

Request for Quotes: Information Technology Services for the Oklahoma City Urban Renewal Authority (OCURA) and Other Entities Under the Management of the Alliance for Economic Development of Oklahoma City

Date of Request: November 18th, 2025

Oklahoma City Urban Renewal Authority

105 N. Hudson Street, Suite. 101,

Oklahoma City, OK 73102

Phone: 406-235-3771

Responses Due: Tuesday, December 16th, 2025, 10 am

Responses may be submitted via email, the RFQ narrative defines submittal specifics

Contact Person for Questions Concerning this RFQ:

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I. PURPOSE OF RFQ

This RFQ is being issued by the Oklahoma City Urban Renewal Authority (OCURA). It is the intent of this RFQ to select a qualified IT company to provide informational technology services for OCURA and the other entities under the management of the Alliance for Economic Development of Oklahoma City. The service contract will be managed by OCURA. This RFQ would be for one year with the ability for extension each year, up to four years. It is the Authority's intent to issue a contract from the information obtained from proposal responses.

II. CONSULTANT SERVICES DESIRED (SCOPE OF WORK)

The following services shall be provided (but not limited to):

- Help Desk / Technical Support
 - 24/7 monitoring and support of server
 - Desktop support
 - Keep all computers, software, and servers updated
 - Technical consulting
 - Recommendations for new computer hardware, *if needed*
- Cybersecurity Services
 - Cyber Security Training
 - Security monitoring & incident response
 - Recommendation and cost estimate for an anti-spam solution (currently using the built-in Microsoft Exchange anti-spam)
 - Backup and disaster recovery
- Cloud Services
 - Manage Microsoft 365 licenses and accounts
 - Software Support

Office Equipment:

- 4 desktop computers
- 16 HP/ Dell laptop computers
- 3 Microsoft Surfaces
- Conference Room Equipment (TV's, mouse, speakers, keyboard, Beelink Mini PCs)

Software Specialization:

- Windows 11
- Sage 50, Accounting Software
- Asana, Management Software

- Microsoft 365
- Adobe
- Cloudally
- Genie9
- Salesforce, CRM Software
- SourceLink
- QGIS Desktop

III. RFQ SUBMITTAL REQUIREMENTS-Please limit response to 3 pages.

Attachments are not counted in this page limit.

1. **Providing Services.** Describe how services will be provided and what tasks will be performed in response to the scope of work.
2. **Statement of Professional Credentials and Qualifications Related to the Scope of Work being proposed.** Please briefly state educational degrees, prior experience and/or qualifications related to providing the scope of work contained within this RFQ. List all professional services you feel your firm is qualified to perform. Include a list of all professionals in your firm, their qualifications and copies of professional licenses, as applicable. Present a sampling of projects completed by the team that are similar to the tasks being proposed. If your firm has a particular specialty, please give details.
3. **Fees.** Present a fee schedule (hourly rate or lump-sum) for services proposed. Provide a not-to-exceed amount on hourly services. Discuss how reimbursables will be billed.
4. **Evidence of Business License and Insurances for Professional Liability, Workers Compensation and General Liability and Auto.**
5. **Business Credit Check.** Attached to this RFQ is a release form to conduct this review. The form must be returned with the RFQ response in order for your proposal to receive consideration.
6. **Additional information.** Please include a list of any additional information you feel would be helpful for us to consider in reviewing your credentials. (ex. Experience transitioning from current services to new ones)
7. **Section 3 Businesses, Woman Business Enterprise (WBE) or Minority Business Enterprise (MBE).** While not required, Section 3 businesses, WBE and MBE's will be more highly considered. Please provide proper documentation.
8. **Federal Unique Entity ID Number.** If one does not exist for your business, you may register for one online and it can be created in 1 business day.
9. **Federal System for Award Management.** You must have an active registration or be willing to register with SAM.gov.

IV. REVIEW OF RFQ SUBMISSIONS: CRITERIA AND TIMELINE

After receipt of proposals, the submissions will be reviewed for completeness by management.

