PORT AUTHORITY OF ALLEGHENY COUNTY

Temporary Technical and Temporary Clerical Support Services
Request for Proposal No. 19-04
August 26, 2019
Information Meeting Minutes

The Information Meeting for the above-referenced Request for Proposal (RFP) was held on August 26, 2019 at 9:30 AM. There were no non-Port Authority attendees present at the meeting; therefore, a sign-in sheet will not be a part of the meeting minutes.

Fred Buckner, Professional Services Associate Contract Specialist, opened the meeting for Port Authority. The other Port Authority attendees making presentations were:

- Holly Jenkins - Recruiter
- Robyn Taylor – Director of Employment
- Susanna Broadus – DBE/DB Program Manager

Mr. Buckner then discussed the following issues:

- Attendees 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 3-year period with the option to extend the term of the Agreement up to an additional 2 years. Any comments/exceptions to Exhibit1, the Sample Agreement should be provided in the proposal for consideration.

- Proposals must be received and timestamped on or before 2:00 p.m. on September 16, 2019 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 the designated time and date will not be considered and will be returned to the Proposer.

- All procedural questions concerning this RFP should be directed to Fred Buckner at (412) 566-5467. Questions concerning clarifications should be submitted in writing to the attention of Mr. Buckner of the Purchasing and Materials Management Department and may be faxed to (412) 566-5359 or e-mailed fbuckner@portauthority.org. Port Authority will not respond to questions received, other than procedural, after September 4, 2019.

- The Contract Services are state and locally funded, which has Diverse Business (DB) requirements for the RFP and the subsequently awarded Agreement. If assistance is required in utilizing DBs, or how to become a certified DB, Proposers should contact Ms. Susanna 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.

- The anticipated Procurement Schedule for this RFP is as follows:
    - Proposers' last day for submitting questions is September 4, 2019.
    - Proposals are due at the Port Authority's specified location by 2:00 PM on September 16, 2019.
    - The RFP is tentatively scheduled for Board of Directors' approval on November 22, 2019
- Holly Jenkins 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 9:45 AM.

Fred Buckner
Professional Services Associate Contract Specialist

attachment(s)

cc: Project File