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April 7nd, 2026

Business Solution Centers RFP

EPIN: 80124P0049 - Business Solution & Industrial Business Zone Center RFP

ADDENDUM # 1

Pursuant to Sections 3-02(i) and 3-16(o)(2) of the Procurement Policy Board (PPB) Rules, the New York City Department of Small Business Services is issuing Addendum #1 to the Business Solution & Industrial Business Zone Center RFP EPIN: 80124P0049.

This addendum includes the following information:

- Section I: Extension of Proposal Due Date**
- Section II: Extension of Question Deadline**
- Section III: Information for Subcontractors**
- Section IV: Revisions to the Request for Proposals (RFP)**
- Section V: Revisions to Evaluation Criteria**
- Section VI: Updated Appendix C Document**
- Section VII: Transferring Data Between Rounds of an RFX**

Section I: EXTENSION OF PROPOSAL DUE DATE

The due date for submission of proposals is being extended to **Thursday, May 21, 2026, no later than 3:00 p.m. EST.**

Section II: EXTENSION OF QUESTION DEADLINE

The deadline for submission of questions is being extended to **Monday, April 20th, 2026.**



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Section III: Information for Subcontractors

If a vendor is interested in subcontracting for services in this RFP, please provide your contact information to procurementhelpdesk@sbs.nyc.gov no later than **Monday, April 20th, 2026**. This information will be distributed in an addendum that will be visible to potential prime contractors.

Please be sure that your email contains the following information:

- Organization Name:
- Contact Name:
- Phone Number:
- Email Address:
- Type of Subcontracting Services

Section IV: REVISIONS TO THE REQUEST FOR PROPOSALS (RFP)

An updated version of the RFP that contains the revisions below has been uploaded to PASSPort:

The following revisions were made to the RFP:

A. The Anticipated Funding Structure on **pages 2, 5 and 6** have been revised to:

Service Area A - Borough-Based		Year 1	Year 2	Year 3	Total	Minimum FTEs*
Competition Pool 1 – Bronx <i>(general + industry expertise)</i>		\$340,000	\$340,000	\$340,000	\$1,020,000	3
Competition Pool 2 – Brooklyn <i>(general + industry expertise)</i>		\$565,000	\$565,000	\$565,000	\$1,695,000	5
Competition Pool 3 – Manhattan <i>(general + industry expertise)</i>		\$460,000	\$460,000	\$460,000	\$1,380,000	4
Competition Pool 4 – Queens <i>(general + industry expertise)</i>		\$565,000	\$565,000	\$565,000	\$1,695,000	5
Competition Pool 5 – Staten Island <i>(general + industry expertise)</i>		\$320,000	\$320,000	\$320,000	\$960,000	3
Total Program Cost		\$2,250,000	\$2,250,000	\$2,250,000	\$6,750,000	20
Service Area B - Citywide		Year 1	Year 2	Year 3	Total	Minimum FTEs*
Competition Pool 6 – Financing	Financing Assistance	\$2,000,000	\$2,000,000	\$2,000,000	\$6,000,000	15
	Business	\$200,000	\$200,000	\$200,000	\$600,000	TBD



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Assistance and Citywide Operations	Education & Legal Coordination*					
	Coordination & Analytics**	\$250,000	\$250,000	\$250,000	\$750,000	TBD
Competition Pool 7 – Citywide Industrial Expertise	Industrial Expertise**	\$300,000	\$300,000	\$300,000	\$900,000	TBD
Total Program Cost		\$2,750,000	\$2,750,000	\$2,750,000	\$8,250,000	15

B. PAGE 15, Section 4 Industrial Expertise (Competition Pool 7: Industrial Expertise)

- a) The following language has been added to **item b.**:
 - i) Selected contractor will be responsible to ensure Service Area A industry experts are meeting service goals, and to provide supplemental services directly to small businesses to cover any gap in service delivery needed to meet established goals.

