

TOWN OF BERNE, NEW YORK

REQUEST FOR PROPOSALS (RFP) 2026-01

Professional Information Technology Services

January 21, 2026

1. Introduction

The Town of Berne, New York (“Town”), is seeking proposals from qualified Information Technology (IT) firms to provide professional IT services, including but not limited to managed services, cybersecurity, network administration, technical support, and related professional consulting services.

This procurement is conducted as a **professional services engagement**, exempt from competitive bidding pursuant to New York General Municipal Law §103, based on the specialized skill, training, and expertise required.

2. Background

The Town of Berne is a municipal corporation located in Albany County, New York. The Town operates multiple facilities and departments, including administrative offices, highway, justice court, and other municipal operations that rely on secure and reliable information technology systems.

3. Scope of Services

The selected firm shall provide professional IT services, which may include:

- Network and systems administration
- Cybersecurity monitoring, assessment, and incident response
- Data backup, disaster recovery, and business continuity planning
- Microsoft 365 / cloud services administration
- Hardware and software support and recommendations
- User support and help desk services
- IT policy and compliance support
- Coordination with cyber insurance requirements
- FOIL-related data security support

- The Town reserves the right to tailor the final scope of services through contract negotiations.
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4. Term of Engagement

The initial term shall be **one (1) year**, with the option for renewal upon mutual agreement and Town Board approval. The Town encourages each firm to incorporate annual price escalation terms into their proposal, should the term of agreement be mutually renewed.

5. Proposal Requirements

Proposals shall include, at a minimum:

1. Firm background and qualifications
 2. Description of experience with NYS municipalities
 3. Proposed scope of services and service levels
 4. Cybersecurity qualifications and certifications
 5. Staffing and availability
 6. Fee structure (hourly, flat fee, or hybrid)
 7. References (minimum of three municipal clients)
 8. Proof of insurance
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6. Evaluation Criteria

Proposals will be evaluated based on:

- Qualifications and experience
- Understanding of municipal IT needs
- Cybersecurity expertise
- Cost effectiveness
- References

The Town reserves the right to interview proposers.

7. Submission Instructions

- a) Proposals must be received by the Town Clerk no later than **FEBURARY 11, 2026, NOON.**

b) Proposals must include executed and notarized Non-collusion Affidavit (see page 4)

c) Proposals are to be submitted in a sealed envelope, clearly marked:

TOWN OF BERNE RPF 2026-1
Professional Information Technology Services
Town Clerk Town of Berne
1656 Helderberg Trail or PO Box 57
Berne, NY 12023

d) Technical questions are to be directed, in writing to:

Town Clerk Town of Berne
1656 Helderberg Trail or PO Box 57
Berne, NY 12023
OR
clerk@berneny.gov

8. Reservation of Rights

The Town reserves the right to reject any or all proposals, waive informalities, and negotiate terms in the best interest of the Town.

9. RFP Non-Collusion Statement

By submitting a proposal in response to this Request for Proposals, the Proposer certifies that the proposal has been prepared independently and without collusion, consultation, communication, or agreement with any other Proposer or competitor for the purpose of restricting competition or fixing prices.

The Proposer further certifies that no attempt has been made, or will be made, to induce any person or firm to submit or refrain from submitting a proposal for the purpose of restricting competition.

Any proposal found to be the result of collusion, consultation, communication, or agreement among Proposers shall be rejected, and the Proposer may be declared non-responsible and disqualified from future procurements, in addition to any other remedies available at law or in equity.

Non-Collusion Affidavit

The undersigned Proposer hereby certifies, under penalty of perjury, that:

1. This proposal has been prepared and submitted without collusion, consultation, communication, or agreement with any other Proposer or competitor relating to prices, scope, terms, or conditions of the proposal.
2. Neither the Proposer nor any of its officers, partners, owners, employees, or agents has entered into any agreement or taken any action in restraint of free competitive bidding in connection with this Request for Proposals.
3. No attempt has been made to influence any Town officer or employee for the purpose of securing favorable treatment in the awarding of a contract.
4. The Proposer understands that the submission of false statements in this affidavit may subject the Proposer to disqualification, contract termination, civil liability, and/or criminal penalties under applicable New York State law.

The undersigned affirms that he/she is duly authorized to execute this affidavit on behalf of the Proposer.

Proposer Name: _____

Authorized Representative (Print): _____

Signature: _____

Title: _____

Date: _____

State of New York)

County of _____) ss.:

On the ____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual executed the instrument.

Notary Signature: _____

Notary Public, State of New York

Printed Name: _____

Commission No.: _____

My Commission Expires: _____