

Chesilhurst Board of Education
Chesilhurst, NJ, 08089

NOTICE OF SOLICITATION
REQUEST FOR PROPOSALS

Help Desk/Remote Technology Services
2022-23 School Year

Due August 3, 2022
By 2:00PM

(emailed/digital submissions accepted)

Chesilhurst Board of Education
Chesilhurst, New Jersey

NOTICE OF SOLICITATION
REQUEST FOR PROPOSALS
Help Desk/Remote Technology Services
2022-2023 School Year

Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A-20, New Jersey Pay to Play, and other legislative enactments, more specifically Chapter 271 of the laws of the State of New Jersey, the Chesilhurst Board of Education, located at 511 Edwards Avenue, Chesilhurst, NJ 08089, is seeking Requests for Proposals (RFP's) for professional services to be provided to the Board of Education as listed below for the period **September 1, 2022 to June 30, 2023**:

Help Desk/Remote Technology Services

Request for Proposals shall be file at the Chesilhurst School District at 511 Edwards Avenue, Chesilhurst, NJ 08089, and may also be downloaded from the Chesilhurst Board of Education's website at <http://www.chesilhurstboe.org/>. The Chesilhurst Board of Education invites your proposal for IT Help Desk Services to work with Board personnel to assist with help desk functions and staffing; PC or other computing device deployment, administration and support; printer maintenance; technical support of moves, adds and changes; application troubleshooting and support of office productivity tools such as Microsoft Word, PowerPoint, Excel, Adobe Acrobat, budget and school management software, and other common Board-wide applications.

All RFP's must be received by the Board of Education no later than **2:00 PM on August 3, 2022**, at the Chesilhurst Board of Education Office, 511 Edwards Avenue, Chesilhurst, NJ 08089. All questions concerning this notice should be addressed to the Chesilhurst Board Secretary, Mr. Vincent Caravello, at vcaravello@chesilhurstboe.org.

All proposals for professional service contracts shall include a minimum of the following information:

1. Names of individuals who will perform required tasks as well as the listing of their licenses.
 - A. Identify the person who will be primarily responsible for the services required by the Board of Education and provide a description of the experience of the primary person with projects and issues similar to those more specifically set forth in this proposal and on behalf of the Chesilhurst Board of Education. Identify persons who will serve as backup to the primary person, including resumes of all parties.
2. Describe ability to provide services in a timely fashion including a description of your staffing and a description of your familiarity with the services required by the Chesilhurst Board of Education.
3. Professional Liability Insurance: The professional is to provide, at own expense, a comprehensive general liability insurance policy including professional liability, insuring against any and all claims for bodily injury or death resulting from performance and services by the professional, professional's employees, staff and agents. The insurance shall provide not less than \$300,000 with respect to injury or aggregate, or may be in such other form as provided by the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et. seq., which shall govern the terms and conditions of any such program. The school district shall be listed as additional insured on the policy.
4. New Jersey Business Registration Certificate
5. Responders must comply with the requirements of P.L. 1975, Chapter 127, N.J.A.C. 17:27 Laws Against Discrimination.

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Help Desk/Remote Technology Services

Scope of Services

The Chesilhurst Board of Education desires to appoint a professional firm to develop, provide and manage all technology and help desk services for the Board of Education. Applicants should demonstrate knowledge and experience with respect to technology and help desk services and operations for schools. Any experience or knowledge of matters that directly affect the Board of Education should be addressed.

The vendor shall have personnel experienced in hardware and software installations, troubleshooting and user support. They shall also have basic networking knowledge. They shall have strong personal computer and tablet experience with good interpersonal skills. They should have experience working with and deploying computers according to a standard image and common enterprise parameters.

Anticipated hours for each category are as follows:

Help Desk/Remote Technology Services

As needed to complete required tasks

Anticipated duties for each category are as follows:

Help Desk/Remote Services

Provide technology level 1 help desk services for Districts' technology needs. Must support both online and phone support. Must monitor districts services with level 1 support.

All statements of qualifications for professional service contracts shall include a minimum of the following information:

1. Names of individuals who will perform required tasks.
2. Must be qualified to provide services in the State of New Jersey. A New Jersey Business Registration must be submitted as part of the proposal.
3. Must have a minimum of three (3) years experience in providing services to New Jersey schools or other New Jersey public entities.
4. Must be experienced in school operations.
5. Must maintain an office location in New Jersey.
6. Must list past and present clients.

