

Township of North Bergen  
4233 Kennedy Boulevard  
North Bergen, NJ 07047  
201-392-2027

Request For Proposals  
**MAINTENANCE AND HOSTING OF TOWNSHIP'S OFFICIAL WEBSITE**  
**RFP #NB2012-18**

**Sealed Proposals** must be delivered to the address stated above, prior to the time and date listed as the public opening. **The RFP # and Attn: Robert J. Pittfield must be clearly written on the outside of the envelope.**

**Scope of Services:**

The work shall consist of maintaining and hosting the Township's and the Police Department's and official websites. Such maintenance and hosting tasks must include, but not be limited to: Maintaining easily updated on-line functionality including photos, forms, and content submitted by Township staff members; search function for easily finding information on the website; menus that allow for easy navigation; calendar of events functionality and the posting of breaking news; monthly website usage reports; any required data processing; security to protect website from alterations by unauthorized parties and protection from cookies, spyware and pop-ups; maintenance of a complete and current copy of the website on a server located at a remote location; hosting website and providing back-up services and statistics; provision of trouble-shooting and technical assistance to Township staff; weekly on-site visits throughout the term of the contract; posting changes as needed; special event photography and website posting; maintaining availability of website to users to be 99% of the time during any period of time; 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; provision of telephone help desk support for Township staff.

Proposals will be evaluated by the Township of North Bergen on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. Licensure, experience and reputation in the field;
- b. Ability to address, complete, and facilitate all items stated in the above scope of services;
- c. Knowledge of the Township of North Bergen and the subject matter to be addressed under the contract;
- d. Availability to accommodate any required meetings of the Township;
- e. Compensation proposal (please also include an hourly rate of compensation for any work that might occur outside of the referenced scope of services);
- f. Other factors to be demonstrated to be in the best interest of the Township of North Bergen.

This contract will be awarded for fifteen (15) months, beginning October 1, 2012 and ending December 31, 2013. The Township of North Bergen reserves the right to reject any and or all responses.

Please include a copy of your NJ Business Registration Certificate and documentation of required Affirmative Action. Required affirmative action documentation includes one of the following:

- 1) A letter from the U.S. Department of Labor that the contractor has an existing federally approved or sanctioned Affirmative Action Program.  
OR
- 2) A Certificate of Employee Information Report Approval.  
OR
- 3) An Affirmative Action Employee Information Report (Form AA302).

The public opening will be held in the Municipal Chambers of the Township of North Bergen located at 4233 Kennedy Boulevard, North Bergen, NJ, on Thursday, September 20, 2012 at 10:00am.

## **RFP # NB2012-18**

Robert J. Pittfield  
Chief Financial Officer