

# **BOROUGH OF BOUND BROOK**

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## **REQUEST FOR PROPOSALS FOR COMPUTER SERVICES**

**Borough of Bound Brook**

**Contract Term**

**December 1, 2023 through November 30, 2025**

### **SUBMISSION DEADLINE**

**11:00 am**

**NOVEMBER 21, 2023**

**Administrative Offices**

### **ADDRESS ALL PROPOSALS TO:**

**Borough of Bound Brook**

**Attn: Jasmine D. McCoy, Borough Clerk**

**230 HAMILTON STREET**

**BOUND BROOK, NJ 08805**

**REQUEST FOR PROPOSALS  
FOR COMPUTER SERVICES  
Borough of Bound Brook  
Somerset County, New Jersey**

**PUBLIC NOTICE IS HEREBY GIVEN** that sealed proposals will be received by the Borough of Bound Brook at Borough Hall, 230 Hamilton Street, Bound Brook, New Jersey 08805 in the County of Somerset and State of New Jersey on **Tuesday, November 21, 2023, at 11:00 a.m.** prevailing time in the Borough Clerk's office and then publicly opened and read aloud for:

Computer Services

The Request for Proposals is available on the Borough web site at <https://boundbrook-nj.org/rfq-bid-opportunities/> or in the Borough Clerk's office located at 230 Hamilton Street, Bound Brook, New Jersey 08805 between the hours of 9:00 AM and 3:00 PM, daily, except Saturday, Sundays and Holidays. Completed proposals must be submitted to, and received by, the Clerk's Office, 230 Hamilton Street, Bound Brook, New Jersey 08805 **on or before 11:00 a.m. on Tuesday, November 21, 2023.** Respondents are instructed to label the outside of the envelope or package to the effect that the enclosure consists of Proposal, in response to this Request for Proposals. Proposals will not be accepted by facsimile.

The selection of qualified respondents and award of a contract are subject to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. The Borough has structured a procurement process that seeks to obtain the desired results, while establishing a competitive contracting process, to assure that each person and/or firm is provided an equal opportunity to submit a proposal in response to the Request for Proposals. Through a Request for Proposals process, persons and/or firms interested in assisting the Borough with the provision of such services must prepare and submit a proposal in accordance with the procedure and schedule in the Request for Proposals. The Borough will review proposals only from those firms who submit a Proposal that includes all the information required in the sole judgment of the Borough. The Borough intends to qualify respondents who (a) possess the financial and physical capabilities to provide the proposed services, and (b) agree and meet the terms and conditions determined by the Borough that provide the greatest benefit to the taxpayers of the Borough.

The Borough of Bound Brook reserves the right to consider the proposals for sixty (60) days after the receipt thereof, and further reserves the right to reject any or all proposals, either in whole or in part, to waive any informality, and make such awards or take action as may be in the best interest of the Borough of Bound Brook.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27 (Affirmative Action), and the Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et seq.).

BOROUGH OF BOUND BROOK  
Jasmine D. McCoy, Borough Clerk

## GENERAL INFORMATION & SUMMARY

### **I. ORGANIZATION REQUESTING PROPOSAL**

Borough of Bound Brook  
230 Hamilton Street  
Bound Brook, NJ 08805

### **II. CONTACT PERSON**

All communications regarding this procurement must be in writing addressed to Jasmine D. McCoy, Borough Clerk, via email: [jmccoy@boundbrook-nj.org](mailto:jmccoy@boundbrook-nj.org), or regular mail to the above address. Notwithstanding the foregoing, requests for copies of this Request for Proposals (RFP) may be made via telephone to Ms. McCoy at (732) 356-0833.

All questions regarding this RFP must be submitted in writing to the above Contact Person on or before November 10, 2023. The Borough will respond to questions in writing, which questions and responses will be provided to all Respondents. No responses will be provided orally to any Respondent.

### **III. PURPOSE OF REQUEST AND SUBMISSION DUE DATE**

- A. The Borough of Bound Brook is requesting proposals from qualified Respondents to provide computer services, described in more detail in Section VI, Scope of Services, of this RFP for the Borough of Bound Brook Police Department. Proposals will be evaluated in accordance with the criteria set forth in this RFP. One or more qualified respondents may be awarded a contract to provide services. The services are exempt from bidding pursuant to N.J.S.A. 40A:11-5(dd).
- B. **Proposals must be received by the Borough of Bound Brook on or before Tuesday, November 11, 2023. Proposals must be addressed to the Contact Person in Section II, above and mailed or hand delivered to the Borough at the address set forth in Section I, above.**

### **IV. PERIOD OF CONTRACT**

The term of any contract(s) awarded hereunder shall be for two (2) years, commencing on December 1, 2023 through November 30, 2025; at the Borough's sole option, the contract may be extended for an additional one (1) year.

