

**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 INFORMATION**

**ISSUE DATE: MARCH 1, 2017**

**TITLE: PORT AUTHORITY OF NEW YORK AND NEW JERSEY  
REQUEST FOR INFORMATION (RFI) IN BACKGROUND  
SCREENING**

**RFI NUMBER: 48888**

**SUBMIT RESPONSE BEFORE THE DUE DATE AND TIME TO THE ABOVE  
ADDRESS**

**QUESTIONS DUE BY: MARCH 14, 2017 TIME: 3:00 PM**

**RESPONSE DUE DATE: MARCH 27, 2017 TIME: 2:00 PM**

**CONTACT: LESLEY R. BROWN  
PHONE: (212) 435-4648  
EMAIL: lbrown@panynj.gov**

## **1. GENERAL INVITATION**

The Port Authority of New York and New Jersey (“Port Authority”) is hereby seeking information from firms who provide comprehensive background screening which may include, but not be limited to positive identity verification (PIV), criminal history record check, active monitoring against security watch lists, and issuance of photo identification in accordance with federal information processing standard (FIPS-201). The Port Authority’s goal is to refine its understanding of current technology and best practices in PIV and background screening procedures as well as to gather ideas for how to reduce associated costs while maintaining the highest standards in access security. The findings from this RFI may be used in guiding the design of a future program or other procurement solutions.

## **2. ABOUT THE PORT AUTHORITY**

The Port 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, terminal 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 New York State, 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 counties, in the two States. The Port Authority manages and/or operates all of the region’s major commercial airports (Newark Liberty International, John F. Kennedy International, Teterboro, LaGuardia and Stewart International Airports), marine terminals in both New Jersey and New York (Port Newark and Elizabeth, Howland Hook and Brooklyn Piers), and its interstate tunnels and bridges (the Lincoln and Holland Tunnels, the George Washington, Bayonne, and Goethals Bridges, and the Outerbridge Crossing), which are vital “Gateways to the Nation.”

In addition, the Port Authority operates the Port Authority Bus Terminal in Manhattan, the largest facility of its kind in the world, and the George Washington Bridge and Journal Square Transportation Center bus stations. A key link in interstate commuter travel, the Port Authority also operates the Port Authority Trans-Hudson Corporation (PATH), a rapid rail transit system linking Newark, and the Jersey City and Hoboken waterfronts, with midtown and downtown Manhattan. A number of other key properties are managed by the agency including, but not limited to, a large satellite communications facility (the Teleport) in Staten Island, and a resource recovery co-generation plant in Newark. Prior to September 11, 2001, the Port Authority’s headquarters were located in the World Trade Center, and that complex is still owned and being partially redeveloped by the Authority.

## **3. CURRENT PROGRAM**

The Port Authority’s policies and procedures require any person contracted to do work for the Port Authority to become a member of the Personnel Assurance Program, as more specifically described below, if their work involves one of the following:

- confidential privileged information;
- confidential information related to security projects;

- access to secure areas; and/or
- access to any mission critical systems.

If an individual's work involves any of these four areas, they must submit an application to become a member of the Personnel Assurance Program and agree to the background screening process. The current contract provider processes all applications, provides real-time Positive Identity Verification (PIV), conducts county, state, federal and foreign (when necessary) Criminal History Record Checks (CHRC), staffs and maintains physical processing centers, prints and distributes FIPS-201 compatible ID credentials for workers that pass screening, and maintains a secure data-server with a web application process. Additionally, to prevent applicant data from going stale, once every 24- hours the active population of the data server passes through the FBI's Terrorist Screening Center's watch list.

#### **4. PORT AUTHORITY GOALS AND OBJECTIVES**

The Port Authority's primary goals and objectives through this RFI are to learn about products and services in the marketplace that will allow the Port Authority to:

- Maintain or enhance the standard of service and level of access security
- Enhance the Personnel Assurance Program (PAP) by ensuring the latest developments in technology are incorporated into the process
- Ensure the Port Authority's PAP meets these stated goals in the most cost efficient manner

The information provided in response to this RFI may be used in guiding the design of a future solicitation, agreement, or other procurement solutions.

#### **5. SUMMARY FOR RFI**

Firms that perform all, some, or any one of the components presently required under the Port Authority's Personnel Assurance Program (PAP) are encouraged to submit a response to this RFI.

Firms that provide technology that supports any of the tasks that comprise the PAP are encouraged to submit information responsive to the RFI.

Firms are encouraged to submit information demonstrating past experience or current capabilities to perform any of the following four tasks that currently comprise the PAP:

- I. Verification of the identity of applicants (Positive Identity Verification or PIV);
- II. Criminal History Record Check (CHRC) of the individual for whom the PIV was performed;
- III. Screening of results of the CHRC against a list of disqualifying crimes; and
- IV. Printing and/or issuing credentials that can be relied upon to demonstrate satisfactory completion of the PAP process.

