



Request for Proposals
Commercial Corridor Resilience Program (CCRP)
EPIN: 80126P0020

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BASIC INFORMATION

IMPORTANT NOTE: This Request for Proposals is issued through the PASSPort system to those organizations qualified in the relevant service areas listed in the procurement description of the “View RFx” tab. Likewise, proposals must be submitted through the PASSPort system by those same qualified organizations. To apply to this RFP and all other solicitations in PASSPort, vendors must create an account within the PASSPort system. Please visit <https://www.nyc.gov/site/mocs/passport/about-passport.page> to learn more.

Proposal Release and Due Date	Please check the PASSPort RFx for updates.
Anticipated Contract Term	March 1, 2027 – February 29, 2028 The contract may include an option to renew for an additional period not exceeding two (2) years at the City’s sole discretion at substantially the same terms, conditions, and pricing.

Anticipated Funding and Payment Structure	It is anticipated that the available annual funding for the contract awarded from this RFP will be \$450,000 . Greater consideration will be given to proposers that propose more competitive prices in combination with a high-quality program. This contract is funded by CDBG-DR funds.	
	Anticipated Maximum Available Funding for Contract Term	
	Component 1: Cohort Application, Recruitment & Fellow’s Salaries: CBDO Selection	\$360,000
	Component 2: Cohort-based training: Group Workshops	\$30,000
	Component 2a: Cohort-based training: Individual Support	\$5,000
	Component 3: Corridor Resiliency Plan: Development	\$20,000
	Component 4: Corridor Resiliency Plan: Implementation	\$35,000
	Total	\$450,000
	The projected budget will be used to cover costs related to the different components of the grant program, as outlined in SECTION II.	
	Component 1 will comprise the cost of recruiting and hiring a minimum of six (6) to a maximum of ten (10) fellows (each a “Fellow” and collectively the “Cohort”) and paying each Fellow’s salary and applicable fringe benefits during the term of the contract awarded under this RFP. Concurrently, engaging and recruiting a minimum of six (6) to a maximum of ten (ten) community-based development organizations (CBDOs) to participate as host sites for said Fellows.	

Component 2 will comprise a minimum of six (6) to a maximum of seven (7) trainings/workshops provided for the Cohort. This will also include cohort-building and peer-to-peer learning activities. Approximately half of the provided workshops should be structured so that they are open to other relevant Agency partner organizations, in addition to the Cohort. The selected vendor should encourage Cohort communication via online engagements such as group messaging, training debriefs, networking engagements, etc.	
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Component 2a will comprise of individual support for Fellows, in the style of “office hours”, to expand on topics covered in workshops and ask follow-up questions, as well as peer-to-peer learning activities. The selected vendor will provide approximately 60 hours of office hour support for this component, or 4-8 hours per Fellow.	
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	Component 3 of the project budget will be used to cover the development of an individualized Corridor Resiliency Plan for the selected CBDOs as further detailed below. These meetings will include discussion of pain points related to resiliency for the selected CBDOs and conclude with the Fellow and selected Consultant codesigning a plan of action to address the CBDO's challenges through and past the duration of programming. The plan should engage concepts discussed in components 2a and 2b. The selected vendor will provide approximately 120-200 total hours of 1-on-1 support for this component, consisting of up to 15 hours per Fellow and up to 5 hours of separate 1-on-1 support for the selected CBDO. Component 4 of the project budget will be used to implement selected component(s) of the Corridor Resiliency Plan. This includes consulting and/or direct services to achieve disaster resilience goals identified by the Fellow and selected CBDO during Component 3a. The selected vendor may subcontract these services as per SBS' guidance below. Each selected CBDO will have different implementation needs, but each selected CBDO and Fellow should receive at least 20 hours of support (120-200 total hours). The culmination of this component should include a presentation to other CBDOs in the Agency's network to share out learnings and provide info-sharing opportunities. SBS anticipates that the payment structure of the contract awarded from this RFP will be based on deliverable completion consisting of recruitment, the number of workshops, one-on-one support hours, and consulting hours delivered to Fellows and selected CBDOs. Payments will reflect the number of service beneficiaries and activities carried out to meet the set deliverables. However, the Agency will consider respondent's proposals to structure payments in a different manner and reserves the right to select any payment structure that is in the City's best interest.
Estimated Number of Awards	One (1) award