### **V. CONTRACT**

The successful Respondent(s) shall be required to execute the Borough's standard contract, which includes indemnification, insurance, termination and provisions.

It is also agreed and understood that the acceptance of the final payment by the successful Respondent(s) shall be considered a release in full of all claims against the Borough arising out of, or by reason of the work

performed and materials furnished under any contract(s) awarded.

**IMPORTANT REQUIREMENT**

*Since the successful Respondent(s) will be performing computer services that will include the Borough of Bound Brook Police Department, the successful Respondent and all its respective employees providing services under any contract awarded hereunder shall be required to be fingerprinted and undergo a background check. They must also be in compliance with all ethics training as may be required by the New Jersey Office of Attorney General.*

**VI. SCOPE OF SERVICES**

**FOR: MANAGEMENT INFORMATION SYSTEM CONSULTANT**

**SITE: ALL SITES**

**SCOPE OF WORK:**

The Management Information System Consultant shall provide the following services (services shall include but not limited to the following) for Borough of Bound Brook Police Department:

**PC Management**

MIT provider must provide the Borough of Bound Brook Police Department with the following PC Management suite of services.

<b>Management</b>
• <i>Trouble Request Tracking System</i>
• <i>Asset Tracking and Management</i>
• <i>Microsoft Application Support (OS and Office)</i>
• <i>PC Performance Tuning</i>
<b>Enhanced Managed Endpoint Security</b>
• <i>OS Patch Management</i>
• <i>Centrally Managed Anti-Virus Software</i>
• <i>Anti-Malware Tools, On Demand</i>
• <i>Leading Email Anti-Virus/Anti-Spam Service</i>
<b>Support</b>

<ul style="list-style-type: none"> <li>• <i>End User Support Hotline (8AM to 6PM, M-F)</i></li> <li>• <i>Unlimited Remote Support (8AM to 6PM, M-F)</i></li> </ul>
<b>Additional Items</b>
<ul style="list-style-type: none"> <li>• <i>REMOTE Mobile Device Troubleshooting</i></li> </ul>

**Service Request Management**

The MIT provider must provide a service request management system that provides insight into how many support requests have been entered, their progress, and how support time is utilized, as well as which technologies and users require the most support.

**Server Management**

In addition to PC Management, the MIT provider must provide the Borough of Bound Brook Police Department with Server Management. Below is a list of items that must be provided in the Server Management portion of our services:

<b>Management</b>
<ul style="list-style-type: none"> <li>• <i>Server Event Log Monitoring</i></li> <li>• <i>Performance Patch Management</i></li> <li>• <i>Printer Queue Configuration</i></li> <li>• <i>Quarterly Onsite Server Maintenance</i></li> </ul>
<b>Protection &amp; Preventative Maintenance</b>
<ul style="list-style-type: none"> <li>• <i>Network Permission/Policy Administration</i></li> <li>• <i>Microsoft Security Patch Management</i></li> <li>• <i>Antivirus Software Management &amp; Updates</i></li> <li>• <i>Server Security Log Reviews</i></li> <li>• <i>Daily Backup Log Review</i></li> </ul>
<b>Monitoring &amp; Emergency Support</b>
<ul style="list-style-type: none"> <li>• <i>Server Monitoring (24x7, 365)</i></li> <li>• <i>Unlimited Remote Support (24x7, 365)</i></li> </ul>
<b>Additional Items</b>
<ul style="list-style-type: none"> <li>• <i>Exchange Email Vendor Management</i></li> </ul>

## Monitoring

The MIT provider must have monitoring tools to measure system performance trends to identify potential issues before they impact system and user productivity.

## Network Management

The MIT provider must provide the Borough of Bound Brook Police Department Network Management Services. These services must be designed to provide comprehensive coverage for all network infrastructure devices, as well as strategic insight and planning for **Borough of Bound Brook Police Department** IT operations. The list below identifies items that will be provided:

<b>Infrastructure Management</b>
• <i>Router Management</i>
• <i>Switch Management</i>
• <i>Firewall Management</i>
• <i>VPN Management</i>
• <i>ISP Management</i>
• <i>3rd Party Vendor Management</i>
• <i>Software Licensing Management</i>
<b>Protection &amp; Preventative Maintenance</b>
• <i>Firewall Permission Log Reviews</i>
• <i>Firewall Patch Updates</i>
• <i>Semi-Annual External Penetration Test</i>
• <i>Periodic Test Data Restores</i>
<b>Monitoring &amp; Emergency Support</b>
• <i>Network Device and Traffic Monitoring (24x7, 365)</i>
• <i>Unlimited Remote Support (24x7, 365)</i>
<b>Strategic Level Support</b>
• <i>Assigned CIO</i>
• <i>Unlimited Purchasing Support</i>
• <i>Project Research and Proposals</i>
• <i>IT Asset Retirement Plan</i>
• <i>Technology Roadmaps</i>

## **Technology Planning**

The MIT provider must utilize multiple systems and tools to gather and maintain hardware and software expiration dates as well as work with the Borough of Bound Brook Police Department executive management team to guide, plan and implement new technologies. This can come in quarterly or semi-annual business reviews that will highlight what the current infrastructure looks like as well as incorporate future technologies.

