



2025 & 2026 ANNUAL REPORTS REQUEST FOR PROPOSAL

This Request for Proposal (RFP) is for the creation of the New York City Housing Development Corporation's 2025 and 2026 Annual Reports.

Send any questions and proposals to: Isaiah Harris, Deputy Chief of Staff, at iharris@nychdc.com.

RFP and Project Timeline

- **RFP Sent:** June 27, 2025
- **Responses Due:** July 18, 2025
- **Winner Selected & Contacted:** August 1, 2025
- **Project Kick-off:** September 2025
- **Project Completion:** Q1 2026

Above timeline is for the completion of the 2025 annual report, the 2026 report will be kicked off in Q3 2026 for launch in Q1 2027.

To Whom it May Concern:

You are invited to submit your best proposal to create both HDC's 2025 and 2026 Annual Reports. If you would prefer, you may also submit a bid solely for the 2025 Annual Report. There is no preference and both one year and consecutive two-year proposals will be scored the same.

HDC's Annual Reports highlight our achievements over the course of the calendar year. HDC will determine the theme for each report and request that the selected vendor develop a multimedia report created for Webflow and incorporate a separate printable PDF to showcase our *Projects & Loans*, and *Financial Statements*. Please note, HDC maintains its own Webflow account, and will provide access to the selected vendor so they can create a Webflow site for the annual report.

Please refer to the Annual Reports section of the HDC website for examples of past reports: http://www.nychdc.com/Annual_Reports.

For consideration, please include a separate quote and a timeline for each of the following services:

- Concept Development
- Layout and Design, including infographics, illustrations, maps, or other graphic elements
- Any required programming
- Design modifications
- Layout and Preparation of Financial Statements

Please also include a completed [Doing Business Data Form](#) and your form of **Contract / Terms & Conditions** for review.

Conflicts of Interest

Furthermore, please disclose any other employment 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.

All Proposals submitted to HDC in response to this RFP may be disclosed in accordance with the standards specified in the Freedom of Information Law, Article 6 of the Public Officers Law of the State of New York.

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.

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.

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.

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 submitted with your proposal. 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.

HDC reserves the right to amend, modify or withdraw this RFP; to waive or revise any requirements of this RFP; to require supplemental statements or information from any

responding party; to accept or reject any or all proposals received in response hereto; to extend the deadline for submission of proposals; to negotiate or hold discussions with any responding party; and to cancel, in whole or in part, the RFP if HDC deems it to be in its best interest to do so. HDC may exercise the foregoing rights at any time without notice and without liability to any responding party or other parties for their expenses incurred in the preparation of proposals or otherwise. Proposals in response hereto will be prepared at the sole cost and expense of the responding party.

Thank you for your interest in responding to this RFP with a proposal for our 2025 and 2026 Annual Reports. We look forward to your response.

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The New York City Housing Development Corporation (HDC) seeks to increase the supply of multi-family affordable housing, stimulate economic growth and revitalize New York City's neighborhoods. We are charged with helping to finance the creation and preservation of affordable housing for New Yorkers and also serve as the key financing partner in the rehabilitation of our city's public housing stock under the NYCHA Permanent Affordability Commitment Together (PACT) initiative. As the nation's largest municipal Housing Finance Agency, HDC consistently ranks among the nation's top issuers of mortgage revenue bonds for affordable multi-family housing. For additional information, visit www.nychdc.com and follow us on [LinkedIn](#).