

**EASTAMPTON TOWNSHIP  
BURLINGTON COUNTY**

**PUBLIC NOTICE**

**NOTICE OF REQUEST FOR QUALIFICATIONS/  
REQUEST FOR PROPOSALS FOR COMPUTER AND NETWORK MAINTENANCE**

PLEASE BE ADVISED that the Township of Eastampton will accept proposals for Computer and Network Maintenance.

To obtain a copy of the RFQ/RFP, contact Township Clerk, Kim-Marie White, 12 Manor House Court, Eastampton, NJ 08060, telephone number (609) 267-5723, ext. 209 or visit our website at [www.eastampton.com](http://www.eastampton.com). All proposals submitted to the Township must be submitted pursuant to the said RFQ/RFP.

To be considered, an original, clearly marked as the **“ORIGINAL”** and three (3) full, complete and exact copy of each proposal shall be submitted in sealed envelopes and must be marked with the title **“COMPUTER AND NETWORK MAINTENANCE”** and addressed to:

Kim-Marie White  
Township Clerk  
Township of Eastampton  
12 Manor House Court  
Eastampton, New Jersey 08060

Proposals must be received by June 28, 2016 at 11:00 a.m. and will publicly be opened immediately in the Clerk’s Office located on the 2<sup>nd</sup> floor of the Municipal Building.

Kim-Marie White, RMC/CMC  
Township Clerk  
Eastampton Township

**EASTAMPTON TOWNSHIP  
COMPUTER & NETWORK MAINTENANCE**

**REQUEST FOR PROPOSALS**

**General Information**

Eastampton Township located in Burlington County has a population of 6,069 and is 5.86 square miles.

The work involves annual computer support services to the Township's computer network located in the Township of Eastampton's three story Municipal Building at 12 Manor House Court, Eastampton, New Jersey 08060 and Eastampton Police Department located at 725 Smithville Road, Eastampton, New Jersey 08060. The consultant must be licensed and registered to do business with governmental agencies in the State of New Jersey. The contract period will be 2 years (24 consecutive months) from date of execution of the contract with two one year options to renew. The contract will be subject to the availability of funds. **Payment shall be made to the vendor in two equal installments six months apart.**

**Technical Information**

The network consists of:

- 1 Dell PowerEdge Server with Windows Server 2003 R2 operating system (App Server)
- 1 Lenovo ThinkServer TS200v with Windows Server 2008 Operating System (Terminal Server)
- 1 Cisco 10/100 4-Port VPN Router
- 1 Cisco SG 102-24 24-Port Gigabit Switch
- 1 Netgear 24 port unmanaged switch
- 1 D-Link 8-Port Gigabit Switch
- 1 Checkpoint Software VPN firewall router
- 1 Buffalo 2TB LinkStation Duo NAS
- 1 Buffalo 320 LinkStation Pro NAS
- 2 Desktop Computers with Windows 7 Pro O/S
- 18 Desktop Computers with Windows XP O/S
- 2 Desktop Computers with Windows 2000
- 4 Laptop Computers
- 7 MDT's in cars with CDMA Modems
- 1 Color Laser Printer
- 9 Laser Printers
- 1 Receipt printer
- 1 B/W Copier scans to Buffalo 2TB LinkStation
- 1 Linksys Wireless Access Point

Miscellaneous peripherals and cabling

**Email Hosting** to include 500 email addresses / 50 GB Space

### **Scope of Work**

The proposed scope of work for the project includes the following:

1. Network Management responsibility including maintenance of network operating system, anti-virus protection, firewall protection, remote access, software updates including service packs and patches, and license administration.
2. Perform recommended maintenance for software and hardware on networked desktop computers.
3. Make sure computers on the system are backed-up on a regular basis to protect against the loss of data and program files.
4. Provide recommendations on the replacement of hardware and the upgrading or purchasing of new software.
5. Provide call back no more than 1 hour and on-site no more than 4 hours.
6. Perform regularly scheduled site visits in order to maintain the network and monitor its performance.
7. Assist with computer setup and software installation as needed.
8. Respond to any computer problems, whether software or hardware related, and troubleshoot problems in order to restore normal computer and network operability.

