



September 24, 2020

**Re: New York City Emergency Management Seeking Preparedness Planning, Program Management, Administrative, and Training & Exercise Services RFP
PIN #: 01721P0001
Addendum #2**

Dear Vendor:

New York City Emergency Management (NYCEM) is issuing Addendum #2 to the solicitation titled **NYCEM 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 make corrections to the RFP, revise the price proposal sheet, to address and respond to questions NYCEM has received in writing by the deadline for questions, and to provide contact e-mails of individuals who expressed interest to encourage subcontracting.

The submission of questions at this time is past due. Please be reminded the proposals are due via email on Friday October 9, 2020 by 5:00PM EST.

1. THE FOLLOWING SECTIONS OF THE RFP ARE AMENDED AS FOLLOWS:

SECTION I - BASIC INFORMATION

Price Proposal	<p>Proposers are encouraged to propose innovative payment structures. The Agency reserves the right to select any payment structure that is in the City’s best interest. For the purposes of comparison, proposers should submit pricing using the Price Proposal provided (see Attachment 2).</p> <p>Price Proposal must be submitted as a separate .pdf file from the technical proposal.</p>
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SECTION IV - FORMAT AND CONTENT OF THE PROPOSAL

The following language is hereby removed from the RFP under Section IV, Program 4, C. Proposed Approach:

- Confirmation that all workers under its direction fully understand Services.

2. ATTACHMENT 2 - PRICE PROPOSAL SHEET HAS BEEN REVISED:

See attached the revised Price Proposal Sheet accompanied with this addendum. Proposers must use the revised version when submitting a price proposal when responding to this RFP.

3. EXPRESSION OF INTEREST CONTACT EMAILS

See attached a list of vendor contact emails accompanied with this addendum. This list includes those who have expressed interest regarding this RFP.

4. RFP QUESTIONS AND CLARIFICATIONS:

NYCEM’s response to questions received in writing by the deadline for questions.

Questions	NYCEM’s Response
<p>1. Would NYCEM consider extending the deadline?</p>	<p>NYCEM extended the deadline via Addendum #1 to Friday October 9, 2020 by 5PM EST.</p>
<p>2. Does NYCEM anticipate this contract being federally funded?</p>	<p>Yes, there is a possibility this contract can be city funded, federally funded, or both.</p>
<p>3. Is there an e-mail size limitation for attachments since the proposal needs to be submitted via e-mail? If attachment size is too large to e-mail, would NYCEM accept an e-mail with a link to a file transfer service (such as WeTransfer) for electronic submission?</p>	<p>Yes, NYCEM will accept a file transfer service if needed. A single email message (inclusive of text, encoding and attachments) cannot exceed 20MB or NYCEM may have difficulty receiving it.</p>
<p>4. Do you know of companies with whom we could partner? Our more than ten years of expertise is in infrastructure planning, spatial optimization and logistical optimization on large scale combinatorial problems for the World Bank and U.S. Department of Energy but we lack the five years of experience in the specific field of emergency management planning in an urban environment. We are seeking to partner with a company that does have this domain experience but who may need a technical partner.</p>	<p>See page one (1) of this addendum. Potential proposers who submitted questions and accessed the RFP from the City Record are on the list.</p>
<p>5. With regards to the above mentioned RFP, how can we get the list of potential prime proposers, and previous contract holders? We are a WBE certified Engineering firm and would like to be listed as a "interested in sub-consulting" enabling the primes to reach out to us and discuss teaming for this contract.</p>	<p>There are no previous contract holders as this is the first time NYCEM is soliciting such services. Also see response to question 4.</p>
<p>6. Recognizing that this MSA is the first of its kind for these services, are there incumbent providers for any of the five providers? If so, would OEM identify them?</p>	<p>See response to question 5.</p>

