

# RESOLUTION

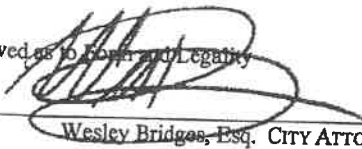
No.

**24-055**

Date of Adoption

**FEB 22 2024**

Approved as to Form and Legality



Wesley Bridges, Esq. CITY ATTORNEY

Factual content certified by



Steve E. Wilson, Police Director

Councilman/woman \_\_\_\_\_

presents the following Resolution:

**RESOLUTION AMENDING RESOLUTION NUMBER 23-528 TO VISUAL COMPUTER SOLUTIONS, INC. (VCS), FOR PROFESSIONAL SERVICES RELATED TO OFF-DUTY EMPLOYMENT MANAGEMENT FOR THE TRENTON POLICE DEPARTMENT FOR A PERIOD OF TWO (2) YEARS WITH AN OPTION TO EXTEND TWO (2) ADDITIONAL YEARS – CC2023-11**

**WHEREAS**, the City of Trenton has a need for professional services related to off-duty police employment administration for the Trenton Police Department for a period of two (2) years with an option to extend the contract for two (2) additional years; and

**WHEREAS**, Resolution Number 23-528 was adopted by City Council on December 7, 2023 approving the services related to off-duty police employment administration for the Trenton Police Department; and

**WHEREAS**, in the fourth (4<sup>th</sup>) Whereas, the incorrect language read “with an eight (8%) percent fee charged to the vendor or four (4%) percent fee to the vendors who opt to pay via credit card”; and

**WHEREAS**, this Resolution is being amended to correct the language to read “with an eight (8%) percent fee charged to the vendor “**an additional**” four (4%) percent fee to the vendors who opt to pay via credit card.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Trenton that Resolution Number 23-528 is hereby amended to reflect the change in the language.

MOTION: <i>Williams</i>					SECOND: <i>Figueroa</i>				
	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
EDWARDS	✓				GONZALEZ	✓			
FIGUEROA KETTENBURG	✓				HARRISON	✓			
FRISBY	✓				WILLIAMS	✓			
					FELICIANO	✓			

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on

**FEB 22 2024**  
President of Council  
City Clerk

# RESOLUTION

No. 23 - 528

Date of Adoption DEC 07 2023

Approved as to Form and Legality

Factual content certified by

  
WESLEY BRIDGES, ESQ, CITY ATTORNEY

  
STEVE E. WILSON POLICE DIRECTOR

Councilman/woman \_\_\_\_\_

\_\_\_\_\_ presents the following Resolution:

**RESOLUTION AWARDING A CONTRACT THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44 A-20.4 ET SEQ TO VISUAL COMPUTER SOLUTIONS, INC. (VCS) FOR PROFESSIONAL SERVICES RELATED TO OFF-DUTY EMPLOYMENT MANAGEMENT FOR THE TRENTON POLICE DEPARTMENT. THERE ARE NO ASSOCIATED COSTS. THE CONTRACT SHALL BE AWARDED FOR A PERIOD OF TWO (2) YEARS WITH AN OPTION TO EXTEND TWO (2) ADDITIONAL YEARS - CC2023-11**

**WHEREAS**, the City of Trenton has a need for professional services related to off-duty police employment administration for the Trenton Police Department for a period of two (2) years with an option to extend the contract for two (2) additional years; and

**WHEREAS**, a request for competitive contracting proposal was advertised in accordance with N.J.S.A. 40A:11-4.1(k) et seq and three (3) sealed proposals were received on September 6, 2023 at 11:00am by the Purchasing Agent and were evaluated by a committee based on criteria that included, experience, understanding of requirements and costs; and

**WHEREAS** the proposal of Visual Computer Solutions, Inc. (VCS), 4400 Route 9 South, Freehold, New Jersey 07728 was deemed to have the necessary qualifications and expertise for the performance of the services at the rates budgeted; and

