



**Office of the New York State
Attorney General**

**Letitia James
Attorney General**

Purchasing Memorandum II

DATE: 2/5/2026

PLEASE ADDRESS INQUIRIES TO:

James Busta, *Contract Management Specialist*
Telephone Number: (518) 776-2112
E-Mail: purchase@ag.ny.gov

REQUEST FOR PROPOSAL NO.: 25-003

TITLE: RFP 25-003 Emergency Management COOP

RESPONSE DUE DATE: 2/6/2026

SUBJECT: Answers to Questions/Inquiries

TO: **ALL PROSPECTIVE BIDDERS**

In reference to the above Request for Proposal, the following questions/inquiries were submitted by the January 21, 2026 deadline. We are hereby providing answers to each question below:

1. QUESTION: Section 7.13 Appropriated Federal Funds, Page 13: Is there a total budget allocated for this project? If so, how is it funded?

ANSWER: The project will be funded with State and Federal funds. The OAG will not be releasing budgeted amount. Prospective bidders must provide their best competitive pricing for these services.

2. QUESTION: Section 3 Scope of Work Requirements: Is there a preference/requirement for onsite work?

ANSWER: Section 3.2, Deliverable 1, advises that up to 10 in-person meetings are required. In addition, up to 15 virtual meetings are required.

3. QUESTION: Section 7.6 Contract Award Period, Page 10: The COOP scope is project based and would take an estimated 1 – 2 years to complete, but the contract timeline is 7 years. Does the OAG anticipate more work within this time period?

ANSWER: 7.6 has been updated. The contract period shall be for one (1) year with one (1) optional renewal at the OAG's discretion. The OAG anticipates this project to be completed in 10 months.

4. QUESTION: Does NYS OAG have an existing Threat and Hazard Identification Risk Assessment (THIRA), Emergency Operations Plan (EOP), or Continuity of Operations (COOP) Plan?

ANSWER: No



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5. **QUESTION:** Was OAG involved with any prior THIRA or County Emergency Preparedness Assessment (CEPA) efforts undertaken by New York State?

ANSWER: No

6. **QUESTION:** Is there an expectation that the THIRA will be a stand-alone document, or rather its content integrated into the Emergency Management Plan and COOP Plan?

ANSWER: The expectation is that the THIRA will be incorporated into the EMP and COOP plans.

7. **QUESTION:** For the training and exercise component of this project, is it expected that these services be delivered in-person, virtually, or through a hybrid approach? If in-person, how many staff does OAG anticipate participating?

ANSWER: Section 3.1, Deliverable 1 outlines a hybrid approach, which a maximum in-person number of 25 participants.

8. **QUESTION:** Section 2. Project Background (page 2, paragraph 1), Does the OAG have a current All Hazards Emergency Management Plan or Continuity of Operations Plan or will these efforts be starting from scratch / be newly developed? If current plans do exist, what pertinent areas for update have been identified?

ANSWER: We are looking for a new developed plan.

9. **QUESTION:** Section 3. Scope of Work Requirements, Deliverable 5. Training (page 4, paragraphs a. and c.), How many exercises are sought for each plan? Are these exercises intended to be discussion-based tabletop exercises, or to integrate any functional or full-scale components? How many participants are envisioned for each exercise? Should the contractor budget for any of the following other direct costs: refreshments for participants, printed materials, signage, materials (name tents), venue rental, etc.

ANSWER: The exercises are intended to be discussion-based tabletop exercises, with a maximum of 12 participants. The direct cost items listed would be provided, if needed, by the OAG at our cost.

10. **QUESTION:** Section 3. Scope of Work Requirements, Deliverable 5. Training (page 4, paragraphs b. and d.), Please confirm that the contractor is only developing training materials, not conducting or facilitating training. Should the training slide deck feature a voiceover?

ANSWER: That is correct for Section 3.2, Deliverable 5, items b. and d. No voiceover is needed, verbiage on each slide is acceptable.

11. **QUESTION:** Section 3. Scope of Work Requirements, Deliverable 4. Continuity of Operations Plan (page 4, paragraph f.), Please confirm that the training referenced in 4. Continuity of Operations Plan is separate from the training outlined in Deliverable 5: Training. Our interpretation is that the training referenced in Deliverable 4. Continuity of Operations is intended to be focused towards key personnel involved in the COOP whereas the training referenced in Deliverable 5. Training is organization wide. For the training crafted as part of this deliverable, is it intended to be held in-person or virtually? How many participants



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are envisioned? Should the contractor budget for any of the following other direct costs: refreshments for participants, printed materials, signage, materials (name tents), venue rental, etc.

ANSWER: Interpretation of Section 3.2, Deliverable 4 is correct. Under Section 3.2, Deliverable 5, a. and c. are also focused towards key personnel involved in the COOP, while b. and d. are for the entire Organization. The direct cost items listed would be provide, if needed, by the OAG at our cost.

12. QUESTION: Section 3. Scope of Work Requirements, 3.3 Scope of Work Timeline (page 4), When is the expected contract initiation date?

