



New York City Office of Emergency Management

165 Cadman Plaza East
Brooklyn, New York, 11201

RE: Notice of Solicitation

Custom E-Learning Solutions RFP

PIN#: 01713P0001

The New York City (NYC) Office of Emergency Management (OEM) is seeking an appropriately qualified vendor to provide four to six new high quality online courses and update existing courses that are integrated with the Agency's Learning Management System (LMS), a web-based application that delivers online trainings, manages classroom registrations, and tracks and reports training compliance. It is anticipated that over the course of the contract term, the contractor would provide courses in varying scope and size related to pertinent topics in emergency management including but not limited to plan management and City and federal emergency management protocols and procedures.

The projected start date of this contract is August 1, 2014. It is anticipated that the term of the contract awarded from this RFP will be from August 1, 2014 to July 31, 2017. The contract will include a renewal of up to three additional years.

Any vendor interested in providing these services should download a copy of the RFP and any possible addenda from the OEM website beginning on Monday, February 10, 2014 at 10:00 AM EST. The OEM website is <http://www.nyc.gov/html/oem/html/about/rfp.shtml>.

The due date and time for submitting the proposal is Monday, March 10, 2014 at 10:00 AM EST.