7. Necessary documentation must be submitted including:
- A. Affirmative Action Information
 - B. Business Entity Disclosure Certification for non-fair and open Contracts Required Pursuant to N.J.S.A. 19:44A-20.8
 - C. Investments in Iran Form
 - D. Political Contribution Disclosure Form
 - E. Disbarment Certification
 - F. Source Disclosure
 - G. MacBride Form
 - H. Ownership Disclosure Form
 - I. W9 form
8. The following insurance must be in effect (Chesilhurst Board of Education must be named as an additional Insured upon issuance of a contract) :
- PROFESSIONAL LIABILITY/ PERSONAL LIABILITY**
\$300,000.00 errors and omissions/malpractice for each occurrence and a \$750,000.00 aggregate.
- WORKERS COMPENSATION AND EMPLOYERS' LIABILITY**
Statutory coverage for New Jersey; \$300,000.00 Employer's Liability;
Broad Form All-States Endorsement.
- GENERAL LIABILITY**
\$100,000.00 per occurrence/\$300,000.00 aggregate for bodily injury and property damage. The Borough shall be named as additional insured with respect to general liability.
- AUTO LIABILITY**
\$100,000.00/\$300,000.00 per occurrence. This coverage is required if the operation of any vehicle is required in the performance of the services detailed herein (including but not limited to the use of a vehicle to make any on-site visits).

Staffing Services Cost Template

Vendor Name:

Address:

Email:

Phone Number:

Annual Cost:

Technology Help Desk and Remote Services \$ _____ for one year

Hourly Rate:

Help Desk Staff \$ _____ per hour

Name of individual(s) to perform tasks:

Help Desk Staff _____

Help Desk Staff _____

Help Desk Staff _____

EVALUATION OF PROPOSALS

The School District intends to award a professional services contract under the Fair and Open Process in accordance with N.J.S.A. 19:44-A-20.4 et seq. The Board shall review all proposals to determine which vendors have qualified for further consideration. The initial review will evaluate all submissions for conformance to stated specifications to eliminate all responses that deviate substantially from the basic intent and/or fail to satisfy the mandatory requirements.

The proposals will be evaluated by the Business Administrator and if necessary and administrative team who will recommend appointment to the Board of Education based upon information supplied by each responder to this RFP and the following criteria:

- Ability to meet all minimum qualifications.
- Overall knowledge and familiarity with the operations of the School District.
- Experience of the firm in providing similar services to other public bodies, with special emphasis on experience in New Jersey.
- Qualifications and experience of the professional.
- Qualifications and experience of the other members of the professional’s firm.

- The hourly rates and/or fee proposed. The proposal shall identify whether clerical and other overhead costs will be billed separately or included in the hourly labor rate/fee proposed.

REQUIRED DOCUMENTATION

Necessary documentation must be submitted including:

- Affirmative Action Information
- Business Entity Disclosure Certification for non-fair and open Contracts Required Pursuant to N.J.S.A. 19:44A-20.8
- Political Contribution Disclosure Form
- Stockholder Disclosure Form
- Disclosure of Investment Activities in Iran
- W9 form

STAFFING

The Board may, at its sole discretion, relinquish the services of any and all of the Vendor's staff without further obligation to the Vendor. In the event that the Board relinquishes the services of one or more staff of the Vendor, the Board may elect but shall not be obligated to accept alternate personnel from the Vendor to fulfill outstanding requirements. Vendor shall have the right to withdraw the services of individual Vendor staff upon 14 days written notice to the Board.

Only Vendor employees who successfully pass the Board's required background check will be allowed within the facility. The Board will pay for the cost of no more than two (2) background checks per contract year; Vendor will be responsible for the cost if more than three employees need background checks per contract year. Background checks will be completed before the employee is allowed facility and/or technology access. As needed, the Board may also require additional background checks and/or fingerprinting of any Vendor employees who will perform services for the Board's criminal justice or public safety functions. The Board will be responsible for the payment of all fees associated with any of these additional background checks or fingerprinting. As needed, the Vendor will make Vendor employees available to take Board mandated, specialized training in order to work in certain Departments that have access to criminal justice information.

The Board will be responsible to gain access to the training for the Vendor employees. The time of the Vendor employees to participate in such training shall be billed at the standard pricing agreed upon as a result of this RFP.

