

Egg Harbor Township Municipal Utilities Authority
3515 Bargaintown Road
Egg Harbor Township, NJ 08234
609-926-2671

Information Technology & Support Services

Request for Proposals

For the time period of:
May 1, 2018 – April 30, 2019



ALL PROPOSALS MUST BE SUBMITTED PRIOR TO:

TUESDAY, APRIL 17, 2018
3:00 PM

EGG HARBOR TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
3515 BARGAINTOWN ROAD
EGG HARBOR TOWNSHIP, NJ 08234

**Request for Proposals
Fair and Open Process
Egg Harbor Township Municipal Utilities Authority**

Notice is hereby given that pursuant to the provisions of NJSA 19:44A-20.4 (New Jersey Pay to Play Law), the Egg Harbor Township Municipal Utilities Authority (Authority), Township of Egg Harbor, County of Atlantic and State of New Jersey is seeking proposals under the Fair and Open Process for the following professional services for the period of May 1, 2018 through April 30, 2019:

➤ Information Technology & Support Services (the “IT Services”)

All business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to NJSA 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.nj.us.

All proposals must be received by the Authority Clerk, no later than Tuesday, April 17, 2018 at 3:00pm in a sealed envelope labeled Proposal for IT Services at the following address:

Egg Harbor Township Municipal Utilities Authority
3515 Bargaintown Road
Egg Harbor Township, NJ 08234

The Authority does NOT have an IT Department and is currently using an outside vendor service to provide support and maintenance on an as needed basis.

The Authority reserves the right to reject any or all proposals. The Request for Proposals creates no obligation on the part of the Authority to award a contract. The Authority reserves the right to award a contract based on proposals received without further discussion or negotiation.

Proposals received after the deadline indicated will not be considered. All questions concerning this notice must be addressed to the Authority Clerk at 609-926-2671.

Elaine Super
Authority Clerk

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All proposals for IT Services shall include, at a minimum, the following information and documentation:

1. Names and roles of the individual(s) who will perform the task and a description of their experience with projects similar to the matter being advertised.
2. A list of references with addresses and telephone contact numbers in addition to verifiable records of successes.
3. Description of ability to provide the services in a timely manner, including staffing, familiarity with the nature of services and location/business address of key staff.
4. Contracts will be awarded on the basis of qualifications, professional liability insurance and pricing.
5. Proof of professional liability insurance.
6. Individuals/firms appointed to provide IT Services will be required to supply, at the time of contract execution, the following:
 - a. Proof of Technology Professional Liability Insurance in the form of and amounts satisfactory to the Authority.
 - b. Affirmative Action Evidence.
 - c. New Jersey Business Registration.

If awarded a contract, your company/firm shall be required to comply with the requirements of NJSA 10:5-31 et seq and NJAC 17:27.

All proposals are to be submitted to the Authority Clerk no later than Tuesday, April 17, 2018, 3:00pm. Proposals received after this deadline will not be considered. One copy of the proposal must be submitted in a sealed envelope.

Current Networked Computer System

Server – One (1) Server

- Dell Power Edge T230 Intel
- Windows Server 2012

Workstations – Six (6) Workstations

- Dell Optiplex 7010
- Windows 7 Professional

Laptops – Two (2) Laptops

- Dell Notebook 5000
- Windows 7 Professional

Printers

- Each workstation hosts a desktop laser printer
- Both laptops share one (1) laser printer and one (1) ink jet printer
- All computers are networked with a Sharp MX-M264 copier/scanner
- All computers are networked with a HP Laserjet 9050 printer

Software

- Microsoft Office
- Edmund's Associates Billing Software
- Various office related programs
- Various web based sites

Technology Specific IT Services Required

The IT Services should include, but not be limited to the following:

- Complete network maintenance.
- Installation of all the latest patches and fixes.
- Spyware removal and prevention.
- Backup maintenance.
- Support and maintenance for all software and hardware.
- Upgrade recommendations.
- Virus protection maintenance.
- Installation and configuration of servers, PC's and laptops.

Cost of Services

1. The proposal must contain the costs associated with providing the IT Services as well as the number of hours of either on-site or remote support and maintenance included in the costs, and a fee schedule that includes hourly rates for additional IT Services.
 - a. An hourly rate for additional on-site, phone and remote support and maintenance during normal business hours.
 - b. An hourly rate for additional on-site, phone and remote support and maintenance during weekends, holidays and weekdays outside normal working hours.
2. Preference will be given to pricing that includes a fixed charge for the IT Services, preferably a quarterly payment schedule that includes a minimum of three (3) hours per month of on-site and/or remote support and maintenance and all labor and travel expenses included in the fixed charge.

Support Services

1. When is remote and/or on-site support and maintenance available?
2. What is the anticipated response time?

A selection committee will conduct an evaluation of qualifications and will rate each submittal based upon the following criteria:

- Experience with the Authority's networked computer system and software.
- Availability to provide services.
- Availability to respond to end user requests for service.
- Pricing for included IT services and additional charges.
- Professional liability insurance in a form and amount satisfactory to the Authority.
- Applicable technical certifications and qualifications, satisfactory to the Authority.