## **24x7 Monitoring and Alerting**

The MIT Provider must proactively monitor the Borough of Bound Brook Police Department computer network 24X7X365. The software must monitor a wide variety of indicators related to system performance. Any network performance issues are quickly identified, and alerts should be sent within 5 minutes to the MIT provider's staff for resolution. The alerts will include information regarding the associated device, time of incident, and specifics regarding why an alert was triggered, dramatically reducing the time for required to identify an formulate a plan for remediation of the issue.

## **Service Level Agreement ("SLA")**

Emergency - This priority is used outside of normal business hours for an issue that materially adversely impacts business function and hinders normal operation, such as a server being down. Must receive a response from the MIT provider within 2 hours.

Urgent - Issues that arise during normal business hours and materially adversely impacts business function and hinder normal operation, such as a server being down are urgent. A support engineer must respond within 2 business hours.

High - Issues that impact business, but do not hinder normal operation such as a Datto appliance being down or an appliance having no space available for additional backup. A support engineer must respond within 5 business hours.

Normal - Issues that do not impact normal business function, but cause problems with backups such as failed backups or error messages. A support engineer must respond within 7 business hours.

Low - Issues that do not impact business or backup function, but may cause problems in the future, such as warnings are low priority. This also includes issues that are not critical or have no time constraint. A support engineer must respond within 12 business hours.

All SLAs would exclude all holidays excluding emergencies.

## **RESPONSE TIME:**

There is a response time of 4 hours for general calls and 2 hours for emergency calls (Borough of Bound Brook Police Department deemed emergency)

**PERIOD AND AMOUNT (\$) OF CONTRACT:**

This contract shall be in effect for a period of two (2) years from the notice to proceed

<b>The following services must be included in the RFP response</b>
- 24x7 Monitoring (Servers/Backup/Firewall)
- Server Preventative Maintenance
- Patch Management
- Server/Workstation Performance
- Workstation Preventative Maintenance
- Notification of Critical Events
- Diagnosis and Repair of PC's and Servers
- Storage Capacity (Drive Space) notifications
- Unlimited Remote ("Soft Fix") Support
- Event Log Monitoring
- On-Site ("Hard Fix") services <sup>1</sup>
- Backup Management
- Reimaging of PC's and Servers
- Backup Error Resolution ("Soft Fix")
- Advanced Administration Services
- Vendor Liaison Services
- AV Services (Virus and Spyware)
- Service request Creation/Tracking
- Virus Definition Updates
- Online Client Portal
- Virus and Spyware Removal Services
- Monthly Network Health/Service Reports
- Spam Filtering <sup>2</sup>
- Router/Firewall Maintenance
- Connectivity and Site-to-Site VPN

**Close-Out Documentation**

The vendor will provide (2) Hard copies & (1) Electronic copy of as-built documentation for any new system(s) that includes, at a minimum, the following:

- a) Graphical Drawings on all new systems showing as-built of design
- b) Itemized Spreadsheet of Equipment, Model #, Serial #, IP Address, MAC Address physical location and other pertinent information including field of view information
- c) All passwords, login information and keysets for equipment including all



administrator passwords, Secret Keys, Enable Passwords & Manufacturer web logins/passwords pertaining to project/services.

- d) Operation manuals and specification sheets for all equipment, hardware and cabling
- e) Operation manuals and training materials for all software & equipment
- f) Manufacturer's warranty for all system components including cabling
- g) Software Licensing, Key Codes, SMA Information
- h) Vendors warranty for installation services
- i) Executed Contractor's Two-Year Guarantee

In accordance to the payment terms, the vendor will submit all final certifications and applications for payment. The Owner reserves the right to inspect and approve or reject any installation before signoff. If the Owner rejects the workmanship or equipment functionally, the vendor must repair or replace at their cost.

## **VII. GENERAL SUBMISSION REQUIREMENTS**

Respondents to this RFP shall submit an original and three (3) copies of their Proposals containing the following general information:

- A. Respondent's name, principal place of business and, if different, the place where off-site Computer Services may be performed.
- B. The education, qualifications, experience, and training of all persons who would be assigned to provide the Computer Services, together with their names, positions and/or titles.
- C. A description of any particular area(s) of expertise you or your firm may possess that is not otherwise included in the information requested above.
- D. A statement that the Respondent will comply with the General Terms and Conditions set forth at Section XIV hereof and enter into the Borough's standard form of Services Contract.
- E. A Statement as to whether Respondent or any of its principals have been convicted of a crime in the last (5) years.

