



September 24, 2020

**Re: New York City Emergency Management Seeking Preparedness Planning, Program Management, Administrative, and Training & Exercise Services RFP  
PIN #: 01721P0001  
Addendum #1**

Dear Vendor:

New York City Emergency Management (NYCEM) is issuing Addendum #1 to the solicitation titled **Seeking Preparedness Planning, Program Management, Administrative, and Training & Exercise Services**.

Please be advised that this addendum supersedes any information provided by NYCEM in the original RFP.

The purpose of this addendum is to extend the proposal due date to allow more opportunity for City Certified Minority- and Women- Owned Businesses an opportunity to review and respond. The deadline is hereby extended to October 9, 2020 by amending Section I, Proposal Due Date and Time of the RFP.

**The submission of questions at this time is past due.**

**1. THE FOLLOWING SECTION OF THE RFP IS AMENDED AS FOLLOWS:**

**SECTION I - BASIC INFORMATION**

<b>Proposal Due Date and Time:</b>	<p><b>Friday October 9, 2020 by 5:00PM EST.</b></p> <p>Mailed or faxed proposals will not be accepted by the Agency. Proposals must be e-mailed (by PDF attachment only) to <a href="mailto:procurement@oem.nyc.gov">procurement@oem.nyc.gov</a>.</p> <p>If requested, please allow forty-eight hours for an email confirmation directly from NYCEM to confirm that your proposal has been received. NYCEM will not be responsible for proposals lost in transmission, even if a confirmation is generated by the sender’s facsimile equipment.</p> <p>Proposals received after the Proposal Due Date and Time are late and shall not be accepted by NYCEM, except as provided under New York City’s Procurement Policy Board Rules. The NYCEM will consider requests made to the Authorized Agency Contact Person to extend the Proposal Due Date and Time prescribed above. However, unless NYCEM issues a written addendum to this RFP which extends the Proposal Due Date and Time for all proposers, the Proposal Due Date and Time prescribed above shall remain in effect</p>
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Thank you for your continued interest in NYCEM.