### **Requirements to Qualify:**

To be eligible vendor must demonstrate expertise in the following areas:

Installation and support of:

- Microsoft Windows Server 2003 R2 and 2008 R2.
- Desktop computers running Microsoft Windows 2000, XP, 7 Pro.
- Symantec Endpoint Protection.
- Edmunds proprietary software.
- Mitchell Humphrey's Construction Project Manager.
- The State of New Jersey E.D.R.S.
- Microsoft Office 2003, 2007, 2010.
- IBM 5250 AS400 emulation software over WAN
- New World RMS
- Aegis Mobile
- IBM 3270 Mainframe Emulation over WAN
- VPN including scripting.
- Installation and support of MidAtlantic Great Lakes Organized Crime Network software
- NCIC crime database connection
- XML printing
- New World Documents and Photo interface.
- LIM's and Regional Data Sharing

- Active Directory Trust over WAN
- IBM Client Access and IBM 3270 printing session
- CDMA/GSM

Must pass a criminal background check

Must conform to Attorney General's guideline for outside vendor with access to National Crime Systems Networks

Must have knowledge of Attorney General's security requirements for CJIS and NCIC

## **Proposal Content Requirements**

Firms submitting a proposal should submit the following:

1. Statement of qualifications and experience of firm.
2. Statement of qualifications and experience of person(s) to be directly involved with the work and what specific responsibilities will be assigned to those individuals. Include names and resumes.
3. Description of your proposed approach and methods for complying with the described Scope of Work.
4. Hourly fee for project personnel and proposed hours per month for regularly scheduled site visits in order to maintain the network and monitor its performance.
5. List of client references with contact name and telephone number.
6. A copy of the New Jersey Business Registration.
7. An executed Affirmative Action (copy enclosed)
8. Certificate of Insurance shall be provided showing the type of insurance coverage provided and coverage limits.
9. The Township requires the firm to be paid in two equal installments six months apart.

## **Proposal Submission Requirements**

Three (3) copies of the sealed proposal should be submitted by 11:00 a.m., Tuesday, June 28, 2016. Sealed proposals should be mailed or delivered to:

Municipal Clerk Kim-Marie White  
Eastampton Township  
12 Manor House Court  
Eastampton, NJ 08060

All quotations received by the date and time noted above will be publicly opened and the name of the individual and fees shall be announced.

## **Evaluation of Proposals**

The evaluation of proposals will be based on the following factors:

1. Experience of the firm with similar job sites.

2. Experience and qualifications of the individuals assigned to the Township.
3. Responsiveness to scope of work and proposed tasks.

The proposal should address all of the items in the scope of work, how the firm proposes to address the various tasks to be undertaken for each item in the scope of work.

4. Hourly rate proposed and projected cost for regularly scheduled site visits in order to maintain the network and monitor its performance.
5. Client recommendation and performance experience.

### **Award of Contract**

The Mayor and Council shall award the contract for Computer and Network Maintenance to a vendor whose response, in the discretion of the Township is most advantageous, price and other factors considered, at a duly advertised meeting of the governing body.

Option 1

- a. Regular hour maintenance

Year 1 \$\_\_\_\_\_ x 6 hours a month x 12 months \$\_\_\_\_\_

Year 2 \$\_\_\_\_\_ x 6 hours a month x 12 months \$\_\_\_\_\_

- b. Unexpected maintenance (possible lighting strikes, new software updates, Police Department Projects, after hours emergency's)

Year 1 \$\_\_\_\_\_ x 10 hours a month x 12 months \$\_\_\_\_\_

Year 2 \$\_\_\_\_\_ x 10 hours a month x 12 months \$\_\_\_\_\_

Option 2

- a. All Inclusive with no hourly rate and unlimited hours for the Manor House and Police Department.

Year 1 \$\_\_\_\_\_ x 10 hours a month x 12 months \$\_\_\_\_\_

Year 2 \$\_\_\_\_\_ x 10 hours a month x 12 months \$\_\_\_\_\_