TOWNSHIP OF HARDING

REQUEST FOR STATEMENT OF QUALIFICATIONS AND PROPOSALS

FOR

Information Technology
Network Support Services Consultant

Prepared By:

The Township of Harding
PO Box 666
21 Blue Mill Road
New Vernon, New Jersey 07976

Issue date: August 16, 2016

Response due: September 7, 2016
11:00 A. M.
Harding Township Municipal Building
21 Blue Mill Road
New Vernon, NJ 07976

Atten: Gail McKane, Administrator

I. SCOPE OF CONTRACT

The Township of Harding is seeking proposals to provide network support and assistance with acquisition of computer hardware and software for a 12-month period starting October 1 , 2016, with the ability to extend contract for (2) 1-year periods.

This contract will be awarded through submission of written proposals.

Eligibility to Submit Proposal: In order to be eligible to submit a proposal, the proposer(s) must:

- D Be registered to do business in New Jersey;
- D Satisfy and comply with the terms, conditions and requirements specified in this RFQ/RFP;
- D Be a legal resident in the United States;
- D Not be on any State debarred contractor or vendor list;
- D Be experienced in IT network support and various hardware and software utilized by the Township

Proposals should reflect the following:

(1) The ability to service and maintain Veam, Windows Office Products, NCIC and other Township software packages.
(2) The ability to successfully interface with the existing Web site.
(3) The need to develop and maintain documentation for the Township's network.
(4) The ability to manage wiring and wi-fi needed for connectivity.
(5) The ability to design, install and support secure wireless networks as required by the Township Municipal Building.
(7) The ability to set up and maintain off-site backup with minimal involvement of Township staff on a day-to-day basis.
(8) The ability to establish a billing system that is accessible at all times to the Township Administrator, the Chief Financial Officer and/or their designees.
(9) The ability to follow New Jersey public procurement laws and procedures for acquisition of hardware, software and account maintenance.
(10) The ability to establish training programs for staff using new technologies of software upgrades.
(11) The ability to provide Information Technology Capital Plans that include consideration of evolving technologies and forward thinking solutions.

Harding Township will allow prospective vendors to inspect current technology assets, pending availability of Township personnel. Vendors must be accompanied by the Chief of Police or his designee during any visit to the Police Department. The Police Department network must be maintained to New Jersey State Police standards for access to the State Police Network/NCIC (CJIS) The successful vendor (and their employees) will be subject to a background check and security clearance.

Proposals for technical support should include the following:

I. **Servers and Network Devices**: General maintenance of servers and all other network devices including switches, hubs, routers and firewalls.

A. Patches, services packs, security and operating system updates.
B. Review of event logs and other indicators for maintenance troubleshooting.
C. Server management and maintenance.
D. Performance and capacity management, including critical server and NOS parameters, analysis of server efficiency, and recommendation and execution of changes based on monitoring
E. Server hardware maintenance on failed equipment, control documentation, recommendation of server upgrades.
F. Problem management for servers and peripherals including logging, diagnosis, escalating, follow-through, resolution and reporting.
G. Provide guidance for planning upgrades, and assist in developing of a Township-wide six-year capital improvement plan in technology.
H. Provide disaster support in case of network failure, to include a two-hour response time in the case of a server failure.
I. Proposal must address ability to assist Police Department in case of system failure in their headquarters.

II. **Local Area Network Services**

A. Act as Network Administrator, providing upgrades, patches, anti-virus maintenance, error logs, system purges, print queues, drivers, user groups and file access. Must provide a workable backup system and train personnel to maintain.
B. Assist with backup server data and on-demand restoration services.
C. Monitor access to server resources and security violations.
D. Assist with performing security/response management, including passwords, groups, and file/directory access. **Must provide and enforce a schedule for changing passwords.**
E. Provide guidance for and advice for planning upgrades in both hardware and software.

