

AlphaDog Solutions

Governmental Purchasing Association of New Jersey (GPANJ)

***Municipal Websites:
“Pitfalls and Practical Solutions
to Developing Specifications”***

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Pitfalls and Practical Solutions to Developing Specifications

Definitions

- RFPs
- RFQs
- BIDs



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RFP

RFP is asking you to specify how you would solve the problem and how much you would charge for implementing your solution.

You would issue an RFP when you know what you would like to accomplish, but aren't married to any particular technology or implementation.

For example, your requirements might be:

- » Need a stable operating system
 - » Need web-based e-mail
 - » Need a relational database that supports transactions
- Issuing a request such as this would solicit different proposals.



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Definitions

- RFQs
- BIDs



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Understanding

“Professional Services”



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WikiPedia

Professional services are infrequent, technical, or unique functions performed by independent contractors or consultants whose occupation is the rendering of such services.

Examples of professional services contracts include: accountants, actuaries, appraisers, architects, attorneys, brokerage firms, business consultants, business development managers, copywriters, engineers, law firms, physicians, public relations professionals, recruiters, researchers, real estate brokers, translators, software engineers and web designers.

While not limited to licentiates (individuals holding professional licenses), the services are considered "professional" and the contract may run to partnerships, firms, or corporations as well as to individuals.



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Understanding

“Pay-to-Play”



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Fair and Open Process

The Law defines the term “fair and open process” as follows: “fair and open process” means, at a minimum, that the contract shall be: publicly advertised in newspapers or on the Internet website maintained by a public entity in sufficient time to give notice in advance of the contract; awarded under a process that provides for public solicitation of proposals or qualifications and awarded and disclosed under criteria established in writing by the public entity prior to the solicitation of proposals or qualifications; and publicly opened and announced when awarded. The decision of a public entity as to what constitutes a fair and open process shall be final. (N.J.S.A. 19:44A-20.7)

In practical terms, the minimum requirements of a fair and open process are:

- Publicly advertised (either conventionally in newspapers OR posted on the entity’s website) with “sufficient time to give notice,” and
- Awarded under “a process that provides for public solicitation of proposals OR qualifications,” and
- Established on the basis of an award and disclosure process documented in writing prior to any solicitation, and
- Publicly opened and announced when awarded.



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Fair and Open Process

The requirement of “sufficient time to give notice” is met at a minimum by the standard for newspaper publication of bids; 10 calendar days. This applies for either newspaper or web site advertising.

The notice should include:

- a description of the requested goods or services;
- the time, date and place proposals must be submitted;
- contact information for obtaining the proposal document;
- the name of the agency requesting the proposal; and,
- a statement that the proposal is being solicited through a fair and open process in accordance the N.J.S.A. 19:44A-20.4 et seq. (or 20.5 if a municipal entity).

For notices placed on web pages, the agency’s home page must either provide a direct link to information on contracts being solicited, or there must be a link to a page where such contracts are listed. Such links must be sufficiently prominent and clear to the user and not disguised or inartfully labeled.



Township of Lyndhurst

Established 1917



- [Elected Officials](#)
- [Community Calendar](#)
- [Township Ordinances](#)
- [Online Forms](#)
- [Township Directory](#)
- [Featured Projects](#)
- [Photo Gallery](#)
- [Contact Us](#)

Upcoming Meetings: [Board of Commissioners](#) [Board of Adjustment](#) [Planning Board](#) [Other Meetings...](#)

Community Events

- 3/17 Senior Citizen Movie
- 3/17 Food Stamp Applications
- 3/18 Health Consultations
- 3/21 Walk-a-thon for Diabetes

Upcoming Meetings

- 3/20 Rent Leveling Board Meeting
- 3/24 Board of Adjustment Meeting
- 4/7 Planning Board Meeting
- 4/13 Board of Commissioners Meeting

Winter Links

- [PSEG Tips to Save Money and Keep Warm](#)
- [Help with Winter heating Bills](#)

