

**THE PORT AUTHORITY OF NY & NJ
PROCUREMENT DEPARTMENT
4 WORLD TRADE CENTER
150 GREENWICH STREET, 21ST FLOOR
NEW YORK, NY 10007**

Date: December 29, 2015

ADDENDUM #2

To prospective Respondents to Request for Prequalification (RFPQ) # 44430: Identity Management and Credentialing System

Responses due on January 8, 2016, no later than 2:00 PM EST

CHANGES:

1. **Section 4.1 (Minimum Experience of the Firm)**: Add the following language as a second paragraph in this subsection:

“If the Respondent intends to utilize a subcontractor, the Authority will consider the relevant experience of the subcontractor in determining whether the Respondent has met the experience requirement set forth in this subsection. In the event that a Respondent satisfies the minimum experience requirement based on the experience of a subcontractor, the Port Authority will reevaluate its decision to prequalify the Respondent if the proposed subcontractor arrangement is withdrawn by the Respondent. If the Respondent is a joint venture, the Authority will consider the experience of each of the joint venture partners in determining whether the Respondent has met the minimum experience requirement set forth in this subsection.”

QUESTIONS AND ANSWERS

The following information is made available in response to questions submitted by prospective Respondents to the Port Authority of New York and New Jersey’s (the “Port Authority”) RFPQ to prequalify firms to receive a Request for Proposal (RFP) for the acquisition, installation and maintenance of an identity management and credentialing system. It addresses only those questions that 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 Respondent does not mean or imply anything (nor should it be deemed to have any meaning, construction or implication) with respect to the terms and provisions of the RFPQ, which will be construed without reference to such questions.

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 Respondent, by submitting its response, 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, orally or in writing, shall impair or limit the effect of the warranties of the Respondent required by this RFPQ and the Respondent agrees that it shall not hold the Port Authority liable or responsible therefor in any manner whatsoever.

	Question/Request	Answer
1	Provide more information regarding the Information Security Awareness and Education training program. Who is required to attend (salespeople, technicians, developers, etc.)?	<p>The Response to the RFPQ shall identify the Respondent’s designated Security Information Manager (SIM), who will be responsible for ensuring the prequalified Respondent’s compliance with the Port Authority’s Information Security Requirements, identifying members of Respondent’s team, including but not limited to all subcontractors, who will need access to documents, and ensuring that those members have passed the requisite background checks and have completed the requisite forms.</p> <p>If the Port Authority determines that a particular Respondent has satisfied the minimum experience requirements set forth on page 4 of the RFPQ, the Respondent’s SIM shall then attend the Information Security Awareness and Education training program. The Port Authority expects the trained SIM to train other members of the prequalified Respondent’s team to handle all Protected Information in accordance with the Port Authority’s security requirements. See the <i>Port Authority of NY & NJ Information Security Handbook</i>, October 15, 2008, corrected as of November 14, 2013 (http://www.panynj.gov/business-opportunities/pdf/Corporate-Information-Security-Handbook.pdf) for guidelines and uniform processes and procedures for the identification, handling, receipt, tracking, care, storage and destruction of Protected Information.</p> <p>All members of the prequalified Respondent’s team, including but not limited to subcontractors, who will have any access to the</p>

		RFP shall be trained in the processes governing the identification, handling, receipt, tracking, care, storage and destruction of Protected Information.
2	Provide more details regarding the desired Identity Management and Credentialing Issuance System. Are you seeking a server/client model or cloud-based model? Are you seeking Access Control Integration with any specific Access Control System(s).	The Port Authority will provide the Identity Management and Credentialing System (System) requirements in the RFP that will issued only to firms prequalified under RFPQ 44430. Because the RFP will contain Protected Information, the Port Authority cannot provide specific information concerning the requirements of the System.
3	Define the term “joint venture” (Pg. 5 of the RFPQ).	A joint venture is a business enterprise formed by two or more companies. A joint venture can be set up as a distinct legal entity, or it can be a common-law joint venture, in which the parties do not set up a distinct legal entity, and the participants each remain jointly and severally liable.
4	Does a teaming arrangement in which two parties submit a single RFP response contemplating that one party serving as the proposed prime contractor and the other party serving as a proposed subcontractor fall within the scope of a “joint venture” under the RFP?	The Port Authority will consider responses from (1) single entities that satisfy the requirements set forth in the RFPQ, (2) single entities that will utilize subcontractors to satisfy the requirements set forth in the RFPQ, and (3) joint ventures in which members of the joint venture satisfy the requirements set forth in the RFPQ collectively.
5	Please explain what the phrase “execute the proposal” means as it is used in the RFPQ to describe requirements. Is it limited to actually signing a proposal, or does it also refer to any other actions all members of a joint venture must take? If it is the latter, please provide a list of those actions.	If two or more prequalified firms decide to submit a Proposal as a Joint Venture, each firm will be required to execute (sign) the Proposal. Each firm will be jointly and severally liable for the performance of all Work under any Agreement awarded following the RFP.
6	If a member of a joint venture is not prequalified, does the RFP’s requirement that all joint venture partners execute a proposal apply to that joint venture?	The Port Authority intends to prequalify the joint venture itself, not individual members of a joint venture. However, prequalified firms may form a joint venture for submission of a Proposal in response to the resulting RFP if all firms are prequalified.