Subcontracting	Subcontracting is permitted. There will not be added funds to cover administrative or other costs due to subcontracting. All subcontractors are subject to SBS approval and may be contingent upon staffing, financial terms, roles, and duties assigned to the subcontractor and nature of the collaboration. Primary contractors are required to ensure subcontractors meet the agency's expectations in all relevant areas. SBS encourages the use of Minority and Women-Owned Business Enterprises in subcontracting partnerships.¹ Contractor may use subcontractors to perform work under their contract, subject to NYC PPB Rule section 4-13 and prior approval by SBS. Proposers should identify such subcontractors and list them in their proposals under the subcontractor tab in PASSPort. Contractors are encouraged to utilize business and individual proprietors listed on the NYC Online Directory of Certified M/WBE Businesses, available at www.nyc.gov/sbs as sources for its purchases of goods, supplies, services, and equipment using funds obtained through the Agreement. Contractors are encouraged to utilize businesses and individual proprietors owned/operated by people with disabilities as sources for its purchases of goods, supplies, services, and equipment using funds obtained through this agreement. Any additions or modifications to the pre-approved subcontractors require SBS review and approval.
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Questions Regarding this RFP	Questions regarding this RFP must be transmitted in writing to Procurementhelpdesk@sbs.nyc.gov by the close of business on the date specified in Passport. Substantive information/responses to questions submitted will be released in an addendum to the RFP.		
General Guidelines	Proposals received after the proposal due date and time will be considered late and will not be accepted, except as provided under New York City’s Procurement Policy Board Rules, Section 3-16(o)(5). Please allow sufficient time to complete and submit Proposals, which includes entering information, uploading documents, and entering login credentials. The PASSPort system will only allow proposers to submit proposals prior to the proposal due date and time. Providers are responsible for the timely electronic submission of proposals. SBS strongly recommends that proposers complete and submit their proposals at least 24 hours in advance of the proposal due date and time. Resources such as user guides and videos are available on www.nyc.gov/passport . For assistance submitting a proposal through the PASSPort system, and to contact the MOCS Service Desk, please visit www.nyc.gov/mocshelp .		
Required Documents	Document Type	Description	•
	Price Proposal Form	Completed Price Proposal Form	•
	Budget Narrative	Completed Budget Narrative Form	•

	Key Staff Resumes	Resumes and/or job descriptions of key staff members	•
	Organizational Chart	Completed Organizational Chart demonstrating both accountability and supervisory structure, and a statement certifying that the proposed key staff will be available for the duration of the project.	•
	Two (2) References	Submit at least two (2) relevant references, including the name of the reference entity, a brief statement describing the relationship between the proposer or proposed subcontractor, as applicable, and the reference entity, and the name, title and telephone number of a contact person at the reference entity, for the proposer and each proposed subcontractor if any.	•
	Financial Documentation	Copy of the latest audit report or certified financial statement, or a statement as to why no report or statement is available.	•
	Project Sample	A Sample of similar projects completed within the last three (3) years.	•
	Project Plan	A Project Plan outlining Vendor's approach to providing these services.	•

SECTION I – GENERAL PROGRAM INFORMATION

A. Agency Background

The Department of Small Business Services (“SBS” or “Agency”) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, inciting stronger businesses, and building thriving neighborhoods across the five boroughs.

The Neighborhood Development Division (“NDD”) works with community-based development organizations (“CBDOs”) to build vibrant neighborhoods where New Yorkers can shop, work, and live by:

- Overseeing the largest network of Business Improvement Districts (“BIDs”) in the country, which delivers more than \$187 million in additional services throughout the five boroughs;
- Offering training, tools, and one-on-one assistance to local CBDOs;
- Administering grant programs to strengthen and revitalize commercial districts;
- Working with community partners to identify local commercial district needs and plan targeted solutions.

The Capacity Building Team within NDD provides training, tools, and one-on-one assistance to local CBDOs working throughout New York City (“NYC” or the “City”). They deliver trainings, tools, and one-on-one assistance that build the internal capacity of CBDOs, so that they are better positioned to run well-managed and sustainable organizations and lead commercial revitalization initiatives that support

local businesses. Through content areas including organizational development, commercial revitalization strategies, and human capacity; programs target staff at different levels within a CBDO and facilitate knowledge transfer by highlighting industry best practices and strategies. The current Capacity Building portfolio includes workshops and webinars, legal assistance, leadership development, nonprofit management, and more aimed at building the internal capacity of CBDOs.

