



**THE PORT AUTHORITY OF NY & NJ**

**CUSTOMIZED EVACUATION AND RECOVERY  
MODEL AND SIMULATION TOOL (CMST)  
REQUESTS FOR PROPOSALS**

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**THE PORT AUTHORITY OF NY & NJ**

**PURCHASING SERVICES DIVISION  
ONE MADISON AVENUE, 7<sup>TH</sup> FL.  
NEW YORK, NY 10010**

**REQUEST FOR PROPOSALS**

**TITLE: DEVELOPMENT, IMPLEMENTATION AND MAINTENANCE OF A  
CUSTOMIZED EVACUATION AND RECOVERY MODEL AND  
SIMULATION TOOL (CMST)**

**NUMBER: 20264**

**SUBMIT PROPOSALS BEFORE THE DUE DATE AND TIME TO THE ABOVE ADDRESS**

**PROPOSAL DUE DATE: April 1, 2010 TIME: 2:00 PM**

**QUESTIONS SHOULD BE SUBMITTED BY: March 4, 2010 TIME: 3:00 PM**

**BUYER NAME: Nadine Aziz  
PHONE#: (212) 435-3934  
FAX#: (212) 435-39xx  
EMAIL: naziz@panynj.gov**



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**A. General Information: The Port Authority of New York and New Jersey**

The Port Authority of New York and New Jersey (the "Port Authority" or "Authority") is an agency 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, and thereafter consented to by the Congress of the United States. It is charged with providing transportation, terminal and other facilities of trade and commerce within the Port District. The Port District comprises an area of about 1,500 square miles in both States, centering about New York Harbor. The Port District includes the Cities of New York and Yonkers in New York State, and the cities of Newark, Jersey City, Bayonne, Hoboken and Elizabeth in the State of New Jersey, and over 200 other municipalities, including all or part of seventeen counties, in the two States. The Authority manages and/or operates all of the region's major commercial airports (Newark Liberty International, John F. Kennedy International, Teterboro, LaGuardia and Stewart International Airports, marine terminals in both New Jersey (Port Newark, Elizabeth, and Jersey City) and New York (Brooklyn and Staten Island); and its interstate tunnels and bridges (the Lincoln and Holland Tunnels; the George Washington, Bayonne, and Goethals Bridges; and the Outerbridge Crossing), which are vital "Gateways to the Nation."

In addition, the Authority operates the Port Authority Bus Terminal in Manhattan, the largest facility of its kind in the world, and the George Washington Bridge and Journal Square Transportation Center bus stations. A key link in interstate commuter travel, the agency also operates the Port Authority Trans-Hudson Corporation (PATH), a rapid rail transit system linking Newark, and the Jersey City and Hoboken waterfronts, with midtown and downtown Manhattan. A number of other key properties are managed by the agency including but not limited to a large satellite communications facility (the Teleport) in Staten Island, and a resource recovery co-generation plant in Newark. Prior to September 11, 2001, the agency's headquarters were located in the World Trade Center, and that complex is still owned and being partially redeveloped by the Authority.

**B. Brief Summary of Scope of Work**

Using Consulting Services and a Commercially Available Off the Shelf (COTS) tool as the base, the Port Authority is hereby seeking proposals from qualified firms to provide the development, implementation, ongoing maintenance, and optional hosting of a secure customized evacuation and recovery modeling and simulation tool (CMST), as more fully described herein. The Authority requires a turn-key solution that will function effectively at roll-out, provide scalability and remain viable over a period of time, via initial robust functionality and through the Proposer's record of continuous staff support. All services, hardware and support covered by the Contract should be provided within the continental United States.

Addressing security threats requires a coordinated approach in order to protect, respond to and recover from major events. Consistent with the National Preparedness Goal (NPG) and more



specifically the National Strategy for Maritime Security, this project seeks a systematic approach to planning for and recovering from current and future threats. The project would involve the application of a suite of modeling and simulation tools for the following scenarios:

- Evacuation of the Port Newark/Elizabeth maritime complex and Newark Liberty International Airport,
- A port recovery module for Port Newark/Elizabeth,
- A port recovery module for the entire Port of New York/New Jersey Coast Guard Captain of the Port Zone.
- A recovery module for airport operations at Newark Liberty International Airport.

