



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 23-188

AUTHORIZING THE AWARD OF A CONTRACT TO NEXTREQUEST FOR ANNUAL RENEWAL OF RECORDS REQUEST MANAGEMENT SOFTWARE LICENSE

WHEREAS, the Borough of Highlands utilizes NextRequest, 548 Market Street, Suite PMB 77522, San Francisco, California for its records request management software; and

WHEREAS, NextRequest has submitted a proposal, dated June 21, 2023, for its annual license in the amount of \$6,945.75, for the term of one (1) year, beginning October 1, 2023 through September 30, 2024; and

WHEREAS, such annual renewal for the support or maintenance of proprietary computer hardware and software may be awarded without public advertising for bids or bidding in accordance with N.J.S.A. 40:A11-5(dd); and

WHEREAS, the proposal includes the following:

- Record Request Management Module & Document Module
- Up to 15 users
- 500 GB Storage
- Redaction (unlimited licenses across NextRequest users)
- Premium Email Monitoring Suite
- Task assignment and tracking
- Training and Onboarding
- Ongoing Email Support
- JLARC Reporting (in Washington); and

WHEREAS, the governing body has determined that it is in the best interest of the Borough to enter into a contract with NextRequest, for the term of one (1) year, beginning October 1, 2023 through September 30, 2024 for renewal of its records request management software annual license, in an amount not to exceed \$6,945.75 in accordance with NextRequest's proposal dated June 21, 2023; and

WHEREAS, certification of availability of funds is hereby provided by the Chief Financial Officer of the Borough of Highlands;

I hereby certify that funds are available as follows: Acct#3-01-20-120-000-252



Patrick DeBlasio, Chief Financial Officer

WHEREAS, in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-1 et. seq., the Municipal Clerk shall publicly advertise notice of this action.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Highlands as follows:

1. A contract is hereby awarded to NextRequest for the annual renewal of the records request management software license, for the term of one (1) year, beginning October 1, 2023 through September 30, 2024, as outlined above for an amount not to exceed \$6,945.75.
2. The contract is awarded without competitive bidding in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(dd). The Mayor and Borough Clerk are hereby authorized to sign said contract.
3. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.
4. The Borough Clerk is hereby directed to publish notice of this award as required by law.

Motion to Approve R 23-188:

	INTRODUCED	SECOND	AYE	NAY	RECUSE	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.

DATE OF VOTE: September 6, 2023

Nancy Tran, Municipal Clerk
Borough of Highlands