

COMPUTER AND COMPUTER NETWORK CONSULTANT:

GENERAL CRITERIA: The Borough of Pine Hill desires to appoint a Computer and Computer Network consultant who will facilitate the Borough's need to maintain Borough data and records via computer network systems. Applicants should demonstrate experience and knowledge in the field of computers, operating systems and networking especially with existing systems operating within the Borough of Pine Hill.

STANDARD REQUIREMENTS OF TECHNICAL PROPOSAL: Proposers should submit a technical proposal which contains the following:

- A. The name of the proposer, the principal place of business and, if different, the place where the services will be provided;
- B. The age of the proposer's firm and average number of employees over the past three years;
- C. The education, certifications, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles;
- D. A listing of all other engagements where services of the types being proposed were provided. This should include other Municipal governments and other levels of government. Contact information for the recipients of the similar services must be provided. The Borough of Pine Hill may obtain references from any of the parties listed;
- E. A description of all other areas of expertise of the proposer, with emphasis on a description of those services of interest to a county or municipal government client;
- F. A detailed plan for providing the proposed services;
- G. Proof of professional liability insurance;
- H. Proof of any necessary professional license or certification from the State of New Jersey for all professionals assigned to the engagement;
- I. Statement that the firm has Workers' Compensation and Employer's Liability Insurance in accordance with New Jersey law;
- J. Statement that neither the firm nor any individuals assigned to this engagement are disbarred, suspended, or otherwise prohibited from professional practice by Any federal, state, or local agency;
- K. A description of the proposer's office location and an explanation of the proposer's availability for meetings, conferences, training and emergency response at the Borough of Pine Hill's facilities.

- L. An Affirmative Action Statement;
- M. A completed Non-Collusion Affidavit;
- N. A completed Owner Disclosure Statement;
- O. A statement that the proposer will comply with the General Terms and Conditions required by the Borough of Pine Hill and enter into the Borough of Pine Hill's standard Professional Services Contract;
- P. A copy of the Proposer's Business Registration Certificate.
- Q. A representation that all services will be performed within the United States of America;
- R. A statement that the respondent has read the Americans with Disabilities language that is part of the documents attached hereto and agrees that the provisions of Title II of the Act are made part of the contract. The contractor is obligated to comply with the Act and hold the Borough of Pine Hill harmless.

SPECIALIZED REQUIREMENTS OF TECHNICAL PROPOSAL:

- A. The proposer shall perform management maintenance, and security of the Borough of Pine Hill's network infrastructure.
- B. The proposer shall identify and recommend hardware and software operating systems and upgrades for network and office technology.
- C. The proposer shall continue to maintain the consolidation and update of the network to meet the protocols of the Borough of Pine Hill.
- D. The proposer shall provide remote monitoring services 24/7 on all key network devices, monitoring key services such as but not limited to virus scanning, data backup, and security intrusions.
- E. The proposer shall provide call center support with access to real time phone support to handle all desktop issues.
- F. The proposer shall provide periodic security patch updates remotely for the operating systems. These updates will occur during off business hours.
- G. The proposer shall provide onsite service to the Borough of Pine Hill between the hours of 8:00 a.m. and 5:45 p.m. Monday through Thursday, excluding public holidays.
- H. The proposer shall provide emergency repair service and maintenance outside the normal working hours of the Borough of Pine Hill, defined as 8:00a.m. and 5:45 p.m. Monday

through Thursday, excluding public holidays, which shall include Saturdays and Sundays.

- I. The proposer shall troubleshoot problems with appropriate vendors and maintenance of software from the application software providers. Note: Supplemental information may be requested and an interview may be required.

COST PROPOSAL- Proposers should submit a cost proposal which would include any proposed retainer, the services to be provided for the retainer, and hourly billing rates. The Borough of Pine Hill does not provide payment for or reimbursement for travel expenses. **DISCUSSION**

WITH PROPOSERS- An oral presentation by a proposer to clarify a proposal may be required at the sole discretion of the Borough of Pine Hill. However, the Borough of Pine Hill may award a contract based on the initial proposals received with discussion with the proposer. If oral presentations are required, they will be scheduled after the submission of proposals. Proposer will not be compensated for making the presentation.

