NOTE TO PROPOSERS:
COMPLETE AND SUBMIT ONLY THE PROPOSAL PACKAGE LISTED IN SECTION III.
RETAIN THE REMAINING PARTS FOR YOUR INFORMATION.

SECTION I: TIMETABLE

A. Release Date of this Request for Proposals: December 27, 2021
All questions and requests for additional information concerning this Request for Proposal (RFP) should be directed to Abdul Washington, the Agency's authorized contact person. Substantive questions must be submitted in writing by e-mail. All substantive information (other than information of a proprietary nature to an asking proposer) and questions will be included in an addendum to the RFP that will be sent to all vendors known to NYCEM to have received a copy of the RFP. **All questions must be received by January 14, 2022.**
Proposers should note that any telephone or written response that may constitute a change to the RFP will not be binding unless NYCEM subsequently issues such a change as a written addendum to the solicitation.

B. Proposal Due Date and Time

Date:	**January 28, 2022**
Time:	4:00 PM (Eastern Daylight Savings Time)
E-mail Address:	procurement@oem.nyc.gov
Location:	New York City Emergency Management 165 Cadman Plaza East Brooklyn, NY 11201
Attention:	Abdul Washington, Program Manager, Procurement

Proposals may be e-mailed (by PDF attachment), only. Please call the authorized agency contact person to confirm that your proposal has been received. NYCEM will not be responsible for bids lost in transmission.

If you have questions regarding this solicitation, please e-mail procurement@oem.nyc.gov with “Strengthening Communities – Questions” in the subject line.

Note: Failure to submit complete proposals by the time noted above may result in rejection of the proposal.

SECTION II: SCOPE OF SERVICES

Introduction

Emergencies, such as the current COVID-19 pandemic and the flooding from remnants of tropical storm Ida, expose the deep inequality within New York City communities. Studies have shown that social capital – how connected a community is before an emergency – defines how quickly and successfully it recovers. A connected community better understands its physical and social environment, has established communication networks, and knows how best to use existing resources.

Description of Work

Build and increase the capacity of local Community Emergency Networks across the five boroughs of NYC to prepare, respond and recover from emergencies by providing them with training, resources and funding to develop local emergency plans and recovery strategies. A community emergency network is a group or a coalition consisting of nonprofit, community, and faith-based organizations that are organized around an issue (e.g. climate change, gun violence, housing, disability rights, etc.).

This effort will identify strong local community emergency networks within each of these communities who will receive funding (up to $20,000) over the course of this fiscal year based on the deliverables described in this scope of work:

1. Map community resources and/or locations that can be used by the community before emergencies and during recovery and develop a resource directory. (metric: # resources/locations identified)
2. Develop written communications strategies among local community and faith-based organizations to increase community interconnectedness and better inform communities of City resources.
3. Develop a full community emergency plan incorporating the member of the network to map out how the network would engage before, during, and after an emergency.

Grantees are required to facilitate formal presentations at the end of the program to their networks and NYCEM program staff. Grantees are also required to participate in programmatic trainings, monthly program meetings and coaching sessions facilitated by NYCEM.

Criteria for Community Emergency Network:

- Meets at least quarterly and provide documentation illustrating existence
- Eighty percent (80%) of the network members must be based in the same community identified by the network.
- Able to identify a community organizer commit to leading and administering deliverables
- Have established communications networks among its member organizations, and have connections within the community it serves
- The network can demonstrate that it has served in the community locally in at least one of the six core sectors of Resiliency Framework
    - Community – Land Use/Planning, Smart Growth, Floodplain Management, Emergency Management, Mitigation, Culture
    - Economic – Small Business, Agriculture, Commercial Environment, Jobs, Diversity

    - Health and Social – Access to Services, Physical/Psychological Health & Well-Being, Social Vulnerabilities
    - Housing – Affordable Housing, Accessibility, Energy Efficiency, Insurance
    - Infrastructure – Transportation, Green Infrastructure, Water, Waste Water, Energy Communications
    - Watersheds and Natural Resources – Environment, Streams, Water Quality & Capacity, Ecosystem/Natural Habitats
- Committed to establishing a formal community emergency plan for their community
- Participate in mandatory capacity-building training classes, led by NYCEM

Implementation
The program will be overseen by NYC Emergency Management Community Engagement Bureau. The program is seeking up to twenty (20) Community Emergency Networks.

