

Commissioners of Fire District No. 1  
Franklin Township · Somerset County  
**REQUEST FOR PROPOSAL**  
**IT SUPPORT & PROFESSIONAL SERVICES**

Franklin Township Fire District No. 1, through a fair and open process in accordance with N.J.S.A. 19:44A-20.5, is soliciting proposals from qualified firms to provide professional services to support and secure the existing technology systems (hardware, network and data) for Fire District No. 1.

The complete request for proposal relative to the aforementioned project may be obtained upon appropriate notice by prospective vendors/bidders from the District 1 Website, [www.FTFD1.com](http://www.FTFD1.com), or by email, [dcuddy@ftfd1.com](mailto:dcuddy@ftfd1.com). The proposals will be reviewed by the Computer Committee and/or the Board of Commissioners of Franklin Township Fire District No. 1. In evaluating proposals, the Committee will consider the qualifications of the Respondents, whether or not the proposals comply with the prescribed requirements, and such alternates, pricing, and other data, as may be requested in the RFP document

The following elements/criteria will be the primary considerations in evaluating all submitted proposals and in the selection of a firm:

1. Completion of all required responses in the correct format.
2. An assessment of the Respondent's ability to deliver the indicated services in accordance with the specifications set out in this RFP.
3. The Respondent's stability, experiences, and record of past performance in delivering such services.
4. Qualifications, skills and experience of the individual assigned to the Fire District for this engagement.
5. Ability to provide services in a timely manner.
6. Outcome of references.
7. Overall cost of Respondent's proposal.

If awarded a contract, your company/firm shall be required to also comply with the requirements of N.J.S.A. 10:5-31et seq. and N.J.A.C. 17:27. Note: All submissions shall be in sealed envelopes with 'Submission of Proposal/ Qualifications for IT Support & Professional Services' marked on the outside. Please place three (3) copies of your proposal in the sealed envelope.

If interested, please submit the required information by ***11am on Tuesday, November 20, 2018*** to:

Commissioners of Fire District No. 1, Franklin Twp. Somerset County  
370 Campus Drive, Suite 102  
Somerset, NJ 08873

Timothy Janho, Clerk

**Commissioners of Fire District No. 1  
Franklin Township - Somerset County  
New Jersey**

**REQUEST FOR PROPOSAL**

**IT SUPPORT & PROFESSIONAL SERVICES**

Franklin Township Fire District No. 1 is seeking proposals from qualified firms to provide professional services to support and secure the existing technology systems (hardware, network and data) for Fire District No. 1. The requested services will include multiple components s specified in the “Scope of Service.”

In comparing bids, consideration will not be confined to cost only. The successful bidding IT Support Firm will be one whose services is judged to best meet all the specifications. This is a competitive contract which will be awarded using the criteria noted in the specifications. The weight of each of the criteria will be announced at the bid opening (N.J.S.A. 40A:11-1 et seq. and N.J.A.C. 5:34-4.3 et seq.).

**BACKGROUND INFORMATION:**

The Fire District No. 1 currently uses a network consisting of approximately 10 workstations located in five (5) separate locations, fifteen (15) mobile Toughttablets located in emergency/support vehicles, four (4) servers responsible for storing and securing data and database services, user authentication, file-sharing and print-sharing tasks, and backup services. Software programs used daily include:

- Microsoft Office
- Edmonds – Accounting and Billing
- Alpine Software’s Red Alert – Incident/Non-Incident Reports
- Group 1’s Remote Access – GIS system
- QED CAD System

The above description is not intended to be exhaustive. The Fire District encourages interested firms to inquire about the system, which is available Monday-Friday, 9 a.m. – 3:00 p.m. Please email to make arrangements.

## **SCOPE OF SERVICE:**

Requested services of qualified firms will include, but are not limited to, the following items:

1. Regular scheduled computer and network maintenance.
2. Troubleshooting of District workstations, GIS Toughtablets and servers when needed.
3. Regulation and setting of permissions and access for Users within organization.
4. Running diagnostics on Server, if needed.
5. Configuration of printer, file and folder sharing as necessary.
6. Installation of applications as needed.
7. Configuration and upgrade of day-to-day software packages.
8. Installation and configuration of new workstations and software.
9. Review and updating of Anti-Virus programs and settings (automatic updates recommended).
10. Continue and improve client security strategies while maintaining a firewall if applicable.
11. Maintain existing and future continuity between workstations and District servers.
12. Minor moves/additions/changes to systems.
13. Running Network diagnostics.
14. Maintain existing GIS system and corresponding ToughTablet MDTs.
15. Routine testing of UPS when needed.
16. Performing Windows Upgrades and Service Packs.
17. Configuration of system Backup facilities and teaching staff the backup procedures if hardware and software is present.
18. Network Administration, if needed.
19. Broadband data and Internet connection (T1, DSL, Cable, FIOS) maintenance, if needed.
20. Network wiring maintenance, if needed.
21. Remote User and District Office support, if needed.
22. Reviewing of Event and Backup logs for early detection of issues.
23. Installation and customization of Servers and Network applications.
24. Establish and maintain professional relationships with software companies and data supplying agencies for GIS system.

