



Request for Proposal Information Technology Management Services

Section I – GENERAL NOTICE

Owner: Preservation Parks of Delaware County (PPDC)
2656 Hogback Road
Sunbury, Ohio 43074
preservationparks.com

Project: Information Technology Management Services

Contract Length: Expected contract start date is January 2027 and continues through December 31, 2028, with three (3) additional one-year (1) terms at the discretion of PPDC.

Due Date for Proposals: July 15, 2026, by 3:00 PM (ET)
LATE PROPOSALS WILL NOT BE CONSIDERED

RFP Schedule

- | | |
|---------------------------------------|---------------------------------------|
| • RFP Release | June 24, 2026 |
| • RFP Due Date | July 15, 2026, by 3:00 pm (ET) |
| • Anticipated Contract Award Approval | PPDC Board Meeting, August 2026 |
| • Anticipated Contract Start Date | January 2027 |

Questions: All questions shall be submitted via email to Rich Niccum: rniccum@preservationparks.com
All questions must be received by July 9, 2026 at 3:00 p.m. (ET).

Section II – BACKGROUND INFORMATION REGARDING PRESERVATION PARKS OF DELAWARE COUNTY:

The Preservation Park District of Delaware County was created as an independent governmental entity of the state of Ohio on May 21, 1974, through the action of the Delaware County probate judge in accordance with Chapter 1545 of the Ohio Revised Code. Preservation Parks (PPDC) has since grown to encompass over 2,560 acres of parks, trails and conservation easements with additional parks slated to open in the future. The Park District also owns and manages several segments of the Ohio to Erie Trail. Numerous free programs and events are offered to residents and visitors including guided hikes, wildlife walks/nature observation, farm programs, book clubs, summer concerts, and adventure runs. Preservation Parks protects and restores Delaware County's native habitats including prairies, woodlands, riparian corridors, and wetlands. Park activities are generally low impact to the environment (hiking, cycling, picnicking, wildlife observation, paddling, etc.). Typical facilities/amenities include picnic shelters, hiking trails, playgrounds, sled hills, fishing ponds and wildlife blinds.

Mission

To protect and conserve the natural and historical features of Delaware County and to inspire outdoor exploration and learning

Board, Departments & Staff: Preservation Parks is governed by a three-member Board of Park Commissioners. The Board approves park policies and grants approval of budgets, land acquisition, park development, park use, and operations. Full-time, part-time, and seasonal employees are spread across six office locations in Delaware County. The Executive Director and Deputy Director handle day-to-day operations and supervision of staff. There are nine departments including Development, Education, Fiscal, Human Resources, Marketing and Communications, Natural Resources, Park Police, Park Operations, and Park Planning.

Section III – SCOPE OF SERVICES

PPDC is requesting proposals from qualified, professional technology managed service providers (MSP) for Information Technology Management Services. The MSP will supply general technical support and assistance, hardware and software support, cloud storage management, networking support and management at multiple facilities, cybersecurity management and support, basic training, and documentation of PPDC's hardware, software, and telecommunications inventory across multiple office/park sites within Delaware County. The successful MSP will be expected to respond efficiently to service/equipment/network issues and staff service requests to ensure that there is no significant hardware or network downtime.

Current number of users requiring MSP services (Data is subject to change.):

38 full-time users

4 part-time users

15 seasonal users (varies between April and October).

Employees work in a variety of settings including traditional office environment, remote locations inside and outside of PPDC, at home, hybrid, and in the field.

Hardware & Services: Networking equipment and computer hardware are spread out across six offices, multiple rental facilities, and some home environments. *A list of current equipment, storage services, applications, platforms, and service providers is available upon request.*