The selected community network will receive payments according to the following schedule based on deliverables listed in the chart below for a total of $20,000:

Emergency Plan Deliverables	Cost Value for Deliverable (Payments released by deliverable)	Deadline- Expected time to Complete
Community Map & Resource Directory	$5,000	One month from award
Communication Strategies (Gather information and inform community)	$5,000	Two months from award
Community Emergency Plan: Crisis Communication Plan, Disaster Roles, Volunteer & Donation Management, etc.	$10,000	Four months from award

Each community network chosen will require to identify a network member who will be responsible for the completion of the above deliverables and engaging agency staff throughout this program.

Minimum Proposer Requirements

Describe in detail how the Community Emergency Network meets the criteria described in "Criteria for Community Emergency Network" section, including:

- List member organizations of your Community Emergency Network
- List the neighborhoods that your network serves
- Describe your network's reach (e.g., how many people do you engage with on regular basis)
- Describe the history of your network, including when the network was formed and the work that the network has accomplished in the community it serves.
- Provide a schedule of regularly occurring meetings and number of organizations/community organizers who attend regularly.
- Describe the organizational structure of your network.

- If organizations in your network have trained volunteers, describe how many and typical volunteer projects they engage in.
- Provide the name and resume of the Community Organizer who will lead your network through the community planning process as described in this RFP. The Community Organizer will be the main point of contact with NYC Emergency Management and will be responsible for attending all meetings, trainings and completing all deliverables in a timely manner.

Anticipated Available Funding

The anticipated available funding for this project is up to $20,000 for each community emergency network over the course of this fiscal year based on the deliverables described in this scope of work.

Anticipated Payment Structure

It is anticipated that the payment structure will be based on deliverables.

Anticipated Contract Term

It is anticipated that the contract term resulting from this solicitation will be for a period of six (6) months or when funds dedicated to the project have been exhausted. NYCEM reserves the right, prior to contract award, to determine the length of the contract term.

SECTION III: CONTENT OF PROPOSAL

Candidates interested in this project should submit the following:

1. Technical Proposal:
Describe in detail how the proposer will provide the scope of services described in Section II of this RFP and demonstrate how the proposer's services will fulfill the Agency's goals, objectives and meet the Agency's specifications.

2. Organizational Capability:
Demonstrate the proposer's organizational capabilities to provide the work described in Section II.

3. Relevant Experience:
Describe the successful relevant experience of the proposer and the proposed key staff in providing the work described in Section II of this RFP. Specifically, to address the following:

- The applicant (Community Network) has demonstrated that it served their community locally.
- The (Community Network) has relevant experience with community organizing, program management and/or project management
- The applicant (Community Networks) has identified up to two persons with experience in managing projects related to the deliverables (community mapping, needs assessments, communication strategy, volunteer management, or donations management)

4. Other Related Documents:
- Tax Affirmation (Attachment 1)
- Doing Business Data Form (Attachment 2)

- Bidder's Certification of Compliance with the Iran Divestment Act (Attachment 3)

SECTION IV: PROPOSAL PACKAGE

The e-mailed proposal package should contain the following materials. Proposers should use this section as a "checklist" to assure completeness prior to submitting their proposal to NYCEM:

1. A pdf labeled "Strengthening Communities," containing the documents listed below in the following order:
    - Table of Contents
    - Technical Proposal
    - Summary for relevant experience in providing work described

2. A separate pdf labeled "Other Documents" containing one of each document seen below:
    - Tax Affirmation (Attachment 1)
    - Doing Business Data Form (Attachment 2)
    - Bidder's Certification of Compliance with the Iran Divestment Act (Attachment 3)

SECTION V: PROPOSAL EVALUATION AND CONTRACT AWARD PROCEDURES

Evaluation

All proposals received by NYCEM will be reviewed and evaluated. NYCEM's evaluation committee will evaluate, and rate proposals based on the Evaluation Criteria prescribed below. NYCEM reserves the option to conduct interviews with one or more responsive proposers. Although NYCEM may conduct discussions with proposers submitting acceptable proposals, it reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the proposer's initial proposals should contain its best technical and price terms.

