

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

Request For Proposals  
**SOFTWARE MAINTENANCE SERVICES FOR THE  
TOWNSHIP'S TAX, FINANCE AND AS400 SYSTEMS  
RFP #NB2012-19**

**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, at a minimum, performing services of an annual maintenance contract for the Township's data processing systems which include tax collection, finance, urban enterprise zone and AS400 software. Such maintenance may include, but not be limited to: Performing minimum programming to existing software as needed, correcting malfunctions in the software, re-sizing of files, any required data processing, changes to programs, telephone support of operation procedures, training, and assisting users with data processing problems that occur during daily operations.

Other services that may be required over and beyond the annual maintenance contract may include: System installation services such as cabling, system configurations, PC set-ups, new release information and customization of existing software.

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;
- 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 30, 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 Tuesday, September 20, 2012 at 10:15am.

## **RFP # NB2012-19**

Robert J. Pittfield  
Chief Financial Officer