

**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 FOR A
ONE YEAR TERM FROM September 1, 2013
THROUGH JUNE 30, 2014**

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 City of Union City for a contract period of one year to be set forth in the resolution awarding the contract to the successful submitting firm. 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 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 City 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 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 the following two options: (1) to maintain the City's present website and to make it totally bilingual in Spanish; (2) to totally revamp the current website and to make it totally bilingual in Spanish;
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 Clerk in his offices at Union City Hall, 3715 Palisade Avenue, Union City, at 11:00 a.m. on June 28, 2013. The RFP must be received no later than the above stated time and date by:

William Senande, City Clerk
City of Union City
3715 Palisade Avenue
Union City, New Jersey 07086

PLEASE SUBMIT ONE (1) ORIGINAL AND SIX (6) COPIES OF THE RESPONSE TO THE RFP. USE WHITE 8 ½" X 11" PAPER.