III. **Workstation Maintenance**

A. Provide support for workstation or software installation problems on an as-needed basis.
B. Provide support for printer problems on an as-needed basis
C. Provide guidance for planning upgrades in both hardware and software. This proposal may be presented in various formats:

(1) An overall annual contract to cover all items listed above, with an hourly rate for projects outside the scope of this outline, including server upgrades, server installation or reinstallation, disaster recovering, planning and design. The hourly rate should be available for purchase in blocks of time with

remaining time to carry over if applicable.

(2) A contract that provides for: (a) Monthly support provided by a systems engineer, with (b) Purchase of a block of time, showing hourly rate, to cover areas that are not covered by the monthly support with remainder to be carried over into the following year.

(3) Other innovative and progressive formats as determined by the vendor.

II. REQUIREMENTS OF VENDORS

All applicants must include the following information in their proposal:

(1) Names and statements of qualifications of chief officers of the entity or corporation.

(2) Names and statements of qualifications of the person or persons who will be handling the account on a day-to-day basis.

(3) Estimated response time and typical protocol for handling responses

(4) References from existing clients, especially those in state or municipal government.

(5) If government references are available, name and contact information of purchasing agent or Finance Office contact.

(6) Copy of completed Harding pay-to-play forms, available from Municipal Clerk's office. **Applications that do not include these forms will be considered incomplete and not considered.**

(7) Name of at least one client that discontinued service with the vendor in the past three years.

(8) Statement of vendor's ability to abide by a government purchasing schedule, which may take up to six weeks to make payment.

(9) Statement that vendor shall provide staff during regular Township business hours on one (1) day of each week of each month during the term of the contract to assist the Township with the subject network. As part of its proposal, the vendor shall be required to provide a fee proposal with and without this staffing requirement.

10) Examples of Reports that will be provided to Harding Monthly.

III. TERMS, CONDITIONS AND REQUIREMENTS

Note: Once the Township selects a proposal, the parties will be required to execute a contract.

A. Vendor and Township Ethics

The Township and persons who/that provide services to it are governed by the Local Government Ethics Law, N.J.S.A. 40A:9-22.1 et seq., and ethics policies adopted by the Township. In particular, proposers are put on notice that the Township employees, as well as members of their immediate family and business organizations in which they have an interest, are prohibited from soliciting or accepting gifts, favors, loans, services, promise of future employment or other thing of value from any person or entity which has a contract with the Township or the Township employee has reason to believe that the person or entity may be awarded a contract with the Township.

B. Insurance Requirements

The proposer selected to provide the services described in this RFQ/RFP are required to maintain the following policies of insurance during the term of the contract:

- § Not less than the minimum Workers' Compensation and Employer's Liability insurance required by New Jersey law.

- § Commercial General Liability including Products/Completed Operations liability coverage for Personal Injury and Property Damage of not less than one million dollars ($1,000,000) for each occurrence and two million dollars ($2,000,000) annual aggregate.

- § Professional Liability insurance in the amount of one million dollars ($1,000,000) for each wrongful act/two million dollars ($2,000,000) aggregate.

C. New Jersey Business Registration Requirements

The following provisions apply to the contract for this RFQ/RFP unless the proposer is (a) a not-for-profit business or (b) a body corporate and politic of the State of New Jersey.

For the purpose of this Agreement, the following terms have the meanings stated below. "Affiliate" means an entity that (a) directly, indirectly, or constructively controls another entity, (b) is directly, indirectly or constructively controlled by another entity or (c) is subject to the control of a common entity if it owns, directly or individually, more than 50% of the ownership interest in the common entity.

"Agreement" means this RFQ/RFP, executed by the proposer and the Township.

"Business organization" means an individual, partnership, association, joint stock company, trust, corporation or other legal business entity or successor thereof. It also

includes any affiliates of the business organization. It does not include government agencies or organizations organized as non-profit entities.

"Proof of registration" means a copy of the organization's "Business Registration Certificate" issued by the New Jersey Treasury Department, Division of Revenue. No other form is valid.

"Subcontractor" means any business organization that (a) is not the Proposer and (b) knowingly provides goods or performs services for a Proposer or another subcontractor in the fulfillment of the Proposer's responsibilities pursuant to this Agreement.

C1. The proposer shall submit proof of registration to the Township.

