PORT AUTHORITY OF ALLEGHENY COUNTY

Supplemental EAP Provider Support Services
Request for Proposal No. 18-04_
November 13, 2018
Information Meeting Minutes

The Information Meeting for the above-referenced Request for Proposal (RFP) was held on November 13, 2018 at 1:30 PM. A copy of the sign-in sheet of attendees is attached.

Catherine Terrill, Professional Services Contract Specialist, opened the meeting for Port Authority. The other Port Authority attendees making presentations were: Joe Maritato, Manager Revenue Collections; Kathy Wilson, EAP Manager; Michael Heidkamp, Acting Deputy Chief Operations Officer; and Melissa Dunbar, Professional Services Contract Specialist.

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 year period with the option to extend the term of the Agreement up to an additional two years. It was stressed that any comments/exceptions to Exhibit 1, the Sample Agreement be provided in the proposal.

- Proposals must be received and timestamped on or before 2:00 p.m. on November 29, 2018 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 November 19, 2018.

- The DB requirements for the RFP are 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 Mr. Eric Wells at (412) 566-5262 or by email ewells@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 November 19, 2018.
    - Proposals are due at the Port Authority by 2:00 PM November 29, 2018.
    - Interviews are tentatively scheduled for mid-December.
    - The RFP is tentatively scheduled for approval at the January Board of Directors Meeting.
- Kathy Wilson 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 questions asked will be posted after the last day for submitting questions.

The meeting was adjourned at 2:00 PM.

Catherine Terrill
Senior Professional Services Contract Specialist

attachment(s)

cc: Project File