1. Service Locations

a. District Office – Hogback Ridge Park

2656 Hogback Rd.

Sunbury, OH 43074

Monday – Friday, 8:00 am – 4:30 pm

b. Visitor Center – Deer Haven Park

4183 Liberty Rd.

Delaware, OH 43015

Wednesday - Monday, 10:00 am – 4:00 pm

c. Gallant Farm

2150 Buttermilk Hill Rd.

Delaware, OH 43015

Tuesday – Sunday, 10:00 am – 4:00 pm

- d. **Maintenance Building – Gallant Woods Park**
2151 Buttermilk Hill Rd.
Delaware, OH 43015
Seven days a week, 7:00 am – 9:00 pm
- e. **Division of Park Police HQ / Maintenance Building**
5820 Columbus Pike
Lewis Center, OH 43035
Seven days a week, 7:00 am – 10:30 pm
- f. **McKay Lodge – Shale Hollow Park**
6320 Artesian Run
Lewis Center, OH 43035
Rental facility, summer exhibit May - September
- g. **Delaware County Bicentennial Barn**
6840 Bale Kenyon Rd.
Lewis Center, OH 43035
Rental facility, seven days a week 9:00 am – 8:00 pm

Section IV – SERVICE REQUIREMENTS

1. Initial Assessment

MSP shall submit an initial assessment and report within 30 days of contract signing. The report shall include a review of IT equipment inventory, assessment of system architecture and equipment for efficiency, recommendations for improving security, file/data storage, routine support, and elimination of emergency maintenance situations.

2. Hardware and Software Support

Performance of basic support functions, including the onboarding of computers, printers, peripherals, and Microsoft Office365 and other software; diagnosis and correction of device application problems; configuring of computers for standard applications; identification and correction of user hardware problems, with advanced troubleshooting with outside software and hardware vendors as needed; maintain an updated inventory of all related hardware.

3. Administrative Services

Management of computer systems including associated hardware, software, communications, and operating systems necessary for performance, security, reliability, and recoverability of the systems; ensuring that scheduling of preventative maintenance for equipment in the areas of coverage is properly and promptly performed; maintenance of records for all service requests from PPDC staff for telephone/email support and onsite visits; ensuring that backup plans and procedures are followed.

Ensuring that configuration management, including changes, upgrades, patches, etc. as required for security and best operations is maintained, including support of software products relating to workstations.

24/7 monitoring, maintenance, and support of network equipment including switches, firewalls, routers, and other security devices; as needed installation and maintenance of printers, scanners, network devices, etc.; monitor performance indicators to report on threshold limitations, network

performance and capacity management services; respond to alert notifications in case of equipment failure.

Perform annual security and operating assessment of PPDC networks, hardware, and other systems. Review assessment with PPDC staff and recommend needed improvements prior to budget request deadline in September.

4. Email, Office 365 & SharePoint Services

Maintenance of PPDC Microsoft Office 365/SharePoint services, onboarding and offboarding users, updating user accounts as requested, managing subscriptions, maintaining, and updating policies, and managing security groups.

Management of PPDC email accounts using Microsoft Services, onboarding and offboarding users, updating user accounts as requested, managing distribution groups, and archiving user accounts as requested; filtering of email for spam, providing email encryption and assisting PPDC in archiving email per State of Ohio and PPDC public records policies.

5. Data Backup

Provide an assessment of current data backup policy and procedures and recommend revisions to data backup policies and procedures to address daily, weekly, and monthly backup of cloud storage data, workstation data, email, and the like; and a plan to restore systems and data if cloud-based servers fail, individual computers fail, or PPDC is the victim of a cyber-attack. Describe backup redundancies and how data loss will be mitigated.

6. Security

Maintenance of virus detection and other cybersecurity programs on workstations and network hardware; performance of regular security audits, including notification of suspected cybersecurity breaches to PPDC technology lead. Configuration of systems to enable remote access in a secure environment.

7. Strategic Planning

Provide technology leadership in evaluating current and emerging technologies, assessing risks, and assisting PPDC with planning tactical and strategic migration of business services to these technologies. Strategic planning, design, and installation/upgrade of core network systems. Examples include major network upgrades, provider changes, IP schematic redesign, installation of "core" network devices, etc. Engineering, planning, and design services for operating enhancements, including installations and upgrades of new or existing network hardware, workstations, public and private access points, etc. as needed by PPDC. Examples include cloud storage upgrades, on-site storage if required, creating secure Wi-Fi access points, mobile solutions, software recommendations, etc. Make recommendations for future purchasing and technology upgrades.

