



Procurement Guidelines

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1 General Application

1.1 Frequently Used Terms

The following terms are used with the meanings set out below.

Corporate Purchases: Purchases of goods and services that are not Technology Purchases.

Corporation: The New York City Housing Development Corporation.

Department Head: The President, First Executive Vice President, an Executive Vice President, a Senior Vice President, a Chief, and such other individuals as designated by the President.

Guidelines: The Corporation's Procurement Guidelines as delineated herein.

Officer: Any officer identified in Article II of the Corporation's By-Laws.

Purchase Order: The document created in the Corporation's purchasing system that authorizes a vendor to provide specified goods or services under a contract or other approved arrangement and includes the related contract number and other required information.

Purchase Request: Any internal request submitted to the Office Services Department or the IT Department to acquire goods or services.

Requesting Employee: The employee who submits a Purchase Request and serves as the department's primary point of contact throughout the procurement and payment process.

Technology Purchases: Purchases that are primarily for information technology hardware, software licenses, equipment maintenance, or technology-related services.

Vendor File: The collection of records maintained for each vendor, in physical, electronic, or other approved form, including invoices, supporting documentation, and other materials related to vendor transactions.

1.2 Purpose

Pursuant to Public Authorities Law § 2824(1)(e), these Guidelines set forth the Corporation's written policy and procedures for the procurement of goods and services.

These Guidelines establish a consistent, transparent process intended to promote fair competition whenever practicable, obtain best value, ensure appropriate approvals and

documentation, and support the Corporation's internal controls and compliance with public reporting requirements.

1.3 Applicability

These Guidelines apply to the procurement of goods and services for the Corporation's own use and account.

These Guidelines do not apply to the Corporation's review, approval, servicing, or administration of bonds, loans, grants, subsidies, credit enhancement, or any other form of financing or financial assistance to projects or program participants.

The vendor selection requirements in Section 3 do not apply to payments where vendor selection is not practicable or is not within the Corporation's discretion, such as:

- payments required by law;
- payments to other governmental agencies;
- rent, installment payments, and other charges related to real property;
- utility payments; and
- employee reimbursements.

Where such payments are processed through a Purchase Order, they must still be properly documented and approved and must comply with all other applicable requirements in these Guidelines.

1.4 Governance

The Members of the Corporation's Audit Committee shall review and approve these Guidelines annually.

The Accounting & Budget Department is responsible for administering these Guidelines and supporting consistent implementation across the Corporation. Questions regarding the interpretation or application of these Guidelines should be directed to the Executive Vice President & Chief Financial Officer, who will coordinate with the Legal Department as necessary.

Any deviation from or waiver of these Guidelines must be documented in writing and approved in advance by the Executive Vice President & Chief Financial Officer and the General Counsel.

These Guidelines operate alongside other applicable corporate policies and procedures; where another policy imposes additional requirements, those requirements continue to apply.

1.5 Designation of Roles

The relevant Department Head may designate an employee to perform the duties of a position described in these Guidelines on a temporary basis. Any such designation must be made in writing with notice to the Director of Budget & Financial Planning and the Executive Vice President & Chief Financial Officer. The Department Head must ensure that the designee is trained to perform the duties assigned under these Guidelines.

1.6 Internal Controls

To maintain separation of duties, for any given transaction, no employee may perform more than one of the purchasing, receiving, accounts payable, or cash disbursement functions for that transaction. Access to procurement-related systems and approval workflows must be provisioned on a role basis and aligned to the separation-of-duties requirements in these Guidelines. An open Purchase Order file must only be accessible to the following employees:

- Accounts Payable Manager
- Chief of Office & Facilities Management
- Director of Technical Support
- Purchasing Specialist

1.7 Tax Exempt Status

The Corporation is exempt from certain taxes, including New York State and local sales taxes. Documentation supporting the Corporation's tax-exempt purchases is available from the Accounting & Budget Department.

