

BOROUGH OF ROSELLE

**REQUEST FOR QUALIFICATIONS
FOR WEBSITE DESIGN, CREATION AND MAINTENANCE
INCLUDING SOCIAL MEDIA INTEGRATION AND TEXT MESSAGE
ALERTS**

BOROUGH OF ROSELLE

Contract Term

January 1 2015 - December 31, 2015

SUBMISSION DEADLINE

December 11, 2014

10:00am

Baker Room

ADDRESS ALL PROPOSALS TO:

**ATTN: BRYAN RUSSELL, PURCHASING AGENT
210 CHESTNUT STREET
ROSELLE, NJ 07203**

GENERAL INFORMATION & SUMMARY

ORGANIZATION REQUESTING PROPOSAL

CONTACT PERSON

BRYAN RUSSELL
PURCHASING AGENT
(908) 259-3028

PURPOSE OF REQUEST

The Borough of Roselle is requesting proposals from qualified individuals and firms to provide Website Design, Creation, and Maintenance Including Social Media Integration and Text Message Alerts. Proposals will be evaluated in accordance with the criteria set forth in this RFQ. One or more individuals/firms may be selected to provide services.

PERIOD OF CONTRACT

January 1, 2015 - December 31, 2015

CONTRACT FORM

The successful proposer shall be required to execute the Borough's form contract, which includes the indemnification, insurance, termination and licensing provisions. A complete copy of a draft Borough form contract is available upon request.

It is also agreed and understood that the acceptance of the final payment by Contractor shall be considered a release in full of all claims against the borough arising out of, or by reason of, the work done and materials furnished under any Contract awarded.

NATURE/ SCOPE OF SERVICES – The Borough of Roselle is requesting proposals for Website Design, Creation, and Maintenance Including Social Media Integration and Text Messaging Alerts.

**Website Design, Creation, and Maintenance
Including Social Media Integration
and
Text Message Alerts**

SCOPE OF SERVICES

It is the intent of the Borough to solicit Qualified Statements from Respondents who would act as a web site designer, creator, and manager for the Borough. Respondents would be required to provide services involving professional knowledge and service for the purpose of designing, creating and maintaining a website that provides information to the Borough residents regarding its elected and appointed officials and departments; calendar of events; schedules of upcoming meetings of the Council, departments, boards, commissions, and agencies of the Borough including posting agendas and minutes; displaying and providing the last three (3) years of meeting including minutes of the Council meeting, displaying the last three (3) years of approved budgets and audits; proposed ordinances, providing for posting of RFP/RFQ/Bid Notices and Employment Notices, providing for online forms, photo galleries, contact us via email notification, special notices, and such other services which are necessary to enhance communication to Borough residents regarding the governmental service available to them. This service will require the respondent to update the website on an ongoing basis and have the ability to post special emergency notices as needed.

In addition, the integration of social media is required such as a custom designed Facebook page and Twitter account. These social media portals must be updated on a consistent basis and be coordinated with the website information and be maintained by respondent.

Respondent must also supply the Borough with the ability to issue newsletters to residents who have signed up for this service via the website.

Integration with a text message alert system is required on the website along with registration for same. Respondent should have the ability to provide the Borough with the means for issuing text message alerts to those residents who have chosen to be registered with the system.

Attendance at Borough events and/or meeting for the purpose of providing professional photography services is also required and these photographs will be edited and posted to the Borough's website on an ongoing basis.

Firms or persons responding to this RFP must be able to demonstrate that they will have the continuing capabilities to perform these services.

3. **STANDARD REQUIREMENTS OF TECHNICAL PROPOSAL** - Proposers should submit a technical proposal which contains the following:

- A. The name of the proposer, the principal place of business and, if different, the place where the services will be provided.
- B. The education, qualifications, experience, and training of all persons who would be Assigned to provide services along with their names and titles.
- C. Please provide a description of any particular area(s) of expertise you or your firm may Possess that have not been included in the response provided above.
- D. An Affirmative Action Statement (copy of form attached).
- E. A completed Non-Collusion Affidavit (copy of form attached).
- F. A statement that the proposer will comply with the General Terms and Conditions require
- G. A copy of the proposer's Business Registration Certificate.

4. **COST PROPOSAL** – Proposers should submit a cost proposal which would include any proposed retainer, the services to be provided for the retainer, if services will be provided at a flat rate, if all or any services will be billed through hourly rates and what are the established rate(s). The Borough does not provide payment for or reimbursement for travel expenses.

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5. **PROPOSAL EVALUATION** – The Borough will select the most advantageous proposals based on all of the evaluation factors set forth at the end of this RFQ. The Borough will make the award(s) that is in the best interest of the Borough of Roselle.

Each proposal must satisfy the objectives and requirements detailed in this RFQ. The successful proposer shall be determined by an evaluation of the total content of the proposal submitted. The Borough reserves the right to:

- a. Not select any of the proposals.

- b. Select only portions of a particular proposer's proposal for further consideration
(However, proposers may specify portions of the proposal that they consider "bundled".)

- c. Award a contract for the requested services at any time within the calendar year after Review of the Qualifications and approval of same by the Borough. Every proposal should
be valid through this time period.

The Borough shall not be obligated to explain the results of the evaluation process to any proposer.

6. PROPOSAL LIMITATIONS - This RFQ is not intended to be an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the Borough by issuance of this RFQ. The Borough reserves the right at the Borough's sole discretion to refuse any proposal submitted.

