



## **REQUEST FOR QUALIFICATION (RFQ): Benchmarking Conflicts of Interest Guidance**

***Posted August 7, 2025***

**Guidance:**

- Please disclose (i) any material financial relationships that the firm or any firm employee has with developers, or other persons or entities that may create a conflict of interest or the appearance of a conflict of interest in acting as benchmarking software provider for an HPD or HDC financed project, (ii) any family relationship that any employee of the firm has with any HDC officer or Board member, City elected official or person “associated” with any City elected official (“associated” persons include: a spouse, domestic partner, child, parent or sibling of a City Elected Official; a person with whom a City Elected Official has a business or other financial relationship, including but not limited to employees of a City Elected Official and/or a spouse, domestic partner, child, parent or sibling of such employees; and each firm in which a City Elected Official has a present or potential interest) that may create a conflict of interest or the appearance of a conflict of interest in acting as benchmarking software provider for an HPD or HDC financed project, and (iii) any other matter that the firm believes may create a conflict of interest or the appearance of a conflict of interest in acting as benchmarking software provider for an HPD or HDC financed project. Please describe the procedure(s) the firm has in place to assure HDC that a conflict of interest would not exist in the future.