2 Purchase Requests

2.1 Coordination

All purchases must begin with a Purchase Request. Employees must not independently place orders with vendors or otherwise commit the Corporation to a purchase outside of this process.

Corporate Purchases must be coordinated through the Office Services Department. Technology Purchases must be coordinated through the IT Department.

After a Purchase Request is initiated, it must proceed through vendor selection, contracting, Purchase Order issuance, receipt of goods or services, and invoice processing and payment in accordance with Sections 3 through 7.

2.2 Internal Approvals

Before any Purchase Request is submitted to the Office Services Department or the IT Department, the Requesting Employee must obtain prior approval from their Department Head.

For purchases that are expected to have a material budget impact, the Department Head should consult with the Director of Budget & Financial Planning, as appropriate, to confirm the availability of funds in the applicable budget line.

Department Head approval does not authorize the Corporation to proceed with a purchase. All other required approvals must be obtained before a Purchase Order is issued.

2.3 Information Required

Purchase Requests must be submitted to the Purchasing Specialist or the Director of Technical Support, as applicable, by email or in another format determined by the Office Services Department or the IT Department. Each Purchase Request should include, to the extent known:

- a clear description of the goods or services requested;
- the proposed vendor, if identified;
- the desired delivery date or needed-by date;
- an estimated cost, if known, or the budgeted amount; and
- any documentation needed to evaluate the request or support vendor selection, such as conference materials, membership renewal notices, or price quotes.

2.4 Limitations on Authority

Only the Purchasing Specialist, the Director of Technical Support, and such other employees as may be designated in accordance with Section 1.5 have authority to make purchases.

The Purchasing Specialist may make Corporate Purchases and Technology Purchases. The Director of Technical Support may make Technology Purchases only. The Chief of Office & Facilities Management may make Corporate Purchases and Technology Purchases if the Purchasing Specialist or the Director of Technical Support is unavailable.

Employees must not make verbal or informal commitments to vendors, or authorize vendors to deliver goods or provide services, before all required approvals have been obtained. The Corporation will not be responsible for purchases made without an authorized Purchase Order.

3 Vendor Selection

3.1 Competition Requirement

It is the Corporation's policy to use best efforts to obtain competition in the procurement process, in order to obtain best value through fair and transparent selection. Competition is required when the total expected cost of goods and services being purchased exceeds the following thresholds:

- \$10,000 for purchases in the Office Services Department or the IT Department; and
- \$5,000 for purchases in all other departments.

Certain types of purchases do not require competition:

- Small purchases below the thresholds above, because it is not cost-effective at lower dollar amounts.
- Purchases in the following categories, due to their nature:
 - Local Transportation
 - Memberships
 - Publications & Books
 - Training & Conferences
 - Working Meals

Purchases that do not require competition must still be properly documented, approved, and assigned a contract number in accordance with these Guidelines. Additionally, the price must be reasonable based on the information available at the time of purchase.

3.2 Vendor Sources

In accordance with the requirements of State Finance Law § 162, where applicable, purchases from the [New York State Office of General Services Preferred Sources](#) must take precedence over other vendor sources when the available goods or services meet the Corporation's needs for form, function, and utility. The Purchasing Specialist is responsible for reviewing these lists, as applicable.

The Office Services Department must perform an as-needed review of the [City of New York PASSPort Vendor Reports](#) and the [New York State Office of General Services Centralized Contracts List](#) to identify vendors and to support efforts to include Minority and Women-owned Business Enterprises (MWBE) in the Corporation's procurement process. These sources may be used to verify whether a vendor is certified as an MWBE.

3.3 Selection Methods

Competitive Bidding

The Corporation uses competitive bidding as the primary selection method to procure most goods and services by soliciting bids.

