

**City of Union City Request for Proposals From Firms to Provide On
line Payment of Property taxes for the period commencing on April 1,
2014 and ending on March 31, 2015**

Introduction

Pursuant to the Fair and Open Process described under N.J.S.A. 19:44A-1, et seq., the City seeks Request for Proposals (“RFP”) from firms seeking to provide on line payment services for taxpayers of the City of Union City to pay property taxes for a contract for the term beginning on April 1, 2014 and ending on March 31, 2015. The City shall have 2 one year options to extend this contract on the same terms and conditions. All candidates are required to comply with N.J.S.A. 10:5-31 *et seq* and N.J.A.C. 17:27 *et seq.* as amended. (Affirmative Action). Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L. 2004, C.57). The successful shall have significant experience providing on line payment services for other municipalities or other public entities. The firm shall provide the following:

1. Provide on line payment services for taxpayers of the City of Union City to pay property taxes. Firm shall provide on line payments through major credit cards, electronic check services, debit card services and Point of Sale services;
2. The City shall not be charged for any costs of installing or operating the on line payment services;
3. Firm shall comply with all of the requirements set forth in N.J.A.C. 5:30-9.1 *et seq.* concerning Government Electronic Receipt Acceptance.
4. Firms shall transmit or deposit into the City of Union City’s bank account the proceeds of the electronic receipt transactions at intervals not to exceed 72 hours after the transmission or processing of the transaction by the local unit, weekends and holidays excepted.

Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L. 2004, C.57) and must comply with the Affirmative Action requirement contained at N.J.A.C. 17:27 *et seq.*

Professional Information and Qualifications

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

1. Name of Business;

2. Address of principal place of business offices and corresponding telephone and fax numbers. State the process and time frames for correcting any problems with the on line payments.
3. Areas of Service;
4. Description of Firm's, licensing, experience, qualifications, number of years with the practice and a description of experience with services similar to those described above;
5. At least four (4) references;
6. Examples of your record of success as providing on line payment services for similar public entities;
7. The Firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
8. Cost details, including the fees to be charged to the person's requesting on line service to pay real estate taxes.
9. Statement of corporate ownership (c.52:25-24.2);

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 amounts of their respective participation;
2. Experience in providing on line tax payments for municipalities or public entities substantially similar to Union City and references;
3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter; and
4. Ability to be available with the appropriate personnel at all times necessary to accomplish the representation; and
5. Cost competitiveness in light of all of the above factors; and

Submission Requirements

Sealed RFPs will be publicly opened by the Union City Clerk in his office at Union City Hall, 3715 Palisade Avenue, Union City, at the City Clerk Office on March 14, 2014. The RFP must be received no later than 11AM on March 14, 2014 by:

Dominick Cantatore, Acting City Clerk
City of Union City
3715 Palisade Avenue
Union City, New Jersey 07087

Please submit one original and two (2) copies of the RFP. Use white 8 ½" x 11" paper.

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