

**SOLICITATION FOR PROPOSALS PURSUANT TO THE COMPETITIVE CONTRACTING PROCESS PURSUANT TO N.J.S.A. 40:A11-4.1 et seq.**

**NOTICE POSTED: December 15, 2023**

**DUE DATE: January 11, 2024 @ 10:00 a.m. prevailing time.**

**PUBLIC READING:** All proposals/responses will be opened at the Office of the Law Department, Room 15, City Hall, 630 Avenue C, Bayonne, NJ on **January 11, 2024 @ 12:00 p.m. prevailing time.**

**TAKE NOTICE:** The City of Bayonne, 630 Avenue C, Rm. 15, Bayonne, NJ 07002 (hereinafter referred to in this notice and the various submission documents as the “Client/Owner,” “City of Bayonne” and/or “City”) is soliciting Proposals for Consulting Services Providers (hereinafter referred to in this notice and the various submission documents as the “respondent,” “provider,” “contractor,” “submitting party,” “applicant,” “vendor,” “service provider,” and/or “consulting service provider”) for the following consulting services in accordance with the “competitive contracting” process as defined in N.J.S.A. 40:A11-4.1 et seq.

The CITY OF BAYONNE is seeking responses/proposals to the City’s Solicitation for Qualifications/Proposals (“SFQ/P”) for the provision of the following consulting services:

**CONSULTING SERVICE/TITLE SOUGHT**

**INFORMATION TECHNOLOGY (IT) MAINTENANCE, SUPPORT AND PROCUREMENT CONSULTING SERVICES**

**SCOPE OF WORK**

The City of Bayonne is seeking responses/proposals from qualified computer service/person/firm to provide for the below listed technical specifications and provide for overall consultancy, maintenance, service, installation and repair for the City’s IT infrastructure as well as providing procurement consulting services. The Vendor must act as point of contact for all technical issues. The City of Bayonne currently hosts servers and components in the following locations & agencies:

City of Bayonne  
Bayonne Office on Aging  
Bayonne Police Department  
Bayonne Fire Department

**Technical Specifications:**

- **City of Bayonne**  
2HP DL380 Gen 9 Esx 6.7 host, 1 HP MSA 2040 storage unit 12TB, 2 Ready NAS storage devices for backups, 12 Microsoft 2012 servers R2,

Veeam backup & replication version 12, 150 Dell & HP Windows 10 workstations, 1 Fortigate 80E firewall, 1 Fortigate 50E (DPW), (Interact Lightpath 1 gig circuit, 5 public IPs), 20 Unifi WAPS, 9 Unifi network switches 1 MDF & 3 IDF's. Software: Edmunds, SDL, EJ Ward Fuel Systems, Tax Assessor Application, Tax Collector Application, Quickbooks, Microsoft Office 365, and Amicus Attorney 2016 Premium.

- **City of Bayonne Email & Office 365**  
Microsoft Exchange Online, 155 email accounts, 100 Microsoft Office 365, VPN to DPW Garage
- **Bayonne Office on Aging**  
2 Dell servers PowerEdge 330 2012 R2, 7 Dell workstations. Software: Microsoft Office 365
- **Fire Department**  
2 Dell servers PowerEdge 330, 30 Dell workstations, 1 Fortigate 80E firewall, 5 Fortigate 50E firewall, 2 Unifi switches. Software: Veeam backup & replication 12, ProPhoenix, Microsoft Office 265 (falls under city license), Microsoft server 2012 R2, 5 VPN to each fire station
- **Police Department**  
2 Dell servers PowerEdge R650 Esx 6.7 host, 1 Dell storage Avray ME 502 10TB, 8 Cisco switches , 6 Legacy Dell servers, 1 Sonicwall NSA, 1 Fortigate, 100 Dell workstations.  
Software: ProPhoenix, NCIC State Software, Quickbooks, Abnet, Microsoft Server 2022, Microsoft Server 2012 R2, 100 Microsoft Office 365, 300 Microsoft Exchange Online, Veeam Backup & Replication 12, Various state PD applications.

### **License Totals & Software (Procurement)**

- 250 Microsoft Office 365 E3
- 450 Microsoft Exchange Online
- 2 Veeam Backup & Replication
- 300 Proofpoint Essentials– Professional
- 1 Production Support/Subscription VMware 7 Essentials Plus Kit.

## **CONTRACT TERM**

The contract time period will be for a period not to exceed one (1) year commencing from the contract date and ending December 31, 2024 with four (4) possible one (1) year options to renew at the City's sole discretion.

## **GENERAL REQUIREMENTS**

1. Respond to network related issues and make the necessary repairs and adjustments to keep the network functional;
2. Respond to PC and server related software and hardware failures and be able to work diligently to address the issues and restore the equipment to fully working order;
3. Respond to computer failure due to computer virus, cyber security related issues, malware and other related systems failures; and
4. Respond to issues brought to vendor's attention on the same business day and may be conducted in person or via remote connection; and
5. Respond to vendor's procurement needs for IT equipment computer systems, network management systems and subscription renewals and purchases for the City's current network and related hardware.