Competitive Proposals

The Corporation uses a competitive proposal process to procure certain professional services by soliciting proposals. A competitive proposal process must be conducted for the selection of the following:

- Annual Report Design
- Auditing and Accounting Services
- Legal Counsel
- Underwriters

In the case of Auditing and Accounting Services, when selecting a Certified Public Accounting firm, the Corporation must follow the City Comptroller's Directive #22, "[Accounting, Financial Reporting, and Audit Requirements for Entities Included in the Financial Reporting Entity of The City of New York](#)" and, at a minimum:

- Solicit only those firms on the Comptroller's [Prequalified CPA List](#).
- Award contracts for no more than four years.
- Require firms performing the audit for more than four consecutive years to assign a different senior manager and partner in charge.
- Complete the audit selection process in a timely manner to ensure there is no break in continuity in the auditing process.

As determined by the Legal Department, a competitive proposal process may be required for the selection of goods or other services not listed above.

3.4 Solicitation Process

Solicitations must be coordinated with the Purchasing Specialist, or with the Director of Technical Support in the case of Technology Purchases.

The Requesting Employee may obtain bids prior to submitting the Purchase Request, provided that the requirements in this section are followed and all documentation is provided to the Office Services Department before a Purchase Order is generated.

Solicitations conducted through a competitive proposal process must also be coordinated with the Legal Department.

Solicitation Format

Bids or proposals may be solicited verbally or in writing, except that written solicitations are required for purchases expected to exceed \$10,000 and must include:

- a description of the goods or services;
- the date bids or proposals must be received by the Corporation; and
- a contact method for vendor inquiries related to the solicitation.

Proposal solicitations may be issued as a Request for Proposals (RFP), Request for Qualifications (RFQ), Request for Expression of Interest (RFEI), or other competitive solicitation, as determined by the Legal Department. Such solicitations must be posted on the Corporation's website.

Vendor Outreach and Award

Solicitations must be made in connection with the Purchase Request so that the bids or proposals reflect current pricing.

A reasonable attempt must be made to solicit bids or proposals from at least three vendors and, where applicable, should include at least one vendor from the [New York State Office of General Services Centralized Contract List](#).

Responsive bids or proposals must be obtained from at least two vendors. Awards must be made to the vendor submitting the lowest bid or most advantageous offer.

3.5 Periodic Solicitation

For goods or services purchased frequently by the Office Services Department or the IT Department, where solicitation for each Purchase Request would otherwise be impractical, bids or proposals may be obtained through periodic solicitation if documented in a written determination and submitted in accordance with Section 3.8. The written determination must specify the periodic basis for solicitation and include a summary of bids or proposals received. The Office Services Department and the IT Department should maintain a list of goods and services approved for solicitation on a periodic basis.

3.6 Leasing

In certain circumstances, the Corporation may determine to lease goods rather than purchase them. In such cases, an analysis must be performed to compare the costs and benefits of buying versus leasing. The terms of the lease must be compared to the terms of

purchasing outright to determine the best option. The buy-versus-lease analysis must be documented in a written determination and submitted in accordance with Section 3.8.

3.7 Exceptions

The Corporation may proceed with a purchase without following the vendor selection requirements when any of the following circumstances exist. In such cases, the basis for the finding must be documented in a written determination and submitted in accordance with Section 3.8.

- An emergency or other urgent and unforeseen condition requires immediate action to protect life, health, safety, property, or essential operations.
- Only one vendor is capable of supplying the required goods or services.
- A vendor has superior qualifications to perform the service or provide the goods at a cost that is determined to be fair and reasonable.
- Specialized services are required for which a particular vendor's expertise is uniquely suited to the Corporation's needs.
- Continuation of existing services, or purchasing from an existing vendor, is desirable to maintain continuity or compatibility with existing goods, systems, or services.
- Information is obtained which indicates that a vendor with the lowest bid or most advantageous offer is not qualified, non-responsive, or not responsible.
- The Corporation may obtain the required goods or services directly from a governmental unit, or through a contract established by a governmental unit, either by utilizing the contract where permitted or by entering into a new contract on substantially similar terms.