**VIII. REQUIRED QUALIFICATIONS TO SUPPORT TECHNOLOGIES CURRENTLY IN USE:**

**A. Please respond “yes” or “no” to each of the following and provide additional information as requested:**

- |   |                 |
|---|-----------------|
| 1. Respondent has Microsoft Certified Systems Engineers on staff full time                          | Yes/No          |
| If yes, indicate number of full time Microsoft Certified System Engineers                           | _____           |
| 2. Respondent is an approved SonicWALL Partner with a CSSA on staff.                                | Yes/No          |
| 3. Respondent is an approved Dell Certified Partner familiar with Power Edge Servers.               | Yes/No          |
| 4. Respondent is an approved VMware Enterprise Partner V6.x with a VCP on staff.                    | Yes/No          |
| 5. Respondent is a certified Veeam partner.   | Yes/No          |
| 6. Respondent has a minimum of (6) W2 employees to ensure support coverage.                         | Yes/No          |
| 7. All work will be performed by Respondent’s full -time employees, <u>not</u> subcontractors.      | Yes/No          |
| 8. Respondent has knowledge of NJ Attorney General’s Security Requirements for<br>CJIS and NCIC     | Yes/No          |
| 9. Respondent’s headquarters and support staff must be located in New Jersey                        | Yes/No          |
| 10. Indicate whether Respondent has previous experience working with the<br>Borough of Bound Brook  | Yes/No          |
| 11. Respondent has been in business for at least 7 years.   | Yes/No          |
| 12. Has Respondent previously filed for Bankruptcy.<br>If the answer is “yes,” please indicate year | Yes/No<br>_____ |

**B. Respondent will be required to have certifications or a minimum of three (3) years’ experience supporting the following, and have current references using the following:**

- |  |        |
|--|--------|
| 1. Microsoft Windows Server  | Yes/No |
| i. Configuring of Domain Controllers                               | Yes/No |
| ii. Streamline Active Directory with proper rights and permissions | Yes/No |
| 2. Microsoft Exchange  | Yes/No |
| 3. Microsoft Outlook Web Access                                    | Yes/No |
| 4. Microsoft Terminal Services                                     | Yes/No |
| 5. Dell web managed switches                                       | Yes/No |
| 6. Dell NX4xx series NAS devices                                   | Yes/No |

7. Dell Optiplex PCs	Yes/No
8. SonicWALL Firewall Configurations	Yes/No
9. SonicWALL ViewPoint/Analyzer software	Yes/No
10. SonicWALL Site to Site VPN tunnels and VPN client access	Yes/No
11. Applying SSL Certificates	Yes/No
12. Netgear ReadyNAS storage devices	Yes/No
13. VMware vSphere 6.x Virtualization software	Yes/No
14. Veeam Replication/Backup software	Yes/No
15. Configuring access for Edmunds accounting	Yes/No
16. Configuring Symantec End Point Security Software and Messaging Gateway	Yes/No
17. Configuring Veritas Backup Exec and agents for Disaster Recovery	Yes/No

Respondent shall provide credentials and certifications for the above upon request.

**IX. COST PROPOSAL**

**FOR: MANAGEMENT INFORMATION SYSTEM CONSULTANT**

**SITE: BOROUGH OF BOUND BROOK POLICE DEPARTMENT**

**PROFESSIONAL QUALIFICATIONS AND SELECTION CRITERIA:**

Each proposal submitted will be evaluated on the basis of the following Selection Criteria. A rating score will be assigned to each item. The maximum rating score for these assessments are 100 points, with a higher score being the most desirable.

(Please initial & submit in the numerical sequence listed below.)

\_\_\_\_\_ 1. Brief statement demonstrating your understanding of the services to be Provided.  
\_\_\_\_\_ (maximum points 5)

\_\_\_\_\_ 2. Evidence of your firm’s experience and ability to perform this work, include all aspects of professional practice as it relates to this project: be

specific.  
\_\_\_\_\_ (maximum points 25)

\_\_\_\_\_ 3. The Professional and Technical Quality and Competence of your firm, its personnel, and your consultants, for this particular project. Include qualification and abilities which will be of particular importance and use on this project.  
\_\_\_\_\_ (maximum points 20)

\_\_\_\_\_ 4. Past performance in terms of cost control, quality and thoroughness of work, compliance with performance schedules and timely response; the quality of your references.  
\_\_\_\_\_ (maximum points 15)