C2. The proposer shall notify in writing all subcontractors that will provide services pursuant to this Agreement that each is required to provide proof of registration to the Township.

C3. Final payment pursuant to this Agreement shall not be owed to the proposer until the proposer has submitted (a) an accurate list of all subcontractors that provided services pursuant to this Agreement and (b) proof of registration for each or, in the alternative, the proposer has certified that no subcontractors provided services in connection with this Agreement.

C4. A business organization that fails to provide a copy of business registration as required pursuant to section 1 of P.L. 2001, c.134 (C.52:32-44 et al.) or subsection e. or f. of section 92 of P.L. 1977, c.110 (C.5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of $25 for each day of violation, not to exceed $50,000, for each business registration copy not properly provided pursuant to this Agreement.

D. Affirmative Action/Nondiscrimination Provisions

The State of New Jersey requires that the following provisions be included in service contracts.

For the purpose of this section the following words and terms have the meanings stated:

"Contract" means this RFQ/RFP, executed by the proposer and the Township.

"Contractor" means the proposer.

"Division" means the Division of Contract Compliance and Equal Opportunity in Public Contracts established in the State of New Jersey, Department of Treasury.

"Public agency" means the Township of Harding.

"Subcontractor" means a third party that is engaged by a contractor to perform, pursuant to a subcontract, all or part of the work included in a public agency contract.

"Treasurer" means the Treasurer of the State of New Jersey or his or her designee.

During the performance of this contract the Contractor agrees as follows:

D1. 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.

D2. 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 forth provisions of this nondiscrimination clause.

D3. In all solicitations or advertisements for employees placed by or on their behalf the Contractor, or Subcontractor, where applicable will 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.

D4. The Contractor or Subcontractor, where applicable, will send to each labor union or representative of 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 commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

D5. 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.

D6. The Contractor or Subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable Township employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable Township employment goals determined by the Division pursuant to N.J.A.C. 17:27-5.2.

D7. The Contractor or Subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities and labor unions that it does not discriminate on the basis of age, race, 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.

D8. 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.

D9. In conforming to 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, race, 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.

D10. After notification of contract award but prior to execution of a contract the Contractor shall submit to the public agency, one of the following three documents:

- § Letter of Federal Affirmative Action Plan Approval
- § A Certificate of Employee Information Report
- § An Employee Information Report Form AA 302

D11. The Contractor and its subcontractors shall furnish such reports and 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.

E. False Claims

It is a crime for a person to knowingly submit to the Township any claim for payment for performance of services, knowing such claim to be false, fictitious, or fraudulent.

F. Defaults in Performance

If the Contractor terminates its agreement with the Township without cause or fails to perform in good faith in accordance with the terms and conditions of this RFQ/RFP the Township shall have the right to retain another firm to perform the required work. If the Township does so, the proposer shall only be entitled to payment for any work performed and approved by the Township.

G. Termination by Contractor

The Contractor shall not have the right to terminate its agreement with the Township except for good cause. Whether a Contractor's termination is for "good cause" shall be within the sole discretion and determination of the Township. The Contractor shall give the Township not less than 90 day' prior written notice of an intention to terminate.

H. Records

The Contractor shall maintain, and the Township and its duly authorized representatives shall have access to the books, documents, papers, and records of the Contractor which are directly pertinent to this contract and the services to be provided by the Contractor pursuant hereto for the purpose of making audit, examination, excerpts, and transcripts

for a period of three (3) years after final payment. Copies of applicable records shall be made available upon request.

I. Assignments and Subcontracts

The Contractor may not assign its contract with the Township. The Contractor may not subcontract the services required by this RFQ/RFP without the prior, written approval of the Township Administrator. No subcontract shall be allowed unless the Contractor's insurance policy will provide the subcontractor with the Contractor's coverage or, alternatively, the subcontractor provides the Township with a certificate of insurance which demonstrates that the proposed subcontractor has all of the insurance that the Contractor is required by this RFQ/RFP to have. Notwithstanding Township approval of a subcontractor, the Contractor shall remain obligated for full performance hereunder, and the Township shall incur no obligation other than its obligations to the Contractor hereunder.

