TOWNSHIP OF TABERNACLE, BURLINGTON COUNTY, NEW JERSEY

DETAILED REQUIREMENTS OF THE REQUEST FOR PROPOSAL FOR INFORMATION TECHNOLOGY (IT)

ORGANIZATION REQUESTING PROPOSAL
Tabernacle Township
163 Carranza Road
Tabernacle, NJ 08088

CONTACT PERSON
Everett Falt
Township Clerk
(609) 268-1220
twpclerk@townshipoftabernacle-nj.gov

PURPOSE OF REQUEST
Tabernacle Township is requesting proposals from qualified individuals and firms to provide Information Technology services. Proposals will be evaluated in accordance with criteria set forth in this RFP. This proposal is being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et. seq. Tabernacle Township is an Equal Opportunity Employer (EOE).

PERIOD OF CONTRACT
April 1, 2022, through December 31, 2022

CONTRACT FORM
This form will be used by the Tabernacle Township Committee as a basis for making professional service appointments. Six (6) paper copies of proposals, including rates in Excel Spreadsheet, shall be provided in a sealed envelope, marked on the outside with “Submission of Qualifications/Proposal for Information Technology (IT) to the Municipal Clerk, 163 Carranza Road, Tabernacle, NJ 08088, no later than 12:00 Noon on March 15th, 2022.

Received by: ___________________________ Date: ___________________________
(Employee Name & Title) 
This Proposal Meets Qualifications Does Not Meet Qualifications set forth in the Request for Proposal.
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PROPOSAL FOR INFORMATION TECHNOLOGY (IT)

NATURE/SCOPE OF SERVICES

The Township of Tabernacle is requesting proposals for managed information technology services and support. The qualified vendor should have at least five (5) years experience in Information Technology and should be knowledgeable in municipal government. The qualified vendor shall provide technical support and services associated with the Township of Tabernacle and information technology infrastructure including IT related hardware, networking, equipment, systems, and services. The support plan shall include break/fix occurrences, initial system deployment, and ongoing system maintenance. Services to be provided by agency shall include the following:

1. Support, including but not limited to:
   a. Configuring new databases
   b. Configuring Security Policies
   c. Installing and configuring all workstations
   d. Completing all workstation updates
   e. E-mail configuration and set up
   f. Password/username resets
   g. Providing domain support
   h. Maintaining and enforcing JIF compliance

2. Service and Hardware, including but not limited to:
   a. Regular on-site maintenance/visits
   b. Employee Coaching/Training
   c. Installation of software
   d. Employee computer troubleshooting
   e. Security alert follow up
   f. System updates
   g. Edmunds updates
   h. Software maintenance, warranty maintenance, and service contracts
   i. Installation and ordering of hardware

3. Remote Support, including but not limited to:
   a. All backups
   b. Monitored backups
   c. Remote access
   d. Software
   e. Malware/Virus Scans
   f. E-mail issues
   g. Employee Coaching/Training
   h. Spam filtering

4. Server Management, including but not limited to:
   a. Server(s)
   b. Monthly executive reports
   c. 24/7 monitoring and alerts
   d. Virus and zero trust application control
TOWNSHIP OF TABERNACLE, BURLINGTON COUNTY, NEW JERSEY

e. 3-point backup capabilities for all workstations

5. Workstation Management, including but not limited to:
   a. Monthly Executive reports
   b. Virus and zero trust application control
   c. 24/7 monitoring and alerts
   d. Automated Patching

6. Online Backup, including but not limited to:
   a. 3-point backup capabilities
   b. Monthly and annual archiving
   c. 5-year retention

7. Security Training, including but not limited to:
   a. Quarterly Cyber Security training with reporting

REQUEST FOR PROPOSAL

Please provide the following information: Proposals will be evaluated by the Tabernacle Township Committee on the basis of the most advantageous price and other factors listed below.

1. Name of the proposer, the principal place of business and, if different, the place where the services will be provided.

2. The education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles.

3. A list of references and record of success.

4. Please provide a description of any area(s) of expertise you or your firm may possess that have not been included in the response provided above.

5. A completed Non-Collusion Affidavit (copy of form attached).

6. A copy of the proposer’s Business Registration Certificate.

7. Availability to accommodate any required meetings of the municipality.

8. The Township reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the project as outlined in their proposal.

9. In the event compliance with part or all of the requirements of the RFP is impracticable or undesirable with regards to a particular contract, the Township Committee may waive part or all of the requirements by a majority vote of the full Township Committee. The waiver shall set forth specifically the reasons for such waiver.