ANSWER: The actual commencement date is to be determined. The start date will be the date negotiated in the resulting contract between the parties or the approval of the State Comptroller, whichever is later. Bidders should provide a description of the 10-month timeline with generic months, (i.e. months 1-10) including how the work will be completed, the anticipated deliverable completions and other important milestones as described in the scope of work of this RFP.

13. QUESTION: Section 5. Evaluation Procedure and Criteria, 5.4 Comprehensive Final Score (page 6), Is this solicitation single or multiple award? If multiple award, will the "lot" of services be based on the deliverables described under Section 3 Scope of Work Requirements?

ANSWER: Single award. 5.4 and 5.5 have been updated.

14. QUESTION: 6.2 Proposal Submission Content, 2. Bidder Response Technical Proposal, E. Sample Projects (page 7)M, Given the two (2) page limit per example, can samples of Emergency Management and Continuity of Operations be provided via a link? Can samples be redacted for client privacy concerns?

ANSWER: A secure link is acceptable. Samples can be redacted for client privacy concerns.

15. QUESTION: 7.5 Contract Rates / Price (page 9, paragraph 1), Can you identify where the rates that represent the maximum rate that the OAG will consider and/or accept are? We are not seeing these within the solicitation. Throughout this RFP section, there are also multiple references to print output devices, enterprise print management services, etc. that I believe are in error.

ANSWER: 7.5 has been updated to remove the erroneous information. There are no maximum rates. This is a fixed price deliverable engagement. Bidders are to submit bid pricing that shows the anticipated level of effort with titles, hours and rates. The cost will be part of the total combined score calculation as described in section 5.

16. QUESTION: 7.5 Contract Rates / Price (page 10, paragraph 6), How many contracts are anticipated and how would the scope of work be separated within multiple contracts?

ANSWER: 7.5 has been updated. This is a single award.

17. QUESTION: 7.6 Contract Award Period (page 10, paragraph 1), Given the 10 month period of performance, will the contract term still be seven (7) years as stipulated in the RFP?



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ANSWER: 7.6 has been updated. The award period will be 1 year with one (1) one-year renewal option at the discretion of the OAG.

18. QUESTION: Do you own your office building(s) or are you a tenant? If you are a tenant, are the building(s) state owned?

ANSWER: We do not own any buildings and are tenants in both state owned and privately owned buildings.

19. QUESTION: Does a state-wide THIRA exist and would we have access to it for the OAG specific emergency plans? (Page 3, Deliverable 3. a.)

ANSWER: The OAG is not aware of a state-wide THIRA, but there are several state agencies, under the NYS Emergency Management Association, that may have this information.

20. QUESTION: Will COOP plans and associated emergency plans be completed for 13 regional offices?

ANSWER: We are looking for hazard for all locations, and more complete plans for our larger offices in New York City, Albany, Buffalo, White Plains, etc.

21. QUESTION: Page 19 – section 8.9 – The University of Maryland, Baltimore is a Maryland state agency and is self-insured by the State of Maryland. Is this an exception that will be considered in lieu of The State of New York insurance?

ANSWER: The OAG does not determine what a prospective bidder's insurance requirements are. However, if a prospective bidder is not required to have NYS workers' compensation and/or disability benefits insurance coverage (New York Entities with No Employees and Certain Out of State Entities), the CE-200 Certificate of Attestation is required. OAG recommends contractors reach out directly to the Workers Compensation Board (WCB) for clarification of requirements <https://www.wcb.ny.gov>. Proof of insurance is not required to be submitted with the bidder's proposal but will be required for execution of any awarded contract resulting from this RFP.

22. QUESTION: (Cover Page – Procurement Schedule, Page 1), Given that responses to bidder questions are scheduled for January 30, 2026, only one week prior to the proposal due date, would OAG consider extending the proposal due date to allow bidders adequate time to incorporate clarifications into their technical and cost proposals?

ANSWER: OAG has extended the proposal due date to 2/16/2026.

23. QUESTION: Section 6.2 – Proposal Submission Content, Pages 7–8, The Bidder Narrative is limited to 10 pages and Sample Projects are limited to 2 pages per example. Are there page limits for any other proposal sections (e.g., Executive Summary, Staffing Qualifications, resumes), or may those sections be submitted without page limits?



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ANSWER: OAG does not have an issue with no page limits on the Executive Summary, Staffing Qualifications, resumes, etc.

24. QUESTION: Section 3.2 – Deliverables 3 & 4, Pages 3–5, Does OAG expect the Emergency Management Plan and COOP to be developed as enterprise-level plans applicable across all OAG facilities, or are individual site-specific plans or annexes expected? If site-specific plans are anticipated, how many facilities should bidders assume are in scope?

ANSWER: Opinions on an Enterprise level response, that we can tweak for each office or separate plans for each office?

