

July 10, 2018

**SUBJECT: REQUEST FOR PROPOSALS FOR PERFORMANCE OF EXPERT PROFESSIONAL INTERNAL AUDIT SERVICES AS REQUESTED ON A “CALL-IN” BASIS DURING 2019 THROUGH 2022 (RFP# 52798) – ADDENDUM #2**

Dear Sir or Madam:

The Port Authority of New York and New Jersey (the Authority) hereby amends the subject Request for Proposals (RFP), dated June 25, 2018, as follows:

RFP Letter

On page 7, under Section V. Additional Information, insert the following language as the first two paragraphs:

*“The Port Authority embraces a workplace where the values of diversity and inclusion support varying perspectives and backgrounds to produce a richer environment.*

*The Port Authority expects all our consultants, contractors and vendors, to demonstrate a similar commitment, and undertake every effort to ensure their project teams represent the diverse makeup of the communities in and around the Port District.”*

The following questions were received from RFP recipient(s). The questions and the corresponding Authority answers are provided for your information and use, as appropriate.

**Question #1:** What are the core technology systems utilized by the Authority and their related functions for the subject services?

**Answer #1:** The primary application that the Consultant will utilize to perform the subject services is Microsoft Office Suite.

**Question #2:** Under Section III. Letter H of the RFP Letter – We understand this paragraph to say a MBE/WBE report must be submitted prior to services being delivered. Is it correct that we do not have to submit a report with the proposal response?

**Answer #2:** Should your firm be selected for the subject services, your firm shall use every good-faith effort to utilize subconsultants who are Authority-certified MBEs or WBEs to the maximum extent feasible.

**The date for receipt of proposals for the subject RFP remains 2:00 P.M. on July 17, 2018.**

If you have any questions, please contact Ms. Monika Radkowska, Senior Procurement Support Specialist, at [mradkowska@panynj.gov](mailto:mradkowska@panynj.gov).

Sincerely,

David Gutiérrez  
Assistant Director  
Procurement Department