

THE PORT AUTHORITY OF NY & NJ

**PROCUREMENT DEPARTMENT
ONE MADISON AVENUE, 7TH FL.
NEW YORK, NY 10010**

Date: September 3, 2010

ADDENDUM # 1

**TO PROSPECTIVE PROPOSERS ON REQUEST FOR PROPOSALS (RFP)
22265 for MICROSOFT WINDOWS SERVICES FOR A CALL-IN PROGRAM
DURING 2010-2013**

THE FOLLOWING CHANGES ARE HEREBY MADE IN THE DOCUMENTS:

- **Proposals are due back on September 10, 2010, no later than 2:00 P.M.**

Proposals originally were due on September 8, 2010, no later than 2:00 P.M.

- **ATTACHMENT I2: GENERAL PROVISIONS:
ITEM NUMBER 44. ENTIRE AGREEMENT, page 36 first sentence,
“This Contract including the Request for Proposals for #20624”: the Request for
Proposal number is not correct and the correct number has been is 22265.**

QUESTIONS AND ANSWERS

The following information is made available in response to questions submitted by Proposers to the Port Authority of New York and New Jersey (Port Authority). It addresses only those questions deemed by the Port Authority to require additional information and /or clarification. The absence of a response with respect to any particular question submitted by a Proposer shall not have any meaning, construction or implication with respect to the terms and provisions of the proposal, which shall be construed without reference to such unanswered submissions.

QUESTION 1:

Regarding Task Order 1, if the particular candidate submitted is not available, what happens? May we provide an alternative?

ANSWER 1:

If an alternative candidate is proposed, which is different from the original candidate submitted during the evaluation process, the Port Authority, shall be required to re-solicit the task order and evaluate new proposals.

QUESTION 2

If awarded proposal and our employee starts and then resigns, may we provide an alternative?

ANSWER 2:

All staff assigned is subject to the review and acceptance of the Authority.

QUESTION 3:

Is this assignment for exclusive new design, configuration, testing and implementation?

ANSWER 3:

Attachment C, "Task Order #1", page 16, is not exclusive to new design. However, in future task orders, the precise scope of services will be detailed.

QUESTION 4:

Will the consultant be working for modification/re-configuration of existing set-up?

ANSWER 4:

Yes, precise scope of services will be detailed in each task order.

QUESTION 5:

Will the consultant be involved in existing day-to-day activities like backup etc?

ANSWER 5:

No

QUESTION 6:

Will the consultant work for 24 x 7 or 8 x 5?

ANSWER 6:

The Port Authority standard workdays are Monday through Friday, eight hours per day.

QUESTION 7:

Should consultant be certified for any of MCTS, MCITP, MCSA or MCSE?

ANSWER 7:

While not required, however, all relevant professional certifications are desirable.

QUESTION 8:

How many Sr. and/or Jr. resources do you anticipate needing throughout the call-in program period?

ANSWER 8:

This has not been determined. It will be dependent on the number and nature of task orders issued.

QUESTION 9:

Can you provide an estimated schedule of when Sr. and/or Jr. Resources will be needed?

ANSWER 9:

Please refer to question 8.

QUESTION 10:

Can you provide a tentative set of projects and associated timeframes?

ANSWER 10:

Please refer to question 8.

QUESTION 11:

Do bidders have to bid on both the Junior Microsoft Solution Architect and Senior Microsoft Solution Architect, or may we chose to bid on only one?

ANSWER 11:

Proposers must submit a proposal including both the Junior and Senior Microsoft Solution Architect categories.

QUESTION 12:

Do both Junior and Senior Microsoft Solution Architects need 5 years experience?

ANSWER 12:

Yes, both categories must have 5 years experience.

QUESTION 13:

Are the Non-MS Windows Tools Skills required skills or optional skills?

ANSWER 13:

Optional. Depending on future task orders, Non-Microsoft Windows Tools skills may be required, but not necessarily for all task orders.

QUESTION 14:

Should the Task Order 1 response be focused only on the Senior Microsoft Solution Architect's qualifications, or should we include company qualifications as well?

ANSWER 14:

Task order #1 will focus on the Senior Microsoft Solution Architect's qualifications base evaluation process on page 16, Attachment C: Task Order#1, Section 6, and Evaluation Criteria. However, task orders will be evaluated only after the list is created based on the proposal evaluation process on page 4, "Selection Process", "Evaluation Criteria and Ranking.

QUESTION 15:

Is there a page limit to the Task Order 1 proposal and the resumes?

ANSWER 15

No

QUESTION 16:

In Task Order 1, for "Time Frame", you indicated the anticipated timeframe to be "during the 2nd quarter" throughout year-end." Can we estimate that this is going to be a nine-month task, regardless of the starting time?


ANSWER 16:

Task order #1 will be approximately six months duration.

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


for LARRY WAXMAN
PROCUREMENT MANAGER
TECHNOLOGY & OPERATIONAL
PROCUREMENTS DIVISION

PROPOSER'S FIRM NAME: _____

INITIALS: _____

DATE: _____

QUESTIONS CONCERNING THIS ADDENDUM MAY BE ADDRESSED TO
MS. LESLEY BROWN, WHO CAN BE REACHED AT LBrown@panynj.gov or
(212) 435-3969