



REQUEST FOR IT STAFF AUGMENTATION (ORACLE OBIEE CONSULTING) PROPOSALS

Overview

The New York City Housing Development Corporation (NYC HDC), with offices located at 110 William Street in downtown Manhattan, is seeking responses from firms providing hourly staff augmentation services for information technology projects. NYC HDC is expecting each interested firm to submit multiple consultant resumes for consideration and a brief overview of the company background and qualifications. This request is to fill one open consulting position only.

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 and is rated Aa2/AA by Moody's and Standard & Poor's, respectively. HDC currently has a staff of about 180 employees.

Fees and Commissions

Include information about the hourly rates for the proposed consultants and any applicable fees or commissions.

Also include a sample contract for HDC to review.

Requirements

HDC wishes to review consultant resumes from staffing and consulting firms providing hourly staff augmentation services for information technology projects. Each responding firm may submit multiple consultant resumes. HDC may request additional resumes, at its discretion. HDC will consider candidates who are local to the NYC metropolitan area and candidates who are remote. However, the selected candidates must be available during regular working hours 9am-

5pm EST, and may work up to 40 hours per week. Generally, the consultant is expected to observe NYC HDC holidays.

It is expected that the firm will already have completed the following prior to submitting the resume(s) to HDC for consideration:

- Pre-screened the candidates for relevant skills and experience
- Complete an industry standard background check of the proposed candidates

In addition, it is expected that the firm will manage the following on an on-going basis if their candidate is selected:

- Manage all Human Resource issues related to the candidate
- Provide an administrative point of contact for NYC HDC
- Submit detailed biweekly time sheets for approval and monthly invoices for payment to NYC HDC

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 one (1) electronic copy of their proposals, along with Appendices and a Doing Business Data Form to hdcitbids@nychdc.com.

Responses received after 6:00 PM on November 30, 2021 will be deemed late and will not be considered.

After a review of the responses, HDC will determine which candidates will be interviewed and will contact the respective firms to schedule interviews. The final selection of a firm will be made after analyzing the qualifications of their submissions and candidates.

Any inquiries to this RFP can be submitted via email to either Paul Cackler, Chief Information Officer, at pcackler@nychdc.com or Melissa Barkan, Special Counsel, at mbarkan@nychdc.com.

Position Description

HDC is seeking to fill **one** position for an Oracle Business Intelligence (OBIEE) Developer or Report Writer.

Oracle Business Intelligence Developer, Information Technology

Area of Talent: OBIEE Reports Developer, Oracle Data Warehouse and Business Intelligence Technologies

Position Type: CORP-TO-CORP Consulting/Hybrid onsite/Remote

Location: NYC/Wall Street Area

Position Summary:

HDC seeks an OBIEE Data Warehouse and Business Intelligence Developer with experience in Oracle ERP financial reports. HDC is seeking a well-rounded developer who has experience in multiple concepts and technologies related to report writing, data warehousing and business intelligence, such as data extraction, loading, and transformation, data analytics, business intelligence dashboards, and analysis of structured and unstructured data.

Job Responsibilities:

- Analyze and migrate existing reports from Oracle Discoverer (now de-supported) to OBIEE.
- Create BI models to meet business reporting and analytics requirements
- Interact with users to understand and recommend reporting/BI solutions that meet diverse, complex business reporting and analytic needs. Design, develop, implement and customize these solutions.
- Analyze and understand the organization's data in order to design appropriate data models to support self-service BI reports and dashboards.
- Create interactive user and executive-level dashboards for various business units including corporate, finance, asset management, housing development, communications, and loan servicing.
- Maintain data security for business units based on their roles and responsibilities.
- Provide technical support to resolve any production issues.
- Work with a variety of technologies and tools, that currently includes:
 - Informatica Designer and Workflow Manager
 - Scheduling execution plans for Informatica jobs in the Oracle Data Warehouse Administration Console
 - Oracle Business Intelligence Repository
 - Oracle Business Intelligence Dashboard Developer
 - Data modelling in the Oracle OBIEE and creating materialized views in OBIEE Repository
 - Design, develop, test and implement open interfaces in various Oracle modules
 - Define and develop an implementation strategy for newly released features of Oracle Business Intelligence and Informatica with respect to version upgrades
- Design, develop, customize, and test data ETL and/or ELT mappings and workflows.

Required Qualifications:

- A Bachelor's Degree from an accredited college in a related field
- Strong communication and problem-solving skills
- Ability to work independently or as part of a team
- Experience working with technical leads and business owners
- Understanding of end-to-end BI/DW development and operations life cycle
- Hands-on experience in logical and physical data modeling
- Strong experience in querying raw data, optimizing SQL and troubleshooting SQL
- Functional knowledge of Oracle database and Oracle OBIEE
- Demonstrated ability to work in a highly dynamic business environment providing direct support to business users
- Demonstrated ability to manage multiple priorities

Preferred Qualifications:

- 3 plus years relevant experience
- Experience working with Discoverer and OBIEE reports
- Experience working with Oracle Analytics Server
- Experience working with Oracle Financials ERP
- Functional knowledge of ETL tool Informatica
- Experience in designing and creating complex OBIEE and Dashboards

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)

NYC 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. 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.