

TOWNSHIP OF MANTUA, NEW JERSEY

REQUEST FOR PROPOSAL

For

"WEBSITE REDESIGN AND HOSTING SERVICES"

I. PURPOSE AND INTENT

The Purpose is to create and implement the new Mantua Township website.

See Section III for details

The intent of this RFP is to award a contract through a fair and open process pursuant to N.J.S.A 19:44A-20.4 et seq., to the responsive and responsible bidder whose RFP is most advantageous to the Township of Mantua in accordance with the New Jersey Public Contracts Law.

II. PROPOSAL SUBMISSION

- 1) Submissions shall be submitted in sealed envelopes and must be marked "**RFP for Website Redesign**" and addressed to:

**Township of Mantua
Attention: Jennica Bileci, RMC
Municipal Clerk
401 Main Street
Mantua, NJ 08051**

- a) **Bids must be received no later than Friday, November 8, 2024 at 11:30 A.M.**

Faxed bids will NOT be accepted.

- 2) **Any inquiry concerning this RFP should be directed in writing by email or fax to:**

Jennica Bileci, RMC
Municipal Clerk
Email: jbileci@mantuatownship.com

- 3) All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act N.J.S.A. 47:1A-1 et seq. The Township of Mantua will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Township reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals.

The Township further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the Township reserves the right to re-solicit proposals.

- 4) All contractors on projects for public work shall adhere to all requirements of the Public Works Contractor Registration Act, N.J.S.A. 34:11-56.48 et seq. and the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.25 et seq.

III. SCOPE OF WORK AND COMPONENTS OF THE WEBSITE

The proposal to create and implement the new Mantua Township website shall, at a minimum, incorporate the tasks listed below.

Task A. Upgrade Website to Improve Functionality and Payment Capabilities

The current Mantua Township website, built on WordPress, requires significant updates to enhance functionality and user experience. While we prefer to continue using WordPress, the website needs the following improvements:

- **Technical Upgrades:** The website is operating on an outdated PHP version (5.6.40) that no longer receives security updates and will soon no longer be supported by WordPress. Upgrading to a more recent version of PHP and WordPress is essential for security and functionality.
- **Enhanced User Experience:** Improve site navigation with updated menu displays, optimized page layouts, and a more effective in-site search engine to better meet user needs.
- **Payment Capabilities:** Implement secure, user-friendly payment options, allowing residents to pay fees, permits, and other township-related expenses directly through the website.

Task B. Design for Mobile Compatibility and Visual Appeal

The consultant shall redesign and reformat the website to ensure seamless interaction with mobile devices. This includes:

- **Mobile Compatibility:** The website must be fully responsive, offering an optimal viewing experience on smartphones, tablets, and other mobile devices.
- **Integration with Social Media:** Links to social media platforms such as Facebook, Instagram, and YouTube should be integrated into the website to enhance community engagement.
- **Search Engine Optimization (SEO):** Work with the Township of Mantua to optimize content for search engines, ensuring it is keyword-rich and effectively indexed.
- **Brand Consistency:** The website's design should align with Mantua Township's current branding, with updated colors and layouts to enhance the overall visual appeal and improve user experience.

Task C. Website Content Migration

The consultant shall facilitate the migration of content from the current website to the new platform. This includes:

- Content Transfer: Most or all existing website content will be transferred to the new site and organized in a logical and user-friendly manner.
- Content Updates: Where appropriate, content will be refreshed to provide a more modern and engaging experience. Additionally, fillable forms will be added to increase functionality and interactivity.

Task D. E-Alerts and Newsletter Sign-Ups

To improve communication with residents, the consultant will create functionality for users to sign up for email alerts, newsletters, and other important updates from the township.

Task E. Ongoing Technical Support Services

Post-launch, the consultant will provide ongoing technical support, ensuring smooth operation of the website.

