

July 12, 2019

SUBJECT: REQUEST FOR PROPOSALS FOR THE PERFORMANCE OF EXPERT PROFESSIONAL RECRUITMENT AND SOURCING RESEARCH SERVICES FOR MULTIPLE STAFFING FUNCTIONS AS REQUESTED ON A “CALL-IN” BASIS DURING 2019 THROUGH 2022 (RFP #57764) – ADDENDUM #4

Dear Sir or Madam:

The Port Authority of New York and New Jersey hereby amends the subject Request for Proposals, dated June 12, 2019 as follows:

RFP Letter

1. In Section I: Proposer Requirements, Letters A, B, C and D, delete item 1 for each functional category in their entirety and replace with the following:

“At least five (5) years of firm experience performing the type of services, within the particular category(ies) for which your firm is applying. The Proposer may fulfill this prerequisite if the Proposer can demonstrate to the satisfaction of the Authority that the persons or entities owning and controlling the Proposer have had a cumulative total of at least five (5) years of experience immediately prior to the date of the submission of its Proposal in the performance of the type of services, within the particular category(ies) for which the Proposer is applying.”

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

Question #1: What are some examples of roles/job titles that will fall under the Information Technology Category listed in the RFP? (Reference Attachment D, Functional Specialty #7)

Answer #1: Roles may be in any of the following technology areas including, but not limited to IT Project Management, Systems/Solutions Architecture, Technology Infrastructure, Operations and Information Security Systems, Cybersecurity, and Customer Services.

Question #2: Will we have access to the hiring managers to ask questions about certain roles to ensure we are finding the right people?

Answer #2: Yes. The internal recruitment project manager facilitates an intake discussion with the hiring manager upon initiation of a search.

Question #3: Are you interested in a partner to sit on site to fill these roles?

Answer #3: No, on site is not required.

Question #4: Regarding “contingent,” are you referring to the type of labor supplies which are to be provided, or pricing (i.e. contingency fee)?

Answer #4: Contingent refers to contingency fees.

Question #5: Can we price Executive Search with a straight fee?

Answer #5: Firms may provide applicable fee structure (flat fee, percentage of annual salary, etc.) with the cost proposal.

Question #6: In the RFP Letter: Proposer Requirements, Letters A, B, C and D, item 1 for each functional category requires that a Proposer have “at least five (5) years of firm experience” for each particular category for which they are applying. I have over 15 years of experience in several industries. Will that be taken into consideration since my company has been around less than three years?

Answer #6: Please see the amendment above.

Please note the date for receipt of proposals for the subject RFP has been changed to 2:00 P.M. on July 19, 2019.

If you have any questions, please contact Ms. Courtney R. Eddington, Solicitation Manager, at ceddington@panynj.gov.

Sincerely,

David Gutiérrez
Assistant Director
Procurement Department