Section V – MANAGED SERVICE PROVIDER’S RESPONSIBILITY

1. Purchasing & Invoicing

MSP will be tasked with adhering to PPDC fiscal policy and procedures when obtaining quotes and bids for additions to the information technology and telecom inventory. MSP will provide updated quotes at least one (1) month prior to any budgeted purchases and quotes and other required information by August 15th each year of the contract, for hardware/software and other technology

purchases that will need to be made in the following year's budget. MSP will be expected to assess and recommend products that best meet PPDC needs and effectively adhere to necessary budgetary requirements. MSP is required to work with State of Ohio awarded contracts/vendors and purchasing when possible. Any quotes requested of MSP for hardware, networking equipment, etc. by PPDC will not incur additional charges, and will not be purchased by MSP without PPDC approval. PPDC is not obligated to purchase from MSP just because a quote was generated.

The contract to be awarded does not obligate PPDC to purchase computer equipment, replacement parts, hardware devices, cabling, licenses, software, etc. from the successful MSP.

A schedule of incremental and hourly rates of all functions of the MSP must be submitted as part of this RFP. The rates provided should reflect the rates to be charged for the contracted period covered by the proposal. Invoices for services will be submitted monthly and thirty (30) days prior to due date and broken out by monthly contracted service fee with the following listed on the invoice: number of users, Microsoft license fees with number of licenses, backup service fees, printer management service fees, other service and licensing fees as needed, and time and material fees for any services outside the monthly contracted service fee. An annual summary of billing will also be provided when requested.

2. Site Visits

MSP will have the ability to provide on-site technical support as needed for issues that cannot easily be addressed via remote support.

3. Customer Service

As part of core services, MSP will assign a knowledgeable representative to meet with the PPDC technology team once a month, virtually or on-site, to review PPDC account details, functioning of IT infrastructure, answer questions, propose solutions, and otherwise serve as a liaison between PPDC and the MSP.

MSP will provide a timely response to all support requests and questions from PPDC users. MSP shall provide 24/7 support through a help desk, monitor network and internet issues 24/7, and notify the PPDC technology liaison about issues and resolutions.

4. Training

MSP will provide basic training for staff within areas the MSP manages. This may include best practices for information technology security, basic application assistance such as use of and questions on Office 365 and SharePoint services, and possible solutions for better employee efficiency. MSP must provide annual cybersecurity training, along with monthly safe computing user for staff.

5. Qualifications

MSP should have previous experience supporting small to medium-sized organizations with multiple sites (25-60 PCs). **Government agency experience preferred.** MSP should have staff with demonstrated experience and proficiency in:

- PC installations
- Cloud-based data management, particularly with SharePoint Services
- Backup services
- Microsoft O365

- Cloud managed printing services such as Printix
- Troubleshooting hardware/software issues
- Cybersecurity
- Software installation, re-imaging, configuration needs
- Software use and training
- Supporting multiple hardware manufacturers and operating systems
- Network administration
- Minor cabling knowledge

Section VI – SUBMITTAL REQUIREMENTS

The Information Technology Management Services proposal should be clearly organized under the following headings:

1. Letter of Transmittal
2. General MSP Information
3. Proposal of Services
4. Reports
5. Service Fees
6. Proof of Insurance
7. Payment Address
8. Legal Notice Address
9. W-9 Form **(Attachment A)**
10. OPERS Independent Contractor Acknowledgment Form, as applicable **(Attachment B)**
11. Preservation Parks Sustainability and Environmental Responsibility Form **(Attachment C)**

FAILURE TO PROVIDE ANY OR ALL OF THESE REQUIREMENTS MAY RESULT IN A PROPOSAL BEING REJECTED AND RETURNED.

1. Letter of Transmittal

The letter of transmittal must contain the following statements and information:

- a. Company name, address, telephone number(s) and website
 - i. Name, title, email address, and telephone number of the person(s) to contact and who are authorized to represent the MSP and to whom correspondence should be directed.
- b. Federal and State Taxpayer identification numbers of the MSP.
- c. A brief statement of your understanding of the services to be performed.
- d. The letter must be signed by a corporate officer or person authorized to bind the MSP to the proposal and cost schedule.
- e. A statement indicating that the proposal and fees will be valid and binding for sixty (60) days following the proposal due date and will become part of the contract negotiated with PPDC.

