

THE PORT AUTHORITY OF NY & NJ

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

9/11/2014

ADDENDUM # 1

To prospective Bidder(s) on Bid # 39216 for Provisioning of New Cisco-branded Network Hardware and Software Inclusive of Work Order Based Installation, Configuration, Equipment Staging and/or Factory Acceptance Testing (FAT) Services

Due back on 9/24/2014, no later than 11:00 AM

I. CHANGES/MODIFICATIONS

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

Part IV – Pricing Sheet is deleted and replaced in its entirety with the attached Part IV.

Part II, Section 11 – Specific Bidder’s Prerequisites is deleted and replaced in its entirety with the following language

The Bidder shall currently (*defined as the date of Bid submission*) be

A CISCO Gold Certified Partner with the following three (3) specializations

- MASTER specialization in Collaboration –or – Unified Communication
- ADVANCED specialization in Data Center Architecture
- ADVANCED specialization in Borderless Networks Architecture

-AND-

As of date of Bid Submission the Bidder shall have Achieved Customer Satisfaction Excellence “Gold Star Status”

The Bidder may fulfill this prerequisite if the Bidder can demonstrate to the satisfaction of the Port Authority that the persons or entities owning and controlling the Bidder are, immediately as of prior to the date of the submission of its bid, in the management and operation of a business actually engaged in providing these services to commercial or industrial accounts under contract during that time, or have owned

and controlled other entities which have actually engaged in providing the above described services during that time period.

In the event a bid is submitted by a joint venture the foregoing prerequisites will be considered with respect to such Bid as follows: The prerequisite will be considered satisfied if the joint venture itself, or any of its participants individually, can meet the requirements. If a joint venture which has not been established as a distinct legal entity submits a bid, it and all participants in the joint venture shall be bound jointly and severally and each such participant in the joint venture shall execute the bid and do each act and thing required by this Invitation for Bid. On the original bid and wherever else the Bidder's name would appear, the name of the joint venture Bidder should appear if the joint venture is a distinct legal entity. If the Bidder is a common law joint venture, the names of all participants should be listed followed by the words "acting jointly and severally". All joint venture Bidders must provide documentation of their legal status.

Proof that the above prerequisites are met should be submitted with the bid.

To satisfy the above prerequisites the Bidder shall provide copies of independently verifiable information (i.e. certificates or printouts from Cisco's public website with the complete URL clearly identifiable) that demonstrate Bidder's status as both a CISCO approved Gold Certified Partner VAR with the appropriate specializations at the appropriate levels as well as proof that the Bidder has achieved Gold Star Status in Customer Satisfaction Excellence.

Part V – Specifications

The definition of Engagement Manager in Part V – Section 1 – Specific Definitions is deemed deleted.

The following definitions are deemed inserted to Part V Specifications – Specific Definitions –

- **Engagement Manager / Project Manager** – Person or Person(s) designated by the **Contractor** with responsibility of managing efforts and interfacing with the **Port Authority Technology Managers (TMs)** regarding project scope, design, schedule, assigning requested certified personnel, obtaining signed approval of tasks/milestones from the TMs and when required, providing installation oversight.
- **Optical Engineer** - Cisco does not have a certification for Optical Engineer. An Optical Engineer is considered to be a well versed and experienced Network Engineer on Cisco's family of SONET (Synchronous Optical NETWORK) and DWDM (Dense Wave Division Multiplexer) system offerings. A minimum of three years demonstrated experience working directly on SONET and/or DWDM is required to meet this level of expertise.

- **General Technicians / Non CISCO Certified staff** (with exception of Optical Engineer above) - Non –Cisco certified person or persons to perform work related to the provisioning and deployment of Cisco branded products. Work to include but not be limited to: Un-boxing, racking, power testing, staging, mounting of ancillary equipment, analog circuit trouble shooting and repair, preparing connections to voice gateways, connection of various media to provided Cisco equipment, etc.

The following item is deemed added to Part V – Specifications Section IV, Scope of Work, Process, Roles & Responsibilities, Section 1. General Notes.

1.4 Required Back up / supporting information for Invoices

1.4.1 Services: The Contractor shall provide weekly time sheets for all staff detailing start and end times for each day including time deducted for meal breaks. The weekly time sheet shall show the hours worked per day and for the week. The time sheets shall be reviewed, approved and signed by both Contractor and authorized Port Authority staff. The Contractors invoice shall summarize the weekly hours worked per staff and show the hourly rate of pay as the unit price. The extended price shall be the total of hours worked by staff each week multiplied by the contractual hourly rate of pay. The corresponding weekly time sheets shall accompany the invoice.