The next phase of the selection process will consist of the review and evaluation of the proposals based upon, but not limited to, the following criteria:

1. Review of consultant team qualifications and their demonstrated expertise in completing assignments similar to the one proposed
2. Ability to provide insurance coverages requested
3. Willingness to agree to a business background check
4. Clearance that individual/company has an active registration at SAM.gov and is not on a federal debarred contractor list.

V. Timeline for Review

RFQ Release	November 18, 2025
RFQ Response Due Date	December 16, 2025
Review Period	Two - Three Weeks
Transition Period	60-90 days before June 30th, 2026
Transition Period Contract	April 1 st , 2026 (Tentative due to potential transition purposes)
Official Contract Starting Date	July 1 st , 2026
Contract Ending Date	June 30 th , 2027 (Ability for extension each year, up to four years)

Note: Estimated timeframes and are subject to change.

VI. OCURA's RIGHTS

OCURA reserves the unconditional right, at their sole discretion, to reject any or all proposals submitted for any reason or no reason. They may, at their discretion, waive any informalities, minor defects, or technical inaccuracies in the proposals. They reserve the right to request and obtain any additional information necessary to complete evaluation of the proposals.

END OF RFQ NARRATIVE

EXHIBITS FOLLOW

Exhibit A: BUSINESS CREDIT INFORMATION FORM

OCURA will use the information below to obtain a business credit report from a qualified reporting agency chosen by these agencies. They intend to use this information solely for the purpose of evaluating the credit worthiness and qualifications to contract with the organization.

Legal Name

Federal Tax I.D. #

Date of Incorporation

Address

City, State, Zip Code

Signature

Title

Date

Exhibit B: OPEN RECORDS ACT AND CONFIDENTIALITY REQUIREMENTS

All materials submitted to OCURA pursuant to this Request for Proposals are potentially subject to the mandates of the Oklahoma Open Records Act (Act), 51 Okla. Stat. §§ 24A.1. et seq. The purpose of the Act is to ensure and facilitate the public's right of access to and the review of government records so they may efficiently and intelligently exercise their inherent political power. Almost all "records", as that term is defined in the Act, may be disclosed to the public upon request. Except where specific state or federal statutes create an exception or confidential privilege, persons or entities who submit information to public bodies have no right to keep this information from public access, nor is there any reasonable expectation that this information will be kept from public access. See 51 Okla. Stat. §§ 24A.2.

If you believe that any information you will or may submit to OCURA pursuant to this Request for Proposals is or should be kept confidential under a specific state or federal statute, and therefore, not subject to public disclosure, you must comply with the following:

- a. Place said documents/records in a separate envelope marked "Confidential". DO NOT label your entire response to the Request for Proposals as "Confidential" – label only those portions of the response that you feel are made confidential by state or federal law as "Confidential". If only a portion of a document is confidential, please identify specifically the portions of the document you are claiming are confidential. (Under the Oklahoma Open Records Act, a public entity may be obligated to produce documents for public inspection even if the documents contain only a portion of material which is confidential. However, the public entity can redact the confidential portions.)
- b. For each document for which you are claiming a confidential privilege, identify the federal and/or state law that creates said privilege, e.g., for trade secrets, see 21 O.S. § 1732 (Larceny of Trade Secrets) and the Uniform Trade Secrets Act, 78 O.S. §§ 85, et seq.

Please note that OCURA, consistent with § 24A.3(d) of the Act, understands that "personal financial information, credit reports or other financial data obtained by a public body for the purpose of evaluating credit worthiness, obtaining a license, permit, or the purpose of becoming qualified to contract with a public body" is not subject to disclosure under the Act. Financial information requested by this Request for Proposals for evaluating the creditworthiness of the Proposer or the purpose of allowing OCURA to determine if the Proposer is qualified to contract with OCURA should be submitted in a separate envelop and marked as confidential financial information.

Should an Open Records request be presented to OCURA requesting information the Proposer has identified as "Confidential", the Proposer will be informed, and the Proposer will be responsible for defending its position in the District Court, if needed.

If the Proposer fails to identify any records submitted as part of your proposal as "Confidential" by placing them in the "Confidential" envelope AND if the Proposer fails to identify the specific state or federal law creating such privilege, OCURA will assume that the Proposer agrees that said records are not confidential and are subject to public access.

End of Exhibits