TOWNSHIP OF CLARK

REQUEST FOR PROPOSAL

POLICE OFF-DUTY DETAIL MANAGEMENT SYSTEM

Respondents are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27

ISSUE DATE: June 30, 2017

DUE DATE: July 12, 2017

Issued by:

Business Administrator, Township of Clark
430 Westfield Avenue, Clark, New Jersey 07066
SECTION 1 INTRODUCTION

The Township is soliciting Proposals and Qualification Statements for the provision of professional services, as more particularly described herein. Persons and/or firms interested in assisting the Township with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedure and schedule in this RFP. The Township intends to qualify person(s) and/or firm(s) that (a) possess the professional, financial and administrative capabilities to provide the proposed services, and comply with (b) the terms and conditions determined by the Township to provide the greatest benefit to the taxpayers of Clark Township.

SECTION 2 SCOPE OF SERVICES

Intent and Scope of Work
The Township of Clark seeks to receive bids for the management and administration of the Clark Township Police Department’s Off-Duty Detail on their behalf. The successful vendor shall be responsible for the administration of all off-duty police details on behalf of the Township of Clark including requests for service, scheduling work, invoicing, and collecting payments. Requests for off-duty work and scheduling shall be completed through a secure online platform and a telephone assistance center. The contractor shall also remit detail payments to the Township of Clark securely, as payment shall be made to the officers through the Township payroll system.

The contractor shall administer the off-duty program in accordance with Township policies and regulations, with no substantial changes to the manner in which off-duty details are distributed.

Evaluation and Award
Proposals will be evaluated and ranked by The Township of Clark on the factors most advantageous to the Township including managerial competency, technical criteria and price. After review and analysis, the proper officials of the Township of Clark may recommend the most qualified proposer to the Governing Body for an award of contract. The Township reserves the right to reject all proposals for any reason.

Managerial Criteria
Demonstrated experience administering police-off duty detail management systems. Please include a list of at least five references, preferably in New Jersey

The ability of the vendor to supply the personnel to complete the work; describe the firm’s level of staffing, operating hours, the number of personnel that will be assigned to the Township’s account, the firm’s facility and equipment.

The ability to collect client payments in an effective, timely manner.

The ability to accept and determine credit risk of clients as well as configure client billing accounts accordingly.
The ability to remit payment to the Township of Clark for details worked regardless of client payment status.

Technical Criteria Required
The system shall operate on a secure online platform that enables clients to request officers and officers to respond to requests for off-duty work. Please provide samples, or screen shots of the user interface for both the Township and client side.

The system shall feature a calendar that can be imported to a PC or mobile device to remind officers of upcoming details. Please include samples or screenshots of this module.

Officers shall be able to clock-in and out of the detail using the system.

The system shall have the capability to assign off-duty details based on Police Department protocol.

The system shall not schedule officers to work details that conflict with Police Department rules and regulations.

The system shall report hours worked by each officer to the Township Police Department at least 10 days prior to the scheduled pay date to ensure timely payments to the officers. Please include sample reports.

Prices
Please include a schedule of prices for your proposal. Proposal fees submitted shall be an all-inclusive hourly rate added to each off-duty detail worked, which shall be billed to clients of the system. More specifically, it shall include all costs associated with program configuration, implementation, deployment, training, any travel required and insurance. The Township of Clark shall not incur additional costs or fees associated with the program.

Please also include a schedule of terms, conditions and finance rates/charges for client credit accounts.

SECTION 3 GENERAL INFORMATION

3.1. Procurement Process and Schedule.

The selection of Qualified Respondents is being made pursuant to N.J.S.A. 40A:11-4.5 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. The Township 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 Proposal and Qualification Statement in response to the RFP.

Proposals and Qualification Statements will be reviewed and evaluated by the Township to determine if the Respondent has met the minimum professional, administrative and financial areas described in this RFP. Based upon the totality of
the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, the Township will (in its sole judgment) determine which Respondent is best qualified to perform the services.

All communications concerning this RFP or the RFP process shall be directed in writing to the Township Administrator.

Proposals and Qualification Statements must be submitted to, and be received by, the Township, via mail or hand delivery, by 10.00 a.m. Prevailing Time on the date due. Proposals and Qualification Statements will not be accepted by facsimile transmission or e-mail.

ANTICIPATED PROCUREMENT

<table>
<thead>
<tr>
<th>SCHEDULE ACTIVITY</th>
<th>DATE</th>
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<tbody>
<tr>
<td>1. Advertisement of Notice for Request for Proposal</td>
<td>June 30, 2017</td>
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<tr>
<td>2. Availability of bid specifications from Clark Township</td>
<td>June 30, 2017</td>
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<tr>
<td>3. Receipt of Proposals and Qualification Statements</td>
<td>July 12, 2017</td>
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<tr>
<td>4. Anticipated Township Designation of Qualified Respondent</td>
<td>July 17, 2017</td>
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3.2. Conditions Applicable to RFP.