7	Are parties submitting RFPQ responses as a joint venture required to submit a copy of a joint venture agreement between them? Is any particular form or content of a joint venture agreement required in order for a joint venture to be prequalified under the RFP?	At this time, the Port Authority does not require joint venture agreements from joint ventures seeking to be prequalified. The RFP will set forth all requirements, including but not limited to proposal submission requirements, that must be satisfied by all entities prequalified under RFPQ 44430.
8	If after a respondent submits a pre-qualification package it subsequently determines it wants to include a software or other vendor in its RFP response, does that software vendor have to submit a pre-qualification response?	<p>If a prequalified Respondent proposed a particular software solution to satisfy the requirements set forth in the RFPQ, the prequalified Respondent shall not propose an alternative software solution in its response to the RFP.</p> <p>In the event that a Respondent satisfies the experience requirement set forth in the RFPQ based on the experience of a subcontractor, the Port Authority will reevaluate its decision to prequalify the Respondent if the proposed subcontractor arrangement is withdrawn by the Respondent.</p>
9	May a single prospective offeror join multiple joint ventures that submit separate responses to the RFP?	In response to the RFP, prequalified firms may submit proposals as a single entity or as a single entity with subcontractors or as joint venture. However, if a single entity and the joint venture are both prequalified, that firm may submit only one proposal, as either a member of the joint venture or as the single entity itself. Submission of two proposals, as a single entity and as part of a joint venture, may result in both proposals being rejected.
10	Are “Prime” respondents the only parties required to prequalify and submit NDAs and adhere to the security requirements, such as undergoing security awareness and education training	See the response to question 1, above. Furthermore, any member of a prequalified Respondent’s team who will have access to Protected Information must adhere to the Port Authority security requirements, including but not limited to execution of non-disclosure agreements.
11	If a “prime” firm prequalifies in a certain commercial structure (partners, subcontractors, joint ventures), does that limit the prequalified firm from changing the structure after the RFP is issued (and after the scope of work is released)?	See the response to question 8, above.
12	The minimum experience requires the	A. See the response to question 4, above.

	<p>Respondent to have one year of continuous experience as a business actually engaged in providing or installing an identity management and credentialing solution.</p> <ul style="list-style-type: none"> A. Does this pre-qualification apply to all “prime” and “non-prime” contractors? B. Does this apply to the solution manufacturer itself? C. Can any customer other than an airport count for the prerequisite? D. If the airport customer’s system is still not in production mode, but if the airport has been deploying it for more than one year, would that satisfy the prerequisite? 	<ul style="list-style-type: none"> B. Software manufacturers may seek prequalification if they can demonstrate satisfaction of the requirements set forth in the RFPO, including the provision of an identity management and credentialing system to an airport. C. Firms seeking prequalification must demonstrate the provision or installation of an identity management and credentialing system at a minimum of one airport. D. Yes.
13	<p>Will a Respondent who lists Itself as the “Prime Contractor” and then lists Subcontractor(s) whose combined qualifications meet all the referenced qualifications and requirements be acceptable for pre-qualification?</p>	<p>See Change #1, above, and the answer to question 4.</p>
14	<p>While we understand the security sensitive information contained in the detailed specifications of this project cannot be released prior pre-qualification approval, can the Port Authority provide a high level overview that lists the overall feature set requirements (not any actual detailed point by point specifications), to ensure we have all the right components in place with our Subcontractor(s) to meet all aspects of the system design, given how many different facets there are to Identity Management and Credential Issuance Systems available on the market today?</p>	<p>See the answer to question 2, above.</p>

This communication should be initialed by you and annexed to your response upon submission. In case any

Respondent fails to conform to these instructions, its response 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

RESPONDENT'S NAME: _____
INITIALED: _____
DATE: _____

QUESTIONS CONCERNING THIS ADDENDUM MAY BE ADDRESSED TO JAMES SUMMERVILLE:
JSUMMERVILLE@PANYNJ.GOV, 212-435-4642