



Board of Education

## Bridgewater-Raritan Regional School District

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Peter F. Starrs  
School Business Administrator/Board Secretary

To: Board of Education members  
From: Peter Starrs, School Business Administrator  
Subject: Recommendation of Integrated Asset Management and Help Desk  
Date: May 6, 2022

Pursuant to NJSA 18A:18A-4.5, I am recommending the award for an Integrated Asset Management and Help Desk contract be made to Incident IQ, 519 Memorial Drive SE, Suite B-12, Atlanta, GA 30312, in the amount of \$28,092.42. If approved by the BRRSD Board of Education the contract shall commence effective July 1, 2022.

An RFP was developed with specifications and requirements that would best meet the needs of the district as created by our Technology Department.

The RFP was publicly advertised on Monday, March 28, 2022. The RFP's were due on Wednesday, April 20, 2022. We received a total of 3 responses. The responses were from the following vendors:

1. Astreca
2. Incident IQ
3. Mass Group

The members of the evaluation committee were:

1. Jaimee Kochis, Director of Technology
2. Regina Bradley, Administrative Assistant
3. Katie Ursino, Instructional Technology Specialist
4. Hillary Raszka, Instructional Technology Specialist
5. Patricia Wilson, Purchasing Coordinator (QPA)

This evaluation committee met on April 25, 2022, to review the process and evaluate proposals. Each committee member completed a survey to rank and score the proposals based on the evaluation criteria included with the RFP. The results of each member were then compiled and totaled with the following results:

Astreca	42.4/100
Incident IQ	98.4/100
Mass Group	64.5/100

At this time, we are recommending contracting with Incident IQ.

Please let me know if you need any further information.