

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

**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 Webmaster/Website Maintainer to the City of Union City for a contract period from December 1, 2013 to June 30, 2014 to be set forth in the resolution awarding the contract to the successful submitting firm. The City will also have an option to extend the contract for an additional one year term under the same terms and conditions. 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 City of Union City and all information uploaded to the website regardless of creation is and shall be the property of the City of Union City without any qualification, reservation of rights and or claims to same by the successful candidate. All information whatsoever shall be the intellectual property of the City of Union City.

All candidates are required to comply with N.J.S.A. 10:5-31 et seq and N.J.A.C. 178:27 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 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 City with services related, but not necessarily limited to:

1. 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 City.
2. 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 ucnj.com on space leased by the successful candidate.
3. Maintaining, updating and expanding of webpage/web site upon request of the City.
4. Ability to incorporate information into the City’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;
5. Host the City’s e-mail accounts;

6. Performance of any other related tasks as directed by the City.

### **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 City and address your ability to service the City 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;
4. Experience related to computer network and systems management of urban municipalities similar to the City;
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;
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 quotes for maintaining the City's present website including the bilingual components;
10. Your proposal should be quoted at a flat rate per month and alternatively at an hourly rate to maintain the website.
11. Any other information which the interested firm deems relevant.
12. Statement of corporate ownership if applicable (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 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 Acting Clerk in her offices at Union City Hall, 3715 Palisade Avenue, Union City, at 11 a.m. on January 23, 2014. RFP must be received no later than 11 a.m. on January 23, 2014 by:

Laura M. Miller, Acting City Clerk  
City of Union City  
3715 Palisade Avenue  
Union City, New Jersey 07086

Kindly mark the outside packaging containing your submission with a notation of the RFP to which you are responding. Please submit one original and three (3) copies of the RFP. Please use white 8 ½" x 11" paper. Please staple the original and three (3) copies in the upper left corner. Please do not bind the submissions in any manner or place each copy in folders.