

THE PORT AUTHORITY OF NY & NJ

PROCUREMENT DEPARTMENT
ATTN: BID/PROPOSAL CUSTODIAN
4 WORLD TRADE CENTER
150 GREENWICH STREET, 21ST FLOOR
NEW YORK, NY 10007

REQUEST FOR MBE/WBE EXPRESSIONS OF INTEREST

ISSUE DATE: DECEMBER 4, 2018

TITLE: REQUEST FOR EXPRESSIONS OF INTEREST TO DEVELOP A LIST OF
AVAILABLE AND INTERESTED M/WBE FIRMS RELATED TO THE
PORT AUTHORITY OF NEW YORK AND NEW JERSEY'S
INFORMATION TECHNOLOGY MANAGED SERVICES PROVIDER
SOLICITATION

RFPQ NO.: 55571

**SUBMIT EXPRESSION OF INTEREST FORMS NO LATER THAN THE DUE DATE AND
TIME TO THE EMAIL ADDRESS PROVIDED ON THE FORM**

QUESTIONS DUE BY: DECEMBER 18, 2018 TIME: 3:00 P.M.

DUE DATE: JANUARY 10, 2019 TIME: 2:00 P.M.

CONTACT: JAMES TSAO

PHONE: (212) 435-4635

EMAIL: jtsao@panynj.gov

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Attachments

Exhibit A - M/WBE Expression of Interest Form

INFORMATION FOR RESPONDENTS

1. General Information

The Port Authority of New York and New Jersey (the “Port Authority” or the “Authority”) is an agency of the States of New York and New Jersey, created and existing by virtue of the Compact of April 30, 1921, made by and between the two States, and thereafter consented to by the Congress of the United States. It is charged with providing transportation, terminals and other facilities of trade and commerce within the Port District. The Port District comprises an area of about 1,500 square miles in both States, centering about New York Harbor. The Port District includes the Cities of New York and Yonkers in the State of New York, and the cities of Newark, Jersey City, Bayonne, Hoboken and Elizabeth in the State of New Jersey, and over 200 other municipalities, including all or part of seventeen (17) counties, in the two States. For background with respect to the Port Authority, see www.panynj.gov. Additionally, an electronic version of the Authority’s most recent Annual Report is available at <http://www.panynj.gov/corporate-information/annual-reports.html>.

The Port Authority has released a “Request for Prequalification (RFPQ) to Generate a Pool of Qualified Vendors for Receipt of the Port Authority of New York and New Jersey’s Information Technology Managed Services Provider Solicitation” #55570 to: provide information technology managed services (ITMS) for end-user, desktop, server and storage, database, and cloud support; and recommend and implement a cloud-based information technology service management (ITSM) solution to be used as the backbone for all required ITMS services.

Through this Request for Expressions of Interest, the Port Authority is developing a list of available and interested MBE and WBE firms that are seeking subcontracting opportunities with prequalified vendors of the Port Authority ITMS Provider Solicitation.

2. Developing a List of Interested and Available M/WBE Subcontractors

The Port Authority has a long-standing practice of making its business opportunities available to Minority Business Enterprises (MBEs) and Women-owned Business Enterprises (WBEs) and has taken affirmative steps to encourage such firms to seek business opportunities with the Port Authority. The solicitation resulting from the prequalification will have M/WBE goals included. The Authority currently sets goals at 20% MBE and 10% WBE participation.

To ensure an effective pool of interested and available M/WBE subcontractors, and to provide assistance to prequalified respondents in identifying them, the Authority is seeking interested M/WBE firms to fill out the attached ***EXHIBIT A – M/WBE EXPRESSION OF INTEREST FORM*** and return it electronically to the email address included on the form. A comprehensive list of all responses received will be compiled and provided to all prequalified respondents to the RFPQ.