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

- All costs incurred by the Respondent in connection with responding to this RFP shall be borne solely by the Respondent.

- The Township reserves the right (in its sole judgment) to reject any Respondent that submits incomplete responses to this RFP, or a Qualification Statement that is not responsive to the requirements of this RFP.

The Township reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP, or otherwise request additional information. Prospective bidders shall be notified of any modifications made by the Township of Clark.

- No Proposals and Qualification Statements shall be returned.

- All Proposals and Qualification Statements will be made available to the public at the appropriate time, as determined by the Township (in the exercise of its sole discretion) in accordance with law.

- The Township may request Respondents to send representatives to the Township for interviews.
Any and all Proposals and Qualification Statements not received by the Township by 10.00 a.m. Prevailing Time on the date due will be rejected.

Neither the Township, nor their respective staff, consultants nor advisors shall be liable for any claims or damages resulting from the solicitation or preparation of the Proposal and Qualification Statement.

The Township may waive any technical non-conformance with the terms of this RFP.

The Township may suspend or terminate the procurement process described in this RFP at any time (in its sole discretion.) If terminated, the Township may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

3.3. Submission of Qualification Statements.

Respondents must submit an original and one (1) copy of their Proposal and Qualification Statement to:

Edith Merkel, Township Clerk
Township of Clark
430 Westfield Avenue
Clark, New Jersey 07066

SECTION 4 SUBMISSION REQUIREMENTS

1. Respondent shall submit a description of its overall experience in providing the type of services sought in the RFP. At a minimum, the following information on past experience should be included as appropriate to the RFP:
   a. Description and scope of work by Respondent
   b. Name, address and contact information of references
   c. Explanation of perceived relevance of the experience to the RFP

2. Describe the services that Respondent would perform directly and those portions, if any, that are sub-contracted out. Identify all subcontractors the Respondent anticipates using in connection with this project.

3. Brief description of Respondent’s largest, smallest and a mid-sized project during the last three (3) years.

4. Resumes of key employees.

5. A narrative statement indicating that the Respondent understands the Township’s needs and goals.

6. List all immediate relatives of Principal(s) of Respondent who are Township employees or elected officials of the Township. 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.
7. Any judgments, claims or suits pending or outstanding against company. If yes, please explain.

8. Whether the business organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.

9. Confirm appropriate federal and state licenses to perform activities.

10. Software requirements, if any and mapping format.

SECTION 5 EVALUATION

The Township’s objective in soliciting Proposals and Qualification Statements is to enable it to select a firm or organization that will provide high quality and cost effective services to the citizens of Clark Township. The Township will consider Proposals and Qualification Statements only from firms or organizations that, in the Township’s judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the Township in the manner described in this RFP.

Proposals and Qualification Statements will be evaluated by the Township on the basis of the most advantageous, cost and all relevant factors considered. The evaluation will consider:

1. Experience and reputation in the field and track record providing services; demonstrated experience administering police-off duty detail management systems; providing similar services in other jurisdictions.

2. Knowledge of the Township and the subject matter addressed under the contract;

3. Availability to accommodate the required meetings of the Township;

4. Availability to meet timeframes for completion of projects or services as set by the Township Manager; and Cost of the proposal.

SECTION 6 PAYMENT CONDITIONS AND RATE SCHEDULE

1. Please attach a rate schedule with your proposal.

2. Vouchers or invoices may be rendered monthly for services performed.
APPENDIX A

Documents that will be required Prior to a Contract Execution

Checklist for Items that will be required

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<thead>
<tr>
<th></th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>A statement of Corporate ownership, pursuant to N.J.S.A. 40A:11-24.2</td>
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<tr>
<td>2</td>
<td>Business Registration Certificate (BRC) from the State of New Jersey Department of Treasury, Division of Revenue)</td>
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<tr>
<td>3</td>
<td>Required Insurance Certificate naming Clark Township as an additional insured. Workers Compensation coverage required and General Liability with $1 million dollar per occurrence coverage.</td>
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<tr>
<td>4</td>
<td>Submission of a Non-Collusion Affidavit</td>
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<tr>
<td>5</td>
<td>Mandatory Affirmative Action Language</td>
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<tr>
<td>6</td>
<td>Mandatory Language: American Disabilities Act</td>
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<tr>
<td>7</td>
<td>Disclosure of Investment Activities in Iran, N.J.S.A 52:32-55</td>
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<tr>
<td>8</td>
<td>List of Sub-contractors, N.J.S.A. 40A:11-16</td>
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<tr>
<td>9</td>
<td>Acknowledgement of Receipt of Addenda, N.J.S.A 40A:11-23.2</td>
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