

THE PORT AUTHORITY OF NY & NJ

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

6/10/2014

ADDENDUM # 1

To prospective Proposer on RFP# 38083 for Three-Year Port Authority of New York & New Jersey Group Travel Accident Insurance and Brokerage Services Contract

Due back on June 16, 2014, 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 Proposers 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 RFP 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.

Question # 1	What are the total number of employees in each Class? Please list Classes separately.
Answer # 1	Class 1 – ELEVEN (2 Governors, 9 Commissioners) Class 2 – About 7000 Currently zero for all other classes
Question # 2	How many employees travel over 50 days? Please list separately by Class.

<i>Answer # 2</i>	There are not any employees who travel over 50 days.
<i>Question #3</i>	What is the total number of travel days for all other employees? Please list separately.
<i>Answer # 3</i>	Information is not available. See spreadsheet for historical total number of trips.
<i>Question # 4</i>	Please provide a listing of all international travel for the period July 1, 2013 and July 1, 2014. This list must include the total number of Insureds who traveled, their destination and duration of trip in each country.
<i>Answer # 4</i>	See attached spreadsheet for available data through May 2014 only). Durations are unavailable.
<i>Question # 5</i>	Please provide a listing of all aircrafts owned or lease by the Policyholder.
<i>Answer # 5</i>	There not any aircrafts owned or lease.
<i>Question # 6</i>	Class 1 has the 9 Commissioners and the two Governors. They have normal Business travel coverage, however what is the estimated travel exposure per person?
<i>Answer #6</i>	Information is not available. Commissioners and Governors travel on Port Authority business “as needed”.
<i>Question # 7</i>	Class2- can we obtain the underwriting exposure of all employees, retired employees and Directors that are consultants in addition of the two Directors listed?
<i>Answer # 7</i>	Please see attached spreadsheet for employees and Directors historical travel data for past the year.
<i>Question #8</i>	Class 3 Guest- covers all guest again on a limited basis as above? Please submit estimated number of guest and their travel exposure.
<i>Answer # 8</i>	There is no estimates on the number of gues and their travel exposure. This is a very rare occurrence, typically zero.
<i>Question #9</i>	Class 4- Spouses of class 1 and 2 we need the number of travelers and estimated travel per person?
<i>Answer # 9</i>	There is no estimate. Very rarely occurrence, typically zero.
<i>Question #10</i>	Class 5- Please submit a list of air craft used/owned/leased by Port Authority and any New York or New Jersey State owned aircraft they may use. Please submit the estimated number of planes or helicopters, pilots, crew members and average number of passengers and hours flown?
<i>Answer #10</i>	Zero owned or leased aircraft.
<i>Question #11</i>	Also what is the estimated hours and type of aircraft used for aerial photography?
<i>Answer #11</i>	Zero hours.
<i>Question #12</i>	Class 6- all contractors- what is the estimated underwriting exposure? It appears that the policyholder submit reports with the contractor’s eligible number for coverage.

Answer #12	Typically contractors do not have this coverage when working for Port Authority. This provision will rare, if ever, apply.
Question #13	Class7- All temporary volunteers are there any estimate of individuals and estimated time they volunteer?
Answer #13	There are not any temporary volunteers who are covered under this policy.
Question #14	The contract provides war risk. Is there any foreign exposure and what countries are your people traveling to, duration of trip and number of employees?
Answer #14	Country list for future trips are not available (see spreadsheet for historical destinations). International trips estimated at between 20-30 total per year, typically 1-3 employees per trip, duration will vary between 1-2 weeks (most under a week).
Question #15	Claims experience for three year term of policy expiring July 15, 2014.
Answer #15	There are no losses in last policy term.
Question #16	Total number of employees to be covered.
Answer #16	There are approximately 7000 employees to be covered.
Question #17	Are there any insureds persons over age 70? Yes____ a. If yes, please list employee class, date of birth
Answer # 17	There is not any insured person over the age of 70.
Question #18	Number of travel days by covered class a. Class 1 - # of travel days _____? b. Class 2 - # of travel days _____? c. Class 3 - # of travel days _____? d. Class 4 - # of travel days _____? e. Class 5 - # of travel days _____? f. Class 6 - # of travel days _____? g. Class 7 - # of travel days _____?
Answer#18	We do not have estimated future travel days by class. Please see historical travel data (Lesley, this is the spreadsheet I forwarded earlier).
Question #19	Do any employees employed in the United States travel outside of the United States? a. YES ___ NO____ b. If Yes, please indicate to the best of your ability the total number of employees that travel overseas on business, the countries frequently visited and the total number of days spent in each country. c. Total Number of employees traveling overseas d. Countries visited?

	e. f. g. Total # of days spent in each country? h. i. Are there any owned, leased or operated aircraft?
Answer#19	Do any employees employed in the United States travel outside of the United States? a. YES b. International travel averages 20-30 trips per year. Trips vary between 1-2 weeks in duration (most are under 1 week). Please see historical travel data for countries frequented. c. 20-30 per year d. see response b e. f. g. see response to b h. i. There are not any owned, leased, or operated aircraft.