2. General MSP Information

Please provide the following information:

- a. Length of time in business
- b. Length of time in business providing proposed services

- c. Total number of clients
- d. Total number of government clients
- e. Number of full-time personnel in:
 - i. Technical Support
 - ii. Installation and engineering
 - iii. Customer Service
 - iv. Training
 - v. Consulting
 - vi. Sales and marketing
- f. Location of headquarters and any field offices
- g. Location of office that would service this account

3. Proposal of Services

- a. Proposal summary, including why MSP is pursuing the work and how it is uniquely qualified to perform the services.
- b. Description of the approach MSP will use in providing the services requested.
 - i. What sets the MSP's services apart from others?
- c. Description of how the MSP is positioned to provide the services requested with a history of experience of providing similar services.
 - i. Name, title, address, telephone number, and email address of three (3) references for clients of similar size to PPDC (**government clients preferred**), for whom similar services have been provided, including information referencing the actual services performed, number of users and length of tenure.
- d. Identify principals and key personnel who will provide the services; experience and expertise of staff; local availability of staff; roles and responsibilities of each staff member.
- e. Support services questions to be addressed:
 - i. Help Desk description and services offered
 - ii. Support request escalation management process
 - iii. Response time goal. Average response time for issue resolution.
 - iv. Availability of staff for onsite support as needed
 - v. Account manager and regular meetings
- f. Explanation of any contract termination for default or other incident in the past five years. Termination for default is defined as notice to stop services for nonperformance or poor performance and whether the issue was litigated or not litigated. If default occurred, list name, address, telephone number, and email address of the party. If no such termination occurred for default, declare it.
- g. Additional services MSP provides beyond the RFP that may be of interest to PPDC, i.e., providing a daily, on-site staff person on a contractual basis to handle all technology or telecommunications needs and the cost for same; advanced training in software applications or hardware use to increase employee efficiency, etc., or network engineering services.

4. Reports

The MSP shall submit monthly service reports summarizing service and equipment issues. The MSP must be available monthly to discuss and review reports, issues, and answer questions with PPDC

technology team. Please provide examples of any such reports and services the MSP is currently providing to clients.

5. Service Fees

PPDC is requesting that the MSP submit a FIXED FEE service proposal covering a contract period from January 2027 through December 31, 2028, with three (3) additional one-year terms at the discretion of PPDC. MSP must also specifically list any services and the accompanying fees which would not be covered in the proposed FIXED FEE service. The MSP shall indicate the impact, if any, of changes (increase in number of users, hardware additions, additional sites, etc.) in PPDC's IT infrastructure on the fixed fee service. Payment schedule should be included and be monthly to coincide with the monthly report submission. Please also include the following:

- a. Monthly rates for regularly scheduled activities and help desk support.
- b. Travel or trip charges, if any.
- c. If a specific requested service, function, or option is not offered/available, please indicate.
- d. Provide any one-time costs, if any.
- e. Include any general comments on pricing, or different levels of service.
- f. Include any minimums that may apply.
- g. All discount rates offered to governmental agencies.

6. Insurance Requirements

The Contractor shall at all times throughout the term of the contract maintain insurance in full force and effect with an insurance company or companies with an AM Best Rating of "A" or better as set forth in the most current issue of Best's Key Rating Insurance Guide relative to the contract in the following coverages and limits.

MSP will provide certificate(s) of insurance documenting the required insurance coverage listed below. The certificate(s) shall be completed by the MSP's authorized agent and submitted as part of this proposal. If a specific coverage is not in effect at the time of proposal submission, please provide an explanation as to why. Upon award of contract, the successful MSP shall not commence any work until it has obtained and provided all the following types of insurance and shall maintain such insurance as will protect MSP from claims which may arise out of or result from the MSP's operations under the terms and conditions of the RFP.

PPDC shall be exempt from, and in no way is it liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the MSP and/or sub-consultant providing such insurance. The MSP shall secure the minimum insurance coverage described below and such insurance shall be primary with respect to any insurance or self-insurance programs maintained by PPDC.

