

CC2023-11 SOFTWARE AND MANAGEMENT CONCERNING THE SCHEDULING, FEE STRUCTURE, PAYMENT PROCESSING AND RECORD KEEPING OF OFF-DUTY POLICE DETAILS ADMINISTRATION - FOR TRENTON POLICE DEPARTMENT PROPOSAL OPENING

CC2023-11 SOFTWARE AND MANAGEMENT CONCERNING THE SCHEDULING, FEE STRUCTURE, PAYMENT PROCESSING AND RECORD KEEPING OF OFF-DUTY POLICE DETAILS ADMINISTRATION FOR TRENTON POLICE DEPARTMENT - PROPOSAL OPENING DATE 9-6-2023 AT 11:00AM	DATE 9-6-2023 AT 11:00AM		
PROPOSAL QUANTITY RECEIVED	3		
NAME	VISUAL COMPUTER SOLUTIONS, (VCS))	OFF-DUTY MANAGEMENT	EXTRA-DUTY SOLUTIONS
ADDRESS	4400 ROUTE 9 SOUTH - SUITE 3500	1906 AVENUE D, #200	1 WATerview DRIVE - SUITE 101
CITY, STATE, ZIP	FREEHOLD, NJ 07728	KATY, TX 77493	SHELTON, CT 06484
CONTACT NAME	MICHAEL BABUSKI	SHERRY ROWLEY	RICH MILLIMAN
TELEPHONE	732-730-9009 EXT#236	877-636-8300	203-216-9742
FAX	732-730-1661	N/A	203-306-3140
E-MAIL	MBABUSKI@VCSSOFTWARE.COM	SROWLEY@OFFDUTYMANAGEMENT.CO	RMILLIMAN@EXTRADUTYSOLUTIONS.COM
INTENT TO USE A SUB-CONTRACTOR	NONE	NONE	NONE
LICENSING	N/A	N/A	N/A
STATEMENT OF OWNERSHIP DISCLOSURE	INCLUDED	INCLUDED	INCLUDED
REQUIRED EVIDENCE EEO/AFFIRMATIVE ACTION REGULATIONS QUESTIONNAIRE	INCLUDED	INCLUDED	INCLUDED
EQUAL EMPLOYMENT OPPORTUNITY EXHIBIT A	INCLUDED	INCLUDED	INCLUDED
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA #1 FROM (8-23-23)	INCLUDED	INCLUDED	INCLUDED
NJ BUSINESS REGISTRATION CERTIFICATE	REQUIRED FROM AWARDED PROPOSER	REQUIRED FROM AWARDED PROPOSER	INCLUDED
NON-COLLUSION AFFADAVIT	INCLUDED	INCLUDED	INCLUDED
AMERICANS WITH DISABILITIES ACT OF 1990 LANGUAGE	INCLUDED	INCLUDED	INCLUDED
ETHICS COMPLAINT DISCLOSURE	INCLUDED	INCLUDED	INCLUDED
CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS	INCLUDED	INCLUDED	INCLUDED
PROHIBITED INVESTMENT ACTIVITIES IN IRAN	INCLUDED	INCLUDED	INCLUDED
EIC	REQUIRED	REQUIRED	CERT#57071 EXP. 2-15-2024
CITY OF TRENTON RESIDENT EMPLOYMENT	INCLUDED	INCLUDED	INCLUDED
DEBARMENT FEDERAL GOVERNMENT CONTRACT	INCLUDED	INCLUDED	INCLUDED
CERTIFICATE OF INSURANCE	REQUIRED FROM AWARDED VENDOR WITH SIGNED CONTRACTS	REQUIRED FROM AWARDED VENDOR WITH SIGNED CONTRACTS	REQUIRED FROM AWARDED VENDOR WITH SIGNED CONTRACTS
REFERENCES	INCLUDED	INCLUDED	INCLUDED
W-9	N/A	INCLUDED	INCLUDED
60-DAY EXTENSION COMPLIANCE	YES	YES	YES
WILLING TO PROVIDE PRIORITY EMERGENCY SERVICES	YES	YES	YES
SEE ATTACHED BREAK-DOWN OF PRICING	SEE ATTACHED BREAK-DOWN OF PRICING	SEE ATTACHED BREAK-DOWN OF PRICING	SEE ATTACHED BREAK-DOWN OF PRICING
EXCEPTIONS (IF ANY)	NONE	NONE	NONE
FATAL FLAW	NONE	NONE	NONE