**WHEREAS**, there are no costs associated with this contract. The recommended proposal ensures that the City of Trenton will incur no costs or fees associated with the management of this program or data hosting. Visual Computer Solutions, Inc. (VCS), will provide a fully managed off-duty management service solution, with an eight (8%) percent fee charged to the vendor or four (4%) percent fee to the vendors who opt to pay via credit card. Additionally, the annual hosting costs of \$2,121.80 will be waived during the life of the contract. This contract shall be awarded for a period of two (2) years from date of award with an option to extend the contract for two (2) additional years; and

# RESOLUTION No. 23 - 528

Date of Adoption DEC 07 2023

Approved as to Form and Legality

WESLEY BRIDGES, ESQ, CITY ATTORNEY

Factual content certified by

STEVE E. WILSON POLICE DIRECTOR

Councilman/woman

presents the following Resolution:

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**WHEREAS**, the City of Trenton has a need for professional services related to off-duty police employment administration for the Trenton Police Department for a period of two (2) years with an option to extend the contract for two (2) additional years; and

**WHEREAS**, a request for competitive contracting proposal was advertised in accordance with N.J.S.A. 40A:11-4.1(k) et seq and three (3) sealed proposals were received on September 6, 2023 at 11:00am by the Purchasing Agent and were evaluated by a committee based on criteria that included, experience, understanding of requirements and costs; and

**WHEREAS** the proposal of Visual Computer Solutions, Inc. (VCS), 4400 Route 9 South, Freehold, New Jersey 07728 was deemed to have the necessary qualifications and expertise for the performance of the services at the rates budgeted; and

**WHEREAS**, there are no costs associated with this contract. The recommended proposal ensures that the City of Trenton will incur no costs or fees associated with the management of this program or data hosting. Visual Computer Solutions, Inc. (VCS), will provide a fully managed off-duty management service solution, with an eight (8%) percent fee charged to the vendor or four (4%) percent fee to the vendors who opt to pay via credit card. Additionally, the annual hosting costs of \$2,121.80 will be waived during the life of the contract. This contract shall be awarded for a period of two (2) years from date of award with an option to extend the contract for two (2) additional years; and

**CONTRACT**  
**COMPETITIVE CONTRACTING REQUEST FOR PROPOSAL**  
**CC2023-11**

**RESOLUTION NO.#23-528**  
**TO PROVIDE PROFESSIONAL SERVICES RELATED TO OFF-DUTY EMPLOYMENT MANAGEMENT FOR THE**  
**TRENTON POLICE DEPARTMENT AWARDED TO VISUAL COMPUTER SOLUTIONS, INC. (VCS)**

**THIS CONTRACT**, made this **8<sup>TH</sup>** day of **DECEMBER 2023** by and between the **CITY OF TRENTON, 319 EAST STATE STREET, TRENTON, NEW JERSEY 08608** a Municipal Corporation of the State of New Jersey, ("City") and **VISUAL COMPUTER SOLUTIONS, INC., 4400 ROUTE 9 SOUTH, FREEHOLD, NEW JERSEY 07728** ("CONTRACTOR")

**WHEREAS**, the City has a need to **PROVIDE OFF-DUTY POLICE EMPLOYMENT MANAGEMENT** for the City of Trenton, Department of Police.

**WHEREAS**, Contractor agrees to provide **POLICE EMPLOYMENT MANAGEMENT** in the terms and conditions as set forth hereinafter, and the City being agreeable thereto;

**NOW THEREFORE**, the parties mutually agree as follows:

**1. PROFESSIONAL SERVICES:**

The City agrees to retain **VISUAL COMPUTER SOLUTIONS, INC., 4400 ROUTE 9 SOUTH, FREEHOLD, NEW JERSEY 07728** hereinafter set forth at the request of and under the general supervision for the City of Trenton, Department of Police.