\_\_\_\_\_ 5. Capability to provide professional services in a timely manner, taking into consideration the current and planned workload of your firm and its staffing.  
\_\_\_\_\_ (maximum points 10)

\_\_\_\_\_ 6. Familiarity of your firm in working with Police Departments and other Government Agencies, and evidence of previous successful Agency projects.  
\_\_\_\_\_ (maximum points 10)

\_\_\_\_\_ 7. General response to the Invitation.  
\_\_\_\_\_ (maximum points 5)

\_\_\_\_\_ 8. Fee Proposal.  
\_\_\_\_\_ (maximum points 10)

FIRM NAME: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**X. PROPOSAL EVALUATION**

The Borough will select the most advantageous proposal based on all of the evaluation factors set forth in Section XI of this RFP. The Borough intends to award a contract to the Respondent whose proposal is in the best interest of the Borough.

Each proposal must satisfy the objectives and requirements detailed in this RFP. The successful Respondent shall be determined by an evaluation of the total content of the proposal submitted. The Borough reserves the right, in accordance with applicable law, to:

- a. Reject all proposals
- b. Select only portions of a particular Respondent's proposal for further consideration (However, Respondents may specify portions of their proposal that they consider to be "bundled" services.)
- c. Award a contract for the requested Computer Services at any time within sixty days from the due date of the RFP, except that, upon request of the Borough, Respondents or any of them may agree to hold open their proposal for an additional sixty days.

All proposals shall remain valid during the initial sixty days or additional sixty days, if extended.

## **XI. EVALUATION CRITERIA**

Proposals will be evaluated based on the following criteria:

- A. Relevance and extent of qualifications, experience, reputation and training of personnel to be assigned
- B. Knowledge of the subject matter to be addressed under the contract
- C. Relevance and extent of similar contracts performed
- D. Content and completeness of technical proposal
- E. Cost Proposal
- F. Other factors demonstrated to be in the best interest of the Borough

## **XII. BOROUGH RIGHTS UNDER THE RFP**

- This RFP does not commit the Borough to award a contract.
- The Borough (in its sole judgment) reserves the right to reject for any reason any and all

Proposals and components thereof and to eliminate any and all Respondents responding to this RFP from further consideration for this procurement, subject to applicable law, or to waive any informalities in the proposals, and, unless otherwise specified by the Respondent, to accept any item, items or services in the proposals should it be deemed in the best interest of the Borough to do so.

- The Borough reserves the right (in its sole judgment) to reject any Respondent that submits an incomplete or nonresponsive Proposal to this RFP.
- The Borough reserves the right, without prior notice, to supplement, amend or modify this RFP, or otherwise request additional information.
- All Proposals shall become the property of the Borough and will not be returned.
- Any and all Proposals not received by the Borough at the designated time and date will be rejected.
- All Proposals will be made available to the public at the appropriate time, as determined by the Borough, in accordance with law.
- The Borough may request Respondents to attend interviews.
- Neither the Borough, nor its staff, consultants or advisors shall be liable for any claims or damages resulting from the solicitation or preparation of the Proposal, nor shall there be any reimbursement to Respondents for the cost and expenses of preparing and submitting a Proposal or for participating in this procurement process.
- 
- The Borough reserves the right to conduct investigations of any or all of the Respondents, as the Borough deems necessary or convenient, to clarify the information provided as part of the Proposal and to request additional information to support the information included in any Proposal.
- The Borough has the right to suspend or terminate the procurement process described in this RFP at any time (in its sole discretion). If terminated, the Borough may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

### **XIII. USE OF INFORMATION**

Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like (“Information”) furnished or disclosed by the Borough to the Respondent in connection with this RFP shall remain the property of the Borough. When in tangible form, all copies of such information shall be returned to the Borough upon request. Unless such information was previously known to the Respondent, free of any obligation to keep it confidential, or has been or is subsequently made public by the Borough or a third party, it shall be held in confidence by the Respondent, shall be used only for the purposes of this RFP, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

### **XIV. GENERAL TERMS AND CONDITIONS**

- A.** In case of failure to perform or defective performance by the successful Respondent, the Borough of Bound Brook may procure the Computer Services from other sources, deduct the cost of the replacement Services from monies due to the successful Respondent under the contract and hold the successful Respondent responsible for any excess cost occasioned thereby.
- B.** The Respondent shall maintain the following insurance coverages in the limits set forth below to protect against all claims under Workmen's Compensation, General, Professional and Automobile Liability:
- General Liability \$1m per occurrence \$2m aggregate
  - Automobile Liability \$1m Combined Single Limit
  - Workers Compensation \$500k
  - Proof of Professional Liability including Cyber Liability Insurance.
- C.** Each proposal must be signed by a person authorized to do so.
- D.** Proposals may be hand delivered or mailed consistent with the provisions of the legal notice to proposers. In the case of mailed proposals, the Borough assumes no responsibility for proposals received after the designated date and time and will return late proposals unopened. Proposals will not be accepted by facsimile or e-mail.
- E.** The Mandatory Equal Employment Opportunity Contract Language for Services Contracts, at Appendix B, shall become part of the contract to which the Successful Respondent must comply
- F.** By submission of the proposal, the Respondent certifies that the Computer Services to be furnished will not infringe upon any valid patent, trademark or copyright and the successful Respondent shall, at its expense, indemnify and defend the Borough, its officers, elected officials, employees, agents and consultants from and against any and all actions or suits