**Fee Schedule and Terms for
Software & Management Concerning the Scheduling,
Fee Structure, Payment Processing,
& Record Keeping of
Off-Duty Details Administration
The City of Trenton, N.J.**

Fee Structure for Jobs4Blue Services

ITEM	DESCRIPTION	Fee	COST TO CITY
Provide Jobs4Blue Managed Off-Duty Detail Scheduling Services	Provide a fully managed Off-Duty Detail management service solution to the West Orange Police Department	8% (To Vendor)	0.00
Setup, Implementation and Training for Jobs4Blue	Minimal setup, implementation, & training will be required. However, VCS will train finance and administrative personnel as	0.00	0.00
Credit Card Processing Fee	Fee to vendors who pay using a credit card for payment of services	4% (To Vendor)	0.00
Terms and Conditions	VCS will waive the annual POSS hosting costs as long as TPD remains with Jobs4Blue managed off-duty. An annual cost savings to the city.	Credit \$2,121.80	(\$2,221.80)
TOTAL COST SAVINGS TO CITY			(\$2,121.80)



VI. Cost Criteria

Off Duty Management's (ODM) transparent fee structure is all-inclusive of the services described in this RFP response. These fees are charged directly to the private business customer requesting off-duty details. The City of Trenton, Trenton PD, and its officers will never be charged any fees or costs for ODM's comprehensive administrative services, technology, or insurance. In addition, the City, agency, and your customers pay nothing for implementation, training, or onboarding. ODM manages all invoicing and collections and remits payments directly to the City of Trenton.

A. Pricing

- Our administrative fee of \$5.00 per hour will be added to each officer's hourly rate.
- Upon contract award, this fee will be converted to a percentage.
- Our fee is all-inclusive, no hidden costs, fees, or add-ons.
- Our administrative fee includes all costs ODM charges to the customer.
- Credit card processing fees are included as a separate line item on the total invoice.
- Credit card processing fees are a direct bank cost and are not marked up by ODM.

Example: Officer's Hourly Billable Rate = \$50.00

	Total Customer Payment Due	Total Customer Payment When Paid With Credit Card
	Dollar Amount (\$)	Dollar Amount (\$)
Officer's Hourly Rate	\$50.00	\$50.00
ODM Admin Fee	\$5.00	\$5.00
Credit Card Fee	NONE	\$1.65
Total Amount Customer Pays	\$55.00	\$56.65

All Costs Included with Off Duty Management's Comprehensive Off-Duty Solution

Description	Amount
Program Configuration, Integration, & Deployment	Included
\$15 Million Liability Insurance & Workers' Compensation	Included
24/7/365 Dedicated Service & Support Team	Included
OfficerTRAK® Licenses and Usage Fees	Included
Free Internal Agency Use	Included
Agency Integrations	Included
Dedicated IT Support	Included
Customization	Included
Billing/Invoicing/Payroll	Included
Payment Processing/Collections	Included
Full Reporting Functionality	Included
In-Person Onboarding & Training	Included
Travel, Coordination, and All Implementation Expenses	Included

SECTION 7. FEE

EDS levies a 7.75% fee for all extra duty work, not to include any City fees. This fee is charged to the customer (whoever is paying for the detail). EDS does not charge for program configuration, in-person training, implementation, training, travel, or insurance. This fee structure is valid for five years. EDS does not levy extra fees to vendors for up front/escrow payments or payments by check. Nor do we charge the full scheduled fees on detail modifications or cancelations -- just any cancelation hours minimum the officers and City charges.

Fee Category	Percentage of Hourly Rate or Fee	Notes
EDS Administrative	7.75%	
Check Pre-Pay	0%	
Check	0%	EDS does not charge customers for these payment methods.
ACH/Wire	0%	
Detail Modification	0%	
Detail Cancellation	0%	We do not charge for scheduling changes.
In-Person Training	0\$	Conducted when and where you require.
On-Duty Software	1%	This fee covers maintenance and hosting of on-duty software, which can be added any time.

Customers paying by credit card will be charged an additional 3.0% fee.

EDS also offers fully-integrated on-duty scheduling software with full integration between on- and off-duty schedules. Our on-duty scheduling software has been used for more than 20 years by agencies as large as Charlotte Mecklenburg, NC and the United Nations.

If the Trenton Police Department would like to use our on-duty scheduling software, we can include full set-up, use and hosting of that software for an additional 1% increase to our administration fee. If there is interest, we can install that software anytime.

Appendix H provides more information about our On-Duty scheduling software.