The goals of the **Commercial Corridor Resilience Program (CCRP) (“Program”)** are to enhance our existing capacity building toolset to include support for building resiliency to climate, public-health, and other disasters that affect neighborhoods and community-based organizations across the City. This Request for Proposals (RFP) is aimed at identifying vendors not only to deliver these services, but to ensure that program design and delivery is based on the current needs of CBDOs, with a high priority for those working in the HUD-defined most impacted and distressed (MID)¹ areas within the outer boroughs of New York City (outside of Manhattan).

B. Purpose of RFP

SBS is seeking a **qualified vendor (“Contractor”)** to provide, in coordination with SBS, capacity building services to CBDOs in eligible low- and moderate -income (LMI) neighborhoods in NYC, with a specific focus on disaster/emergency preparedness, burnout identification and prevention, and resiliency for MID neighborhoods. The selected vendor will be responsible for developing a cohort program with services that provide disaster resilience training and capacity building based on data-driven research and the current needs of CBDO participants and selected neighborhoods. The services should be designed to empower local CBDOs to face potential disasters. The goals of the program include, but are not limited to:

- Short-Term Disaster Preparedness
 - Situational planning for various emergencies
 - Physical vulnerability assessments and improvements of office space, technology, and/or resources
- Long-Term Disaster Resilience
 - Psychological resilience (anti-burnout) trainings and tools
 - Organizational contingency and/or strategic planning to guide prioritization of services during emergencies
 - Relationship and boundary management during emergencies
 - Community development to ensure support system during emergencies

In order to achieve these goals, the selected vendor will recruit fellows (Fellows) who meet the eligibility criteria described below in Section II to be trained by the vendor to become a resource for selected CBDO host sites. During the term of the contract awarded under this RFP, the Cohort will receive training from the Contractor and apply their learned skills while being hosted by the selected CBDO’s. The Fellows will receive payment under this Program and will operate as an employee of the Contractor at their assigned CBDO host site. The Contractor’s **core responsibilities** include but are not limited to the following:

¹ The HUD-defined most impacted and distressed (MID) areas can be found in [“CDBG-DR Action Plan for The Remnants of Hurricane IDA – Substantial Amendment 3”](#)

- Design, implement, and evaluate services to successfully deliver the Program and its complementary services.
- Provide the following program components to achieve program outcomes:
 - Cohort development and management, including:
 - Recruitment and selection of the minimum of six (6) to the maximum of ten (10) Fellows;
 - Recruitment and selection of the minimum of six (6) to the maximum of ten (10) CBDO host sites for Cohort learning (“CBDO Hosts”);
 - The minimum of six (6) to the maximum of seven (7) trainings/workshops provided for the Cohort; and
 - Cohort-building and peer-to-peer learning activities, including:
- Cohort communication via online engagement such as group messaging, training debriefs, networking engagements, etc.
- Individual support for participants, in the style of “office hours”, to expand on topics covered in workshops and ask follow-up questions.
 - Facilitate the development and implementation of a Corridor Resiliency Plan for each Fellow, including:
 - Co-designing a plan of action for each CBDO Host and cohort member that addresses both short- and long-term strategic initiatives to improve corridor resiliency; and
 - Implementation of at least one element of the Corridor Resiliency Plan via direct services; and
 - Allocate resources and support to ensure the success of said action plan and implementation of the Corridor Resiliency Plan
- Conduct the necessary reporting and evaluation responsibilities to monitor the Program, compile learnings, and measure its impact.
- In collaboration with the Fellows, submit a final presentation to the Agency detailing the learnings, setbacks, and results of the Program to be shared by the Agency with other CBDO’s in its network.

SECTION II – SUMMARY OF THE REQUEST FOR PROPOSAL/SCOPE OF WORK

A. Anticipated Contract Term

It is anticipated that the term of this Agreement shall be for a 1-year period commencing on **March 1, 2027**.

B. Minimum Qualifications

Proposals that fail to meet all of the following minimum requirements will be found nonresponsive and rejected.

