

To: Township of Union Board of Education
2369 Morris Avenue
Union, NJ 07083

From: Donna Restivo
IT Manager, Sys Admin
Township of Union Board of Education

Memorandum

Re: Request for Proposal to Provide Professional Technical Services for the 2012-13 School Year

Date: July 17, 2012

Pursuant to N.J.S.A. 18A:18A-1 et seq. for Professional Service Contracts, Promedia Technology Services provided the criteria to submit their proposal. They were the only provider to respond to the RFP and it was received by the Board of Education, in accordance with submission details stated in the RFP.

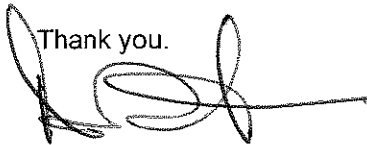
It is my recommendation that Promedia Technology Services be awarded the contract of services as per the following rates:

Standard Coverage Hourly Rate: \$140 per hour (Mon-Fri 8am-4pm)
Overtime/Emergency and Holiday Rate: \$200 per hour

Response within 4 hours (remote), within 24 hours (onsite)

Not to exceed 180 hours total.

Thank you.



Donna Restivo

July 12, 2012

Mr. James Damato
Township of Union Board of Education
2369 Morris Avenue
Union, NJ 07083

Ref. Request for Proposal to Provide Professional Technical Services for the 2012-2013 School Year

Dear Mr. Damato,

Promedia is pleased to provide you with this pricing proposal for your upcoming 2012-2013 support needs as per the guidelines stated within you above referenced RFP:

Standard Coverage: Monday through Friday 8:00am to 4:00pm

- Hourly Rate: \$140 per hour
Note: the total for 100 hours = \$14,000.00
Note: the total for 180 hours = \$25,200.00

Overtime, Emergency, and Holiday Rate:

- Hourly Rate: \$200 per hour

Response Times:

- Within 4 hours for remote response
- Within 24 hours for onsite response

Within the response, I am attaching the required documentation you have requested. I hope you find this proposal satisfactory and I would like to also take this opportunity to thank you for your previous business.

Best regards,

Brian Byrd
Senior Account Executive

TOWNSHIP OF UNION BOARD OF EDUCATION
 2369 MORRIS AVENUE
 UNION, NJ 07083

PROFESSIONAL TECHNICAL SERVICES
 2012-2013 SCHOOL YEAR

NETWORK TECHNICIAN

The undersigned proposes to furnish the time and material for professional technical services – network technician – from July 1, 2012 to June 30, 2013

	Regular Time	Overtime	Holiday	Estimated Hours	Maximum Hours	TOTAL
Network Technician	140.00	200.00	200.00	100	180	14,000.00
						25,200.00

© 100 HRS
 © 180 HRS

All repairs shall be unconditionally guaranteed for a period of sixty (60) days from the date of repair and shall include all necessary labor and other applicable costs.

Bids shall be compared for award purpose based upon a total of extended prices. Estimated quantities are estimates only. The Board of Education reserves the right to award amounts and quantities in its best interest less than the estimated quantity or up to the maximum quantity stated above.

Comparison of bids and awards shall be based upon the regular time rate times the estimate hours.

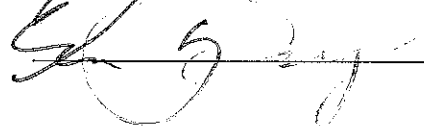
COMPANY NAME/ADDRESS:

Promedia Technology Services, Inc.
535 US Highway 46 East
Little Falls, NJ 07424

TELEPHONE NUMBER

973-252-7600

AUTHORIZED SIGNATURE



DATED: 7/12/12

Regular time is defined as 7:00 a.m. to 5:00 p.m.

Overtime is defined as all other hours, including Saturdays and Sundays, excluding National Holidays.

Holidays shall be defined as National Holidays.

Emergency response time shall be four (4) hours or shorter

TOWNSHIP OF UNION BOARD OF EDUCATION
2369 Morris Avenue
Union, New Jersey 07083

REQUEST FOR PROPOSAL TO PROVIDE PROFESSIONAL
TECHNICAL SERVICES FOR THE 2012-2013 SCHOOL YEAR

The Union Board of Education is seeking Professional Technical Services from a vendor that will provide one or more network technicians on an "as needed" basis. The support provided will be to supplement UBOEs existing resources in the management of their network resources and or the installation/configuration of new devices or software products.