charging such infringement, and will save the Borough, its officers, elected officials, employees, agent and consultants harmless in any case of any such infringement.

- G.** No Respondent shall influence, or attempt to influence, or cause to be influenced, any Borough officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
- H.** Pursuant to N.J.S.A. 19:44A-20.27, contractors doing business with public entities must file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) if they receive contracts in excess of \$50,000 per year from public entities. Respondents are responsible for determining whether a filing with ELEC is necessary. Additional information on this matter may be obtained from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).
- I.** Respondent is required to complete and submit with its proposal the Respondent's Checklist at Appendix A, below, and all Appendices listed therein. The Appendices shall form part of Respondent's proposal.

**END OF GENERAL INSTRUCTIONS**



**BOROUGH OF BOUND BROOK**  
**REQUEST FOR PROPOSALS FOR COMPUTER SERVICES**

**APPENDIX A**

**RESPONDENT'S CHECKLIST**

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL. A PROPOSAL SUBMITTED WITHOUT THE LISTED DOCUMENTS OR INFORMATION MAY BE CAUSE FOR REJECTION

**Please initial below, indicating that your proposal includes the itemized document.**

- |  | INITIAL |
|--|---------|
| A. An original and three (3) signed copies of your complete proposal | _____   |
| B. Authorized signatures on all forms                                | _____   |
| C. Mandatory Equal Employment Opportunity (Appendix B)               | _____   |
| D. Required Evidence of Affirmative Action (Appendix C)              | _____   |
| E. Acknowledgement of Receipt of Addenda (Appendix D)                | _____   |
| F. Non-Collusion Affidavit (Appendix E)                              | _____   |
| G. New Jersey Business Registration Certificate (Appendix F)         | _____   |
| H. Ownership Disclosure Certification (Appendix G)                   | _____   |
| I. Disclosure of Investment Activities in Iran (Appendix H)          | _____   |
| J. Agreement to Proceed (Appendix I)                                 | _____   |

NAME OF RESPONDENT:

By Name \_\_\_\_\_ Date \_\_\_\_\_

**BOROUGH OF BOUND BROOK**  
**REQUEST FOR PROPOSALS FOR COMPUTER SERVICES**

**APPENDIX B**

**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 et seq.

**GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES 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 ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, 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 equal employment opportunity 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 will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter 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 meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

(REVISED 4/10)

## APPENDIX B (Cont.)

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, 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 targeted 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, 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; or  
Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at [http://www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance)).

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Purchase & Property, CCAU, EEO Monitoring Program 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. Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

**BOROUGH OF BOUND BROOK**  
**REQUEST FOR PROPOSALS FOR COMPUTER SERVICES**

**APPENDIX C**

**REQUIRED EVIDENCE OF AFFIRMATIVE ACTION**

If awarded a Contract, the Contractor shall comply with the requirements of P.L. 1975, c. 127 (N.J.A.C. 17:27-1 et seq.). Within seven (7) days after receipt of the Notice of Award or receipt of the Contract, whichever is sooner, the Contractor shall present one of the following to the Borough:

- a. A photocopy of a valid letter from the U.S. Department of Labor that the contractor has an existing federally approved or sanctioned Affirmative Action Plan (good for one year from the date of the letter), OR
- b. A photocopy of approved Certificate of Employee Information Report, issued in accordance with N.J.A.C. 17:27-4, OR
- c. An Affirmative Action Employee Information Report (Form AA302), provided by the Affirmative Action Office and completed by the Contractor in accordance with N.J.A.C. 17:27-4.

**NO FIRM MAY BE ISSUED A CONTRACT UNLESS IT COMPLIES WITH THE AFFIRMATIVE ACTION REGULATIONS OF P.L. 1975, C.127.**

This questionnaire along with a copy of your Federal Affirmative Action Plan, Certificate of Employee Information Report, or completed AA302 Form must be filed by the successful Bidder on or before the date that the Contract is executed.

1. Our company has a Federal Affirmative Action Plan approval.

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, submit a copy of said approval.

