



REQUEST FOR BENEFITS BROKER PROPOSALS

Overview:

The New York City Housing Development Corporation (“HDC” or the “Corporation”), with offices located at 110 William Street in downtown Manhattan, is seeking a Benefits Broker to assist the Corporation in administering benefits including but not limited to Short Term Disability, Long Term Disability, Group Life/Accidental Death and Dismemberment (AD/D) insurance, Vision and Dental . The Corporation also expects continued assistance from the broker concerning general benefit administration, coordination and advocacy from the broker when dealing with current or prospective third party benefit providers. Additionally, the selected broker would be expected to do a full market analysis of the Corporation’s current benefits and provide suggestions for more cost-effective alternatives as well as gaps in current offerings.

HDC, established in 1971 under the laws of the State of New York, is a corporate governmental agency constituting a public benefit corporation. The Corporation is also a tax-exempt organization. The Corporation was created for the purpose of financing affordable multi-family housing in the City of New York. The Corporation finances significant amounts of its activities through the issuance of bonds, notes and debt obligations.

The Corporation has an exceptionally strong balance sheet with \$21.8 billion in total assets as well as \$3.4 billion in Net Assets. The Corporation is rated Aa2/AA by Moody’s and Standard & Poor’s, respectively. HDC currently has a staff of about 189 employees with the potential for growth of headcount of about 2% a year for at least the next 5 years.

Requirements:

HDC is looking to review proposals from potential brokers that include the following requirements:

Broker’s Organization:

Tell us more about your organization. What is the mission, culture, and reputation of your business?

Note: Please also see the attached Appendix for additional requirements to be included in an Appendix to the proposal.

- What resources and support are available to your clients?
- Please share the names of five Clients you have recently added to your portfolio.
- Please share the results and the challenges you have experienced with these Clients and how you addressed and managed them in each case.

General Process:

- What is your orientation process- benefit analysis, client orientation and data collection from beginning until completion?
- What timeline do you anticipate?
- What is your initial plan and customer service structure for new clients?
- What tools will be used in your evaluation of the Corporation’s current benefits plan?
- Do you have business relationships with benefits companies that will potentially bias any results?

Competencies:

What are the most common benefits administered by your firm?

The Corporation presently uses a broker to administer and evaluate the following Benefits:

- Short Term Disability
- Long Term Disability
- Group Life and AD&D
- Dental
- Vision

*Please be as forthcoming as possible if your firm does not administer any of the above benefit types

Additional resources:

What, if any, additional services are provided by your firm? Do you have resources to assist general HR matters if questions arise that are not associated with the services provided to NYCHDC?

The Corporation values multi-functional business relationships. Please describe any additional services that your firm provides that may increase your firm’s value as an HR business partner. Please specify if these additional services are included in all business relationships, or if the Corporation would need separate service agreements to work with additional resources.

Fees and Commission:

Although HDC is not responsible for payment of brokers fees, please describe your firm’s fee structure.

General:

The issuance of this Request for Proposal (“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. 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 presented in response to this RFP will become the property of HDC. The Corporation is subject to the New York State Freedom of Information Laws ("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 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.

Submission:

Participating firms will be required to submit a copy of their proposal, along with Appendices and a Doing Business Data Form, by email to Aking@nychdc.com

Submissions are due by 3:00 PM on 9/30/2021. Proposals received after 3:00 PM on 9/30/2021 will be deemed late and will not be considered. Other submission formats will not be accepted. After a review of the proposals, HDC will select those firms who will be invited in to make a presentation to HDC staff. Broker presentations will be conducted the week of October 15, 2021 via Microsoft Teams, or another teleconference medium. Presentations by the selected firms will be limited to a maximum of 60 minutes. The final selection of a firm will be made after analyzing the qualifications of the respondents and their presentations.

Any inquiries to this RFP can be submitted via email to either Adam King, Director of Payroll and Benefits, at aking@nychdc.com and Lois Bricken-McCloskey, Vice President of Human Resources, at Lmccloskey@nychdc.com.

Appendix

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

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 attached hereto. The Data Form should be sealed in a separate envelope marked "Doing Business Data Form". 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.