J. Indemnification of Township

The Contractor agrees to indemnify and hold harmless the Township of Harding, its officers, employees, agents and servants from and against any and all claims, demands, suits, actions, recoveries, judgments, costs and expenses including attorney's fees, incurred or suffered on account of property damage or loss and/or personal injury including loss of life of any person, agency, corporation or governmental entity which shall arise out of the course of or in consequence to any acts or omissions of the Contractor, its employees, agents, servants or subcontractors in the performance of the work to be performed pursuant to this RFQ/RFP or the failure of the Contractor, its employees, agents, servants or subcontractors to comply with any term or condition of this RFQ/RFP. The Contractor further agrees that this indemnification shall continue after completion of the its services for all claims, demands, suits, actions, recoveries, judgments, costs and expenses, including attorney's fees, resulting from acts or omissions of the proposer, its employees, agents, servants or subcontractors which occur prior to the completion of services.

K. No Agency Relationship

Contractor is and shall at all times be regarded as an independent contractor. Contractor shall not at any time act as agent for the Township or represent that Contractor has any authority to bind, obligate or speak for the Township. Nothing herein is intended nor shall any term of this RFQ/RFP be construed as creating an employer-employee relationship between the Township and Contractor or be deemed to constitute the appointment of Contractor as the Township's agent.

L. Payment Procedure

The Contractor will be paid upon receipt of invoice and a properly executed voucher covering purchase order as submitted. All invoices and vouchers must be submitted to the billing address as shown on each purchase order. Invoices must match the purchase order and have full description of services or supplies. The Purchase Order number must be on all invoices.

M. Township tax status

The Township of Harding is exempt from all taxes, including Federal Excise Tax, Transportation Taxes, and State Sales or Use Tax.

N. Royalties and license fees
The Contractor shall be responsible for all royalties and license fees. The Contractor shall defend all suits or claims for infringements of any patent rights and shall save the Township harmless from loss on account thereof.

O. Contract Contingent on Township Funding
All contracts are subject to the availability and appropriation of funds.

IV. SELECTION PROCESS

All interested parties are requested to provide a detailed written proposal indicating how the services will be provided and by whom and the cost for same.

An evaluation committee that will include the Business Administrator, Chief of Police, Director of Public Works and representatives from the Municipal Clerk and of the Office of the Mayor will evaluate proposals according to competitive criteria, with cost, vendor experience, response time, qualifications of responding personnel, and ability to follow New Jersey public procurement laws and procedures to be considered. **All proposals must include daytime contact information for the primary person who would be handling the account for Harding.**

Please submit one original and six copies of your proposal and the attached questionnaire, either in person or postmarked to Gail McKane, Business Administrator, Township of Harding, 1 Washington Blvd., Suite 6, New Vernon, N.J. 07976, no later than September 7, 2016 @ 11:00 a.m. (prevailing time).

Any questions about the requirements can be directed to Ms. Lorene K. Wright at 973 267-8000, x 1988 or by email to lwright@hardingnj.org

CONDITIONS GOVERNING PROPOSALS

Harding Township is not responsible for any proposals that are lost, wrongly addressed, misdirected or otherwise undeliverable.

Harding is not responsible for any costs incurred in preparing submissions of responses to this RFP.

By submitting a proposal, a vendor agrees that it will not make any claims for or have any right to damages because of any misrepresentation or lack of information.

All materials, proposals and contents submitted during the review process will become the property of the Township of Harding except in cases mutually agreed upon by the parties.

TOWNSHIP OF ROBBINSVILLE
REQUEST FOR STATEMENT OF QUALIFICATIONS AND
REQUEST FOR PROPOSAL
IT CONSULTANT

QUALIFICATIONS STATEMENT

Please use additional paper if necessary to fully respond to the questions in this form.

