

THE TOWNSHIP OF BOONTON

MORRIS COUNTY, NEW JERSEY

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**155 Powerville Road
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5/27/2025

To: Boonton Township Governing Body, Township Administrator Cabana

For: Extra Duty Competitive Contract Proposals Rating Matrix Scores

From: Chief of Police Thomas L. Cacciabeve

To All,

Earlier in the year the Boonton Township Police Department initiated the process to transition to a third-party vendor for staffing outside/extra duty employment. Under BTPD's standard operating procedure, outside duty, or extra duty, is defined as, *"police related employment not performed during normal duty hours, and is conditioned on the actual or potential use of law enforcement powers by a police officer. Extra-duty employment is also referred to as traffic details, special duty or side jobs."*

This process first began with a request from the Boonton Township PBA Collective Bargaining Unit. After personally meeting with CFO Norman Eckstein, Township Administrator Cabana, and other stakeholders, it was decided that in addition to being favorable to the PBA, this transition would also be in the best interest of the entire municipality.

Third-party extra duty management provides several fair and equitable solutions to award extra duty employment to our officers, and it also presents no financial impact to the municipality as all fees are passed on to the contractor. With these considerations in mind, the Township initiated the process to seek competitive contract proposals from qualified vendors. On May 15th, 2025, three competitive contract proposals were received. These competitive contract proposals were from, "Visual Computer Solutions", "Extra Duty Solutions", and "PowerDetails LLC".

A review committee was formed which consisted of CFO Norman Eckstein, Chief of Police Thomas Cacciabeve, and PBA President Kevin Marhefka. A standard rating matrix was used by all three members of the committee to score and rate each individual competitive contract proposal. On May 23rd, 2025 the review committee met to discuss our findings. Our findings revealed that "Visual Computer Solutions" received the highest joint overall score. It is our intention to proceed forward and pursue a contract with VCS.

Please do not hesitate to contact me if any additional clarification or information is needed. Thank you.

Respectfully,
Thomas L. Cacciabeve
Chief of Police
Boonton Township Police Department