

Notice of intent to award IT-25-201

ERP Modernization Phase 2

File: IT-25-201-Notice-of-Intent-to-Award.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.

The City of Westbridge intends to award the contract described in this solicitation, subject to the protest window in the city's procurement policy and to any board or council approval that policy requires.

The recommended contractor is the firm named on the published award record in the portal. This file does not restate the price. The published award is the figure that controls.

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

Protest

A bidder who wishes to protest files a written protest with the Procurement Office before the protest window closes. The window is counted in calendar days from publication of this notice, using the number of days set in the city's procurement policy.

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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