All work performed will be under the supervision and direction of the I.T. Department.

The tasks technicians may perform include but are not limited to;

- Network scanning for vulnerability and patch management assessments.
- Network audits and assessments.
- Installation and configuration of wireless AP's and appliances.
- MS Exchange administration and migration.
- Wireless network surveys and assessments.
- WAN and router configuration and troubleshooting.
- Network design and consulting (LAN & WAN).
- Server OS migration with proficiency in VMWare
- Voice over IP, QOS, call manager administration, configuration and support
- Installation of application software to the fileserver.
- Installation and configuration of fileserver software
- Firewall Installation, Configuration and Troubleshooting.
- Network performance issues.
- Network management training.

Proposals must be in writing and must contain hourly rates for services provided, not to exceed 180 hours. Rates provided **MUST** indicate a single regular hourly time, overtime and holiday time. This is a unit price bid. Please complete the proposal sheet in its entirety, **NO EXCEPTIONS**. All fee proposals shall be fixed for one (1) year from the date of the award and may not change or be withdrawn except by the permission of the Board. There will be no billing for a minimum number of hours. The contracted services will be effective July 1, 2012 – June 30, 2013 between the hours of 8am-4pm, Monday-Friday. The successful vendor will provide staff with the appropriate workplace and tools necessary to complete the tasks identified by the Union Board of Education. Hourly rates shall be all inclusive. Proposal must include response times to emergency and regular service calls.

Proposals shall contain a Certificate of Employee Information Report (AA) and a Business Registration Certificate and a Curriculum Vitae or firm resume for all who may be assigned to handle these matters. Provider is required to provide proof of general liability and worker's compensation coverage. The Company shall sign a statement that it shall indemnify, defend and hold the district harmless from any and all liabilities for any claims which may arise as a result of the engagement or services of the Company.

Proposals shall be compared for award purposes based upon a total of extended prices. The Board of Education reserves the right to award amounts and quantities in its best interest up to the maximum quantity stated above. Invoicing and billing will be debited against an open Purchase Order as it is utilized. The Board shall have the option of terminating engagement upon thirty (30) days notice to the Provider.

The following are all the locations that work may performed:

Union High School
2400 North Third Street
(primary location)

Hannah Caldwell School
1120 Commerce Avenue

Burnet Middle School
1000 Caldwell Avenue

Livingston School
900 Midland Boulevard

Kawameeh Middle School
500 David Terrace

Washington School
310 Washington Avenue

Battle Hill School
2600 Killian Place

Central Five/Hamilton School
1231 Burnet Avenue

Connecticut Farms School
875 Stuyvesant Avenue

Administration Building
2369 Morris Avenue

Franklin School
1500 Lindy Terrace

Requirements: MCSE 2003, CCNA, CCVP or CCIE (written), Network + Certification, 5+ years experience with Cisco routers and switches, 5+ years experience with Network monitoring, 5+ years experience with Firewalls/Proxy services, 5+ years MS Network design and implementation, strong knowledge of IP addressing, subnetting, etc. IPSec VPN, QoS, ASA/PIX, MS Exchange 2003 & 2007, proficiency on ESX server & virtualization using VMWare & windows 2003/2008 servers. Proof of certifications required upon request. Partnerships required: Cisco Premier Certified, Microsoft Gold Certified & Sophos

Proposals will be opened and read aloud in the Board of Education Conference Room at the Administration Building, 2369 Morris Avenue, Union, New Jersey on **TUESDAY, JULY 17, 2012 at 11 a.m.** **Your proposal must be received prior to that date and time.** Two original proposals shall be submitted by regular or overnight mail – no e-mailed or faxed proposals will be accepted.

Any questions or requests for clarification regarding bid process and procedure may be submitted to James J. Damato, Board Secretary/General Counsel, Township of Union Board of Education, 2369 Morris Avenue, Union, New Jersey 07083; 908-851-6411. Any technical questions or assignment-related questions may be submitted to Donna Restivo, I.T. Department at 908-851-6424.

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PROFESSIONAL TECHNICAL SERVICES
 2012-2013 SCHOOL YEAR

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COMPANY NAME/ADDRESS: _____

TELEPHONE NUMBER _____

AUTHORIZED SIGNATURE _____

DATED: _____

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