Announcements

New Jersey Monthly
Lyndhurst, NJ
The Best Places to Live
TOP

LYNDHURST POOL
LIFEGUARD
PART TIME
OPPORTUNITIES
AVAILABLE
CLICK HERE

Click Here to View
2010 Recycling
Schedule

News Flash

Lifeguard Opportunities Available

Apply only if you are currently a certified lifeguard or plan to become certified. [Click Here for More Information](#)

Request for Qualifications (RFQ) [Click Here](#)

Recent "Learn to Dance" Seminar

Learn to Dance (1 of 3)



Elected Officials

- [Mayor DiLascio](#)
- [Commissioner Abruscato](#)
- [Commissioner DiMaggio](#)
- [Commissioner Giangeriso](#)
- [Commissioner Haggerty](#)

Departments Online

- [Public Affairs](#)
- [Public Works](#)
- [Public Safety](#)
- [Parks and Public Property](#)

Current Registrations



Township of Lyndhurst

Established 1917



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Notices - RFQ

REQUEST FOR QUALIFICATIONS

REQUEST FOR QUALIFICATIONS
FOR THE PROVISION OF AUDITING SERVICES –
NORTH ARLINGTON – LYNDHURST JOINT SEWER
MEETING AUDITOR

ISSUE DATE: February 28 , 2010

DUE DATE: **March 17, 2010**

[Click Here to Download RFQ](#)

REQUEST FOR QUALIFICATIONS
FOR THE PROVISION OF LEGAL SERVICES –
NORTH ARLINGTON – LYNDHURST JOINT SEWER
MEETING

ISSUE DATE: Feb 28 2010

DUE DATE: **March 17 2010**

[Click Here to Download RFQ](#)

Mayor
Richard J. DiLascio
Public Works
(201) 438-5478
265 Chase Avenue

Commissioner
Joseph Abruscato
Revenue & Finance
(201) 804-2457 x237
367 Valleybrook Avenue

Commissioner
Thomas DiMaggio
Parks & Recreation
(201) 804-2482
250 Cleveland Avenue

Commissioner
Robert B. Giannese
Public Safety
(201) 804-2457 x248
367 Valleybrook Avenue

Commissioner
Brian C. Haggerty
Public Affairs
(201) 804-2500
253 Stuyvesant Avenue



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Example: Posting a Bid

Online Demo



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January 1, 2006, “Pay-To-Play”

The Law affects how all municipalities and counties, local authorities, including fire districts, and all their subsidiaries, boards, commissions, and agencies (together, referred to as agency or agencies in this handbook) award contacts in excess of \$17,500 for goods and services. It affects all agencies subject to the provisions of the Local Public Contracts Law.

The Law reflects the following principles for contracts having an anticipated value in excess of \$17,500*:

A municipal or county government agency cannot award a contract without using a fair and open process if the contractor...

...is a contributor to a candidate committee or a political party committee where a member of the party is serving in an elective public office of that municipality or county, and, either...

...made “reportable” contributions (those in excess of \$300) during the year prior to the award, and/or...

... makes contributions during the life of the contract.



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Practical Solutions...

