

**THE BOROUGH OF NORWOOD**  
**REQUEST FOR QUALIFICATIONS**

The Borough of Norwood is soliciting Qualification Statements from interested persons and/or firms for the provision of the professional services listed below. Through a Request for Qualification (“RFQ”) process, persons and/or firms interested in assisting the Borough with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedure and schedule in the RFQs. The Borough will review Qualification Statements only from those firms that submit a Qualification Statement which includes all the information required to be included as described (in the sole judgment of the Borough). The Borough intends to qualify (a) persons and/or firms that (a) possess the professional, financial and administrative 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 Norwood.

The selection of Qualified Respondents is not subject to the provisions of the Local Public Contracts Law, *N.J.S.A. 40A:11-1, et seq.* The selection is subject to the “New Jersey Local Unit Pay-to-Play Law, *N.J.S.A. 19:44A-20.4, et seq.*, however. The Borough has structured a procurement process that seeks to obtain the desired results, while establishing a competitive process, to assure that each person and/or firm is provided an equal opportunity to submit a Qualification Statement in response to the RFQ. The factors to be considered by the Borough include, but are not limited to: (i) experience and reputation in the profession; (ii) knowledge of the subject matter to be addressed under contract; (iii) availability to accommodate any required meetings of the Borough or Borough agency; (iv) any other factors demonstrated to be in the best interest of the Borough.

Instruction and Qualification documents may be picked up at the Office of the Borough Clerk, 455 Broadway, Norwood, New Jersey 07648 or downloaded from the municipal website [www.norwoodboro.org](http://www.norwoodboro.org). Completed Qualification Statements must be submitted to, and be received by, Ms. Lorraine McMackin, Administrator/Borough Clerk, 455 Broadway, Norwood, New Jersey 07648 on or before 3:00 p.m. on December 12, 2016. Respondents are instructed to label the outside of the envelope or package to the effect that the enclosure consists of a Qualification Statement in response to this request for the professional services. Qualification Statements will not be accepted by facsimile transmission or email. The responses will be opened after 3:30 p.m. on December 12, 2016 in the Office of the Borough Clerk.

The professional services for which the Borough seeks Qualification Statements are:

**Information Technology Consultant**

The instructions for Qualification Statements are filed in the office of Ms. Lorraine McMackin, Borough Clerk, 455 Broadway, Norwood, New Jersey 07648, and may be inspected by prospective Respondents during regular business hours.

Completed Qualification Statements must be submitted in the manner designated above, must be enclosed in sealed envelopes bearing the name and address of the Respondent, and the name of the service on the outside, addressed to the Borough of Norwood.

**BY ORDER OF THE MAYOR AND COUNCIL OF THE BOROUGH OF NORWOOD.**

**Lorraine L. McMackin, Borough Clerk/Administrator**

**NOTE: The Borough of Norwood will consider proposals only from firms or organizations that have demonstrated the capability and willingness to provide high quality services in the manner described in this Request for Qualifications.**

**REQUEST FOR QUALIFICATIONS**

**FOR THE PROVISION OF THE FOLLOWING  
PROFESSIONAL SERVICES FOR 2017:**

**Information Technology Consultant**

**ISSUE DATE: November 10, 2016**

**DUE DATE: December 12, 2016**

**Issued by:**

**Borough of Norwood**

## GLOSSARY

The following definitions shall apply to and are used in this Request for Qualifications:

“Borough” – refers to the Borough of Norwood.

“Qualification Statement” – refers to the complete responses to this RFQ submitted by the Respondents.

“Qualified Respondent” – refers to those Respondents who (in the sole judgment of the Borough) have satisfied the qualification criteria set forth in this RFQ.

“RFQ” – refers to this Request for Qualifications, including any amendments thereof or supplements thereto.

“Respondent” or “Respondents” – refers to the interested firms that submit a Qualification Statement.

## SECTION 1

### INTRODUCTION AND GENERAL INFORMATION

#### **1.1 Introduction and Purpose.**

The Borough is soliciting Qualification Statements from interested persons and/or firms for the provision of municipal professional services, as described herein. Through a Request for Qualification process described herein, persons and/or firms interested in assisting the Borough with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedure and schedule in this RFQ. The Borough will review Qualification Statements only from those firms that submit a Qualification Statement which includes all the information required to be included as described herein (in the sole judgment of the Borough). The Borough intends to qualify persons and/or firms that (a) possess the professional, financial and administrative capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by the Borough to provide the greatest benefit to the taxpayers of Norwood.