25. Establish a 24/7/365 customer support /response system.
26. Provide forensic email searches/services for various public document requests.

### **COORESPONDENCE AND MANAGEMENT:**

The IT Service Firm must assign a project manager for technical support and future project implementation. This will ensure that Fire District No. 1 has a single point of contact with the Fire District Commissioner's Computer/IT Committee.

The IT Service Firm will agree to attend meetings and participate in discussions based upon District Commissioner's request and location. Meetings may involve corresponding venders and/or partners, in which the IT Service Firm will act in the capacity of the District's technology point of view.

### **TERM FOR SERVICE:**

For continuity purposes, the term for service for IT Services will be two (2) years, to start from award date.

### **PAYMENT OPTIONS:**

Payment for services rendered will be paid monthly at the regular monthly public Commissioner Meetings (as publically advertised at the beginning of every year). Detailed invoices must be submitted to the District Office the Wednesday immediately before the scheduled Commissioner Meeting.

### **PROPOSALS MUST INCLUDE THE FOLLOWING:**

#### ***Qualifications***

A statement of professional qualifications including the specialized experience of the firm and its principals and staff for satisfactory performance of services similar to those listed in the Scope of Services.

- The name, address, telephone number, website URL, fax number, etc. of the firm and locations of all offices, specifically indicating the principal place of business.
- The age of the firm and its average number of employees over the last five (5) years.
- Organizational chart of the firm.
- List of employees and any other consultants/subcontractors who could be involved in completing any of the work under this Proposal. Include individual background information and qualifications of employees and consultants/subcontractors.

- Briefly describe all of the firm’s collective and individual experience related to the Scope of Services. Include at least three references with the following information: organization, name, phone number of contact person(s), description of services provided. If you provide services for any other municipality, those references would be preferred.
- Thoroughly list all of the firm’s collective and individual certificates/certifications related to the Scope of Services. Include most recent training completed in the last 5 years.
- Statement of the firm’s ability to sustain the loss of personnel without adversely affecting the services rendered to the Fire District No. 1.
- Copy of your firm/company’s New Jersey Business Registration Certificate.
- Liability Insurance, Workers Comp. Insurance and E&O or Professional Liability Insurance.
- You are invited to include a maximum of one page of information, not included above, if you feel it may be useful and applicable to this scope.
- Since the District’s critical services operate within certain core technologies, proposals must provide details of their experience, training and certificates of the listed technologies below (*where training is noted, please provide name of training institute*):

Windows Server 2003	Exchange 2010
Windows Server 2003 R2	Terminal Services
Windows Server 2008 R2	2x Software
Exchange 2003	Sonicwall TZ & Enterprise
Disaster Recover/Backup technology	

Proposals must also demonstrate and/or provide the following:

- Computer hardware and software capabilities.
- Other services provided by the firm if applicable.
- Identify if any or part of this support will be subcontracted.

## **BASIS FOR SELECTION & EVALUATION FACTORS FOR AWARD**

The proposals will be reviewed by the Computer Committee and/or the Board of Commissioners of Franklin Township Fire District No. 1. In evaluating proposals, the Committee will consider the qualifications of the Respondents, whether or not the proposals comply with the prescribed requirements, and such alternates, pricing, and other data, as may be requested in the RFP.

The following elements/criteria will be the primary considerations in evaluating all submitted proposals and in the selection of a firm:

1. Completion of all required responses in the correct format.
2. An assessment of the Respondent’s ability to deliver the indicated services in accordance with the specifications set out in this RFP.
3. The Respondent's stability, experiences, and record of past performance in delivering such services.
4. Qualifications, skills and experience of the individual assigned to the Fire District for this

engagement.

5. Ability to provide services in a timely manner.

6. Outcome of references.

7. Overall cost of Respondent's proposal.

**Attachment A**

COMMISSIONERS OF FIRE DISTRICT NO. 1  
FRANKLIN TOWNSHIP, SOMERSET COUNTY, NJ

**FEE PROPOSAL**

Fee Schedule: \$ \_\_\_\_\_

Total charge - \$ \_\_\_\_\_

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

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

City, State, Zip Code: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Contact Person Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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

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

**Attachment B**

COMMISSIONERS OF FIRE DISTRICT NO. 1  
FRANKLIN TOWNSHIP, SOMERSET COUNTY, NJ

**ADDENDUM ACKNOWLEDGEMENT RECORD**

The undersigned vendor hereby acknowledges receipt of the following notices, revisions, or addenda to the RFP documents. By indicating date of receipt, vendor acknowledges the submitted proposal for services takes into account the provisions of the notice, revision or addendum.

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

Acknowledgement by Vendor:

Name of Company: \_\_\_\_\_

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

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

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

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



**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 **<name of contracting unit>** 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 **<type of contracting unit>** to notify the **<type of contracting unit>** 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 **<type of contracting unit>** to declare any contract(s) resulting from this certification void and unenforceable.