## **INSURANCE AND INDEMNIFICATION**

The Contractor shall be required to have the following insurance coverage. Said coverage or certification of ability to obtain said coverage immediately upon contract award, shall be applicable to this proposal and be made a part of the proposal documents:

### **INSURANCE REQUIREMENTS**

#### **Worker's Compensation Insurance**

Workers Compensation Insurance shall be maintained in full force during the life of the contract, covering all employees engaged in performance of the contract pursuant to N.J.S.A. 34:15-12(a) and N.J.A.C. 12:235-1.6.

#### **General Liability Insurance**

The contractor shall furnish evidence to the City prior to commencement of the work that he/she or any of his/her subcontractors perform and will provide Standard Liability for any operations to be performed by contractor or subcontractors as follows:

General liability insurance shall be provided with limits of not less than \$1,000,000 for any occurrence and \$1,000,000 aggregate for bodily injury and property damage. Coverage shall be maintained in full force during the life of the contract.

### **Automotive Liability Insurance**

Automotive liability insurance covering the contractor for claims arising from owned, hired and non-owned vehicles with limits of not less than \$1,000,000 for any one occurrence and \$1,000,000 aggregate for bodily injury and property damage. Coverage shall be maintained in full force during the life of the contract.

### **Professional Liability Insurance**

Professional liability insurance covering contractor for claims arising from its representation of the municipality with limits of not less than \$1,000,000 for any one occurrence, which shall be claim based, and coverage shall be maintained in full force and effect during the life of the contract.

**The preceding insurance requirements maybe amended before the issuance of the final contract at the sole and absolute discretion of the City on a case-by-case basis.**

### **CERTIFICATES OF THE REQUIRED INSURANCE**

Certificates of Insurance for those policies required shall be with an insurance company authorized to do business in the State of New Jersey and shall name the City as an additional insured.

### **INDEMNIFICATION**

The contractor shall indemnify, defend, and save harmless the City, at the contractor's own cost and expense, from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgments of every nature and description brought or recovered against him, by reason of any act or omission of the said contractor, his agents or employees, in the delivery of goods or services, execution of the work, or in the guarding of it.

### **WORK PRODUCT/DELIVERABLES**

All work products of the Contractor which result from this contract are the exclusive property of the City of Bayonne.

### **OPRA COMPLIANCE**

Records received, retained, retrieved, or transmitted under the terms of this contract and as a result of the "work" performed by Vendor/Contractor for or on behalf of the City may constitute public records as defined in N.J.S.A. 47.3-16, and are legal property of the City. The Vendor(s)/Contractor(s) named in this contract must agree to administer and dispose of such records in compliance with the State's public record laws and associated administrative rules.

In the event a claim is filed against the City with the Government Records Counsel or, in the Superior Court of New Jersey, or otherwise arising out of documents that were requested of the City or its Vendor(s)/Contractor(s) under the Open Public Records Act or Common Law and the Vendor(s)/Contractor(s) failed to provide the documents, the Vendor(s)/Contractor(s) shall be responsible to defend, indemnify and hold the City harmless with respect to any such claims, fines or penalties imposed.

## **FEE SCHEDULE**

### **IT MAINTENANCE AND SUPPORT CONSULTING SERVICES**

Provide a cost proposal consisting of information on your fee structure(s) based on the scope of services indicated herein, including anticipated reimbursable costs.

### **IT PROCUREMENT CONSULTING SERVICES**

Provide a cost proposal consisting of information on your fee structure(s) for procurement consulting services based on a percentage markup over cost not to exceed ten (10%) percent of said cost.

## **EVALUATION PROCESS:**

An evaluation team will review all responses/proposals to the SFP in accordance with N.J.A.C. 5:34-4.2.

1. Technical criteria:       Thirty (30%) Percent

i. Proposed methodology:

(1) Does the vendor's proposal demonstrate a clear understanding of the scope of work and related objectives?

(2) Is the vendor's proposal complete and responsive to the specific RFP requirements?

(3) Has the past performance of the vendor's proposed methodology been documented?

(4) Does the vendor's proposal use innovative technology and techniques?

ii. Are sound environmental practices such as recycling, energy efficiency, and waste reduction used?

2. Management criteria:   Forty (40%) Percent

i. Project management:

(1) How well does the proposed scheduling timeline meet the contracting unit's needs?

(2) Is there a project management plan?

ii. History and experience in performing the work:

(1) Does the vendor document a record of reliability of timely delivery and on-time and on-budget implementation?

(2) Does the vendor demonstrate a track record of service as evidenced by on-time, on-budget, and contract compliance performance?

(3) Does the vendor document industry or program experience?

(4) Does the vendor have a record of moral integrity?

iii. Availability of personnel, facilities, equipment and other resources:

(1) To what extent does the vendor rely on in-house resources vs. contracted resources?

(2) Are the availability of in-house and contract resources documented?

iv. Qualification and experience of personnel:

(1) Documentation of experience in performing similar work by employees and when appropriate, sub-contractors?

