

**REQUEST FOR PROPOSALS
FOR THE POSITION OF A WEBMASTER**

The Township of Alloway ("Alloway") is requesting Proposals from those interested in serving as Webmaster for the maintenance of the Township website. Requests for Proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5.

Submissions will be evaluated by the Township Committee of the Township of Alloway on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. Experience and reputation in the field;
- b. Knowledge of the Township of Alloway and the subject matter to be addressed under the contract;
- c. Availability to accommodate the website needs of the Township;
- d. Compensation proposal;
- e. Knowledge and experience with municipal websites;
- f. Other factors if demonstrated to be in the best interest of the Township of Alloway.

Requests for Proposals are to be submitted no later than Thursday, December 14, 2017 at 11:00 a.m. prevailing time in the Alloway Township Municipal Building, 49 South Greenwich Street, Alloway, NJ 08001.

Submissions are to be made to:

Charlet Cheeseman, Municipal Clerk
Township of Alloway
49 South Greenwich Street
P. O. Box 425
Alloway, NJ 08001

An Original and five (5) copies of the information being submitted must be enclosed in a sealed envelope bearing the name and address of the responder with the words "Proposal for Professional Services and the category of services" and clearly marked "Sealed Proposal" addressed to the Municipal Clerk, Township of Alloway, 49 South Greenwich Street, P. O. Box 425, Alloway, NJ 08001 and may be received through the mail or presented in person.

Requests for Proposals may be received before the hour designated in this notice if they are mailed or hand delivered in person to the Municipal Clerk's Office, Township of Alloway, 49 South Greenwich Street, P. O. Box 425, Alloway, NJ 08001.

Responders are required to comply with the requirements of P.L. 1975, c. 127 (Affirmative Action) and P.L. 2004, c.57 (Business Registration). Responders are also required to submit a statement of ownership with their proposal as required by P. L. 1977, c. 33 (Disclosure of Ownership).

The Township Committee of the Township of Alloway reserves the right to reject any and all Requests for Proposals, and further reserves the right to waive minor irregularities and immaterial variances or formalities in the proposals received and to accept any qualifications which are deemed most favorable to the Township of Alloway, County of Salem, New Jersey at the time and under the conditions stipulated.

The Township is not responsible for the loss or destruction of any proposals mailed or delivered to the Municipal Clerk prior to the time set for the proposal opening.

Charlet Cheeseman, Municipal Clerk