



## **Request for Proposal for Professional Services**

This announcement shall constitute the entire proposal package. Questions may be directed Monday through Friday during regular business hours between 9:00 A.M. and 4:00 P.M. to the Office of the Clerk, 70 W. Front Street, Keyport, N.J. 07735, (732) 739-5121, FAX (732) 739-8738.

The deadline for submitting the response to this Request for Proposals is Wednesday, June 24, 2009 at 11:00 a.m. at which time they will be opened and read aloud by the Clerk or her designee in the Borough Council Chambers.

### **Purpose:**

The following procedures are designed to provide for a fair and open process in awarding professional services based on qualifications, merit and cost effectiveness through accessible advertising. Services include annual appointments and day-to-day programs, projects and contracts.

### **Scope of Services: Management Information System Consultant**

Any persons or firms interested in providing professional services to the Borough of Keyport as defined in the New Jersey Statutes, *N.J.S.A. 40A:11-2(6)*.

#### **1. Appointment of Management Information System Consultant.**

The Management Information System Consultant shall be appointed by the Borough Council by a majority vote of a quorum of its members and shall serve for a term of one (1) year from the first day of July of the year of their appointment and until a successor has been appointed and qualified. The Management Information System Consultant shall receive such compensation as may be agreed upon and determined by the Council.

#### **2. Duties.**

The Management Information System Consultant shall provide the following services for all Borough offices:

- A. **File Server Management:**
  - Daily on-line real time monitoring of critical functions.
  - Unlimited on-site and remote support.
  - Complete service pack and patch updates on a regular basis.
  - Review all ancillary programs, including but not limited to firewall, tape backup, Antivirus programs etc. for updates and confirm system maintenance checks are being performed.
  - Perform forced data backup on the application server.

- B. **Workstation Management:**
  - Unlimited on-site and remote support.
  - Complete patch management.
  - Maintain properly functioning configurations.
- C. **General Consulting/IT services**
  - Examples of general IT services are: server, workstation, printer, network device consultation, configuration, and installation, software updates, network troubleshooting, firewall adjustments, email troubleshooting, hardware troubleshooting.

3. **Network Status.**

All hardware and software programs are to be reviewed and updated to protect the network, server and workstations. Utilization of hardware, software, and services that check traffic, block restricted sites, and prevent cyber attacks are to be reviewed and recommendations are to be made. The applicant/ proposer must have demonstrated successful experience in supporting the Edmunds (Munidex, First Byte, etc.) finance and tax applications.

**Respondent's Responsibility in Responding to  
Borough's Request for Proposals for Professional Services**

The Respondent shall in response to the Borough's Request for Proposals, at a minimum, include the following information:

1. Full name and business office address. Description of relevant experience in New Jersey municipal work, description of services provided specifically to the Borough of Keyport, and five (5) New Jersey municipal agency references.
2. Listing of all post high school education of the applicant and/or members of a professional firm seeking to provide professional services as described within the body of the Request for Proposals, including technical certifications.
3. Dates of licensure, if any, in the State of New Jersey and any other state as to the professional discipline requested to serve the needs of the Borough.
4. A listing of any professional affiliations or membership in any professional societies or organizations, with an indication as to any offices held.
5. The number of licensed professionals employed (if a professional firm) and/or affiliated with the professional entity seeking to provide services to the Borough. A description of each individual's qualifications, including education, licensure and years of professional experience.

6. A listing of all previous Public Sector entities served by the Respondent licensed professional including dates of service and position(s) held.
7. Proposed cost of the service(s) or activities, including the hourly/ weekly/monthly rate of individuals who will perform the services or activities. The proposed cost should include:
  - a. Meetings.
  - b. Site visits and expenses.
  - c. Expenses for travel, postage and telephone excluded from hourly rate.
  - d. Additional services defined beyond the scope of regular services.

**Insurance.** The Respondent shall provide documentation that insurance for professional liability coverage with limits as to liability acceptable to the Borough of Keyport.

**Financial Disclosure.** The Respondent as a “professional”, if required by law, shall file a Financial Disclosure Statement pursuant to Local Government Ethics Law *N.J.S.A. 40A:9-22(1) et seq.*

**Law against Discrimination and Affirmative Action.** The Respondent as a “professional” shall file a statement as to compliance with *N.J.S.A. 10:5-1 et seq.* (Laws against Discrimination) and P.L. 1975, c.127 (Affirmative Action).

Enclose copy of New Jersey Business Registration Certificate.

The Respondent shall submit two (2) copies of their proposal for review and consideration by the Borough Council and/or Borough Clerk.

Failure to comply with any item above may disqualify your submission

### **Basis for Award of Contract/Agreement for Professional Services**

The Borough shall award all professional service contracts or agreements based on qualification, merit and cost competitiveness. Selection criteria will include:

1. Proposal contains all required checklist information.
2. Relevance and extent of qualifications, experience, and training of personnel to be assigned.
3. Qualifications of the firms who will perform the service or activity.
4. Validity of plan proposed to meet Keyport Borough needs.
5. Relevance and extent of similar engagements performed.
6. References.

7. Ability to perform the service or activity in a timely fashion, including staffing and the staff's familiarity of the service or activity.
8. Reasonableness of cost proposal and cost competitiveness.
9. Plan for performing engagement is realistic, thorough, and demonstrates knowledge of requirements, personnel availability, and back office support infrastructure.
10. The Borough reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the professional services as outlined in the applicant's/proposer's proposal.
11. All awards or waivers will be by resolution acted on by the Borough Council at a Borough meeting.
12. For annual appointments, the Borough Council, Borough Clerk and Administrative staff will conduct a performance review a minimum of once per year in late Jan, early Feb.
13. All awards are subject to availability of funds.
14. This policy will include, but not be limited to, all of the above listed requirements.