1. Proposer must be able to conduct all group workshops in-person in New York City, either at the Agency or another designated location within New York City approved by the Agency; and
2. Proposer must demonstrate at least two (2) years of experience in designing and executing the development, oversight, and management of a successful program cohort; and
3. Proposer must demonstrate at least two (2) years of experience in providing technical assistance to CBDOs in at least two (2) of the following areas:
 - a) Strategy
 - b) Operations
 - c) Team management
 - d) Constituent services
 - e) Public programming
 - f) Risk assessment
 - g) Disaster preparedness
 - h) Marketing and outreach
 - i) Neighborhood development

Please attach the following documents that support the minimum requirement(s):

1. Description of in-person workshop(s), with specific details on subject matter and program structure in NYC.
2. Description of the design and execution of successful program cohort, with years of experience and specific examples of program.
3. Description of technical assistance experience in at least two (2) areas, with years of experience and specific examples for each.

C. Preferred Qualifications

It is preferred that the Contractor possesses the following non-exclusive list of qualifications and/or skills:

1. Adequate organizational resources, expertise and management, and reporting and data management to fulfill the needs of the program including:
 - a. Organizational Resources: Adequate organizational resources to meet project goals and objectives of complex client engagements, and staff to deliver Program services efficiently, operate under tight deadlines, and coordinate with the Agency's program management team consistently. If using subcontractor(s), please describe how your organization will manage and coordinate all sub-contractor activities.
 - b. Expertise and Management: Ability to manage client relationships systems, use tools provided by the Agency for reporting and pipeline management, and maintain and store the electronic files created as a product of this project which can be transferred

easily and safely to the Agency upon completion and at any point during the contract period.

- c. Reporting and data management: Submit reports to the Agency on outcomes and other metrics.
2. Experience with government (Federal, State, local) contracting processes and prior experience working with Federal, State, City, and other government entities.

D. Scope of Services

The Contractor is expected to provide the following deliverables, regular bi-weekly progress updates, and monthly invoices throughout each phase of the Program during the contract term:

1. Cohort development and management

- i. The Contractor is expected to recruit and select a minimum of six (6) to a maximum of ten (10) Fellows and a minimum of six to a maximum of ten CBDOs to participate in the Program.
 - a) Fellows shall meet the following eligibility criteria:
 1. New York City resident (within 90 days of the start date)
 - a. Preference for hires local to their assigned host site
 2. One or more year(s) of community outreach, organizing, and/or planning experience.
 - a. Preference for Fellows with a demonstrated interest in urban sustainability, environmental justice, and/or emergency management.
 3. Have an interest in economic development, organizational development, and working within the host neighborhood/ community.
 - b) CBDO Host Sites shall meet the following eligibility criteria:
 1. Nonprofit community-based organizations (Business Improvement Districts, local development corporations, merchant's associations, and others) that implement commercial revitalization projects and are operating in New York City and registered with the New York State Secretary of State.
 2. Able to participate in the review and selection of finalist Fellow applicants.
 3. Able to provide the Fellow with a desk and supporting equipment (i.e. computer and access to organization's phone).
 4. Time and willingness to act as a mentor for the Fellow.
 5. Preference/Priority for organizations which:
 - a. Serve an MID and/or LMI neighborhood.
 - b. Serve and/or are located in a neighborhood in an area marked High to Moderate risk for flooding.

- c. Serve and/or are located in a neighborhood in an area marked a Designated Area of Concern (DAC) by the Mayor's Office of Climate and Environmental Justice.
- ii. The Contractor is expected to develop and manage a cohort of a minimum of 6 to a maximum of 10 Fellows focusing on non-profit emergency preparedness and resilience in relation to commercial corridors and small businesses.
- iii. The Contractor will develop and provide a curriculum demonstrating a minimum of 6 to a maximum of 7 trainings on topics including but not limited to: situational planning for various emergencies, development of emergency resource guides, conducting physical vulnerability assessments, psychological resilience/anti-burnout, relationship and boundary management, and strategic planning.
- iv. The Contractor will provide a minimum of 4 to a maximum of 8 hours per Fellow of one-on-one mandatory support in the style of "office hours" to further explore workshop topics.
- v. The Contractor will manage and support the development of a cohort-based learning model through the facilitation of peer-to-peer learning via group messaging, training debriefs, networking engagements, and other. In addition to the training topics, the Consultant is expected to work with SBS personnel to provide training on SBS's emergency preparedness resources.