#### **1.2 Procurement Process and Schedule.**

The selection of Qualified Respondents is not subject to the provisions of the Local Public Contracts Law, *N.J.S.A. 40A:11-1, et seq.* The selection is subject to the “New Jersey Local Unit Pay-to-Play” Law, *N.J.S.A. 19:44A-20.4, et seq.*, however. The Borough has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive process to assure that persons and/or firms are provided an equal opportunity to submit a Qualification Statement in response to the RFQ. Qualification Statements will be evaluated in accordance with the criteria set forth in Section 2 of this RFQ, which will be applied in the same manner to each Qualification Statement received.

Qualification Statements will be reviewed and evaluated by the Borough and its designated advisors (collectively, the “Review Committee”), The Qualification Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative, and financial areas described in this RFQ. Under no circumstances will members of the Review Committee review responses to an RFQ for a position which they or their firm submitted a response. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, the Borough will (in its sole judgment) determine which Respondents are qualified (from professional, administrative and financial standpoints). Each Respondent that meets the requirements of the RFQ (in the sole judgment of the Borough) will be designated as a Qualified Respondent and will be given the opportunity to participate in the selection process determined by the Borough.

The RFQ process commences with the issuance of this RFQ. The subsequent steps involved in the process and the anticipated completion dates are set forth in Table 1, Procurement Schedule. The Borough reserves the right to, among other things, amend, modify, or alter the Procurement Schedule upon notice to all potential Respondents.

All communications concerning this RFQ, or the RFQ process, shall be directed to the Borough's Designated Contact Person, in writing.

**Designated Contact Person:**

Ms. Lorraine McMackin  
Borough Clerk/Administrator  
455 Broadway  
Norwood, NJ 07648

**Qualification Statements must be submitted to, and be received by, the Borough, via mail or hand delivery, by 3:00 p.m. on December 12, 2016. Qualification Statements will not be accepted by facsimile transmission or email.**

Subsequent to issuance of the RFQ, the Borough (through the issuance of addenda to all firms that have received a copy of the RFQ) may modify, supplement, or amend the provisions of this RFQ in order to respond to inquiries received from prospective Respondents or as otherwise deemed necessary or appropriate by (and in the sole judgment of) the Borough.

**TABLE 1**

**ANTICIPATED PROCUREMENT SCHEDULE**

<b>ACTIVITY</b>	<b>DATE</b>
1. Receipt of Qualification Statements	December 12, 2016
2. Opening of Qualification Statements	December 12, 2016
3. Appointment of Professional Consultants	Prior to January 4, 2017

**Section 1.3. Conditions Applicable to RFQ.**

Upon submission of a Qualification Statement in response to this RFQ, the Respondent acknowledges and consents to the following conditions relative to the submission, review, and consideration of its Qualification Statement:

- This document is an RFQ and does not constitute an RFP.
- This RFQ does not commit the Borough to issue an RFP.
- All costs incurred by the Respondent in connection with responding to this RFQ shall be borne solely by the Respondent.
- The Borough reserves the right (in its sole judgment) to reject for any reason any and all responses and components thereof and to eliminate any and all Respondents responding to this RFQ from further consideration for this procurement.

- The Borough reserves the right (in its sole judgment) to reject any Respondent that submits incomplete responses to this RFQ, or a Qualification Statement that is not responsive to the requirements of this RFQ.
- The Borough reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFQ, or otherwise request additional information.
- All Qualification Statements shall become the property of the Borough and will not be returned.
- The Borough may request Respondents to send representatives to the Borough for interviews.
- Any and all Qualification Statements not received by the Borough by 3:00 p.m. on December 12, 2016 will be rejected.
- Neither the Borough, nor its respective staff, consultants, or advisors (including but not limited to the Review Committee) shall be liable for any claims or damages resulting from the solicitation or preparation of the Qualification Statement, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Qualification Statement or for participating in this procurement process.

**Section 1.4. Rights of Borough.**

The Borough reserves, holds, and may exercise, at its sole discretion, the following rights and options with regard to this RFQ and the procurement process in accordance with the provisions of applicable law:

- To determine that any Qualification Statement received complies or fails to comply with the terms of this RFQ.
- To supplement, amend, or otherwise modify the RFQ through issuance of addenda to all prospective Respondents who have received a copy of this RFQ.
- To waive any technical nonconformance with the terms of this RFQ.
- To change or alter the schedule for any events called for in this RFQ upon the issuance of notice to all prospective Respondents who have received a copy of the RFQ.

- 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 Qualification Statement and to request additional information to support the information included in any Qualification Statement.
- To suspend or terminate the procurement process described in this RFQ 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.

