



NOTICE OF SOLICITATION

PREPAREDNESS PLANNING, PROGRAM MANAGEMENT, ADMINISTRATIVE, AND TRAINING & EXERCISE SERVICES - REQUEST FOR PROPOSALS

PIN: 01721P0001

Notice is hereby given that New York City Emergency Management (NYCEM) is seeking responses from multiple proposers experienced in providing services in the fields of homeland security and emergency management - primarily supporting preparedness and readiness initiatives. We intend to award contracts to support five (5) separate program areas: 1) Preparedness Planning, 2) Training, 3) Exercise, 4) Risk Reduction, Recovery and Mitigation, 5) Administrative Support, Program & Project Management. For all programs, successful proposers will be able to provide qualified and skilled professional and support staff to complete a variety of emergency management and homeland security related projects.

The term of the contract for this RFP will be for three (3) years, with two (2) – three (3) year options to renew.

The Request for Proposal (RFP) document for the above mentioned project will be available from Wednesday, September 2, 2020, through Wednesday, September 30, 2020. Prospective proposers are advised to contact the individual listed below to reserve a copy of the RFP document, Monday to Friday, exclusive of holidays, between the hours 9:00 AM and 3:00 PM (EST). The RFP documents are also available in PDF format from The City Record and may be downloaded by accessing www.nyc.gov/cityrecord.

The deadline for submitting questions pertaining to this procurement will be Friday, September 11, 2020 at 5:00 PM.

Proposals are due no later than Wednesday, September 30, 2020 at 5:00 PM (EST) via NYCEM's Procurement inbox. Please submit all requirements on your company Letter head. Proposals must be submitted in .pdf format as instructed in the RFP document to:

New York City Emergency Management
Procurement Unit
procurement@oem.nyc.gov
ATTN: Althea Samuels

In order to do business with New York City, vendors **MUST** register with the Payee Information Portal (PIP) and submit their paperwork to Passport. Please refer to the links below for additional details.

PASSPORT: nyc.gov/passport
PIP: <https://a127-pip.nyc.gov/webapp/PRDPCW/SelfService>