<p>7. Who is/are the incumbent vendor(s) currently assisting NYCEM with Threat and Hazard Identification and Risk Assessment (THIRA) and State Planning and Research (SPR) services?</p>	<p>There is no incumbent vendor.</p>
<p>8. We are currently under contract to provide eLearning training services to NYC-OEM. Should we provide a response to this RFP, or can the department use our current contract for any eLearning development needs for this project?</p>	<p>Yes, the proposer should provide a response to this RFP. This RFP is separate from any existing contract.</p>
<p>9. We are an MBE Disaster Recovery firm looking forward to applying to the Emergency Management RFP NYC OEM has out. We're looking at staffing and budgeting, and it is not quite clear how many bodies you need on each Program. Can you advise on how many your agency is looking for?</p>	<p>This may vary. This would be included at the time of the mini-RFP is released for Task Orders.</p>
<p>10. Can a prime offeror also be submitted as a subcontract team member on another team for the same program area?</p>	<p>Yes.</p>
<p>11. Do subcontractors (i.e. 1099s) fall under the Paid Sick Leave Law as covered employees</p>	<p>Yes.</p>
<p>12. Is there is a subcontractor list?</p>	<p>See response to question 4.</p>
<p>13. Will the Office of Procurement be posting a list of interested bidders?</p>	<p>See response to question 4.</p>
<p>14. What is the recommended process for finding a prime contractor with whom to subcontract?</p>	<p>See response to question 4.</p>
<p>15. Does the Agency follow any standard or procedures for subcontractor vetting? What is the timeframe to vet any new subcontractors with specialized skillsets who can bring value to NYCEM's programs?</p>	<p>Yes. Time frame would depend on the prime contractor submitting the subcontractor's information into NYC's Payee Information Portal.</p>
<p>16. Is the subcontracting threshold of 40% applied to the percentage out of the NTE, or the amount awarded under a successful mini-RFP?</p>	<p>This threshold would apply to the Not to Exceed amount. Additionally, 40% is an error and is in fact 30%.</p>

<p>17. RFP page 17, Section V Proposal Evaluation and Contract Award Procedures Subsection A Evaluation Procedures indicates a 10% technical points earned for M/WBEs. Would a Prime Contractor be eligible for these points if M/WBEs are included as team partners (subcontractors)?</p>	<p>The 10% only applies if the prime is a New York City or State certified M/WBE.</p>
<p>18. Page 16, Technical Proposal Box: Please explain what references are required by each proposer and/or sub-contractor?</p>	<p>Examples of past successful experience applicable to the program proposed.</p>
<p>19. Does the 10% quantitative preference on proposals only apply where the prime is the M/WBE or does it apply to proposals with M/WBE as subs?</p>	<p>See response to question 17.</p>
<p>20. Section III – Scope of Work, C. Participation by Minority-Owned and Women-Owned Business Enterprises in City Procurement.</p> <p>a. General Question: If the contractor proposes M/WBE firms as part of their team; understanding that under an MSA there are no goals and MWBE Goals will be set for each task Order; are there any additional approval processes for these named subcontractors under task order award?</p>	<p>If a vendor intends to use subcontractors, the vendor must obtain Agency approval to subcontract the portion of the work that will be performed. Additionally, the prime contractor would be asked to enroll the subcontractor(s) in the City’s Payee Information Portal as well.</p>
<p>21. Does the City have an estimate or range for M/WBE participation requirements that will be defined at the task order level?</p>	<p>This would be defined at the time of. There are no predetermined participation requirements.</p>
<p>22. We understand that we will need to submit a Technical Proposal for each Program Area we intend to respond. Section IV Format and Content of the Proposal indicates that “The narrative of the proposal should be seven to ten pages long”. Can you please clarify if the narrative includes our response to all three sub-sections (A. Experience, B. Organizational Capability and C. Proposed Approach) or if its just related to sub-section C. Proposed Approach?</p>	<p>An adequate technical narrative for each program proposal is expected to be seven to ten pages in length, addressing all three sub-sections (A, B, and C). This does not include the other required documents and attachments. Please see Section IV, B of the RFP for additional context.</p>

