

RESOLUTION NO. 13-39

**RESOLUTION OF THE NEW JERSEY ENVIRONMENTAL INFRASTRUCTURE TRUST
APPROVING A CONTRACT FOR INFORMATION TECHNOLOGY CONSULTING SERVICES**

WHEREAS, the Trust is authorized to procure Information Technology (IT) Consulting Services pursuant to N.J.S.A. 58:11B-5(d); and

WHEREAS, in Trust resolution No. 13-09, the Board authorized the Executive Director to solicit proposals for IT Consulting Services; and

WHEREAS, the Trust competitively procured proposals through formal advertisement, publication on the Trust's website, and distribution of a Request for Proposals (RFP) to a list of twenty seven (27) firms; and

WHEREAS, the Trust received one (1) proposal in response to the notice of solicitation; and

WHEREAS, the Trust established a Selection Committee whose members independently ranked the proposal based on the criteria and weights set forth in the notice of solicitation; and

WHEREAS, the Committee tabulated the member's rankings wherein Pro Computer Service (PCS) received the highest total aggregate score; and

WHEREAS, PCS is the Trust's current IT Consultant and its bid price is identical to its existing Contract; and

WHEREAS, the Selection Committee has recommended awarding the IT Consulting Contract to Pro Computer Service (PCS) for the maintenance and monitoring of the Trust's computer network and workstations based on its June 17, 2013 proposal.

WHEREAS, the Trust desires the services of an IT Consultant to maintain the Trust's existing computer and internet servers and computer networks.

NOW THEREFORE BE IT RESOLVED THAT the Executive Director is directed to send a letter of intent to Pro Computer Service (PCS) expressing the Trust's intent to execute a contract with PCS substantially in the form of the agreement attached to the Request for Proposals for IT Consulting Services at an annual cost of \$9,600 plus additional services with an aggregate amount not to exceed \$24,000 per year; and

BE IT FURTHER RESOLVED THAT the Chairman or Vice Chairman is hereby authorized to execute an agreement with Pro Computer Service (PCS), substantially in the form of the agreement attached to the Request for Proposals. The terms and conditions of the agreement shall include but not be limited to:

- a. the provision of services as outlined in the Trust's Request for Proposal (RFP) distributed on May 14, 2013 and the proposal submitted by Pro Computer Service (PCS) dated June 17, 2013; and
- b. the payment of all fees for all services as detailed in the June 17, 2013 submittal; and
- c. the term of the contract shall be for a period of one year with an option for an additional one-year period at the discretion of the Executive Director upon the approval of the Treasurer; and
- d. such other terms and conditions as may be contemplated by the RFP and the materials enclosed therewith as deemed necessary and appropriate by the Chairman or Vice Chairman of the Trust.

Adopted Date: July 11, 2013

Motion Made By: Mr. Requa

Motion Seconded By: Mr. Barrack

Ayes: 6

Nays: 0

Abstentions: 0