

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

**REQUEST FOR PREQUALIFICATION**

**ISSUE DATE:** NOVEMBER 12, 2015

**TITLE:** IDENTITY MANAGEMENT AND CREDENTIALING ISSUANCE  
SYSTEM

**NUMBER:** 44430

**RESPONSE DUE DATE:** DECEMBER 21, 2015      **TIME:** 2:00 PM

**QUESTION DUE DATE:** NOVEMBER 30, 2015      **TIME:** 2:00 PM

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## 1. GENERAL INFORMATION: THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY

For background information on the Port Authority of New York and New Jersey ("Port Authority"), see the Port Authority's website: [www.panynj.gov](http://www.panynj.gov).

## 2. INTRODUCTION/OBJECTIVE

The Port Authority is issuing this Request for Prequalification (RFPQ) to determine a list of firms that will be eligible to propose on a Request for Proposals (RFP) for the provision, installation, and maintenance of an Identity Management and Credentialing Issuance System (IdM-CIS).

The Prequalification process is being conducted to ensure RFP documents categorized as "Protected Information," as defined in the Port Authority Information Security Handbook dated October 15, 2008, corrected as of November 14, 2013 ("Handbook"), are distributed to firms that have: (1) met the applicable prerequisites for access to Protected Information in accordance with the Handbook; and (2) possess the minimum experience required for this project.

Upon verification and validation of a firm's compliance with the information security pre-requisites and minimum experience requirements, the firm will be considered "prequalified." Prequalified firms will be notified of such prequalification status for the RFP associated with this solicitation and will receive an invitation for Information Security and Awareness and Education training, estimated to take place in the first quarter of 2016, at 4 World Trade Center, New York, NY 10007.

Responses to this RFPQ are due on the Response Due Date conveyed on the cover page hereto. Responses received after that date and time may not be accepted.

**Only firms that have satisfactorily demonstrated their abilities to satisfy the information security pre-requisites and minimum experience requirements, and that have received written notice that they have been prequalified hereunder from the Authority, will be asked to respond to a future RFP on the specific project described below.**

## 3. PROJECT DESCRIPTION

The Port Authority intends to issue an RFP for the provision, installation, and maintenance of an Identity Management and Credential Issuance System (IdM-CIS), and for training on the use of the IdM-CIS. The IdM-CIS will be deployed at LaGuardia Airport, John F. Kennedy International Airport, Newark Liberty International Airport, and Stewart International Airport.

#### **4. SUBMISSION OF INFORMATION**

##### **A. Requirements:**

To be considered prequalified, the respondent must demonstrate to the satisfaction of the Port Authority that it meets the minimum requirements as stated in Section 4.A and B. Company brochures alone shall not be submitted for the purpose of demonstrating satisfaction of these requirements. Submittals must be tailored to the specific requirements set forth herein. If the respondent cannot demonstrate that it meets all of the below-mentioned qualifications and requirements, then the respondent may, with others, form a joint venture and request that the joint venture be pre-qualified as set forth in Paragraph B.5 below.

##### **1. Minimum Experience of the Firm**

The firm seeking prequalification shall present evidence that it has had at least one (1) year of continuous experience immediately prior to the date of its response to this RFPQ as a business actually engaged in providing or installing identity management and credentialing issuance systems to commercial and industrial accounts, under contract, one of which such systems must have been provided or installed at an airport.

##### **2. Satisfactory Completion of Prerequisites for Access to Protected Information**

The firm seeking prequalification shall provide the required documents and present evidence that the firm has established the required information security controls, as more fully set forth in subsection B, in order to be granted access to Port Authority Protected Information.

##### **B. Submittals**

The following items must be submitted in your response to this RFPQ:

##### **1. Attachments:**

The respondent must complete and submit the attached documents. Responses failing to adhere to this requirement may be excluded from consideration. The following attachments are incorporated herein and must be submitted:

- Attachment I – Agreement on Terms of Discussion
- Attachment II – Non-Disclosure and Confidentiality Agreement (and applicable Acknowledgments)

Your Submittal shall contain the following:

- a) The Non-Disclosure and Confidentiality Agreement executed by a principal or officer of your firm on behalf of your firm;
- b) An Exhibit A (Acknowledgment by a Related Party Individual) executed by the same principal who executed the firm Non-Disclosure Agreement;
- c) An Exhibit A (Acknowledgment by a Related Individual) executed by the Security Information Manager named in paragraph 6, below; and
- d) An Exhibit A (Acknowledgment by a Related Individual) executed by any other member of your proposing team, now known, that may require access to sensitive Port Authority information to assist in the preparation of your proposal.