(2) Does the vendor make use of business capabilities or initiatives that involve women, the disadvantaged, small and/or minority owned business establishments?

(3) Does the vendor demonstrate cultural sensitivity in hiring and training staff?

3. Cost criteria:                      Thirty (30%) Percent

i. Cost of goods to be provided or services to be performed:

(1) Relative cost: How does the cost compare to other similarly scored proposals?

(2) Full explanation: Is the price and its component charges, fees, etc. adequately explained or documented?

ii. Assurances of performance:

(1) If required, are suitable bonds, warranties, or guarantees provided?

(2) Does the proposal include quality control and assurance programs?

iii. Vendor's financial stability and strength:

(1) Does the vendor have sufficient financial resources to meet its obligations?

**BASIS OF AWARD EVALUATION CRITERIA**

**Information Technology (IT) Maintenance,  
Support and Procurement Consulting Services**

**Term: Not to Exceed One (1) Year commencing as of the contract date and ending December 31, 2024 with Four (4) Possible one (1) Year Extensions at the City's Sole Discretion**

The following is the criteria for evaluation of the response/proposal. Points shall be awarded based on the information contained in the proposal for each category as listed below. The highest total score shall be the basis for the contract award.

<b>EVALUATION CRITERIA</b>	<b>SCORE/ POINTS</b>
<b>TECHNICAL CRITERIA POTENTIAL SCORE OF 30 POINTS (30%)</b>	
Vendor's response/proposal demonstrates a clear understanding of the scope of work and related objectives; Vendor's response/proposal is complete and responsive to the technical RFQ/RFP requirements; Vendor evidences successful past performance of like projects	
<b>MANAGEMENT CRITERIA POTENTIAL SCORE OF 40 POINTS (40%)</b>	
History and experience in performing similar work; Availability of personnel, facilities, equipment, etc.; Qualification and experience of support personnel; Comprehensive work plan and schedule, if applicable; Significant experience in Information Technology Consulting Services; Proof of licensure, if applicable	
<b>COST CRITERIA POTENTIAL SCORE OF 30 POINTS (30%)</b>	
Cost of goods/services to be provided; Quality and quantity of vendor's services to previous clientele; Vendor's financial ability to meet obligations	
<b>POINT TOTALS</b>	

**BE ADVISED THAT** absent an express written notice to the contrary in the detailed requirements, all responses:

1. Are to be submitted on "The Standardized Professional/Consulting/Extraordinary Unspecifiable Service SUBMISSION FORMS" AND
2. Are Subject to the Standardized "General Instructions, Submission and Selection Criteria for Professional/Consulting/Extraordinary Unspecifiable Service Contracts".

The above mentioned standardized documents are available on the City of Bayonne Website (<http://www.BayonneNJ.org>) under the heading "Notices" by clicking on the link "Requirements for Submission," "Click here to view Requirements." and clicking on the links under Paragraphs No. 1 and No. 2. Should you be unable to obtain these from the website, copies of the solicitation package are also available at the office of the City Law Department, 630 Avenue C, 1st Floor, Rm. 15, Bayonne, NJ 07002. The Law Department is open during regular business hours, 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding holidays.

**SEALED RESPONSES/PROPOSALS SHOULD INCLUDE:**

1. The above noted Standardized Professional/Consulting/Extraordinary Unspecifiable Service SUBMISSION FORMS which include:
  - a. The "Proposal, Qualifications and Costs Submission Form" signed and dated by the provider and clearly referencing any additional sheets or attachments (such as a submission letter, provider service or experience description, and/or fee schedule).
  - b. A signed and notarized "Non-Collusion Affidavit."
  - c. A signed Disclosure of Ownership form.
2. A signed Professional/Consulting/Extraordinary Unspecifiable Service Entity Information Form.
3. A copy of the vendor's current "NJ Business Registration Certificate." Information on this certificate can be obtained on the web at "<http://www.state.nj.us/treasury/revenue/busregcert.htm>".
4. A copy of State of NJ, Department of the Treasury, Division of Revenue and Enterprise Services, Certificate of Good Standing. Information on this Certificate can be obtained on the web at <https://www.njportal.com/dor/businessrecords/>.
5. Disclosure of Investment Activities in Iran Form
6. Such other documents and materials as may be appropriate to show the qualifications and experience of the provider or to meet the requirements of this SFP.

**SUBMISSION DEADLINE AND PUBLIC READING:**

Sealed responses/proposals must be received in the Office of the Law Department, 630 Avenue C, 1st Floor, Room 15, Bayonne, New Jersey 07002 on or before the date and time ("due date") set forth in this notice (also referred to as the "submission deadline"). The Law Director and/or his designated representative will receive submissions up to the submission deadline.

The City reserves the right to extend the submission deadline at any time prior to opening of the sealed submissions, to reject all submissions without the need for cause or prior notice, to reject particular submissions due to defects in mandatory items, to waive non-mandatory items and to accept any submissions that in its judgment is in the best interest of the City.

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