C. PAGE 16, Section III Scope of Work and Requirements: Service Area B – Citywide

- a) The following chart has been updated in item **C. Service Goals**:

Services and Description		Deliverable
Competition Pool 6	Successful coordination of borough-driven targets	Each Service Area successfully meets its Key Performance Indicators (KPI) targets and tracks performance in SBS CRM system.
	Financing Awards (# of awards) – Number of funding awards given to individual/businesses	1,000 awards annually, including those referred from Service Area A.
	Financing Awards (Dollars Awarded) – Total dollar amount awarded in funding grants	\$50M in awards annually, including those referred from Service Area A.
	Financial Consultations – number of businesses served	1,000 businesses served annually, some of which may generate the pipeline for Financing Awards.
	Legal Clinics – # of clinics hosted per year	At least 1 per month.



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	Legal Assistance – Number of clients connected to one-on-one consultations	1,000 businesses served, including those referred from Service Area A.
	Business Education – Educational programs offered to entrepreneurs	Consistent calendar of courses approved by SBS quarterly, with attendance goals agreed upon annually. Frequency of courses must be determined and approved by SBS at a level necessary to meet service goals for Service Area A, as indicated in Section II(D).
	Reporting	Real-time access to service data through SBS CRM system and quarterly reports delivered to SBS detailing performance trends, lessons learned, impact of services, and other details as requested by SBS.
Competition Pool 7	Industrial Businesses Served Citywide	At least 1,500 businesses served, including those referred from Service Area A. Specific targets by service type and geography will be established annually and approved by SBS.

D. The total number of competition pools, and anticipated awards have been increased from six (6) to seven (7). **All mentions of associated competition pools and awards for this solicitation have been revised to reflect this change.**

I. **PAGE 2** (Anticipated Funding and Payment Structure)

- a. **Service Area B – Citywide** is **updated** to reflect Competition Pool 6: Financing Assistance and Citywide Operations & Competition Pool 7: Industrial Expertise.

II. **PAGE 11** (Scope of Work and Requirements: Service Area B – Citywide)

- a. Section B: Items 1-3, Coordination and Analytics, Funding Assistance and Business Education & Legal Service is updated to reflect the Scope of Work for Competition Pool 6: Financing Assistance and Citywide Operations **only**.

III. **PAGE 14** (Scope of Work and Requirements: Service Area B – City Wide)

- a. Section B Service Delivery: Item 4, Industry Expertise is updated to reflect the Scope of Work for Competition Pool 7: Industrial Expertise **only**.

IV. **PAGE 16** (Section D, Minimum Requirements for Service Area B – Citywide)

- a. Minimum Requirement number 5 has been **removed**. Supporting Documentation number 5 has been **removed**.



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- V. **PAGE 16-17** (Competition Pool 7 - Industrial Expertise - Minimum Requirements)
 - a. Minimum Qualifications Requirements for Competition Pool 7: Industrial Expertise has been **added**.
 - b. Descriptions of required documents to support the minimum requirements have been **added**.

Section V: REVISIONS TO THE EVALUATION CRITERIA

A. PAGE 17-18 (Experience 20%)

- a. The evaluation criteria for the above Section specific to Service Area B (Citywide) has been updated in the following ways:
 - i. Criteria h) through k) are specific to Competition Pool 6: Competition Pool 6: Financing Assistance and Citywide Operations **only**.
 - ii. Criteria l) is specific to Competition Pool 7: Industrial Expertise **only**.

B. PAGE 19-20 (Proposed Approach 60%)

- a. The evaluation criteria for the above Section specific to Service Area B (Citywide) has been updated in the following ways:
 - i. Criteria g) through i) are specific to Competition Pool 6: Competition Pool 6: Financing Assistance and Citywide Operations **only**.
 - ii. Criteria j) is specific to Competition Pool 7: Industrial Expertise **only**.

Section VI: Updated Appendix C

The Appendix C document has been updated in PASSPort.

Section VII: Transferring Data Between Rounds of an RFX

To support a fair and transparent procurement process, the release of this Addendum creates a new “round” that closes the previous round, or version of the RFP. **Any information you entered in the previous round will not be automatically carried over into this new round.** If you began drafting your response(s) to the RFP in the previous round, you can access your work by completing the steps outlined in – **Transferring Data Between Rounds of an RFX** which has been added to the ‘Documents’ section in PASSPort.