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March 16, 2016

**REQUEST FOR PROPOSALS
BUSINESS PREPAREDNESS AND RESILIENCY PROGRAM (BUSINESS PREP)
PIN: 80116P0006**

ADDENDUM #1

This addendum includes the following information:

- Section I:** Questions and Answers
Section II: Number of Copies of Proposals Requested
Section III: Acknowledgement of Addenda
-

Section I: Questions and Answers

1. Page 12 States that the Proposer should submit one (1) original and [#] duplicates of the "Program Proposal" and (1) original and [#] duplicates of the "Price Proposal". How many duplicates should be submitted?

Answer: There should be 3 duplicates of the Program Proposal and 3 duplicates of the Price Proposal.

2. Page 8, Item I refers proposers to Attachment K (NYS Governor's Office of Storm Recovery Exhibit E Supplementary Conditions for Contracts) for information on the M/WBE requirements established for this solicitation. We understand that according to NYS GOSR Exhibit E, to "make good-faith efforts to promote and assist the participation of certified M/WBEs through the use of contractors and their subcontractors in an amount equal to fifteen percent (15%) minority-owned business enterprises ("MBE") and fifteen percent (15%) women-owned business enterprises ("WBE")." Our question is whether those business need to be certified by the federal government, New York State, or New York City.

Answer: Minority and Women-Owned business enterprises must be certified by New York State. For more information on New York State certification, please visit <http://esd.ny.gov/mwbe/certification.html>.

3. Last summer we submitted a proposal to your office and the FedEx delivery person had difficulties with security getting to the 7th floor. What is your recommended protocol for getting our submissions from the security desk to your office as smoothly as possible?

Answer: We do not foresee any issues with FedEx deliveries into the building. Proposers should ensure that there is sufficient time allocated for the delivery of proposals.

4. If the bidding contractor is a woman-owned small business, must MBE/WBE subcontractors be contracted to undertake a portion of the project?

Answer: As described on page 89 (Attachment L, Part II(6)), the M/WBE participation goal is fifteen percent (15%) minority-owned business enterprises (MBE) and fifteen percent (15%) women-owned business enterprises (WBE). If the bidding contractor is a women-owned small business, it must find a subcontractor to meet the MBE requirement.

5. The RFP states that one original is required (page 12) but there is nothing included for the number of duplicates required. This applies to both technical and price proposals. Do you want only the original with no duplicates?

Answer: See answer to question 1.

6. Should the Project Timeline (item 4, page 11) be included in the same sealed inner envelope as the Price Proposal?

Answer: The Project Timeline should be included with the Program Proposal.

7. Part of Attachment C's title is at the bottom of Attachment B on page 50; same for Attachment D - part of its title is at the bottom of Attachment C on page 51. Will you please post a revised RFP with the appropriate page breaks

Answer: The requested edits have been corrected and are attached.

8. If awarded this contract we will need the City to provide specific details concerning the criteria you want us (the contractor) to apply when conducting the assessments of the participating businesses, relating to the Risks and Mitigation Measures that businesses need to identify and implement (page 5). What government guidance exists for businesses that we (the contractor) can use as the baseline from which to measure from?

Answer: As described on page 5, C. Consultant Responsibilities, the consultant is expected to develop the resiliency assessment content and design. SBS will review and provide guidance before the service delivery to businesses begins.

9. Is there any existing processes or documentation in place for the Resiliency program?

Answer: Yes, the program team has existing processes and documentation in place that will be shared with the selected vendor. See page 5 of the RFP (Section III, C, 1): SBS will provide access to existing data and materials to inform the consultant.

10. Are you currently using any emergency notification systems, and if so, can you identify?

Answer: SBS currently has no standardized emergency notification systems for small businesses.

11. You indicated that you are looking for an online resiliency tool. In order to price the solution, we will need to know the number of users required by role, as well as a breakdown by role and frequency of usage?

Answer: An online resiliency tool is not part of the RFP scope. As mentioned on page 3 of the RFP: "This Request for Proposal (RFP) is exclusively for the provision of the resiliency assessments cited in subsection 2.A. above ("Assessment Program")".

