

EXHIBIT “O”
CITY OF SALEM
REQUEST FOR PROPOSAL FOR THE POSITION OF
COMPUTER CONSULTANT

Position and Term:

The City of Salem requests proposals from those interested in serving in the position of “Computer Consultant”. The term of service will be from January 1st, 2018 to December 31st, 2018; however service shall be at the pleasure of the City Council and thus may be terminated at any time by the Council prior to December 31st, 2018.

Description of Services:

The City of Salem wishes to maximize the performance of the current computer systems as well as to provide complete regular maintenance of the network infrastructure, server, workstations, and other IT functions needed. In addition to these services, the City requires a complete analysis of the current configuration of the systems and a recommended long term plan for an efficient and effective computer system arrangement to meet the needs of the City in the future. The City currently utilizes specialized software in certain departments supported by the software vendors, in addition to the Edmunds Software System, and Microsoft Office.

Compensation:

Compensation shall be based on a professional services contract to be negotiated by the City with the applicant deemed to be most advantageous.

Minimum Requirements:

Knowledge and experience with Municipal IT needs.

Knowledge of specialized municipal software utilized by municipalities.

Minimum of 3 years of experience as a Computer Consultant to New Jersey municipalities.

Must provide information regarding training, experience, and certifications.

Fair and Open Process:

These proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5. Applicants who meet with the Minimum Requirements for the position as set forth below, and are willing to provide the described services for the disclosed compensation, shall be evaluated on the basis of experience and qualifications as set forth in the criteria described below.

In order to be considered applicants must submit their reply to the Office of the City Clerk at 17 New Market Street, Salem, New Jersey 08079 (phone # 856.935.0372) **on or before 11:00 a.m. on December 8, 2017**. At that time and place all proposals received shall be publically opened and announced by the City Clerk or her designee.

Proposals will thereafter be received by the Mayor and Common Council of the City of Salem, who shall award the contract for the services. The award of the Contract will be based on the following criteria: (i) responsiveness to the Qualification Evaluation and other required submissions; (ii) general experience and reputation in the field; (iii) specific experience/knowledge of the City of Salem and the subject matter to be addressed under the Contract; (iv) qualifications and experience which most closely match the needs of the City; (v) availability to accommodate meeting and interface requirements with the Mayor and City Council and City Officials for meetings, phone conferences, attendance at events and office consultations; (vi) office resources, including backup staff, which are deemed most adequate to service the needs of the City; and (vii) the applicant who is deemed otherwise most advantageous based on all information submitted or gathered in connection with the proposal.

The City reserves the right to: (i) not select any of the applicants; (ii) require applicants to submit to a personal interview and/or submit additional or clarifying information; (iii) to reject any or all proposals; (iv) to waive any informalities in the proposals; and (v) procure the articles or services from other sources if deemed most advantageous to the objectives of the City.

The City's determination of the applicant who is most advantageous to the goals and objectives of the City shall be final and conclusive.

The award of the contract shall be determined by majority vote on a resolution to be read by title at an open public meeting.

No applicant shall influence, or attempt to influence or cause to be influenced, any City Official, Officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment. No applicant shall cause or influence, or attempt to cause or influence, any City Official, Officer or employee to secure unwarranted privileges or advantages.

Qualifications Evaluation:

1. Minimum Requirements. Please attach resume and/or other documentation demonstrating compliance with the “Minimum Requirements” detailed above.
2. Describe the number of employees on your staff.
3. Describe the size of your company and company capabilities with regard to municipal clients.
4. Describe your company’s ability with regard to not only workstation maintenance, but also in the area of internet security, network maintenance, installation and maintenance of Servers, etc.
5. Please list all public entities/agencies for which you presently serve as Computer Consultant/IT Consultant complete with term of appointment and contact person and related phone number.
6. What is the location of your Office? In Salem City; in Salem County or out of Salem County.
7. Describe the resources of your Office. Include details of support staff. Include information on other qualified employees in your office who would be available to City Officials in the event you were absent or unavailable.