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October 1, 2026

Commercial Corridor Resilience Program RFP
EPIN: 80126P0020

ADDENDUM # 2

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 #2 to the Commercial Corridor Resilience Program RFP, EPIN: 80126P0020.

This addendum includes the following information:

Section I: Reminder of Proposal Due Date

Section II: Questions and Answers from and for Prospective Vendors

Section I: Reminder of Proposal Due Date

The due date for submission of proposals is Thursday, October 15, 2026, no later than 2:00 p.m. EST.

Section II: Questions and Answers from and for Prospective Vendors

Question 1:

May a proposer rely on the documented experience of proposed key staff or subcontractors to satisfy the mandatory requirement for at least two years of experience designing, executing, overseeing, and managing a successful program cohort?

Answer 1:

Proposers must describe the experience of key staff in designing, executing, overseeing, and managing cohort-based programming in the supporting documentation for minimum qualifications. With respect to subcontractors, please refer to answer #4.

Question 2:

Would experience managing large adult education, workforce development, or community education programs qualify as cohort management experience, even if the prior program was not formally called a "cohort"?



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Answer 2:

No, proposers must demonstrate experience specifically in managing a cohort, which we define as group of participants in a structured, ongoing series of sessions, beyond ad hoc workshops or general sessions. Adult education and workforce experience may qualify under the Technical Assistance section, but do not satisfy the cohort management requirement.

Question 3:

May experience providing strategy, operations, team management, risk assessment, marketing and outreach, or organizational development assistance to nonprofit community organizations satisfy the requirement for two years of technical assistance to CBDOs?

Answer 3:

If the nonprofit community organization is a CBDO then it may be used to satisfy the requirement listed in Section II, B, 3 of the solicitation.

Question 4:

If a proposed subcontractor has relevant experience, may that subcontractor's experience be used to satisfy the proposer's mandatory minimum qualifications? If so, must the subcontractor perform the specific work associated with that experience?

Answer 4:

Proposers themselves must have relevant experience in designing and executing cohort programs or providing technical assistance to CBDOs. Subcontractors' experience can be included in the application narrative and organizational chart, but subcontractor qualifications alone do not satisfy minimum qualifications for proposers. Subcontractors require SBS approval, considering roles, staffing, financial terms, and scope of collaboration.

Question 5:

Does the \$360,000 allocation for Fellow salaries and fringe benefits include all payroll-related costs, or may certain employment and administrative costs be included under another component of the budget?

Answer 5:

The \$360,000 allocation covers all expenses related to developing application materials, outreach, recruitment, and other program costs that are not limited to salaries and fringe benefits. When submitting your price proposal administrative and subcontracting costs should be included for each deliverable.



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Question 6:

The CDBG Rider identifies job training and workforce development initiatives as unallowable costs, while the RFP requires Fellow training, cohort development, and Fellow salaries. How should these provisions be reconciled?

Answer 6:

The CDBG Rider disallows job training targeting community residents directly (like vocational training or worker wages). However, Fellow training, cohort programming, and Fellow salaries relate to program delivery and organizational capacity, not direct workforce training. These costs are allowable under technical assistance and program delivery designed to build CBDO organizational resilience and capacity.

Question 7:

Will the selected Contractor be required to advance Fellow salaries and other program costs before SBS accepts deliverables and approves invoices? If so, what payment schedule or advance funding mechanism is anticipated?

Answer 7:

This program will follow a hybrid model of deliverable-based fees and reimbursement. The Contractor should be prepared to front costs. Reimbursement requests will be submitted post-contract execution and upon completion/acceptance of deliverables set forth in the solicitation on a monthly basis.

Question 8:

Please clarify the relationship between the one-on-one assistance described under Deliverable 1(f) and the technical assistance and implementation hours described under Deliverables 2(a) and 2(b). Are these separate, nonduplicative service requirements?

Answer 8:

These two deliverables are distinct and non-duplicative.

- Deliverable 1(f): One-on-one technical assistance focused on fellow skill development in nonprofit emergency preparedness, resilience, and corridor-focused small-business support.
- Deliverables 2(a)/(b): Technical assistance and implementation related to Corridor Resilience Plans for selected CBDOs, including organizational resilience assessments and concrete action planning

Question 9:

Will SBS provide the required CRM system, user access, data fields, reporting templates, and training before program implementation begins?



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Answer 9:

SBS will not provide the required CRM system. However, the Contractor is responsible for selecting and managing their own CRM tool subject to SBS' approval. SBS will offer scoping sessions, implementation training, reporting templates, and guidance on target audiences and recruitment strategies before program launch.

Question 10:

Does the Section 3 requirement apply to the hiring of Fellows and other program staff, and what documentation or reporting will the Contractor be required to maintain?

Answer 10:

This program's reporting requirements focus on program deliverables: impact metrics, success narratives, lessons learned, small-business resources, organizational assessments, and participant surveys. Please refer to Section II, D, 1 for Fellow Eligibility Criteria.

Question 11:

Are the required group workshops expected to be conducted exclusively in person, or may certain supplemental workshops, office hours, or peer-learning activities be conducted virtually?

Answer 11:

Proposers may include virtual supplemental workshops, office hours, or peer-learning activities. However, the bulk of programming that includes cohort sessions, technical assistance, and peer learning should be delivered in person, centered in the local commercial corridors that participate in the program.