

THE PORT AUTHORITY OF NY & NJ

**PROCUREMENT DEPARTMENT
4 WORLD TRADE CENTER
150 GREENWICH STREET, 21ST FL.
NEW YORK, NY 10007**

April 1, 2020

ADDENDUM # 1

To prospective Proposer(s) on RFI # **60783** for **VERIFICATION OF EMPLOYMENT AND INCOME AND LEAVE ADMINISTRATION SERVICES FOR THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY**

☒ Originally due on **4/13/2020**, no later than 2:00 PM

☒ Due back on **4/13/2020**, no later than 2:00PM

I. PROPOSER'S QUESTIONS AND ANSWERS

The following information is available in response to questions submitted by prospective Proposers. The responses should not be deemed to answer all questions, which have been submitted by Proposers to the Port Authority. It addresses only those questions, which the Port Authority has deemed to require additional information and/or clarification. The fact that information has not been supplied with respect to any questions asked by a Proposer does not mean or imply, nor should it be deemed to mean or imply, any meaning, construction, or implication with respect to the terms.

The Port Authority makes no representations, warranties or guarantees that the information contained herein is accurate, complete or timely or that such information accurately represents the conditions that would be encountered during the performance of the Contract. The furnishing of such information by the Port Authority shall not create or be deemed to create any obligation or liability upon it for any reason whatsoever and each Proposer, by submitting its Proposal, expressly agrees that it has not relied upon the foregoing information, and that it shall not hold the Port Authority liable or responsible therefor in any manner whatsoever. Accordingly, nothing contained herein and no representation, statement or promise, of the Port Authority, its Commissioners, officers, agents, representatives, or employees, oral or in writing, shall impair or limit the effect of the warranties of the Proposer required by this Proposal or Contract and the Proposer agrees that it shall not hold the Port Authority liable or responsible therefor in any manner whatsoever.

The Questions and Answers numbering sequence will be continued sequentially in any forthcoming Addenda that may be issued.

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Question #1	Does the Port Authority have any current vendor contracts for this service or is it a new requirement? If existing, can I get the vendor name and contract number?
Answer #1	Currently, the subject services are performed internally. This RFI is solely for the purpose of gathering information for potential alternatives solutions.
Question #2	Do you have a target timeframe for a potential RFP if a decision is made to proceed following RFI responses?
Answer #2	The Authority has not yet established a timeline at this time.
Question #3	Is the Port Authority intending to utilize in house resources to manage the functions listed in the RFI? Or is the plan to outsource these processes to a Third-Party Administrator?
Answer #3	A decision regarding the future management of processes/functions listed in the RFI has not yet been taken.
Question #4	Is the Port Authority going to continue to utilize Salesforce for the Intake process for the HRSD?
Answer #4	Yes – We will continue to use Salesforce for addressing all Service Delivery enquiries.
Question #5	Is the Port Authority open to purchasing just leave management? Or does this have to be both leave management and employment/income verification?
Answer #5	Yes, we are open to purchasing these services separately. This decision will be made on numerous factors such as internal discussions/requirements, budget, feasibility of the product/solution, the responses received from this RFI, etc.
Question #6	Is the Port Authority open to keeping leave management in house, but using software that has federal, state and Port leave rules built-in, along with workflow automation, auto-generating letters, etc.?
Answer #6	Decision on this will be made only once we review the process/product.
Question #7	Is the Port Authority willing to consider a software solution for leave administration that simplifies the current process, covers the services of a traditional TPA, and is significantly less expensive than a TPA?
Answer #7	Decision on this will be made only once we review the process/product.
Question #8	Would a prospective bidder be disqualified for only responding to the Employment and Income Services portion of the RFI/?
Answer #8	No – you can respond to only one of the services. This will not disqualify your RFI submission.

<i>Question #9</i>	Is it is required that proposals include both Verification of Employment and Income and Leave Administration Services?
<i>Answer #9</i>	No – you can respond to only one of the services. This will not disqualify your RFI submission.

This communication should be initialed by you and annexed to your Proposal upon submission.

In case any Proposer fails to conform to these instructions, its Proposal will nevertheless be construed as though this communication had been so physically annexed and initialed.

THE PORT AUTHORITY OF NY & NJ

Stacey Willner
Manager, Technology Procurement
Procurement Department

PROPOSER'S FIRM NAME: _____

INITIALED: _____

DATE: _____

QUESTIONS CONCERNING THIS ADDENDUM MAY BE ADDRESSED TO RUNY M. THOMAS, WHO CAN BE REACHED AT 212-435-4659 or at rmthomas@panynj.gov.