

THE PORT AUTHORITY OF NY & NJ
PROCUREMENT DEPARTMENT
TWO MONTGOMERY STREET, 3RD FLOOR
JERSEY CITY, NJ 07302

Date: March 23, 2015

ADDENDUM #2

To prospective Proposers to Request for Proposals (RFP) # 41681: Enterprise Risk Management (ERM)/Governance Risk Compliance (GRC) Software Solution

Proposals due April 10, 2015, no later than 2:00 PM

CHANGES

1. RFP Cover Page: Replace the Cover Page with the updated Cover Page attached to this Addendum #2.
2. Page 8, Section C(Deadline for Receipt of Proposals): Replace the second paragraph of this Section as follows:

“The Port Authority assumes no responsibility for delays, including, but not limited to, delays caused by any delivery services, building access procedures, or security requirements. A Postmark by the due date shall not substitute for the actual Proposal receipt.”

3. Page 8, Section E (Submission of Proposals): Replace the entire Section E as follows:

“One reproducible original (containing original signatures and clearly designated as such) and ten double-sided copies of the proposal must be submitted on or before the due date and time in accordance with the information on the cover page of this RFP and sent or delivered to the Proposal Custodian at the address specified on the cover page. Each copy of the proposal as well as the parcel(s) used for shipping must be conspicuously marked with the Proposer’s name and address as well as the Proposer’s Vendor Number, if available. In addition, the outside of the package must clearly state the title of this RFP, the number of this RFP and the Proposal Due Date. Failure to properly label proposal submissions may cause a delay in identification, misdirection or disqualification of proposal submissions.

“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 proposal being submitted.

“There is extensive security at the World Trade Center Site. You must present a valid government-issued photo ID to enter 4 WTC/150 Greenwich Street. Individuals without packages or carrying small packages, envelopes or boxes that can be conveyed by hand or on a hand truck may enter through the lobby. All packages, envelopes 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.

“Express carrier deliveries by commercial vehicles will only be made via vendors approved by Silverstein Properties, the WTC Property Manager, through the Vehicle Security Center (VSC). Presently, UPS is the

only delivery vendor with approved recurring delivery times. UPS makes deliveries to 4 WTC around 9:30 a.m. each day. Please plan your submission accordingly.

“As additional express carriers may be approved by Silverstein Properties and scheduled for recurring delivery times with the VSC, this information may be updated.

“Under certain circumstances, a solicitation may allow for a commercial vehicle to be approved to make a delivery in accordance with the VSC procedures. If applicable, the specific solicitation document will include that information.

“PROPOSERS SHALL SUBMIT COST PROPOSALS (INCLUDING ALL PRICE FORMS) IN A SEPARATELY MARKED ENVELOPE AS DIRECTED IN SECTION 8.F.13, BELOW.”

CLARIFICATION:

As of March 30, 2015, the Procurement Department will be located at 4 World Trade Center (4 WTC) located at 150 Greenwich St., 21st Floor, New York, New York, 10006.

PLEASE READ THE FOLLOWING DELIVERY REQUIREMENTS CAREFULLY. Proposers assume all responsibility for delays or problems in delivery.

<p><u>Starting on March 30, 2015</u>, proposal submissions will be received at:</p>
<p>The Port Authority of NY & NJ Attention: Proposal Custodian Procurement Department 150 Greenwich Street, 21st Floor New York, NY 10006</p>
<p>At this address, proposals will only be accepted via the United States Postal Service, UPS or hand delivery.</p> <p>Clearly mark the solicitation number on the outermost package.</p>

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 NEW YORK & NEW JERSEY

CARMEN REIN
GENERAL MANAGER

PROPOSER'S NAME: _____
INITIALED: _____
DATE: _____

QUESTIONS CONCERNING THIS ADDENDUM MAY BE ADDRESSED TO JAMES SUMMERVILLE:
jsummerville@panynj.gov, 201-395-3454

THE PORT AUTHORITY OF NY & NJ

PROCUREMENT DEPARTMENT
ATTENTION: PROPOSAL CUSTODIAN
PROCUREMENT DEPARTMENT
150 GREENWICH STREET, 21ST FLOOR
NEW YORK, NY 10006

REQUEST FOR PROPOSALS

ISSUE DATE: March 9, 2015

TITLE: REQUEST FOR PROPOSALS FOR AN ENTERPRISE RISK
MANAGEMENT (ERM)/GOVERNANCE RISK COMPLIANCE
(GRC) SOFTWARE SOLUTION

RFP NO.: 41681

**SUBMIT PROPOSALS NO LATER THAN THE DUE DATE AND TIME TO THE ABOVE
ADDRESS. NO PROPOSALS WILL BE ACCEPTED BEFORE MARCH 30, 2015.**

QUESTIONS DUE BY: MARCH 16, 2015 TIME: 2:00 P.M.

PROPOSAL DUE DATE: APRIL 10, 2015 TIME: 2:00 P.M.

CONTACT: JAMES SUMMERVILLE, PR. CONTRACTS SPECIALIST

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EMAIL: jsummerville@panynj.gov