Company Name:_____

Address:_____

Telephone:_____

Fax #:_____

Email Address:_____

Web address:_____

Business Form (select one): ___individual ___partnership ___ corporation ___limited liability company

other_____specify_____

Federal Employer ID no._____

Length of Time in Business: _____ years

Number of Employees: 2012 _____ 2013_____ currently_____

TOWNSHIP OF ROBBINSVILLE
REQUEST FOR STATEMENT OF QUALIFICATIONS AND
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IT CONSULTANT

QUALIFICATIONS STATEMENT

Is proposer owned by another company? yes____ no____

If "yes" provide the name and address of the other company:

_____

Is proposer registered to do business in New Jersey? yes____ no____

Does proposer have experience in providing [Description] services?
yes_____ no_____

If "yes", describe proposer's experience and provide the name, address, telephone number, contact name and dates those services were provided. If there were multiple clients name at least three.

_____

_____

_____

_____

_____

_____

Describe the assets that enable you to provide the services needed by the Township.

_____

_____

_____

_____

_____

TOWNSHIP OF HARDING
REQUEST FOR STATEMENT OF QUALIFICATIONS AND
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QUALIFICATIONS STATEMENT

Name the person(s) who would be responsible for performing services and provide a copy of curriculum vitae/resume for each:

_____

_____

_____

NOTE: If you answer "yes to any of the following questions explain the circumstances on a separate sheet.

Has any person currently employed by proposer ever been suspended, debarred or otherwise declared ineligible by a government agency from contracting to provide services because of the quality of work?

Yes___ No___

Have any persons proposed to provide services pursuant to this RFQ/RFP ever been convicted of a crime?

Yes___ No___

Are there are administrative, civil or criminal matters pending in any federal, state or local government jurisdiction in which the proposer or its principals or key personnel are involved? Yes____ No_____

Is there any proceeding pending which could result in the suspension or revocation of the license or certification of a person proposed to provide services pursuant to this RFQ/RFP?

Yes___ No___

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QUALIFICATIONS STATEMENT

Contacts. Provide the requested information for at least three clients for whom/which Proposer provided services comparable to those that are the subject of this RFQ/RFP since 2005.

Name of Client

_____

Contact Name

_____

Client
Address_____

Phone No. (_____)_____ Fax No. (_____) _____

Describe
Services_____

_____

_____

_____

TOWNSHIP OF HARDING
REQUEST FOR STATEMENT OF QUALIFICATIONS AND
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QUALIFICATIONS STATEMENT

Name of Client

_____

Contact
Name_____

Client
Address_____

Phone No. (_____)_____ Fax No. (_____)_____

Contact
Title:_____

Describe
Services_____

_____

_____

Name of Client

_____

Contact Name

_____

Client
Address_____

Phone No. (_____)_____ Fax No. (_____) _____

Describe
Services_____

_____

_____

TOWNSHIP OF HARDING
REQUEST FOR STATEMENT OF QUALIFICATIONS AND
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Standard RFQ/RFP Proposal Forms

A. Business Ownership
Complete this form only if the Proposer is a partnership, corporation or limited liability company.

Check here |___| if not applicable.

Name of Proposer:_____

List the names and addresses of all persons (including business entities) having 10% or more interest in the Proposer. If an interest holder is a corporation name the stockholders holding more than a 10% interest.

Complete the certification at the bottom of this page.

Name & Address *SS #/Employer ID*

_____

_____

_____

_____

Proposer certifies that (check one):

____ the list of persons named above is current and correct to the best of Proposer's knowledge.

Or

____ There are no persons having a 10% or greater interest in the Proposer's firm to the best of Proposer

TOWNSHIP OF HARDING
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Standard RFQ/RFP Proposal Forms

B. Non-Collusion Certification

Proposer certifies that this submission has not been prepared in collusion with any other Proposer and that the prices, discounts, terms, and conditions thereof have not been directly or indirectly communicated by or on behalf of said proposer to any person other than the Township of Harding. Proposer certifies that the contents or specifics of this submission/proposal to the Township will not be communicated to any person prior to the official opening of proposals submitted to the Township.