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
ASSISTANT DIRECTOR
COMMODITIES AND SERVICES DIVISION

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.

	TOTAL # OF TRIPS*	DIRECTORS & ABOVE INTERNATIONAL	DIRECTORS & ABOVE DOMESTIC (Please note that Canada is considered Domestic Travel)	OTHER STAFF INTERNATIONAL	OTHER STAFF DOMESTIC (Please note that Canada is considered Domestic Travel)
2008					
May	49	2	4	8	35
June	44	1	3	1	39
July	60	2	4	4	50
August	36	0	6	1	29
September	19	0	1	3	15
October	47	1	5	1	40
November	33	0	3	2	28
December	54	1	4	4	45
	342	7	30	24	281

*Each "trip" includes only one person. Multiple persons traveling together to the same destination is counted as multiple trips.

2009					
January	25	1	3	0	21
February	25	0	5	0	20
March	23	0	3	0	20
April	29	1	4	3	21
May	25	0	2	3	20
June	20	0	5	3	12
July	10	0	2	0	8
August	15	0	3	5	7
September	12	0	4	1	7
October	26	1	6	2	17
November	10	0	0	1	9
December	21	0	5	2	14
	241	3	42	20	176

2010					
January	15	0	3	2	10
February	19	0	2	2	15
March	19	1	3	2	13
April	24	1	3	2	18
May	18	1	2	2	13
June	24	0	1	6	17
July	13	0	3	2	8
August	20	1	4	3	12
September	13	0	1	0	12
October	22	2	4	3	13
November	12	0	3	1	8
December	29	0	7	7	15
	228	6	36	32	154

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	TOTAL # OF TRIPS*	DIRECTORS & ABOVE INTERNATIONAL	DIRECTORS & ABOVE DOMESTIC	OTHER STAFF INTERNATIONAL	OTHER STAFF DOMESTIC
2011					
January	10	0	0	3	7
February	17	0	4	0	13
March	25	0	4	1	20
April	28	0	6	2	20
May	17	1	1	3	12
June	26	0	2	2	22
July	34	1	2	2	29
August	23	0	3	2	18
September	22	0	4	3	15
October	18	1	4	1	12
November	13	0	0	2	11
December	24	0	7	3	14
	257	3	37	24	193

*Each "trip" includes only one person. Multiple persons traveling together to the same destination is counted as multiple trips

2012					
January	13	1	1	2	9
February	21	0	2	0	19
March	20	0	4	0	16
April	31	0	5	2	24
May	33	2	3	3	25
June	29	0	4	2	23
July	20	0	1	1	18
August	23	0	5	2	16
September	10	0	0	2	8
October	27	2	1	1	23
November	12	0	0	3	9
December	35	0	7	3	25
	274	5	33	21	215

2013

January	14	0	3	1	10
February	19	0	3	2	14
March	29	0	6	1	22
April	23	0	0	1	22
May	16	0	0	1	15
June	25	1	3	1	20
July	32	0	7	4	21
August	23	0	2	0	21
September	11	0	0	1	10
October	33	2	4	2	25
November	5	0	0	0	5
December	28	0	0	1	27
	<hr/> 258	<hr/> 3	<hr/> 28	<hr/> 15	<hr/> 212

2014

January	7	0	1	1	5
February	22	0	0	2	20
March	23	0	5	1	17
April	27	0	1	4	22
May	0	0	0	0	0
June	0	0	0	0	0
July	0	0	0	0	0
August	0	0	0	0	0
September	0	0	0	0	0
October	0	0	0	0	0
November	0	0	0	0	0
December	0	0	0	0	0
	<hr/> 79	<hr/> 0	<hr/> 7	<hr/> 8	<hr/> 64

**DIRECTORS
INTERNATIONAL TRIPS
DESTINATION**

May 2008
1. Kobe, Japan
2. Hamilton, Bermuda

June 2008
1. London, England

July 2008
1. Brussels, Belgium
2. Rotterdam, Netherlands

August 2008
1. No Trips

September 2008
1. No Trips

October 2008
1. London, England
Zurich, Switzerland

November 2008
1. No Trips

December 2008
1. Tokyo, Japan
Seoul, Korea
Dalian, China
Hong Kong
Taipei, Taiwan R.O. C.
Singapore
Mumbai, India