12. Does NYC require multi-language support? If so, please list the languages needed?

Answer: All SBS contractors are subject to New York City's Executive Order 120 requiring the meaningful access to services for individuals with Limited English Proficiency (LEP) from at least the top six LEP languages spoken in New York City. Currently the top six LEP languages in NYC are Spanish, Chinese, Korean, Russian, Haitian Creole, and Bengali.

13. Do you require any training sessions related to this project?

Answer: SBS does not require any training sessions. The focus of this project is the one-on-one service to participating small businesses.

14. In reviewing the Terms and Conditions, we were hoping to obtain some clarity around the order of precedence of terms, as there are multiple terms that conflict with other terms, or that are generally inconsistent with the City's terms. Given the nature of the work, not all grant terms appear necessary. Can the City's terms be re-incorporated to make it clear that the City is awarding this contract and its terms control? If the City's terms do not control, will the City clarify which of its terms control over grant terms, or remove those terms that are inapplicable?

Answer: This contract is federally funded by the U.S. Department of Housing and Urban Development. The order of precedence will be as follows: Federal, then New York State, and then the City of New York.

15. Will the City consider contractor revisions to certain terms (e.g., IP ownership, insurance) in order for the Contractor to protect confidential and proprietary information? In conclusion, we are more than willing to work with Small Business Services (SBS) on the Terms and Conditions after we receive clarity on the above stated questions. Thank you.

Answer: Upon negotiations, the contractor may submit modifications to the contract for review.

16. Would SBS consider a 2-week extension to submit this proposal?

Answer: At this time we will not be extending the submission deadline.

17. Does NYC SBS have a specific timeline for business engagement efforts, or will the consultant manage the engagement activities schedule or timeline as part of its overall project management?

Answer: The target is for the Consultant to provide the agreed-upon number of assessments (page 7, Deliverable II: at least 520) within two years of the service launch. The timeline will be determined during contract negotiations with the selected vendor.

18. How many businesses have been invited to the Resiliency Workshops? Of those, what percentage attended the workshops?

Answer: Approximately 5,000 businesses have been invited to Resiliency Workshops and approximately 2% of those businesses attended.

19. Of those businesses that attended the Resiliency Workshops, what percentage expressed an interest in the resiliency assessments and/or micro-grant program?

Answer: The resiliency assessments and micro-grants have not yet been addressed specifically in the Resiliency Workshops.

20. If there is a 'hard' requirement for all 520 small businesses to perform this assessment by the SBS deadline, or is this an optional service that they can choose to perform or not?

Answer: This is an anticipated target as mentioned in the RFP on Page 7, Section III, D, Deliverable II.

21. Are there disaster scenarios beyond a Hurricane that need to be considered?

Answer: Yes, other disaster scenarios need to be considered – beyond a Hurricane. “The goal is to prepare participating New York City small businesses for those disasters and disruptions most threatening to their particular demographic (e.g. size, sector, location)” (page 4, Section III A.).

22. For the Assessment of IT Disaster Capabilities, does the vendor need to do a deep assessment of the recovery capability and assess whether the DR capability can meet the business' Recovery Time and Point Objectives (RTO/RPOs)? This is a fairly detailed assessment of procedures, configuration, and testing methodology to identify detailed and specific gaps for each procedure, test, or and recovery strategy. Or will more general assessment of recovery solution to determine whether they have a capability be sufficient?

Answer: The consultant should suggest the most feasible format and content for an assessment.

23. Will the vendor be expected to identify and seek out the businesses to participate, or will SBS be responsible for determining, contacting and orchestrating vendor involvement?

Answer: It is expected that SBS will be responsible for the outreach to businesses. Proposers can determine if they wish to add outreach activities as part of their proposal.

24. Can the majority of the work (except for the Site Visit) be performed remotely from vendor offices, or will consultants be expected to work from a NY government or SBS location?

Answer: Except for site visits to businesses, the majority of the work can be performed remotely.