The CMST should be based on currently available and easily configurable software, and should enable the visualization, manipulation, and modeling of geospatial data used in managing large-scale evacuation and emergency response scenarios with deployable web-based information and field updating capability. It should be able to integrate Geographic Information System (GIS) and Information Sharing applications, and Modeling and Simulation Tools to provide a near-real-time crisis response capability. The application must be Open Geospatial Consortium (OGC) and Open Source Geospatial Foundation (OSGEO) compliant.

Using simulation models, accessible through dedicated desktops and a web-based application, the Authority and third-party stakeholders, including, but not limited to, the United States Coast Guard and law enforcement and emergency response agencies and units ("Authorized Users") will have the opportunity to plan, evaluate, compare and outline strategies that support effective responses to a variety of emergency events in order to minimize the consequences. With this technology users will have the ability to set different evacuation-related goals and/or measures of effectiveness (MOEs). Additionally, the CMST would give users the power to evaluate a wide range of evacuation scenarios given different combinations of variables (set by users) including: Evacuation Route(s) Selection, Personnel and/or Visitor Activities, Life Safety Concerns, Emergency Responder Ingress Routes, and Simultaneous Area Evacuation. The CMST will also assist decision makers with adopting strategies that optimize the use of available resources following an evacuation in order to minimize disruption to commerce and reestablish port operations in a timely manner.

According to the U. S. Coast Guard (USCG) analysis, the Port of New York and New Jersey is ranked among the top five ports for US commercial and economic significance. To this end, the CMST would provide users with the ability to conduct needs assessments for processing "backed-up" vessels if the entire port or a portion thereof is shut down due to an attack, natural disaster or other emergency, and help the Recovery Advisory Unit of the Incident Command System determine necessary resources and/or the number of days it will take to process "backed-up" vessels.

**Attachment C hereof describes the Scope of Work. Appendix 1 of Attachment C lists the System Requirements. While the Authority is seeking a full suite of application tools, it recognizes that due to the complexity of the desired system design and functionality, a Proposer may propose solutions for one or more of the modules listed in Section E of Attachment C. However, all proposals must include solutions for Module 1 (Evacuation).**



It is contemplated that other ports and transportation facilities may be interested in utilizing a similar system customized for their particular needs. Such work is not a part of this contract, but the system should be adaptable for such purposes.

**C. Deadline for Receipt of Proposals**

The due date specified on the cover page is the Proposal Due Date. Closing of due date is 2:00 P.M., Eastern Standard Time (EST).

The Authority assumes no responsibility for delays caused by any delivery service.

**D. Submission of Proposals**

One reproducible original (containing original signatures and clearly designated as such) and 12 copies double-sided of the proposal must be submitted on or before the due date and time in accordance with the information on the cover page of this RFP and sent or delivered to the address specified on the cover page. Each copy of the proposal as well as the parcel(s) used for shipping must be conspicuously marked with the Proposer's name and address along with the title of this RFP, this RFP number and the Proposal Due Date.

The original and each copy of the submission should include, in a **separate envelope marked "PROPOSER X COST PROPOSAL"**, all required documentation that relate to the Contractor's Cost Proposal as identified in Section 4 and Attachment D. It is imperative that Cost related information is in a sealed package, separate from the proposal and that the proposal does not address the cost components. Failure to do so may result in your proposal being deemed non-responsive.

Proposers should also submit sixteen (16) CD copies of their proposal to assist in the review. If there is any difference between the CD and paper copy, the paper copy takes precedence.

**E. Communications Regarding this RFP**

All communications concerning this RFP should be directed to the Buyer listed on the cover page. All questions regarding this RFP should be submitted in writing to the Buyer at the email address listed on the cover page no later than 3:00 p.m. (EST) on March 4, 2010.

The Buyer is authorized only to direct the attention of prospective Proposers to various portions of this RFP so that they may read and interpret such portions themselves.

