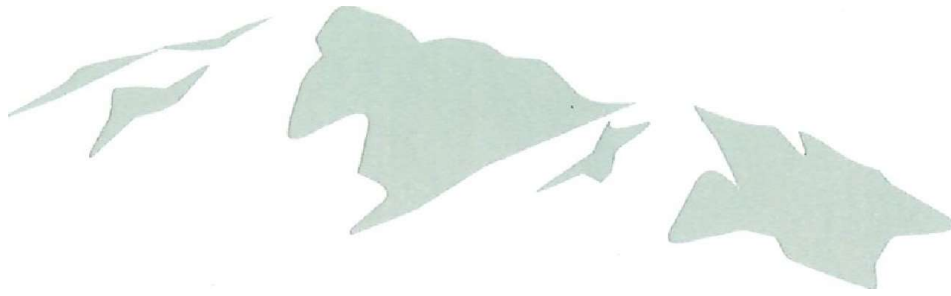




**OGDEN CITY CORPORATION
REQUEST FOR PROPOSAL**

Microsoft Enterprise Agreement Renewal



**Prepared by Crystal Griffin
Information Technology
September 30, 2025**

OGDEN CITY CORPORATION
REQUEST FOR PROPOSAL
Microsoft Enterprise Agreement Renewal

Ogden City is requesting sealed proposals from qualified offerors to submit a proposal to renew the city's Microsoft Enterprise Agreement with the latest features and superior terms.

Proposal packets are available and may be obtained by downloading from the Ogden City website at <https://www.ogdencity.com/264/Purchasing>

Proposers are responsible for securing any and all addenda issued.

Sealed responses to this RFP shall be submitted to the Purchasing Office, c/o 2nd Floor Information / Constable Desk, 2549 Washington Blvd, Ogden, UT, 84401 by **October 20, 2025, no later than 11AM MDT. LATE PROPOSALS WILL NOT BE ACCEPTED.**

Ogden City reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the City.

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OGDEN CITY CORPORATION
REQUEST FOR PROPOSAL
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I. INTRODUCTION

Ogden City desires to identify qualified firm(s) or individual(s) for the purchase of software through a renewed Microsoft Enterprise Agreement.

Goals/Objectives

Ogden City strives to maintain:

- Up-to-date software licensing on its servers and computers for its technology infrastructure.
- A Microsoft Enterprise Agreement.

It is anticipated that this RFP process will result in one OR may result in multiple contract award. The RFP document will become part of the final contract. The contract will be issued for a period of three (3) years.

II. SCOPE OF WORK or SPECIFICATIONS

Ogden City is seeking proposals from offerors capable of providing all the work described in the Scope of Work. See **Exhibit A**

III. Response to RFP

A. Each Proposal must include, as a minimum, the following information:

- Authorized Representative – Indicate the name, address, email, and telephone number of the company submitting the proposal.

- a. Include the name and contact information of the person designated as authorized to contractually bind the offer.
- Company Experience - A description of the firm's experience and capability of fulfilling this contract if awarded.
 - a. Include company history with biographies and/or resumes for principal contacts.
 - b. Capability and Experience
 - c. Eligibility & Authorization
 - i. Offeror must be a current Microsoft Licensing Solution Provider or Cloud Solution Provider authorized to transact for U.S. Public Sector/GCC at the time of proposal and throughout the contract term. Provide proof of status and the Microsoft Partner ID. Offeror shall have completed at least three (3) Microsoft Enterprise Agreement renewals for U.S. Public sector customers within the past 24 months; include references.
- Team Information – Provide the names of any outside consultants and/or subcontractors to be utilized, including contact information and a brief description of their role(s) in the project.
- Value Added Services – Describe the value-added services you will provide during the EA term.

At a minimum, address:

- License Optimization & Road-mapping: Analyze E3/E5 and F3/E3 mix; AAD P1/P2; Defender/Purview; Visio/Project; provide an annual Optimization Plan with cost/savings impacts.
- True-Up Support: Inventory/reconciliation templates; timeline to anniversary; price holds for adds; removals at anniversary.
- Adoption & Enablement: Briefings/webinars; change-management materials.
- Reporting & Insights: Quarterly License Utilization Report with actionable recommendations.