<p>23. Section IV A, Programs 1- 3, C; Section IV B - Can you please clarify whether “samples and descriptions” are considered part of the 7–10 page Narrative, or should they appear after the Narrative?</p> <p>a. The Proposed Approach, which is part of the 7–10 page Narrative, requests “samples and descriptions” of deliverables for previous clients. The Proposal Package Contents “Checklist” mentions that certain parts of the Narrative, such as resumes and the organization chart, should appear <u>after</u> the Narrative.</p>	<p>Samples, resumes, organizational charts, financial statements, etc., should be separate from the 7-10 page technical narrative.</p>
<p>24. The RFP asks proposers to list all staff in the Organizational Capability section of the technical proposals, and to provide an organizational chart and resumes as attachments (not to be included in the 10 page limit), then the RFP asks proposers to provide the “composition and resumes of staff needed to complete the work” again under Proposed Approach. Is it necessary to provide the staffing information in both the Organizational Capability and Proposed Approach sections?</p>	<p>Yes. Also, see response to question 23.</p>
<p>25. RFP Section IV, p. 12 and p. 13 requires “Proposed composition and resumes of staff needed to complete work” and appears to be part of the 7 – 10 page narrative requirements. RFP Section IV, p. 15 requires “Resumes and/or Description of Qualifications for Key Staff Positions” indicates that the resumes appear to be separate from the narrative requirement.</p> <p>a. To ensure bidders are fully compliant, would the NYC Government confirm that resumes (seven total, which will be approximately one page each), are separate and outside the 7 – 10 page limit required for the narrative response?</p>	<p>See response to question 23.</p>
<p>26. Is the 7-10 page limit for the “technical proposal” or for both the “proposal cover letter” and “technical proposal”</p>	<p>This applies to the technical narrative. See response to question 23.</p>

<p>27. Will resumes and organizational charts count against the overall page limit associated with each technical proposal?</p>	<p>No. See response to question 23.</p>
<p>28. Excluding technical/narrative proposal, are there any page restrictions on appendices provided such as resumes, project experience, example documents or example work product?</p>	<p>No. The full proposal will be evaluated on the basis of its content, not its length.</p>
<p>29. Do resumes count within the 7 to 10 pages of the technical response?</p>	<p>No. See response to question 23.</p>
<p>30. If references are required, are they considered to be included within the 7 to 10 pages of the technical response?</p>	<p>No. See response to question 23.</p>
<p>31. Page 11-15, Section B: Does the requested “list of staff/employees involved in the required services” count in page count?</p>	<p>No. See response to question 23.</p>
<p>32. Will the City remove financial statement requirements from the technical proposal section to be a stand-alone attachment/section without page limitations to support multiple technical proposals (e.g. one financial statement package submitted to support multiple categories)?</p> <p>a. If not, will the City confirm that financial statement requirements do not count against technical proposal page limitations?</p>	<p>See response to question 23.</p>
<p>33. RFP Section IV A Proposal Format on pages 12 - 14 requires proposers to “Attach a copy of the proposer’s latest audit report or certified financial statement, or a statement as to why no report or statement is available” as part of its narrative response. The RFP Section IV B Proposal Package Contents (“Checklist”) on page 16 requires “Audit Report or Certified Financial Statement or a statement as to why no report or statement is available” as a submission separate from the Narrative response.”</p> <p>a. Would the Government please confirm that the Audit Report or Certified</p>	<p>See response to question 23.</p>

<p>Financial Statement requirement is to be included as an attachment that is not within the page limits of the narrative writeup?</p>	
<p>34. Will the City confirm that vendors need only submit one addenda acknowledgement form, Iran Divestment Rider, and Doing Business Data Form?</p>	<p>Yes.</p>
<p>35. Will the City confirm the Schedule B, Part 2 should be included in our proposal? If so, where should vendors include the Schedule B Part 2 in the vendor packet?</p>	<p>The schedule B does not need to be submitted with vendor proposals at this time.</p>
<p>36. Attachment 5 of the RFP contains Schedule B: Subcontractor Utilization Plan. Since there are no M/WBE requirements for the MSA, please confirm that we do not need to include this form in our proposal submission.</p>	<p>See response to question 35.</p>
<p>37. Section III, D, Local Law 34 Compliance - Can you please clarify how proposers should include the completed Doing Business Data Form in the submission?</p> <p>a. The RFP states, “For the purposes of the database, proposers are required to complete the attached Doing Business Data Form and return it with the proposal, and should do so in a separate envelope.” Proposals are supposed to be submitted electronically as PDF files.</p>	<p>Doing Business Data Form should completed and sent as a separate .pdf from the technical proposal.</p>
<p>38. Are attachments 8 and 9 for the proposer only? Not for team members?</p>	<p>For the proposer only.</p>
<p>39. Page 2 explains that vendors need to make sure “the price proposal meets the standards of Sections IV(3)(a) and IV(3)(b), below.” We could not locate these standards in the RFP. Can you please advise?</p>	<p>See page one (1) of this addendum as this has been removed, see above. There are no “Sections IV(3)(a) and IV(3)(b)”.</p>

