

April 17, 2018

SUBJECT: REQUEST FOR PROPOSALS FOR THE PERFORMANCE OF EXPERT PROFESSIONAL BROKERAGE FIRM SERVICES FOR A CONTRACTOR INSURANCE PROGRAM (RFP# 52778) – ADDENDUM 1

Dear Sir or Madam:

The Port Authority of New York and New Jersey hereby amends the subject Request for Proposals (RFP), dated April 10, 2018, as follows:

In the RFP Letter, page 4, section III. Submission Requirements, item D. Staff Qualifications and Experience, second paragraph, third line, after the phrase “billable employees.”, insert “Complete and submit a Pricing Sheet ([Attachment D](#)).”

The due date for submittal of proposals remains Monday, May 8, 2018 at 2:00 P.M.

If you have any questions, please contact Ms. Jessica Smith, Solicitation Manager, at JLSmith@panynj.gov.

Sincerely,

David Gutiérrez, CPPO
Assistant Director
Procurement Department