Neither the Buyer nor any other employee of the Authority is authorized to interpret the provisions of this RFP or give additional information as to its requirements. If interpretation or other information is required, it will be communicated to Proposers by written addenda and such writing shall form a part of this RFP.



#### F. Proposal Acceptance or Rejection

Acceptance shall be only by mailing to or delivering at the office designated by the Proposer in its proposal, a notice in writing signed by an authorized representative on behalf of the Authority specifically stating that the proposal is accepted or by execution of an agreement covering the subject matter of this RFP signed by authorized representatives of the Authority and the Proposer. No other act of the Authority, its Commissioners, officers, agents, representatives, or employees shall constitute acceptance of a proposal. Rejection of a proposal shall be only by either (a) a notice in writing specifically stating that the proposal is not accepted, signed by an authorized representative of the Authority and mailed to or delivered to the Proposer at the office designated in the Proposal, or (b) omission of the Authority to accept the proposal within 180 days after the Proposal Due Date. No other act of the Authority, its Commissioners, officers, agents, representatives or employees shall constitute rejection of a proposal.

#### G. Proposer Presentations

After review of all proposal submissions, an oral presentation to the selection committee and others, as appropriate, may be requested. It should be noted that firms selected to make presentations may be given only short advance notice. The presentation should be limited to 2 hours, and include the material contained in your proposal. The presentation will be followed by an approximately 60-minute question and answer session.

Proposer's staff providing the presentation shall be led by the proposed Project Manager, who may be supported by no more than ten (10) other senior staff members who are proposed to work on this project.

Notification of presentation scheduling is made via e-mail. **Provide the name and e-mail address of the person who should be contacted for presentation scheduling**, if applicable, as well as an alternate in the event that person is unavailable.

The Authority may, at the Proposer's request, provide support equipment for presentation needs, including computer projectors, flip charts, etc., but it is not guaranteed. Prior arrangements must be made for the use of such equipment.

#### H. Union Jurisdiction

Proposers are advised to ascertain whether any union now represented or not represented at the facility will claim jurisdiction over any aspect of the operations to be performed hereunder and their attention is directed to the Section of this RFP entitled "Harmony" included in the "General Contract Provisions" hereunder.

#### I. City Payroll Tax

Proposers should be aware of the payroll tax imposed by the:

- City of Newark, New Jersey for services performed in Newark, New Jersey;



- City of New York, New York for services performed in New York, New York; and
- City of Yonkers, New York for services performed in Yonkers, New York.

These taxes, if applicable, are the sole responsibility of the Contractor. Proposers should consult their tax advisors as to the effect, if any, of these taxes. The Port Authority provides this notice for informational purposes only and is not responsible for either the imposition or administration of such taxes. The Port Authority exemption set forth in the Paragraph entitled "Sales or Compensating Use Taxes", in the "Standard Contract Terms and Conditions" included herein, does not apply to these taxes.

#### **J. Additional Proposer Information**

The successful Proposers shall be required to comply with the following items. Representative samples, subject to change where applicable, are included for Proposer information only and is not subject for Proposer's comment.

- Background Screening –Due to the nature of this project, the Contractor will be required to obtain either a Transportation Worker Identification Credential (TWIC), or a high-level Secure Workers Access Consortium (S.W.A.C.) credential. Appendix 1 contains representative information on both.
- Non-Disclosure – Appendix 2 contains representative information on requirements for the company and individuals.

Prospective Proposers are advised that additional vendor information, including, but not limited to forms, documents and other information, including M/WBE Participation Plan Submission Forms and protest procedures, may be found on the Port Authority website at: [http://www.panynj.gov/DoingBusinessWith/contractors/html/other\\_info.html](http://www.panynj.gov/DoingBusinessWith/contractors/html/other_info.html)

## **2. SCOPE OF WORK**

The full Scope of Work is set forth in detail in Attachment C, "Scope of Work."

