

Addendum 1
October 3, 2023
South Jersey Port Corporation (SJPC)
Request for Proposals

SJPC-23-63 Professional Services

NOTICE

This Addendum is considered part of the following Request for Proposals:

SJPC 23-69-FA (Financial Advisor)
SJPC 23-69-MA (Marketing Consultant)
SJPC 23-69-GA (Grant Writing...)
SJPC 23-69-MC (Maritime Counsel)
SJPC 23-69-GC (General Legal Counsel)
SJPC 23-69-CC (Conflict Counsel)
SJPC 23-69-LC (Labor Counsel)
SJPC 23-69-HI (General Health and Insurance Broker)
SJPC 23-69-BC (Bond Counsel)

As such, this Addendum must be acknowledged with your submission.

ADDENDUM TO THE SPECIFICATIONS

- The cost proposal of service(s) referenced in the Proposal Form should include the costs of the service(s) or activities based on a flat monthly rate or an hourly rate identifying individuals expected to perform the services or activities.

The proposed costs should include: i. Meetings, ii. Site visits and expenses, iii. Expense for travel, postage and telephone excluded from the hourly rate, iv. Additional services defined beyond the scope of the regular service.

- Please see the attached specifications for completing your "Letter of Transmittal." These specification should have been included in Section 3.0 "ADDITIONAL APPLICANT RESPONSIBILITIES."

LETTER OF TRANSMITTAL

The Applicant/Proposer shall, in response to SJPC's Request for Proposals, at a minimum include the following information:

1. Qualification requirements to compete for the needed service or activity as set forth in the "duties and responsibilities" of the position defined in the SJPC's Request for Proposal. Qualifications at a minimum, shall include requirements defined as follows:
 - A. The full name and business address.
 - B. Listing of all post high school education of the applicant and/or members of a professional firm seeking to provide professional services as described within the body of the Request for Proposal.
 - C. Dates and licensure in the State of New Jersey and any other State as to the professional discipline requested to serve the needs of the SJPC.
 - D. A listing of any professional affiliation or membership in any professional societies or organizations, with an indication as to any offices held.
 - E. The number of licensed professionals employed (if a professional firm) and/or affiliated with a professional entity seeking to provide services to the SJPC. A description of each individual's qualifications, including education licensure and years of professional experience.
 - F. A listing of all previous Public Sector entities served by the Applicant/Proposer licensed professional including dates of service and position(s) held.