## **2. Joint Ventures**

The Authority will entertain requests for consideration from a joint venture.

A joint venture itself may be prequalified if it submits its prequalification package as such, and is prequalified in accordance with this RFPQ.

If two or more entities separately are prequalified and elect to submit a proposal as a joint venture, all participants in the joint venture shall be bound jointly and severally and each participant shall execute the proposal.

If the firm seeking to be prequalified cannot demonstrate that it meets all of the referenced requirements and qualifications, then that firm may, with others, form a joint venture and request that the joint venture be deemed the prequalified proposer (i.e. members of the joint venture may meet the qualification requirement collectively).

## **3. Proof of Satisfactory Completion of Prerequisites for Access to Protected Information**

- a) Designation of Security Information Manager

The prequalified firms (and ultimately, the awarded Contractor) will require access to Port Authority Protected Information as defined in the Information Security Handbook (Handbook). Protecting this sensitive information requires the application of uniform safeguarding measures to prevent unauthorized disclosure and to control any authorized disclosure of this information within the Port Authority or when released by the Port Authority to outside entities. These procedures are identified in the Port Authority's "Information Security Handbook". Respondents may obtain a copy of the Handbook from the Port Authority's website:

<http://www.panynj.gov/business-opportunities/pdf/Corporate-Information-Security-Handbook.pdf>

The Information Security Handbook requires that certain criteria be met prior to being granted access to Protected Information. Generally, an individual must be a U.S. Citizen, or be an alien who has been lawfully admitted for permanent residency or employment (indicated by immigration status), as evidenced by Immigration and Naturalization Service documentation, or be a national of the United States as defined by the Immigration and Nationality Act. This requirement may be waived in exceptional circumstances and firms seeking to be considered should refer to § 3.2 of the Information Security Handbook for details on this policy and the process for waiver.

An individual may also be required to undergo background screening prior to being approved for receipt of certain information. As of January 29, 2007, the Secure Worker Access Consortium (S.W.A.C.) is the only Port Authority approved provider to be used to conduct background screening and personal identity verification, except as otherwise required by federal law and/or regulation. Information about S.W.A.C., instructions, corporate enrollment, online applications, and location of processing centers can be found at:

<http://www.secureworker.com>

S.W.A.C. may be contacted directly at (877) 522-7922 for more information.

Individuals are also required to attend an Information Security Awareness and Education training session unless, within the last three (3) years, they have attended an Information Security Awareness and Education training session and have proof of same. The training for this solicitation is estimated to place at the time and location set forth in Section 2, above.

Each firm seeking prequalification, and if a joint venture is seeking prequalification, each participant in a joint venture, shall designate **at least one (1)** Security Information Manager (a "SIM") responsible for each firm's compliance with Information Security Requirements, identifying members of their teams who will need access to documents and for assuring that those members have passed the requisite background checks and have completed the requisite forms. The SIM will be responsible for maintaining his/her firm's access list. In addition, the SIM will identify an individual who will be trained by the Port Authority in the use of Livelink (if Livelink is utilized as a means for distribution) and that individual will subsequently be responsible for training the team for the firm seeking to be considered.

With your submission, your firm (or any member firm of a joint venture seeking to be considered) must include the following information for your SIM(s):

1. Full legal name
2. Title
3. Physical address

4. Email address
5. Phone number and fax number; and
6. Proof that the SIM has been issued a SWAC credential, or an application for SWAC is in process.

**b) Proof of SWAC Credential**

Your firm’s designated SIM, and any member of your team that may require access to Protected Information will require a SWAC credential, proof of which must be submitted with your response to this RFPQ. If SWAC is in process, but has not yet been issued, proof of same must be provided.

Proof of SWAC issuance shall be demonstrated by submitting a color photocopy of the front and back of the team member’s SWAC card. The failure to demonstrate in your submission that, at a minimum, your firm’s SIM has been issued a SWAC credential or is in process for a SWAC credential, will result in your firm not being found prequalified to participate in this opportunity.

**c) Checklist for Project Team**

You shall submit a Microsoft Excel spreadsheet providing the following information, as of the time of the submission to this RFPQ, of your firm’s team for this project with respect to information security requirements. The spreadsheet shall list all persons at your firm that may require access to Port Authority Protected Information, and set forth their status as to whether they have (1) undergone Port Authority Information Security Training; (2) executed a Port Authority NDA; (3) executed a Port Authority Exhibit A to the a NDA; (4) executed an Exhibit B to the NDA; and (5) been issued a SWAC credential, if required.