The Borough shall be under no obligation to complete all or any portion of the procurement process described in this RFQ.

### **1.5 Addenda or Amendments to RFQ.**

During the period provided for the preparation of responses to the RFQ, the Borough may issue addenda, amendments, or answers to written inquiries. Those addenda will be noticed by the Borough and will constitute a part of the RFQ. All responses to the RFQ shall be prepared with full consideration of the addenda issued prior to the proposal submission date.

### **1.6 Cost of Proposal Preparation.**

Each proposal and all information required to be submitted pursuant to the RFQ shall be prepared at the sole cost and expense of the Respondent. There shall be no claims whatsoever against the Borough, its staff, or consultants for reimbursement for the payment of costs or expenses incurred in the preparation of the Qualification Statement or other information required by the RFQ.

### **1.7 Proposal Format.**

Responses should cover all information requested in the Questions to be answered in this RFQ.

Responses which in the judgment of the Borough fail to meet the requirements of the RFQ or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

## SECTION 2

### SCOPE OF SERVICES

It is the intent of the Borough to solicit Qualification Statements from Respondents that have expertise in management of all Information Technology Services relating to the ongoing support of the Borough's database servers, communication equipment, workstations, and all peripheral support equipment and software. Proactive analysis of the computer and information network needs of the Borough from an operational and strategic perspective helping to determine immediate and long-range personnel and equipment requirements. Services to include but not limited to the following:

- Design and management of the entire network topology and infrastructure
- Standardized diagnosis and repair of all network related hardware and software
- Remote Helpdesk technical support along with on-site system support
- Virus support protection for all internet related activities
- Periodic preventative maintenance of all internet and intranet related software
- Establish and maintain all communication protocols and system related equipment
- Design and implement network security systems and user management systems
- Coordination and support of all backup and disaster recovery systems
- Setup and configuration for remote access computer deployment
- Interaction with Borough software vendors to facilitate integration within network
- Specify and recommend new technology equipment and software purchases
- Vendor must be authorized to provide warranty service on the Borough's existing servers and workstations (IBM and Lenovo)
- Vendor must have on file a security addendum that has been reviewed and approved by the New Jersey State Police
- All vendor employees who may potentially come in contact with police systems and/or data will be subject to criminal background check and fingerprinting. Vendor represents that its employees agree to checks/fingerprinting as determined by the Chief of the Norwood Police Department
- Vendor must demonstrate that it has personnel available for helpdesk and on-site support on a 24 x 7 x 365 basis

Firms and/or persons responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform these services.

## SECTION 3

### SUBMISSION REQUIREMENTS

#### **Section 3.1 General Requirements.**

The Qualification Statement submitted by the Respondent must meet or exceed the professional, administrative, and financial qualifications set forth in this Section 3 and shall incorporate the information requested below. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

#### **Section 3.2 Administrative Information Requirements.**

The Respondent shall, as part of its Qualification Statement, provide the following information:

1. A description of qualifications (not to exceed three (3) pages) to which a resume (not to exceed two (2) pages) may be attached.
2. An executed Letter of Qualification (See Appendix A to this RFQ).
3. An executed Letter of Intent (See Appendix B).

#### **Section 3.3 Description of Qualifications in Response to RFQ.**

A. As indicated above, Respondent shall submit a description of its qualifications in providing the type of services sought in the RFQ, which shall not exceed three (3) pages. A resume, which shall not exceed two (2) pages, may be attached to the description. The description shall include the following information:

1. Experience, which should include a statement of the Respondent's knowledge of the Borough and availability to attend required meetings.
2. Professional licenses.
3. Any judgments within the last three (3) years in which Respondent has been adjudicated liable for professional malpractice. If there are any such judgments, please explain.
4. Whether the business organization is now or has been involved in any bankruptcy or reorganization proceedings in the last 10 years. If so, please explain.
5. Describe the services that Respondent would perform directly.

6. Describe those portions of the Respondent's services, if any, that are subcontracted out. Identify all subcontractors the Respondent anticipates using in connection with this project.
7. List all immediate relatives of principals of the Respondent who are Borough employees or elected officials of the Borough. For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation.

## **SECTION 4**

### **INSTRUCTIONS TO RESPONDENTS**

#### **4.1 Submission of Qualification Statements.**

Respondents must submit ONE copy of their Qualification Statement to the Designated Contact Person:

Ms. Lorraine McMackin  
Borough Clerk/Administrator  
455 Broadway  
Norwood, NJ 07648

Qualification Statements must be received by the Borough no later than 3:00 p.m. on December 12, 2016 and must be mailed or hand delivered. Qualification Statements forwarded by facsimile or email will not be accepted.

