

**CITY OF UNION CITY REQUEST FOR PROPOSAL FROM
INDIVIDUALS OR FIRMS INTERESTED IN SERVING AS
“A WEBSITE DEVELOPER/WEBMASTER/WEBSITE
MAINTAINER” TO THE CITY OF UNION CITY POLICE
DEPARTMENT**

Introduction

Pursuant to the Fair and Open Process described under N.J.S.A. 19:44A-1, et seq., the City seeks Requests for Proposal (“RFP”) for the position of Website Developer/Webmaster/Website Maintainer to the Union City Police Department for a contract period of two years with a possible two year extension, to be set forth in the resolution awarding the contract to the successful submitting firm. The contract shall commence on June 15, 2016 and end on June 14, 2018. It should be noted that nothing herein, in any contract or by and through any web hosting services or web master or maintainer services for the City of Union City shall create any ownership or propriety interest in the website and or domain address of the Union City Police Department and all information uploaded to the website regardless of creation is and shall be the property of the Union City Police Department without any qualification, reservation of rights and or claims to same by the successful candidate. All information and content whatsoever shall be the intellectual property of the Union City Police Department.

All candidates are required to comply with N.J.S.A. 10:5-31 et seq and N.J.A.C. 17:8-27 as amended. (Affirmative Action). All candidates shall submit as part of their response, proof of business registration with the New Jersey Division of Taxation (P.L. 2004, C.57). The successful candidate must have significant experience in designing, publishing and hosting a website/multi-page B.P.M. website and bilingual capability by an individual fluent in Spanish and not by using any auto translation tools for data management and public information purposes for a public entity. The successful candidate will provide the Union City Police Department with services related, but not necessarily limited to:

1. Custom designing, web publishing and hosting of a webpage/multi-page B.P.M. website for data management and public information purposes as specified and approved by the Union City Police Department. Maintenance and hosting tasks for a year that must include, but not be limited to:
2. Maintaining easily updated online functionality including photos, forms, and content submitted by police staff members.
3. Search function for easily finding information on the website.
4. Menus that allow for easy navigation. Calendar of events functionality and the posting of breaking news.

5. Monthly website usage reports.
6. Any required data processing; security to protect website from alterations by unauthorized parties and protection from cookies, spyware and pop-ups.
7. Maintenance of a complete and current copy of the website on a server located at a remote location.
8. Providing back-up services and statistics; provision of trouble-shooting and technical assistance to police staff.
9. Maintaining availability of website to users to be 99% of the time during any period of time.
10. Maintaining of bandwidth for website's connection to the internet to be sufficient such that operating at peak capacity shall not be compromised more than 60 minutes in any one month period.
11. Provision of telephone help desk support for police staff.
12. Fulfilling of all applicable legal requirements including, but not limited to copyright notices and publishers' notices, for hosting of a website with web address of unioncitypd.org on space leased by the successful candidate.
13. Maintaining, updating and expanding of webpage/web site upon request of the Union City Police Department.
14. Ability to incorporate information into the Union City Police Department's website in the Spanish language and create a website with bilingual components by an individual fluent in the Spanish language and not by using any auto translation tools;
15. Host the Union City Police Department's e-mail accounts;
16. Performance of any other related tasks as directed by the Union City Police Department.
17. The website envisioned for the Union City Police Department is similar in content and design to the Police Department website for the Township of North Bergen.

Professional Information and Qualifications

Copies of these standardized submission requirements and selection criteria are on file and available from the Office of the City Clerk. Each interested candidate shall submit the following information:

1. Name of firm or individual;
2. Address of principal place of business and all other offices and corresponding telephone and fax numbers. Please note specifically which website developer/website maintainer will be assigned to work with the Union City Police Department and address your ability to service the Police Department when needed on an expedited basis;
3. Description of candidate's education, experience, qualifications, number of years with the firm and a description of their experience with projects similar to those described above involving urban municipalities similar to the City/Police Department;
4. Experience related to computer network and systems management of urban municipalities similar to the City and/or Police Department ;
5. Experience related to design and implementation of bilingual website components;
6. At least four (4) references, three (3) of which must have knowledge of your service to public entities/ police departments;
7. The candidate's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
8. Cost details, including the hourly rates of each of the individuals who will perform the services and the time estimates for each individual, all expenses, and a total cost of "not to exceed" amount;
9. Provide quote for creation and maintenance of website that is bilingual in English/ Spanish:
10. Your proposal should be quoted at a flat fee for the development of the website and maintenance of the website for one year.
11. Any other information which the interested firm deems relevant.
12. Statement of corporate ownership if applicable (c.52:25-24.2).

13. Statement, see attached, executed by a corporate officer, member, partner or sole proprietor certifying that there are no prior or pending ethics complaints against them or their company.

Selection Criteria

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the degree of their respective participation;
2. Experience and references;
3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter;
4. Cost competitiveness; and
5. Compliance with the City's terms of payment in accordance with the Local Public Contracts law and other laws of the City.

Submission Requirements

Sealed RFPs will be publicly opened by the Union City Clerk in his offices at Union City Hall, 3715 Palisade Avenue, Union City, at 11:00 a.m. on May 25, 2016. The RFP must be received no later than 11:00 a. m. on May 25, 2016 by:

Dominick Cantatore, Acting City Clerk
City of Union City
3715 Palisade Avenue
Union City, New Jersey 07086

PLEASE SUBMIT ONE (1) ORIGINAL AND TWO (2) COPIES OF THE RESPONSE TO THE RFP. USE WHITE 8 ½" X 11" PAPER.

STATEMENT CONCERNING ETHICS COMPLAINTS

I, _____, of full age and to the best of my knowledge and belief, as of the date of this Certification, hereby certify as follows:

1. I am the _____ in connection with the firm, entity, partnership, sole proprietorship which entity is submitting this proposal to the City of Union City.

2. I am aware of no prior or pending ethics complaints against myself or any firm or entity.

I hereby certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Dated: _____

By: _____

Print Name: _____