



October 16, 2020

**Re: Strengthening Communities Through Recovery -- COVID-19 – Small Purchase Request for Proposals (Brooklyn B)  
PIN: 01721COMMEMPGS004  
Addendum #1**

Dear Prospective Proposer:

New York City Emergency Management is issuing Addendum #1 to the **Strengthening Communities Through Recovery – Small Purchase Request for Proposals (Brooklyn B)**, PIN # 01721COMMEMPGS004.

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

The purpose of this addendum is to extend the proposal due date to October 26, 2020, to correct the e-mail address of where bids should be submitted-- specifically the procurement inbox is [procurement@oem.nyc.gov](mailto:procurement@oem.nyc.gov), and to clarify and answer any questions NYCEM received in writing.

**1. The following section(s) of the Small Purchase RFP is amended as follows:**

**AUTHORIZED AGENCY CONTACT PERSON**

Proposers are advised that the Agency's authorized contact person for ALL matters concerning this Request for Proposals is:

**Primary Contact**

Abdul Washington  
Program Manager, Procurement  
NYCEM  
165 Cadman Plaza East  
Brooklyn, NY 11201  
E-mail: [procurement@oem.nyc.gov](mailto:procurement@oem.nyc.gov)

**Alternate Contact**

Althea Samuels  
ACCO  
NYCEM  
165 Cadman Plaza East  
Brooklyn, NY 11201  
E-mail: [procurement@oem.nyc.gov](mailto:procurement@oem.nyc.gov)

References herein to the "Agency Contact" refer to the above persons.

## Section 1 – Timetable

### B. Proposal Due Date and Time

Date: **October 26, 2020**  
Time: **5:00 PM**  
E-mail Address: **procurement@oem.nyc.gov**  
Location: **New York City Emergency Management**  
**165 Cadman Plaza E**  
**Brooklyn, NY 11201**  
Attention: **Abdul Washington, Program Manager**

**Proposals must be e-mailed (by PDF attachment).** Please call the authorized agency contact person at **347-578-4309** to confirm that your proposal has been received. NYCEM will not be responsible for bids lost in transmission.

### 2. RFP QUESTIONS AND CLARIFICATIONS:

**Question 1:** We are a for-profit company. Urban strategies of New york inc. Question if we partner with a non-profit can we apply for this RFP?

**Response to Q1:** The RFP is seeking local community and faith-based networks who are organizers for a specific area of focus, meet regularly (at least quarterly) and have a known presence in the community. RFP funding cannot and will not be disbursed to for-profit companies, if you are actively part of a network with non-profits we encourage the lead organization (non-profit) to apply

**Question 2:** Is this RFP for-profit company

**Response to Q2:** No, the RFP is seeking local community and faith-based networks who are organizers for a specific area of focus, meet regularly (at least quarterly) and have a known presence in the community.

**Question 3:** We provide security guard services. Do you need quote for security guard services please?

**Response to Q3:** This RFP is for community and faith-based local community networks.

**Question 4:** I am submitting the following question in connection with the above RFP.

This RFP defines a community emergency network as a “group or coalition of nonprofit, community or faith-based organizations that are organized around an issue (e.g., climate change, gun violence, housing, disability rights, etc.).” I am seeking to confirm that eligible applicants under this definition include the following:

- 1) operators of a community center in which the operator works in close partnership and coordination with many non-profit community service providers regularly, and in furtherance of the coordinated development and delivery of relevant services, but not necessarily through a formalized network/coalition structure, and/or
- 2) large non-profit multi-service organizations in which individual and unique substantive program divisions (e.g., emergency food services, youth programs, housing assistance etc.) under the operational direction and management of a single entity would be considered “members” for purposes of establishing a community emergency network.

As a large human services organization with significant reach through our local affiliates in targeted communities and through stand-alone and unique program divisions under one centralized management structure, we are interested in submitting an application and would like to confirm that the above scenarios would meet the definition of a community emergency network. Thank you in advance for your clarification.

**Response to Q4:** We are seeking local networks who are organizers for a specific area of focus, meet regularly (at least quarterly) and have a known presence in the community. You are eligible to apply and we encourage your network to apply for this RFP to activate in responding and working towards COVID-19 recovery in your community.

**Question 5:** Our organization was just awarded a grant for CEN work through DOHMH, and I'm wondering if that affects our eligibility for this NYCEM grant for CEN work.

**Response to Q5:** No, this doesn't affect your eligibility to apply for this grant.

**Question 6:** Is there any chance that the deadline will be extended?

**Response to Q6:** Yes there is the possibility of an extension based on administration needs, we are unable to make an extension for individual organizations. All extensions will be made public via CityRecord people.

**Question 7:** Just a quick question for this RFP. Since the pandemic, we have formed a coalition of arts & culture organizations in Jamaica, Queens. All are community-based. However, while we are making plans to coordinate emergency responses for the community like an emergency network, we do not exist as a unified legal entity. Does this make us ineligible?

We have organized to do exactly what this RFP is calling for. I wanted to make sure that technicality wouldn't be a hurdle for us.

**Response to Q7:** We are seeking existing networks who are organizers for a specific area of focus, meet regularly (at least quarterly) and have a known presence in the community. You are eligible to apply and we encourage your network to apply for this RFP to activate in responding and working towards COVID-19 recovery in your community.

**Question 8:** My question regarding this RFP is, is this available to 501(c)(3) nonprofits to apply?

**Response to Q8:** Yes, 501 (c)(3) non-profits are eligible to apply, they must represent a network when applying not just their own individual organization.