2. Our company has a New Jersey State Certificate of Employee Information Report Approval.

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, submit a copy of the New Jersey State Certificate.

3. If you do not have either of the above, check below:

\_\_\_\_\_ Please send our company an Affirmative Action form for our completion. (AA302 - Affirmative Action Employee Information Report.) This form must be completed and filed by the successful Bidder/contractor on or before the date that the Contract is executed.

The Affirmative Action Affidavit for vendors having less than fifty employees is no longer acceptable, a New Jersey Certificate of Approval or AA302 is required.

I certify that the above information is correct to the best of my knowledge.

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

Note: A Bid must be rejected as non-responsive if a Bidder fails to comply with requirements of P.L. 1975, c.127, within the required time frame.

**BOROUGH OF BOUND BROOK**  
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**APPENDIX D**

**ACKNOWLEDGMENT OF RECEIPT OF CHANGES TO RFP**

RESPONDENT'S NAME: \_\_\_\_\_

Pursuant to N.J.S.A. 40A:11-23.1a., the undersigned Respondent hereby acknowledges receipt of the following notices, revisions, or addenda to the RFP. By indicating date of receipt, Respondent acknowledges the submitted Proposal takes into account the provisions of the notice, revision or addendum. Note that the Borough's record of notice to Respondents shall take precedence and that failure to include provisions of changes in a Proposal may be subject for rejection of the Proposal.

Local Unit Reference Number or Title of Addendum/Revision	How Received (mail, fax, pick-up, etc.)	Date Received

If no addenda or revisions were received, check here: \_\_\_\_\_

**Acknowledgment by Respondent:**

Name of Respondent: \_\_\_\_\_

By Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

**BOROUGH OF BOUND BROOK**  
**REQUEST FOR PROPOSALS FOR COMPUTER SERVICES**

**APPENDIX E**

**NON-COLLUSION AFFIDAVIT**

STATE OF NEW JERSEY  
COUNTY OF SOMERSET

ss:

I AM \_\_\_\_\_

OF THE FIRM OF \_\_\_\_\_.

UPON MY OATH, I DEPOSE AND SAY:

1. THAT I EXECUTED THE SAID PROPOSAL WITH FULL AUTHORITY SO TO DO;
  
2. THAT THE RESPONDENT HAS NOT, DIRECTLY OR INDIRECTLY ENTERED INTO ANY AGREEMENT, PARTICIPATED IN ANY COLLUSION, OR OTHERWISE TAKEN ANY ACTION IN RESTRAINT OF FAIR AND OPEN COMPETITION IN CONNECTION WITH THIS RFP;
  
3. THAT ALL STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THIS AFFIDAVIT ARE TRUE AND CORRECT, AND MADE WITH FULL KNOWLEDGE THAT THE BOROUGH OF BOUND BROOK 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 COMPUTER SERVICES; AND

THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED TO SOLICIT OR SECURE AN AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE, EXCEPT BONA FIDE EMPLOYEES OR BONA FIDE ESTABLISHED COMMERCIAL SELLING AGENCIES OF THE RESPONDENT.

\_\_\_\_\_  
PRINT NAME OF AFFIANT  
SUBSCRIBED AND SWORN TO  
BEFORE ME THIS      DAY OF  
\_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary Public of New Jersey  
My commission expires: \_\_\_\_\_

**BOROUGH OF BOUND BROOK**  
**REQUEST FOR PROPOSALS FOR COMPUTER SERVICES**

**APPENDIX F**

**NJ BUSINESS REGISTRATION CERTIFICATE**

Respondent understands that if it is the successful Respondent, prior to award the contract, it shall submit to the Borough of Bound Brook a photocopy of its Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue for itself and all subcontractors. Below is a sample of the Business Registration Certificate. The successful Respondent must be registered with the New Jersey Department of Treasury, Division of Revenue as of the date of submission of the bid.

For additional information on New Jersey Business Registration Certificates or to register on line refer to website: <http://www.nj.gov/treasury/revenue/busregcert.shtml>.

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 264 TRENTON, N.J. 08646-0264
TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT	TRADE NAME: CLIENT REGISTRATION	
TAXPAYER IDENTIFICATION#: 970-097-382/500	SEQUENCE NUMBER: 0107330	
ADDRESS: 847 ROEBLING AVE TRENTON NJ 08611	ISSUANCE DATE: 07/14/04	
EFFECTIVE DATE: 07/01/01	<i>J.P. &amp; Tully</i> Acting Director	
FORM BRC(08-01)	This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.	



**BOROUGH OF BOUND BROOK**  
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**APPENDIX G**

**OWNERSHIP DISCLOSURE CERTIFICATION**

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

**N.J.S.A. 52:25-24.2:**

"No corporation, partnership, or limited liability company shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or proposal, or accompanying the bid or proposal of said corporation, said partnership, or said limited liability company there is submitted a statement setting forth 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.

