

RESOLUTION R-09-53

**SOUTH HARRISON TOWNSHIP
GLOUCESTER COUNTY**

**RESOLUTION AUTHORIZING THE BUSINESS ADMINISTRATOR TO
SOLICIT REQUESTS FOR PROPOSAL TO PROVIDE
COMPUTER SERVICES**

WHEREAS, the Township Committee of the Township of South Harrison desires to solicit proposals to provide certain computer services to the Township; and

WHEREAS, the proposal format, content and required timelines established by this Resolution must be met or said proposal will not be considered by the Committee for acceptance.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of South Harrison, County of Gloucester, State of New Jersey, that the Township Committee hereby authorizes the Township Administrator to solicit proposals to supply the Township of South Harrison with computer services, from not less than three (3) vendors of such services, and said proposals shall be required to contain the following information and submitted within the following timelines:

Proposal Process:

This Request for Proposal (“RFP”) must be submitted in two parts. The initial submission which shall be labeled RFP Part I, is a request for a “Needs Analysis” that must contain the following elements:

PART I

- (i) Evaluation of the current processing and network environment
 - a. Township Operating System(s)
 - b. Client side software
 - c. Internet Connectivity
 - d. Hardware
- (ii) Evaluation of network and data security
 - a. Password and user policies
 - b. Fire wall and malware protection

- c. Physical security
- (iii) Analysis of network administration
 - a. User management
 - b. Disaster recovery and back-up
 - c. Log management
- (iv) Evaluation of future system needs of the Township's Administrative and other offices
 - a. Web Site design and features
 - b. On-line application systems
 - c. E-Commerce
 - d. Contact manager and web-mail

Based on the findings in Part I, bidders will provide a comprehensive proposal for the acquisition, implementation and servicing for RFP Part II. RFP shall consist of detailed pricing for initial capital outlay, as well as, periodic services that may be anticipated. Part II should also contain alternative decision points with applicable pricing.

PART II

- (i) Recommendations for changes to current network design
 - a. Hardware and software required to meet acceptable operating standards based on the current processes utilized by the Township offices today.
 - b. Administrative support solutions including off-site back-up, network monitoring and user administration.
 - c. Administrative support solutions for on-site equipment and systems support
 - d. Web-site hosting and administrative support
- (ii) Recommendation for system enhancements to meet the future needs of the township.
 - a. Hardware and software
 - b. E-Commerce solutions
 - c. Content manager management
 - d. Contact manager program for Web Mail

Timelines:

Initial advertising date of RFP	March 17, 2009
On-site availability for inspections and meetings	March 31, 2009 - April 3, 2009
Return completed RFP Part I	April 10, 2009
Return completed RFP Part II	May 1, 2009
Township selection	May 15, 2009

Anticipated enhancements:

- Interactive web site with database access and user log-on
- E-Commerce
- Standardization of office systems and software
- User profiles and data shares on file server(s)
- Security monitoring
- Remote administration and off-site backup

This resolution was adopted at a regular meeting of the Township Committee on March 11, 2009 and shall take effect immediately.

TOWNSHIP OF SOUTH HARRISON:

Mayor Robert Campbell

ATTEST:

Nancy E. Kearns, RMC
Municipal Clerk

CERTIFICATION

I hereby certify the above to be a true copy of a Resolution adopted by the Township Committee of the Township of South Harrison at a regular meeting held on the 11th day of March, 2009.

Nancy E. Kearns, RMC
Municipal Clerk