Proposer acknowledges and understands that this certification may be treated as a sworn statement made under oath or equivalent affirmation, and that, if any statement or representation made in the Proposer's submission to the Township is untrue the proposer may be subject to New Jersey and federal criminal laws including, but not limited to, N.J.S.A. 2C:28 -1 et seq. and 18 U.S.C. 1001 et seq.

Please certify that you are in full understanding of the statement above by completing the affidavit on **page 18** of this RFQ/RFP.

TOWNSHIP OF HARDING
REQUEST FOR STATEMENT OF QUALIFICATIONS AND
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Standard RFQ/RFP Proposal Forms
Non-Collusion Affidavit

State of

County of

I, _____of the _____

Of_____ of the County of_____

In the State of _____being of full age, and being duly sworn according to law on my oath depose and say that:

I am _____of the firm of _____ the Consultant making the proposal for the above named project, attests that they execute the said proposal with full authority to do so; that said Consultant has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive proposals in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full acknowledge that the _____ of _____ relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon agreement or understanding for a commission, percentage, brokerage or contingent fee, and except bona fide employees or bona fide established commercial or selling agencies maintained by Township of Harding (N.J.S.A. 52:34-15)

Subscribed and sworn to
Before me this _____day _____

(Also type or print name of
Of_____2014 affiant under signature)

_____
NOTARY PUBLIC OF

My Commission Expires_____

TOWNSHIP OF HARDING
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Standard RFQ/RFP Proposal Forms

C. Affirmative Action Questionnaire

Does Proposer have Federal or State of New Jersey Affirmative Action Plan approval?
____Yes _____No

If "Yes", attach a photocopy of said approval to this page.

If "No", and you are selected for this project you must comply with the Affirmative Action/Nondiscrimination Requirements specified in this RFQ/RFP.

Note: The following are acceptable evidence of an affirmative action approval:

a. a current letter, not older than one year from date of submission, from the United States Department of Labor

b. a State of New Jersey Certificate of Employee Information Report

c. An Employee Information Report Form AA 302

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Standard RFQ/RFP Proposal Forms

D. Statement from Insurance Broker
Proposer is to enclose with its submission a statement from Proposer's insurance broker reporting (a) that the Proposer has the policies of insurance described hereinabove or (b) that the insurance broker will, upon successful award of this contract to Proposer, supply the Proposer with insurance in the limits as required by this RFQ/RFP.

Within two business days of receiving advice of the Township's intention to award this Contract to Proposer, the Proposer shall provide the Township with a Certificate of Insurance evidencing that said insurance is and will be in effect during the term of the contract.

This certificate(s) is/are to be issued and mailed to:

TOWNSHIP OF HARDING
PO Box 666, 21 Blue Mill Road
New Vernon, NJ 07976
Attention: Gail McKane, Business Administrator

Each Certificate of Insurance shall contain a statement that the policy applies to all operations of the project that are undertaken by the insured during the performance of this contract. In addition, each Certificate of Insurance shall contain the following information or statements:

1. Name and address of insured.
2. A statement that the Township of Harding is an Additional Insured under Comprehensive General Liability.
3. The number and description of each policy in force on the date of the Certificate.
4. The expiration date of each policy shown as well as the amount of coverage for each policy.
5. The name and number of this contract as shown on the cover of this package.
6. A statement showing the method of cancellation. If cancellation may be effected by the giving of notice to the insured and the Township of Harding by the insurer, the policy and Certificate must provide that cancellation shall not be effective until ten (10) days after receipt of such notice by the Township.

During the term of the contract, it shall be the responsibility of the Proposer to provide the Township with additional Certificates of Insurance in compliance with the above showing current coverage when any insurance policy for the above-listed coverage expires.

TOWNSHIP OF HARDING
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Standard RFQ/RFP Proposal Forms

E. Evidence of New Jersey Business Registration
Proposer must provide evidence that Proposer is registered to do business in New Jersey. (See Section III, Part C.)

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Standard RFQ/RFP Proposal Forms

F. Certifications Concerning Conflicts of Interest & Appearances of Conflicts of Interest

Proposer certifies that there is no known circumstance, relationship or condition existing between Proposer or Proposer's agents, employees or servants, and any other person, business or public entity that would constitute an actual conflict of interest, whether financial or otherwise, in the proper, appropriate professional and independent performance of the work required by this RFQ/RFP.