- Compliance Alignment: Confirm all cloud services are GCC (or GCC High if specified) and guidance aligns with applicable frameworks (e.g., CJIS/HIPAA).
 - Deliverables: Annual Optimization Plan; Quarterly Utilization & Recommendations Report; True-Up Reconciliation Package.
 - Account Management – Outline plans for ongoing service provisions, and ongoing support post-project completion.
 - a. Named Team & Roles: Account Manager + Licensing Specialist; backups; availability (MT).
 - b. SLAs: Response Time
 - c. Onboarding & Transition: 30-day checklist (EA validation, baseline confirmation, reporting setup).
 - d. Security & Data Handling: Controls for City data; NDA if requested; adherence to City policies.
 - e. QBRs: Quarterly agenda covering spend vs. budget, utilization, optimization actions, roadmap, risks.
- B. Provide a completed three-year total cost of ownership worksheet showing: official product SKU, description, unit price, quantity, extended price by year, Software Assurance/term, any administrative fees (itemized), and the EA anniversary/true-up date. State any price holds for adds/moves/changes for the term. Quote optional migrations (e.g., E3→E5, Defender bundles) on separate optional lines.
- a. See Exhibit B**
- C. Proposals are to be no longer than 30 pages. Double-sided pages count as two pages.
- D. For City record-keeping purposes, please do not use spiral or wire binding methods. The following methods will be accepted:
- a. Submitted as a loose leaf with a binder clip
 - b. Submitted in a regular 3-ring binder
- E. Proposals submitted to Ogden City are considered public records unless protected within [Utah Code 63G-2-1](#).

IV. EVALUATION OF PROPOSALS

Proposals will be evaluated by the criteria listed below:

- A. Price (Licensing Cost, Renewal discounts, Admin Fees)
 - a. 35 Possible Points
- B. Vendor Qualifications (Government references, Microsoft certifications)
 - a. 30 Possible Points
- C. Customer Service (Response Times, Escalation)
 - a. 20 Possible Points
- D. Value Added Services (License Optimizations, etc.)
 - a. 15 Possible Points

A total of 100 possible points may be awarded to one proposal.

The selection committee will primarily be composed of City employees. On occasion, consultants may be invited to participate in the review.

Note that proposals that are received after the deadline or do not conform to the RFP requirements may be deemed non-responsive and eliminated. Each proposer bears sole responsibility for the items included or not included in the response submitted by that proposer.

All proposals in response to this RFP will be evaluated in a manner consistent with the Ogden City policies and procedures. Ogden City reserves the right to disqualify any proposal that includes significant deviations or exceptions to the terms, conditions, and/or specifications in this RFP. Ogden City reserves the right to disqualify a proposal due to any late response, no response or missed deadline.

In the initial phase of the evaluation process, the selection committee will review all responsive proposals in a cursory manner to eliminate from further consideration proposals which in the judgment of the evaluation committee fail to offer sufficient and substantive provisions to warrant further consideration.

After this initial phase, finalist proposals will be selected for detailed review and evaluation.

Ogden City may require an in-person presentation by a proposer to supplement their written proposal.

Being selected and agreeing does not guarantee the offeror will be extended any specific amount of work.

V. SUBMISSION OF PROPOSALS

By October 20, 2025, no later than 11 AM MDT; proposers shall submit five (5) copies of the proposal in a sealed envelope.

On the envelope, indicate your company's name and the RFP name.

Submit to:

Ogden City Corporation

c/o 2nd Floor Information / Constable Desk

ATTN: Purchasing Office

Ogden City Microsoft Enterprise Agreement RFP

2549 Washington Blvd.

Ogden, UT 84401

LATE PROPOSALS WILL NOT BE ACCEPTED.

If the sealed proposal is submitted by mail or other delivery service, it must be received before the submission deadline.

The sealed proposal may also be hand-carried to the 2nd Floor Information / Constable Desk at the same address. **No facsimile or email transmittals will be accepted.**

It is the sole responsibility of those responding to this RFP to ensure that their submittal is made to the correct location and in compliance with the stated date and time.