2. Development and implementation of a Corridor Resiliency Plan

- i. The Contractor (or an eligible sub-contractor) is expected to provide one-on-one technical assistance to a minimum of 6 to a maximum of 10 Fellows to develop and implement a Corridor Resiliency Plan.
- ii. The technical assistance should include but is not limited to: discussion of pain points related to resiliency for the Fellow's CBDO, physical office vulnerability assessment, organization operations vulnerability assessment, co-design of a plan of action to address identified challenges through and past the duration of programming. The Contractor will provide approximately 15 hours of assistance per Fellow and an additional approximate of 5 hours to the selected CBDO.
- iii. Implementation must include consulting and/or other direct services to achieve at least one disaster resilience goal identified in the Corridor Resilience Plan. The Contractor will provide approximately 15 hours of direct services per Fellow and an approximate 5 hours to selected CBDO (may subcontract work as necessary). There should be a pre-selected list of options, decided on between SBS and the vendor. Examples of these options could include:
 - 1. File conversion from paper to digital to improve physical office readiness to disasters.

2. Development and training for a personalized Emergency Operations Procedure to guide organization priorities and operations in case of disaster.
3. Development of an organizational Strategic Plan to guide and focus organizations in case of emergencies.
4. Development and distribution of corridor emergency information sheets to direct constituents to the correct contacts in case of emergency.

3. Monitoring and Evaluation

- i. Contractor must have capacity to fulfill reporting requirements to the Agency in a timely, accurate, and comprehensive manner. This information will be used to evaluate the Program, monitor progress on the Program goals, and understand the impact of the service. As such, Contractor will be expected to maintain a consistently high level of data accuracy and completeness. Contractor's responsibilities include, but are not limited to the following:
 1. Collect the demographic, service delivery, and outcome data required by the Agency using a customer relationship management (CRM) tool and submit the required information on a bi-weekly basis in a format, and according to a process, designated by the Agency.
 2. Track metrics and performance indicators in order to determine whether the program outcomes are met each month and analyze program data to improve program delivery. These metrics will be selected in consultation with the Agency and could include but are not limited to:
 - a. Provide performance reports quarterly or as requested by the Agency in a format designated by the Agency. This includes but is not limited to:
 - i. Narrative of accomplishments achieved during quarter, updates of program descriptions;
 - ii. Narrative of overall progress of each activity, reporting projected and actual accomplishments;
 - iii. Delays encountered, if any;
 - iv. Copies of procurement materials and contracts; and
 - v. Timesheets showing the distribution of work across all objects for grant-funded staff time.
 - b. Work with the Agency to produce a report on the program due at the end of the program. The Agency is expected to lead the project and act as the primary author, but Contractor is expected to be responsible for supporting the Agency by supplying data, elaborating on details of success stories, reviewing, and providing feedback, and meeting other requests as needed.
 - c. Store all electronic files or paper documents created or collected as a product of this project in a navigable and logical way. At the end of the contract term, Contractor(s) should submit all PDFs, Word Documents, PowerPoints, and other files to the Agency. The Contractor is expected to adhere to City requirements on record retention and data privacy (as more fully described in the Identifying Information Rider).

4. Payment, Contingencies, and Contract Milestones

- i. Payments are expected to be of delivery-based performance-based outcomes. The Contractor is expected to invoice monthly in accordance with the attached Price Proposal and frequency for each deliverable item, only after completing their associated milestones. Payments are expected to be eligible for invoicing only after SBS approves and accepts a deliverable. The Contractor will provide supporting documents for each invoice, including but not limited to reports demonstrating that participant information is entered completely into the SBS CRM system. However, the Agency will consider proposals to structure payments in a different manner and reserves the right to select and payment structure that is in the City's best interest.