**OTHER STAFF
INTERNATIONAL TRIPS
DESTINATION**

May 2008
1. London, England
Zurich, Switzerland
2. Hamilton, Bermuda
3. Kobe, Japan
4. Kobe, Japan
5. Kobe, Japan
6. Kobe, Japan
7. London, England
Madrid, Spain
8. Hamilton, Bermuda

June 2008
1. Kobe, Japan

July 2008
1. London, England
2. London, England
3. Ostrava, The Czech Republic
4. London, England

August 2008
1. Ostrava, The Czech Republic

September 2008
1. Ljubljana, Slovenia
Moscow, Russia
2. Nottingham, England
3. Bonn, Germany

October 2008
1. London, England
Zurich, Switzerland

November 2008
1. Kuala Lumpur, Malaysia
2. London, England
Zurich, Switzerland

December 2008
1. Athens, Greece
2. Osaka, Japan
3. Tokyo, Japan
Seoul, Korea
Dalian, China
Hong Kong
Taipei, Taiwan R.O. C.
Singapore
Mumbai, India
4. Kabul, Afghanistan

DIRECTORS INTERNATIONAL TRIPS DESTINATION		OTHER STAFF INTERNATIONAL TRIPS DESTINATION	
January 2009	1. Paris, France	January 2009	1. No Trips
February 2009	1. No Trips	February 2009	1. No Trips
March 2009	1. No Trips	March 2009	1. No Trips
April 2009	1. Zurich, Switzerland London, England	April 2009	1. London, England 2. Kobe, Japan 3. Kabul, Afghanistan
May 2009	1. No Trips	May 2009	1. Nottingham, England 2. Paris, France 3. Zurich, Switzerland London, England
June 2009	1. No Trips	June 2009	1. Islamabad, Pakistan 2. London, England 3. London, England
July 2009	1. No Trips	July 2009	1. No Trips
August 2009	1. No Trips	August 2009	1. Athens, Greece 2. Paris, France; London, England 3. London, England 4. Nuremberg, Germany
September 2009	1. No Trips	September 2009	1. Hamilton, Bermuda
October 2009	1. London, England; Zurich, Switzerland	October 2009	1. Beijing, China 2. Kobe, Japan
November 2009	1. No Trips	November 2009	1. London, England; Zurich, Switzerland
December 2009	1. No Trips	December 2009	1. Vitoria, Spain 2. Zurich, Switzerland

DIRECTORS INTERNATIONAL TRIPS DESTINATION		OTHER STAFF INTERNATIONAL TRIPS DESTINATION	
January 2010	1. No Trips	January 2010	1. Vitoria, Spain 2. Kobe, Japan
February 2010	1. No Trips	February 2010	1. Vitoria - Gasteiz, Spain 2. Kabul, Afghanistan
March 2010	1. Marseille, France; Geneva, Switzerland; Stockholm, Sweden; Hamburg, Germany; Copenhagen, Denmark	March 2010	1. Penig and Nuremberg, Germany 2. Marseille, France; Geneva, Switzerland; Turin It Caselle, Italy; Copenhagen, Denmark; Hamburg, Germany
April 2010	1. Beijing, China	April 2010	1. Vitoria, Spain 2. Madrid, Spain
May 2010	1. London, England	May 2010	1. Bilbao, Spain 2. Dubai, United Arab Emirates
June 2010	1. No Trips	June 2010	1. Vitoria, Spain 2. Chatillion, France 3. Chatillion, France 4. Chatillion, France 5. Kobe, Harima and Nagasaki, Japan 6. London, England
July 2010	1. No Trips	July 2010	1. Tel-Aviv, Isreal 2. Bonn, Penig and Geissen, Germany
August 2010	1. Leipzig, Frankfurt, Germany; Amsterdam, The Netherlands London, England	August 2010	1. Berlin, Germany 2. La Coruna and Vitoria, Spain 3. Kobe and Harima, Japan
September 2010	1. No Trips	September 2010	1. No Trips
October 2010	1. Halifax, Nova Scotia 2. London, England; Zurich, Switzerland	October 2010	1. Berlin, Germany 2. Votoria and LaCoruna, Spain 3. London, England
November 2010	1. No Trips	November 2010	1. London, England; Zurich, Switzerland
December 2010	1. No Trips	December 2010	1. Barcelona, Spain 2. Prague, Czech Republic 3. Barcelona, Spain 4. London, England 5. Chatillion, France 6. Chatillion, France

