

THE PORT AUTHORITY OF NY & NJ

**PROCUREMENT DEPARTMENT
4 WORLD TRADE CENTER
150 GREENWICH STREET, 21ST FL.
NEW YORK, NY 10007**

3/21/2016

ADDENDUM # 1

To prospective Proposer(s) on RFI #48888 Port Authority of New York And New Jersey Request for Information (RFI) in Background Screening

Due back on 03/27/2017, no later than 2:00PM

I. PROPOSER'S 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/PATH. It addresses only those questions, which the Port Authority/PATH 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 Proposers 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/PATH 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/PATH 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/PATH liable or responsible therefor in any manner whatsoever. Accordingly, nothing contained herein and no representation, statement or promise, of the Port Authority/PATH, 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 Proposal or Contract and the Proposer agrees that it shall not hold the Port Authority/PATH 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.

PS11All

Question #1	What is the anticipated volume of background checks the Port Authority of New York and New Jersey (“Port Authority”) will run per year?
Answer #1	Currently, the Port Authority’s program provides membership for 3 years and has been processing on average 10,000 employees a year (including renewals and new applicants). These are current numbers and there is no guarantee as to the total yearly applicants.
Question #2	In section 5; II. ii the Port Authority is asking about ability to check names against disqualifying databases; can you clarify? In addition to checking names against sanctions databases, etc. do you want the vendor to do adjudication of the results against your guidelines?
Answer #2	During the background screening process, the Port Authority is trying to acquire information on what other checks are able to be run on applicants. The Port Authority is interested in potential vendors explaining what other data bases would be beneficial to check applicant’s against in addition to sanctions databases, if any. Additionally, the vendor may be requested to conduct adjudication against the results to a limited extent.
Question #3	Will you want to launch the background check via your Applicant Tracking System? If so, which system is being used today?
Answer #3	In the current Contract the vendor supplies and maintains the applicant tracking system. Any new Contracts the vendor will be expected to do the same.
Question #4	Are all the Candidates/Employees being checked being hired in the US? Will anyone be hired to work outside the US?
Answer #4	Almost all employees going through the Personnel Assurance Program (PAP) work is conducted within the US. On a rare occasion there may be an exception.
Question #5	Do you want to do a seven (7) year criminal check? If the Candidate/Employee did not live in the US for the last seven (7) years, do you want to verify criminal activity outside the US going back seven (7) years in those countries where it is allowed?
Answer #5	The current program includes a 10-year criminal background check. The Port Authority is interested in hearing all capabilities and proposals, including for a seven (7) year criminal background check, as well as any cost savings associated with shorter time frames. If the applicant did not reside in the US at any point during the time period of the check a criminal history check is conducted outside the US where applicable on a case by case basis.
Question #6	What is the anticipated scope (number of credentials)?
Answer #6	The current program provides a three (3) year membership to approved applicants and has been processing, on average, 10,000 employees a year (including renewals and new applicants). These are current numbers and there is no guarantee as to the total yearly applicants.

Question #7	The RFI talks about PIV solution but will a PIV-I solution also be valid for consideration?
Answer #7	Any respondent proposing a PIV-I solution should explain why and how same may be appropriate. All suggestions are welcome.
Question #8	Will the PIV credential be integrated with a Physical Access (PACS) system? With a Logical Access (LACS) system?
Answer #8	The currently credential is not integrated with a Physical Access (PACS) system or Logical Access (LACS) system. If a proposed product has that capability, please explain.
Question #9	Is FIPS-compliance a requirement for this project?
Answer #9	Not for a response to this RFI. If a proposer feels FIPS-compliance is not a necessary part of a program such as this, proposers are encouraged to submit said explanation in their response.
Question #10	Can you clarify credential verification? Is this professional/trade license verification?
Answer #10	Credential verification is individual's professional licenses, trade licenses, and possibly other degrees or certifications validated.
Question #11	Are you currently using an Originating Agency Identifier (ORI) to run individuals against lists (similar to the FBI Terrorist Screen Center Watch list)?
Answer #11	No.
Question #12	Please define what a "Processing center" is, specifically, does the processing center include Positive identification verification, printing and distributing credentials or just centers that perform each of these functions?
Answer #12	The processing centers do now include Positive Identification Verification, printing, and distributing credentials.
Question #13	Does the remote processing described in Section I.A. iv include registration or just the processing after registration?
Answer #13	During this request for information the Port Authority is looking to obtain information on other possible ways (if any) to conduct PIV and identification card processing. The current process requires applicants to appear in person at a processing center for the PIV process as well as identification card issuance. The authority is looking to obtain information on other ways to conduct this process, if any, that may possibly not require physical appearance at an actual processing center for all applicants.

Question #14	Does the Port Authority require PIV and/or CHBC to comply with any Federal and/or State specifications?
Answer #14	The Port Authority currently requires CHBC to comply with Federal Government 49 CFR 1542 / 1572.
Question #15	Does the Port Authority expect contractors to have and maintain working relationships with Federal and/or State Agencies in support of PIV and CHBC processing?
Answer #15	Yes, the Port Authority expect contractors to have and maintain a working relationship with federal and state agencies including but not limited to: the FBI's Terrorist Screening Center and US Customs and Border Protection.
Question #16	If applicable, does the Port Authority prefer printing of photo identification access control card credentials at local worksites?
Answer #16	Printing can be done on or off site depending on the process proposed. The Port Authority is also interested in the contractor's ability to provide a solution that does not require the production of a card.
Question #17	Does the Port Authority expect to maintain all the technical and customer service functions that currently support operations of the current PAP?
Answer #17	The Port Authority plans to have the Contract continue to maintain the technical and customer service functions that currently support operations of the current PAP.
Question #18	Does the Port Authority intend to use the access control credential for physical access control?
Answer #18	No.
Question #19	Is there a requirement for encoding the access control card using the ISO 14443 standard?
Answer #19	No.
Question #20	Is contact chip encoding required?
Answer #20	No. The Port Authority is interested in obtaining information on possible solutions that require no card issuance at all.
Question #21	In accordance with FIPS do the Port Authority require the issuance process also to be considered when card printing and issuing the card?
Answer #21	Yes.

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

SELENE ORTEGA, MANAGER
COMMODITIES AND SERVICES DIVISION
PROCUREMENT DEPARTMENT

PROPOSER'S FIRM NAME: _____

INITIALED: _____

DATE: _____

QUESTIONS CONCERNING THIS ADDENDUM MAY BE ADDRESSED TO
LESLEY BROWN, WHO CAN BE REACHED AT (212) 435-4648 OR AT
LBROWN@PANYNJ.GOV.