7. USE OF INFORMATION - Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like ("Information") furnished or disclosed by the Borough to the proposer in connection with this RFQ shall remain the property of the Borough. When in tangible form, all copies of such information shall be returned to the Borough upon request. Unless such information was previously known to the proposer, free of any obligation to keep it confidential, or has been or is subsequently made public by the Borough or a third party, it shall be held in confidence by the proposer, shall be used only for the purposes of this RFQ, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

8. GENERAL TERMS AND CONDITIONS –

- A.** The Borough reserves the right to reject any or all proposals, if necessary, or to waive any informalities in the proposals, and, unless otherwise specified by the proposer, to accept any item, items or services in the proposals should it be deemed in the best

interest of the Borough to do so.

- B.** In case of failure by the successful proposer, the Borough of Roselle may procure the articles or services from other sources, deduct the cost of the replacement from money due to the proposer under the contract and hold the proposer responsible for any excess cost occasioned thereby.
- C.** The proposer shall maintain sufficient insurance to protect against all claims under Workmen's Compensation, General, Professional and Automobile Liability.
- D.** Each proposal must be signed by the person authorized to do so.
- E.** The contract shall be in effect through December 31, 2015 unless otherwise stated.
- F.** Proposals may be hand delivered or mailed consistent with the provisions of the legal notice to proposers. In the case of mailed proposals, the Borough assumes no responsibility for proposals received after the designated date and time and will return late proposals unopened. Proposals will not be accepted by facsimile or e-mail.
- G.** In accordance with Affirmative Action Law, P.L. 1975, c.127 (N.J.A.C. 17:27) with implementation of July 10, 1978, successful proposers must agree to submit individual employer certifications and numbers or complete Affirmative Action employee information report (form AA-302). Also, during the performance of this contract, the contractor agrees as follows: (a) The contractor or subcontractor where applicable, will not discriminate against any employee because of age, race, creed, color, national origin, ancestry, marital status or affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex or handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and section for training, including apprenticeship. The

contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause: (b) the contractor or subcontractor, where applicable, will in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex or handicap; (c) the contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or worker's representative of the contractor's commitments under this act and shall post copies of the notice; (d) the contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the treasurer pursuant to the P.L. 1975, c.127, as amended and supplemented from time to time.

- H.** By submission of the proposal, the proposer certifies that the service to be furnished will not infringe upon any valid patent, trademark or copyright and the successful proposer shall, at its expense, defend any and all actions or suits charging such infringement, and will save the Borough harmless in any case of any such infringement.
- I.** No proposer shall influence, or attempt to influence, or cause to be influenced, any county officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
- J.** No proposer shall cause or influence, or attempt to cause or influence, any Borough officer or employee to use his/her official capacity to secure unwarranted privileges or advantages for the proposer or any other person.
- K.** Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the Borough Law Department's decision shall be final and conclusive.

- L.** The Borough of Roselle shall not be responsible for any expenditure of monies or other expenses incurred by the proposer in making its proposal.

- M.** The checklist, affidavits, notices and the like presented at the end of this Request for Qualifications are a part of this Request for Qualifications and shall be completed and submitted as part of this proposal.

END OF GENERAL INSTRUCTIONS

BASIS OF AWARD

(To be completed by City evaluation committee)

EVALUATION FACTORS

- A. Relevance and Extent of Qualifications, Experience, Reputation and Training of **Personnel to be assigned**
- B. Knowledge of the subject matter to be addressed under this engagement
- C. Relevance and Extent of Similar Engagements performed
- D. Technical Proposal contains all required information
- E. The cost of providing services. It should be noted that cost of services is important to the governing body of the Borough of Roselle, but it is not necessarily the most critical factor in evaluating the individual or firm's suitability to provide consultant services for the Borough of Roselle

REQUEST FOR QUALIFICATIONS CHECKLIST

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL:

Please initial below, indicating that your proposal includes the itemized document.

A PROPOSAL SUBMITTED WITHOUT THE FOLLOWING DOCUMENTS IS CAUSE FOR REFUSAL.

INITIAL BELOW

- A. An original and six (6) signed copies of your complete proposal. _____

- B. One electronic copy of your complete qualifications (CD-ROM) _____

- C. Non-Collusion Affidavit properly notarized. _____

- D. Authorized signatures on all forms. _____

- E. Business Registration Certificate(s). _____

- F. Affirmative Action Statement. _____

Note: N.J.S.A 52:32-44 provides that the Borough shall not enter into a contract for goods or services unless the other party to the contract provides a copy of its business registration certificate and the business registration certificate of any subcontractors at the time that it submits its proposal. The contracting party must also collect the state use tax where applicable.

THE UNDERSIGNED HEREBY ACKNOWLEDGES
THE ABOVE LISTED REQUIREMENTS.

NAME OF PROPOSER:

Person, Firm or Corporation

BY: (NAME)

(TITLE)

EXHIBIT A

N.J.S.A. 10:5-31 and N.J.A.C. 17:27

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

Goods, Professional Services and General Service Contracts

(Mandatory Affirmative Action Language)

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants, for employment, notices to be provided by the Public Agency Compliance Officer setting for the provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable city employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

Exhibit A (Continued)

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all

procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- § Letter of Federal Affirmative Action Plan Approval
- § Certificate of Employee Information Report
- § Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