SECTION III – PROPOSAL EVALUATION CRITERIA

All responsive Proposals received in response to this RFP will be evaluated and rated in accordance with the below stated evaluation criteria:

1. EXPERIENCE – 35%

- i. Describe relevant experience of the proposer, each proposed subcontractor if any, and the proposed key staff providing the services described in Section I & II of this RFP. Specifically, proposals should address the following:
 1. Proposer's experience managing large programmatic contracts; (5 points)
 2. Narrative about successful contracts of similar size and scope (10 points)
 3. Proposer's experience in delivering emergency preparedness/resiliency training and/or services to neighborhood serving non-profits in New York City, or a similarly sized city, in the following areas: (10 points)
 - a. Strategy;
 - b. Operations;
 - c. Team management;
 - d. Constituent services;
 - e. Public programming;
 - f. Risk assessment;
 - g. Disaster preparedness
 - h. Marketing and outreach
 - i. Neighborhood development
 4. Similar projects performed within the last three (3) years that best exhibit in detail the Proposer's capabilities, effectiveness, work quality and cost control. (10 points)
- ii. In addition, provide the following
 1. Attach an example of a completed data report from a recent project;
 2. A brief description of the current technology tools used to manage projects, collect data, and conduct analysis;
 3. Attach a listing of at least two (2) relevant references, including the name of the reference entity, a brief statement describing the relationship between the proposer or proposed subcontractor, as applicable, and the reference entity, and the name, title and telephone number of a contact

- person at the reference entity, for the proposer and each proposed subcontractor if any; and
4. For each key staff position, attach a resume and/or description of the qualifications that will be required. In addition, provide a statement certifying that the proposed key staff will be available for the duration of the project.

2. ORGANIZATIONAL CAPABILITY - 30%

- i. Demonstrate the Proposer's organizational capability (i.e., programmatic and/or technical and managerial) to provide the work described in Section I & II. In this section, the Proposer should also demonstrate their capacity to begin the project by the expected start date and ability to dedicate full-time resources throughout the duration of the project. Additionally, Proposer should also describe their approach to overall management and integration of all activities required by this scope of work. Specifically, proposals should address the following:
 1. Narrative about how this project will fit into the organization's traditional scope of work (10 points)
 2. Proposer's organizational strengths as they relate to the goals and activities of the project; (15 points)
 3. Qualifications and relevant experience of lead contact/organizer, and all key employees delivering services; and (5 points)
- ii. In addition:
 1. 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.
 2. Attach an organization chart with key staff on the Program, their existing responsibilities, and how those responsibilities would change at the start of the Program.
 3. Name(s) of the lead staff member and their supervisors responsible for overall project management and provide a statement certifying that the proposed key staff will be available for the duration of the project.

3. PROPOSED APPROACH - 35%

- i. Describe in detail how the proposer will provide the work described in Section I & II of this RFP and demonstrate that the proposer's proposed approach will fulfill the Agency's goals and objectives. If using sub-contractors, please indicate their roles and capacity when providing a response in this section. Specifically, proposals should address the following:
 1. Describe the proposed strategy for developing a cohort-based learning program, providing required trainings, promoting peer-to-peer learning, and providing required technical assistance. (10 points)
 2. Describe how the deliverables will meet all the stated goals and objectives and demonstrate that the Proposer has a clear understanding of the project. (10 points)
 3. Provide a description of how the Contractor will coordinate with the Agency to conduct initial programmatic planning and periodic progress check-ins. (5 points)

4. Demonstrate how the Contractor suggests coordinating outreach efforts to businesses across the city to encourage participation in the Assessment Program. (5 points)
5. Attach a Project Plan outlining Contractor's approach to meeting SBS' set goals (5 points)

E. Price Proposal

The Price Proposal should include each of the following for providing the work described in Section II of this RFP:

- 1) The proposed rate/fee/price per unit of service/client/milestone/deliverable and total offering price in the format prescribed in the Price Proposal form attached.
- 2) The proposed rate for each component of the contract's performance-based payment structure proposed in the Price Proposal (Attachment A) found below.

Proposers may also propose an alternative approach. If the alternative approach affects other areas of the proposal such as experience, organizational capability, or price, that alternative approach should be submitted as a complete and separate proposal providing all the information specified in Section II of this RFP.

In addition to the Price Proposal, Contractor should include a Budget Narrative, an explanation or justification of the costs per each deliverable and total proposal price as broken down in the Price Proposal form. The Budget Narrative may not contain any graphs, charts, or spreadsheets. All narratives must be descriptive.

