

THE PORT AUTHORITY OF NEW YORK & NEW JERSEY
Background Qualification Questionnaire Package

INSTRUCTIONS

Introduction:

The Port Authority of New York and New Jersey (“Port Authority”) strives to maintain the highest levels of honesty, integrity, and public trust in all its endeavors. We expect our vendors to cooperate with us to ensure the integrity of our procurement process. The Port Authority’s policy is to award all contracts only to “responsible” vendors. To accomplish this, vendor integrity screenings performed prior to contract award are standard practice. Under certain circumstances, screening is performed through this Background Qualification Questionnaire (“BQQ”) Package.

Failing to follow these instructions may delay or otherwise impact the award or approval of a contract or subcontract to your firm, or result in a finding of non-responsiveness.

Instructions:

- The BQQ must be completed by a KEY PERSON (see Question 13 of the BQQ) who is knowledgeable about the past and present operations of the Company.
- If, and only if, your firm has submitted a BQQ within three years from the date of signature, and there have been NO CHANGES to the previously answered questions, which include changes to the KEY PERSON section, you may submit the Certification of No Change (“CNC”) in lieu of a new BQQ. You must reference the **signature date of the previously submitted BQQ**. If you cannot certify to no change, a new BQQ is required. Only one form should be completed and submitted, either the BQQ or the CNC.
- A BQQ is valid for three years. After three years of date of signature, a new BQQ must be filed.
- A BQQ or CNC, depending on circumstances described above, must be submitted for each award.
- Answer all questions truthfully, fully and accurately. The Company may be required to expand on the answers given. For your convenience, a blank Attachment form has been provided with the BQQ for this purpose. When completing the BQQ, err on the side of full and complete disclosure.
- Please ensure that you submit the most current version of the BQQ Package, which can be downloaded from the Port Authority’s website (<http://www.panynj.gov/inspector-general/inspector-general-programs.html>).
- In order to provide timely processing, after completing the BQQ or CNC, **please sign, notarize, create an electronic scan and email to OIGBQQP@PANYNJ.gov**. **An electronic scan is highly recommended.**
- Receipt of an original hard copy is required. Send the completed BQQ or CNC to the Office of Inspector General, **not to the firm that your Company will be contracting with:**

The Port Authority of NY & NJ, Office of Inspector General
Attn: Fraud Prevention Unit
5 Marine View Plaza, Suite 502, Hoboken, NJ 07030
- No confirmation of receipt will be issued by the OIG. If you wish to have confirmation of receipt, you can arrange that with your selected mail carrier.
- Continued cooperation with the screening process is required, otherwise your firm may be found non-responsive. The Port Authority reserves the right, within its sole discretion, to follow up or seek clarification with respect to any portion of the screening process.

Questions?

Call the Office of Inspector General at (973) 565-4340 and request to speak with a staff member in the Fraud Prevention Unit. Do not submit questions via email.