Example Spreadsheet Illustration:

Name	Trained?	NDA	Exhibit A (to NDA)	Exhibit B (to NDA)	SWAC
Luke Jones (Principal, C.E.O)		1/31/2013	1/31/2013		In Process
Noah Jacobs (Estimator)	2/12/2013		1/13/2013		Yes
Melissa Manning (SIM)	1/12/2013		1/12/2013		Yes
Franklyn Benjamin, P.E. (Subcontractor)	2/12/2013			2/15/2013	In process

**4. Background Qualification Questionnaire Package**

The Port Authority has implemented a Project Corruption Prevention Program ("PCPP") for this Project. One of the components of the PCPP is contractor and vendor screening, designed to ensure that, in addition to demonstrated records of quality performance and solid financial capacities, firms awarded contracts for work on Port Authority

possess high ethical standards and records of law abiding conduct. Screening is performed through the use of a background qualification questionnaire package ("BQQP"). This RFPQ requires firms seeking prequalification to submit a completed BQQP as part of their responses to this RFPQ. In addition, firms seeking to be considered will also be required to ensure that their respective subcontractors, subconsultants and vendors, of all tiers, also complete BQQPs.

The BQQP document may be downloaded at:

<http://www.panynj.gov/inspector-general/inspector-general-programs.html>

The BQQP shall be submitted to the Office of Inspector General by the Response Due Date set forth on the cover page to this RFPQ.

Responses to this RFPQ shall indicate the date on which the BQQP was submitted to the Port Authority's Office of Inspector General.

## **5. SUBMISSION INSTRUCTIONS**

One reproducible original (containing original signatures and clearly designated as such) and seven (7) double-sided copies of the submission must be submitted on or before the due date and time in accordance with the information on the cover page of this RFPQ and sent or delivered to the Buyer at the address specified on the cover page. Each copy of the submission as well as the parcel(s) used for shipping must be conspicuously marked with the Proposer's name and address as well as the Proposer's Vendor Number, if available. In addition, the outside of the package must clearly state the title of this RFP, the number of this RFPQ and the Response Due Date. Failure to properly label proposal submissions may cause a delay in identification, misdirection or disqualification of proposal submissions.

Express carrier deliveries by commercial vehicles can be made via vendors approved by Silverstein Properties, the 4 World Trade Center (4 WTC) Property Manager, through the Vehicle Security Center (VSC). Presently, UPS is the only delivery vendor with approved recurring delivery times.

There is extensive security at the World Trade Center Site. Individuals must present a valid government-issued photo ID to enter 4 WTC. Individuals without valid identification shall be turned away and their packages not accepted. Individuals without packages or carrying small packages or boxes that can be conveyed by hand or on a hand truck may enter through the lobby. All envelopes, packages and boxes may be subject to additional security screening.

There is no parking available at 4 WTC/150 Greenwich Street, and parking in the surrounding area is extremely limited.

The Port Authority assumes no responsibility for delays caused by any delivery service.

Consistent with environmentally preferable procurement practices, the Port Authority requests all documents submitted to be in a form that can be easily recycled (i.e., no plastic covers or binding) and to provide only supporting literature which directly relates to the proposal being submitted.

**6. NOTIFICATION:**

Notification as to whether a firm seeking to be considered has been prequalified will be made only by a notice in writing, signed by the Chief Procurement Officer or her designated representative on behalf of the Authority and provided to the office designated by the respondent in its response to this RFPQ.

**ATTACHMENT I: AGREEMENT ON TERMS OF DISCUSSION**

The Port Authority's receipt or discussion of any information (including information contained in any proposal, vendor qualification(s), ideas, models, drawings, or other material communicated or exhibited by us or on our behalf) shall not impose any obligations whatsoever on the Port Authority or entitle us to any compensation therefor (except to the extent specifically provided in such written agreement, if any, as may be entered into between the Port Authority and us). Any such information given to the Port Authority before, with or after this Agreement on Terms of Discussion ("Agreement"), either orally or in writing, is not given in confidence. Such information may be used, or disclosed to others, for any purpose at any time without obligation or compensation and without liability of any kind whatsoever. Any statement which is inconsistent with this Agreement, whether made as part of or in connection with this Agreement, shall be void and of no effect. This Agreement is not intended, however, to grant to the Port Authority rights to any matter, which is the subject of valid existing or potential letters patent.