10. All awards or waivers will be by resolution acted on by the Township Committee at a Township meeting.

11. An explanation of how your company has satisfied all requirements of this Request for Proposal.

GENERAL TERMS AND CONDITIONS

1. The Township of Tabernacle reserves the right to reject any and all proposals and to waive minor irregularities in any proposal. The Township also reserves the right to request clarification of information submitted and to request additional information from the proposer.

2. The Township of Tabernacle reserves the right to award any contract to the next most qualified vendor if the vendor does not execute a contract within thirty (30) days after the award of the proposal.
3. In the case of failure by the successful proposer, the Township may procure the articles or services from other sources, deduct the cost of replacement from any money due to the contracted proposer, and hold the proposer responsible for any excess cost thereby occasioned.

4. The proposer shall maintain sufficient insurance to protect against all claims under Workmen’s Compensation, as well as General, Professional, and Automobile Liability.

5. Each proposal must be signed by the person authorized to do so.

6. The contract shall be effective through December 31, 2022. Thereafter the contract shall go month-to-month, until a new resolution is adopted and the Mayor executes a new agreement, at a rate of 1/12 per month of what the Township paid in the contracting year of 2022.

7. Proposals may be hand delivered or mailed consistent with the provisions of the legal notice to proposers. In the case of mailed proposals, the Township assumes no responsibility for proposals received after the designated date and shall return late proposals unopened.

8. No proposal received by facsimile or e-mail shall be accepted.

9. In accordance with Affirmative Action Law, P.L. 1975, c.127 (N.J.A.C. 17:27) with implementation of July 10, 1978, successful proposers must agree to submit individual employer certifications and numbers or complete Affirmative Action employee information report (form AA-302). Also, during the performance of this contract, the contractor agrees as follows: (a) The contractor or subcontractor where applicable, will not discriminate against any employee because of age, race, creed, color, national origin, ancestry, marital status or affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, or handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment, or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and section for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause: (b) the contractor or subcontractor, where applicable, will in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex or handicap; (c) the contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or worker’s representative of the contractor’s commitments under this act and shall post copies of the notice; (d) the contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the treasurer pursuant to the P.L. 1975, c.127, as amended and supplemented from time to time.

10. By submission of the proposal, the proposer certifies that the service(s) to be furnished will not infringe upon any valid patent, trademark, or copyright and the successful proposer shall, at its expense, defend any and all actions or suits charging such infringement, and will save the Township harmless in any case of any such infringement.

11. No proposer shall influence, or attempt to influence, or cause to be influenced, any township officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.

12. No proposer shall cause or influence, or attempt to cause or influence, any Township officer or employee to use his/her official capacity to secure unwarranted privileges or advantages for the proposer or any other person.
During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting for the provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable borough employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

1. Letter of Federal Affirmative Action Plan Approval
2. Certificate of Employee Information Report
3. Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.
NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY
COUNTY OF UNION

I AM

OF THE FIRM OF

UPON MY OATH, I DEPOSE AND SAY:

1. THAT I EXECUTED THE SAID PROPOSAL WITH FULL AUTHORITY SO TO DO;

2. THAT THIS PROPOSER HAS NOT, DIRECTLY OR INDIRECTLY ENTERED INTO ANY AGREEMENT, PARTICIPATED IN ANY COLLUSION, OR OTHERWISE TAKEN ANY ACTION IN RERAINT OF FAIR AND OPEN COMPETITION IN CONNECTION WITH THIS ENGAGEMENT;

3. THAT ALL STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THIS AFFIDAVIT ARE TRUE AND CORRECT, AND MADE WITH FULL KNOWLEDGE THAT THE BOROUGH OF ROSELLE RELIES UPON THE TRUTH OF THE STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THE STATEMENTS CONTAINED IN THIS AFFIDAVIT IN AWASHING THE CONTRACT FOR THE SAID ENGAGEMENT; AND

4. THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED TO SOLICIT OR SECURE THIS ENGAGEMENT AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE, EXCEPT BONA FIDE EMPLOYEES OR BONA FIDE ESTABLISHED COMMERCIAL SELLING AGENCIES OF THE PROPOSER.

(N.J.S.A.52: 34-25)

SUBSCRIBED AND SWORN TO

BEFORE ME THIS _______ DAY

OF __________ 20____.

(TYPE OR PRINT NAME OF AFFIANT UNDER SIGNATURE)