**2. SCOPE OF SERVICES**

**SEE SCOPE OF SERVICES SECTION**

**3. DURATION OF THE CONTRACT:**

This contract shall remain in full force and effect for a period of two (2) years from **DECEMBER 8, 2023, TO DECEMBER 7, 2025**, with an option to extend the contract for an additional two (2) years.

There are no costs associated with this contract. The recommended proposal ensures that the City of Trenton will incur no costs or fees associated with the management of this program or data hosting. Visual Computer Solutions, Inc. (VCS), will provide a fully managed off-duty management service solution; with an eight (8%) percent fee charged to the vendor. An additional fee of four (4%) percent to vendors who opt to pay via credit card. Additionally, the annual hosting costs of \$2,121.80 will be waived during the life of the contract.

**4. STATUS OF CONTRACTOR:**

It is expressly understood by and between the parties hereto that the status of the Contractor retained to carry out the services set forth in this agreement is that of an Independent Contractor. It is further understood by and between the parties that is not intended, nor shall it be construed, that the contractor is an agent, employee, or officer of the City of Trenton.

**5. NOTICES:** Any notices required to be delivered to either party pursuant to this Contract shall be in writing to their respective addresses. The parties shall be responsible for notifying each other of any change of address.

**6. INTEGRATION:** **Resolution #23-528** and this contract constitutes the entire agreement between the parties and any representation that may have been made prior to the execution of this Contract are nonbonding, void, and of no effect and neither party has relied on any such prior representations in entering into this Contract with the City of Trenton, Department of Administration.

i. Contractor, shall submit along with the signed contract one of the following as evidence of compliance with N.J.A.C. 17:27:

1. Appropriate evidence that the independent contractor is operating under an existing Federally approved or sanctioned affirmative action program.
2. A certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4.
3. An initial employee information report (Form AA#302) provided by the Affirmative Action Office and completed by the contractor in accordance with N.J.A.C. 17:27-4

**ADMINISTRATION OF OFF-DUTY POLICE DETAILS  
FOR TRENTON POLICE DEPARTMENT**

**PURPOSE:**

The City of Trenton, New Jersey, Department Police Department is soliciting sealed request for competitive contracting proposals through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq. for from qualified service providers to provide complete administration of all off-duty police details, including requests for service, scheduling work, payroll, invoicing, financing accounts payable and collecting payments.

**TERM:** The term of the contract award shall be for a period of two-years, with an option to extend the contract for an additional two (2) years.

**SCOPE OF WORK:**

1. Proposer will provide complete administration of all off-duty police details, including requests for service, scheduling work, payroll, invoicing, financing accounts payable, collecting payments, and completing weekly/monthly reports.
2. Proposer will provide the administration personnel to handle the administration of off duty details. This administration includes, but is not limited to, handling all requests for service, scheduling all details, invoicing and collection of payment from customers, providing payment to officers through the City of Trenton payrolling process, and completing all necessary and associated reporting. Contractor must supply at least one primary and at least one secondary off duty coordinator for engaging with customers over the phone. In the event no off duty coordinator is available to field an incoming customer call, the customer will be presented with on call messaging of wait times and call back/voicemail options. Contactor must field all incoming off-duty queries and requests from customers including providing a local or toll-free number for such purposes. Customer inquiries for off duty must be answered 24/7.
3. Proposer will provide a technology infrastructure which has the capability to perform the following tasks: communicating detail opportunities to officers, awarding detail opportunities: the ability to enable recurring customers to submit detail requests online: input for the generation and documentation of invoices to Customers: the

3. Individual detailed-level check-in and check-out capture in an online, documented manner.
4. Off duty detail reporting including but not limited to: calendar format scheduling details summarized by the time period, customer, Officer, or detail type.
5. Off duty details, or side jobs, shall be awarded from an established list, containing the names of all Officers interested in working off duty assignments. The list will be developed and based on the standards, and policies of the Trenton Police Department.
6. No more than two jobs may be awarded to an Officer in a twenty-four-hour period. If an Officer decides they can no longer work a job they were awarded; they must contact the off-duty company and have the job made available to other Officers.
7. Police Officers from outside jurisdictions may work side jobs in the City of Trenton in the event no Trenton Police Officers is available to fill the position. The outside jurisdiction must first be approved to work in the City of Trenton by the Police Director. Following his/her approval and a signed MOU between agencies, the agencies shall be listed with the off-duty company. Outside jurisdictions will be made aware of available City of Trenton jobs the evening before the job at 1800 hrs. Pay to be consistent with the City of Trenton pay period.
8. It will be the obligation of the Proposer to exhaust all means to find coverage for all jobs, inclusive of emergent jobs. Training on how to use the scheduling and management infrastructure must be provided to the officers. The contractor must ensure Police Officers are not scheduled for off-duty employment that requires them to:
  1. Serve or sell alcoholic beverages
  2. Perform work as bouncers, doormen, or cashiers at nightclubs or bars
  3. Perform work for insurance agencies, collection agencies, private investigators, attorneys, bail bond agencies, or taxi companies
  4. Perform work with wreckers or service stations that contract services with the City of Trenton.
  5. Work or openly associate with convicted or known criminals.
  6. Perform off-duty work that would require the employee to work more that sixteen (16) hours within a twenty-four (24) hour period without the prior approval of the working officer's Bureau Commander.

**BOOKS AND RECORD:**

The Proposer will maintain or cause to be maintained all records, books, or other documents relative to date and time of job assignments, name of police officers assigned to jobs, all billing invoices, off duty business contracts and any permits that are affiliated with the job and supplied to the proposer.

Briefly state your understanding of the work within proposal, and examples of prior experience with work performed. State the fee for the engagement.

1. Indicate your experience in providing administrative services, including customer service, scheduling, billing, collections, payroll, and administrative services management.
2. Provide samples of the reports that will be provided to the City of Trenton and a description of the hardware and software that will be used for this engagement.
3. Identify the key individuals, their role, and experience of who would be assigned to the City of Trenton. Describe their roles in detail and provide a brief description of their professional experience in administration services management.
4. Please provide any additional information that you believe will assist the City of Trenton in moving forward with the outside administration of off-duty employment.
7. Provide the standard fees and cost structure for these services.

**FEE:**

Indicate a proposal fee for this project. The stated fee should be all-inclusive and structured via an hourly administrative fee added to each detail hour worked. The fee should be proposed for year one, and the option to extend an additional year. Fees should include all out of pocket expenses. There shall not be a fee assessed to any Grant Work or any jobs in which the vendor is the City of Trenton entity (Water Department, Board of Education, etc.).



ensuring foremen are aware of who is working where.

7. Proposer must coordinate the organization and submission of utility vouchers to utility companies.
8. Proposer must split certain details between officers so as to ensure no officers works more than the allowed total hours per day or per week for off duty work.
9. Proposer must provide reporting each Sunday showing all detail hours broken down by officer from 0000 Sunday to 2359 Saturday.
10. Proposer must have successfully completed a SOC type 2 audit and provide a confirmation letter from the auditing firm.
11. Has the Proposer ever been awarded an RFP but not started the work associated with the RFP? If yes, please explain.
12. Please provide at least 5 references for New Jersey agencies which the vendor is performing similar work.

  
VISUAL COMPUTER SOLUTIONS, INC.,  
4400 ROUTE 9 SOUTH,  
FREEHOLD, NEW JERSEY 07728

2/29/24  
DATE

Seal: \_\_\_\_\_

Attest: 

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year above written.

ATTEST:

  
MUNICIPAL CLERK

CITY OF TRENTON

  
W. REED GUSCIORA  
MAYOR

3/20/24  
DATE

3.15.24  
DATE