## **3. FINANCIAL INFORMATION**

The Proposer will be required to demonstrate that it is financially capable of performing the contract resulting from this RFP ("Contract"). The determination of the Proposer's financial qualifications and ability to perform this Contract will be in the sole discretion of the Authority. The Proposer shall submit, with its proposal, the following:

- (1) Certified financial statements, including applicable notes, reflecting the Proposer's assets, liabilities, net worth, revenues, expenses, profit or loss and cash flow for the most recent year or the Proposer's most recent fiscal year.



(2) Where the certified financial statements in (1) above are not available, then reviewed statements from an independent accountant setting forth the aforementioned information shall be provided.

Where the statements submitted pursuant to subparagraphs (1) and (2) aforementioned do not cover a period which includes a date not more than forty-five days prior to the Proposal Due Date, then the Proposer shall also submit a statement in writing, signed by an executive officer or his/her designee, that the present financial condition of the Proposer is at least as good as that shown on the statements submitted.

- B. A statement of work which the Proposer has on hand, including any work on which a bid and/or proposal has been submitted, containing a description of the work, the annual dollar value, the location by City and State, the current percentage of completion, the expected date for completion, and the name of an individual most familiar with the Proposer's work on these jobs.

The name and address of the Proposer's banking institution, chief banking representative handling the Proposer's account, the Proposer's Federal Employer Identification Number (i.e., the number assigned to firms by the Federal Government for tax purposes), the Proposer's Dun and Bradstreet number, if any, the name of any credit service to which the Proposer furnished information and the number, if any, assigned by such service to the Proposer's account.

#### 4. EVALUATION CRITERIA AND RANKING

The selection process by which a firm shall be selected for the performance of the subject services shall include consideration of the following factors (listed in order of importance). These factors shall apply equally to the required, as well as any proposed optional modules.

##### A. Qualifications and experience of the firm

The Proposer's staffing capacity, financial stability and capacity to successfully complete the project tasks, industry track record, and capability of managerial, technical and physical resources to deliver the required services over an extended period of time; the specific experience to provide such services for complex and large corporate environment comparable in size and architecture to that of the Authority's including seaport and airport operations, which includes the level of staff experience and knowledge of the technologies needed The Proposer's demonstration of understanding of the RFP's Strategic Objectives and project concept. The Proposer's commitment to provide the requested services, to meet or exceed all requirements, and to develop and maintain a business alliance based on proposal and prior contract experience; the quality and effectiveness of the Proposer's M/WBE Plan and the extent to which it meets or exceeds Authority Standards; and the Proposer's ability to mitigate and eliminate business risk.



**B. Qualifications and experience of the proposed staff, including subcontractors**

Availability and qualifications of competent, knowledgeable personnel resources to satisfactorily complete all prescribed tasks and the prior experience of team including the Contractor and all subcontractors working together.

**C. Technical approach.**

The demonstrated ability to provide the required services described in the Scope of Work. This includes the completeness of the services proposed; the ability to satisfy or exceed the requirements of the development, installation and ongoing Service Level Agreement; and the quality of management and the technical approach to be used to assure consistently high-quality services; and the ability to provide the Port Authority with maximum flexibility in terms of services provided.

- Demonstration of prior accomplishments with the technical aspects of this RFP
- Demonstrated staff skills/knowledge in subject matter and technology (application, design, database, data security, system administration, etc.)
- Demonstrated product support and services (e.g. help desk, client relations, training, support services, system operations and maintenance support, documentation, etc.)

**D. Management approach.**

The demonstrated ability to provide the required methodology for implementing and managing the project described in the Scope of Work.

- Demonstrated project management and integration skills. A satisfactory work plan for the Project, including timeline and critical problem escalation and resolution procedures
- Appropriate facilities (i.e., support, computer, and analysis) to complete the prescribed tasks within the proposed time frame and within budget.
- How quickly the product can be in production once the award has been made
- Effective customer service and single point of contact for Authority communications.
- Effective proactive quality control and audit processes

**Cost will be evaluated on a best buy / best value basis,** as submitted on Attachment D – entitled Contractor's Cost Proposal. **It is important to note that the Total Estimated Contract price inserted by the Proposer on Attachment D is for proposal comparison purposes only. The successful Proposer shall be compensated on the basis of work satisfactorily performed as provided in this RFP.**