

July 2, 2018

**SUBJECT: REQUEST FOR PROPOSALS FOR PERFORMANCE OF EXPERT PROFESSIONAL INTERNAL AUDIT SERVICES AS REQUESTED ON A “CALL-IN” BASIS DURING 2019 THROUGH 2022 (RFP# 52798) – ADDENDUM #1**

Dear Sir or Madam:

The following questions were received from Request for Proposals (RFP) recipient(s). The questions and the corresponding Port Authority of New York and New Jersey (Authority) answers are provided for your information and use, as appropriate.

**Question #1:** The Scope of Work notes that the provided staff will work under the direct supervision of the Authority’s Audit Department Staff. The submission requirements in Section III. of the RFP Letter, under Letter G asks to provide a management structure for sharing project responsibilities, work allocation, oversight, deliverables, costs and reporting responsibilities. We want to clarify that the Scope of Work is to provide internal audit staff that will work under the supervision of Authority staff and our firm will not have any responsibility to review our internal audit staff work, provide oversight of their work on a day to day basis or have any reporting responsibilities (internal audit staff augmentation). We are looking to understand more clearly the Authority’s vision on how the firm and the Authority would collaborate and complete the scope of services requested so we can include the proper professionals in our response and be responsive to the organizational structure you desire.

**Answer #1:** Although the Port Authority Audit Department will provide daily oversight to the consulting staff assigned to do the work, explain how your firm intends to provide high level oversight over your staff to ensure the quality of the services to be performed and keeping Port Authority staff apprised of issues in completing assignments, or other staff issues that may arise.

**Question #2:** If the Scope of Work contemplates that the selected firm is assigned certain audit projects, which the selected firm will either complete on its own or with the assistance of Authority staff, how many audits are anticipated to be assigned to the successful firm a year.

**Answer #2:** At this time, we cannot estimate how many projects will be assigned to the selected firm(s) as this solicitation is on a “Call-In” basis.

**The date for receipt of proposals for the subject RFP remains 2:00 P.M. on July 17, 2018.**

If you have any questions, please contact Ms. Monika Radkowska, Senior Procurement Support Specialist, at [mradkowska@panynj.gov](mailto:mradkowska@panynj.gov).

Sincerely,

David Gutiérrez, CPPO  
Assistant Director  
Procurement Department