City offices are closed on holidays.

VI. INSURANCE REQUIREMENTS

The successful proposer shall procure and maintain for the duration of the contract the required insurance against claims for injuries to persons or damage to property, which may arise from or in connection with the performance of this agreement. **The Contractor shall pay the cost of such insurance.**

A. The amount of insurance shall not be less than:

1. **General Liability:** Minimum of \$3,000,000 commercial general liability coverage with \$1,000,000 for each occurrence. Policy to include coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable), and independent contractor's liability (if applicable) written on an occurrence form.
2. **Business Automobile Liability:** \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned, and hired autos.
3. **Workers' Compensation and Employer's Liability:** Worker's Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident.

B. Each insurance policy required by this Agreement shall contain the following clauses:

1. "This insurance shall not be suspended, voided, canceled, reduced in coverage or limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the Ogden City Corporation".

2. “It is agreed that any insurance or self-insurance maintained by Ogden City Corporation, its elected or appointed officials, employees, agents, and volunteers shall be excess of Contractor’s insurance and shall not contribute with insurance provided by this policy”.

C. Each insurance policy required by this Agreement, except policies for Workers’ Compensation, shall contain the following clause in a separate endorsement:

1. “Ogden City Corporation, its elected and appointed officials, employees, volunteers, and agents are to be named as additional insureds in respect to operations and activities of or on behalf of, the named insured as performed under Agreement with Ogden City Corporation.”

D. Insurance is to be placed with insurers acceptable to and approved by Ogden City Corporation. The contractor’s insurer must be authorized to do business in Utah at the time the license is executed and throughout the period the license is maintained, unless otherwise agreed to in writing by Ogden City Corporation. Failure to maintain or renew coverage or to provide evidence of renewal will be treated as material breach of contract.

E. City shall be furnished with original certificates of insurance and endorsements affecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received by the city before work begins on the premises.

F. City reserves the right to require complete, certified copies of all required insurance policies at any time.

G. Any deductibles or self-insured retentions must be declared to and approved by the city. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions concerning the City, their elected

and appointed officials, employees, agents, and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

H. The Contractor shall include all its contractors as insured under its policies or shall furnish separate certificates and endorsements for each contractor. All coverage for the Contractor's contractors shall be subject to all the requirements stated herein.

Nothing contained herein shall be construed as limiting in any way the extent to which the Contractor may be held responsible for payments of damages to persons or property resulting from the activities of Contractor or its agents, employees, invitees, or contractors upon the Premises during the License Period.

J. Under the “**Certificate Holder**” section, list the following information:

Ogden City Corporation
2549 Washington Blvd.
Suite 510
Ogden, UT 84401

VII. GENERAL TERMS AND CONDITIONS

- A. Qualified respondents shall be Licensed Contractors in the State of Utah, for this type of work, and who meet Ogden City's insurance and bonding requirements, and have experience with all work defined in the scope of work.
- B. For projects that are security-sensitive in nature, Ogden City reserves the right to conduct a criminal background check of each person who will be providing services in response to this RFP. If requested, the Contractor shall submit a BCI Criminal History Report dated within 30 days of response to RFP for each employee who will

be on-site, that shows “Criminal History Verified” and has Arrest History attachments. Employees who have any convictions on their BCI record may be subject to further review and approval by Ogden City. Ogden City may reject any response to this RFP that involves services from a person or entity that Ogden City determines is unfit or unqualified to fulfill the requirements of this RFP.

- C. All work must meet current industry standards including all Federal, State and local rules and regulations.
- D. Ogden City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- E. Ogden City will make every effort to ensure all offerors are treated fairly and equally throughout the entire advertising review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.
- F. Cost of Developing Proposals - All costs related to the preparation of proposals, and any related activities are the sole responsibility of the offeror. Ogden City assumes no liability for any costs incurred by offerors throughout the entire selection process.
- G. Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the offeror.
- H. Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.

