

**LONG HILL TOWNSHIP
COUNTY OF MORRIS
STATE OF NEW JERSEY**

REQUEST FOR PROPOSALS

COMPUTER CONSULTING SERVICES

Sealed proposals should be received by the Township Administrator of Long Hill Township, in the Township Offices located at 915 Valley Road, New Jersey 07933, by no later than June 5, 2015 by 2 p.m. for the following:

Requests for Proposals from vendors interested in providing Computer Consulting Services for Long Hill Township can be obtained by going to www.longhillnj.gov

Successful applicants will be required to comply with the requirements of N.J.S.A. 10:5-31, et seq. (N.J.A.C. 17-27) (Equal Employment Opportunity) and N.J.S.A. 52:32-44, et seq. (New Jersey Business Registration) N.J.S.A. 19:44A-20.5 (Business Entity Disclosure) and Local Pay to Play Ordinance O-2-87.

The right is reserved to reject any or all proposals if it is deemed to be in the best interest of Long Hill Township to do so.

All those interested in submitting proposals should review the request for proposals and submit all documentation requested.

LONG HILL TOWNSHIP
REQUEST FOR PROPOSAL
COMPUTER CONSULTING SERVICES

PURPOSE OF REQUEST

Long Hill Township is seeking Requests for Proposals for Computing Consulting Services, capable of providing support and consulting services to the Township's computer network and equipment.

The successful candidate will demonstrate qualifications, experience and abilities to perform the scope of work detailed in this Request for Proposal.

TIME SCHEDULE

The Town will follow the following timetable, which should result in a selection of a firm by June xx, 2015.

Date of Issue	May 14, 2015
Submittal Deadline	June 5, 2015
Town Review	June 12, 2015
Vendor Selection and Approval	June 24, 2015

SCOPE OF SERVICES

The successful proposer will be able to provide technical assistance and system administration related to the towns network system. They will be responsible for troubleshooting computer problems and maintaining the network to prepare for future needs and to prevent and manage technical issues.

The scope of work for the requested services includes, but is not limited to:

1. On-site IT Consultant and Management Services for one day a week split between the Town Hall and Police Department, and periodically the Public Works Facility. Scheduled during regular business hours. This includes assisting users with operational issues; emergency response (i.e. servers are down or no internet connection) within a two (2) hour maximum response time.
2. Provide proactive system maintenance for all network devices (i.e. warranty, network and asset status), including quarterly and monthly reviews and routine maintenance and security management.
3. Must have ability to maintain all servers related to the Township. Provide preventative maintenance, including troubleshooting, network server/workstation maintenance, and the update, upgrade, install, configure and troubleshoot any and all software and hardware for approximately 80 workstations and 6 servers, located at various locations.
4. Set up and install new machines (i.e. desktops, printers, scanners), if necessary.
5. Provide structured system protection and maintenance (i.e. Symantec Backup Exec, UPS, and Antivirus Software).
6. Assist staff with operating system software troubleshooting.

7. Support and maintain data backup and recovery, e-mail archiving
8. Communicate effectively and efficiently with staff, including providing recommendations and suggestions on new equipment and software, and providing vendor quotes for specific items, when necessary.
9. Troubleshoot (either remotely or on-site) hardware and software problems.
10. Maintain hardware/software inventory and license documentation.
11. Perform the repairs and necessary maintenance of the network.
12. Provide for system file backup for PC operations, which includes rebuilding the various databases in case of system malfunction.
13. Monitor network security and usage and perform necessary system “housekeeping.”
14. Document information system processes and procedures and assist with network security.
15. The Township of Long Hill uses the MICROSOFT Office Suite in all offices. Must have knowledge to install, maintain and provide basic user support for the software products actively used within the Township. Specific products include Intersoft Finance, Tax and Sewer, SQL Database and Crystal Reports.
16. All employees of the vendor will be required to undergo a complete security check performed by the Long Hill Township Police Department prior to working on any system in either building.
17. The successful vendor shall provide the Township of Long Hill with a certificate of insurance naming the Township of Long Hill and any employees and agents, as additional insured in a minimum amount of \$5000,000.00, for public liability and will provide proof of worker’s compensation insurance. The successful vendor shall indemnify and hold harmless and defend the Township of Long Hill and their employees and agents from any claims which may arise out of the maintaining the various computers and servers, by the successful vendor and its personnel.
18. The selected vendor or employee must have the following licenses, Microsoft Certified Systems Engineer (MSCE).

Proposal Requirements

1. Proposal (Initial proposal should be submitted in the form of two (2) hard copies only).
 - a. Statement of Interest.
 - b. Company information, including general information, size, number of employees, and years in business, full name of individual of entity or person submitting the proposal and the name of the key contact person.
 - c. At least three (3) references, including contact names and information.
 - d. Specific experience of individuals relative to this project.

- e. A copy of your New Jersey Business Registration Certificate.
- f. A completed Business Entity Disclosure Form, Political Contribution Disclosure Form & a Stockholder Disclosure Certification.
- g. A copy of Proposed Form of Contract.

Evaluation

The Township’s objective in soliciting a Request for Proposal is to enable it to select a firm or organization that will provide high quality and cost effective services to the citizens of Long Hill Township. The Township will consider proposals only from firms or organizations that, in the Township’s judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the Township in the manner described in this RFP.

The Township may establish an evaluation committee to evaluate and score the proposals submitted by the vendors. Proposals will be evaluated by the Township on the basis of the most advantageous, all relevant factors considered.

Terms and Conditions

1. The Township reserves the right to reject any and all proposals and to waive minor irregularities in any proposal.
2. The Township reserves the right to request clarification of information submitted and to request additional information from any proposer.
3. The Township 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.
4. Any proposal may be withdrawn up until the submittal date and time.
5. The Township reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP and which is not approved by the Municipal Attorney.
6. The Township shall not be responsible for any costs incurred by the vendor in preparing, submitting or presenting its response to the RFP.
7. Hourly Rate, plus estimated annual cost listed in the proposal should specify. The length of the contract will be a two (2) year term with an option for a one year extension.

Payment Terms

Payment by the Township will be made on a monthly basis after services have been performed and an itemized billing statement has been received. A signed voucher will be submitted in the form specified by the Township and approved by the appropriate Township representative for signature by the vendor.

Interested applicants should submit proposals **no later than 4:00pm on June 5, 2015** to:

Mr. Neil Henry, Township Administrator
Long Hill Township
915 Valley Road
Gillette, NJ 07933