

THE PORT AUTHORITY OF NY & NJ

PROCUREMENT DEPARTMENT
2 MONTGOMERY STREET, 3RD FL.
JERSEY CITY, NJ 07302

1/6/2014

ADDENDUM # 1

To prospective Proposer(s) on RFP # **35907** for **HOMELESS OUTREACH AND REFERRAL SERVICES AT PORT AUTHORITY BUS TERMINAL (PABT), NEW YORK SIDE OF THE LINCOLN TUNNEL (LT), PARKING LOTS, PARKING GARAGES, AND SURROUNDING FACILITY AREAS**

Due back on 1/14/2014, no later than 2:00PM

I. CHANGES/MODIFICATIONS

The following changes/modifications are hereby made to the solicitation documents:

A. In the RFP section Attachment B Part I- Standard Contract Terms and Conditions for Facility Services Page 26, Section 3, “**Duration**”, paragraph a:

Delete:

a. The term of this Contract shall be for a three (3) year period (the "Base Term") commencing on or about May 1, 2014 at 12:01 a.m. (“the Commencement Date”) and unless sooner terminated or revoked or extended as provided in Paragraph (b) and (c) herein, shall expire on or about May 15, 2017 at 11:59 o’clock p.m. (“Expiration Date”).

and replace with the following:

a. The term of this Contract shall be for a three (3) year period (the "Base Term") commencing on or about September 1, 2014 at 12:01 a.m. (“the Commencement Date”) and unless sooner terminated or revoked or extended as provided in Paragraph (b) and (c) herein, shall expire on or about August 31, 2017 at 11:59 o’clock p.m. (“Expiration Date”).

II. QUESTIONS AND ANSWERS

The following information is available in response to questions submitted by prospective Proposers. The responses should not be deemed to answer all questions, which have been submitted by Proposers to the Port Authority. It addresses only those questions, which the Port Authority has deemed to require additional information and/or clarification. The fact that information has not been supplied with respect to any questions asked by a Proposer does not mean or imply, nor should it be deemed to mean or imply, any meaning, construction, or implication with respect to the terms.

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The Port Authority makes no representations, warranties or guarantees that the information contained herein is accurate, complete or timely or that such information accurately represents the conditions that would be encountered during the performance of the Contract. The furnishing of such information by the Port Authority shall not create or be deemed to create any obligation or liability upon it for any reason whatsoever and each Proposer, by submitting its Proposal, expressly agrees that it has not relied upon the foregoing information, and that it shall not hold the Port Authority liable or responsible therefor in any manner whatsoever. Accordingly, nothing contained herein and no representation, statement or promise, of the Port Authority, its Commissioners, officers, agents, representatives, or employees, oral or in writing, shall impair or limit the effect of the warranties of the Proposer required by this RFP or Contract and the Proposer agrees that it shall not hold the Port Authority liable or responsible therefor in any manner whatsoever.

The Questions and Answers numbering sequence will be continued sequentially in any forthcoming Addenda that may be issued.

<i>Question #1</i>	Will the Port Authority be providing the office space for this program?
<i>Answer #1</i>	In the RFP section Attachment B Part I- Standard Contract Terms and Conditions for Facility Services Page 42, Section 15, “Materials, Supplies and Equipment”, paragraph one, line 6, as stated “Office space shall be provided by the Port Authority for the duration of the Contract at no cost to the Contractor, which will include office furniture only.”
<i>Question #2</i>	If so, is there a rent fee for the space and what is the monthly amount?
<i>Answer #2</i>	See answer #1
<i>Question #3</i>	For the rapid response, is that included with the original budget or is it a separate billing process?
<i>Answer #3</i>	Rapid response is a separate billing process
<i>Question #4</i>	Would it be acceptable to identify the 30 th Street Shelter for the mandatory 10 beds?
<i>Answer #4</i>	As long as it is in the New York Shelter System as per the RFP.
<i>Question #5</i>	Would we be penalized if for some reason we were not fully staffed at all times?
<i>Answer #5</i>	In order to honor the Port Authority contract the successful proposer must be fully staffed as required within the RFP.
<i>Question#6</i>	Regarding the 3 positions, (Management Representative, Program Monitor & Social Service Case Worker) is that for each shift since it is a 24 hour service?

