendor Name:</b>	
<b>Customer Name:</b>	
<b>Customer Contact:</b>	
<b>Customer Phone Number:</b>	( )
<b>E-mail Address</b>	

---

**Describe Nature of Project and Services Provided to This Client:**

---

**4 Price Form**

This document sets forth the requested pricing structure for responding to this RFP. The City requests Firm Fixed Prices for each of the two components described below.

The total price below shall include all costs (including, but not limited to, travel, lodging, and other expenses) to provide services and deliverables identified in the Statement of Work and Deliverables sections of this RFP.

Item	Total Price	Note(s)
1. RFP Project Management		Price for services
2. Hourly Rate for optional services and any additional costs		

The City reserves the right to reject any and all proposals.

Submitted by:

---

Company Name
Authorized Signature
Date