7. London, England

DIRECTORS INTERNATIONAL TRIPS DESTINATION		OTHER STAFF INTERNATIONAL TRIPS DESTINATION	
January 2011	1. No Trips	January 2011	1. Le Chatillion, France 2. Kobe, Harima and Nagasaki, Japan 3. Le Chatillion, France
February 2011	1. No Trips	February 2011	1. No Trips
March 2011	1. No Trips	March 2011	1. Melbourne, Australia
April 2011	1. No Trips	April 2011	1. Kobe, Harima and Nagasaki, Japan 2. Castelnuovo Scott, Italy
May 2011	1. London, England; Zurich, Switzerland	May 2011	1. Ostrava, Czech Republic 2. Tunis, Tunisia 3. London, England
June 2011	1. No Trips	June 2011	1. London, England; Zurich, Switzerland 2. London, England
July 2011	1. London, England; Leipzig and Frankfurt Germany; Amsterdam and Rotterdam, Netherlands	July 2011	1. Tel-Aviv, Israel 2. Amsterdam, Netherlands
August 2011	1. No Trips	August 2011	1. Singapore, Singapore 2. Paris, France
September 2011	1. No Trips	September 2011	1. Gothenburg, Sweden 2. Paris, France 3. Paris, France
October 2011	1. London, England; Zurich, Switzerland	October 2011	1. Venice, Italy
November 2011	1. No Trips	November 2011	1. Berlin, Germany 2. London, England; Zurich, Switzerland
December 2011	1. No Trips	December 2011	1. Krakow, Poland 2. Rotterdam, Netherlands 3. Tel-Aviv, Israel

DIRECTORS INTERNATIONAL TRIPS DESTINATION		OTHER STAFF INTERNATIONAL TRIPS DESTINATION	
January 2012	1. Abu Dhabi, United Arab Emirates; London, England	January 2012	1. Singapore, Singapore 2. Abu Dhabi, United Arab Emirates; London, England
February 2012	1. No Trips	February 2012	1. No Trips
March 2012	1. No Trips	March 2012	1. No Trips
April 2012	1. No Trips	April 2012	1. Haifa, Israel 2. Le Chatillion, France
May 2012	1. London, England 2. London, England; Zurich, Switzerland	May 2012	1. London, England 2. Pordenone, Italy 3. Le Chatillion, France
June 2012	1. No Trips	June 2012	1. Bonn, penig and Geissen; Germany 2. London, England; Zurich, Switzerland
July 2012	1. No Trips	July 2012	1. London, England
August 2012	1. No Trips	August 2012	1. Barcelona, Spain 2. Brussels, Belgium
September 2012	1. No Trips	September 2012	1. Pordenone, Italy 2. Hamilton, Bermuda
October 2012	1. Brussels, Belgium 2. London, England	October 2012	1. Le Chatillion, France
November 2012	1. No Trips	November 2012	1. Abu Dhabi, United Arab Emirates 2. Le Chatillion, France 3. London, England
December 2012	1. No Trips	December 2012	1. Pordenone, Italy 2. Le Chatillion, France 3. Tokyo, Nagasaki and Kobe, Japan

DIRECTORS INTERNATIONAL TRIPS DESTINATION		OTHER STAFF INTERNATIONAL TRIPS DESTINATION	
January 2013	1. No Trips	January 2013	1. London, England
February 2013	1. No Trips	February 2013	1. Pordenone, Italy 2. San Juan, Puerto Rico
March 2013	1. No Trips	March 2013	1. Pordenone, Italy
April 2013	1. No Trips	April 2013	1. Pordenone, Italy
May 2013	1. No Trips	May 2013	1. Geneva, Switzerland
June 2013	1. Halifax, Nova Scotia, Canada	June 2013	1. Pordenone, Italy
July 2013	1. No Trips	July 2013	1. Munich, Germany 2. Tel-Aviv, Israel 3. Pordenone, Italy 4. Bagram, Afghanistan
August 2013	1. No Trips	August 2013	1. St. Hyacinthe, Canada
September 2013	1. No Trips	September 2013	1. Pordenone, Italy
October 2013	1. Marseille and Geneva, Europe 2. Vancouver, Canada	October 2013	1. Pordenone, Italy 2. Marseille and Geneva, Europe 3. Toronto & Montreal, Canada
November 2013	1. No Trips	November 2013	1. No Trips
December 2013	1. No Trips	December 2013	1. Toronto, Canada

* As of 4/2013 trips to Canada are consider International

DIRECTORS INTERNATIONAL TRIPS DESTINATION		OTHER STAFF INTERNATIONAL TRIPS DESTINATION	
January 2014	1. No Trips	January 2014	1. Toronto, Canada
February 2014	1. No Trips	February 2014	1. Copenhagen, Denmark 2. Quebec, Canada

March 2014 1. No Trips

April 2014 1. No Trips

March 2014 1. San Salvador, El Salvador

- April 2014
1. Pordenone, Italy
 2. Ben Gurion Airport, Israel
 3. Ben Gurion Airport, Israel
 4. Ben Gurion Airport, Israel