25. QUESTION: Section 3.2 – Deliverables 4(f), 5(a), and 5(c), Pages 4–5, How many training sessions and exercises are expected as part of deliverables 4 and 5? Should bidders assume one training/exercise per plan (Emergency Management and COOP), or multiple sessions involving different audiences or locations? What type(s) of exercises are being sought?

ANSWER: Section 3.2., Deliverable 1, provided for up to 10 in-person meetings and up to 15 virtual meetings. These meetings are to cover all of the deliverables in this section. If bidders believe additional meetings will be necessary to complete these deliverables, they should include that information and additional costs as part of their proposal.

26. QUESTION: Section 3.2 – Deliverable 1, Page 3, What is the intended purpose of the up to 25 meetings included in Deliverable 1? Does OAG anticipate these meetings being used primarily for project coordination and stakeholder engagement, or should bidders assume that training or exercise activities may also occur during these sessions?

ANSWER: Section 3.2., Deliverable 1, provided for up to 10 in-person meetings and up to 15 virtual meetings. These meetings are to cover all of the deliverables in this section. If bidders believe additional meetings will be necessary to complete these deliverables, they should include that information and additional costs as part of their proposal.

27. QUESTION: Section 3.2 – Deliverable 1, Page 3, Can OAG provide additional information on the current structure and roles of the Emergency Management Team referenced in Deliverable 1 to help bidders align staffing and engagement approaches?

ANSWER: This information will be provided to the winning bidder.

28. QUESTION: Section 2 – Project Background, Page 2, Do any OAG facilities currently maintain existing Emergency Action Plans (EAPs), emergency procedures, or continuity-related plans that the selected contractor will be expected to review and incorporate?

ANSWER: Many facilities that the OAG is a tenant in do have existing EAP's and/or emergency procedures.



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29. QUESTION: Section 3.2 – Deliverables 1–4, Pages 3–5, Can OAG identify the types of supporting stakeholders expected to participate in this project (e.g., facilities management, IT, HR, security, union leadership), and whether those stakeholders will be designated by OAG?

ANSWER: OAG anticipates the supporting stakeholders to be OAG staff in Administration, Facilities, IT, HR, Investigations, and Executive.

30. QUESTION: Section 3.2 – Deliverable 4(i), Page 5, With respect to SharePoint referenced for COOP testing and updates, should bidders assume their role is limited to providing content and schedules, rather than ongoing SharePoint site administration, configuration, or user management? Will bidders be provided access to OAG’s system to develop content for SharePoint?

ANSWER: The assumption is correct – content, schedules and recommended content organization and use within Sharepoint is what is expected, not ongoing administration, etc. As appropriate, access to the specific designated Sharepoint site for this effort and the outputs will be granted to the bidders.

31. QUESTION: Section 3.2 – Deliverables 3–6, Pages 3–5, How many formal draft review cycles does OAG anticipate for the Emergency Management Plan and COOP prior to final acceptance?

ANSWER: OAG will endeavor to not exceed 3 drafts.

32. QUESTION: Section 3.2 – Project Management, Page 3, Are the in-person meetings anticipated to be full-day (8-hour) sessions, as reflected in the pricing instructions, or may meetings be shorter in duration?

ANSWER: Meetings may be shorter in duration, such as a half-day.

33. QUESTION: Section 3.2 – Deliverable 1, Page 3, Are the in-person meetings anticipated to be full-day (8-hour) sessions, as reflected in the pricing instructions, or may meetings be shorter in duration?

ANSWER: Meetings may be shorter in duration, such as a half-day.

34. QUESTION: Section 2 – Project Background, Page 2, Can OAG confirm the approximate number of facilities and office locations that should be assumed in scope for this project for purposes of planning, coordination, and pricing?

ANSWER: OAG currently operates in over 30 buildings across New York State.

35. QUESTION: Section 3.2 – Deliverable 4, Pages 4–5, To what extent should the COOP address information technology, cybersecurity, and disaster recovery, versus referencing existing IT continuity or disaster recovery plans maintained by OAG?

ANSWER: COOP must address IT/InfoSec BC/DR planning and exercises as it relates to remediating the impact on the organization’s core business functions from related events] The plans do not have to address steps related to cybersecurity investigations or full recovery plans.



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36. QUESTION: Section 3.2 – Deliverable 5, Pages 4–5, Does OAG anticipate that training exercises will involve executive leadership participation, bureau chiefs, or external partners, or should bidders assume exercises focused on designated Emergency Management and COOP personnel? How many attendees are anticipated per session?

ANSWER: Training exercises may involve executive leadership and bureau chiefs, however not external partners. The maximum attendees would be 12.

The OAG has provided an updated version of the RFP package with revisions on the cover page (timeline and contract term) as well as updated to sections 5.4, 7.5, 7.6, & 7.7. All other terms and conditions remain the same.

This Purchasing Memorandum is to be signed, submitted and made a part of your response. If you have any questions, do not hesitate to contact the person listed on top of this memorandum.

VENDOR: _____

ADDRESS: _____

SIGNATURE OF BIDDER: _____

DATE: _____