

RFP IT-25-201

ERP Modernization Phase 2

Information Technology

File: IT-25-201-RFP.pdf

DEMONSTRATION DOCUMENT

Prepared for the fictional City of Westbridge, Ohio. This file is not an instrument of any real government. It does not certify a firm, a product, or a person.

What the city is buying

Implementation services for the finance and human resources modules of the City's ERP modernization program, including data migration, integrations, and training.

- Place of performance: Citywide - Westbridge, OH
- Using department: Information Technology
- Category: Professional Services
- Published estimate: \$2,200,000 to \$2,800,000

Schedule

- Questions close: Sep 10, 2025, 11:49 AM EDT
- Submission deadline: Sep 25, 2025, 11:49 AM EDT
- Anticipated award: November 28, 2025
- Contract start: Not set on this record
- Contract end: Not set on this record

Times are shown in Eastern Time. The deadline on the portal is the official clock.

Instructions to bidders

Read this packet with the solicitation published on the City of Westbridge procurement portal. If the portal and this file disagree, the portal record and any published addendum control.

Submit questions through the portal before the question deadline. The city publishes the question and the answer to every bidder and withholds the asking firm's name.

This is a request for proposals. The city scores price together with the technical factors named in the solicitation. Submit the proposal, the price form, and every acknowledgment before the deadline. A late proposal is not opened.

Acknowledge each addendum in the portal before you submit. A bid that skips a published addendum can be set aside as nonresponsive.

The protest window is the number of calendar days in the city's procurement policy. It starts when the city publishes the notice of intent to award. File a protest with the Procurement Office in writing inside that window.

Procurement Office

City of Westbridge Procurement Office

400 Civic Center Plaza, Westbridge, OH 44601

procurement@westbridge.example | (330) 555-0140

Monday through Friday, 8:00 AM to 4:30 PM

How to read this file

Read this file with the record on the City of Westbridge procurement portal. If a date, a price, or

a requirement differs, the portal record and any published addendum control.

The public page lists the current version of a solicitation file. An earlier version with the same file name stays on the staff record. A file a person uploads replaces this demonstration copy for that version.

Submit questions through the portal before the question deadline. The city publishes the question and the answer to every bidder and does not name the firm that asked.

Bids and proposals stay sealed until the submission deadline passes and an authorized officer records the opening. A late submission is not opened.

What this file does not do

- It does not certify a license, a bond, or an insurance policy.
- It does not name a surety, an insurer, or a product approval.
- It does not change the portal record.
- It does not open a sealed bid. Opening is a separate recorded act.
- It is not a signature page unless the file itself is a form the bidder completes.

Where the rest of the record lives

- Solicitation page: scope, schedule, requirements, and the current files.
- Questions and answers: published to every bidder, with the asking firm unnamed.
- Addenda: written changes after posting. Acknowledge each one before you submit.
- Award page, after the city publishes it: the decision and the tabulation the city released.
- Contract page: the current value, the term, and each public change order.

Keep a copy of the file you relied on. If the city posts a new version, the version number on the portal tells you which copy is current.

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