

**THE PORT AUTHORITY
OF NY & NJ**

Dear M/WBE Business Owner:

Please use the attached Marketing Data form to update your company's information in "*Mini-Profile*" a searchable M/WBE database. Once you have completed the form either scan it and email it to OBJOCert@panynj.gov or fax it to (212) 435-7827/8.

Changes to Firm Name, Tax ID or Ownership may trigger a review. You may contact us at either (212) 435-7808 or OBJOCert@panynj.gov for further instructions.

All firms should also update their vendor profile online with our Procurement Department by visiting: www.paprocure.com

Construction firms wishing to add a new construction category or upgrade their qualification range (s) should complete and submit to our office a Construction Reference Sheet, which can be downloaded from: <http://www.panynj.gov/business-opportunities/pdf/construction-reference-sheet.pdf>.

Architectural/Engineering (A&E) firms wishing to add a new specialty should complete and submit to our office an A&E Specialty Form which can be downloaded from: <http://www.panynj.gov/business-opportunities/pdf/ae-specialty-form.pdf>.

We also recommend that you update your Professional Service Firm Questionnaire (PSFQ) on file with the Procurement Department. The form can be downloaded from: <http://www.panynj.gov/business-opportunities/pdf/professional-service-firm-questionnaire.pdf>

MARKETING DATA UPDATE

Contact person for questions:

Name: _____ Phone: _____

Email: _____

The information you provide below will be used to market your firm and be included in Mini-Profile, a searchable M/WBE database available on-line at www.panynj.gov If you do not have changes to a section check the NO CHANGES box.

Firm name: _____

AKA/DBA: _____

Contact Information ___ NO CHANGES

Address: _____

Email: _____

Phone: _____

Fax: _____

Contact Person: _____

Cell: _____

2. Describe the services that your firm provides in 30 words or less ___ NO CHANGES

3. Contract References:
Please list up to four (4) of the largest contracts or purchase orders completed in the last three (3) years. ___ NO CHANGES

Year	Project Name	P/S	Project Owner/Agency	Type of Work	Amount	Contact Person	Phone Number

P=Prime S=Subcontractor

4. Preferred Contract Size Range: Minimum\$ _____ Maximum\$ _____ ___ NO CHANGES

5. Annual Contract Capacity: \$ _____ ___ NO CHANGES

6. Union affiliation: Check one: ___ Union Shop – Enter local(s): _____ ___ Non-Union ___ NO CHANGES

7. Number of Full-time Personnel: ___ Permanent Office Staff ___ Permanent Field Staff ___ NO CHANGES

8. Current Bonding Limits, if applicable a) Surety Company Name _____ ___ NO CHANGES

b) Single Bonding Limit: \$ _____ ___ NO CHANGES

c) Aggregate Bonding Limit: \$ _____ ___ NO CHANGES

9. What percentage of last year's gross sales was earned performing prime work versus subcontracting work? ___ NO CHANGES

a) _____ % Prime Contracts _____ % Sub Contracts ___ NO CHANGES

10. List approximate Gross Sales for last year in each major service/category provided ___ NO CHANGES

Service/Category 1: _____ \$ _____

Service/Category 2: _____ \$ _____

Service/Category 3: _____ \$ _____

Questions 4 -9: Recommended for Construction Firms