- a. **Comprehensive Commercial General Liability.** MSP shall obtain and maintain throughout the life of the agreement, Comprehensive Commercial General Liability Insurance with a minimum limit of \$1,000,000 per occurrence and \$3,000,000 general aggregate for bodily injury, personal injury, and property damage. Preservation Parks must be listed as an additional insured on the Certificate of Insurance. If the MSP's policy is written on a "claims made" basis, the MSP must provide PPDC with proof of continuous coverage at the time the

policy is renewed. If for any reason the policy expires, or coverage is terminated, the MSP must purchase and maintain “tail” coverage through the applicable period.

- b. Commercial Automobile Liability Insurance.** MSP shall obtain and maintain throughout the life of the Agreement, Comprehensive Automobile Liability Insurance to cover all owned, non-owned, and hired vehicles in an amount not less than \$1,000,000 combined single limit for bodily injury and property damage. Preservation Parks must be listed as an additional insured on the Certificate of Insurance.
- c. Worker's Compensation Insurance.** MSP shall obtain and maintain throughout the term of the contract, Worker's Compensation Insurance in accordance with Ohio Law for all employees in the amount that meets the statutory requirement and shall be in force with an insurance carrier acceptable to PPDC. In case any work is subcontracted by the MSP, the MSP shall require the subcontractor to provide Worker's Compensation Insurance for their employees as required by Ohio Law, unless such employees are covered by the protection afforded by the MSP.

The MSP shall instruct their insurance broker to furnish properly executed certificates of insurance to PPDC. The name of the insured MSP, the specified job by name, the name of the insurer, the number of the policy, its effective date, and its termination date. Certificates of insurance shall clearly evidence coverage required above.

Section VII - EVALUATION CRITERIA

PPDC will review all Proposals for completeness. PPDC will reject incomplete Proposals, though it may waive any defects or allow an MSP to submit a correction, if PPDC believes doing so would not result in an unfair advantage for the MSP and it is in the PPDC's interest. **LATE PROPOSALS WILL NOT BE CONSIDERED.** After initial review, all timely, complete, and properly formatted Proposals will be distributed to the PPDC Technology Team for review.

The PPDC Technology Team will review the MSP's qualifications and evaluate each proposal using the following criteria:

- MSP Qualifications and Specialized Experience
- Project Staffing and Experience with Similar Work
- Service Approach, Methodology, and Capacity to Perform Work
- Client References (quality, technical innovation, schedule/deadlines, stays on budget, communication)
- Proposed Fees
- Location of MSP
- Environmental Responsibility

Additionally, PPDC may speak with references listed in the Proposal by the MSP. PPDC may adopt or reject any recommendations it receives from references or give them such weight as PPDC believes is appropriate.

The contract award will be made to the MSP whose proposal receives the recommendation of the Technology Team deemed in the best interest of the Park District based upon the RFP evaluation process, approval of PPDC administration, and final approval by the PPDC Board of Park Commissioners.

Section VIII – ADDITIONAL INFORMATION:

PPDC reserves the right to reject any proposal in which the MSP takes exception to the terms and conditions of the request for proposals; fails to meet the terms and conditions of the RFP, including but not limited to, the standards, specifications, and requirements specified in the RFP; or submits prices that PPDC considers to be excessive compared to existing market conditions, or determines price exceeds the available funds.

PPDC may conduct discussions or interviews with vendors who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the request for proposals.

PPDC reserves the right to reject, in whole or in part, any proposal that PDC has determined, using factors and criteria pursuant to this section, would not be in the best interest of the Park District.

PPDC reserves the right to negotiate a contract with the MSP whom PPDC, in its sole discretion, determines to be the most capable of being able to provide the requested services based on the factors and evaluation criteria listed above whose best and final offer is most advantageous to PPDC, considering price and other factors included in the RFP. Award of the contract is not based solely on price.

The RFP creates no obligation on the part of PPDC to award a contract or to compensate an MSP for any costs incurred for proposal submission, response, or oral interviews, if requested. PPDC reserves the right to award a contract based on proposals received without further discussion or negotiation. MSPs will not have the opportunity to alter their Proposal during any discussions.

MSP must specifically identify any portions of their submittals deemed to contain confidential and proprietary information, or trade secrets. The MSP may be required to justify why PPDC should not, upon written request, disclose such materials.

Section IX – PRESERVATION PARKS CONTRACT REQUIREMENTS

THE FINAL AGREEMENT ENTERED INTO BETWEEN PPDC AND THE SUCCESSFUL PROPOSER WILL BE THE RESULT OF NEGOTIATIONS SUBSEQUENT TO SUBMISSION OF THE PROPOSAL.