Any information (including information contained in any proposal, vendor qualification(s), ideas, models, drawings, or other material communicated or exhibited by us or on our behalf) provided in connection with this procurement is subject to the provisions of the Port Authority Freedom of Information Code and Procedure adopted by the Port Authority's Board of Commissioners on October 22, 2014, which may be found on the Port Authority website at: <http://www.panynj.gov/corporate-information/pdf/foi-code.pdf>. The foregoing applies to any information, whether or not given at the invitation of the Authority.

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

ORIGINAL AND PHOTOCOPIES OF THIS PAGE ONLY.  
DO NOT RETYPE.

**ATTACHMENT II – NON-DISCLOSURE AND CONFIDENTIALITY AGREEMENT**

<Click the above link to download the Non-Disclosure and Confidentiality Agreement. The instructions are provided on the next page.>

**Port Authority Non-Disclosure and Confidentiality Agreement (NDA)**  
**Instructions:**

Please fill in the NDA as described below. All original NDA's must be forwarded to the Port Authority contact with a copy to the Port Authority Law Department (as described on Page 8 of the NDA).

<b>Field Form Number</b>	<b>Description of Data to be Entered</b>
[1]	Insert Name of Your Company (All caps)
[2]	Insert Calendar Date
[3]	Insert Month
[4]	Insert Year
[5]	Insert Name of Your Company (All caps)
[6]	Insert Company's full street address (no P.O. boxes) – city, state, and zip code
[7]	Insert Agreement No. or Awarded Contract, Duration of Agreement or Contract, and Official Title of Agreement or Project.
[8a], [8b] & [8c]	Insert Name and address of Port Authority contact
[9]	Print Your Name (Signatory must be a Principal of the Company)
[10]	Print Your Title – (Signatory must be a Principal of the Company)
[11]	Insert Date Signed (Should match date on Page 1)

The NDA signor must also sign an Exhibit A Related Party Individual Acknowledgment. All Prime employees that will come in contact with information must sign an Exhibit A Related Party Individual Acknowledgment.

**EXHIBIT A**

**Port Authority Acknowledgment by Related Party Individual Instructions:**

Please fill in the Exhibit A Related Party Individual Acknowledgment as described below. All original Related Party Individual Acknowledgments must be forwarded to the Port Authority contact with a copy to the Port Authority Law Department.

Field Form Number	Description of Data to be Entered
[1]	Insert Your Name
[2]	Insert Your Working Title (i.e. <b>Project Manager, Field Inspector, Civil Engineer, etc.</b> )
[3]	Insert Name of Your Company
[4]	Insert Name of Your Company <b>OR</b> if employed by for Sub-consultant/Sub-contractor insert the <b><u>Prime Company's Name</u></b> . (All caps)
[5a], [5b] & [5c]	Insert Month, Date, and Year of the <b><u>Prime's Company NDA (page1)</u></b> ,
[6]	Insert "Port Authority" <b>OR</b> if you are an employee of Sub-Consultant/Sub-Contractor, insert the <b><u>Prime's Company Name</u></b> .
[7]	Print Your Name
[8]	Insert Date Signed

**EXHIBIT B**

**Port Authority Acknowledgment by Related Party Entity Instructions**  
**(For use by Sub-Consultants or Sub-Contractors ONLY)**

Please fill in the Related Party Entity Acknowledgment as described below. All original Related Party Entity Acknowledgments must be forwarded to the Port Authority contact with a copy to the Port Authority Law Department.

<b>Field Form Number</b>	<b>Description of Data to be Entered</b>
[1]	Insert Your Name – (Signatory must be a Principal of the Company)
[2]	Insert Your Title
[3]	Insert Name of Entity (Company Name)
[4]	Insert Type of Entity (Corp., LLC, etc.) and Jurisdiction of Formation (State)
[5]	Insert Full Address of Entity (Company Address)
[6]	Describe Scope of Work of Related Party (Work performing for Prime)
[7]	Describe Project (include Prime's Agreement Number or Awarded Contract Number and Official Title)
[8a], [8b] & [8c]	Enter Month, Date and Year of the <b><u>Prime's Company NDA</u></b> (page 1).
[9]	Insert Name of <b><u>Prime Company</u></b>
[10]	Print Your Name – (Signatory must be a Principal of the Company)
[11]	Insert Date Signed

Sub-Consultant or Sub-contractor that signs Exhibit B must also sign an Exhibit A Acknowledgment. All Sub-Consultant or Sub-contractor employees must sign Exhibit A Acknowledgment.