



New York City Office of Emergency Management
165 Cadman Plaza East
Brooklyn, New York, 11201

RE: Notice of Availability

Request for Proposal for Continuity of Operations (COOP) Application

PIN#: 01712P0003

The New York City (NYC) Office of Emergency Management (OEM) is seeking an appropriately qualified vendor to supply a secure commercial-off-the-shelf application for the New York City Continuity of Operations (COOP) program. This application will be utilized by 43 city agencies and should incorporate business continuity and data security best practices to ensure ease of configuration, plan creation, content management, and plan formatting, reporting, and interfacing with other data sources.

The projected start date of this contract is August 1, 2013. The anticipated contract term will be for a period of 15 months with three (3) two (2) year options to renew.

Any vendor interested in providing these services should download a copy of the RFP and any possible addenda from the OEM website beginning on **Wednesday, September 26, 2012 at 10:00 AM EST**. The OEM website is <http://www.nyc.gov/html/oem/html/businesses/rfp.shtml>.

A pre-proposal conference will be held on **Wednesday, October 3, 2012 at 11:00 AM EST**. If you plan to attend this conference, OEM requires that you RSVP in advance. Refer to the Request for Proposal to find out how to RSVP.

The due date and time for submitting the proposal is **Wednesday, October 31, 2012 at 10:00 AM EST**.