**Question 9:** Can you clarify what you mean that you are seeking two Community Emergency Networks and 2 Community Consultants \$20,000 each (page 5). Does this mean \$40,000 max per area? Would you apply to be an emergency network AND hire a consultant? Do you have to serve all neighborhoods in a defined area (like Bronx A, Bronx B etc)? Also, where will you post the answers to the questions

**Response to Q9:** We will be selecting up to two different Community Emergency Networks in your community. As an applicant, you are representing one network and you will get to select your own community consultant. The community consultant is an active member/organizer of your community network. The network will receive \$20, 000 and then community consultant will also receive \$20,000; both have the same disbursements according to the completion of deliverables.

**Question 10:** Is it possible to apply for both the community organizers and community emergency networks? Thank you.

**Response to Q10:** The community emergency network should select their own community consultant (member of network). The RFP is not designed for independent organizers to apply to serve as a community consultant; they must be an active member of the network applying for the RFP.

**Question 11:** We are an MBE firm looking forward to applying for a consulting position with your Strengthening Communities Through Recovery bid. The RFP says that consultants must be residents of the community network's location. Can you specify further? Our team members live in Manhattan, Brooklyn, and Queens. We are passionate about Disaster Recovery as a vehicle for inclusive community development and interested in applying for any opportunities we qualify for.

**Response to Q11:** The RFP is not designed for independent organizers to apply to serve as a community consultant; they must be an active member of the community or faith-based network applying for the RFP.

**Question 12:**

- a) Is there a limit (maximum or minimum) to the number of organizations that can be part of the "Community Emergency Network" ?
- b) Will the \$20,000 have to split amongst each of them equally?
- c) The organizations in our network cover a few of the 6 core sectors. Is that preferred or should we focus primarily on one sector?
- d) What are the reporting requirements post project completion?
- e) When will the full list of submitted questions and answers be available for reference before the 10/20 submission deadline?

**Response to Q12:**

- a) No, there is no limit to the number of organizations that can be part of the Community Emergency Network.
- b) The \$20,000 will be disbursed once a deliverable is completed, as outlined under *Implementation* pages 5 and 6, to the lead organization or network group who is applying for the

RFP. The network will decide how to utilize their funds to further their recovery work in the community. Please note the community consultant will also receive up to \$20,000 and disbursements are outlined on page 5 and page 6. These disbursements are per deliverable.

- c) The preference is for the network applying to be a group who regularly meets, collaborates and has a consistent presence in the local community. The programming provided to recipients provides the tools and capacity building for any network to be able to learn how to recover, respond and prepare for emergencies.
- d) Upon the completion of the RFP deliverables, Community Emergency Networks are requested to remain active partners with NYC Emergency Management by remaining in communication and participating in special meetings for community and faith-based meetings.
- e) The full list of questions and answers will be available by Monday, October 19, 2020 along with an extension for the submission deadline.

**Question 13:** I wonder if you can tell us more about the process and any criteria for submitting a RFP relating to the grants mentioned below? We work with a number of community groups in these areas and it would be good to provide them more information in advance.

**Response to Q13:** We are seeking existing networks who are organizers for a specific area of focus, meet regularly (at least quarterly) and have a known presence in the community. Networks may consist of several organizations, we encourage active existing community or faith-based networks to apply for this RFP to activate in responding and working towards COVID-19 recovery in your community.

**Question 14:**

- a) Should the applying network reach out to collaborate with a specific identified consultant or is the partnership facilitated by the funder?
- b) Can you further clarify the difference in the roles of network and consultant?
- c) Can an organization apply for both communities?
- d) Can an organization apply as consultant?
- e) Can an organization apply for both consultant and network?
- f) Does the network need to have independent 501c3 status or can one organization serve as the network backbone/fiduciary agency?
- g) Can the network hire a staff person to complete the required tasks or is the expectation to complete in-kind?
- h) Has the due date for this proposal been extended to October 26<sup>th</sup>?

**Response to Q14:**

- a) Yes, the network applying for the RFP should identify their own community consultant. A community consultant for this RFP is defined as an active member/organizer of the applying network. NYC Emergency Management will not facilitate the process, when submitting application a community consultant must be identified.
- b) The community consultant is an active member of the community network, they will serve as the point of contact to ensure the community network's deliverables are executed to completion. NYC Emergency Management recognizes that many networks are operated by volunteers and

chose to also provide funding to honor the community consultant (network member) to serve as primary point of contact for deliverables.

- c) Yes a network organization can apply for more than one communities.
- d) No, the network applying must identify their own community consultant (one person).
- e) No, the network can apply for the RFP as an organization and individual person must be identified to serve as the network's community consultant.
- f) No, the network does not need to have an independent 501c3 status. If networks opt to have a lead organization with 501c3 status to apply, they may do so and serve as the fiduciary agency.
- g) No, you should not hire a network staff person to complete the required deliverables. This is the role of the community consultant who is identified by the applying network.
- h) An addendum will be posted with updates on the proposal submission deadlines and other RFP related information

**Question 15:** Do Community Consultants need to submit a separate application than the Community Emergency Network?

**Response to Q15:** No, Community Consultants do not need to complete a separate application for Community Emergency Network. See **Section III: Content of Proposal #3 Relevant Experience** and this is where information and background about the community consultant will be documented.

**Question 16:** We are non-profit organizations and on page 14, Doing Business Data Form it keeps referring to us as a business. We are non-profits, should we just list our EIN from our community group? Page 15 mentions Principal Owners, we are all volunteers and not owners, how do I document this?

**Response to Q16:** Non-profit organizations should check mark the **YES** box on the **Doing Business Data Form** found on page 14. Yes, list the EIN of the community network/organization. On page 15 **Principal Owners** select the **There are no owners listed because (select one): The entity is not-for-profit**

Thank you for your continued interest in NYCEM.