



REQUEST FOR PROPOSAL (“RFP”)

HUMAN RESOURCES INTERNAL AUDITS PAYROLL/TIMEKEEPING and EMPLOYEE BENEFITS ADMINISTRATION

October 21, 2020

The New York City Housing Development Corporation (the “Corporation” or “HDC”) is soliciting proposals for the performance of two human resources internal audits: (1) payroll and timekeeping; and (2) employee benefits administration.

HDC is a public benefit corporation, organized and existing under the laws of the State of New York (the “State”). The Corporation was established in 1971 for the purpose of providing and encouraging the investment of private capital in safe and sanitary dwelling accommodations in the City of New York within the financial reach of families and persons of low income, which families and persons whose need for housing accommodations cannot be provided by the ordinary operations of private enterprise, through the provision of low interest mortgage loans.

HDC’s Human Resources department supports the Corporation’s approximately 185 employees.

Scope:

- Period of audit shall be fiscal year 2020 (November 1, 2019 through October 31, 2020)
- Review of processes, procedures, and controls for payroll/timekeeping and employee benefits administration
- Review and test systems and controls for payroll/timekeeping and employee benefits administration
- Review and test compliance with federal, state, and local laws and/or regulations to the extent necessary and required by the U.S. General Accounting Office’s Government Auditing Standards

Requirements:

- The audit must be conducted in accordance with generally accepted auditing standards, government auditing standards, and within the International Professional Practices Framework (“IPPF”) of The Institute of Internal Auditors.
- The proposal should include the number of hours the firm proposes for each audit as well as the staffing mix that the firm proposes to assign to each audit including partners, managers, seniors, juniors and specialists.

- The proposal should include a description of your firm’s MBE/WBE participation or good faith efforts to achieve MBE/WBE participation. (Described in more detail in the Appendix annexed hereto)
- The proposal should describe the overall results of your firm’s most recent peer review.
- The proposal should include a historical biography of the prospective partners and audit managers indicating experience in and knowledge of payroll and employee benefits audits.
- The proposal should include a list of client references.
- The proposal should include a completed “Doing Business Data Form” with the City of New York which may be found at:
<http://www.nychdc.com/content/developers/Doing%20Business%20Data%20Form%20-%20Standard%202018.pdf>
 (Described in more detail in the Appendix annexed hereto)
- All draft and final audit reports become the property of HDC upon completion of the audits.
- The firm will be required to present the final audit reports to HDC’s Audit Committee upon completion of the audits.

The issuance of this RFP, and the submission of a proposal by the firm or the acceptance of such proposal by HDC, does not obligate HDC in any manner whatsoever. Legal obligations will only arise upon the execution of formal agreements by HDC and the firm selected to render services described herein.

HDC reserves the right to amend, modify, postpone or withdraw this RFP; to waive any requirement of this RFP; to require supplemental statements and information from proposing entities; to accept or reject any or all proposals received as a result of this RFP; to extend the deadline for submission of proposals; to negotiate with any proposing entity which responds to this RFP; to hold discussions with any proposing entity; and to correct deficient proposals which do not completely conform to the instructions given in this RFP. HDC may exercise such rights at any time without notice and without liability to any proposing entity or other parties for their expenses incurred in preparation of the proposal. In its review, HDC may accept a proposal but require modification or negotiation of scope and/or bid price. Although discussions may be conducted with proposing entities submitting acceptable proposals, awards may be made without discussion.

The scope of services described in this RFP provide the most current and accurate descriptions of services sought by HDC; however, at the time contracts are executed, programmatic changes may result in changes to the scope of services.

All documents submitted in response to this RFP will become the property of HDC. The Corporation is subject to the New York State Freedom of Information Law (“FOIL”) and as such HDC shall release all records subject to FOIL without notice or consent of responder.

The proposal must disclose any other employment or situation which may create a conflict of interest if your firm were to be selected, including any relationship that the auditing firm or any of its employees may have with HDC. Please describe any such relationship in your proposal, or affirmatively state that no such relationship exists.

After a review of the proposals, HDC will select those firms who will be invited in to make a presentation to HDC staff. The final selection of a firm will be made after analyzing the qualifications of the respondents and their presentations, as well as audit fees.

Submission:

Participating firms will be required to submit their proposal incorporating all the requirements stated herein, along with any appendices and a Doing Business Data Form, via email to mhom@nychdc.com.

Submissions are due by 3:00 PM on November 30, 2020. Proposals received after 3:00 PM on November 30, 2020 will be deemed late and will not be considered.

Any inquiries to this RFP may be submitted via email to Mary Hom, Chief Risk Officer, at mhom@nychdc.com.

Appendix (Additional Requirements)

1. Equal Employment

If any, provide a copy of the firm's most recent Employer Information Report EEO-1 and include as Attachment to the Proposal. Please state how many women and minorities work in your firm.

2. Minority and Women Owned Business Enterprise (MWBE)

HDC is dedicated to furthering the participation of minority and women-owned businesses in its work. All respondents are urged to include in their proposals methods for facilitating the participation in the project of businesses that have been certified by the New York City Department of Small Business Services ("SBS") as women or minority owned. This can take any form a Respondent considers appropriate including, but not limited to, proposals intended to ensure the utilization of certified minority and women-owned businesses as subcontractors or as joint-venture partners. In addition, proposals from minority and women-owned respondents are encouraged.

3. New York City Location

- a) State whether the firm maintains its headquarters, or other offices, in New York City, and the number of the firm's employees who are employed in New York City. Describe the firm's commitment to its location in New York City. Since January 1, 2017, has the firm relocated any employees from offices in New York City to locations outside New York City? Does the firm have any plans to relocate any employees or offices outside of New York City in the next two years?
- b) Describe the firm's corporate citizenship and commitment to The City of New York, including local procurement of goods and services, development or participation in internship programs or scholarships, corporate philanthropy, specifically in the areas of housing and community development, and policies with regards to the use of women-owned, minority-owned and small business enterprises.

4. Credit Ratings

If any, provide a copy of the firm's most recent credit agency analyses. Include in your response the firm's current ratings. If these ratings have changed in the last three years, please explain in detail the reason for such change.

5. Local Law 34 Compliance

Pursuant to Local Law 34 of 2007, amending the City's Campaign Finance Law, the City is required to establish a computerized database containing the names of any "Person" that has business dealings with the "City" as such terms are defined in the Local Law. In order for the City to obtain necessary information to establish the required database, your response to this RFP is required to include a completed Doing Business Data Form (the "Data Form"), which is can be found at:

<http://www.nychdc.com/content/developers/Doing%20Business%20Data%20Form%20-%20Standard%202018.pdf>.

The Data Form will be submitted to the Mayor's Office of the City of New York (the "City"). If the City determines that your Data Form is not complete, you will be notified by the City and given

four (4) calendar days to cure the specified deficiencies. Failure to do so will result in your proposal being deemed incomplete and therefore non-responsive.