3.8 Written Determinations

A written determination must:

- describe the goods or services and the basis for the determination;
- describe the vendor(s) considered and summarize any pricing information obtained, as applicable; and
- confirm that the price is reasonable based on the information available.

The written determination must be submitted for review and approval to:

- the Chief of Office & Facilities Management; or
- the Chief Information Officer, for Technology Purchases; or
- an Officer of the Corporation.

The approved determination must be retained in the Vendor File.

4 Contracts

4.1 Contract Requirement

The Legal Department will determine whether a contract is required for a purchase. If a contract is required, it must be reviewed and approved by the Legal Department and signed by an Officer of the Corporation.

If a contract is not required, the Requesting Employee must submit a memorandum in lieu of contract describing the purchase and the basis for selecting the vendor. The approved memorandum must be retained in the Vendor File and will serve as the reference for assigning a contract number.

Regardless of whether a contract is required, all purchases must be assigned a contract number by the Legal Department.

4.2 Contract Approval Process

To initiate contract review and approval, the Requesting Employee must submit a contract package to the Legal Department. A Paralegal assigned by the Legal Department will coordinate the contract approval process. The contract package must include:

- a completed Contract Approval Form;
- a proposed contract, or a memorandum in lieu of a contract;
- documentation supporting the selection method and award; and
- any other forms or materials required by the Legal Department.

The Contract Approval Form must be signed by the Department Head and the Executive Vice President & Chief Financial Officer prior to submission.

Upon completion of the review by the Legal Department, the Contract Approval Form must be signed by the General Counsel.

4.3 Contract Numbers

A contract number must be assigned after the Contract Approval Form is approved by the Legal Department and, if applicable, any executed contract is returned to the Legal Department.

For purchases where a contract is not required, the memorandum submitted with the approved Contract Approval Form will serve as the reference for assigning a contract number. The vendor should be assigned a shared contract number corresponding to common purchase categories (e.g., Conferences, Employee Development, Publications &

Books, Memberships, Working Meals). Where categorization is not practicable, the vendor may be assigned its own contract number.

After a contract number is assigned, the Paralegal must record the details in the contracts spreadsheet, including the contract number, a description, the start date, the termination date, whether it renews automatically, whether it is active, and the contract value.

The Paralegal must enter the contract information into Oracle, including the contract number, the applicable department, a description, the start date, the termination date, whether it renews automatically, whether it is active, the contract value, the award process, the number of bids, the PAAA Industry, the MWBE Industry, the vendor EIN, and any notes.

Contracts must be scanned and maintained by the Legal Department in the Vendor File.

4.4 Amendments and Renewals

The Requesting Employee must coordinate contract amendments with the Paralegal and the attorney assigned to review the contract. Any necessary updates must be made to the Contract Approval Form and follow the approval process in Section 4.2.

The Requesting Employee must coordinate contract renewals with the Paralegal. A new Contract Approval Form must be completed and follow the approval process in Section 4.2. The form must indicate the reason for the requested renewal.

The Paralegal must ensure that contract information is kept up to date in the contracts spreadsheet and in Oracle when a contract is amended or renewed.

5 Purchase Orders

5.1 Purpose of Purchase Orders

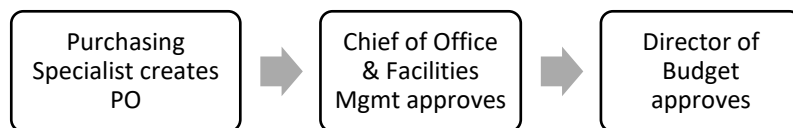
A Purchase Order documents the Corporation's authorization to purchase specified goods or services. A Purchase Order must not be created until a contract number is assigned. The Purchasing Specialist and the Director of Technical Support must monitor the expiration date of a contract before a Purchase Order can be created.

5.2 Approval Workflow

Purchase Orders are created and routed through the Corporation's purchasing system, Oracle, in accordance with the approval workflow applicable to the type of purchase.

