

**BOROUGH OF ENGLEWOOD CLIFFS**  
**2012 CRITERIA FOR SUBMISSION OF QUALIFICATIONS FOR**  
**PROFESSIONAL CONTRACTS UNDER THE**  
**FAIR AND OPEN PROCESS**

**NOTICE IS HEREBY GIVEN**, for all applicants in position set forth more fully in a notice of publication for submission of qualifications that shall take into consideration the following factors, which will be weighed by the Mayor and Council of the Borough of Englewood Cliffs as the basis of an award for professional services most advantageous to the Borough:

- I. Englewood Cliffs is seeking proposals to hire a consultant to provide information technology (IT) services to the Borough's Administrative offices, Police Department, and Department of Public Works. Any consultant seeking a contract must have experience providing IT service to municipal, county or state governments within the state of New Jersey
- II. Resume and letter application for professional position including all documentation that provides the following for evaluation by the Borough Council:

**SCOPE OF WORK**

- A. Provide 24-7 coverage with four (4) hour emergency on site network and technical support when required to Englewood Cliffs Police Department.
  - B. Provide 24-7 phone support 24-7 remote monitoring and support; 24-7 email support.
  - C. Provide a minimum of Four (4) on site visits per week for the purpose of inspecting the network performance and all network connectivity and providing status reports to the Borough's IT officer responsible for IT services.
  - D. Provide timely and regular support and updates for the Microsoft Operating systems, Microsoft Office Suite, Microsoft Exchange Server, network firewall, system security, back-up appliance, Linux, anti virus and other software applications for the Administrative Offices, Police, and Department of Public Works.
  - E. Act as a point of contact for issues relating between the network and the PD proprietary applications not limited to: CAD/RMS, MDT, NCIC, MCAS, MCS and other systems not completely listed herein,
  - F. The Vendor Must Have in-depth Microsoft Knowledge and MCSE , also the vendor must have expertise for Cisco equipments ( CCNA / CCDA)
  - G. Must be experienced and proficient with state and federal criminal databases interfaces of NCIC, CJIS, AOC and Promis Gavel. Must be experienced and proficient with Enforsys Blue.
  - H. Access to monitoring Internet web portal info service and work order ticketing electronically.
  - I. Copy of Business Registration Certificate and Certificate of Employee Information Report with the State of New Jersey
  - J. Schedule of fees to be charged by the hour.
- II. **Submit all materials in a sealed envelope addressed to Lisette M. Duffy, Borough Administrator, Borough of Englewood Cliffs, 482 Hudson Terrace, Englewood Cliffs, New Jersey, 07632 to be received on or before 11:00am on July 25, 2012.**