

THE PORT AUTHORITY OF NY & NJ

**PROCUREMENT DEPARTMENT
2 MONTGOMERY STREET, 3RD FL.
JERSEY CITY, NJ 07302**

August 7, 2013

ADDENDUM # 1

To prospective proposers for Request for Proposals For Cognos Business Intelligence & Planning Development & Support Services Call-In Program During 2014-2016

Due back on August 19, 2013, no later than 2:00PM

I. PROPOSER'S QUESTIONS AND ANSWERS

The following information is available in response to questions submitted by Prospective Proposers. The responses should not be deemed to answer all questions, which have been submitted by Proposer to the Port Authority. It addresses only those questions, which the Port Authority has deemed to require additional information and/or clarification. The fact that information has not been supplied with respect to any questions asked by a proposer does not mean or imply, nor should it be deemed to mean or imply, any meaning, construction, or implication with respect to the terms.

The Port Authority makes no representations, warranties or guarantees that the information contained herein is accurate, complete or timely or that such information accurately represents the conditions that would be encountered during the performance of the Contract. The furnishing of such information by the Port Authority shall not create or be deemed to create any obligation or liability upon it for any reason whatsoever and each Proposer, by submitting its Proposal, expressly agrees that it has not relied upon the foregoing information, and that it shall not hold the Port Authority liable or responsible therefor in any manner whatsoever. Accordingly, nothing contained herein and no representation, statement or promise, of the Port Authority, its Commissioners, officers, agents, representatives, or employees, oral or in writing, shall impair or limit the effect of the warranties of the Proposer required by this Proposal or Contract and the Proposer agrees that it shall not hold the Port Authority liable or responsible therefor in any manner whatsoever.

The Questions and Answers numbering sequence will be continued sequentially in any forthcoming Addenda that may be issued.

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Question #1	What version of Cognos Report Writer do you have?
Answer #1	Version 10.
Question #2	Will you be willing to share any ER diagrams?
Answer #2	No. Any ER diagrams will only be shared with consultants performing work on an individual task order
Question #3	Do you have any environments for “Develop”, “Test” and “Train”?
Answer #3	Yes, we also have a Production environment.
Question #4	What methodology do you use in the design development of reports?
Answer #4	IBM Cognos best practices.
Question #5	How many reports need to be converted?
Answer #5	The total reports to be converted will be specified in the individual task orders.
Question#6	What Data Warehouse Software do you use?
Answer #6	Microsoft MS-SQL Services and IBM Data Manager for ETL.
Question #7	What database do you run on Cognos?
Answer #7	MS-SQL
Question #8	How many uses do we need to support?
Answer #8	See Page 18, Section C, Current Environment, 5 th paragraph.
Question #9	Are the users centralized to one location?
Answer #9	No.
Question #10	What ETL process do you currently use?
Answer #10	IBM Data Manager

Question #11	Is the documentation on the requirements up to date?
Answer #11	Yes.
Question #12	Do we have access to the internal development teams?
Answer #12	Yes, only the consultants working on a specified task order.
Question #13	Do you have a project plan defined for this engagement?
Answer #13	See Page 18, Section C, Current Environment, 4 th and 5 th paragraphs.
Question #14	If so, any go live date?
Answer #14	The “go live” dates will only be shared with Consultants working on the individual task orders.
Question #15	How many firms are competing for this RFP vendor award? Which firms are competing?
Answer #15	The Port Authority does not know how many firms are competing or which firms will be competing for this RFP solicitation until the proposals are received on the Proposal Due Date.
Question #16	The Scope of Services calls for six (6) specific technical skill-sets. Will vendor awards be made to proposers who do not submit candidates for all six (6) skill-sets? For example, can a vendor award be achieved by a firm who can provide only five (5) out of the six (6) technical skill sets?
Answer #16	Please refer to the scope of work as defined in the RFP.
Question #17	How many FTE resources are on Port Authority's internal Cognos BI/TM1 development team?
Answer #17	Eight
Question #18	How many different Cognos BI/TM1 applications does the Port Authority internal development/support team support?
Answer #18	2-4 applications.
Question #19	What % would you estimate for phase 1 and 2 of this program has been completed via outside consultants vs. internal Cognos resources?
Answer #19	100% outside consultants.
Question #20	Has a Vendor Number been assigned to each firm that is responding to this RFP? If yes, what is our firm's Vendor Number?

