

October 13, 2015

SUBJECT: REQUEST FOR PROPOSALS FOR PERFORMANCE OF EXPERT PROFESSIONAL RECRUITMENT AND SOURCING RESEARCH SERVICES FOR MULTIPLE STAFFING FUNCTIONS AS REQUESTED ON A “CALL-IN” BASIS DURING 2016 (RFP# 43861) – ADDENDUM #3

Dear Sir or Madam:

The Port Authority of New York and New Jersey hereby amends the subject Request for Proposals (RFP), dated September 25, 2015 as follows:

1. In the RFP letter, page 4, after item C. “Complete copy of Attachment D (Category Summary).”, skip a line and insert the following:

a. “D. Qualifications and Experience of Staff

In this section, detail the experience of key individuals to be responsible for the successful completion of the contemplated services. Prepare an organization chart for this project that identifies the key individuals, their titles, their function, task responsibility and reporting relationships. Attach a detailed resume for each key individual that includes his/her educational background, chronological history of employment, relevant licenses, and certifications. The resumes should clearly identify the years of experience in the field related to the tasks for which the individual will be responsible, as well as his/her specific role if any, in performance of the project(s) identified in response to Section D, below.”

b. Re-letter the subsequent items accordingly.

2. In the RFP letter, page 5, Section IV. Selection Process, delete items A., B. and C. in their entirety and replace with:

“ A. Qualifications and experience of the firm;

B. Qualifications and experience of the staff, performing services hereunder;

C. Technical Approach for the performance of the contemplated services; and

D. Management Approach for the performance of the contemplated services.

After consideration of these factors the Authority may enter into negotiations with the firm (or firms) deemed best qualified in terms of the foregoing factors to perform the required services.”

The date for receipt of proposals for the subject RFP remains 2:00 P.M. on October 23, 2015.

If you have any questions, please contact Ms. Jessica L. Smith, Principal Contract Specialist, at JLSMITH@panynj.gov.

Sincerely,

David Gutiérrez, CPPO
Manager, Construction Procurements
Procurement Department