



Legislation Details (With Text)

**File #:** 23-0548      **Version:** 1      **Name:** Resolution: Cooperative Purchasing Agreement - (GovQA) software for OPRA functions

**Type:** Resolution      **Status:** Adopted

**File created:** 4/5/2023      **In control:** Administration

**On agenda:** 5/16/2023      **Final action:** 5/16/2023

**Title:** Dept/ Agency: Administration/ Division of Central Purchasing  
Action: ( ) Ratifying (X) Authorizing ( ) Amending  
Type of Service: Cooperative Purchasing Agreement  
Purpose: To acquire software (GovQA) to streamline the Open Public Records Act (OPRA) function of the Office of the City Clerk.  
Entity Name: SHI International Corp.  
Entity Address: 290 Davidson Avenue, Somerset, New Jersey 08873  
Contract Amount: Not to exceed \$204,003.90  
Funding Source: 2023 Budget/Office of the City Clerk/NW011-020-0201-71280  
Contract Period: Upon approval of Municipal Council through June 4, 2024, with an option to renew, inclusive of any extensions by the New Jersey Purchasing Alliance #CK04 for one (1) two (2) year renewal  
Contract Basis: ( ) Bid ( ) State Vendor ( ) Prof. Ser. ( ) EUS  
( ) Fair & Open ( ) No Reportable Contributions ( ) RFP ( ) RFQ  
( ) Private Sale ( ) Grant ( ) Sub-recipient (X) N/A  
Additional Information:  
This Cooperative Purchasing Agreement will provide software (GovQA) with a three (3) year maintenance plan to streamline the Open Public Records Act (OPRA) internal process in the Office of the City Clerk.

**Sponsors:**

**Indexes:**

**Code sections:**

Date	Ver.	Action By	Action	Result
5/16/2023	1	Municipal Council	Adopt	Pass

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**Additional Information:**

This Cooperative Purchasing Agreement will provide software (GovQA) with a three (3) year maintenance plan to streamline the Open Public Records Act (OPRA) internal process in the Office of the City Clerk.

**WHEREAS**, on December 15, 2021, the Municipal Council adopted Resolution 7R1-d authorizing the Membership in the New Jersey Cooperative Purchasing Alliance #CK04, One Bergen County Plaza, 3<sup>rd</sup> Floor, Hackensack New Jersey 07101, a New Jersey State Approved Co-op #CK04; and

**WHEREAS**, the New Jersey Purchasing Alliance #CK04, a locally recognized and accepted cooperative purchasing organization, maintains Local Cooperative Agreement Contracts, which are competitively awarded through which members can make purchases; and

**WHEREAS**, the New Jersey Purchasing Alliance #CK04 system was developed for the purpose of utilizing a competitive bidding process to make the procurement process more efficient and provide cost savings to its members; and

**WHEREAS**, the New Jersey Purchasing Alliance #CK04 has offered the City of Newark (the "City") the opportunity to participate in their Cooperative Purchasing System and the membership is active and continuous; and

**WHEREAS**, the City wishes to utilize New Jersey State Approved Co-op #CK04-New Jersey Purchasing Alliance Contract BC-BID 22-24 with authorized vendor, SHI International Corp., 290 Davidson Avenue, Somerset, New Jersey 08873, to acquire software (GovQA) with maintenance plan through June 4, 2024 with an option to extend inclusive of any extensions by the New Jersey Purchasing Alliance #CK04 and N.J.S.A. 40A:11-15 for one (1) two (2) year renewals to streamline the Open Public Records Act (OPRA) function of the Office of the City Clerk, commencing upon approval of this Resolution by the Municipal Council at an amount not to exceed Two Hundred Four Thousand Three Dollars and Ninety Cents (\$204,003.90); and

**WHEREAS**, the Qualified Purchasing Agent, QPA recommends the utilization of this New Jersey Purchasing Alliance #CK04 contract award on the grounds that they provide software (GovQA) with a three (3) year maintenance plan to streamline the Open Public Records Act (OPRA) function according to specifications required by the Office of the City Clerk.

**NOW, THEREFORE, BE IT RESOLVED BY THE MUNICIPAL COUNCIL OF THE CITY OF NEWARK, NEW JERSEY, THAT:**

1. All purchases, purchase orders and other related documentation shall be in accordance with the relevant New Jersey Purchasing Alliance Co-op #CK04 Contract, including Standard Terms and Conditions, Method of Operation and Third Party Agreement, if applicable, as contained in the New Jersey State Approved Co-op #CK04 Contract documentation and agreements.
2. This contract shall be in effect through June 4, 2024 with an option to extend inclusive of any extensions by the New Jersey Purchasing Alliance #CK04 and N.J.S.A. 40A:11-15 for one (1) two (2) year renewals to streamline the Open Public Records Act (OPRA) function of the Office of the City Clerk, commencing upon approval of this Resolution by the Municipal Council at an amount not to exceed Two Hundred Four Thousand Three Dollars and Ninety Cents

(\$204,003.90)

3. There shall be no amendments to this Resolution without the approval of the Municipal Council.
4. There shall be no advance payment on this New Jersey Purchasing Alliance Co-op #CK04 contract in accordance with N.J.S.A. 40A:5-16.
5. Funds for this purchase shall be charged against Funding Source: Office of the City Clerk, NW011-020-0201-71280. This contract shall not exceed Two Hundred Four Thousand Three Dollars and Ninety Cents (\$204,003.90). Pursuant to N.J.A.C. 5:30-5.5(d) a multi-year contract is subject to the availability and appropriation annually of sufficient funds as may be required to meet the extended obligation
6. This contract complies with Local Pay-to-Play Law, N.J.S.A. 19:44A-20.5, as a State Contract award and constitutes a Fair and Open Procedure.
7. The Division of Central Purchasing shall file a duly executed copy of the contract in the Office of the City Clerk, if applicable.
8. If required by State Law, the Acting City Clerk shall provide the appropriate Notice of Award of this contract to the State Comptroller, no later than twenty (20) business days following such award in accordance with N.J.S.A. 52:15C-10 and the Notice of the State Comptroller dated May 7, 2008.

### **STATEMENT**

This Resolution authorizes the Mayor of the City of Newark and/or his designees, the Business Administrator and/or the Qualified Purchasing Agent, to acquire software (GovQA) with a three (3) year maintenance plan to streamline the Open Public Records Act (OPRA) function of the Office of the City Clerk through New Jersey Purchasing Alliance Co-op #CK04 authorized vendor, SHI International Corp., 290 Davidson Avenue, Somerset, New Jersey 08873, for the period commencing upon approval of the Municipal Council through June 4, 2024 at an amount not to exceed \$204,003.90.