Do's and Don'ts



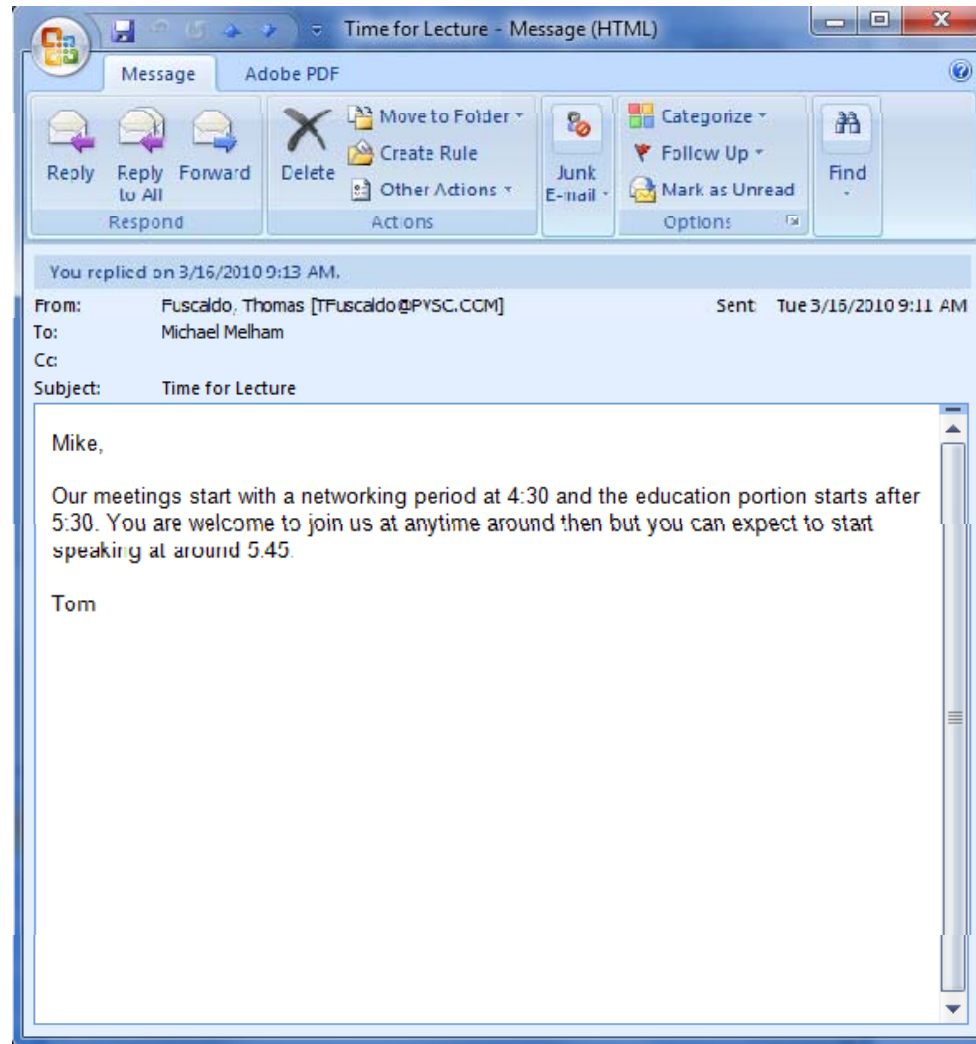
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Do's

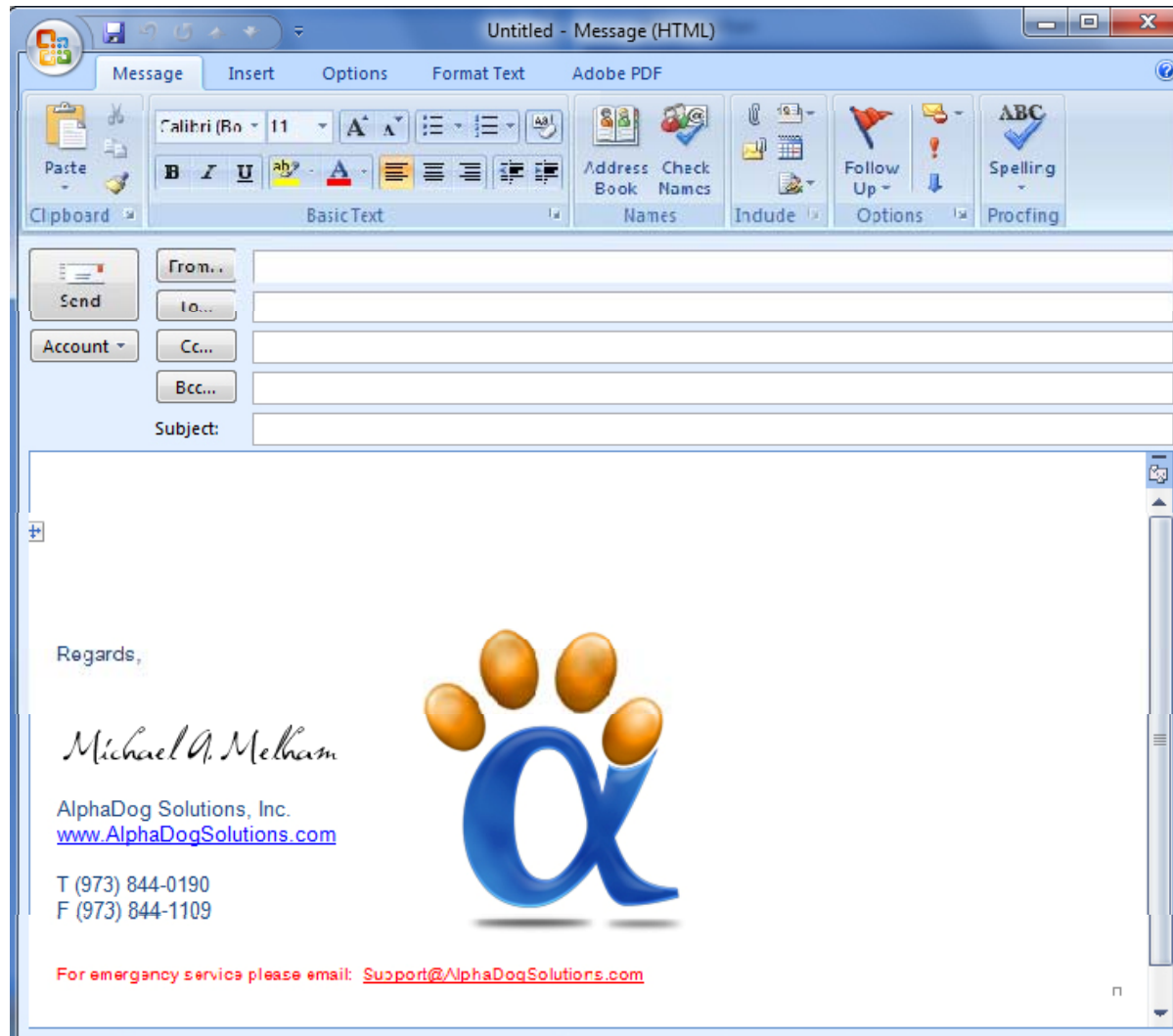
- Make sure your email address contains an email signature