Evaluation Criteria

NYCEM will evaluate the proposals based on the following criteria:

Evaluation Criteria (Community Networks)	Rating
A. The applicant meets the criteria laid out under the community consultant criteria as listed in the RFP.	(Yes/No) Yes – 5 pts No – 0 pts
B. The applicant has engaged their community locally in one of the six (6) core sectors outlined	(Yes/No) Yes – 5 pts No – 0 pts
C. The applicant has relevant experience with community organizing, program management and/or project management.	A = Strongly Agree – 5 pts B = Agree – 4 pts C = Neither agree or disagree – 3 pts D = Disagree – 2 pts E = Strongly Disagree – no pts

D. The applicant is committed to building and maintaining a formal community response and recovery plan.	A = Strongly Agree – 5 pts B = Agree – 4 pts C = Neither agree or disagree – 3 pts D = Disagree – 2 pts E = Strongly Disagree – no pts
E. The applicant has experience in managing projects related to the deliverables (community mapping, needs assessments, communication strategy, volunteer management, or donations management).	A = Strongly Agree – 5 pts B = Agree – 4 pts C = Neither agree or disagree – 3 pts D = Disagree – 2 pts E = Strongly Disagree – no pts

Maximum rating score possible is 25 points for the Community Network Organization.

Basis for Contract Award
A contract will be awarded, to the responsible proposer whose proposal is determined to be the most advantageous to the City. NYCEM will select a responsive and responsible proposer offering the most advantageous offer. The agency reserves the right to conduct a background check on all potential proposals prior to acceptance. The City of New York is not obligated to enter into a contract with any responsive proposer.

Prompt Payment
It is the policy of the City of New York to process contract payments efficiently and expeditiously so as to assure payment in a timely manner to firms and organizations that do business with the City.

Electronic Funds Transfer
On January 1, 2011 the City began charging a $3.50 fee per paper check and deducts fees owed by the paper check recipient from future payments. The fee applies to the processing of paper checks, drafts or similar paper instruments, written for payments issued through the City's financial management system.

ATTACHMENT 1

AFFIRMATION

The undersigned proposer or bidder affirms and declares that said proposer or bidder is not in arrears to the City of New York upon debt, contract or taxes and is not a defaulter, as surety or otherwise, upon obligation to the City of New York, and has not been declared not responsible, or disqualified, by any agency of the City of New York, nor is there any proceeding pending relating to the responsibility or qualification of the proposer or bidder to receive public contract except _____.

Full name of Proposer or Bidder *[below]*

_____

Address_____

City_____ State_____ Zip Code_____

CHECK ONE BOX AND INCLUDE APPROPRIATE NUMBER:

- ☐ A - Individual or Sole Proprietorships
  SOCIAL SECURITY NUMBER _____
- ☐ B - Partnership, Joint Venture or other unincorporated organization
  EMPLOYER IDENTIFICATION NUMBER _____
- ☐ C - Corporation
  EMPLOYER IDENTIFICATION NUMBER _____

By_____
Signature

_____
Title

If a corporation place seal here

Must be signed by an officer or duly authorized representative.

* Under the Federal Privacy Act, the furnishing of Social Security numbers by bidders or proposers on City contracts is voluntary. Failure to provide a Social Security number will not result in a bidder's/proposer's disqualification. Social Security numbers will be used to identify bidders, proposers or vendors to ensure their compliance with laws, to assist the City in enforcement of laws, as well as to provide the City a means of identifying businesses seeking City contracts.

ATTACHMENT 2

NYC Mayor's Office of Contract Services

Doing Business Data Form

To be completed by the City agency prior to distribution Agency 017 (NYCEM) Transaction ID 01722COMM001

Check One

■ Proposal ☐ Award

Transaction Type (check one)

☐ Concession ☐ Economic Development Agreement ☐ Franchise ☐ Grant ☐ Pension Investment Contract ■ Contract

Any entity receiving, applying for or proposing on an award or agreement must complete a Doing Business Data Form (see Q&A sheet for more information). Please either type responses directly into this fillable form or print answers by hand in black ink, and be sure to fill out the certification box on the last page. **Submission of a complete and accurate form is required for a proposal to be considered responsive or for any entity to receive an award or enter into an agreement.**

This Data Form requires information to be provided on principal officers, owners and senior managers. The name, employer and title of each person identified on the Data Form will be included in a public database of people who do business with the City of New York, as will the organizations that own 10% or more of the enitity. No other information reported on this form will be disclosed to the public. **This Data Form is not related to the City's PASSPort registration or VENDEX requirements.**

Please return the completed Data Form to the City office that supplied it. Please contact the Doing Business Accountability Project at DoingBusiness@mocs.nyc.gov or 212-788-8104 with any questions regarding this Data Form. Thank you for your cooperation.