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

**Attachment D**

**COMMISSIONERS OF FIRE DISTRICT NO. 1  
FRANKLIN TOWNSHIP, SOMERSET COUNTY, NJ  
RFP CERTIFICATION FORM**

State of \_\_\_\_\_)

ss:

County of \_\_\_\_\_)

The undersigned, having knowledge of and authority to bind the PROPOSER to the information herein, hereby swears, upon his oath, according to law,

1. I am the undersigned, who, on behalf of the PROSPER and with full authority to do so, has executed this Certification in connection with its RFP;
2. That the PROPOSER is registered with the State of New Jersey, Department of the Treasury, Division of Revenue (ATTACH COPY OF BUSINESS REGISTRATION CERTIFICATE);
3. That the PROPOSER is authorized by the New Jersey Department of the Treasury to perform work in New Jersey (ATTACH COPY OF CERTIFICATE OF AUTHORITY TO PERFORM WORK IN NEW JERSEY); and
4. The PROPOSER 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 within RFP;
5. 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 employee or bona fide established commercial or selling agencies identified as follows: \_\_\_\_\_

6. The PROPOSER is not, as of this date, and has not been at any time within three (3) years immediately preceding the date on which Bids were received, included on the New Jersey State Treasurer's List of Debarred, Suspended or Disqualified PROPOSERS; the PROPOSER hereby acknowledges that it may be debarred, suspended or disqualified from contracting with the OWNER if it commits any of the acts listed in N.J.A.C. 7:1-5.2 and further acknowledges its obligation to notify the OWNER immediately if it appears that said PROPOSER may be added to any such list. (RFP FORM CONTINUES ON NEXT PAGE)

7. All statements and representations contained in the PROPOSER's RFP are true, complete and correct, and made with full knowledge that the OWNER shall rely upon same in awarding a public contract for the Work as defined in the Contract Documents.

PROPOSER's Authorized Representative  
(MUST BE PRINCIPAL OWNER OR OFFICER OF PROPOSER):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name and Title

Notary Public: Sworn and Subscribed before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_:

\_\_\_\_\_  
Notary's Signature

\_\_\_\_\_  
Print or Type Notary's Name

Commission expires:\_\_\_\_\_

Notary's Seal:\_\_\_\_\_

**Attachment E**

COMMISSIONERS OF FIRE DISTRICT NO. 1  
FRANKLIN TOWNSHIP,  
SOMERSET COUNTY, NJ  
**AFFIRMATIVE ACTION AFFIDAVIT**

**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 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, 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 afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted county employment goals established in accordance with **N.J.A.C. 17:27-5.2**, or Good faith efforts to meet targeted 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 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, 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 Division of Public Contracts Equal Employment Opportunity Compliance 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 Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

I am aware that if my assertions on behalf of the Contractor made in this Affirmative Action Affidavit are false, I am subject to punishment.

\_\_\_\_\_

(Signature)

(Title)

SWORN AND SUBSCRIBED TO  
BEFORE ME THIS                      DAY  
OF                      , 2018.

\_\_\_\_\_  
Notary Public of

My Commission Expires: \_\_\_\_\_

16  
**Attachment F**

COMMISSIONERS OF FIRE DISTRICT NO. 1  
FRANKLIN TOWNSHIP,  
SOMERSET COUNTY, NJ  
**EEO/AFFIRMATIVE ACTION COMPLIANCE NOTICE**  
**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**  
**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

All successful vendors/proposers are required to submit evidence of appropriate affirmative action compliance to the District and Division of Public Contracts Equal Employment Opportunity Compliance. During a review, Division representatives will review the District files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor shall submit to the District, prior to execution of the contract, one of the following documents:

**Goods and General Service Vendors**

1. Letter of Federal Approval indicating that the vendor is under an existing Federally approved or sanctioned affirmative action program. A copy of the approval letter is to be provided by the vendor to the District and the Division. This approval letter is valid for one year from the date of issuance.

**Do you have a federally-approved or sanctioned EEO/AA program? Yes  No**   
**If yes, please submit a photostatic copy of such approval.**

2. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27-1.1 et seq. The vendor must provide a copy of the Certificate to the District as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division. The period of validity of the Certificate is indicated on its face. Certificates must be renewed prior to their expiration date in order to remain valid.

**Do you have a State Certificate of Employee Information Report Approval? Yes  No**   
**If yes, please submit a photostatic copy of such approval.**

3. The successful vendor shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with \$150.00 Fee and forward a copy of the Form to the District. Upon submission and review by the Division, this report shall constitute evidence of compliance with the regulations. Prior to execution of the contract, the EEO/AA evidence must be submitted.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) on the Division website [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance).



The successful vendor(s) must submit the AA302 Report to the Division of Public Contracts Equal Employment Opportunity Compliance, with a copy to Public Agency.

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 \_\_\_\_\_