LATE BIDS

Bids received after the exact time and date specified for receipt will not be considered.

MISTAKE IN BIDS

(a) If the Bidder discovers a mistake in the bid prior to the hour and date specified for receipt of bid, Bidder may correct the mistake by modifying or withdrawing the bid.

(b) If prior to the issuance of a purchase order or a contract, the apparent low and best bidder discovers a mistake in the bid of a serious and significant nature which is unfavorable to Bidder, Bidder may request consideration be given to modify the bid if it remains the lowest, responsive, and responsible bid. The right is reserved by the Board to reject any and all requests for correction of mistakes in bids received

after the hour and date of the bid closing. The decision of the Assistant Finance Director is final with regard to acceptance or rejection of requests for correction of bids.

SIGNATURE

All bids shall be signed and the title and firm name indicated. A bid by a corporation shall be signed by an authorized officer, employee, or agent, and indicate his or her title.

LITIGATION WARRANTY

The Bidder warrants that Bidder is not currently involved in litigation or arbitration concerning the materials or performance relative to the same or similar material or service to be supplied pursuant to this bid. Bidder further warrants that no judgments or awards have been made against Bidder on this basis. Disclosure to the Board in the bid of pending litigation, arbitration, judgment, or award involving the same or similar material or service as to be supplied herein may disqualify the Bidder. The Board reserves the right to consider the facts surrounding such disclosure and, in the event the bid is awarded to Bidder, to require Bidder to furnish the Board with a surety bond.

ROYALTIES, LICENSES, AND PATENTS

Unless otherwise specified, the Bidder shall pay all royalties, license fees, and patent fees. The Bidder warrants that the materials to be supplied do not infringe any patent, trademark, or copyright, and further agrees to defend any and all suits, actions, and claims for infringement that are brought against the Board, and to defend, indemnify, and hold harmless the Board from all loss or damages, whether general, exemplary or punitive, as a result of any actual or claimed infringement asserted against the Board, the Bidder, or those furnishing materials to Bidder to meet the bid specifications.

PERFORMANCE STANDARDS

Performance of work and acceptability of equipment or materials supplied pursuant to any contract or award shall be to the satisfaction of the Board.

SUBMISSION

Proposing firms shall provide evidence that the minimum qualifications are met. Proposal should also include cost details including hourly rates of the individuals who perform services and a list delineating the numbers and types of public clients represented by the firm.

Please submit two (2) copies of the proposal to:

**Chesilhurst Board of Education
511 Edwards Avenue
Chesilhurst, NJ 08089**

All submissions must be received at the Chesilhurst Business Office, **by August 3, 2022.**

All questions concerning this notice should be addressed to the school's business administrator, Mr. Vincent Caravello at vcaravello@chesilhurstboe.org.

EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27 14

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 personal 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 subcontractor shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance 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 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.

AFFIRMATIVE ACTION AFFIDAVIT
(To be completed by firms with less than 50 employees)

STATE OF NEW JERSEY

COUNTY OF _____

I, _____ of the (City, Town, Borough) of _____

in the County of _____, State of New Jersey, of full age, being duly sworn according to law on my oath depose and say that:

1. I am _____ of the firm _____ a contractor making a proposal upon the above named service.
2. _____ does not have 50 or more employees inclusive of all officers and employees of every type.
3. I am familiar with the Affirmative Action requirements of P.L. 1975, c. 127 and rules and regulations issued by the Treasurer, State of New Jersey, pursuant thereto.
4. _____ has complied with all the affirmative action requirements of the State of New Jersey, including those required by P. L. 1975, c. 127 and the rules and regulations issued by the Treasurer, State of New Jersey, pursuant thereto.
5. I am aware that if _____ does not comply with P.L. 1975, c. 127 and the rules and regulations issued pursuant thereto, that no monies will be paid by the State of New Jersey, County of _____, until an affirmative action plan is approved. I am also aware that the contract may be terminated and _____ may be barred from all public contracts, for a period of up to five (5) years.
6. In the event my workforce increases to 50 employees, I must contact the State Affirmative Action Office and complete an Employee Information report.

Signature of Authorized Representative

Name and Title

Subscribed and sworn to
Before me this _____ day of _____, 20 _____

(Seal) Notary Public of New Jersey
My Commission expires _____, 20 _____