The following contract terms will be binding upon the successful Proposer:

1. Length of Agreement Period

Contract agreement to begin approximately January 2027 and continue through December 31, 2028, with three (3) additional one-year terms at the discretion of PPDC.

2. Independent Contractor

The relationship of successful MSP to PPDC shall be that of an independent contractor. With respect to any payments to be made by PPDC under a resulting agreement, PPDC shall not (i) withhold or pay FICA or other federal, state, or local income or other taxes or (ii) contribute to state workers' compensation, unemployment or other funds or programs, including the Ohio Public Employees Retirement System. The successful MSP shall be responsible for any federal, state, or local taxes and FICA.

Neither the proposal nor any service agreement arising thereunder shall be assigned, transferred, or subcontracted without the written approval of PPDC.

3. Intellectual Property

- a. All software, documents, items, and materials provided by PPDC to the successful MSP are and shall remain the sole and exclusive property of PPDC and may only be used by the MSP as necessary to perform the services listed in the contract. If the successful MSP uses third party software, data or other materials licensed by PPDC, successful MSP shall use such software, data, or other materials solely for PPDC's benefit in strict accordance with applicable license terms and conditions. During performance of any services, successful MSP will not remove or cause to be removed from PPDC's premises any confidential information or other material or property of any nature whatsoever that belongs to PPDC for any purpose other than to perform the contracted services.
- b. Successful MSP must represent and warrant that all services performed, and deliverables provided under a resulting agreement, or the use thereof by PPDC: (i) shall not infringe upon any intellectual property rights of third parties; and (ii) do not contain or require the use of any materials of successful MSP and/or third parties (which shall include, without limitation, any open-source software) unless specifically agreed to by the Parties. The prosecution of any such applications for patents and the filing of copyright registrations shall be through counsel selected by PPDC and at its expense.
- c. The term "work product" means all work developed by MSP while performing the services, including but not limited to all information, inventions, processes, products, technology, other developments, ideas, rights, trademarks, trade names, copyrights, patents, licenses, trade secrets, discoveries, know-how, documents, suggestions, business plans, improvements, variations, modifications, sketches, drawings, devices, models, projects, written or oral descriptions of any tangible or intangible item, thing, or idea and any deliverables set forth in this document.
- d. Successful MSP must acknowledge and agree that all work product (information, inventions, processes, products, technology, other developments, ideas, rights, trademarks, trade names, copyrights, patents, licenses, trade secrets, discoveries, know-how, documents, suggestions, business plans, improvements, variations, modifications, sketches, drawings, devices, models, projects, written or oral descriptions of any tangible or intangible item, thing or idea and any deliverables) has been prepared for PPDC as a "work made for hire" under copyright law. To the extent any of the work product is not a "work made for hire" either at present or in the future, successful MSP must grant and assign to PPDC (without any separate remuneration or compensation) successful MSP's entire right, title, and interest throughout the world in and to the work product whether or not made, conceived, developed or acquired during regular business hours or on the premises of, or using properties of PPDC.
- e. Successful MSP will cause all its personnel to assign any right they may have in the work product to PPDC.
- f. Notwithstanding the foregoing, successful MSP shall retain all right and title in any intellectual property developed by, owned by, or licensed to successful MSP before the commencement of the services, (the "Pre-Owned IP"). To the extent the work product contains pre-owned IP and pre-owned IP is required to operate or use the work product, successful MSP must grant to PPDC

a fully paid-up worldwide right and license to the pre-owned IP, solely for the purposes of utilizing the work product.

- g. PPDC shall grant to successful MSP a worldwide, non-exclusive, non-transferable, revocable license and right to use all information, documents, materials, data, designs, drawings, devices, specifications, models, factual content, and other written material provided by PPDC to successful MSP solely to perform the contracted Information Technology Management Services for PPDC. Upon termination of any agreement and at the written request from PPDC, successful MSP shall return all such materials to PPDC.