1.4.2 Equipment Provisioning : The Contractor shall provide hardware invoices based on quotes submitted and approved by The Port Authority. The quotes shall detail the part number, description, quantity, the list price of the part along with the percentage of discount and discounted price. The extended price must be the discounted cost of the part multiplied by the quantity. Freight shall be identified on a separate line item at actual with supporting documentation. Invoices submitted shall have the quote and Port Authority approval to proceed with the order attached. The invoice submitted cannot exceed the price on the quote.

1.4.3 The contractor shall also provide, on a monthly basis, a master invoice listing detailing all invoices submitted that are both currently open and previously paid.

II. BIDDER'S QUESTIONS AND ANSWERS

The following information is available in response to questions submitted by prospective Bidders. The responses should not be deemed to answer all questions, which have been submitted by Bidders 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 Bidders does not mean or imply, nor should it be deemed to mean or imply, any meaning, construction, or implication with respect to the terms.

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 Bidder, by submitting its Bid, 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 Bidder required by this Bid or Contract and the Bidder 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.

Question #1	Would the Port Authority consider some enhanced solutions for Video Security on your existing network?
Answer #1	This is not required for Bid response.
Question #2	Request for a brief introductory meeting prior to bid submittal.
Answer #2	The Authority will not be granting any introductory meetings prior to bid submittal.
Question # 3	Can you confirm if freight on hardware orders under the new contract will be paid by Port Authority or the discount structure on hardware needs to take freight charges into consideration?
Answer # 3	Freight will be paid by the Authority at actual invoice price and must be documented as such.
Question # 4	How many vendors will be awarded this bid? Will it be one or more than 1?
Answer # 4	It is the Authority's intent to award a single contract to one vendor.
Question #5	What is the criteria on which the bid will be awarded?
Answer # 5	The award will be made to the responsive & responsible bidder with the lowest overall price as indicated in Part IV.
Question # 6	Please describe in more detail the role of the engagement manager?
Answer # 6	See response to I. CHANGES/MODIFICATIONS section above
Question # 7	Are there any resources that are listed being billed on a full time basis?
Answer # 7	No.
Question # 8	What percentage of work performed will be done during normal business hours?
Answer # 8	All work is based on business needs and guided by the operational needs of the facility as mentioned in Part V, Section 3.20. As "Greenfield" work is usually, but not guaranteed to be done during normal business hours.
Question #9	Please describe what "duration of certification" means in the bid.
Answer #9	As indicated in the bid document, the subject text is taken from the CISCO website.

Question #10	Please describe the skill set required for the optical engineer.
Answer #10	See response to I. CHANGES/MODIFICATIONS section above
Question #11	What backup documentation needs to be provided to support invoices for payment on both hardware and services?
Answer #11	See response to I. CHANGES/MODIFICATIONS section above
Question #12	What is the payment terms of all submitted invoices?
Answer # 12	Payment will be made consistent with the terms discussed in Part III – Section 3 – Payment.
Question #13	Please confirm that Cisco SMARTnet is not included as part of this bid.
Answer # 13	Correct.
Question #14	Do references need to be provided as part of the bid submission?
Answer # 14	No.
Question #15	As part of the bid submission, do Cisco Certifications for Engineers need to be provided?
Answer # 15	No. Certification and all associated documentation is required as part of ongoing Contract Administration activities.
Question #16	Do bidders need to have a certain # of Certified Engineers on staff based on each level listed?
Answer # 16	No. However, it shall be noted that Bidders must meet the prerequisites as stated in Part II – Section 11 as revised herein.
Question #17	Section 17. M/WBE Subcontracting Provisions state “The successful Bidder will use good faith efforts to provide for meaningful participation by the Port Authority certified M/WBEs as defined in this document, in the purchasing and subcontracting opportunities associated with this contract, including purchase of equipment, supplies and labor services.” Does the Port Authority have a set limit % that is required to be met?
Answer # 17	No.
Question #18	Is this a set aside for M/WBE?
Answer # 18	No. this Bid is not a M/WBE set aside.
Question #19	Part III-5 Provisioning of Equipment – Does the liquidated damage of 5% of the total equipment apply if there is a backorder and or non-stock of the equipment from the Mfg?
Answer # 19	All waivers to Service Levels must be approved in writing by the Authority.
Question #20	Part IV – 5 Contractors % discount – Is there any special pricing in place today with Cisco for the Port Authority?
Answer # 20	No.

