



Sustainable Jersey's Municipal Technology Strategic Assessment:
Municipal Government & Technology Team Member
Request for Qualifications, **Deadline February 5th**

I. Introduction

Sustainability rests on a foundation of democratic decision making and building strong governance capacity that is commensurate to the scale of our sustainability challenges. Sustainable Jersey launched a comprehensive [Public Information and Engagement Initiative \(PIE\)](#) in 2014 to help its 441 participating communities more effectively engage with their citizens by offering resources, guidance and incentives that will help foster an environment of greater cooperation and trust. The PIE initiative aims to modernize and change the way that municipalities provide key services, communicate important news, manage data and information, and engage with citizens on public decisions. This includes, but is not limited to, utilizing emerging digital and online tools.

Despite the paramount importance of governance capacity in addressing sustainability issues, government in general, and smaller local government in particular, have not made significant changes in how they provide public information, deliver key services, and engage citizens in grappling with common problems and solutions.

II. Project Overview

Sustainable Jersey will provide consulting services to two pilot municipalities transitioning to new forms of communications and engagement through emerging technologies that include digital and online tools. At the end of a two-month period, pilot communities will receive a transition report, or roadmap, that will provide detailed recommendations for strategically incorporating government technologies into their daily operations.

Through a series of meetings with necessary department staff, our consultant will comprehensively assess municipal needs and the current state of operations, identifying data, communications, and civic engagement practices. This will include a more in depth look at the town's over all public engagement goals, as well as what the town has already implemented &/or unsuccessfully tried. The consultant will have a team up to 3 municipal government and civic technology experts to bounce ideas off of and review preliminary findings. These experts will also assist throughout the assessment with research on digital and online public engagement tools that can be incorporated as recommendations into the final report.

The transition report will include related technology and staff costs; technology options that will vary from no to low cost options to those with more bells and whistles; and other necessary resources such as staff time associated with the implementation of digital technologies.

Pilot towns will be chosen based on past experience and interest in incorporating new public engagement technologies into their daily operations, population size, and commitment to providing the necessary resources for the assessment to be completed. Target pilot towns will be one mid-sized and one small municipality within New Jersey.

III. Scope of Work

The following are the expected project outcomes which will be the responsibility of the municipal government and technology team members. The timeline may change, +/- a few weeks:

- Provide input on the development of necessary documents that will be used during the interview and assessment phases, which will include the public engagement goals of the municipality, current and future areas of technological investment, challenges and needs (technological, financial and staff) and suggested technological tools. The consultant will be responsible for developing final drafts of these documents (February 2017);
- Conduct bench marking research and best practice findings from across the nation to inform recommendations (February – April 2017);
- Collaborate with the consultant and other team members to review municipal needs and recommendations for the final transition report (February – April 2017); and
- Provide input on the draft transition report, which will include necessary resources and available technologies for use by the municipalities in order to achieve their technology goals (April - May 2017).

IV. Qualification Considerations

- Quality and strength of past work with local government(s) in New Jersey, specifically in areas of public engagement, communications, and information technology
- Advanced knowledge of current available digital and online tools related to government and civic technology
- Familiarity with Sustainable Jersey and our Public Information & Engagement initiative
- Demonstrated ability to work collaboratively
- Absence of actual or perceived conflicts of interest
- Availability for research and review of drafts as needed, as outlined in this RFQ

V. Timeline and Payment

The contract will begin on or around February 13, 2017 and remain in effect until the completion of the project as agreed upon by Sustainable Jersey and the team. Groundwork to set the stage for the pilots, including input into the pilot town application, the pilot selection process, and development of the strategic assessment documents is underway. Sustainable Jersey anticipates work with the pilot towns to begin by March 1, 2017 and be completed

before the end of the first quarter of 2017, which will include completion of the final transition report.

Payment of the contract for each municipal government & technology team member in the amount of \$3,000 will be made in one payment at the conclusion of the project when the work is complete.

VI. Submission Process

All statements of qualifications must be submitted via email to Lauren Skowronski at skowronl@tcnj.edu by **February 5th at 11:59p.m. EDT** using the Subject line "Municipal Technology Strategic Assessment RFQ – Team Member." A confirmation email will be sent upon receipt of the qualifications. If no email confirmation is sent please call 609-771-3129.

Applications will be reviewed by Sustainable Jersey staff and evaluated based on the qualifications and experience of each applicant. Applicants may be asked to participate in a phone interview.

VII. Submittal Requirements

- Name, contact information and a copy of a current resume.
- Describe the qualifications of the team member to satisfy the requirements of this RFQ. Include information about pertinent prior experience and resources that the team member can bring to this project.
- Availability to start and willingness to commit to the approximate length of this project.