If you are completing this form by hand, ***please print clearly.***

Entity Information

Entity EIN/TIN _____ Entity Name _____

Filing Status

NEW: *Data Forms submitted now must include the listing of* ***organizations,*** *as well as individuals, with 10% or more ownership of the entity. Until such certification of ownership is submitted through a change, new or update form, a no change form will not be accepted.*

(Select One)

☐ Entity has never completed a Doing Business Data Form. Fill out the entire form.

☐ Change from previous Data Form dated _____. *Fill out only those sections that have changed, and indicate the name of the persons who no longer hold positions with the entity.*

☐ No Change from previous Data Form dated _____. *Skip to the bottom of the last page.*

Entity is a Non-Profit ☐ Yes ☐ No

Entity Type ☐ Corporation (any type) ☐ Joint Venture ☐ LLC ☐ Partnership (any type) ☐ Sole Proprietor ☐ Other (specify) _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

Provide your e-mail address in order to receive notices regarding this form by e-mail.

Principal Officers

Please fill in the required identification information for each officer listed below. If the entity has no such officer or its equivalent, please check "This position does not exist." If the entity is filing a Change Form and the person listed is replacing someone who was previously disclosed, please check "This person replaced..." and fill in the name of the person being replaced so his/her name can be removed from the *Doing Business Database,* and indicate the date that the change became effective.

Chief Executive Officer (CEO) or equivalent officer ☐ This position does not exist

The highest ranking officer or manager, such as the President, Executive Director, Sole Proprietor or Chairperson of the Board.

First Name _____ MI ___ Last _____ Birth Date (mm/dd/yy) _____

Office Title _____ Employer (if not employed by entity) _____

Home Address _____

☐ This person replaced former CEO _____ on date _____

Chief Financial Officer (CFO) or equivalent officer ☐ This position does not exist

The highest ranking financial officer, such as the Treasurer, Comptroller, Financial Director or VP for Finance.

First Name _____ MI ___ Last _____ Birth Date (mm/dd/yy) _____

Office Title _____ Employer (if not employed by entity) _____

Home Address _____

☐ This person replaced former CFO _____ on date _____

Chief Operating Officer (COO) or equivalent officer ☐ This position does not exist

The highest ranking operational officer, such as the Chief Planning Officer, Director of Operations or VP for Operations.

First Name _____ MI ___ Last _____ Birth Date (mm/dd/yy) _____

Office Title _____ Employer (if not employed by entity) _____

Home Address _____

☐ This person replaced former COO _____ on date _____

Principal Owners

Please fill in the required identification information for all individuals or organizations that, through stock shares, partnership agreements or other means, **own or control 10% or more of the entity.** If no individual or organization owners exist, please check the appropriate box to indicate why and skip to the **Senior Managers** section. If the entity is owned by other companies that control 10% or more of the entity, those companies must be listed. If an owner was identified on the previous page, fill in his/her name and write "See above." If the entity is filing a Change Form, list any individuals or organizations that are no longer owners at the bottom of this section. If more space is needed, attach additional pages labeled "Additional Owners."

There are no owners listed because (select one):

☐ The entity is not-for-profit ☐ The entity is an individual ☐ No individual or organization owns 10% or more of the entity

Other (explain) _____

Individual Owners (who own or control 10% or more of the entity)

First Name _____ MI ___ Last _____ Birth Date (mm/dd/yy) _____

Office Title _____ Employer (if not employed by entity) _____

Home Address _____

First Name _____ MI ___ Last _____ Birth Date (mm/dd/yy) _____

Office Title _____ Employer (if not employed by entity) _____

Home Address _____

Organization Owners (that own or control 10% or more of the entity)

