

REQUEST FOR INNOVATION

21st Century Procurement Technologies

RFI Number: 6000002770

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

REQUEST FOR INNOVATION

ISSUE DATE: March 27, 2025

TITLE: REQUEST FOR INNOVATION – FOR 21ST CENTURY PROCUREMENT
TECHNOLOGIES

RFI NUMBER: 6000002770

SUBMIT RESPONSE VIA EMAIL AS STATED IN SECTION II (How To Respond To This RFI)
BEFORE THE DUE DATE AND TIME AS SET FORTH IN SECTION II

QUESTION DUE DATE: 04/11/2025 **TIME: 2:00 PM ET**

RESPONSE DUE DATE: 04/25/2025 **TIME: 2:00 PM ET**

BUYERS NAMES:

KEDAR GOKHALE
PHONE: 212-435-4643
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AND

WILLIAM CURRERI
PHONE: 212-435-4614
EMAIL: WCURRERI@PANYNJ.GOV

RESPONDENT INFORMATION
(TO BE COMPLETED BY THE RESPONDENT)
(PLEASE PRINT)

(NAME OF RESPONDENT)

(ADDRESS - CITY, STATE, ZIP CODE)

(REPRESENTATIVE TO CONTACT - NAME AND TITLE)

(EMAIL ADDRESS, PHONE NO. AND FAX NO.)

FEDERAL TAX ID NO.: _____

BUSINESS FORM: **CORPORATION** **PARTNERSHIP**
 INDIVIDUAL **OTHER:**

MARCH 27, 2024

REQUEST FOR INNOVATION (RFI) FOR 21ST CENTURY PROCUREMENT TECHNOLOGIES

BACKGROUND

The Port Authority of New York & New Jersey is a municipal corporate instrumentality and political subdivision of the States of New York and New Jersey, created and existing by virtue of the Compact of April 30, 1921, made by and between the two States. The Port Authority's facilities include two tunnels, and four bridges between the States of New York and New Jersey, the Hudson Tubes facility, including the Port Authority Trans-Hudson system ("PATH" or the "PATH system"), a bus terminal, the Trans-Hudson ferry service, five airports, the World Trade Center, six marine terminals, two waterfront development facilities, four industrial development facilities, a resource recovery facility, and certain regional development facilities.

PROJECT OBJECTIVES

The Port Authority of New York & New Jersey ("**Port Authority**" or "**PA**") is interested in seeking information regarding procurement technologies and tools that *will help the Procurement Department's (Procurement) ability to increase efficiency, speed, customer-centricity, analysis and enhancement of supplier relationships.*

The Port Authority strives to maintain the highest levels of honesty, integrity, and public trust in all its endeavors. When the Port Authority procures goods, services (which include professional, technical and advisory consulting services) and construction related contracts, the Port Authority seeks the best value. In the purchase of goods and some services this usually means obtaining the highest quality at the lowest cost within the required timeframe. Whenever practicable for such goods and services, Port Authority requirements are met through a competitive publicly advertised procurement process, with an award made to the qualified responsive/responsible bidder with the lowest cost or to proposers based upon qualifications, experience, and proposed cost aligned with the project needs that offer the best value to the Port Authority.

The Port Authority seeks innovative solutions to combine our procurement process with 21st century technology while continuing to maintain the highest levels of honesty, integrity and public trust. System security and user friendliness of proposed solution(s) is of paramount importance.

POTENTIAL USE CASES

The Port Authority has identified the following business needs and use cases:

I. BUSINESS NEEDS AND USE CASES

Use Case 1: Web-Based Online Procurement System for Public Procurement Solicitation Management

Solutions that can accommodate the broad range of approaches and diversity of procurements typical of an agency the size of the Port Authority, including but not limited to:

- **Sealed Bids Support:** Ability to manage and process sealed bids.
- **RFP/RFQ/RFI Support:** Tools to handle Requests for Proposal (RFP), Requests for Quote/Qualifications (RFQ), and Requests for Information/Innovation (RFI).
- **Tracking and Audit Trails:** Full auditability and tracking for compliance and transparency.
- **High Security:** Ensuring data protection and confidentiality throughout the process.
- **Bid Analytics:** Advanced analytics tools to evaluate bid submissions.