<i>Answer #6</i>	This is not a 24-hour operation. Please refer to Cost Proposal Form for hours of operation for each position. Part II - Cost Proposal Form, “Labor Costs for Mobile Outreach Team Member. Provide homeless outreach, transportation and referral services sixteen (16) hours per day, 365 days per year. Hours of work are 6:00 am –2:00 pm and 3:00 pm – 11:00 pm.”
<i>Question #7</i>	Should we bill the cost of the 10 beds into the budget that we are required to maintain as per the RFP?
<i>Answer #7</i>	See Part II – Cost Proposal Form, Section II. Monthly Management Fee, “The Management Fee shall be full compensation for the cost of the Management Representative, and general contract management and supervision, including but not limited to access to beds, home office expenses, overhead, profit, equipment not furnished by Port Authority, all other expenses in connection with the performance of this Contract, whether or not presently foreseen or foreseeable, other than those charges specifically included above. Please note that the overhead rate shall not include any charges included in Part II above.”
<i>Question #8</i>	Can you be more specific about what you mean in Section 2v (page 17), “Set forth a method of identifying and distinguishing the services provided at PABT/LT”?
<i>Answer #8</i>	All reports must clearly identify, with specificity, where the homeless client was located at PABT/LT, for example, Jane/John Doe, PABT, near the 400 Gates was found sleeping in the doorway.
<i>Question #9</i>	Please provide additional guidance for completing Part II – Cost Proposal Form on page 46. The PS portion of the form is structured with each line representing one position. If each position was one employee working 2,920 estimated hours per year, that would be a seven day workweek and also doesn’t allow for coverage for paid leave days (sick, vacation, etc.). How do we show that more than one employee will be represented in the 2,920 hours and accompanying hourly rate on each line?
<i>Answer #9</i>	In the RFP Part II Cost Proposal Form, “Labor Costs for Mobile Outreach Team Member. Provide homeless outreach, transportation and referral services sixteen (16) hours per day, 365 days per year. Hours of work are 6:00 am –2:00 pm and 3:00 pm – 11:00 pm.” During hours of operation one Program Monitor and one SS Worker is required.
<i>Question #10</i>	Also regarding Part II – Cost Proposal Form, if we wanted to add additional staffing such as psychiatric hours, where should we show those expenses?
<i>Answer #10</i>	All proposer’s must submit a proposal based on the staff requirements within the body of the RFP and any additional

	services shall be billed under, Part II – Cost Proposal Form, Section II. Monthly Management Fee, “The Management Fee shall be full compensation for the cost of the Management Representative, and general contract management and supervision, including but not limited to access to beds, home office expenses, overhead, profit, equipment not furnished by Port Authority, all other expenses in connection with the performance of this Contract, whether or not presently foreseen or foreseeable, other than those charges specifically included above. Please note that the overhead rate shall not include any charges included in Part II above.”
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This communication should be initialed by you and annexed to your Proposal upon submission.

In case any Proposer fails to conform to these instructions, its Proposal will nevertheless be construed as though this communication had been so physically annexed and initialed.

THE PORT AUTHORITY OF NY & NJ

KATHY LESLIE-WHELAN,
ASSISTANT DIRECTOR
COMMODITIES AND SERVICES DIVISION

PROPOSER'S FIRM NAME:

INITIALED: _____

DATE: _____

QUESTIONS CONCERNING THIS ADDENDUM MAY BE ADDRESSED TO
LESLEY BROWN, WHO CAN BE REACHED AT (201) 395-3469 or at
lbrown@panynj.gov.