Organization Name _____

Organization Name _____

Organization Name _____

Remove the following previously-reported Principal Owners

Name _____ Removal Date _____

Name _____ Removal Date _____

Name _____ Removal Date _____

Senior Managers

Please fill in the required identification information for all senior managers who oversee any of the entity's relevant transactions with the City (e.g., contract managers if this form is for a contract award/proposal, grant managers if for a grant, etc.). Senior managers include anyone who, either by title or duties, has substantial discretion and high-level oversight regarding the solicitation, letting or administration of any transaction with the City. At least one senior manager must be listed, or the Data Form will be considered incomplete. If a senior manager has been identified on a previous page, fill in his/her name and write "See above." If the entity is filing a Change Form, list individuals who are no longer senior managers at the bottom of this section. If more space is needed, attach additional pages labeled "Additional Senior Managers."

Senior Managers

First Name _____ MI ___ Last _____ Birth Date (mm/dd/yy) _____

Office Title _____ Employer (if not employed by entity) _____

Home Address _____

First Name _____ MI ___ Last _____ Birth Date (mm/dd/yy) _____

Office Title _____ Employer (if not employed by entity) _____

Home Address _____

First Name _____ MI ___ Last _____ Birth Date (mm/dd/yy) _____

Office Title _____ Employer (if not employed by entity) _____

Home Address _____

Remove the following previously-reported Senior Managers

Name _____ removal date _____

Name _____ removal date _____

Certification

I certify that the information submitted on these two pages and ____ additional pages is accurate and complete. I understand that willful or fraudulent submission of a materially false statement may result in the entity being found non-responsible and therefore denied future City awards.

Name _____ Title _____

Entity Name _____ Work Phone # _____

Signature _____ Date _____

Please return this form to the City agency that supplied it to you, not to the Doing Business Accountability Project. **Standard Form**

ATTACHMENT 3

IRAN DIVESTMENT ACT COMPLIANCE RIDER FOR NEW YORK CITY CONTRACTORS

The Iran Divestment Act of 2012, effective as of April 12, 2012, is codified at State Finance Law ("SFL") §165-a and General Municipal Law ("GML") §103-g. The Iran Divestment Act, with certain exceptions, prohibits municipalities, including the City, from entering into contracts with persons engaged in investment activities in the energy sector of Iran. Pursuant to the terms set forth in SFL §165-a and GML §103-g, a person engages in investment activities in the energy sector of Iran if:

(a) the person provides goods or services of twenty million dollars or more in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; or

(b) The person is a financial institution that extends twenty million dollars or more in credit to another person, for forty-five days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list created pursuant to paragraph (b) of subdivision three of Section 165-a of the State Finance Law and maintained by the Commissioner of the Office of General Services.

A bid or proposal shall not be considered for award nor shall any award be made where the bidder or proposer fails to submit a signed and verified bidder's certification.

Each bidder or proposer must certify that it is not on the list of entities engaged in investment activities in Iran created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law. In any case where the bidder or proposer cannot certify that they are not on such list, the bidder or proposer shall so state and shall furnish with the bid or proposal a signed statement which sets forth in detail the reasons why such statement cannot be made. The City of New York may award a bid to a bidder who cannot make the certification on a case by case basis if:

(1) The investment activities in Iran were made before the effective date of this section (i.e., April 12, 2012), the investment activities in Iran have not been expanded or renewed after the effective date of this section and the person has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran: or

(2) The City makes a determination that the goods or services are necessary for the City to perform its functions and that, absent such an exemption, the City would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

BIDDER'S CERTIFICATION OF COMPLIANCE WITH
IRAN DIVESTMENT ACT

Pursuant to General Municipal Law §103-g, which generally prohibits the City from entering into contracts with persons engaged in investment activities in the energy sector of Iran, the bidder/proposer submits the following certification:

[*Please Check One*]

BIDDER'S CERTIFICATION

☐ By submission of this bid or proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief, that each bidder/proposer is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law.

☐ I am unable to certify that my name and the name of the bidder/proposer does not appear on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law. I have attached a signed statement setting forth in detail why I cannot so certify.

Dated: _____, New York
_____, 20

_____
SIGNATURE

_____
PRINTED NAME

_____
TITLE

Sworn to before me this
___da y of____, 20___

_____
Notary Public

Dated: