

TOWNSHIP OF WEST ORANGE

COMPETITIVE CONTRACT REPORT

FOR EXTRA DUTY MANAGEMENT SERVICES

Overview

Individuals and companies often hire police officers of the West Orange Police Department (the "WOPD") to work extra duty details in an assortment of contexts, including off duty security work, off duty traffic detail and other types of extra duty work. The management of these extra duty details was previously performed through the West Orange Police Department. The Township of West Orange (the "Township") seeks to retain a vendor to manage and coordinate these Extra Duty Services on behalf of the West Orange Police Department, including managing the assignment of off duty officers and processing of payments to the off-duty officers.

The Management of Extra Duty Services is not an enumerated category of contract authorized for award through the competitive contracting process under the Local Public Contracts Law (the "LPCL"). However, N.J.S.A. 40A:11-4.1(k) provides that:

Notwithstanding the provisions of any law, rule or regulation to the contrary, competitive contracting may be used by local contracting units in lieu of public bidding for procurement of specialized goods and services the price of which exceeds the bid threshold, for the following purposes:

k. The operation, management or administration of other services, with the approval of the Director of the Division of Local Government Services.

Pursuant to that provision of the LPCL, on June 12, 2017, the Township sent a letter to the Division of Local Government Services (the "DLGS") to request authorization to utilize competitive contracting for the review, scoring and award of a Contract for Extra Duty Management Services (the "Contract"). By letter dated July 12, 2017, Paul Urbish, Esq. of the DLGS issued a letter granting the Township's request to utilize competitive contracting to award the Contract.

On August 15, 2017, the Township Council adopted Resolution #176-17 authorizing the use of competitive contracting pursuant to N.J.S.A. 40A:11-4.3 for the procurement of a Contract for Extra Duty Management Services.

On August 17, 2017, the Township issued and advertised a Request for Competitive Contracting Proposals for Extra Duty Management Services (the "RFP"). The RFP required that each proposal contain a term for thirty-six (36) months with a possible two-year extension. The RFP further advised prospective vendors that the vendor would be paid through the charge to customers of an administration fee based on a percentage of the amount for the Extra Duty Services.

On September 6, 2017, the Township received one (1) proposal from:

1. Extra Duty Solutions (“EDS”)
101 Merritt Blvd., Suite 21
Trumbull, CT 06611

Pursuant to the Local Public Contracts Law and the New Jersey Administrative Code, the Township created an Evaluation Committee (the “Committee”) to establish weighted criteria for the evaluation of proposals and evaluate and score the proposals. The Committee was composed of:

John O. Gross, Chief Financial Officer for the Township of West Orange
John Buoye, Deputy Chief of the West Orange Police Department
Anne DeSantis, Qualified Purchasing Agent for the Township of West Orange

Each member of the committee reviewed and executed a Certification of Non-Conflict of Interest (the “Certifications”) pursuant to N.J.A.C. 5:34-4.3(f).

On September 14, 2017, the Committee met wherein they submitted the Certifications and received copies of EDS’s Proposal and scoring sheets to evaluate the proposal.

The Process

Prior to the evaluation of the proposals, the Committee established weighted criteria for the evaluation of proposals as follows:

A. Technical Criteria – 30%

	Score
Type of Billing Software	
Website Access	
Can Township interface with software?	

B. Management Criteria – 30%

	Score
Vendor’s ability to execute services (1) Engaging outside companies, (2) providing a liason . . . etc.	
Reporting Methods	
Can Vendor provide training?	
Does Vendor have qualified & sufficient personnel?	
Did Vendor meet mandatory submission forms?	

Does the Vendor carry adequate insurance coverage?	
Can vendor carry the credit risk?	

C. Experience Criteria – 25%

	Score
Experience with 3 governmental or non profit units within 7 years.	
Did vendor supply references?	
Is vendor licensed to do business in State of NJ?	

D. Cost Criteria – 15%

	Score
Is cost proposal most advantageous to the Township?	
Vendor will fund escrow account?	

Each evaluator was to provide a scoring in each category on a scale of 1 through 5 to determine the base score for each category with 1 representing Poor or Unsatisfactory, 2 representing Weak/Below Average, 3 representing Average or Satisfactory, 4 representing Good/Above Average, and 5 representing Excellent.

Evaluation/Scoring

Each member of the Committee separately evaluated and scored the EDS Proposal. The following represents the cumulative score of the Committee.

A. Technical Criteria – 30%

	Score
Type of Billing Software	14 out of 15
Website Access	15 out of 15
Can Township interface with software?	15 out of 15

B. Management Criteria – 30%

	Score
Vendor's ability to execute services (1) Engaging outside companies, (2) providing a liason . . . etc.	15 out of 15
Reporting Methods	15 out of 15
Can Vendor provide training?	14 out of 15
Does Vendor have qualified & sufficient personnel?	14 out of 15
Did Vendor meet mandatory submission forms?	15 out of 15
Does the Vendor carry adequate insurance coverage?	15 out of 15
Can vendor carry the credit risk?	15 out of 15

C. Experience Criteria – 25%

	Score
Experience with 3 governmental or non profit units within 7 years.	15 out of 15
Did vendor supply references?	15 out of 15
Is vendor licensed to do business in State of NJ?	15 out of 15

D. Cost Criteria – 15%

	Score
Is cost proposal most advantageous to the Township?	14 out of 15
Vendor will fund escrow account?	15 out of 15

Conclusion/Recommendation

The Committee recommends that the Contract for Extra Duty Management Services be awarded to Extra Duty Solutions for a thirty-six (36) month term with a possible two-year extension.