OLDMANS TOWNSHIP

Salem County, New Jersey

REQUEST FOR PROPOSALS

Information Technology (IT) Services,

RFP ISSUE DATE

November 2, 2026

PROPOSALS DUE: December 1, 2026, at 12:00 PM (Noon), Eastern Time

CONTRACT TERM

January 1, 2027 – December 31, 2027

SUBMIT TO

Acting Township Clerk, Christine Pippet

Oldmans Township Municipal Building

40 Freed Road, Pedricktown, NJ 08067

CONTACT

856-299-0780

www.oldmanstownship.com

PURPOSE

The Township of Oldmans is soliciting proposals from qualified individuals or firms to provide Information Technology (IT) Services for the period of January 1, 2027, through December 31, 2027.

This Request for Proposals is being issued pursuant to the requirements of N.J.S.A. 19:44A-20.7 and N.J.S.A. 40A:11-5(1)(a)(i).

The Township seeks an IT provider to support and maintain its technology infrastructure, provide technical assistance to staff, and assist with cybersecurity, network management, hardware, software, and telecommunications systems.

NOTICE TO PROPOSERS

Sealed proposals will be accepted until:

December 1, 2026, at 12:00 PM

at:

Oldmans Township Municipal Building
40 Freed Road
Pedricktown, NJ 08067

Proposals received after the deadline will not be considered.

Proposals shall be submitted in a sealed envelope clearly marked:

"RFP – INFORMATION TECHNOLOGY (IT) SERVICES"

Submit:

- One (1) electronic copy on USB drive in PDF format.
- Six (6) hard copies.

SCOPE OF SERVICES

The IT Provider shall:

- Provide technical support for Township computers, servers, printers, mobile devices, and network equipment.
- Respond to service requests and technical issues in a timely manner.
- Provide remote and on-site support as needed.

- Manage and maintain the Township's network infrastructure.
- Monitor system performance and recommend improvements.
- Assist with cybersecurity measures and data protection.
- Manage user accounts, passwords, and access permissions.
- Maintain data backup and disaster recovery procedures.
- Support email systems, Microsoft 365 services, and cloud-based applications.
- Assist with phone systems, internet connectivity, and telecommunications services.
- Provide software updates, security patches, and system maintenance.
- Assist with hardware and software procurement recommendations.
- Coordinate with software vendors and third-party technology providers.
- Assist with website-related technical matters when requested.
- Provide support during emergency situations and system outages.
- Attend Township meetings when requested.
- Perform such other information technology services as requested by the Township.

SUBMISSION REQUIREMENTS

Each proposal shall include:

1. Name, address, telephone number, and email address of the firm.
2. Qualifications and experience providing municipal IT services.
3. Description of experience supporting New Jersey municipalities.
4. Identification of personnel who will be assigned to the Township.
5. Qualifications and resumes of key personnel.
6. Three municipal references.
7. Description of the firm's approach to providing IT services.
8. Description of response times for routine and emergency service requests.
9. Proposed fee schedule, including:
    - Monthly or annual service fees;

    - Hourly rates;
    - Emergency service rates;
    - Project rates.
10. Disclosure of any actual or potential conflicts of interest.
11. Proof of insurance coverage.

EVALUATION AND SELECTION

Proposals will be evaluated based upon:

- Qualifications and experience.
- Experience supporting municipal governments.
- Availability and responsiveness.
- Qualifications of assigned personnel.
- References and past performance.
- Cybersecurity knowledge and capabilities.
- Cost effectiveness.

The Township reserves the right to request additional information, conduct interviews, and select the proposal determined to be in the best interest of the Township. The lowest fee proposal will not necessarily be selected.

The appointment shall be made by resolution of the Township Committee.

REQUIRED DOCUMENTS

The successful proposer shall provide all documents required by law, including:

- New Jersey Business Registration Certificate.
- Ownership Disclosure Certification.
- Non-Collusion Affidavit.
- Certificate of Insurance.
- Affirmative Action documentation.
- Any additional forms required by the Township or State of New Jersey.

CONTRACT TERM

The contract shall be for the period of:

January 1, 2027, through December 31, 2027

Any renewal or reappointment shall be subject to approval by the Township Committee and permitted by law.

COMPENSATION

The proposal shall clearly identify all fees and charges, including:

- Annual or Monthly Service Fee
- Help Desk Support Rate
- On-Site Support Rate
- Emergency Service Rate
- Network Administration Rate
- Cybersecurity Services Rate
- Project Implementation Rate
- Reimbursable Expenses
- Any Other Fees

QUESTIONS

Questions regarding this RFP shall be directed to:

Christine Pippet, Acting Township Clerk
Township of Oldmans
40 Freed Road
Pedricktown, NJ 08067
Phone: (856) 299-0780

Any addenda issued for this RFP will be posted on the Township website.

RESERVATION OF RIGHTS

The Township reserves the right to:

- Reject any or all proposals.
- Waive minor informalities.
- Request additional information from proposers.
- Conduct interviews.
- Negotiate contract terms as permitted by law.
- Make an award in the best interest of the Township.

PROPOSAL CERTIFICATION

Firm Name: _____

Address: _____

Telephone: _____

Email: _____

Authorized Representative: _____

Signature: _____

Date: _____

FEE PROPOSAL

Annual or Monthly Service Fee: $_____

Help Desk Support Rate: $_____

On-Site Support Rate: $_____

Emergency Service Rate: $_____

Network Administration Rate: $_____

Cybersecurity Services Rate: $_____

Project Implementation Rate: $_____

Other Fees: $_____

Reimbursable Expenses: _____

Additional Comments: _____

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