- **Integration/Application Programming Interface (API):** Integration capabilities with Enterprise Resource Planning (ERP) systems such as but not limited to SAP, Salesforce, and Workday.
- **Online RFP/Bid Opening and Evaluation:** Support for online bid openings, collaboration, and evaluation of vendor submissions.
- **Line-item Solicitations:** Tools to handle solicitations with line-item pricing details including self-service data entry for line items prices by Respondents. Bid tabulation and comparison tools for line items bids.
- **Complex Features:** Such as allowing open-ended solicitations, dynamic pricing, or any other advanced functionalities that may be of interest to public procurement operations.

Use Case 2: Issuance of Agreements, Renewals, and Amendments

Solutions that can facilitate the issuance and management of thousands of agreements, renewals, and amendments on an annual basis. The tool should enable easy tracking, versioning, and amendment workflows.

Use Case 3: Pre-Procurement Workflows (Procurement Process Workflow)

Tools that support users through the pre-procurement process, including:

- Preparation of required internal memos, letters, and other documentation.
- Interactions with stakeholders to define and develop procurement requirements.
- Initiation of procurement and sharing of all documentation throughout procurement cycle.

Use Case 4: Internal and External Connectivity

- Integration capabilities that connect public-facing procurement websites with internal systems used for submission review, analysis, and contract management.
- Ability to connect/integrate to other corporate/ERP systems such as but not limited to SAP, Salesforce, Workday etc.

Use Case 5: Filing and Archiving Post-Procurement

- Solutions for efficient automated filing, organization, and archiving of procurement documents and materials post-purchase, including long-term data storage and retrieval.
- Auto generation and filling of forms based on metadata of contracts/purchase orders.

Use Case 6: Document Builder System, Document Management and Storage

- A system that enables users to create RFPs, RFIs, contracts, etc., by leveraging a set of templates, guided workflows, and responses to predefined questions.
- Ability to support version control and metadata linking for procurement documents, awards, bids, and RFPs, automatically managing these connections as new data is added.
- A central document management system that supports version control and metadata linking for procurement documents, awards, bids, and RFPs, automatically managing these connections as new data is added.
- Templates management and control.

Use Case 7: AI-Based Document Analysis Tool

- Tools utilizing AI to analyze contracts, scopes of work and/or End User License Agreements (EULA) and other procurement-related documents against set criteria to flag any exceptions or areas requiring attention.
- Respondents may propose any additional use cases where AI tools can enhance procurement processes.

Use Case 8: Analytics, Dashboards, and Automated Early Warning Reports

- Self-service dashboards that provide Procurement staff and clients with insights into procurement statistics and awards, helping to inform decision-making.
- Advanced reporting features for tracking key procurement metrics, such as spend, performance, sustainability, and other supplier metrics.
- Tools that provide automated alerts for expiring contracts based on both expiration dates and usage (financial thresholds). This feature should be proactive in notifying relevant stakeholders.

Use Case 9: Contract Life Cycle Management

- Tools to provide PA staff to manage contracts effectively from initiation on through execution, performance, and renewal/expiry including budget and contracts compliance.

Use Case 10: Mobile Technology for Materials Tracking

- Mobile technology solutions to provide enhanced real time materials tracking, inventory transactions and inventory accuracy leading to improved accuracy, efficiency, and collaboration. compatible with major Enterprise Resource Planning (ERP) Systems and cloud connectivity.

Use Case 11: Other Procurement Related Innovations

- If there are any other procurement related tools not specially for a use case above, please describe the utility to us and submit as well.

II. HOW TO RESPOND TO THIS RFI

In support of the Use Cases outlined in Section I above, the Port Authority is looking for responses (“**Responses**”) to this Request for Innovation (“**RFI**”) from firms (“**Respondents**”) interested in providing the Port Authority with technologies and tools to enhance the Procurement process.

The Port Authority is seeking Responses from companies with existing solutions and is not seeking Responses that exclusively offer consultant services.

The Port Authority has transitioned to an entirely digital submission process for the receipt of Responses to this RFI. Responses should be submitted via email only to Bid Custodians at bidrfpsubmittal@panynj.gov. Each electronic submission must include all required information. The Port Authority may request an original, signed paper submission at any time.

Each email submission should include the Due Date, RFI #, and solicitation title.

If requested by the Port Authority, the paper submission must be identical to the electronic submission that was submitted by the RFI Due Date. In the event of a discrepancy, the electronic submission shall take precedence.

Responses must be emailed and received by the Authority no later than **2:00 P.M. Eastern Time (ET) on 04/25/2025**. Hand deliveries and mailed deliveries (e.g., UPS, USPS) will not be accepted. Notwithstanding the “Due Date”, this RFI shall remain open until such time as the Port Authority provides notice that it will cease accepting Responses for consideration. Firms may submit their Responses on an ongoing basis until such time.