Proposer further certifies that there is no known circumstance, relationship or condition existing between Proposer or Proposer's agents, employees or servants, and any other person, business or public entity that now or may, during the term of the services to be provided, create the appearance of a conflict of interest, whether financial or otherwise, in the proper, appropriate, professional and independent performance of the work required by this RFQ/RFP.

Proposer agrees to disclose the existence or potential for existence of such a conflict whenever it may arise during the term that services are being provided.

Proposer certifies that no person has made or agreed to make on Proposer's behalf any valuable gift, whether in the form of service, loan, thing or promise to any person or any of the person's immediate family having the duty to recommend, the right to vote upon or have any other direct influence on the selection of Proposer as a service provider within the two years preceding Proposer's signature on this RFQ/RFP.

Proposer understands that if any of the foregoing certifications is false the Township shall have the right to declare the Proposer in breach of its agreement with the Township and to take any action available to it under New Jersey law.

Please certify that you are in full understanding of the statement above by completing the affidavit on **page 23** of this RFQ/RFP.

TOWNSHIP OF HARDING
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IT CONSULTANT

Standard RFQ/RFP Proposal Forms
Conflict of Interest Affidavit

State of

County of

I, _____of the _____

Of_____ of the County of_____

In the State of _____being of full age, and being duly sworn according to law on my oath depose and say that:

I am _____

of the firm of_____

The Consultant making the proposal for the above named project, certifies that there is no known relationship or circumstance between the Consultant or the Consultant's agents that would constitute an actual conflict of interest or create the appearance of a conflict of interest during the term of the services to be provided.

I further warrant that the Consultant agrees to full disclosure of the existence or potential of such conflict of interest during the term of services to be provided. The Consultant certifies that no person has made or agreed to make on the Consultant's behalf any valuable gift in accordance with the terms and conditions of said RFQ/RFP. Further, the Consultant understands that if any of the foregoing certifications is false the Township shall have the right to declare the Consultant in breach of its agreement with the Township and to take any action available to it under New Jersey law.

Subscribed and sworn to _____

Before me this _____day _____

(Also type or print name of affiant under signature)

Of_____2014

_____
NOTARY PUBLIC OF

My Commission Expires_____

TOWNSHIP OF HARDING
REQUEST FOR STATEMENT OF QUALIFICATIONS AND
REQUEST FOR PROPOSAL
IT CONSULTANT

Standard RFQ/RFP Proposal Forms

G. Certification Concerning Submission
The signature of the Proposer's authorized agent(s) below attests that:

1. The information provided in the Proposer's submission is full, complete and truthful.

2. The Proposer acknowledges that the Township may, by means it deems appropriate, determine the truth and accuracy of the information provided with this submission.

3. The Proposer has reviewed all of the specifications, terms and conditions, forms and all other documents contained in the RFQ/RFP including addenda, if any;

4. The Proposer has the experience, knowledge, expertise and ability to provide the described services;

5. The Proposer commits to provide the services as described in this RFQ/RFP at the prices quoted in its Proposal and

6. If the Proposer proposes any deviation from the requirements of this RFQ/RFP Proposer has included a description of the proposed deviation(s) in Part H of this section.

- § The Proposer recognizes that all information submitted with this submission is for the purpose of inducing the Township to award a contract to the Proposer.
- § The Proposer understands and agrees that the submission and all supporting documentation shall become the property of the Township and may be subject to review by the public.
- § The Proposer authorizes the Township to contact any entity or person named in the submission for the purpose of verifying the information provided by the Proposer.

TOWNSHIP OF HARDING
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H. Deviations

NOTE: Unless Proposer describes any proposed deviations below the Township will hold Proposer responsible for compliance with all terms, conditions and requirements specified in this RFQ/RFP.

If Proposer proposes to deviate from any of the terms, conditions or requirements this RFQ/RFP describe the proposed deviations below.