IV. ADMINISTRATIVE REQUIREMENTS AND INFORMATION

1) BUSINESS REGISTRATION

N.J.S.A. 52:31-44 requires that each vendor awarded a contract submit proof of business registration with the submission. Proof of registration shall be a copy of the bidder’s Business Registration Certificate (BRC). A BRC is obtained from the New Jersey Division of Revenue. Information on obtaining a BRC is available on the internet at www.nj.gov/njbgs or by phone at (609)292-1730. No firm may be issued a contract unless it complies with the Affirmative Action regulations of N.J.S.A.10:5-31 et seq. (P.L. 1975, c. 127).

2) FORM W-9

3) AFFIRMATIVE ACTION COMPLIANCE NOTICE (Exhibit A)

4) PROHIBITED RUSSIA-BELARUS & IRAN ACTIVITIES CERTIFICATE (Exhibit B)

5) REQUEST FOR PROPOSAL FORM (Exhibit C)

6) RFP DOCUMENT CHECKLIST (Exhibit D)

V. AWARD CRITERIA

- 1) Price
- 2) Compliance with RFP Specifications
- 3) Experience of the Bidder
- 4) Product availability

- 5) The Bidders past performance under similar contracts including if applicable, the Division of Purchase and Property's vendor performance database.

VI. SELECTION AND CONTRACT

The Governing Body will select the vendor deemed most advantageous to the Township, price and other factors considered. The resulting contract will include this specification, any clarifications or addenda thereto, the selected vendor's proposal, and any changes negotiated by the parties.

(Exhibit A)

**AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

**GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)**

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

- (a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter); OR
- (b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4; OR
- (c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

(Exhibit B)

Prohibited Russia-Belarus Activities & Iran Investment Activities	
Person or Entity	
Part 1: Certification	
COMPLETE PART 1 BY CHECKING <u>ONE OF THE THREE BOXES BELOW</u>	
<p>Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:</p> <p style="text-align: center;">https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf</p> <p>As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification.</p> <p>A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into.</p> <p>If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be provided by law, rule, or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default, and seeking debarment or suspension of the party.</p>	
CONTRACT AWARDS AND RENEWALS	
<input type="checkbox"/>	<i>I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. (Skip Part 2 and sign and complete the Certification below.)</i>
CONTRACT AMENDMENTS AND EXTENSIONS	
<input type="checkbox"/>	<i>I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. (Skip Part 2 and sign and complete the Certification below.)</i>
IF UNABLE TO CERTIFY	



I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.

Part 2: Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN.

You must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran in the space below and, if needed, on additional sheets provided by you.

Part 3: Certification of True and Complete Information

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there, to the best of my knowledge, are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity.

*I acknowledge that the **Township of Mantua** is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the **Township of Mantua** to notify the **Township of Mantua** in writing of any changes to the answers of information contained herein.*

*I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the **Township of Mantua** and that the **Township of Mantua** at its option may declare any contract(s) resulting from this certification void and unenforceable.*

**Full Name
(Print)**

Title

Signature

Date

(Exhibit C)

REQUEST FOR PROPOSAL FORM

The undersigned proposes to furnish and deliver the goods/services pursuant to the Request for Proposal (RFP) specification and made part hereof:

Amount in words

\$ _____
Amount in numbers

Company Name

Federal I.D. # or Social Security #

Address

Signature of Authorized Agent

Type or Print Name

Title

Telephone Number

Date

Fax Number

E-mail address

Township of Mantua

Township Representative

Date

Attest:

Jennica Bileci, Municipal Clerk

(Exhibit D)

RFP DOCUMENT CHECKLIST

Required by Owner	Submission Requirement	Initial each required entry and if required submit the item
X	Business Registration	
X	W-9 Form	
X	Affirmative Action Compliance Notice	
X	Prohibited Russia-Belarus & Iran Investment Activities Certificate	
X	Request for Proposal Form	
N/A	Prevailing Wage Rates	
N/A	Public Works Contractor Certificate	