

DEI Consultant RFP Inquiries as of 3/30/2022

Question: Please let us know if you are interested in out of state consultant proposals.

Response:

Firms applying must be able to respond to the RFP appendix item 4:

New York City Location 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? 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.

Question:

A) page 5, "#6. Form of Engagement Letter, ...the HDC Contract Rider attached here as Appendix [B]..." I do not see that there are any attachments or Appendices included.

Response: A) Revision made to RFP on 3/9

B)The RFP states that "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')." Please clarify or confirm that we are to submit this form via USPS to your office for NYCHDC to submit the Data Form to the City. Is there a way for us to submit this Form electronically?

Response: B) Firms can submit electronically with the rest of the package.

Question:

A) What is the study period? In the RFP it states the consultant will review current practices. We are asking the time period they would be reviewing. Example: 2015 – present

Response: We are looking for respondents to include suggestions in their proposal for timeline given the scope and minimum timeframe of 6 months. So, we would leave this time period up to you to recommend.

B) We are interested in perhaps a subcontractor role on this RFP. Could we get a list of companies who are responding to this RFP?

Response: We are not able to share a list of this nature at this time.

Question:

- A. Will the DEI Council be our main point of contact for this work? Will other members of the organization be involved in the project?**

Lydia Aponte will be the main point of contact for this work as will the Chief HR Officer. The DEI Council will be involved, but we will also need the consultant's support in building and guiding our council (we just formed in January and our first task was creating this RFP). Other members of leadership may be involved

- B. As part of our inclusive approach to this work, our intention is to engage with as many members of your workforce who are willing to participate. How many employees work for NYC HDC?**

As of 3/11, 193 employees

- C. Do you anticipate the work being done virtually or in-person?**

HDC has officially adopted a remote work policy, where each of us work 3 days in office and 2 days from home. We have not yet held full group/in person meetings but are hoping to do so soon (while being wholly mindful of COVID data for the city). We will need the consultant to be able to guide us both virtually and in person where able

- D. Are you considering consulting firms that are not located in New York City?**

All RFP applicants must be able to answer Appendix item 4: New York City Location

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? 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.

- E. Do you have a budget ballpark for this work or a not-to-exceed amount?**

HDC is seeking a consultant that we anticipate will work with us for a minimum of 6 months, we would like for respondents to provide a cost estimate for services within this time period.

Question: Would it be possible to jump on a quick call to discuss this request?

Response: In adherence with the RFP process, we will not be meeting with interested parties prior to submission of a proposal response. We will be conducting an interview process after the submission deadline and plan to meet with applicants at that time.

Question: could you provide us a general number of "all staff"? This will directly affect pricing for a few elements of our proposal.

Response: As of 3/29 - HDC currently has 194 employees.

Question: I am preparing a proposal for the DEI Consultant RFP. The RFP mentioned that any questions received would be answered by 3/21 in a document posted to HDC's website. I was unable to find the document. Can you provide the location to the document (if any questions were received)?

Response: Questions Posted on **3/30/2022**