Respondents should provide a Response that describes their product, the applicable use case, and how their

solution will advance the mission of the Procurement Department at the Port Authority of New York and New Jersey.

Respondents should provide information relevant to their organization truthfully, accurately, and to the best of Respondent's ability. The Port Authority recognizes that many respondents may not be able to provide input for all areas for information below. Responses to this RFI are understood to be preliminary and non-binding.

Respondents are free to structure responses as necessary to increase clarity and efficiency of responses.

The suggested areas for information to be provided in Respondent's Response are outlined below, if at all applicable. Your response should be no more than twenty (20) pages. Respondents can provide links (URLs) for any infographics/videos.

Suggested format:

1. **Overview of your solution(s)**
 - Identification of which Use Case(s) your solution is responsive to.
 - A detailed description of your product offerings that meet the above Use Cases or other use cases which could benefit to increase effectiveness of the public procurement process.
 - Key features, capabilities, and differentiators of your solution.
2. **Integration Capabilities**
 - Overview of the integration options available with ERP systems. Please include details about any pre-built APIs or connectors.
3. **Security and Compliance**
 - Information on the security features of your platform, including data protection measures, encryption, and compliance with applicable regulations.
4. **Implementation and Support**
 - Description of your implementation process, training support, and ongoing maintenance or customer support offerings.
5. **Cost Model**
 - Outline of your pricing structure, including licensing fees, subscription models, and any additional costs for integrations or features.
6. **Existing Government Clients, References and Case Studies**
 - Include any existing government contract clients that currently use the identified system.
 - Any relevant case studies or references from other organizations with similar procurement needs.
7. **Trial or Demo Access**
 - Availability of any trial or demo versions of your platform for evaluation.

In addition, Responses may also include:

1. A brief description of the Respondent, its lines of business, organization, mission, affiliates, objectives, location, and years in business. This should include a description of the Respondent's strategy for deploying and supporting their innovative products.
2. Contact information (name, title, telephone number, email) of the individual who will act as the Respondent's contact for communications with the Port Authority. In addition, at any time after the opening of the Responses to this RFI, the Port Authority may request additional information relating

to the Respondent's qualifications and will use this individual as the point of contact for these queries.

3. A description of the Respondent's experience in providing innovative products and implementing them within organizations. The Response should specifically note:
 - A) A list of Respondent's projects currently in place or secured for the future which are relevant to this RFI.
 - B) A statement of technical expertise related to their innovative products.
 - C) Any other experiences, insights, and approaches to developing, financing, and operating and maintaining their products.
4. Please describe any obstacles you may have encountered in implementing any innovative products, as well as proposed solutions and/or steps taken to overcome such obstacles; and describe any obstacles you have identified that should be considered by the Port Authority when contemplating uses for their products.
5. A preliminary potential pilot scope on Port Authority property including expected outcomes and estimated duration of a potential pilot.
6. A signed copy of Exhibit A (Agreement on Terms of Discussion) hereof.

III. PILOT AND PRODUCT SELECTION CRITERIA

A team consisting of staff with diverse expertise in procurement will assess the Responses based on the considerations. After review, the Port Authority may select one or more Respondents to demonstrate a product and may enter into one or more agreements to pilot, demonstrate or implement a solution.

For the purposes of this RFI, the Port Authority is requesting Respondents to propose their innovations. Responses shall be reviewed to determine which innovations will enhance Procurement delivery, increase efficiency, speed, customer-centricity, analysis and enhancement of supplier relationships.

In analyzing each solution, the Port Authority will, at a minimum, consider the following:

1. The Potential for Impact and Performance on Business Needs and Use Cases (as set forth in Part I)
2. Innovativeness in Approach or Solution
3. Compatibility with Integrity of Public Competitive Government Procurement Process
4. Ease of Use
5. System (Cyber) Security

IV. RESPONDENT QUESTIONS

1. Questions concerning this solicitation shall be addressed only to the Procurement's Contact Persons as below:

Kedar Gokhale
Procurement Department
The Port Authority of New York & New Jersey
Four World Trade Center | 21st Floor
150 Greenwich Street
New York, NY 10007
Email: kgokhale@panynj.gov

AND

William Curreri
Procurement Department
The Port Authority of New York & New Jersey
Four World Trade Center | 21st Floor
150 Greenwich Street
New York, NY 10007
EMAIL: wcurreri@panynj.gov

2. Questions from prospective Respondents concerning this RFI must be addressed by email to the Contact Person listed above. Please include in your email's subject line the following: **"21st CENTURY PROCUREMENT TECHNOLOGIES – RFI 6000002770"**.
3. Questions must be submitted on or before 4/11/2025.
4. At any time after the receipt of Responses, we may ask a Respondent to attend an informal informational meeting with Port Authority staff to discuss the Respondent's response, and any other matters relating to the potential use of the innovation products demonstrated. The intent of these meetings is to promote an open exchange of information.