<p>40. Since the Price Proposal must be submitted as a separate PDF copy from the Technical Proposal, can we send both attachments in the same e-mail or would you prefer two e-mails – one with the Technical Proposal and one with the Price Proposal?</p>	<p>Proposers should opt to submit in one email as separate files. Also, see response to question 3.</p>
<p>41. If personnel are anticipated to support multiple areas, can the Agency confirm that their resume should be included multiple times across program area submissions?</p>	<p>Proposers can submit these supporting documents once for multiple programs, if applicable, but should be clearly indicated.</p>
<p>42. Page 16, Technical Proposal Box: What is the difference between the Description of Qualifications for Key Staff vs the Qualifications in Attachment 2?</p>	<p>The difference between Description of Qualifications for Key Staff is what the proposer and its staff possess vs the Qualifications in Attachment 2 reflects NYCEM’s expectations.</p>
<p>43. For contract rates, should the “First Year” and “Second Year” be interpreted as calendar years or should those be interpreted as tied to the base and option periods?</p>	<p>Calendar years.</p>
<p>44. Attachment 2 (Price Proposal): Within the RFP it talks about “fully loaded hourly rates.” Are other direct costs such as travel, printing, etc., to be included, or is it just labor costs?</p>	<p>Proposers should only provide labor costs. Other direct costs such as travel, printing, etc., would be addressed at time of.</p>
<p>45. Attachment 2 – Price Proposal. a. General Question: Is it correct to assume that the Labor Categories for Senior, II, and I: Planner/Exercise Planner/Trainer are composite titles that are applicable to each of the 5 Programs?</p>	<p>Yes.</p>
<p>46. RFP Attachment 2 Price Proposal contains a column in the table labeled “Key Project Staff”. a. Is the proposer required to include a name of a key project staff person in this column for each position? If so, is the proposer allowed to provide more than one name for the positions in this table?</p>	<p>See page one (1) of this addendum. See updated price proposal as this column has been removed.</p>

<p>47. Do vendors need to provide a price for each position outlined by NYCEM or can vendors provide a rate table reflecting the vendor’s positions/titles?</p>	<p>NYCEM would prefer proposers use the price proposal provided. Also see response to question 46.</p>
<p>48. Attachment 2- Is there flexibility for proposers to modify (add, change, delete) the seven positions that are listed in the Price Proposal attachment?</p>	<p>See response to question 47.</p>
<p>49. Is a separate price proposal required for each program area being applied for?</p>	<p>A separate price proposal is not required for each program area. See response to question 47.</p>
<p>50. Please confirm whether a price proposal (Attachment 2) is required for each Program Area, or if one overall/all-encompassing price proposal is acceptable for proposals with multiple program options.</p>	<p>A separate price proposal is not required for each program area. See response to question 47.</p>
<p>51. Will the City confirm vendors need to submit a separate price proposal for each program area? If so, will the City accept price proposals in one package?</p>	<p>A separate price proposal is not required for each program area. See response to question 47.</p>
<p>52. The evaluation criteria for the Master Services Agreement lists three different areas that proposals will be evaluated against – are costs / pricing a component of the MSA evaluation, and if so, what percentage is being applied?</p>	<p>Pricing and cost is not a part of the evaluation criteria. Please see all of Section V of the RFP for a more in-depth explanation.</p>
<p>53. Section II – Summary of the Request for Proposals, F. Anticipated Payment Structure.</p> <p>a. It states that “It is anticipated that the payment structure for Task Orders assigned under these contracts will be based on scope of work and deliverables. The vendor will be fully paid upon completion of the deliverables or milestones within each task order.”</p> <p>Question: For a given scope of services under a Task Order where there are no defined milestones/deliverables (e.g. support services) will the contractor be compensated on a monthly basis by the Labor Categories and hours expended?</p>	<p>Per the price proposal, we are requesting hourly rates. Specific details can be negotiated at the time of contract award.</p>

