

June 6, 2018

SUBJECT: REQUEST FOR PROPOSALS FOR PERFORMANCE OF EXPERT PROFESSIONAL SERVICES FOR THE REVIEW AND DEVELOPMENT OF FACILITY EMERGENCY OPERATIONS PLANS AS REQUESTED ON AN “AS-NEEDED” BASIS DURING 2018-2019 (RFP #52722) ADDENDUM #1

Dear Sir or Madam:

The Port Authority of New York & New Jersey hereby offers to amend the subject Request for Proposal (RFP) letter, dated May 21, 2018, as follows:

RFP Letter

1. On page 4, Section III. Submission Requirements, paragraph E., after the last sentence, insert “Do not include resumes of staff already provided in Requirement D., above.”

The following questions were received from RFP recipient(s). The questions and the corresponding Authority answers are provided for your information and use, as appropriate.

Question #1: Are you seeking an overarching Authority EOP as part of this RFP, that will have standards to cross the facility EOPs?

Answer #1: Yes. The goal of this initiative is to have a common platform across the Authority enterprise with facilities and properties having plans and procedures that are specific to their facility.

Question #2: Are you seeking a specific planner dedicated to each facility?

Answer #2: No, but the Authority would consider proposals that offer discipline specific subject matter experts. For example, an Aviation subject matter expert at the five airports, a Maritime subject matter expert for seaports, etc.

Question #3: Does the Authority want just EOPs updated at each facility that will serve as the overarching document, or is there a possibility that more than just the EOPs will be updated? (i.e. snow plan, etc.)

Answer #3: No, the effort is to generally reorganize planning for the Authority enterprise and integrate and update property and facility specific plans into this framework. Authority plans will be consistent in organization and approach with supplements that reflect the specific needs and unique considerations of each facility/property.

Question #4: Does the Authority also want assistance in updating procedures, operations orders, and supporting documentation?

Answer #4: Not specifically, but recommendations may be made to shape potential future efforts to address them.

Question #5: In the Attachment A, Section III, Task B.2, who will be responsible for gathering documentation from the facilities? Will the Authority gather and provide it, or will the Consultant be responsible for working with each facility directly to request and gather documentation?

Answer #5: This will be a shared responsibility. The Authority Office of Emergency Management will serve as the central hub for coordination, but the selected Consultant will be required to coordinate with facility and property personnel and potentially work on site at these facilities and properties.

Question #6: The link to Attachment D is not working. Can you please provide the link?

Answer #6: Please try to access the solicitation document using Internet Explorer, as the RFP documents are most compatible with that browser.

The date for receipt of proposals for the subject RFP remains 2:00 P.M. on June 12, 2018.

If you have any questions, please contact Ms. Courtney R. Eddington, Senior Contract Specialist, at ceddington@panynj.gov.

Sincerely,

David Gutiérrez, CPPO
Assistant Director
Procurement Department