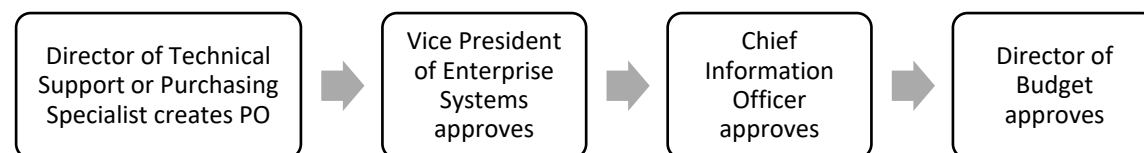
Corporate Purchases

For Corporate Purchases, the Purchasing Specialist must create a Purchase Order with the applicable contract number and route it in Oracle for review and approval by the Chief of Office & Facilities Management and the Director of Budget & Financial Planning.



Technology Purchases

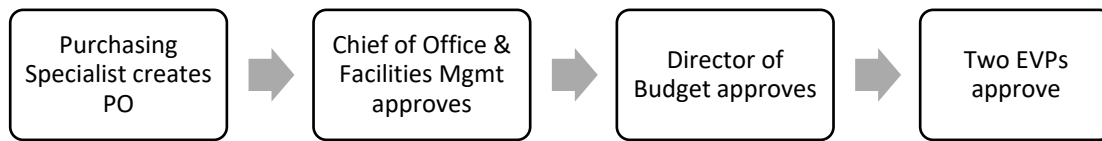
For Technology Purchases, the Director of Technical Support or the Purchasing Specialist must create a Purchase Order with the applicable contract number and route it in Oracle for review and approval by the Vice President of Enterprise Systems, the Chief Information Officer, and the Director of Budget & Financial Planning.



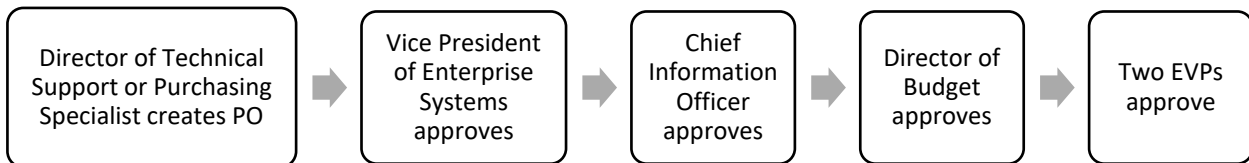
Additional Review for High-Value Purchase Orders

If a Purchase Order has goods or services valued over \$1,000,000, it requires an additional level of review and must be routed in Oracle for review and approval by two Executive Vice Presidents after approval by the Director of Budget & Financial Planning.

In the case of Corporate Purchases:



In the case of Technology Purchases:



5.3 Changes and Cancellations

If a change or cancellation is required for any Purchase Order after it has been routed for approval, the Purchasing Specialist must update the Purchase Order and route it in Oracle for review and approval.

5.4 Alternate Approvers

If an approver identified in the applicable workflow in Section 5.2 is unavailable to review and approve Purchase Orders, an Executive Vice President or a Senior Vice President is authorized to review and approve Purchase Orders, except in the case of Purchase Orders valued over \$1,000,000, when final approval by two Executive Vice Presidents is still required.

If the Purchasing Specialist is unavailable to create, change, or cancel a Purchase Order, the Chief of Office & Facilities Management may create, change, or cancel the Purchase Order and route it in Oracle for review and approval.

If the Director of Technical Support is unavailable to generate a Purchase Order, the Vice President of Enterprise Systems may create the Purchase Order and route it in Oracle for review and approval.

6 Receiving and Acceptance

6.1 Receipt of Goods and Services

Upon receipt of goods, the Office Assistant must:

- Date and initial the packing slip;
- Record the receipt in Oracle;
- Compare the Purchase Order to the packing slip and the items received to confirm the order is complete; and
- Maintain a file of all packing slips.

