PORT AUTHORITY OF ALLEGHENY COUNTY

Data Center Hosting and Managed Security Services
Request for Proposal No. 20-01
February 18, 2020
Information Meeting Minutes

The Information Meeting for the above-referenced Request for Proposal (RFP) was held on February 18, 2020 at 09:30 AM. A copy of the sign-in sheet of attendees is attached.

Catherine Terrill, Senior Professional Services Contract Specialist, opened the meeting for Port Authority. The other Port Authority attendees making presentations were: Sue Broadus, DB/DBE Program Manager; Erik McKibben, Assistant Director of System Architecture and Software Development; and Dave Grace, Manager – IT Datacenter Operations.

Ms. Terrill then discussed the following issues:

- Proposers were directed to the RFP for instruction requirements. The requirements were briefly summarized for the attendees.

- Exhibit 1 in the RFP is the Sample Agreement that Port Authority will utilize to enter into an Agreement with the successful Proposer. Please review and, per the RFP provide any comments in your proposal. The term of the Agreement will be for a three (3) year period with the option to extend the term of the Agreement up to an additional two (2) years. It was stressed that any comments/exceptions to Exhibit1, the Sample Agreement be provided in the proposal.

- Proposals must be received and timestamped on or before 2:00 p.m. on March 10, 2020 at the Purchasing and Materials Management Department of Port Authority, 345 Sixth Avenue, Third Floor, Pittsburgh, PA 15222-2527. Proposers should allow sufficient time to deliver Proposals, taking into account parking, security, etc. If using a courier service, take into consideration that delivery times are only an estimate and cannot be guaranteed, schedule delivery accordingly. Proposals received or timestamped after that time and date will not be considered and will be returned to the Proposer.

- All procedural questions concerning this RFP should be directed to Catherine Terrill at (412) 566-5188. Questions concerning clarifications should be submitted in writing to the attention of Ms. Terrill of the Purchasing and Materials Management Department and may be faxed to (412) 566-5359 or e-mailed to cterrill@portauthority.org. Port Authority will not respond to questions received, other than procedural, after February 27, 2020.

- Ms. Broadus addressed the DB requirements for the RFP as follows:

    - Despite the fact that percentage goals are not associated with the Diverse Business Program, to the extent that subcontracting opportunities are made available, contractors are required to consider and solicit from Diverse Business firms.
    - The contractor must make a good faith effort to ensure that properly certified DB's have the maximum opportunity to participate in the contract and the associated subcontracts.
    - All DBs must be certified.
    - Certifying agencies are:

    - PA UCP.com Port Authority administered
        - www.paucp.com
    - National Minority Supplier Diversity Council (NMSDC)
    - Women's Business Enterprise Council (WBENC)
    - Small Business Administration (SBA)
    - Department of Veteran Affairs
  - Port Authority will be reviewing proposed Diverse Business Participation as part of the Selection Criteria.
  - The contractor is required to report on its DB usage throughout the duration of this contract.
  - There are penalties imposed for non-compliance of the DB Program.
  - Persons representing DB firms were encouraged to stand, state their name, company and field of expertise.
  - If assistance is required in utilizing DBs, or how to become a certified DB, Proposers should contact Ms. Sue Broadus at (412) 566-5257 or by email sbroadus@portauthority.org.

- All questions relating to clarifications of, or modifications to, the RFP must be in writing. If any questions submitted make necessary the issuance of an addendum, an addendum will be issued to all RFP document holders. Proposals must be submitted based on the RFP as written, and as modified by Addenda. It was stressed that any comments/exceptions to Exhibit 1, the Sample Agreement be provided in the proposal.

- The anticipated Procurement Schedules for both RFP is as follows:

    - Proposers' last day for submitting questions is February 27, 2020.
    - Proposals are due at the Port Authority by 2:00 PM March 10, 2020.
    - Interviews are tentatively scheduled for April 7-8, 2020.
    - The RFP is tentatively scheduled for approval at the July Board of Directors Meeting.
- Erik McKibben and Dave Grace provided a general overview of the scope of services that Port Authority is seeking via this RFP. Following the overview, the floor was opened for general discussion and any questions from the attendees.

The meeting was adjourned at 10:00 AM.

Catherine Terrill
Senior Professional Services Contract Specialist

attachment(s)

cc: Project File