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Contracting Opportunity

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Title: Strategic Communications and Public Relations Services
Agency: United Nations Development Corporation
Contract Number: UNDC-20230707
CR Number: 2099863
Contract Term: To be determined
Date of Issue: 07/11/2023
Due Date/Time: 08/01/2023 4:00 PM
County(ies): New York
Location: Two UN Plaza, New York, NY
Classification: Miscellaneous - *Consulting & Other Services*
Opportunity Type: General

Entered By: Justin Handman

Description: The United Nations Development Corporation (UNDC) is a New York State public benefit corporation that develops and operates office space and other facilities for the United Nations (UN), missions to the UN, and UN-related organizations within its development district in the vicinity of the UN headquarters in New York City. UNDC financed, developed, and currently operates office space and other facilities for the UN and its related organizations at three Class A office buildings in east midtown Manhattan known as One, Two, and Three UN Plaza.

UNDC is governed by a board of directors consisting of fifteen members who serve without compensation. Eight members are appointed by the Governor, five are appointed by the Mayor after consultation with the Secretary-General of the UN and the United States Ambassador to the UN, and two serve *ex officio* by virtue of their offices as Chairman of the New York City Planning Commission and Commissioner of the New York City Department of Housing Preservation and Development. The Mayor designates one of the members appointed by him as Chairman of the Board.

UNDC is seeking statements of qualifications from public relations firms who may be retained to provide on-call strategic communications and public relations services. Respondents may be asked to submit additional information and participate in interviews as part of the selection process.

The minimum required qualifications are as follows:

- The firm must have at least five years of relevant experience providing strategic communications/public relations services in New York City.
- The firm must be authorized to do business in New York State.

Interested firms should deliver three hard copies of their statement of qualifications to

UNDC at the address listed below and email an electronic copy in PDF format to jhandman@undc.org and alee@undc.org by no later than 4:00 p.m. on 08/01/2023. Submissions must include the following information:

- Provide a copy of your firm's brochure.
- Describe your firm's relevant experience providing strategic communications services related to real estate/economic development projects in New York City.
- Describe your firm's experience with similar work for other New York State and City government entities including public authorities and public benefit corporations.
- Provide biographies of key personnel who would be assigned to this engagement.
- Provide hourly rates for proposed team members and possible retainer arrangements or other compensation structures.
- Provide at least three client references for whom your firm has performed similar work.
- Identify any subcontractors you intend to use for this engagement and describe the services to be performed by each subcontractor.
- Complete and submit the UNDC Regulatory Forms posted on our website at <https://undc.org/doing-business-with-undc/>.

Questions should be submitted via email to jhandman@undc.org.

Pursuant to New York State Executive Law Article 15-A and Parts 140-145 of Title 5 of the New York Codes, Rules and Regulations, UNDC is required to promote opportunities for the maximum feasible participation of New York State-certified Minority and Women-owned Business Enterprises (MWBEs) in the performance of UNDC contracts, and pursuant to New York State Veterans' Services Law Article 3 and 9 NYCRR 252, UNDC is required to award 6% of its state contracts to New York State-certified service-disabled veteran-owned businesses (SDVOBs).

MWBE/SDVOB participation can be achieved through strategic alliances, joint ventures, or subcontracting relationships with certified firms.

Submissions providing for MWBE/SDVOB participation through partnering or subcontracting must: a) describe the legal relationship between the firms proposing to provide services; b) describe the extent to which the firms have worked together on prior engagements; c) describe the roles of and work to be performed by each firm; and d) describe how fees will be allocated among the firms.

This solicitation is subject to the procurement lobbying restrictions of New York State Finance Law Sections 139-j and 139-k. These statutes impose certain restrictions on communications between a governmental entity and an offerer during the procurement process. Offerers should only contact designated staff listed in this ad regarding this procurement, and designated staff are required to

obtain certain information when contacted. Violations of these statutes can result in rejection for contract award and debarment from obtaining governmental procurement contracts. Further information about these requirements can be found in the Guidelines on Procurement Lobbying at: <http://ogs.ny.gov/ACPL/>.

Service-Disabled Veteran-Owned Set Aside: No

Total MWBE Participation Goals: 30%

Service-Disabled Veteran-Owned Business Contracting Goal: 6%

Disadvantaged Owned Sub-Contracting Goal: 0%

Business entities awarded an identical or substantially similar procurement contract within the past five years:

None

Contact Information

Primary contact: United Nations Development Corporation
Administrative Office
Justin Handman
Assistant Vice President
Two United Nations Plaza
27th Floor
New York, NY 10017
United States
Ph: 212-888-1618 ext.209
jhandman@undc.org

Submit to contact: United Nations Development Corporation
Administrative Office
Justin Handman
Assistant Vice President
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United States
Ph: 212-888-1618 ext.209
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Documents

No documents have been uploaded to this ad.

If you have questions regarding the documents, contact the issuing agency for more information.

Ad Updates

There are no updates for this ad.

Please contact the issuing agency for more information.

Bid Results

Bid Results have not yet been entered.

If you have questions regarding the bid results, contact the issuing agency for more information.

Awards

Awards have not yet been entered.

If you have questions regarding the awards, contact the issuing agency for more information.

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