

RESOLUTION NO. 2014-364

A RESOLUTION AUTHORIZING AN AGREEMENT FOR TECHNOLOGY CONSULTING SERVICES WITH MIDDLESEX REGIONAL EDUCATIONAL SERVICES COMMISSION.

WHEREAS, the City of Vineland Department of Administration has requested authorization to enter into an agreement with Middlesex Regional Educational Services Commission for the purpose of providing technology consulting services to the City on an as-needed basis, in accordance with the attached proposal; and

WHEREAS, N.J.S.A. 40A:11-5(2) permits a municipality to award a contract without public advertising for bids and bidding thereof if it is to be made or entered into with the State of New Jersey or any board, body, officer, agency or authority thereof; and

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Vineland that the Mayor and City Clerk are hereby authorized and directed to execute an agreement with Middlesex Regional Educational Services Commission for the purpose of providing technology consulting services to the City on an as-needed basis for a period of six months from date of award, in an amount not to exceed \$50,000.00, with option for renewal for an additional six-month period.

Adopted:

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President of Council

ATTEST:

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City Clerk

## Monaco Denise

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**From:** Mitchell Darer <mdarer@mresc.k12.nj.us>  
**Sent:** Friday, August 15, 2014 6:17 PM  
**To:** Monaco Denise  
**Subject:** Project Management Assistance  
**Attachments:** Proposal for Project Management Assistance.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello Denise,

Attached please find the proposal you requested for Project Management assistance with the City's payroll project. Whether you push through with the vendor 'Enterprise', or go a different route, it might be better if you utilized a Project Manager in addition to City staff and management. The proposal outlines our experience, lists references, and cites some of the activities we might undertake to help.

Please let me know of any questions. And if you wish to move ahead, I'd be very appreciative of the opportunity to work with the City on this effort.

Best regards,  
Mitch

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Mitchell Darer  
Director, Technology Consulting Services  
Middlesex Regional Educational Services Commission  
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[www.mresc.k12.nj.us/pages/Middlesex\\_Regional/Business\\_Services\\_Folder/Technology\\_Consulting\\_Services](http://www.mresc.k12.nj.us/pages/Middlesex_Regional/Business_Services_Folder/Technology_Consulting_Services)

# MIDDLESEX REGIONAL EDUCATIONAL SERVICES COMMISSION

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Mark J. Finkelstein  
Superintendent

Patrick M. Moran  
Business Administrator / Board Secretary

Mitchell Darer  
Director,  
Technology Consulting Services  
(732) 453-4658  
[mdarer@mresc.k12.nj.us](mailto:mdarer@mresc.k12.nj.us)

August 12, 2014

Ms. Denise Monaco  
Assistant Business Administrator  
City of Vineland  
P.O. Box 1508  
Vineland, New Jersey 08362-1508

Dear Ms. Monaco,

I appreciate the time that you, Roxanne Tosto, and Anthony Fanucci spent with me recently discussing the technology situation in the City of Vineland. We had a chance to discuss not only those challenges, but also the possible role of MRESC's Technology Consulting Services.

As you described it, the City has been involved with a vendor that is having great difficulty in implementing a payroll system. That same vendor is maintaining a new Finance system which it developed and implemented – not perfectly, but adequately. You are not sure about what the next appropriate steps might be or what direction the City could take regarding a payroll system. The pressure to replace the current system comes from its running on an old AS400 computer.

You reached out to me at MRESC for some quick advice and then possible help going forward. While I did have several initial suggestions, you are considering whether the best strategy (and one that, in hindsight, might have been best applied from the beginning), is to utilize a Project Manager that represents the City on this project – to deal with the vendor, implementation, possible changes in procedures, and other issues.

Here is the proposal you requested for our assistance in that role.

## **Information about MRESC's Technology Consulting Services**

The Technology Consulting Services program of Middlesex Regional Educational Services Commission (MRESC) offers impartial services to public agencies throughout the state. MRESC was established in 1977; the TCS Director has been providing these services for 25 years, including previous time with NJIT's Center for Information Age Technology.

Hundreds of municipalities, all 21 counties, and dozens of state agencies have been helped with projects covering planning assessments, vendor liaison, systems integration, specifications and RFPs, vendor and system evaluation, implementation and project management. Many years ago, we completed projects for the City of Vineland and the Vineland School District.

We are very familiar with government functions and processes, as well as the role of technology and dealing with vendors. TCS staff has real-world technology, management and government experience. As a public-sector resource; we are completely vendor-neutral, working strictly on your behalf.

Academy Learning Center • Bright Beginnings Learning Center • Center for Lifelong Learning • Middlesex County Academy • NuView Academy  
Piscataway Regional Day School • Raritan Valley Academy • Interim Alternative Educational Program

Child Study Team & Related Services • Collaborative Educational Services • Cooperative Pricing – Lease Purchase Bidding • Cooperative Transportation  
Home Instruction • Nonpublic School Services • Partnerships for Children with Hearing Loss • Professional Development Academy  
Technology Consulting Services

## **Objectives**

As you described, your ultimate goal is the effective implementation of a new payroll system. This is especially crucial in light of several current situations you mentioned:

- the lack of experience of the vendor in question regarding payroll systems
- the fact that the current payroll system is running on an AS400 which must be replaced
- concern that looking for a new payroll system will affect the vendor's financial system support
- the lack of systems project management expertise on City staff
- the long timeline thus far in the payroll project implementation with no assurance of success
- inability to really understand what the vendor says remains to be done and what their issues are

For all these reasons, you are considering outside project management assistance.

## **Methodology & Deliverables**

We would utilize our technical, governmental, and applications experience. At your direction, we would work on the City's behalf on activities such as, but not limited to, the following:

1. working with the payroll vendor on their implementation, understanding the problems, questioning them as to what they should or could be doing
2. or assisting the City in finding a replacement payroll system to meet its requirements
3. in either case, project manage the implementation of that system
4. working with the respective vendor on implementation
5. helping to manage any systems integration and/or business process review
6. monitor the schedule in terms of City and vendor responsibilities
7. ensure that testing is done properly
8. other activities as deemed necessary by the City

## **References** (additional references can be provided if requested)

- Andrew Mair, County Administrator, Mercer County, (609) 989-6502
- Richard Kunze, Borough Administrator, Borough of Oakland, (201) 337-8111
- Marc Pfeiffer, retired, Deputy Director, N. J. Department of Community Affairs, Division of Local Government Services, (mhpfeiffer@yahoo.com)
- Patricia Hamlin and Ryan Foote, Information Technology, City of Paterson, (973) 321-1200

**Schedule and Fees**

We would be able to start within two weeks of notification of project acceptance.

Efforts on this project would be billed at \$150 per hour, for time expended on your behalf on designated projects at your direction, whether in person or remotely, by phone, email or fax, and at City offices, MRESC offices, vendor sites, or other locations. On-site visits to the City would also entail \$100 travel expenses per trip, and a minimum of three hours billing time.

**Summary**

MRESC's Technology Consulting Services offers unique skills and abilities to serve your needs, and we look forward to working with you. Our experience, skills, and impartiality make our selection an effective way to ensure success.

If you see the need for changes in this proposal, please contact me to discuss. If it is satisfactory, please let me know when the project is approved and we can plan a kickoff meeting.

Thank you for the opportunity to be involved in the City's technology plans.

Sincerely,



Mitchell Darer  
Director, Technology Consulting Services  
Middlesex Regional Educational Services Commission  
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