Question #21	Part 1-10 Section 18: If we are not the manufacturer how would we handle attachment 1 A- Certified Environmentally preferable practices
Answer #21	The attachment is for the Bidder's Operations.
Question #22	We are already an approved PA vendor/partner do we have to go through the credential process again?
Answer #22	Yes.
Question #23	The bid specifies Sealed Envelope –Do you want BOTH a hard copy as well as an Electronic (email) copy delivered on or before the bid opening time/date?
Answer # 23	Delivery shall be consistent with Part I, Section 2. Form and Submission of Bid and only those bids that meet the stated requirements will be considered. Note – There is no provision for Electronic / email submission of bids.
Question #24	The bid described a specific envelope was included with the bid – but since this is an electronic delivery to us – is a standard business envelope marked with the Bid # acceptable ?
Answer # 24	Yes. Bidder provided packaging consistent with the requirements in Part I, Section 2. Form and Submission of Bid is acceptable.
Question #25	The bid specifications did NOT include Cisco Smartnet coverage – can you please confirm that the Smartnet is to NOT be included in this bid and the discount off list is therefore NOT applicable to the Smartnet Support services as part of this bid .
Answer # 25	Please see response to question 13.
Question #26	If labor rates for specific Cisco Certification categories called out in the bid specifications are not specifically listed on a qualified State Contract (such as NYS OGS) – is there a limit to the labor rate that can be charged or is it up to the vendor to determine our labor sell price and that will be the allowed price for invoicing purposes if those certifications are required ?
Answer # 26	It is up to the vendor to determine labor rates appropriate to the skill sets described.
Question #27	Can you provide more clarity on what the General Technician means and scope of the work this skill position is expected to perform.
Answer # 27	See response to I. CHANGES/MODIFICATIONS section above
Question #28	Will PANYNJ accept CCIE certified resources that have passed the written test but not the CCIE lab?
Answer #28	No.
Question #29	If a bidder is Cisco approved Gold Certified for the past 5 years, but not “Gold Star Status” will they be disqualified.
Answer # 29	Please see revised prerequisites as stated in I. CHANGES/MODIFICATIONS section above
Question #30	Would the Port Authority of NY & NJ consider extending the due date to Oct 2, 2014?
Answer # 30	At this time, No.

Question #31	Prior to installation of the Cisco hardware and software does the Port Authority require the equipment to be staged before installation?
Answer # 31	Please reference Part V – Section 3.19
Question #32	If yes to the above question, where will the staging phase take place, IE: contractor facilities and or Port Authority facilities?
Answer # 32	Typically at Contractor facilities.
Question #33	What contract vehicle will Port Authority use to purchase the equipment and professional services?
Answer # 33	The award from this solicitation is the intended contract vehicle.
Question #34	Is there a current incumbent contractor performing these services?
Answer #34	Yes.
Question #35	RFP BIDDOC_39216 Identifies Cisco Equipment as being inclusive of, but not limited to purchases of Cisco Network, Teleconferencing, Video Management systems, Access Control Systems and Voice Over IP (VoIP) equipment and software both existing and that may become available during the term of the Agreement. 1.) Would PANYNJ provide a percentage estimate based on the type of Cisco Equipment and software?
Answer # 35	No estimate is available.
Question #36	RFP BIDDOC_39216 requires FAT of all equipment and solutions. 1.) Will PANYNJ provide a facility with a test environment to perform the FAT? 2.) If not and that is provided externally will PANYNJ procure the test environment needed to perform FAT?
Answer # 36	1) No 2) No.
Question #37	RFP BIDDOC_39216 identifies existing Cisco Network equipment. 1.) Is there an existing high-level equipment inventory available for review? 2.) Is there a current map or diagram showing equipment in service, staged and not deployed? 3.) Is there available a current Network Configuration that denotes what protocol's, Security and transports are currently in use? 4.) Does PANYNJ have Network Requirements list of what is needed in the way of protocols, security and transports?
Answer # 37	Relevant and available documentation will be provided to the successful bidder after contract award.
Question #38	RFP BIDDOC_39216 states this will include both current and future technology. 1.) What is PANYNJ strategy on Software Defined Networks and is that being considered in this bid? 2.) What is PANYNJ current IPV6 strategy and requirements if any? 3.) What is PANYNJ Wireless strategy for both VOIP and Mobile devices through the Agency? 4.) What is PANYNJ requirements for POE and is it currently deployed.

<i>Answer # 38</i>	The Authority follows CISCO best practices. No additional information is required for Bid submittal.
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This communication should be initialed by you and annexed to your Bid upon submission.

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

THE PORT AUTHORITY OF NY & NJ
Stacey Willner, MANAGER
IT Procurements

BIDDER'S FIRM NAME: _____

INITIALED: _____

DATE: _____

QUESTIONS CONCERNING THIS ADDENDUM MAY BE ADDRESSED TO S. Willner, WHO CAN BE REACHED AT (201) 395-3343 or at swillner@panynj.gov.