25. Once the assessment has been completed and the report delivered, will the vendor be required to stay engaged with the city/state or business to manage downstream activities to implement the recommendations?

Answer: Once the assessment has been completed and the report has been delivered, the vendor is not expected to manage downstream activities.

26. Will the vendor be precluded from bidding on any downstream work if they also participate in the assessment process?

Answer: If a subsequent solicitation is issued for downstream activity, the vendor is precluded from bidding if they are awarded this contract.

27. Do any of the small businesses have multiple sites, facilities or locations to be assessed? Or can we assume 1 Site per each of the 520 businesses?

Answer: The expectation is 1 site for each assessment to the participating businesses.

28. Is there a report due with "Deliverable II: Site visit with qualifying business to conduct resiliency assessment ", or is the Site Visit the deliverable?

Answer: Deliverable II (page 7) is the site visit. The report is described in Deliverable III "Comprehensive resiliency assessment report following each assessment. This is expected to include specific mitigation measures that the business can take and information on how the business can apply for a Business PREP post-assessment micro-grant – taking into account city, state, or federal laws, regulations or statutes, which could affect such measures.

29. Are there scheduling, budgets, travel, expense reimbursement or other restrictions in place that the vendors need to be mindful of?

Answer: The vendor should include all costs to perform the services in the Price Proposal. In addition to any federal or state restrictions, the vendor should also review Directive 6 of the NYC Comptroller (https://comptroller.nyc.gov/wp-content/uploads/2014/03/Directive-6_Travel-Meals-LodgingandMiscellaneousAgencyExpenses.pdf).

30. Attachment L, page 93, sub item e, Excess Liability Insurance. You state that \$8,000,000 in the aggregate and per occurrence or per claim is required. We carry \$5,000,000. In light of the fact that the value of this contract is no more than \$2,600,000 may this level be lowered?

Answer: Please see Attachment L, page 93 for instructions on how to waive, decrease, or amend the insurance requirements.

31. We currently have a NYS OGS contract for consulting services (including businesses continuity) for contracts up to \$7,500,000. Since that has already been negotiated with the State, may that contract be utilized for this project?

Answer: No.

32. You indicate that you are working on a beta version of the online application platform (Exhibit B, page 150). When is this due to be rolled out for use? When will final production application be available?

Answer: SBS plans to roll out the online application platform approximately one month before the assessment delivery begins.

33. If the online application platform is not available, do you have other plans for online application?

Answer: The Business Prep team is working with other programs at SBS to explore referral opportunities. These referrals would be generated in a shared customer relationship management (CRM) tool.

Section II: Number of Originals and Copies of Proposals Requested

Section IV-FORMAT AND CONTENT OF PROPOSAL, subsection **B. Proposal Package Contents ("Checklist")** (page 12 of the RFP) is modified as follows: **A sealed inner envelope labeled "Program Proposal" to include one (1) original and three (3) duplicates. Also, a Separate sealed inner envelope labeled "Price Proposal" shall contain one (1) original and three (3) duplicates.**

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME

Daryl Williams

Daryl Williams

Agency Chief Contracting Officer

Section III: Acknowledgement of Addenda

Please be reminded that you must acknowledge the receipt of this addendum by completing and submitting **Attachment C** with your proposal.

ATTACHMENT C

**ACKNOWLEDGEMENT OF ADDENDA
BUSINESS PREPAREDNESS AND RESILIENCY
PROGRAM (BUSINESS PREP)
PIN: 80116P0006**

Directions: Complete Part I or Part II, whichever is applicable, and sign your name in Part III.

Part I

Listed below are the dates of issue for each Addendum received in connection with this RFP:

Addendum # 1, Dated _____, 2016

Addendum # 2, Dated _____, 2016

Addendum # 3, Dated _____, 2016

Addendum # 4, Dated _____, 2016

Addendum # 5, Dated _____, 2016

Part II Acknowledgement of No Receipt

_____ No Addendum was received in connection with this RFP

Part III

Proposer's Name: _____

Proposer's Authorized Representative:

Name: _____

Title: _____

Signature: _____

Date: _____