<p>54. Section I – Basic Information (Price Proposal) states that proposers are “encouraged to propose innovative payment structures”. Could NYCEM please clarify how proposers are expected to address this in their proposal response? Section II – Summary of RFP (F. Anticipated Payment Structure) indicates that the payment structure for resulting task orders under the MSA will be based on scope of work and deliverables.</p>	<p>Regarding the price proposal, see response to question 47. For the second question, yes, the payment structure for resulting task orders under the MSA will be based on scope of work and deliverables.</p>
<p>55. Section IV - If submitting for more than one program, can the proposer provide a single combined section for the description of “proposer’s background and organizational history, years in business, etc” along with separate technical responses in a single document? Or, does the City require fully separate PDF documents (including separate transmittal letters, attachments, acknowledgements, forms, etc) for each program, from the same responder?</p>	<p>NYCEM would prefer “a single combined section for the ... background and organizational history, years in business, etc.” with separate technical responses for program the proposer wishes to be considered for. However, proposers may elect either option.</p>
<p>56. Can I apply for the training section and indicate on the other sections- other organization?</p>	<p>Proposer(s) may submit one proposal indicating which program areas they are submitting for. However, a full technical proposal must be submitted for each program area. See Section II, B of the RFP for more details.</p>
<p>57. It appears you can apply for any of the 5 listed Program Areas. Is there a minimum number that a firm must apply for?</p>	<p>There is no minimum. See response to question 55.</p>
<p>58. According to the RFP, in multiple locations, it states that “Proposer(s) may submit one proposal indicating which program areas they are submitting for. However, a full technical proposal must be submitted for each program area, detailing experience, approach and organizational capability.” <i>Are you looking for a “full technical proposal” to be submitted for all 5 Program areas, regardless of the number of program areas that we indicate that we intend to submit on?</i></p>	<p>Yes. See response to question 55.</p>

<p>59. We only intend to respond to Program 1. Do we need to submit narratives for all Programs 1-5? Here is the quote from the RFP: "Proposer(s) may submit one proposal indicating which program areas they are submitting for. However, a full technical proposal must be submitted for each program area, detailing experience, approach and organizational capability."</p>	<p>Proposers only need to submit a technical proposal for the program(s) they wish to be considered for award.</p>
<p>60. Section III B; FAQ fourth Q&A - Can you please clarify whether proposers that wish to respond to more than one program area should send in one complete proposal that includes multiple technical proposals (one per program area), or should they send in multiple complete proposals that each include one specific technical proposal?</p> <p>a. In Section III, B, the RFP specifies, "Proposer(s) may submit one proposal including which program areas they are submitting for. However, a full technical proposal must be submitted for each program area, detailing experience, approach and organizational capability." The answer to the fourth question listed in Attachment 3/FAQ states, "However, a full and complete proposal must be submitted for each program area the proposer indicated they wanted to compete for."</p>	<p>Both are correct. To clarify, proposer(s) may submit one proposal indicating which program area they are submitting for. However, a full technical proposal must be submitted for each program area, detailing experience, approach and organizational capability.</p>
<p>61. Attachment 14, Appendix A. Article 11 – Prompt Payment and Electronic Funds Transfer:</p> <p>a. General Question: Will NYCEM detail the required supporting documentation for invoice review/approval? I couldn't find the section you're referencing here.</p>	<p>NYCEM and the awarded vendor(s) will discuss this at time of contract negotiation.</p>
<p>62. General Question: Is it the intent that the contractor staff work from their company office or will the staff be co-located with NYCEM office?</p>	<p>This will be decided at time of contract award.</p>
<p>63. Will you negotiate contract terms with a successful team?</p>	<p>Yes.</p>

