

# THE PORT AUTHORITY OF NEW YORK & NEWJERSEY

## Background Qualification Questionnaire Package Instructions

Revised: August 2017

### Introduction:

The Port Authority of New York and New Jersey (“Port Authority”) strives to maintain the highest levels of honesty, integrity, and public trust in all its endeavors. We expect our contractors and vendors to cooperate with us to ensure the integrity of our procurement process. The Port Authority’s policy is to award all contracts and approve all subcontracts only to “responsible” contractors and vendors. To accomplish this, vendor integrity screenings performed prior to contract award and subcontractor approval are standard practice. Under certain circumstances, screening is performed through this Background Qualification Questionnaire (“BQQ”) Package.

**Failing to follow these instructions may delay or otherwise impact the award or approval of a contract or subcontract to your firm, or result in a finding of non-responsiveness.**

### Instructions:

- A BQQ or Certification of No Change (“CNC”), depending on circumstances described above, must be submitted for each contract award or subcontractor approval if the value of such contract or subcontract is \$100,000 or above.
- The BQQ must be completed and signed by a KEY PERSON (see Question 13 of the BQQ) who is knowledgeable about the past and present operations of the Company.
- If, and only if, your firm has submitted a BQQ within three years from the date of signature, and there have been NO CHANGES to the previously answered questions, which includes no changes to the KEY PEOPLE section, you may submit the CNC in lieu of a new BQQ. You must fill in the blank space providing the **signature date of the most recently submitted BQQ**. If you cannot certify that date or that there have been no changes, a new BQQ is required.
- The CNC must also be completed by a KEY PERSON who was listed in the most recently submitted BQQ.
- Only one form should be completed and submitted, either the BQQ or CNC.
- A BQQ is valid for three years. After three years of date of signature, a new BQQ must be filed when your firm is proposed for a new contract award or subcontract approval (even if no changes have taken place since the last BQQ).
- Answer all questions truthfully, fully and accurately. The Company may be required to expand on the answers given. For your convenience, a blank Attachment form has been provided with the BQQ for this purpose. When completing the BQQ, err on the side of full and complete disclosure.
- Please ensure that you submit the most current version of the forms, which can be downloaded from the Port Authority’s website (<http://www.panynj.gov/inspector-general-programs.html> ).
  - **The PDF forms can be typed into directly to create an electronic file. For most efficient processing, avoid submitting a handwritten form.**
- After completing the BQQ or CNC, **please sign, notarize, create an electronic scan and email to [OIGBQQP@panynj.gov](mailto:OIGBQQP@panynj.gov)**. **Note: we no longer require a hard copy.**
- Prime contractors should not submit forms on behalf of their subcontractors. Subcontractors must submit directly to our office.
- No confirmation of receipt will be issued by the OIG. If you wish to have **confirmation of receipt, you may select “Delivery Receipt” prior to issuing your email. If you are using Outlook 2016**, select the “Message” tab, and then “Tags”, and “Request a delivery receipt for this message”, and you will receive an automatic message upon successful delivery.
- Continued cooperation with the screening process is required, otherwise your firm may be found non-responsive. The Port Authority reserves the right, within its sole discretion, to follow up or seek clarification with respect to any portion of a contractor’s information during the screening process.

### Questions?

Call the Office of Inspector General at (973) 565-4340 and request to speak with a staff member in the Fraud Prevention Unit. Do not submit questions via email.