If one or more such stockholder or partner or member is itself a corporation or partnership or limited liability company, the stockholders holding 10 percent or more of that corporation's stock, or the individual partners owning 10 percent or greater interest in that partnership, or the members owning 10 percent or greater interest in that limited liability company, as the case may be, shall also be listed. 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 in this act, has been listed.

To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest."

The Attorney General has advised that the provisions of N.J.S.A. 52:25-24.2, which refer to corporations and partnerships, apply to limited partnerships, limited liability partnerships, and Subchapter S corporations.

This Ownership Disclosure Certification form shall be completed, signed and notarized.  
**Failure of the bidder/proposer to submit the required information is cause for automatic rejection of the bid or proposal.**

## Part I

**Check the box that represents the type of business organization:**

- Sole Proprietorship (skip Parts II and III, sign and notarize at the end)
- Non-Profit Corporation (skip Parts II and III, sign and notarize at the end)
- Partnership
- Limited Partnership
- Limited Liability Partnership
- Limited Liability Company
- For-profit Corporation (including Subchapters C and S or Professional Corporation)
- Other (be specific): \_\_\_\_\_

## Part II

I certify that the list below contains the names and addresses of all stockholders in the corporation who own ten (10) percent or more of its stock, of any class, or of all individual partners in the partnership who own a ten (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.

**OR**

I certify that no one stockholder in the corporation owns ten (10) percent or more of its stock, of any class, or no individual partner in the partnership owns a ten (10) percent or greater interest therein, or that no member in the limited liability company owns a ten (10) percent or greater interest therein, as the case may be.

**Sign and notarize the form below, and, if necessary, complete the list below.**

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

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

**Part III - Any Direct or Indirect Parent Entity Which is Publicly Traded:**

“To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a ten (10) percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a ten (10) percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a ten (10) percent or greater beneficial interest.”

Pages attached with name and address of each publicly traded entity as well as the name and address of each person that holds a 10 percent or greater beneficial interest.

**OR**



Submit here the links to the Websites (URLs) containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent.

**AND**

Submit here the relevant page numbers of the filings containing the information on each person holding a 10 percent or greater beneficial interest.

**Bidder must sign below, and Bidder's signature must be notarized:**

---

Name of Bidder

---

Signature of an Individual authorized to sign on behalf of Bidder.

---

Title

Subscribed and sworn before me this \_\_\_\_ day of

\_\_\_\_\_, 2 \_\_\_\_.

---

A Notary Public of New Jersey

My Commission expires:

---

**THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL**

**BOROUGH OF BOUND BROOK**  
**REQUEST FOR PROPOSALS FOR COMPUTER SERVICES**

**APPENDIX H**

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**  
*(This form must be completed and submitted with bid)*

**Respondent:** \_\_\_\_\_

**PART 1: CERTIFICATION**  
**BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.**  
**FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE BID NON-RESPONSIVE**

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 bid non-responsive.** If the Borough of Fort Lee finds a person or entity to be in violation of law, the Borough 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 THE APPROPRIATE BOX:**

- I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder'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 below.****

**OR**

- I am unable to certify as above because the bidder 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.

**EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS, PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, PLEASE PROVIDE ON A SEPARATE ATTACHED PAGE.**

Name \_\_\_\_\_

Relationship to Bidder \_\_\_\_\_

Description of Activities \_\_\_\_\_

Duration of Engagement \_\_\_\_\_

Anticipated Cessation Date \_\_\_\_\_

Bidder/Offeror

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 above-referenced person or entity. I acknowledge that the Borough of Bound Brook 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 any contracts with the Borough of Bound Brook to notify the state 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 agreement(s) with the Borough of Bound Brook at its option may declare any contract(s) resulting from this certification void and unenforceable.**

Full Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**BOROUGH OF BOUND BROOK**  
**REQUEST FOR PROPOSALS FOR COMPUTER SERVICES**

**APPENDIX I**

**AGREEMENT TO PROCEED**

The Undersigned hereby agrees that, if awarded the contract, he/she/it shall commence work and deliver goods or services at the prices bid, and that he/she/it will complete all of the work within the time provided in these documents.

If a corporation, Respondent has been authorized to submit its Proposal by a proper corporate resolution, a copy of which certified to be a true copy by the corporation secretary is attached hereto.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Name of Respondent

\_\_\_\_\_  
Signature & Title

\_\_\_\_\_  
Address  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Telephone Number

\*Subscribed and sworn to  
before me this \_\_\_ day  
of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

\*Respondents signature, regardless of the form of Respondents entity (i.e. sole proprietorship, partnership, joint venture, corporation, etc.) must be notarized.