



City Procurement Policy Modernization

REQUEST FOR PROPOSALS

Issue Date: November 14, 2025

Deadline: December 1, 2025

1. Executive Summary

The City of Dublin seeks a qualified consulting firm to modernize, consolidate, and clarify the City's procurement policy and procedures. The effort will update Administrative Order 4.6 (Purchasing Guidelines for Obtaining Quotes for Goods and Services) and related purchasing directives, align with the City Code (Chapter 37—Competitive Bidding and Notice Requirements) and current best practices, and produce an easy-to-use, outcomes-focused Procurement Policy and Procedures Manual with supporting templates and training materials.

2. Background and Local Context

Dublin is a home rule city. Under Section 8.04 of the Revised Charter and Chapter 37 of the Code of Ordinances, the City has established a competitive bidding threshold currently set at \$75,000 and utilizes methods including competitive bidding, competitive bargaining (RFP/RFQ), and cooperative purchasing. Administrative Order 4.6 (issued May 1, 2006) outlines informal and formal quotation practices, prevailing wage triggers, use of cooperative purchasing, and alternative forms of procurement. Since 2006, statutes, technology, and best practices have evolved; the City now uses electronic bid distribution. This project will synthesize and update these elements into a coherent, current policy framework.

3. Scope of Services

The selected consultant will deliver the following tasks:

Task 1 – Project Management & Engagement: Launch meeting; detailed work plan and schedule; stakeholder interviews/workshops with Finance/Purchasing, Legal, IT, Public Service, Engineering, and other departments; check-ins with project team; progress updates.

Task 2 – Diagnostic Assessment: Review current Administrative Order 4.6, related Administrative Orders, purchasing forms, templates, workflow, and enabling ordinances/charter provisions. Map current-state processes for goods, services, professional services, construction, and cooperative purchasing; identify pain points, risks, and audit gaps.

Task 3 – Benchmarking & Best Practices: Compare Dublin's thresholds, methods, and procedures to peer jurisdictions and guidance (e.g., competitive thresholds, informal quote practices, RFP/RFQ structure, evaluation, protests, debarment, inclusive/sustainable procurement, electronic bidding, cooperative contracting).

Task 4 – Policy Framework & Drafting: Develop an updated Procurement Policy that: (a) codifies methods (RFP, RFQ, RFI where applicable, sole source, emergency, cooperatives); (b) sets clear thresholds and approval authorities that align with industry best practices; (c) defines ethics/conflict of interest; (d) establishes documentation and records requirements; (e) integrates inclusive and environmentally preferable purchasing where permitted aligning with the City's Sustainability Plan; (f) aligns with prevailing wage and state requirements; (g) clarifies professional services selection; (h) considers use of latest technology and best practices to enhance effectiveness and efficiency of processes.

Task 5 – Procedures Manual & Tools: Produce an accompanying Procedures Manual with step-by-step workflows, timelines, templates (solicitation, evaluation, scoring sheets, notice of intent to award, debrief/protest), and all supporting tools; include sample language for terms/conditions and cooperative purchasing use.

Task 6 – Training & Change Management: Deliver training sessions (live and recorded), quick-reference guides, and job aids for end users and approvers; provide train-the-trainer materials.

Task 7 – Implementation Support: Support configuration/updates in the City's electronic bidding/environment (forms, commodity codes, vendor registration messaging); provide a 90-day post-adoption helpdesk period.

Task 8 – Finalization & Adoption Support: Incorporate feedback; prepare Council-ready materials (staff report, redline/clean versions, crosswalk from existing to proposed), and an implementation roadmap with performance metrics.

4. Deliverables

- Project Management Plan and Engagement Schedule
- Diagnostic Assessment Memo (current-state, gaps, risks)
- Stakeholder feedback report
- Benchmarking Report with peer comparisons and recommended thresholds/methods
- Draft Procurement Policy (clean and redline from AO 4.6 and related directives)
- Comprehensive Procedures Manual with all supporting tools
- Inclusive & Sustainable Procurement guidelines (where allowable by law)
- Training deck, recordings, and one-page job aids
- Implementation roadmap with KPIs and change plan
- Final Policy/Manual, adoption package, and data files
- Post-implementation support and recommendations

5. Project Schedule

Anticipated Notice to Proceed: December 19, 2025

Target Policy Adoption: May 2026

Respondents shall include a detailed Gantt-style schedule with milestones for Tasks 1–8.

6. Proposal Content & Format

- Cover letter and executive summary
- Understanding of Dublin's legal framework and objectives
- Technical approach, methodology, and work plan by task
- Team qualifications and resumes (key staff only)
- Relevant project experience (≤5 examples) with client, scope, dates, and outcomes
- Project schedule and management plan
- References (at least three municipal clients)
- Pricing (cost-plus fixed fee or time & materials with not-to-exceed), by task
- Exceptions to terms (if any)

7. Questions and Communication

Respondents should email all questions to Purchasing Manager Zach Wilson at zwilson@dublin.oh.us. All inquiries must be submitted by 12:00 p.m. on November 24, 2025. Responses will be posted by 5 p.m. on November 25, 2025.

8. Evaluation & Selection

Evaluation will consider:

- Understanding & Approach (25 points)
- Qualifications & Experience (25 points)
- Project Scope (Work Plan) & Schedule (25 points)
- Cost Reasonableness (15 points)
- Any other factors the selection committee deems applicable (10 points)

The City of Dublin reserves the right to reject any late or incomplete submissions and all proposals for any reason. The Proposal does not commit the City of Dublin to award a contract, pay any costs incurred in preparation of the Proposal, or to procure or contract

for services. Shortlisted firms may be invited to interviews/demos in mid-December, no later than December 17, 2025.

9. Legal & Compliance Considerations

- Compliance with Dublin Code of Ordinances (Chapter 37) and applicable Ohio law; recognize Dublin's home rule authority and competitive bidding threshold.
- Ethics and conflict of interest; no gifts/gratuities; adherence to Ohio Ethics Law.
- Public records: proposals may be subject to disclosure under Ohio law.
- Insurance and registrations: maintain required coverage and licenses.
- Prevailing wage: when applicable for public improvements as defined by law.

10. Responses

Respondents shall email a PDF copy of their Proposal no later than **5:00pm on December 1, 2025** to purchasing@dublin.oh.us.

Submit one (1) electronic PDF by email to purchasing@dublin.oh.us with subject line "RFP—Procurement Policy Modernization".

Proposal page limit: 20 pages (excluding cover, tabs, and required forms).

Appendix A – Required Forms

- Non-collusion affidavit
- Acknowledgment of addenda
- Conflict of interest disclosure
- Proposed project team matrix