4. Data Security

- a. PPDC and successful MSP(s) shall agree to the required data security protocol for each project for which PPDC retains the successful MSP. This data security may require successful MSP to implement and maintain a secure processing environment, which may include the use of firewalls, virtual private networks (VPN), and other security technologies. Maintenance of a secure processing environment may also include the timely application of anti-virus updates, system patches, fixes, and updates to operating systems and applications as provided by successful MSP or open-source support. To the extent applicable, PPDC may require that development and maintenance of any software code must comply with industry standard best practice development guidelines in accordance with OWASP Top 10. PPDC may also require successful MSP to agree that any and all PPDC Data which is stored on any portable or laptop computing device or any portable storage medium will be encrypted and that any PPDC Data stored as part of successful MSP's designated backup and recovery processes will be in encrypted form, using a commercially supported encryption solution. Encryption solutions will be deployed with no less than a 128-bit key for symmetric encryption and a 2048 (or larger) bit key length for asymmetric encryption. For purposes of this Agreement, "PPDC Data" means any data of PPDC, including without limitation, personally identifiable information, to which the MSP has been given access, custody, or control.
- b. If, while performing work for PPDC, the successful MSP knows of or has reason to believe that a cybersecurity incident, reportable incident, breach, or ransomware incident involving PPDC Data or PPDC information systems has occurred, the successful MSP must immediately notify PPDC's Technology Liaison and cooperate with PPDC in accordance with the District's established Cybersecurity Program. The successful MSP must promptly investigate and contain the incident, take appropriate actions to remediate its effects and mitigate further risk, preserve all relevant records and evidence, and provide PPDC with timely written updates and a written incident report describing the nature and scope of the incident, affected systems or data, actions taken, recommended corrective measures, and any additional information reasonably requested by PPDC. The successful MSP must support PPDC's response, recovery, and continuity efforts, including any required notifications to governmental authorities per ORC § 9.64, or affected parties, and must provide assurances satisfactory to PPDC that appropriate corrective actions have been implemented to reduce the likelihood of recurrence.

5. Any and all information included in this RFP.

Section X - SUBMISSION OF QUALIFICATIONS AND PROPOSALS

One (1) hard copy and one electronic copy of the MSP Proposal shall be delivered by **July 15, 2026, at 3:00 PM (ET)** to:

Information Technology Management Services Proposal

Attn: Rich Niccum

Preservation Parks of Delaware County

2656 Hogback Road

Sunbury, OH 43074

Project Deliverables

1. Letter of Transmittal
2. General MSP Information
3. Proposal of Services
4. Reports
5. Service Fees
6. Proof of Insurance
7. Payment Address
8. Legal Notice Address
9. W-9 Form **(Attachment A)**
10. OPERS Independent Contractor Acknowledgment, as applicable **(Attachment B)**
11. Preservation Parks Sustainability and Environmental Responsibility Form **(Attachment C)**

ATTACHMENT A

Form **W-9**
(Rev. November 2017)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate		
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.		
	<input type="checkbox"/> Other (see instructions) ► _____		
	5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)
6 City, state, and ZIP code			
7 List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									
				-			-		

or

Employer identification number									
				-					

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ►

Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

ATTACHMENT B



INDEPENDENT CONTRACTOR/WORKER ACKNOWLEDGMENT

Ohio Public Employees Retirement System
277 East Town Street, Columbus, Ohio 43215-4642

Employer Services: 1-888-400-0965
www.opers.org

This form is to be completed if you are an individual who begins providing personal services to a public employer on or after Jan. 7, 2013 but are not considered by the public employer to be a public employee (e.g., you are an independent contractor) and will not have contributions made to OPERS. This form must be completed not later than 30 days after you begin providing personal services to the public employer.

STEP 1: Personal Information

Social Security Number

Date of Birth

Month Day Year

First Name

MI

Last Name

Name of Current Employer

I am an OPERS or other retirement system benefit recipient

STEP 2: Public Employer Information

Name of Public Employer for Which You Are Providing Personal Services

Employer Contact

First Name

MI

Last Name

Employer Code

Employer Contact Phone Number

Service Provided to Public Employer

Start Date of Service

Month Day Year

End Date of Service

Month Day Year

STEP 3: Acknowledgment

The public employer identified in Step 2 has identified you as an independent contractor or another classification other than a public employee. Ohio law requires that you acknowledge in writing that you have been informed that the public employer identified in Step 2 has classified you as an independent contractor or another classification other than a public employee for the services described in Step 2 and that you have been advised that contributions to OPERS will not be made on your behalf for these services.