PROPOSAL EVALUATION- The Borough of Pine Hill will select the most advantageous proposal based on all of the evaluation factors set forth at the end of this RFP. However, cost is important to the Borough of Pine Hill. The Borough of Pine Hill may, if deemed useful, attempt to negotiate an acceptable fee with the most qualified proposer. The Borough of Pine Hill will make the award that is in the best interest of the Borough of Pine Hill based on cost and other considerations. Each proposal must satisfy the objectives and requirements detailed in this RFP. The features of the proposal, considered together with its economic and other benefits, will form the basis for the evaluation process. The successful proposer shall be determined by an evaluation of the total content of the proposal submitted. The Borough of Pine Hill reserves the right to:

- a) Not select any of the proposals;
- b) Select only portions of a particular proposer's proposal for further consideration (however, proposers may specify portions of the proposal that they consider "bundled".);
- c) Award a contract for the requested services at any time within 60 days of the selection of the most advantageous proposal. Every proposal should be valid through this time period.

The Borough of Pine Hill shall not be obligated to explain the results of the evaluation process to any proposer.

The Borough of Pine Hill may require proposers to demonstrate any services described in their proposal prior to award.

PROPOSAL LIMITATIONS- This RFP is not intended to be an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the Borough of Pine Hill by issuances of this RFP. The Borough of Pine Hill reserves the right at the Borough of Pine Hill's sole discretion to refuse any proposal submitted.

USE OF INFORMATION- Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like (“Information”) furnished or disclosed by the Borough of Pine Hill to the proposer in connection with this RFP shall remain the property of the Borough of Pine Hill. When in tangible form, all copies of such information shall be returned to the Borough of Pine Hill upon request. Unless such information was previously known to the proposer, free of any obligation to keep it confidential, or has been or is subsequently made public by the Borough of Pine Hill or a third party, it shall be held in confidence by the proposer, shall be used only for the purposes of this RFP, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

GENERAL TERMS AND CONDITIONS –

- A. The Borough of Pine Hill reserves the right to reject any or all proposals, if necessary, or to waive any informality in the proposals, and unless otherwise specified by the proposer, to accept any item, items or services in the proposals should it be deemed in the best interest of the Borough of Pine Hill to do so.
- B. In case of failure by the successful proposal, the Borough of Pine Hill may procure the articles or services from other sources, deduct the cost of the replacement from money due to the proposer under the contract, and hold the proposer responsible for any excess cost occasioned thereby.
- C. The proposer or subcontractor, where applicable, shall be responsible for, shall keep, save and hold the Borough of Pine Hill harmless from, shall indemnify and shall defend the Borough of Pine Hill against any claim, loss, liability, expense (specifically including but not limited to costs, counsel fees and/or experts’ fees), or damage resulting from all mental or physical injuries or disabilities, including death, to employees or recipients of the proposer’s services or to any other persons, or from any damage to any property sustained in connection with this contract which results from any acts or omissions, including negligence or malpractice, of any of its officers, directors, employees, agents, servants or independent contractors, or from the proposer’s failure to provide for the safety and protection of its employees, or from proposer’s performance or failure to perform pursuant to the terms and provisions of this contract. The proposer’s liability under this agreement shall continue after the termination of this agreement with respect to any liability, loss, expense or damage resulting from acts occurring prior to termination.
- D. The proposer shall maintain sufficient insurance to protect against all claims under Workmen’s Compensation, General Automobile Liability and shall be subject to approval for adequacy of protection.
- E. Each proposal must be signed by the person authorized to do so.
- F. Where applicable, payments will be made upon approval of vouchers submitted by the successful proposer in accordance with the requirements of the Borough of Pine Hill and subject to the Borough of Pine Hill’s standard procedures.
- G. The Borough of Pine Hill is exempt from any State sales tax or Federal Excise Tax. In submitting its proposal, the proposer certifies that its total base proposal does not include any NJ State Sales Tax.

- H. The contract shall be in effect for one (1) year from date of award unless otherwise stated.
- I. Proposals may be hand delivered or mailed consistent with the provisions of the legal notice to proposers. In the case of mailed proposals, the Borough of Pine Hill assumes no responsibility for proposals received after the designated date and time and will return late proposals unopened.
- J. If awarded a contract, the successful bidder shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. And N.J.A.C. 17:27, and shall submit evidence of appropriate affirmative action compliance prior to the execution of a contract.
- K. All services shall be performed within the United States of America.
- L. All proposals submitted shall include in the price any applicable permits or fees required by any other government entity that has jurisdiction to require the same.
- M. By submission of the proposal, the proposer certifies that the service 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 Borough of Pine Hill harmless in any case of any such infringement.
- N. No proposer shall influence or attempt to influence or cause to be influenced any Borough of Pine Hill 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.
- O. No proposer shall cause or influence or attempt to cause or influence any Borough of Pine Hill officer or employee to use his/her official capacity to secure unwarranted privileges or advantages for the proposer or any other person.