TOWNSHIP OF CHATHAM
58 Meyersville Road
Chatham, NJ 07928
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Robert S. Hoffmann
Township Administrator
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INVITATION TO QUOTE

ADMINISTRATIVE SERVICES FOR POLICE ADDITIONAL DUTY
TOWNSHIP OF CHATHAM
Municipal Building,
58 Meyersville Road
Chatham Township, New Jersey 07928

Township of Chatham Police Department Service

Quote Dated: May 15, 2020
Quote Due Date: June 11, 2020 by 4p.m.

Purpose:

The Township of Chatham, New Jersey Police Department is requesting proposals from qualified service providers to provide complete administration of all extra duty police details, including requests for service, scheduling work, payroll, invoicing, financing accounts payable and collecting payments.

Term:

Two (2) year term beginning July 1, 2020 thru August 31, 2022. The Township will consider extending the contract for two (1) year extensions if both parties are in agreement.

Scope of Work:

1. Contractor will provide complete administration of all extra duty police details, including requests for service, scheduling work, payroll, invoicing, financing accounts payable, collecting payments, and completing weekly/monthly reports.

2. Contractor will provide the administrative personnel to handle the administration of extra duty details. This administration includes but is not limited to handling all requests for service, scheduling all details, invoicing and collecting payment from customers, providing payment through the Township pay rolling process, and completing all necessary and associated reporting. Contractor must supply at least one primary and at least one secondary Extra Duty Coordinator for engaging with customers over the phone. In the event no Extra 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. Contractor must field all incoming extra duty queries and requests from customers including providing a local or toll-free number for such purposes. Customer inquiries for extra duty details must be answered 24/7.

3. Contractor 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 officer extra duty paychecks; the generation and documentation of invoices to Customers; the collection and documentation of payments made by the Customers.

4. Contractor will provide management reports specifying hours worked by location, customer and officer by pre-specified time period.

5. Contractor will have the ability to remit payment for details worked to Officers or department/ Township within the same pay period the details were worked, regardless of when Contractor collects payment from Customers.

6. Contractor will remit detail payments to the Township of Chatham.

7. Contractor shall administer the program in accordance with Township policies and Police Department policies. This contract is in accordance with these policies and provides no substantive change in the manner in which extra duty details are distributed to Officers.

Overview:

The Contractor will handle extra duty officer service requests, schedule all approved officers, manage all details for officers and complete all other administrative aspects of the program. Additionally, the Contractor will provide payment to the Township.

Contractor will provide the administrative services for management of the program, invoices to customers and regular reports to be used by the Township for analysis of extra duties provided by Police Officers.

During calendar year 2019 Police Additional Duty or Third Party Over Time totaled 2,655 hours.

The Chatham Township Police Department uses the POSS system. Prime Point is used for all other Departments.

Documents to be submitted:

- New Jersey Business Registration
- Business Entity Disclosure Form
- Political Contribution Disclosure Form
- Employee Information Report

Township of Chatham Administrative Services for Police Additional Duty

- Affirmative Action Affidavit
- Statement of Ownership
- Proposal on company letterhead (not contract)

Coordination of services will take place after award of contract by the Township Committee resolution.

Please submit all proposals to Township Administrator, Robert S. Hoffmann no later than Thursday June 11, 2020 by 4 p.m. Mail to: Township of Chatham, Municipal Building, 58 Meyersville Road, Chatham, New Jersey 07928. Mark the envelope "Police Additional Duty Quote", or e-mail to rhoffmann@chathamtownship-nj.gov .

Procedure Questions can be addressed to Chief Thomas Miller at the Chatham Township Police Department. You may call him at (973) 377-0724, or e-mail tmiller@ctpd.net .

Document Questions can be addressed to Robert S. Hoffmann, Township Administrator. You may call him at (973)635-4600 extension 208, or email rhoffmann@chathamtownship-nj.gov

Robert S. Hoffmann AO
Robert S. Hoffmann
Township Administrator (QPA #1008)

Cc: Thomas Miller, Chief of Police
Debra King, Chief Financial Officer & QPA