Specifically, respondents are requested to:

- I. Provide specific examples of how your firm has managed Positive Identity Verification programs in the past, and describe current capabilities and program offerings. Please include, if applicable:
  - A. Firm Experience in maintaining and staffing processing centers to perform personal positive identification verification as well as printing and distributing ID credentials. Please describe your past performance and current ability to provide these types of services using each of the following:
    - i. Multiple physical processing centers.
    - ii. A mobile set up with the ability to change locations daily.
    - iii. One central operations center providing service to a large geographical area.
    - iv. Remote processing where an individual's physical presence is not required.
  - B. Conduct Positive Identity Verification (PIV). Please describe in detail the methodology your firm uses when conducting PIV being sure to address the following:
    - i. How many forms of identification do you require for a PIV?
    - ii. What forms of identification do you accept?
    - iii. Are there any exceptions if an individual is unable to provide the required documentation?
- II. Provide specific details as to your firms Criminal History Background Check program, capabilities and current program offerings, including the following if applicable:
  - A. Methodology for conducting municipal, county, state, federal and foreign background screening. Please explain in detail your firm's method for conducting criminal history record checks. Be sure to address the following:
    - i. How exhaustive are these searches?
    - ii. What is your firm's ability to check applicant's names against disqualifying lists and databases?
    - iii. What is your firm's ability to conduct educational and credential verifications?
    - iv. Describe your firm's ability to conduct ongoing screening of an active population of names against any lists, including but not limited to the FBI's Terrorist Screening Center's watch list.

III. Detail whether your firm has the capability to print and issue photo identification access control card credentials.

- i. Additionally, please describe if your firm is capable of providing a credentialing service that does not require the issuance of a physical identification card.
- ii. Are the credentials Federal Information Processing Standard (FIPS) compliant?

IV. Describe in detail your firm's technical capabilities for maintaining a data clearinghouse system with respect to this RFI. Your description should include capabilities relating to, but not limited to, the following:

- i. Encryption of the web client and server communications;
- ii. Primary and backup server capabilities;
- iii. Redundant and fault tolerant web server infrastructure;
- iv. Web-accessible application entry;
- v. Web-accessible personal contractor identification verification;
- vi. Federal Information Processing Standards (FIPS) ID card production;
- vii. Patching cycle for updates to operating system and applications;
- viii. Whether the proposed solution can adhere to the NIST SP 800-53r4 standards for security information systems; and
- ix. Whether the IT infrastructure of your solution is PCI-DSS compliant.

## **6. RFI SUBMISSION REQUIREMENTS**

The Responder's response to this RFI shall follow the format and order of items, using the same paragraph identifiers, as set forth below.

### **I. LETTER OF TRANSMITTAL**

The Respondent shall submit a letter on its letterhead, signed by an authorized representative of Respondent, stating Respondent's experience and qualifications in meeting the requirements of this RFI. This letter shall include a statement on whether the Respondent is submitting a response as a single entity, a joint venture, or is partnering with another firm in a prime/subcontracting relationship. In all cases, information required for a single entity is required for each participant in a joint venture.

The Letter of Transmittal shall contain:

- (1) Name and address of the Respondent and an original signature on the Letter of Transmittal by an authorized representative on behalf of the Respondent;
- (2) Name(s), title(s) and telephone number(s) of the individual(s) who are authorized to act on behalf of the Respondent;

- (3) Name, title and telephone number of a contact person to which the Port Authority can address questions or issues related to this RFI;
- (4) Name and address of proposed subcontractors which may be necessary to implement your proposed solution, if any;
- (5) If Respondent is a corporation: (a) a statement of the names and residences of its officers, and (b) a copy of its Certificate of Incorporation, with a written declaration signed by the secretary of the corporation, with the corporate seal affixed thereto, that the copy furnished is a true copy of the Certificate of Incorporation as of the date of the opening of the response;
- (6) If Respondent is a partnership: a statement of the names and residences of its principal officers, indicating which are general and which are special partners;
- (7) If Respondent is an individual: a statement of residence;
- (8) If Respondent is a joint venture: information on each of the parties consistent with the information requested above; if the Contract is awarded to a common law joint venture (a partnership of business entities) each member will be jointly and severally liable under the Contract.

## **II. EXECUTIVE SUMMARY**

The Respondent shall submit a summary presenting the major features of its proposed solution or product(s) and how the response satisfies the requirements contained in this RFI, as well as the special competencies and expertise of the Respondent to meet the requirements of this RFI.

## **III. AGREEMENT ON TERMS OF DISCUSSION**

The Respondent shall submit a copy of the "Agreement on Terms of Discussion," signed by an authorized representative of the Respondent. The Agreement on Terms of Discussion format is included as Attachment A and shall be submitted by the Respondent without any alterations or deviations. Any Respondent who fails to sign the Port Authority's Agreement on Terms of Discussion will not have its response reviewed. If the Respondent is a joint venture, an authorized representative of each party must sign the Agreement on Terms of Discussion.

