

RESOLUTION NO. 15 - 24

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

WHEREAS, in Trust resolution No. 15-13, 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 two (2) proposals 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, 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 April 30, 2015 proposal.

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 Pro Computer Service (PCS) substantially in the form of the agreement attached to the Request for Proposals for IT Consulting Services at an estimated 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 Executive Director 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 March 30, 2015 and the proposal submitted by Pro Computer Service (PCS) dated April 30, 2015; and
- b. The payment of all fees for all services as detailed in the April 30, 2015 submittal; and
- c. The term of the contract shall be for a period of two years with an option for an additional one-year period upon prior approval of the Board 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: May 14, 2015

Motion Made By: Roger Ellis

Motion Seconded By: Mark Longo

Ayes: 7

Nays: 0

Abstentions: 0