F. Work Product Licenses

Any and all materials created under any contract entered into as a result of this RFP (the "Work Product") are the exclusive property of the City. The City may use any Work Product prepared by the Contractor in such manner, for such purposes, and as often as the City may deem advisable, in whole, in part or in modified form, in all formats now known or hereafter to become known, without further employment of or additional compensation to the Contractor. The providers shall not use, transmit, display, publish or otherwise license such Work Product without the City's prior written consent. The Work Product shall be considered "work-made-for-hire" within the meaning and purview of Section 101 of the United States Copyright Act, 17 U.S.C. §101, and the City is the copyright owner thereof and of all aspects, elements, and components thereof in which copyright protection might subsist. To the extent that the Work Product does not qualify as a "work-made-for-hire," the providers shall irrevocably transfer, assign and convey an exclusive copyright ownership in the Work Product to the City, free and clear of any liens, claims or other encumbrances. The providers shall retain no copyright or other intellectual property interest in the Work Product.

NOTE: This section of the solicitation **DOES NOT** include any materials created by the successful proposer **prior to** entering into any contract with the City as a result of this RFP. Note, however, that the winning proposers will be **required** to provide the City an irrevocable, world-wide, royalty-free, non-exclusive, sub-licensable, license to reproduce, translate, publish, use, make derivative works, distribute and dispose of, for government purposes, any pre-existing reports, documents, data,

photographs, deliverables, and/or other pre-existing materials under any contract that is entered into as a result of this solicitation.

SECTION IV - PROPOSAL EVALUATION AND CONTRACT AWARD PROCEDURES

Evaluation Procedures

All proposals accepted by the Agency will be reviewed to determine whether they are responsive or non-responsive to the requisites of this RFP. Proposals that are determined by the Agency to be nonresponsive will be rejected. The Agency's Evaluation Committee will evaluate and rate all remaining proposals based on the Evaluation Criteria prescribed below. The Agency reserves the right to conduct site visits and/or interviews and/or to request that proposers make presentations and/or demonstrations, as the Agency deems applicable and appropriate. Although discussions may be conducted with proposers submitting acceptable proposals, the Agency reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the proposer's initial proposal should contain its best technical and price terms.

The Agency shall rank proposers by technical merit, and the price proposal of ONLY the highest technically ranked firm will be opened and reviewed by the evaluation committee to determine whether it is responsive. The Agency will then consider price by negotiating a fair and reasonable price with the highest technically ranked proposer(s). If such a fee is not successfully negotiated, the Agency may conclude such negotiations and enter negotiations with the next ranked vendor(s), as necessary.

Evaluation Criteria

- Demonstrated quantity and quality of successful relevant experience. [35%]
- Demonstrated level of administrative and organizational capability. [30%]
- Quality of proposed approach. [35%]

Basis for Contract Award

Selection will be based on the highest technically rated proposal whose price does not exceed the maximum funding set forth in the RFP. A contract will be awarded to the responsive and responsible proposer whose proposal is determined to be the Best value to the City, taking into consideration the price and such other factors or criteria which are set forth in this RFP. The Agency reserves the right to propose questions regarding a proposer's initial submission. Contract award shall be subject to the timely completion of contract negotiations between the Agency and the selected proposer(s). Once selection has been determined based upon the highest technical score, only then will the Price proposal of the highest rated proposal be opened and considered to determine if it is within the funding amount made available under this solicitation.

SECTION V – GENERAL REQUIREMENTS

Agency Assumptions Regarding Contractor Approach

The Agency’s assumptions regarding contractor approach represent what the Agency believes to be most likely to achieve its goals and objectives. However, proposers are encouraged to propose an approach that they believe will most likely achieve the Agency’s goals and objectives.

Agency Assumptions Regarding Payment Structure

The payment structure of the contract(s) awarded from this RFP will be based on a combination of deliverable-based fees and budget reimbursement. The Contractor is expected to invoice monthly in accordance with the established fees and frequency for each deliverable item, only after completing their associated milestones.

Compliance with the Iran Divestment Act

Pursuant to State Finance Law Section 165-a and General Municipal Law Section 103-g, the City is prohibited from entering into contracts with persons engaged in investment activities in the energy sector of Iran. Each proposer is required to complete the Bidders Certification of Compliance with the Iran Divestment Act, certifying that it is not on a list of entities engaged in investments activities in Iran created by the Commissioner of the NYS Office of General Services. If a proposer appears on that list, the Agency/Department will be able to award a contract to such proposer only in situations where the proposer is takings steps to cease its investments in Iran or where the proposer is a necessary sole source. Please go to <https://ogs.ny.gov/iran-divestment-act-2012ht> for additional information concerning the list of entities.

