

**SPECIAL PUBLIC NOTICE**  
**CY 2017**  
**REQUEST FOR QUALIFICATIONS/PROPOSALS:**  
**CITY OF SOUTH AMBOY**

**Purpose:**

The following general requirements must be met in order for any firm to be considered to provide professional services covered by N.J.S.A. 44A-20.5 *et seq* with the City. The process is designed to find qualified service providers in an open and fair manner in order to have the most qualified service provider for the City.

**Scope:**

Any person or firms interested in providing professional services, as defined in the New Jersey Local Public Contracts Law and specifically N.J.S.A. 40: 11-2(6), to the City of South Amboy.

**General Requirements:**

1. The Request for Qualifications (“RFQ”) shall be used to determine what companies, firms, or individuals offer the City the best opportunity to secure the highest quality professional services.
2. The Request for Proposals (“RFP”) shall be used to determine whether the costs of fees proposed to provide the professional services are fair and reasonable, both in terms of the City’s budgetary interests, the general market rate for the services, and the level of experience, breadth of services, reputation, and expertise of the professional.
3. Advertising of the RFQ/RFP will, at a minimum, include the City website and City official bulletin board.
4. The RFQ shall list the minimum requirements of the service being sought. Where the Request for Qualifications lists separate experience requirements for the firms and for individuals, professionals in solo practice shall meet the experience requirements for a firm.
5. Submissions will be required on the date specified which shall be not less than ten (10) days following the advertisement of the RFQ.

**Requirements to Qualify**

The requirements listed below are the minimum levels expected from the professional indicated.

## **Request for Proposal for Professional Services CY2016**

### **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 City of South Amboy 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 City Council and shall serve for the period of January 1, 2017 through December 31, 2017. 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 City 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 and Microsystems, finance and tax applications.

**Applicants'/Proposers' Responsibility in Responding to City's Request for Proposals for Professional Services**

The applicant/proposer shall in response to the City'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 City of South Amboy, 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 City.
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 City. 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 applicant/proposer 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 the hourly rate.
  - d. Additional services defined beyond the scope of regular services.

8. **Insurance.** The applicant/proposer, shall provide documentation that insurance for professional liability coverage with limits as to liability acceptable to the City of South Amboy.

9. **Financial Disclosure.** The applicant/proposer 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.*

10. **Law Against Discrimination and Affirmative Action.** The applicant/proposer 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).

11. Enclose copy of New Jersey Business Registration Certificate

12. The applicant/proposer shall submit one (1) original and (3) copies of their proposal for review and consideration by the City Administration and Council.

13. Failure to comply with any item above may disqualify your submission

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

The City 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 the needs of the City of South Amboy.
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 City 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 of the City Council at a scheduled meeting.
12. All awards are subject to availability of funds.
13. This policy will include, but not be limited to, all of the above listed requirements.

THE REQUIRED RFQ/RFP SUBMISSION FORMS **MUST BE OBTAINED** BY CONTACTING:

ANGEL ALBANESE, CFO  
CITY OF SOUTH AMBOY  
140 N. BROADWAY  
SOUTH AMBOY, NJ 08879  
albanesea@southamboynj.gov

Phone: 732.525.5922

Fax: 732.727.6139

**Individuals and/or firms are to submit one (1) original and three (3) copies of their responses in a sealed envelope clearly marked with "RFQ" and the name of the project to The City of South Amboy c/o Laura Kemble, Acting City Clerk, 140 No. Broadway, South Amboy, New Jersey, 08879, as stipulated in the public notice by 1pm on Wednesday, December 14th, 2016.**

Questions concerning this notice may be directed to Camille Tooker, Business Administrator at 732.525.5933 or by email to [TookerC@southamboynj.gov](mailto:TookerC@southamboynj.gov) .

**The City reserves the right to reject any and all submissions with regard to this RFQ.**