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Do's

- Create Microsoft Outlook inbox folders and rules



Inbox - Microsoft Outlook

File Edit View Go Tools Actions Help

Type a question for help

New Reply Reply to All Forward Send/Receive Search address books

Spam Not Spam

Spam Not Spam

Mail

Favorite Folders

- Inbox (2)
- Sent Items
- Unread Mail (27)

Mail Folders

All Mail Items

- Mailbox - Michael Melham
 - Deleted Items (6)
 - Drafts
 - Inbox (2)
 - Atlantic States
 - Hosting & Domains
 - Legal
 - Lyndhurst ESL (1)
 - Municipal Merchant
 - NBMUA
 - PPal

Mail

Calendar

3031 Items

This folder is up to date. Connected to Microsoft Exchange

Inbox Search Inbox

Click here to enable Instant Search

| From | Subject | Received |
|----------------------------|---|------------------|
| Fuscaldo, Thomas | RE: Time for Lecture | Tue 3/16/2010... |
| Fuscaldo, Thomas | Time for Lecture | Tue 3/16/2010... |
| Fuscaldo, Thomas | RE: Lecture | Tue 3/16/2010... |
| Date: Monday | | |
| Microsoft U.S. Partner ... | Microsoft Partner Network and Cloud Servic... | Mon 3/15/201... |
| Darren Boch | RE: Tomorrow | Mon 3/15/201... |