<p>64. For the evaluation criteria cited in Section V, B: will assessments of relevant experience include consideration of team members and prime personnel? In other words, if the prime bidder/team lead company does not possess experience in all areas, will personnel qualifications or sub-contractor experience be considered?</p>	<p>NYCEM is requesting the proposing company/organization should possess the required experience.</p>
<p>65. Regarding the labor category qualifications, is it acceptable to substitute advanced degrees beyond the minimum education level for additional years of experience? Conversely, is it acceptable to substitute additional years of experience beyond the minimum level in lieu of the required education level?</p>	<p>Proposers should submit the most qualified. The NYCEM evaluation committee will consider the most viable options determined to be the most advantageous to NYCEM.</p>
<p>66. How many references should proposers provide for the prime? How many references should proposers provide for each subcontractor?</p>	<p>At least two references for both.</p>
<p>67. Can the “5+” year experience requirements posed in a number of the five Program overviews be met by a proposal company’s key staff or must they be met by the proposal company itself?</p>	<p>See response to question 63.</p>
<p>68. Does the Agency have a preferred format for references? Are there any parameters for how many references are needed per program area or per proposer/subcontractor?</p>	<p>There is no preferred format for references. See response to question 66.</p>
<p>69. Have the evaluation criteria for the mini-RFPs been established?</p>	<p>No. This would be included with the Mini-RFP when it is being issued.</p>
<p>70. On RFP page 4, under E. Anticipated Funding of Contracts, the Agency states, “It is expected the Not to Exceed amount for each contract awarded through the Master Services Agreement will be for \$5,000,000.” Can the Agency confirm that the \$5,000,000 Not to Exceed amount is anticipated for each contract (of which five potential are available per each proposer) over the three year base period?</p>	<p>Yes, each contract awarded through the Master Services Agreement will be for \$5,000,000.</p>

<p>71. Will each program area awarded to each vendor under the MSA have a separate Not to Exceed cap of up to \$5M?</p>	<p>See response to question 70.</p>
<p>72. RFP Section II E. Anticipated Funding of Contract on page 4 states "It is expected the Not to Exceed amount for each contract awarded through the Master Services Agreement will be for \$5,000,000".</p> <p>a. Is it the intention of the City to cap each contractor at \$5,000,000 throughout the duration of the 3-year contract? And if the contract renews (up to two times), does the \$5,000,000 not-to-exceed amount reset for each renewal?</p>	<p>Yes, \$5,000,000 would be the Not to Exceed Amount for the initial 3 year term. Regarding the potential amount of a renewal's not to exceed amount, this would be determined at the time of.</p>
<p>73. RFP Section V A. Evaluation Procedures states "The proposals will be ranked in order of highest to lowest technical score in each pool and NYCEM will compile a shortlist of viable proposals by identifying a natural break in scores between those proposals that are technically viable and those that are not after applying a 10% quantitative preference of total technical points earned to proposals submitted by New York State or City certified M/WBEs. Additionally, RFP Attachment 3 Request for Proposal FAQs states, "Certified NYC MWBE vendors will be given a 10% scoring preference in this RFP."</p> <p>a. Will the M/WBE 10% quantitative scoring preference apply to companies currently certified as M/WBEs in the State of Maryland but not yet certified as an M/WBE in New York State or City?</p>	<p>No, this would apply only for New York City and New York State certified M/WBEs.</p>
<p>74. Can a redacted copy of the proposal and redacted work product (client identified) be provided for the purpose of NYCEM answering public records requests while protecting the proprietary information of respondents?</p>	<p>Yes. NYCEM wouldn't share information that is considered proprietary. The selected vendor should let NYCEM know upon submission of the proposal what they consider proprietary.</p>
<p>75. APPENDIX A: GENERAL PROVISIONS GOVERNING CONTRACTS FOR CONSULTANTS, PROFESSIONAL,</p>	<p>There are some aspects that are not negotiable, but we can discuss proposed changes at the time</p>

<p>TECHNICAL, HUMAN, AND CLIENT SERVICES.</p> <p>a. General Question: Will the consultant have an opportunity to negotiate any of these terms and conditions upon contract selection?</p>	<p>of the award. Any changes would have to be reviewed and approved by our legal oversight.</p>
<p>76. Are liquidated damages (Appendix A) part of this contract?</p>	<p>Yes. This will be determined and negotiated at time of contract award.</p>
<p>77. Are liquidated damages tied to M/WBE participation goals?</p>	<p>Yes.</p>
<p>78. Page 5, Program Area 1 Planning: How does NYCEM define planning studies as listed in Bullet C?</p>	<p>Planning studies refer to studies and analysis which informs operations, programs, and operational strategies. For example, if we're looking to update our evacuation plan, we'd need to have an evacuation transportation study done to determine how long it will take the public to evacuate each hurricane evacuation zone, so we can work backwards and make sure the timing of transit shutdowns and other actions are aligned.</p>
<p>79. Page 5, Program Area 1 Planning: What types of planning studies have been conducted recently as listed in Bullet C?</p>	<p>Examples include: evacuation clearance time analysis, shelter demand analysis, shelter capacity study, and inland flooding/storm water risk analysis.</p>
<p>80. What will be the process to ensure that there is coordination and continuity in plans developed by multiple vendors?</p>	<p>NYCEM staff will project manage, and also develop tools and processes to make sure all documents created are in line with the agency's standards and are cohesive.</p>
<p>81. How will access be facilitated for vendors to coordinate with multiple city agencies and external stakeholders with response roles critical to the NYC planning process?</p>	<p>A NYCEM staff member will facilitate work between vendors and external stakeholders.</p>