Please Note:

- Returning this Expression of Interest form does not provide any guarantee of consideration or advantage. Prequalified firms are able to use any firm, whether or not on the list.
- Firms do not need to be currently certified by the Authority to express interest, but to enable the prequalified Contractor selected as a result of a subsequent RFP to meet any stated goals, firms must be certified with the Port Authority.
- Non-Port Authority-certified firms considering certification are encouraged to start the process as soon as possible.
- The Authority is not responsible for errors contained in the responses to the Expressions of Interest, errors in translation or transmission. The Authority will validate the information provided. Certification applications can be submitted online at www.panynjSD.com.
- No guarantees are made as to qualifications, suitability or accuracy of information provided in response to the Expressions of Interest and included in the list. The list of interested and available firms shall be provided to prequalified firms solely as a convenience.

Interested firms are to fill in, sign and return via email, to the email address listed on the form, a completed Exhibit A by the due date and time listed on the cover page.

3. Proposed ITMS Solicitation

A summary of the proposed solicitation that will be issued to prequalified vendors, including a summary of the Scope of Work, Current State Details and anticipated contract start date and duration, is set forth in the separately issued **PREQUALIFICATION #55570 TO GENERATE A POOL OF QUALIFIED VENDORS FOR RECEIPT OF THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY'S INFORMATION TECHNOLOGY MANAGED SERVICES PROVIDER SOLICITATION**, which is available on the Port Authority's website.

4. Vendor Profile

To ensure maximum opportunities, it is vitally important that Respondents keep their vendor profiles up to date with an appropriate e-mail address, as this will enable firms to receive timely notice of advertisements, reminders, solicitations and addenda. Respondents may update their vendor profiles or register as Port Authority Vendors by accessing the online registration system at <https://www.paprocure.com/irj/portal>.

5. Communication Regarding this Request for MBE/WBE Expressions of Interest

All communications concerning this Request for e Expressions of Interest should be directed to the Contacts listed on the cover page. **All questions regarding this Request for Expressions of Interest should be submitted in writing to both of the email addresses listed on the cover page no later than 3:00 p.m. Eastern Time (ET) on December 18, 2018.**

The Contacts are authorized only to direct the attention of prospective Respondents to various portions of this Request for Expressions of Interest so that they may read and interpret such portions themselves.

Neither the Contacts nor any other employee of the Port Authority is authorized to interpret the provisions of this Request for Expressions of Interest or give additional information as to its requirements. If interpretation or other information is required, it will be communicated to prospective Respondents by written addenda and such writing shall form a part of this Request for Expressions of Interest.

EXHIBIT A
EXPRESSION OF INTEREST

INTERESTED M/WBE FIRMS FOR SUBCONTRACTING/SUBCONSULTING OPPORTUNITIES RELATED TO PREQUALIFICATION #55570 TO GENERATE A POOL OF QUALIFIED VENDORS FOR RECEIPT OF THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY'S INFORMATION TECHNOLOGY MANAGED SERVICES PROVIDER SOLICITATION

The solicitation resulting from the prequalification will have M/WBE goals included. The Authority currently sets goals at 20% MBE and 10% WBE participation.

Instruction: Submit one MBE/WBE Expression of Interest form for the "Information Technology Managed Services Provider Solicitation". Fill in all required information below and email your completed form to: Mr. James Tsao at jtsao@panynj.gov.

If your firm is not currently M/WBE certified with The Port Authority of New York and New Jersey, please submit a complete application package by visiting www.panynjSD.com and indicate your application number on this form.

INDICATE CURRENT CERTIFICATIONS:

FIRM NAME: _____

ADDRESS: _____

PRIMARY CONTACT: _____ **Title:** _____

PRIMARY/EMAIL ADDRESS: _____ **TELEPHONE:** _____

SECONDARY CONTACT: _____ **Title:** _____

SECONDARY/EMAIL ADDRESS: _____ **TELEPHONE:** _____

Certification: (MBE, WBE, or MWBE): _____

Certifying Agency: _____

Date of Certification: _____

FOR FIRMS NOT CURRENTLY CERTIFIED WITH THE PORT AUTHORITY OF NY & NJ

Application Number (if applicable): _____