<i>Answer #20</i>	If a firm was not already added to the Port Authority vendor database before the RFP was solicited, a vendor number will not be assigned unless a proposal is submitted on the Proposal Due Date.
<i>Question #21</i>	What version of Cognos BI is the Port Authority of NY/NJ currently using?
<i>Answer #21</i>	Version 10.1
<i>Question #22</i>	What version of Cognos TM1 is the Port Authority of NY/NJ currently using?
<i>Answer #22</i>	Version 10.1
<i>Question #23</i>	Is the Port Authority of NY/NJ planning any upgrades for the current Cognos BI / TM1 system? If yes, when are you planning to upgrade each application?
<i>Answer #23</i>	No.
<i>Question #24</i>	Are end users allowed to update data in the current environments?
<i>Answer #24</i>	Yes. Planning models require data input fields.
<i>Question #25</i>	Are calculations in the current Cognos TM1 environment done with Rules, TI scripts or both?
<i>Answer #25</i>	Both.
<i>Question #26</i>	Do you anticipate any changes to the way TM1 calculations will be done in future deployments?
<i>Answer #26</i>	No.
<i>Question#27</i>	Under Commercial Liability Insurance of the General Contract Provisions (on page 16), can you please define what it means to “to perform services airside in the absence of an approved escort”?
<i>Answer #27</i>	Airside is defined as any property on the restricted side of the FAA security fence at the airports. This area includes but is not limited to the runways, taxiways, apron, service roads, AOA areas. An approved escort is defined as a fully trained and authorized personnel or firm that has the legal authority from the FAA and the Port Authority to perform such function on airside.
<i>Question#28</i>	Does the 20 page requirement include attached forms?
<i>Answer #28</i>	Each Proposer’s proposal shall not exceed 20 pages including any forms that are required.
<i>Question#29</i>	Does a reproducible copy mean unbound one sided?
<i>Answer #29</i>	A reproducible copy mean duplicate. To clarify; the original

	proposal should be in a condition to make good copies (duplicate). The original proposal and copies should be bounded.
Question#30	Attachment H1 Certified Environmentally Preferable Products/Practices appears to be targeted to supply/product vendors. As RFP 34203 is focused solely on Services, is Attachment H1 required for this RFP?
Answer #30	Attachment H1 Certified Environmentally Preferable Products/Practices is part of this RFP. Although the RFP is pertaining to services, it is good business for the Port Authority to advise their vendors or prospective proposers of the Port Authority Environmental Preferable Products/Practices before doing business.
Question#31	The RFP specifies no guarantee hours or minimum. If the consultant is required on site for a single day, will client cover full T&L or are we limited to the rate quoted (inclusive of expenses)?
Answer #31	See page 27, notes 3 and 4.
Question#32	Is the Port Authority expecting a series of short duration projects or more project oriented work?
Answer #32	See Page 21, Section E of the RFP.
Question#33	Please define the meaning of consultants being available on call? Timing, duration, etc.
Answer #33	The timing and duration of each consultant's engagement will be identified in each individual task order.
Question#34	Can vendors utilize offshore resources for this project? Must all resources be US citizens?
Answer #34	Vendors shall be eligible and legally permitted to perform the work contemplated herein, in the United States of America and shall be fluent (read, write and speak) in the English language.
Question#35	How much lead time is anticipated prior to the start of work for future project or task orders?
Answer #35	The lead time prior to start of any future work will be identified in each individual task order.
Question#36	Is there any background material available on the in-place data warehouse, the current and/or planned monthly budgeting and forecasting process, project financials, delivery risks, and/or grant management processes?

Answer #36	Yes
Question#37	Do you have a list of all the members who attended the pre-proposal meeting on July 31, 2013? If you do, forward that list.
Answer #37	The list of members who attended the pre-proposal meeting on July 31, 2013, please see attached.
Question#38	Is there an incumbent on this project.
Answer #38	There are three incumbent for this RFP.
Question #39	How important are the years of experience?
Answer #39	The Port Authority shall only consider proposals from Proposers demonstrating compliance with the "Proposer Prerequisites" listed in the RFP.

This communication should be initialed by you and annexed to your Proposal upon submission.

In case any Proposer fails to conform to these instructions, its Proposal will nevertheless be construed as though this communication had been so physically annexed and initialed.

THE PORT AUTHORITY OF NY & NJ

KATHY LESLIE WHELAN,
ASSISTANCE DIRECTOR
COMMODITIES AND SERVICES

PROPOSER'S FIRM NAME: _____

INITIALED: _____

DATE: _____

QUESTIONS CONCERNING THIS ADDENDUM MAY BE ADDRESSED TO
LESLEY BROWN, WHO CAN BE REACHED AT (201) 395-3469 or at
lbrown@panynj.gov.