

**REQUEST FOR PROPOSAL/QUALIFICATIONS
FOR
MUNICIPAL PROFESSIONALS**

**Issued by the
Township of Maple Shade**



**Date Issued:
October 15th, 2020**

**Mandatory Onsite Walk Through
By Appointment Only – Prior to November 10th, 2020
(Masks Required)**

**Responses Due by:
November 19th, 2020**

Request for Proposal for Professional Services

Purpose:

The following procedures are designed to provide for a due diligence process in awarding professional services based on qualification, merit and cost effectiveness through accessible advertising. Services include annual appointments and day to day programs, projects and contracts. Proposals should be sent to:

Township of Maple Shade
Attn: Susan Danson, Twp. Manager
200 Stiles Avenue
Maple Shade, NJ 08052.

Proposals are due no later than Tuesday, November 19th, 2020 at 2pm.

Scope of Services: INFORMATION TECHNOLOGY CONSULTING

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

1. **Appointment of Information Technology Consultant** - The Information Technology Consultant shall be appointed by the Township Manager and shall serve for a term of one (1) year from the first day of January of their appointment year and until December 31, of the year of their appointment, unless an extension of time has been agreed upon by both parties. The parties may agree to up to two (2) one year extensions or one (1) two year extension. The Information Technology Consultant shall receive such compensation as may be agreed upon and determined by the Township.
2. **Roles and Responsibilities** – The Information Technology Consulting Services shall include, but not be limited to, provision of the following services for all Township Administrative Offices and Department of Public Works 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 for updates etc., and confirm system maintenance checks are performed.
 - Create user accounts and manage security policies
 - Rebuild the server and restore its systems from backup in case of failure
 - Perform data backup across all servers and applications
 - Identify and correct problems with the Local Area Network as they arise
 - Identify and correct problems with the Wide Area Network connection as they arise

B. Workstation Management (Approx. 25 desktops, 5 Laptops)

- Unlimited on-site and remote support
- Complete patch management
- Maintain properly functioning configurations
- Install and set up new and rebuilt computers, including installing operating system and any necessary software, setting them up on network, setting them up for backups, adjusting email client settings
- Install and set up new office equipment (printers, scanners)
- When necessary, restore a system from backup
- Make sure all machines are up to date and free of viruses and spyware
- Perform minor hardware repairs (such as replacing hard drive, upgrading memory, etc.)

C. General Consulting/IT Services

- Examples of General IT services are but not limited too: server maintenance, workstation configuration and maintenance, printer, network device consultation, configuration and installation, software updates, network troubleshooting, firewall adjustments, email troubleshooting, hardware troubleshooting and video software troubleshooting.

D. 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 network 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 finance, tax and constructions applications (Edmunds, Munidex, First Byte, Vital Communications, MPass, Road Runner etc.), as well as other NJ municipal based computer software applications, as appropriate.

MAPLE SHADE TOWNSHIP
AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the Township of Maple Shade, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (*42 U.S.C. 12101 et seq.*), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

MAPLE SHADE TOWNSHIP
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

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, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, 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, gender identity or expression, disability, nationality 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.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, 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, gender identity or expression, disability, nationality or sex.

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

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.

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

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

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.

In conforming with 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, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office 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 Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

MAPLE SHADE TOWNSHIP
AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

- (a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);
OR
- (b) A photocopy of a Certificate of Employee Information Report approval issued in accordance with N.J.A.C. 17:27-4;
OR
- (c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the Maple Shade Township Purchasing Department during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: _____

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

**MAPLE SHADE TOWNSHIP
NON-COLLUSION AFFIDAVIT**

State of _____

County of _____ ss: _____

I, _____ residing in _____
(name of affiant) (name of municipality)

in the County of _____ and State of _____ of

full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)

_____ the bidder making this Proposal for the bid

entitled _____, and that I executed the said proposal with full authority
(title of bid proposal)

to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding 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 knowledge that the Township of Maple Shade relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by _____
(name of contractor)

Signature of Affiant

Printed Name

Subscribed and sworn to

before me this _____ day

of _____, 2018

Notary public of

**My commission expires
(Seal)**

MAPLE SHADE TOWNSHIP
STATEMENT OF OWNERSHIP DISCLOSURE
N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

Part I Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type) Limited Liability Company (LLC)
- Partnership Limited Partnership Limited Liability Partnership (LLP)
- Other (be specific):

Part II

- The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. (**COMPLETE THE LIST BELOW IN THIS SECTION**)

OR

- No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. (**SKIP TO PART IV**)

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV CERTIFICATION

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge that I am authorized to execute this certification on behalf of the bidder/proposer; that the Township of Maple Shade is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with Maple Shade Township to notify the Township in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the Township to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

MAPLE SHADE TOWNSHIP
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN
Failure to check either box will render the proposal non-responsive.

PART 1: CERTIFICATION (Bidders must complete part 1 by checking either box)

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK EITHER BOX:

I certify, pursuant to Public Law 2012, c. 25, that neither the person/entity listed above nor any of the entity's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification.

OR

I am unable to certify as above because I or the bidding entity and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: Please provide further information related to investment activities in Iran

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below. Provide information relative to the above questions. Please provide thorough answers to each question. If you need to make additional entries, use additional pages.

Name:

Relationship to Bidder/Vendor: _

Description of Activities:

Duration of Engagement:

Anticipated Cessation:

Contact Name:

Contact Phone Number:

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the below-referenced person or entity. I acknowledge that the Township of Maple Shade is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of contracts with the Township of Maple Shade to notify the Township of Maple Shade in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreements(s) with the Township of Maple Shade and that the Township of Maple Shade at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):

Signature:

Title:

Bidder/Vendor:

Date:

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

The applicant/proposer shall in response to the Township's Request for Proposal, at a minimum, include the following:

1. Full name and business office address. Description of relevant experience in New Jersey Municipal work, description of services provided specifically to the Township of Maple Shade, and five (5) New Jersey Municipal references (if applicable).
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 Township.
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 professional employees (if a professional firm) and/or affiliated with the professional entity seeking to provide services to the Township. 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 shall include:
 - a. Meetings
 - b. Site visits and expenses
 - c. Expenses for travel, postage and telephone excluded from the hourly rate
 - d. Number of hours proposers will allot to the requester on a monthly basis (included with a monthly rate)
 - e. If proposing a monthly hour allotment, all unused monthly hours to roll-over to the following month
 - f. Additional service 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 Township of Maple Shade.

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) an P.L. 1975, c. 1927 (Affirmative Action)
11. **Public Contracting (“Pay-to-Play”) Reform** - The applicant/proposer as a “professional” shall complete the statement as to compliance
12. **Stockholder / Owner Disclosure Certification** – The applicant / proposer as a “professional” shall complete the Disclosure
13. Enclose a copy of New Jersey Business Registration Certificate
14. The applicant/proposer shall submit an original and three (3) copies of their proposal for review and consideration by Township Manager
15. Proposer must schedule a mandatory walk through of the Township facility, to be conducted prior to November 10th, 2020. Appointments may be scheduled with the Township Manager’s Office by calling (856) 779-9610, ext 113
16. Failure to comply with the requirements set forth in this Request, may disqualify a proposer.

Basis for Award of Contract/Agreement for Professional Services

The Township 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 Township of Maple Shade's 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 demonstrated knowledge of requirements, personnel availability and back office support infrastructure
10. The Township reserves the right to conduct an interview or interview with the prospective professional to discuss the scope of the professional services as outlined in the applicant's/proposer's proposal
11. All awards are subject to availability of funds
12. This policy will include, but not be limited to, all of the above listed requirements