Subcontractor Compliance Notice

The selected vendor will be required to utilize the City’s web-based system to identify all subcontractors in order to obtain subcontractor approval pursuant to PPB Rule section 4-13 and will also be required to enter all subcontractor payment information and other related information in such system during the contract term.

The City’s new web-based subcontractor reporting system will be located online at the Payee Information Portal at: <https://a127-pip.nyc.gov/webapp/PRDPCW/SelfService>.

CDBG-DR Riders

The CDBG-DR Rider contains supplementary general conditions for use with procurement contracts funded in whole or in part by the U.S. Department of Housing and Urban Development (“HUD”) under Title I of the Housing and Community Development Act of 1974 (Pub. L. 93-383) as amended. All contracts, services, purchasing, and activities must conform to HUD regulations, funding assistance for this project is through HUD’s CDBG-DR Program. The selected vendor should be familiar the full range of CDBG and CDBG-DR compliance requirements.

SECTION VI – ATTACHMENTS

Appendix A: General Provisions Governing Contracts Provisions for Consultants, Professional, Technical, Human and Client Services

Attachment A: Price Proposal Form

Attachment B: Doing Business Data Form (must be submitted)

Attachment C: Electronic Funds Transfer Enrollment Form

Attachment D: Identifying Information Rider

Attachment E: CDBG Rider

Attachment F: Restrictions on Lobbying

Attachment G: CDBG Subrecipient Rider

ATTACHMENT A

PRICE PROPOSAL FORM

SBS anticipates that the payment structure of the contract(s) awarded from this RFP will be deliverable based as further detailed below.

EPIN: 80126P0020

<u>Payment Structure</u>	<u>Estimated Completion Date</u>	<u>Estimated Quantity/Unit</u>	<u>Rate (cost per unit)</u>	<u>Total Deliverable Cost</u>
Deliverable 1. Cohort Development and Management				
a. Recruitment and selection of 6-10 Fellows and 6-10 CBDO Hosts to participate in the program	01-May-27	1 program	_____/program	
b. Development and implementation of curriculum for cohort-based learning program	01-Apr-27	1 program	_____/program	
c. Management of cohort-based learning program for 6-10 Fellows	29-Feb-28	6-10 Fellows	_____/Fellow	
d. Delivery of workshops from curriculum	31-Dec-27	6-7 workshops	_____/workshop	
e. Delivery of “office hour” support to expand on workshop topics	31-Dec-27	60 hours	_____/hour	
f. Delivery of 1-on-1 assistance to Fellows	31-Dec-27	120-200 hours	_____/hour	
Deliverable 2. Direct Technical Assistance				
a. Development of Corridor Resiliency Plan for each of 6-10 Fellows, including at least 3 minimum sections: Vulnerability Assessment, Strategic Plan to improve CBDO resilience, and Emergency Operations Handbook	31-Jan-28	6-10 plans	_____/plan	
b. Implementation of at least one change area identified within the Vulnerability Assessment of the Corridor Resiliency Plan with 6-10 of Fellows respective CBDO’s via consulting or other services provided	29-Feb-28	120-200 hours	_____/hour	

Deliverable 3. Monitoring and Evaluation				
a. Data Entry & Management, Reporting, and Program Outcome Tracking	29-Feb-28	12 data reports (monthly)	_____/report	
b. End of Project Report with Recommendations	29-Feb-28	1 report	_____/report	
c. Final presentation submitted to the Agency	29-Feb-28	1 presentation	_____/presentation	
TOTAL PROPOSAL PRICE Enter Total for Deliverables 1–3				

TOTAL PRICE: \$

Printed Name of Respondent

Signature of Respondent

ATTACH ITEMIZED BUDGET & BUDGET NARRATIVE TO THIS PRICE PROPOSAL (the Budget narrative should contain an explanation of how the proposer arrived at the cost for each deliverable)

Please Note: The anticipated maximum contract budget for a contract awarded under this RFP is **\$450,000**