To be responsive, Qualifications Statements must provide all requested information, and must be in strict conformance with the instructions set forth herein. Qualification Statements and all related information must be bound, signed, and acknowledged by the Respondent.

## **SECTION 5**

### **EVALUATION**

The Borough's objective in soliciting Qualification Statements is to enable it to select a firm or organization that will provide high quality services to the citizens of Norwood. The Borough will consider Qualification Statements only from firms or organizations that, in the Borough's judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the Borough in the manner described in this RFQ.

Proposals will be evaluated by the Borough on the basis of the most advantageous, all relevant factors considered. The evaluation will consider:

1. Experience and reputation in the field;
2. Knowledge of the Borough and the subject matter addressed under the contract;
3. Availability to accommodate the required meetings of the Borough; and
4. Other factors demonstrated to be in the best interest of the Borough.

**APPENDIX A**

**LETTER OF QUALIFICATION**

**(Note: To be typed on Respondent’s Letterhead. No modifications may be made to this letter.)**

[insert date]

Ms. Lorraine McMackin  
Borough Clerk/Administrator  
455 Broadway  
Norwood, NJ 07648

Dear Ms. McMackin:

The undersigned have reviewed our Qualification Statement submitted in response to the Request for Qualifications (RFQ) issued by the Borough of Norwood (“Borough”), dated November 10, 2016, in connection with the Borough’s need for (professional service).

We affirm that the contents of our Qualification Statement (which Qualification Statement is incorporated herein by reference) are accurate, factual, and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of (Name of Respondent).

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate offices of each company shall sign.)

\_\_\_\_\_  
(Signature of Chief Executive Officer)

\_\_\_\_\_  
(Signature of Chief Financial Officer)

\_\_\_\_\_  
(Typed Name and Title)

\_\_\_\_\_  
(Typed Name and Title)

\_\_\_\_\_  
(Type Name of Firm)\*

\_\_\_\_\_  
(Type Name of Firm)\*

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

\*If a joint venture, partnership, or other formal organization is submitting a Qualification Statement, each participant shall execute this Letter of Qualification.

## APPENDIX B

### LETTER OF INTENT

**(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter.)**

[insert date]

Ms. Lorraine McMackin  
Borough Clerk/Administrator  
455 Broadway  
Norwood, NJ 07648

Dear Ms. McMackin:

The undersigned, as Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Qualifications ("RFQ"), issued by the Borough of Norwood ("Borough"), dated November 10, 2016, in connection with the Borough's need for (professional service).

(Name of Respondent) HEREBY STATES:

1. The Qualification Statement contains accurate, factual, and complete information.
2. (Name of Respondent) agrees (agree) to participate in good faith in the procurement process as described in the RFQ and to adhere to the Borough's procurement schedule.
3. (Name of Respondent) acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement and any proposal prepared and submitted in response to the RFP, or any negotiation which results therefrom shall be borne exclusively by the Respondent.
4. (Name of Respondent) hereby declares (declare) that the only persons participating in this Qualification Statement as principals are named herein and that no person other than those herein mentioned has any participation in this Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating principals, but only if acceptable to the Borough. (Name of Respondent) declares that this Qualification Statement is made without connection with any other person, firm, or parties who have submitted a Qualification Statement, except as expressly set forth below, and that it has been prepared and has been submitted in good faith and without collusion or fraud.
5. (Name of Respondent) acknowledges and agrees that the Borough may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the

Borough shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ.

6. (Name of Respondent) acknowledges and agrees that any contract executed with respect to the provision of (professional service) must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

(Respondent shall sign and complete the space provided below. If a joint venture, appropriate offices of each company shall sign.)

\_\_\_\_\_  
(Signature of Chief Executive Officer)

\_\_\_\_\_  
(Typed Name and Title)

\_\_\_\_\_  
(Type Name of Firm)\*

Dated: \_\_\_\_\_

\*If a joint venture, partnership, or other formal organization is submitting a Qualification Statement, each participant shall execute this Letter of Qualification.

## EXHIBIT A

N.J.S.A. 10:5-31, et seq. N.J.A.C. 17:27

### MANDATORY AFFIRMATIVE ACTION LANGUAGE GOODS, 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 or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action 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 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 attempt in good faith to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable 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 appropriate recruitment agencies in the area, including 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, sex, affectional or sexual orientation 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 an of its testing procedures, if necessary, to assure that all personnel testing conforms with the principals 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 applicable 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, sex, affectional or sexual orientation 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 subcontractor shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division 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 Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

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Signature

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Company Name