

# County of Passaic

## Board of County Commissioners



*OFFICE OF COUNTY COMMISSIONERS*

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Administrator  
Nadege D. Allwaters, Esq.  
County Counsel  
Louis E. Imhof  
Clerk Of The Board

Date: Jan 21, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING AN AWARD OF CONTRACT TO CARAHSOFT TECHNOLOGY CORP. FOR INFORMATION TECHNOLOGY SERVICES FOR THE DEPARTMENT OF HUMAN RESOURCES, PURSUANT TO N.J.S.A. 40A:11-5 (dd)

THIS RESOLUTION WAS REQUESTED BY:  
HUMAN RESOURCES

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REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

<b>Official Resolution#</b>	
Meeting Date	1/21/2025
Introduced Date	1/16/2025
Adopted Date	
Agenda Item	15.
CAF#	4-01-20-106-001-213
Purchase Req. #	
Result	

Administration and Finance

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COMMITTEE NAME

**RESOLUTION AUTHORIZING AN AWARD OF CONTRACT TO CARAHSOFT TECHNOLOGY CORP. FOR INFORMATION TECHNOLOGY SERVICES FOR THE DEPARTMENT OF HUMAN RESOURCES, PURSUANT TO N.J.S.A. 40A:11-5 (dd)**

**WHEREAS**, the County of Passaic (hereafter “County”) is a government body incorporated pursuant to N.J.S.A. 40:18-1, et seq. and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1 the Board of County Commissioners for the County of Passaic (hereafter “Board”) are vested with decision making powers on behalf of the County; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-5(dd), any contract the amount of which exceeds the bid threshold, may be negotiated and awarded by the Board without public advertising for bids and bidding thereof and shall be awarded by resolution of the Board if, it is for the provision or performance of goods or services for the support or maintenance of proprietary computer hardware and software; and

**WHEREAS**, Carahsoft Technology Corp. provides proprietary information technology services to local governments to assist with the recruitment of employees and provided a quote to the County to provide such services, attached hereto and made part hereof in an amount not to exceed forty-three thousand nine hundred thirty-five dollars (\$43,935.00), which is being recommended for approval by the Deputy Administrator; and

**WHEREAS**, Carahsoft Technology Corp. executed and notarized the County’s Business Entity Disclosure Certification for non-fair and open contracts required pursuant to N.J.S.A. 19:44A-20.8, which is attached to and made part of this resolution; and

**WHEREAS**, funds are available in Account No. 4-01-20-106-001-213 or any other account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in the 2025 and/or subsequent years’ County budget(s), which is attached to and made part of this Resolution; and

**WHEREAS**, this matter was discussed at the January 15, 2025 Administration and Finance Committee, and is being recommended to the Board for approval;

**NOW, THEREFORE LET IT BE RESOLVED**, pursuant to N.J.S.A. 40A:11-5(dd), the Board of County Commissioners of the County of Passaic authorizes an award of contract to Carahsoft Technology Corp. for a term beginning January 1, 2025 and ending December 31, 2025 in an amount not to exceed forty-three thousand nine hundred thirty-five dollars (\$43,935.00) for propriety information technology services related to the recruitment of potential employees, on behalf of the Department of Human Resources.

**LET IT BE FURTHER RESOLVED**, the Clerk to the Board shall print, in the official newspaper, a brief notice stating the nature, duration, service, and amount of the contract to the Carahsoft Technology Corp. and maintain a copy of the resolution on file and available for public inspection in the Office of the Clerk to the Board.

**LET IT BE FURTHER RESOLVED**, that the Clerk to the Board, County Administrator, Deputy County Administrator, Purchasing Agent, County Counsel, and the Director of the Board are authorized to take any other steps necessary to carry out the purpose of this resolution.

KJB

January 21, 2025