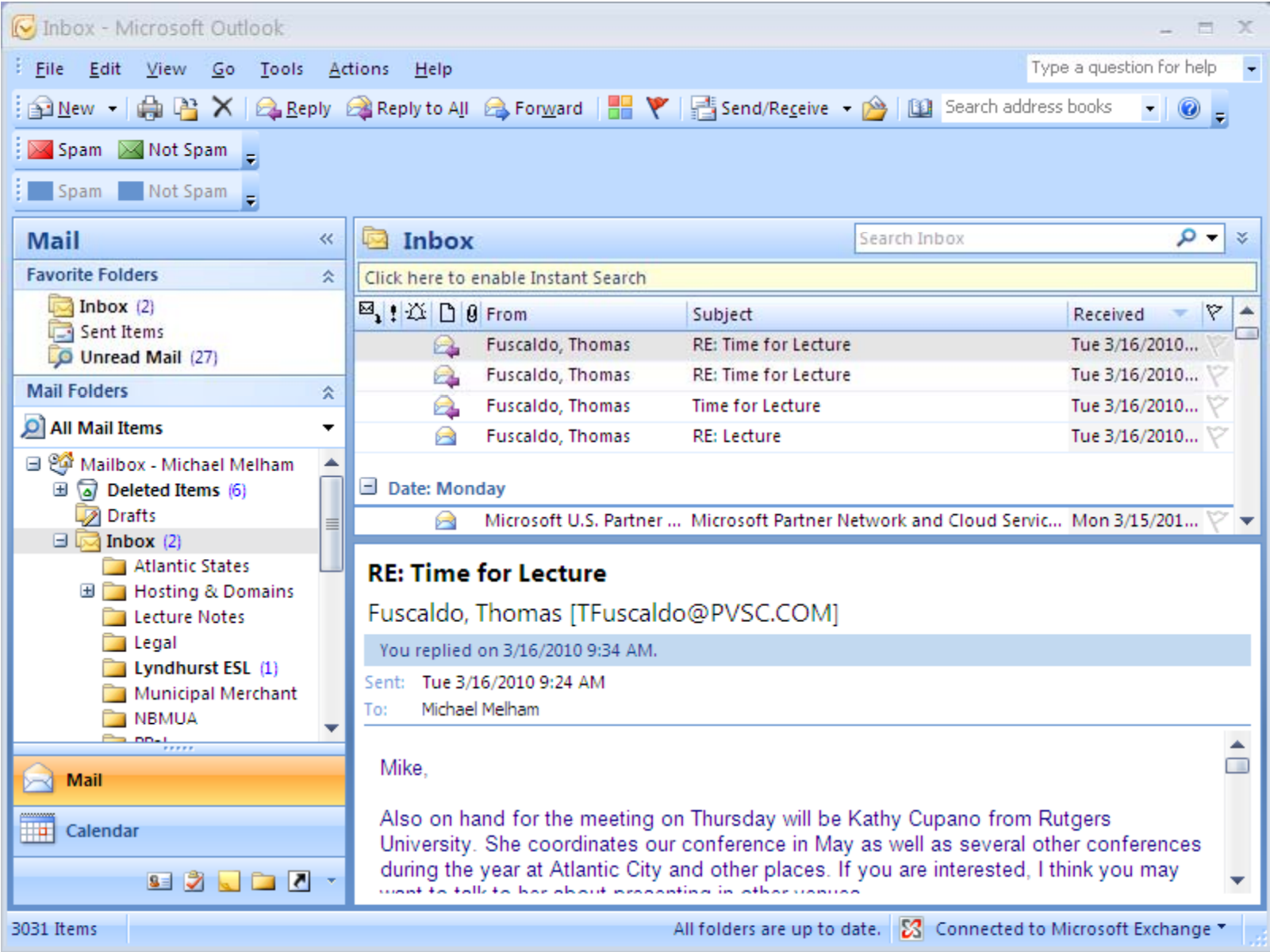
RE: Time for Lecture

Fuscaldo, Thomas [TFuscaldo@PVSC.COM]

You replied on 3/16/2010 9:23 AM.

Sent: Tue 3/16/2010 9:22 AM
To: Michael Melham

We generally have speakers for no more than an hour. A longer presentation probably works better for the League conference in November. We had discussed the options for programming at the League last week at our executive board meeting. At this point, we have four slots for sessions which we may share with other affiliates like the clerks association and the tax collectors and treasurers. I believe we kept at least one of the sessions open so that we could repeat one of our business meeting sessions, like



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Do's

- Require all questions be in writing and respond to all vendors.



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Don'ts

- Copy an RFP, RFQ or Bid Specification from another Municipality.



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Don'ts

- Allow an existing vendor or potential vendor to supply a draft RFP.



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Don'ts

- Publish an Official Document in any other format other than .PDF



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Final Thoughts

- Submit Notices to online professional bid companies.
- Keep a directory of past bidders by category



AlphaDog Solutions

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