

**Fund for Public Health in New York City  
Request for Proposals (RFP) for  
Strategic Communications and Public Relations Support  
Addendum #1**

**March 7, 2023**

The purpose of this Addendum #1 is to revise the RFP timetable.

Except as otherwise stated in the attached and by any prior or subsequent Addenda to the above-referenced RFP, the solicitation remains unchanged.

**Please note that the submission due date for applications has been extended to March 13, 2023 at 11:59 p.m. EST.**

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**I. Extension of RFP Application Deadline:**

The RFP timetable has been revised as shown below:

<b>Request for Proposals (RFP) Release</b>	February 22, 2023
<b>Deadline for Written Questions</b>	March 1, 2023 at 11:59 p.m. EDT
<b>Q&amp;A Posted</b>	<b>March 8, 2023</b>
<b>Application Deadline</b>	<b>March 13, 2023 at 11:59 p.m. EDT</b>
<b>Expected Funding Notification</b>	on or about <b>March 20, 2023</b>
<b>Expected Project Start Date</b>	on or about <b>April 3, 2023</b>

**II. Changes to RFP language:**

The following sections of the RFP have been revised as follows. Language that is crossed-out has been deleted; language underlined in bold-face type has been added. All changes have been highlighted.

**D. Anticipated Contract Type**

FPHNYC expects to negotiate a firm fixed fee and enter into a contract for services outlined in this RFP. The contract is expected to begin on or about **April 3, 2023**~~March 27, 2022~~ and end no later than June 30, 2023. Funding for these services will be up to maximum (ceiling) value of \$220,000, including all fees and expenses. Actual award amount will be based upon the price proposal submitted by the Proposer. The contract may be renewed, based upon performance and need.

**F. Submission Instructions**

Completed proposals must be submitted via email to [procurement@fphnyc.org](mailto:procurement@fphnyc.org) no later than **Monday, March 13, 2023** ~~Wednesday, March 8, 2023~~ at **11:59 p.m. ET**.

Please format all documents submitted in response to this RFP in .pdf (Portable Document Format) in accordance with the instructions specified in Section III Completing the Proposal on page 8. All submissions must be e-mailed to [procurement@fphnyc.org](mailto:procurement@fphnyc.org) with the following subject line:

**Subject:** Strategic Communications and Public Relations Services

Responses received after the deadline may be disqualified from funding consideration. It is the responsibility of the submitting entity to ensure delivery of the application to the above email address by the submission deadline. A confirmation of receipt of the proposal will be sent by email.