In accordance with Ohio Administrative Code section 145-1-42(A)(2), an independent contractor means an individual who:

- Is a party to a bilateral agreement which may be a written document, ordinance or resolution that defines the compensation, rights, obligations, benefits and responsibilities of both parties;
- Is paid a fee, retainer or other payment by contractual arrangement for particular services;
- Is not eligible for workers' compensation or unemployment compensation;
- May not be eligible for employee fringe benefits such as vacation or sick leave;
- Does not appear on a public employer's payroll;
- Is required to provide his own supplies and equipment, and provide and pay his assistants or replacements if necessary;
- Is not controlled or supervised by personnel of the public employer as to the manner of work; and
- Should receive an Internal Revenue Service form 1099 for income tax reporting purposes.

An independent contractor is not a public employee and shall not become a contributor to the retirement system. If you disagree with the public employer's classification, you may contact OPERS to request a determination as to whether you are a public employee eligible for OPERS contributions for these services. Ohio law provides that a request for a determination must be made within five years after you begin providing personal services to the public employer, unless you are able to demonstrate through medical records to the Board's satisfaction that at the time the five-year period ended, you were physically or mentally incapacitated and unable to request a determination. Under the OPERS Health Reimbursement Arrangement (HRA) and the OPERS Retiree Medical Account (RMA), re-employed retirees who are not independent contractors are not eligible for a monthly allowance or reimbursement of any medical expenses incurred during the re-employment period. If you are not an independent contractor and receive an allowance or reimbursements, you may be liable to OPERS and/or the applicable plan.

By signing this form, you are acknowledging that the public employer for whom you are providing personal services has informed you that you have been classified as an independent contractor or another classification other than a public employee and that no contributions will be remitted to OPERS for the personal services you provide to the public employer. If you entered into a contract to provide services as an independent contractor, you are acknowledging that you meet the requirements of an "independent contractor" as that term is defined in Ohio Administrative Code section 145-1-42(A)(2). If you begin to provide services as an independent contractor to the same employer from which you retired, or to any employer if less than two months after the retirement allowance commences, you are acknowledging the pension portion of your benefit will be forfeited during the period of the contract. You are acknowledging that the annuity portion of your benefit will be suspended and will be paid in a lump sum upon termination of the contract, and you may be liable to the retirement system for any amounts incorrectly paid from the plan(s). You are also acknowledging that you are not eligible for a monthly allowance or reimbursement of medical expenses incurred during the period you are providing services under the OPERS HRA or the OPERS RMA, and you may be liable to OPERS and/or the applicable plan for any allowance or reimbursements received. This acknowledgment will remain valid as long as you continue to provide the same services to the same employer with no break in service regardless of whether the initial contract period is extended by any additional agreement of the parties. You also acknowledge that you understand you have the right to request a determination of your eligibility for OPERS membership if you disagree with the public employer's classification. **This form must be retained by the public employer and a copy sent to OPERS. The public employer's failure to retain this acknowledgment may extend your right to request a determination beyond the five years referenced above.**

Signature _____ Today's Date ____/____/____
Do not print or type name

ATTACHMENT C

PRESERVATION PARKS DELAWARE CO. SUSTAINABILITY AND ENVIRONMENTAL RESPONSIBILITY FORM

Preservation Parks Delaware Co. (PPDC), as an Ohio Park District, is committed to the preservation and protection of the natural environment. As part of that mission, PPDC seeks to contract with firms and suppliers who can demonstrate that they employ sustainable and environmentally responsible practices. Such practices include, but are not limited to:

- The use of recycled materials;
- The use of biodegradable materials;
- The use of environmentally friendly packaging and shipping practices;
- The provision of locally sourced materials in order to minimize shipping;
- The use of energy conservation technologies and products;
- The use of water efficiency practices and design; and
- Similar practices that promote a healthy environment.

Please identify any sustainable and environmentally responsible practices employed by your firm or that will be employed in performing your contract with PPDC. Such information may be taken into account in the award of any contract or the purchase of any materials and equipment in PPDC's sole discretion:
