RESOLUTION AWARDING A CONTRACT THROUGH FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44 A-20.4 ET SEQ TO ASSOCIATED DATA PROCESSING CONSULTANTS (ADPC), 116 VILLAGE BLVD. – SUITE 200, PRINCETON, NEW JERSEY 08540 TO CONDUCT INFORMATION SYSTEM AUDIT FOR THE ASSESSMENT OF TECHNICAL SUPPORT SERVICES FOR THE CITY OF TRENTON’S INFORMATION SYSTEM IN AN AMOUNT NOT TO EXCEED $6,990.00 - RFP2014-44

WHEREAS, the City has a need for Professional Consultant Services to conduct an information system audit for the assessment of technical support services for the City of Trenton’s information system; and

WHEREAS, a request for proposal was advertised on December 4, 2014, and four (4) proposals were received on December 30, 2014, and were evaluated by a committee based on the following criteria; experience and qualifications, quality of technical proposal, costs and responsiveness to scope of services; and

WHEREAS, the proposal of Associated Data Processing Consultants (ADPC), 114 Village Blvd., Suite 200, Princeton, New Jersey 08540 was deemed to include the necessary experience, qualifications and expertise for the performance of the services outlined in the proposal; and

WHEREAS, funds in an amount not to exceed $6,990.00 have been certified to be available in account number 5-01-25-2540-290 contingent upon the adoption of the temporary and final budget of FY2015.

NOW, THEREFORE, IT IS RESOLVED, by the City Council of the City of Trenton, County of Mercer, State of New Jersey, as follows:

1. The Mayor is hereby authorized to enter into a contract with Associated Data Processing Consultants (ADPC), 114 Village Blvd., Suite 200, Princeton, New Jersey 08540.

2. This contract is awarded pursuant to the authority set forth in the Local Public Contracts Law at N.J.S.A 40A:11-4.1.

3. A notice of this action shall be printed once in the official newspaper for the City of Trenton and the Resolution and Contract shall remain on file in the City Clerk’s Office.

<table>
<thead>
<tr>
<th>Aye</th>
<th>Nay</th>
<th>Abstain</th>
<th>Absent</th>
<th>Aye</th>
<th>Nay</th>
<th>Abstain</th>
<th>Absent</th>
<th>Aye</th>
<th>Nay</th>
<th>Abstain</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>BETHEA</td>
<td>✔️</td>
<td></td>
<td></td>
<td>HOLLY WARD</td>
<td>✔️</td>
<td></td>
<td></td>
<td>CHESTER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CALDWELL WILSON</td>
<td></td>
<td>✔️</td>
<td></td>
<td>MUSCHAL</td>
<td></td>
<td>✔️</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HARRISON</td>
<td>✔️</td>
<td></td>
<td></td>
<td>REYNOLDS JACKSON</td>
<td></td>
<td></td>
<td>✔️</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on MAR 12 2015

President of Council

City Clerk
PROFESSIONAL SERVICES CONTRACT
RFP # 2014-44
RESOLUTION #15-108

THIS CONTRACT, made this 12th day of MARCH 2015 by and between the City of Trenton, a municipal corporation of the State of New Jersey, ("City") and ASSOCIATED DATA PROCESSING (ADPC) 116 VILLAGE BOULEVARD, SUITE 200, PRINCETON, NEW JERSEY 08648 ("CONTRACTOR").

WHEREAS, the City has need for PROFESSIONAL SERVICES to Conduct Information System Audit for the Assessment of Technical Support Services for the City of Trenton Information System, for the Department of Administration, Division of Information Technology.

WHEREAS, Contractor agrees to perform Professional Consultant Services in terms and conditions as set forth hereinafter, and the City being agreeable thereto;

NOW THEREFORE, the parties mutually agree as follows:

PROFESSIONAL SERVICES: The City agrees to Associated Data Processing (ADPC) 116 Village Boulevard, Suite 200 Princeton, New Jersey 08648 for the City of Trenton, Department of Administration, Division of Information Technology.

1. SCOPE OF SERVICES: The contractor warrants that the representations made by it regarding its ability and skill level to carry out these services are true. Contractor shall, in a good, professional and workmanlike manner, in conformity with the responsibilities, demands and ethics of their profession, perform all reasonable and necessary services as described as follows:

   The vendor will be required to assess the day to day operations of the City of Trenton Data Center. These responsibilities include but are not limited to the following:

   • Monitoring of all software and hardware to provide a detailed accounting of the current state of the City of Trenton’s technical support services.

   • Maintain an on-site presence throughout the assessment period to facilitate interaction with current staff and other vendors to provide necessary information.
• Provide a full report of the current technical support systems at the close of the engagement period including specific recommendations of areas of improvement. This report should include recommendations of new hardware and software where applicable.

• Create a draft Scope of Services for a Request for Proposals to hire a technical support services vendor.

• Meet with City of Trenton officials to discuss the report, recommendations, and the draft Scope of Services during the final week of the engagement period.

2. **DURATION OF THE CONTRACT:** This contract shall remain in full force and shall be awarded for a period of thirty (30) days from date of award.

3. **COMPENSATION:**

   (a) All work performed by Contractor according to the attached scope of services shall not exceed $6,990.00.

   (b) Contractor shall submit monthly bills complete with appropriate support documentation to justify said billing;

   (c) In no event during the terms of this Contract, Contractor’s billings shall hereunder exceed the amount set forth in Resolution No. 15-108, which is incorporated herein by reference. In the event Contractor anticipates exceeding the aforesaid contract amount, the Independent Contractor, shall give prior written notice to the City of Trenton, Department of Administration, Division of Information Technology.

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**: RFP2014-44 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.

7. **ENFORCEABILITY**: If any term or condition of this Contract or its application to any party or circumstances shall be deemed invalid or unenforceable, the remainder of the Contract and its application to other parties and circumstances shall not be affected.

8. **GOVERNING LAW**: This Contract shall be governed by the laws of the State of New Jersey.

10. **MISCELLANEOUS PROVISIONS:**

Contractor, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional or sexual orientation, disability or nationality. Contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional, gender identity or expression, sexual orientation. Such action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;

Contractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional or sexual orientation.

Contractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c.
127, as amended and supplemented from time to time and the American with Disabilities Act.

Contractor, where applicable, agrees to attempt to schedule minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2, amended and supplemented from time to time.

Contractor, where applicable, agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional, sexual orientation, disability or nationality and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

Contractor, where applicable, agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional, sexual orientation, disability or nationality. Contractor will conform these employment goals consistent with statutes and court decisions of the State of New Jersey, and applicable Federal law and Federal court decisions.

Contractor, where applicable, shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations. Contractor shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

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.
I. INTERPRETATION OF PROJECT AND SCOPE OF SERVICES

The City of Trenton is requesting proposals from Information System Auditors for the assessment of technical support services for the City of Trenton’s Information System. The goal of the City is to evaluate its current information system and also to seek new opportunities within information technology in order to improve the delivery and quality of municipal services, streamline antiquated and redundant operations, increase employee productivity and maximize limited municipal resources.

The selected vendor will serve as an auditor and assessor of the technical support, software and hardware for all current operations at City of Trenton locations and the Trenton Free Public Library locations excluding the Police Department CAD and RMS systems. The selected vendor will provide recommendations for future improvements and upgrades and draft the Scope of Services for a Request For Proposals to engage a technical support service provider.

At the conclusion of the one month project, the selected vendor will prepare a final report and meet with city officials to discuss the report, recommendations, and the draft of the Scope of Services for a Request For Proposal to hire a technical support services provider.

II. CORPORATE BACKGROUND AND EXPERIENCE

Associated Data Processing Consultants, Inc. (ADPC) is a New Jersey corporation with a professional staff comprised of established Information Technology Management Consulting and Technical Support personnel. ADPC staff includes many professionals with Microsoft and CompTia certifications. ADPC is a registered Microsoft Certified Partner who provides services to the public sector (municipal and school district clients) in the New York and New Jersey areas.

Services provided to Public Sector clients by ADPC include Facility Management/Outsourcing services, System design and Integration Services, Parking Ticket Application Processing, and Collection Services and IT Data Center Audits, Information System Assessment and Consulting Services.

Associated Data Processing Consultants, Inc. has its main office in Princeton, New Jersey as well as Sales and Support personnel in New York, Pennsylvania, and Florida.

ADPC’s corporate mission is to provide professional information technology consulting and services to government. This is accomplished by the use of corporate staff members thoroughly familiar and knowledgeable in providing automated solutions for government.
The Company's background and qualifications include providing Facility Management services to the City of Trenton since December, 1986 as well as providing Management and IT related Consulting and Auditing Services to numerous State, County, and City Governments.

During that span of time, ADPC has maintained a full time presence at the City of Trenton providing the following:

- Management and operation of the City's Data Center.
- Installation and maintenance of ALL City of Trenton operating systems, network and database systems.
- Development, installation and maintenance of ALL City of Trenton mainframe and/or client/server computer application systems.
- Installation, Maintenance, Support, Migration Services, and User Assistance for ALL of the personal computer and network application products outlined in the City's RFP.
- Development, installation and maintenance of personal computer systems and network components (Servers, Routers, Switches, Concentrators, etc.) throughout City Hall, the Municipal Court, Sanitation, the Water Utility, Division of Health, the Trenton Public Library, and other areas.
- Installation and migration efforts in the installation of replacement application software for Licensing & Inspections (ACCEL), the Financial applications acquired from Edmunds & Associates, and the IPS PAYALL application.
- Coordination and Support of Fire and Police Department Network Connectivity
- Repair of personal computer hardware not under warranty.

We believe that Associated Data Processing Consultant's Management, Consulting, and staff experience makes our firm uniquely qualified to satisfy all facets of the requirements of the City's Request For Proposal.

ADPC's focus for this engagement will be to identify deficiencies and areas needing improvements, client management and department needs related to IT resources, and Management information and data sharing while working closely with Client Management to provide the required report and recommendations.

A list of our current and on-going engagements in New Jersey can be found in Section VII of this proposal.
Vendor Requirements

On Pages 13 and 14 of the City's RFP, the City included a section entitled; Vendor Requirements. The RFP stated that Respondents are required to have experience in the following:

Below is a list of the items from this section of the RFP as well as the experience that ADPC has with each:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>ADPC Experience/Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>State of New Jersey MOD IV programs</td>
<td>• 28 years</td>
</tr>
<tr>
<td>First Byte Corporation's Tax Collection and Billing application</td>
<td>• 16 years</td>
</tr>
<tr>
<td>Municipal Cash Receipting system</td>
<td>• 16 years</td>
</tr>
<tr>
<td>AMICUS Legal System</td>
<td>• 10 years</td>
</tr>
<tr>
<td>Geographic Information System</td>
<td>• 10 years</td>
</tr>
<tr>
<td>RTA Fleet Management Gas Interface</td>
<td>• 3 years (County of Ocean)</td>
</tr>
<tr>
<td>CCAR Service Order Tracking System</td>
<td>• 10 years</td>
</tr>
<tr>
<td>ACCELRA Permits Plus System</td>
<td>• 9 years</td>
</tr>
<tr>
<td>Do you have experience with the Windows 2000 Operating system</td>
<td>• 14 years</td>
</tr>
<tr>
<td>Do you have experience with the Windows NT 4.0 Operating system</td>
<td>• 12 years (OC Voc-Tech and Trenton)</td>
</tr>
<tr>
<td>Windows XP Operating system If yes, how many years and where</td>
<td>• 13 years</td>
</tr>
<tr>
<td>Office XP PRO</td>
<td>• 13 years</td>
</tr>
<tr>
<td>Office 97 PRO</td>
<td>• 18 years</td>
</tr>
<tr>
<td>PIX Firewalls</td>
<td>• 11 years</td>
</tr>
<tr>
<td>VPN</td>
<td>• 11 years</td>
</tr>
<tr>
<td>VOIP</td>
<td>• 11 years</td>
</tr>
<tr>
<td>Developing, maintaining, and supporting application systems in MS Access and Excel</td>
<td>• 12 years</td>
</tr>
<tr>
<td>Installation configuration and support of IP cameras</td>
<td>• 11 years</td>
</tr>
<tr>
<td>Installation and Support of Biometric readers and systems?</td>
<td>• 8 years</td>
</tr>
<tr>
<td>TLC Library system Software</td>
<td>• 10 years</td>
</tr>
<tr>
<td>USTI Asyst Financial Software</td>
<td>• 9 years</td>
</tr>
<tr>
<td>Accela Permits Software</td>
<td>• 9 years</td>
</tr>
<tr>
<td>RTA Fleet Management Software</td>
<td>• 17 years (OC and Trenton)</td>
</tr>
<tr>
<td>FuelMaster applications and interfaces</td>
<td>• 3 years</td>
</tr>
<tr>
<td>Edmunds and Associates Financial Software</td>
<td>• 8 years</td>
</tr>
<tr>
<td>CCARS service order tracking software</td>
<td>• 10 years</td>
</tr>
<tr>
<td>Submit a copy of any applicable Licenses and/or Certifications</td>
<td>• SEE Appendix B</td>
</tr>
</tbody>
</table>

Respondent shall submit with their proposal a description of the company's experience with the above listed systems.

ADPC has over eleven years experience in the configuration, installation, and support of PIX Firewalls. Much of this experience has been in providing this support for the City of Trenton.
ADPC has over eleven years experience in the configuration, installation, and support of VPN connections. Much of this experience has been in providing this support for the City of Trenton.

ADPC has over eleven years experience in the installation and support of Cisco VOIP. Much of this experience has been in providing this support for the City of Trenton.

ADPC has over twelve years experience in the development, maintenance, and support of application systems in MS Access and Excel. ADPC has developed and maintained these systems for the City of Trenton and a number of additional ADPC clients.

ADPC has over eleven years experience in the installation configuration and support of IP cameras and has been heavily involved in a number of camera installations for the City of Trenton.

ADPC has eight years experience in the installation and support of Biometric readers and systems. ADPC has worked with vendors in installing and configuring these devices for the City of Trenton and also is involved in other corporate initiatives involving biometric devices and systems.

ADPC has over ten years experience in the maintenance and support of the TLC library system software and has also attended TLC classes in the use of the system for acquisition of bibliographic materials.

ADPC has over nine years experience in the installation, maintenance, and support of the USTI Asyst suite of financial software. ADPC was directly involved in the installation of this software at the Trenton Public library and is currently assisting the Library in applying periodic updates to these modules and in the full implementation of the acquired modules.

ADPC has OVER ten years experience with the AMICUS software used by the City’s Law Department.

ADPC has over nine years experience with the Accela Permits software and is currently involved in assisting the department in producing ad-hoc reports and taking more control over the management of data and fee changes whereby future costs with the vendor will be eliminated and/or greatly reduced. ADPC also tailored and implemented this system for use in Environmental Health.

ADPC has over seventeen years experience in the installation, maintenance, and support of the RTA Fleet Management software at both the City of Trenton and in contracts with the County of Ocean.
ADPC has been involved in the interface of the acquired FuelMaster program with the RTA Fleet system.

**Note (1)** Although ADPC had not previously interfaced the software from FuelMaster with the RTA system, we have over three years experience with the interfacing of other automated Fuel systems with the RTA system.

ADPC has over eight years experience with the Edmunds MCSJ software and is currently involved with the vendor in performing updates and providing application support of the Edmunds and Associates Financial software at the City of Trenton.

ADPC has over ten years experience in the CCARS service order tracking software and assisting the City in the on-going utilization of this system. ADPC has conducted a number of demonstrations and training sessions for this product for the City of Trenton and other ADPC clients.

In addition, ADPC has over fifteen years experience in the support of a variety of audio-visual equipment including equipment set-up, training, and trouble-shooting for various City of Trenton departments.
III. **Staffing Structure for this engagement**

This engagement will be staffed as follows:

Chief Consultant and Auditor will be ADPC's President and CEO, Joseph R. Harris with over thirty-two years of Consulting experience performing engagements for numerous New York and New Jersey Municipal, School District and Commercial clients. Municipal clients include Counties, Cities, Towns and Villages, School Districts, and the State of New Jersey and the New York State Department of Education.

Mr. Harris' resume is included in the Appendix B of this proposal. Mr. Harris has been involved with the City of Trenton IT Support engagement for the past ten years and is knowledgeable in all aspects of municipal government operations. Mr. Harris prior experience also includes being Director of the Office of Management Information for the Newark School District and Manager of Technical Services for the City of Newark, NJ. Mr. Harris will work on-site an average of three days per week during the assessment and auditing phase of the engagement and will draft the final report and participate in the presentation to City Management.

Mr. Harris will be assisted by three key ADPC employees with particular expertise in City of Trenton and City of Trenton Library systems. Since these ADPC employees are currently engaged in the Trenton IT Support Contract, each of them will use accumulated but unused vacation days to perform the required duties under this engagement.

Mr. John Farro, Current City of Trenton On-Site Project Manager, Network Administrator, and Network Support Analyst has been assigned to the City of Trenton for the past nine years. Mr. Farro has extensive knowledge of the current Trenton IT infrastructure and this knowledge will expedite the review of the current environment. Mr. Farro will assist in the development of technical recommendations for upgrades, improvements, and transition tasks necessary to implement accepted recommendations. Mr. Farro will utilize a total of six FTE's in the conduct of this engagement. Mr. Farro's resume is included in Appendix B of this proposal.

Mr. Mark Salerno, Current Senior Server Administrator, and Senior Security Specialist & Application Integrator has been assigned to the City of Trenton for the past eleven years. Mr. Salerno has extensive experience in Server Administration and migration of application systems. Mr. Salerno will assist in the development of technical recommendations for upgrades, improvements, and transition tasks necessary to implement accepted recommendations. Mr. Salerno will utilize a total of four FTE's in the conduct of this engagement. Mr. Salerno's resume is included in Appendix B of this proposal.

Mr. Kevin Kurtz, Network Administrator and On-site Library Support Manager has extensive network experience as well as familiarity and experience with all Trenton Library systems. Mr. Kurtz will assist in the development of technical recommendations for upgrades, improvements, and transition tasks necessary to implement accepted recommendations. Mr. Kurtz will utilize a total of three FTE's in the conduct of this engagement. Mr. Kurtz resume is included in Appendix B of this proposal.

IV. **The Engagement Process**

**Note:** It is essential to the success of this engagement that the City of Trenton assign a coordinator to work with assigned ADPC consultants during the course of this engagement. The main requirements for this coordinator is to insure that consultant requested materials are provided to the consultants in a timely manner and that personnel are available to meet with the Consultants so as to expedite the data collection. This coordinator will assist in the scheduling and availability of key City of Trenton Personnel (Mayor, Business Administrator, Directors and Identified key personnel) to meet with ADPC Interviewers so as to not delay the data collection and needs assessment of the City. The coordinator will also interface with the City personnel so
as to obtain requested data or survey information in a timely manner so as to not impede the assessment and audit. In addition, the coordinator will schedule and coordinate the meeting with City Officials at the conclusion of the study to discuss the report, recommendations, and the draft scope of services during the final week of the engagement.

The Assessment and Audit Phase (first three weeks of the engagement)

- **Kick-Off Meeting**

  Within three days of the notification of award, the City will schedule a Kick-Off meeting with all City Officials and Directors participating in this review and assessment and an IT support representative to discuss the conduct of the study. At this meeting the City will identify and finalize a list of key City personnel (to include the Mayor and Business Administrator) to be interviewed with respect to IT Systems and/or Services and their Information/System needs. At this meeting the consultants will discuss the timeline and purpose of the engagement and the deliverables to be provided and will hand out a specially designed questionnaire to be completed by all key personnel and to be returned to the consultants within three business days.

- During the first five days of the engagement, the consultants will review and document the availability and extent of IT support personnel to support the City and the Library; the current IT infrastructure; current IT policies and practices; backup and recovery procedures and timeline; data and access security; application programs and systems; and the status of system and data integration and reporting capabilities.

- During the first six work days of the engagement, the appointed City coordinator will schedule, in concert with ADPC consultant schedules, the initial interviews with identified key City personnel, while insuring that their survey questionnaires are returned, so as to insure that all initial interviews are completed within the first fifteen work days of this engagement. Some interviews may possibly require follow-up meetings and if so these too will be scheduled by the coordinator with possible follow-up interviews with some City personnel. All interviews must be completed and requested data provided to the consultants within the first fifteen work days of the engagement.

- Concurrent with these interviews and the data collection, the consultants will be surveying the systems and capabilities of other municipal entities, with particular attention to those NJ municipalities of similar size and scope as the City of Trenton.

- Throughout the course of this phase the consultants will be formulating a list of observations and findings, and recommendations and improvements to be included in the final report.

The Report Phase (final week of the engagement)

- The consultants will analyze and evaluate all of the data and information received during the first phase and formulate and document a list of deficiencies, areas needing correction or improvement, observations, findings and recommendations for IT system integration and infrastructure improvements.

- Upon completion of the final report, the assigned coordinator for the City will schedule and coordinate the meeting with City Officials to discuss the report, recommendations, and the draft scope of services to be held during the final week of the engagement.
V. The Final Report Outline

The final report will contain:

- A description of the current IT infrastructure including current policies or practices, areas needing improvement, antiquated processes or procedures, availability of necessary information, information sharing, and reported satisfaction/dissatisfaction with services or systems as a result of the extensive round of interviews and the data collection.

- A description of application systems or procedures/processes used by other municipal entities either surveyed by us or identified through our discussions and interviews with City personnel.

- Recommendations for improvements and upgrades in systems, applications, hardware and software and identification of transitional processes and anticipated timelines to implement.

- A draft of a recommended Scope of Services to be considered by the City Administration for inclusion in an RFP for IT support services.

VI. Why should the City of Trenton select ADPC as the vendor to provide technical support assessment for it's information system

- Long term relationship (over 27 years) and thorough understanding of the City of Trenton’s current environment, including current capabilities of installed applications.

- Highly qualified and motivated personnel. Forty percent of our current IT Support engagement staff have Microsoft and/or CompTia certifications, many with multiple certifications. Additionally, ADPC is a registered Microsoft Certified Partner, which permits us to more easily and economically obtain technical support from Microsoft Corporation on behalf of the City of Trenton.

- Knowledge and experience with a large variety of municipal government applications and services and in particular a working knowledge with ALL of the applications used by the City of Trenton except the installed Police and Fire CAD and Reporting systems.

- Knowledge and experience with Information networks (LAN/WAN/Wireless Connectivity) and PC and VoIP technology.
VII. ADPC CURRENTLY PROVIDES TECHNICAL SUPPORT SERVICES TO THESE NEW JERSEY MUNICIPAL ENTITIES

<table>
<thead>
<tr>
<th>CONTRACT</th>
<th>CONTACT</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY OF TRENTON NJ</td>
<td>TERRY MCEWEN</td>
<td>PROVIDE COMPLETE FACILITY MANAGEMENT SERVICES FOR CITY GOVERNMENT. SERVICES PROVIDED SINCE 1986.</td>
</tr>
<tr>
<td></td>
<td>BUSINESS ADMINISTRATOR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(609) 989-3807</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E-MAIL <a href="mailto:TMCEWEN@TRETONNJ.ORG">TMCEWEN@TRETONNJ.ORG</a></td>
<td></td>
</tr>
<tr>
<td>CITY OF TRENTON FREE PUBLIC LIBRARY</td>
<td>KIMBERLY MATTEWS LIBRARY DIRECTOR</td>
<td>PROVIDE COMPLETE FACILITY MANAGEMENT SERVICES FOR CITY OF TRENTON PUBLIC LIBRARY.</td>
</tr>
<tr>
<td></td>
<td>(609) 392-7896</td>
<td></td>
</tr>
</tbody>
</table>

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

Associated Data Processing Consultants (ADPC)
116 Village Boulevard, Suite 200
Princeton, NJ 08648

Seal

Attest:

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

ATTEST:

RICHARD M. KACHMAR
CITY CLERK

CITY OF TRENTON

ERIC E. JACKSON
MAYOR