V. MEETINGS WITH RESPONDENTS

At any time after the receipt of Responses, the Port Authority may ask a Respondent to attend an informal informational meeting with Port Authority staff to discuss the Respondents' responses, and other matters relating to technologies and tools that can enhance the Procurement delivery. The intent of these meetings is to promote an open exchange of information that, as noted, may assist the Port Authority with enhancing its procedures. These meetings can be virtual or in person at the Port Authority's discretion.

VI. GENERAL

- 1) The purpose of this RFI is to gather information from Respondents and consider Respondents for the demonstration of their innovative products. This RFI may serve as a preliminary step towards the development of a potential future procurement and/or contract for use of Respondents' innovative products.

- 2) The Port Authority reserves the right to conduct interviews, invite firms to conduct a demonstration, engage firms in pilot agreements, issue a solicitation for proposals, or to perform none of the above.
- 3) The Port Authority reserves the unqualified right in its sole and absolute discretion to choose to accept or reject any and all firms responding to this RFI on the basis of an evaluation of the responses to the RFI. The Port Authority also reserves the unqualified right to request further information from any Respondent.
- 4) Neither the information submitted from a firm, nor the submission of a Response to the RFI and any documents or other information supplied by you, nor your participation in a demonstration, nor any correspondence, discussions, meetings or other communications between your organization and the Port Authority, will impose any obligation on the Port Authority. The Port Authority shall have no obligation to any Respondent. The Respondent's costs of participation in or information preparation are not compensable.
- 5) At any time, in its sole discretion, the Port Authority may, by written addenda to this RFI, modify, amend, cancel, and/or reissue this RFI. If an addendum is issued prior to the date a response is due, it will be made available on the following website: <http://www.panynj.gov/business-opportunities/bid-proposal-advertisements.html>. If an addendum is issued after information has been received, it may, at the Port Authority's discretion, be provided only to those Respondents whose submittals may be impacted by such change/addendum.
- 6) The Port Authority reserves all its rights at law and equity with respect to this RFI including, but not limited to, the unqualified right, at any time and in its sole discretion, to change or modify this RFI, to reject any and all Responses, to waive defects or irregularities in Responses received, to seek clarification of Responses, to request additional Responses, to request any or all Respondents to make a presentation, to undertake discussions and modifications with one or more Respondents, who, at any time, subsequent to the deadline for submissions to this RFI, may express an interest in the subject matter hereof.
- 7) No Respondent shall have any rights against the Port Authority arising from the contents of this RFI, the receipt of Responses, or the incorporation in or rejection of information contained in any Response or in any other document. The Port Authority makes no representations, warranties, or guarantees that the information contained herein, or in any addenda hereto, is accurate, complete, or timely or that such information accurately represents the conditions that would be encountered during the performance of any subsequent demonstration, pilot or contract, if any. 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 Respondent, by submitting its Response, expressly agrees that it has not relied upon the foregoing information, and that it shall not hold the Port Authority liable or responsible therefore in any manner whatsoever.
- 8) Neither the Commissioners of the Port Authority, nor any of them, nor any officer, agent or employee thereof shall be charged personally with any liability by a respondent or another or held liable to a respondent or another under any term or provision of this RFI or any statements

made herein or because of the submission or attempted submission of a Response hereto or otherwise.

- 9) This RFI is an inquiry, which may result in an invitation to conduct a demonstration and/or enter into a pilot agreement. There are no guarantees made or implied by the Port Authority that any information provided will result in a public procurement process for the performance of any services contemplated herein, nor that any subsequent procurement will follow the approach described herein. The Port Authority will not preclude firms or organizations that do not respond to this RFI from participating in any possible future procurement for their products.

EXHIBIT A

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 Public Records Access Policy adopted by the Port Authority's Board of Commissioners, which may be found on the Port Authority website at: <https://www.panynj.gov/corporate/en/public-record-access.html> . The foregoing applies to any information, whether or not given at the invitation of the Authority.

(Company)

(Signature)

(Print Name)

(Title)

(Date)

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