<p>82. If there is a change in the city mayoral/ NYC agency administration that impacts the planning provided by awardees/vendors how will the RFP be modified?</p>	<p>No anticipated modifications or changes.</p>
<p>83. Does a proposal for Program 1 need to address all listed tasks 1a-1g? Or would it be possible to submit a proposal that only addresses a subset of these tasks?</p>	<p>Proposals do not have to address all tasks listed in 1a-1g.</p>
<p>84. Will preparedness plans and outreach materials be available in other languages? Is the contractor responsible for translation? If yes, what languages?</p>	<p>NYCEM currently has a translation contract in place and would not be requiring these services under this program.</p>
<p>85. Would a proposal to automate routine scenario planning exercises and logistical optimization problems into reusable web-based tools for use by agencies, organizations or citizens qualify for Program 1: Preparedness Planning?</p>	<p>No.</p>
<p>86. Page 6, Program 2: Training: What learning management system(s) does the agency use to host online training?</p>	<p>Absorb.</p>
<p>87. Can NYCEM provide the name of any Learning Management System platforms used by the Agency?</p>	<p>See response to question 86.</p>
<p>88. Are there any mandatory courses NYCEM requires? Will the contractor be responsible for tracking course completion and provide transcripts?</p>	<p>Yes, but these are tracked on our Learning Management System. The vendor will not track or maintain records.</p>
<p>89. What languages would the training need to be translated into?</p>	<p>Only captioning, no translations needed.</p>
<p>90. Is classroom training currently taking place in New York City? Who are the stakeholders that will participate in classroom training?</p>	<p>During COVID, all in person trainings have been suspended. Generally, the audience is NYCEM staff and staff from other NYC agencies, non-profits, regional government staff, and private sector partners who could be involved in emergency response efforts and/or support an Emergency Operations Center.</p>

91. What is the expectation for on premise versus remote work?	During COVID, no on premise work is required. However, when it is safe, it may be needed for any videographer services, working group meetings, kick off meetings, etc. where appropriate.
92. Does NYCEM have a confirmed or anticipated schedule and formats (tabletop, functional, and full-scale exercises) for exercises during the contract period?	Yes. We update the multi- year exercise calendar annually.
93. Page 6, Program 2: Can NYCEM provide further clarification as to the types of agency devices with which mobile learning solutions must be compatible?	Standard iOS and Samsung supported devices
94. Page 12, Program 2: Training, A. Experience: Can NYCEM please elaborate on the video production requirement? Is it the full life-cycle of video production, including scripting, professional actors/actresses, facility, equipment, film crew, etc. or will the government provide raw footage for the Contractor to edit in Adobe video software?	Full cycle; this may not always be what is used, but the capability should be there.
95. Page 12, Program 2: Training, A. Experience: Please clarify the responsibility of the Proposer with regards to providing professional captions and translations for video.	All captions and translations should be accurate and without grammar and/or formatting errors. This should be quality controlled with the vendor prior to review by NYCEM.
96. Page 12, Program 2: Training, A. Experience: Are there specific assistive technologies used by the agency or is Proposer expected to develop only for commonly-used AT, such as screen readers and VoiceOver software, keyboard-only navigation, accessibility features in popular Internet browsers, and closed captioning/transcripts?	Develop for commonly used AT.
97. Section III – Scope of Work, Program Area 2: Training, Pages 5-6:	Classroom delivery, Articulate, video, Microsoft Teams, Zoom.

