NYCEM
New York City Emergency Management

October 16, 2026

Re: New York City Emergency Management (NYCEM) Sourcing project: BPM037534 - 01727P0002-Strengthening Communities Database #2

Dear Vendor:

New York City Emergency Management (NYCEM) is issuing Addendum #7 to the solicitation titled **New York City Emergency Management (NYCEM) - Sourcing project: BPM037534 - 01727P0002-Strengthening Communities Database #2.**

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

The purpose of this addendum is to extend the proposals submission due date and provide answers to questions NYCEM received in writing.

All responses are due **Friday November 6, 2026, at 2:00pm**.

1. ***The public Schedule B download is Part III waiver only. For a team using approved subcontractors rather than seeking a full waiver, should the participation response be completed only in the PASSPort Subcontractors and Joint Ventures/MWBE tabs, or is a full separate Schedule B required? Please identify the current form and required response documents. We understand Addendum 6 requires a waiver request at least seven calendar days before proposal due date and prior approval where applicable.***

   a. If you meet a 30-% M/WBE goal you only need to complete PassPort part. Part 3 of the Schedule B must be only submitted if the vendor is seeking to waive M/WBE subcontractors withing this RFP.

2. The PASSPort Documents tab lists an Insurance Certificate and a Broker's Certification, while Appendix A §7.05(A) says proof of insurance is due within ten days of award. If our policies are not yet bound when we submit, may we upload a signed commitment to obtain all Schedule A coverage plus a broker's quote, and provide the certificate and notarized broker certification within ten days of award? If a bound certificate is needed with the proposal, we will provide one.

a. If any policy is not available at the time of submission, certified binders may be submitted until such time as the policy is available, at which time a certified copy of the policy shall be submitted.

3. PASSPort requires an Insurance Certificate and Broker's Certification as proposal uploads. However, Section 7.05 of Appendix A indicates that proof of insurance is due within 10 days of contract award. Could you please confirm whether these documents are required with the October 23 proposal submission, or whether they can be provided following contract award?

a. Yes, you may submit insurance documents after the award.