For services, the department that engaged the vendor must monitor service delivery and confirm that the services were provided in accordance with the contract.

6.2 Receipt Documentation

Receipt of goods and services must be documented in a way that supports invoice processing in accordance with Section 7.1.

For goods, the dated and initialed packing slip and the Oracle receipt entry are used, together with the Purchase Order, to confirm that the invoice matches what was ordered and received before payment is processed.

For services, the dated initials of the Requesting Employee or Department Head on the vendor invoice, or other documentation as applicable, are used to confirm that the services were provided as invoiced before payment is processed.

6.3 Discrepancies

If there is a discrepancy between the Purchase Order, the packing slip, or the goods received, the Office Assistant must note the discrepancy on the Purchase Order and packing slip and promptly notify the Purchasing Specialist or Director of Technical Support, as applicable.

The Purchasing Specialist and Director of Technical Support are responsible for follow-up with the vendor on discrepancies, damages, and goods not received within a reasonable amount of time, and for ensuring that any resolution is consistent with the Purchase Order and any applicable contract.

Orders must not be accepted if a material discrepancy exists or if goods delivered are damaged.

7 Payments

7.1 Initiation

To initiate payment processing, a request must be sent to the Accounts Payable Manager and include the invoice and any applicable supporting documentation.

Invoice Review

The Accounts Payable Manager must review and compare the invoice to the Purchase Order. If a Purchase Order has not been created, the Accounts Payable Manager must forward the invoice and supporting documentation to the Purchasing Specialist or Director of Technical Support, as applicable, so a Purchase Order can be created and approved in accordance with Section 5.2.

Invoice Processing

The Accounts Payable Manager must create an invoice batch after comparing the invoice to the Purchase Order and confirming that receipt documentation has been completed in accordance with Section 6.2. Any discrepancies must be brought to the attention of the Purchasing Specialist or Director of Technical Support, as applicable. Invoices must not be paid until all discrepancies are resolved.

7.2 Authorization

Before a payment can be authorized, the Accounts Payable Manager must prepare the payment batch, which includes the payment register, supporting documentation, and checks, if applicable.

The Accounts Payable Manager must forward the payment register, supporting documentation, and checks, if applicable, to the Managing Director of Cash Management or a Vice President of Cash Management for authorization, and to the Executive Vice President & Chief Financial Officer and the Vice President & Controller for review and signature.

Additional Review for High-Value Payments

The payment register must be signed by the President for all payments greater than \$20,000. The President must not sign the payment register until signature has been obtained by the Executive Vice President & Chief Financial Officer or other Officer of the Corporation. Once signed, all documentation must be returned to the Executive Vice President & Chief Financial Officer.

Additional Signatories

The payment register must be signed by at least two signatories, except in the case of payments greater than \$20,000, when a third signatory is required.

In the event the Executive Vice President & Chief Financial Officer or the Vice President & Controller are unavailable for signatures, the payment register must be signed by an Officer of the Corporation.

In the event the President is unavailable for signature for payments greater than \$20,000, the payment register must be signed by the First Executive Vice President.

No signatory may sign the payment register more than once. No signatory may approve a Purchase Order and sign the payment register for the same transaction.

The Accounts Payable Manager must keep track of the payment registers signed by these authorized signatories.

7.3 Disbursement

The Accounts Payable Manager must prepare and submit a disbursement request, together with the payment register, to the Cash Management Department, which will fund the applicable bank account.

Disbursements made via a payment services provider must be released by the Executive Vice President & Chief Financial Officer or the Vice President & Controller.

Disbursements made via an in-house check run should be printed on a dedicated check printer.

7.4 Records

The Accounts Payable Manager must retain invoices and any other supporting documentation in the Vendor File and maintain a register of such transactions.

For checks printed in-house, the Accounts Payable Manager must send the voided check to the Accounting & Budget Department for reference. The voided check must be retained for at least 30 days before being destroyed.