

October 14, 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 #4

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:

The following change should be made in the subject lines of all RFP documents:

After the word “Multiple”, insert the word “Permanent” so the subject line reads as follows:

REQUEST FOR PROPOSALS FOR PERFORMANCE OF EXPERT PROFESSIONAL RECRUITMENT AND SOURCING RESEARCH SERVICES FOR MULTIPLE **PERMANENT STAFFING FUNCTIONS AS REQUESTED ON A “CALL-IN” BASIS DURING 2016**

RFP Letter

On Page 1, under “Executive Searches”, first line, after the word “identified”, insert the word “permanent”.

On Page 1, under “Mid-Level Position Searches”, first line, after the word “mid-level”, insert the word “permanent”.

On Page 2, under “Sourcing Research Services”, first line, after the word “fill”, insert the word “permanent”.

Attachment F, “Mid-Level Placement Experience By Category”

In the first paragraph, second line, delete the word “two” and replace with the word “three”.

Attachment G, “Sourcing Research Services Experience By Category”

In the first paragraph, second line, delete the phrase “12 months” and replace with “three years”.

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

1. Can you further define “Sourcing Services”?

Response: Firm(s) performing Sourcing Services, shall research the marketplace and target companies and industries to directly source and generate names of passive candidates and/or difficult-to-find candidates in highly specialized/technical positions, as identified by the Authority, submit resumes of applicants who are not actively seeking new employment opportunities meeting the position requirements.

2. Is there a fee for conversion from temporary to permanent hire?

Response: This RFP is for direct hire positions, not temporary hires.

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