<p>a. What is the current format/delivery method of courses (Covid-19 notwithstanding), and what platforms, if any, are currently being used for virtual instructor-led training (e.g., Zoom, WebExTraining, Adobe Connect)?</p>	
<p>98. Where should the positions for engineering staff needed for Program 4 be allocated in the pricing proposal form in Attachment 2?</p>	<p>Subject Matter Expert.</p>
<p>99. 10 - Program 4, C. Proposed Approach (top of PDF page 15) a. What relevant New York City licenses are required?</p>	<p>Licensed professionals are required that can perform the work in New York State and New York City. This can include, but is not limited to, licenses for structural, electrical, or civil engineering.</p>
<p>100. Program 4, C. Proposed Approach (top of PDF page 15) a. Can you please clarify what is needed to meet the requirements of this statement ‘Confirmation that all workers under its direction fully understand Services.’?</p>	<p>See page one (1) of this addendum as this has been removed. Please disregard.</p>
<p>101. Program 4, C. Proposed Approach (top of PDF page 15) a. Can you please clarify that a superintendent is needed for Program 4, and what being available at all time during progress of Services means? Is the superintendent expected to be 100% dedicated to a project awarded under a task order?</p>	<p>While they do not need to be dedicated only to the project, they must have availability and contingencies in place (e.g., deputy) for 24/7 coverage.</p>
<p>102. Program 4, C. Proposed Approach (top of PDF page 15) a. Are staff needed to physically sit in your NYC office to meet the requirements of the scope of work?</p>	<p>No. Virtual capabilities are okay.</p>
<p>103. Based on scope of work for Program 4, is the intention for NYCCEM to lead projects all the way through construction or will the work after</p>	<p>Work may be turned over to another City agency (with NYCCEM supporting coordination).</p>

<p>scope development be turned over to another city agency?</p>	
<p>104. For Program 4, will firms that lead the scope development be precluded from bidding on the final designs if lead by another city agency?</p>	<p>No, proposers would not be precluded.</p>
<p>105. Can an escalation or conflict resolution process be included in the requirements for Program 5 Administrative support, Program & Project Management?</p>	<p>NYCEM is not currently asking vendors to provide an escalation or conflict resolution process but you may include in your proposal. Please note that proposals will be evaluated based on the components listed.</p>
<p>106. Section III – Scope of Work, B. Agency Assumptions Regarding Proposer Approach, Program 5: ADMINISTRATIVE SUPPORT, PROGRAM & PROJECT MANAGEMENT. It states that the: a. “Proposer shall provide, but is not limited to, the following components: a. Provide project management, program management, and administrative support services.”</p> <p>Question: Is it the intent that the contractor will not be the lead program/project manager for a task/project but provide support services exclusively to the NYCEM Manager?</p>	<p>Depending on the project it could be either the vendor acting as the program lead or the vendor providing support to a NYCEM Manager. The need for each project would be specified at the task order level.</p>
<p>107. Section III – Scope of Work, B. Agency Assumptions Regarding Proposer Approach, Program 5: ADMINISTRATIVE SUPPORT, PROGRAM & PROJECT MANAGEMENT.</p> <p>a. It states that the “Proposer shall provide, but is not limited to, the following components: d. Develop, assess, and revise information management tools, processes, publications, computer applications, software, and technology as requested.”</p> <p>b. Question: Will NYCEM provide a list of your current financial and project management systems (e.g. software used by NYCEM for their management:</p>	<p>NYCEM uses excel exclusively.</p>

<p>budgets, invoicing, scheduling, document controls, etc.) to enable the contractor to better integrate their technical approach?</p>	
<p>108. Section III – Scope of Work, Program Area 5: Administrative Support, Program and Project Management, Pages 7-8:</p> <p>a. The RFP states that the vendor will “provide support in compiling data and back-up for Project Worksheet (PW) submission to FEMA” (pg. 8). Which PW(s) (as they relate to a given disaster) does NYCEM anticipate modifying with vendor support through the scope of this RFP?</p>	<p>NYCEM could ask for support on any Project Worksheets that are active during the term of the contract.</p>
<p>109. [We] provide public procurement services, including augmented staff services, strategic procurement analysis, policy development and related consulting services. In relation to the RFP, there is reference to "administrative support ". I would appreciate any clarification you could provide on what type of administrative support this would include and whether you view that inclusive of procurement services. That will enable us to determine if we offer services that are in alignment with your agency's needs.</p>	<p>The administrative support would be around the development, editing and revisions of procurement documents, RFPs, bidders list, etc. All procurements will be conducted by NYCEM under the authority of our ACCO and in compliance with all City Procurement Policy Board rules.</p>

Thank you for your continued interest in NYCEM.