- I. Non-Collusion – The offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price or any offeror or to fix any overhead, profit or cost estimate of any proposal price.
- J. Award of Contract - The selection of the company will be made by a selection committee comprised of city employees. Ogden City reserves the right to negotiate and hold discussions with prospective service providers as necessary, however, Ogden City may award this contract without discussing proposals received from prospective service providers.

The selected company shall enter into a written agreement with Ogden City. Ogden City reserves the right to cancel this Request for Proposal. Ogden City reserves the right to reject any or all proposals received. Furthermore, Ogden City shall have the right to waive any informality or technicality in proposals received, when in the best interest of Ogden City. Ogden City reserves the right to segment or reduce the scope of services and enter contracts with more than one vendor. Pursuant to the Utah Government Records Access and Management Act (GRAMA), records will be considered public after the contract is awarded. If an offeror wishes to protect any records, a request for business confidentiality may be submitted to the

Ogden City Records Office at the time of bid submission. The form can be accessed through the Recorder's webpage at:

https://www.ogdencity.gov/DocumentCenter/View/19762/May-2021-Business-Confidentiality-Claim_revised

VIII. ADDITIONAL INFORMATION

Price Guarantee: If applicable, all pricing must be guaranteed for one (1) year. Following the guarantee period, any request for price adjustment must be for an equal guarantee period and must be made at least 30 days before the renewal period.

Requests for price adjustment must include sufficient documentation supporting the request and demonstrating a logical mathematical link between the current price and the proposed price.

Any adjustment or amendment to the contract will not be effective unless approved by Ogden City.

Price Reductions: It is understood and agreed that the city will be given the immediate benefit of any decrease in the market, or allowable discount.

The contractor will only be allowed to invoice for the cost of services/goods in compliance with the submitted proposal as accepted by Ogden City Corporation.

- A. Invoices must contain a complete description of the work/service/goods that were performed/provided, the contract price for each service, the City purchase order or contract number, and the address of service location or delivery address.
- B. Upon the Award of the Contract, the Contractor may receive a request to process payments electronically.
- C. If offered by the Contractor, Ogden City seeks a discount for early payment. The City shall only take such a discount if earned.
- D. Invoices shall be sent to the following address:
Email invoices to: itbilling@ogdencity.com

IX. GOVERNING INSTRUCTIONS

This RFP will constitute the governing document for submitting Proposals and will take precedence over any oral representations.

X. RFP SCHEDULE

Ogden City will follow the timetable below. Ogden City reserves the right to modify the dates due to unforeseen circumstances. Revision of dates, specifically the RFP response deadline, will result in an RFP amendment. Amendments will be published in the City's

Purchasing webpage - <https://www.ogdencity.com/264/Purchasing>.

EVENT	TARGET DATE
Open RFP Process	September 30, 2025
Ad – Standard-Examiner	October 4, 2025
Last day for Q&A	October 13, 2025, at 11 AM MDT
RFP Response Deadline	October 20, 2025; No later than 11 AM
Committee Review and Selection Process	TBD
Contract Start Date	TBD

XI. CONTACT INFORMATION

For any questions related to this RFP, please contact the Ogden City Purchasing Office via email at purchasing@ogdencity.gov.

The question-and-answer period ends on October 13, 2025, at 11 AM MDT.

Please check the City's Purchasing webpage for any published Q&A document(s) that might have already addressed your questions or concerns -

<https://www.ogdencity.com/264/Purchasing>.

Thank you for your interest in doing business with Ogden City.

EXHIBIT A

Product Title	Assigned licenses
Dynamics 365 Sales Professional for Government	6
Exchange Online (Plan 1) for GCC	77
Microsoft Entra ID P1 for government	1
Microsoft Fabric (Free)	6
Microsoft Power Apps Plan 2 Trial	2
Microsoft Power Automate Free	6
Microsoft Teams Audio Conferencing with dial-out to USA/CAN for GCC	506
Office 365 G3 GCC	793
Planner and Project Plan 3 for GCC	4
Power Automate Premium for Government	3
Power BI Pro for GCC	5
Rights Management Adhoc	2
Visio Plan 2 for GCC	8

EXHIBIT B

3-Year Pricing Submission

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