

# THE PORT AUTHORITY OF NEW YORK & NEWJERSEY

## Background Qualification Questionnaire Package Instructions

Revised: Sept 2022

### **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 \$250,000 or above. Contractors in the following industries must submit a BQQ or CNC regardless of contract value: asbestos removal, concrete, demolition, lead abatement and trucking.
- 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.

Instructions: Please complete, scan, and email this form to [OIGBQOP@panynj.gov](mailto:OIGBQOP@panynj.gov)

1. a. \_\_\_\_\_ b. \_\_\_\_\_  
("Company") (EIN or Tax ID)

2. On what project is the Company bidding, proposing, or intending to work?

\_\_\_\_\_  
(Provide Port Authority contract/bid/proposal number if known)

3. Prime Contractor: \_\_\_\_\_  
(The Firm that the Company will be contracting with or subcontracting to)

4. Description of Work: \_\_\_\_\_

5. What is the estimated range of the contract value or value of work?  
Less than \$250,000      \$250,000 to \$999,999      \$1,000,000 to \$9,999,999      \$10,000,000 or above

A materially false statement willfully or fraudulently made in connection with this Certification, and/or failure to conduct appropriate due diligence in verifying the information that is the subject matter of this Certification may prevent the Company and/or the undersigned from being found to be responsible bidders/proposers in connection with future agreements. In addition, a materially false statement willfully or fraudulently made in connection with this Certification may subject the Company and/or the undersigned to criminal charges, including charges for violation of New York State Penal Law Sections 175.35 (Offering a False Statement for Filing) and 210.40 (Sworn False Statement), New Jersey Code of Criminal Justice Title 2C:28-3 (Unsworn Falsification to Authorities), and/or Title 18 U.S.C. Sections 1001 (False or Fraudulent Statement), 1341 (Mail Fraud), and 1343 (Wire Fraud) .

I, \_\_\_\_\_, being duly sworn, affirm that I am \_\_\_\_\_,  
(Name) (Title)  
an officer and/or Key Person of the Company and that I was listed as such on our most recently submitted Background Qualification Questionnaire ("BQQ"). I have read and understand all the items set forth above and the questions contained in our most recently submitted BQQ, the signature date of which was \_\_\_\_\_.

I certify that to the best of my knowledge the answers contained in the above-referenced BQQ, and in this Certification, are full, complete, and accurate; and, that to the best of my knowledge, that information continues to be full, complete, and accurate.

I acknowledge that all the information submitted in connection with this Certification is for the express purpose of inducing the Port Authority to enter into a contract with, or to approve the award of a contract or subcontract to, or otherwise approve some other relationship with, the Company.

\_\_\_\_\_  
(Print Name)

Sworn to before me

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

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public

Revised: September 2022