_____

_____

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ATTACHMENT A

DESCRIPTION OF HARDING IT ENVIRONMENT

Overview

The Township maintains two networks, one for administrative employee use, and one for Police Department use.

Network Architecture

The Township network architecture is that internet services from two suppliers to serve three functionally separate networks inside the Township Hall Building. Two of the networks, Administrative and Police, are wired networks connecting a server-client system based primarily on Microsoft Windows servers and workstations. The third network consists of two wireless hubs serving public users.

The two internet suppliers, Comcast and Verizon, are connected to a hardware Sonicwall firewall. Within the Sonicwall, configuration settings separate traffic for the Police Department and Administrative networks, which traffic is provided to Ethernet switches in each area. Workstations, Servers, and peripherals are connected to these switches.

Administrative Employee Network

The municipal network is utilized by approximately 20 employees. One physical Host is comprised of six virtual operating systems. A second physical server is maintained acting as a 2nd domain controller. There are two TAC router units running Xenta 711 software connected to the servers that act as electronic controllers for the building HVAC system.

The municipal network includes following main components:

1. **Workstations**. Approximately 23 workstations running Windows 7 and Microsoft Office Professional (versions 2010- 2013). All workstations are appropriately licensed.

2. **Peripherals.** Peripheral devices include four network printers, an enterprise copier/scanner/printer (Kyocera), local printers, and a check scanner.

3. **Specialty 3rd Party Software**. Certain workstations have third party software listed below. The Township maintains current maintenance and support agreements with each vendor.
    a. Spatial Data Logic's Geologic
    b. IIT's GFMS, GSTC and GUBS (for financial management, tax payment and sewer payment software)
    c. FTR (Recording and playback software)
    d. ABS's Staff Files
    e. ESRI's Arc View (GIS Software)

4. **Servers**. One of the virtual servers runs Windows Exchange Server [2007] which is being upgraded to version 2013. Another runs SQL server to support certain applications (Spatial Data Logic and GFMS). A third virtual server serves as the Domain Controller. The fourth server runs a Terminal Server for external access. The separate physical server box serves as a second Domain Controller. UPS units are in place.

5. **Email Processing.** Email is first filtered by MXLogic which includes anti-SPAM/virus/malware support. Clean messages are sent through to the Harding Township exchange server and accessed by users running Microsoft Outlook or Outlooks OWA service for remote access. If MXLogic cannot connect to the exchange server, users can remotely access the email at the MXLogic site. The MXLogic service is provided by the current IT services provider and a planned move to a new service is in place (MXlogic is being discontinued).

6. **Anti-virus/malware.** The Township workstations (including the Police Department workstations) are protected by Eset provided and maintained by the current IT services provider.

Police Department Network

The Police Department network consists of the following main components:

1. **Workstations**. Approximately 8 workstations running Windows 7 and Microsoft Office Professional (versions 2010 – 2013). All workstations are appropriately licensed.

2. **Peripherals.** Peripheral devices include two network printers, an enterprise copier/scanner/printer (Kyocera). An additional workstation supports the in-car video system.

3. **Server**. One physical HP server runs Microsoft Windows 2012 Server software for the network. There is a plan in place to virtualize the server and move to the VMware Host.

4. **Specialized Devices**. There is a National Crime Information Center (NCIC) station, and a fingerprint station that connects to the NJ State Police network directly. These devices are not part of the Harding network.

5. **Patrol Vehicles**. Approximately 5 vehicles are equipped with tablet computers and In-car video hardware.

6. **Specialty 3rd Party Software**. The Police Department utilizes the following third party software and services each of which is covered under maintenance and support from the respective vendor.
    a. APBnet software for intra-department notice communication.
    b. Video Management system provided by L3 Communications.
    c. CSI Infoshare RMS (County wide records management system – web-based service provided by Morris County)

d. Power DMS – automated system for P&P/R&R workflow management (Third party web-based service)

Township Website

The Township's current website was developed in house but is hosted via third party provider. The Township has recently issued an RFP to providers of municipal websites for a website replacement and hosting service. Support of the Township website is not within scope of the support agreement.