## **7. SUBMISSION OF INFORMATION**

One reproducible original (containing original signatures and clearly designated as such) and seven (7) double-sided copies of the response and six (6) CDs or Flash Drives must be submitted on or before the due date and time in accordance with the information on the cover page of this RFI and sent or delivered to the Bid Custodian at the address specified on the cover page. Each copy of the response as well as the parcel(s) used for shipping must be conspicuously marked with the Respondent's name and address as well as the Respondent's Vendor Number, if available. In addition, the outside of the package must clearly state the title of this RFI, the number of this RFI and

the Response Due Date. Failure to properly label response submissions may cause a delay in identification, misdirection or disqualification of response submissions.

Express carrier deliveries by commercial vehicles can be made via vendors approved by Silverstein Properties, the 4 World Trade Center (4 WTC) Property Manager, through the Vehicle Security Center (VSC). Presently, UPS is the only delivery vendor with approved recurring delivery times.

There is extensive security at the World Trade Center Site. Individuals must present a valid government-issued photo ID to enter 4 WTC. Individuals without valid identification shall be turned away and their packages not accepted. Individuals without packages or carrying small packages or boxes that can be conveyed by hand or on a hand truck may enter through the lobby. All envelopes, packages and boxes may be subject to additional security screening.

There is no parking available at 4 WTC/150 Greenwich Street, and parking in the surrounding area is extremely limited.

The Port Authority assumes no responsibility for delays caused by any delivery service.

Consistent with environmentally preferable procurement practices, the Port Authority requests all documents submitted to be in a form that can be easily recycled (i.e., no plastic covers or binding) and to provide only supporting literature which directly relates to the response being submitted.

## **8. COMMUNICATIONS REGARDING THIS RFI**

All communications concerning this RFI should be directed to the Principal Buyer listed on the cover page. All questions regarding this RFI should be submitted in writing to the Principal Buyer at the address or email address listed on the cover page no later than 3:00 p.m., New York time on March 14, 2017.

The Principal Buyer is authorized only to direct the attention of prospective Respondents to various portions of this RFI so that they may read and interpret such portions themselves.

Neither the Principal Buyer nor any other employee of the Port Authority is authorized to interpret the provisions of this RFI or give additional information as to its requirements. If interpretation or other information is required, it will be communicated to Respondent by written addenda and such writing shall form a part of this RFI.

## **9. PRESENTATION**

At any time after the receipt of responses, the Respondent may be requested to make an informal presentation to staff of the Authority regarding further clarification of the response and/or additional information. The Respondent's presentation should elaborate on their response to the RFI. To facilitate the free flow and exchange of ideas and information, it is our intent to meet with Respondents separately. The Authority will communicate the date, time and place of the presentation(s), if held.

## **10. GENERAL**

Neither the expression of your organization's interest, nor the submission of your organization's qualifications and any documents or other information, nor the acceptance thereof by the Port Authority, nor any correspondence, discussions, meetings or other communications between your organization and the Port Authority, shall impose any obligation or other actions of the Port Authority, its Commissioners, officers, agents, representatives or employees to any further actions of this RFI. Costs of participation or information preparation are not reimbursable or compensable by the Port Authority.

**ATTACHMENT A**  
**PORT AUTHORITY OF NEW YORK AND NEW JERSEY REQUEST FOR**  
**INFORMATION (RFI) IN BACKGROUND SCREENING INCLUSIVE OF POSITIVE**  
**IDENTITY VERIFICATION (PIV), CRIMINAL HISTORY RECORD CHECK, ACTIVE**  
**MONITORING AGAINST THE DEPARTMENT OF HOMELAND SECURITY WATCH**  
**LISTS, AND PHOTO IDENTIFICATION IN ACCORDANCE WITH FEDERAL**  
**INFORMATION PROCESSING STANDARD (FIPS-201)**

**AGREEMENT ON TERMS OF DISCUSSION**

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The Port Authority's receipt or discussion of any information (including information contained in any proposal, vendor qualification(s), ideas, models, drawings, or other material communicated or exhibited by us or on our behalf) shall not impose any obligations whatsoever on the Port Authority or entitle us to any compensation therefor (except to the extent specifically provided in such written agreement, if any, as may be entered into between the Port Authority and us). Any such information given to the Port Authority before, with or after this Agreement on Terms of Discussion ("Agreement"), either orally or in writing, is not given in confidence. Such information may be used, or disclosed to others, for any purpose at any time without obligation or compensation and without liability of any kind whatsoever. Any statement which is inconsistent with this Agreement, whether made as part of or in connection with this Agreement, shall be void and of no effect. This Agreement is not intended, however, to grant to the Port Authority rights to any matter, which is the subject of valid existing or potential letters patent.

Any information (including information contained in any proposal, vendor qualification(s), ideas, models, drawings, or other material communicated or exhibited by us or on our behalf) provided in connection with this procurement is subject to the provisions of the Port Authority Public Records Access Policy adopted by the Port Authority's Board of Commissioners, which may be found on the Port Authority website at: <http://corpinfo.panynj.gov/documents/Access-to-Port-Authority-Public-Records/>. The foregoing applies to any information, whether or not given at the invitation of the Authority.

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

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DO NOT RETYPE.