

CHINATOWN DISTRICT MANAGEMENT ASSOCIATION, INC.

(A.K.A. CHINATOWN BID)

**REQUEST FOR QUALIFICATION/PROPOSAL
DESIGN AND PRODUCTION OF 2014 ANNUAL REPORT
OCTOBER 2014**

BACKGROUND

The Chinatown Business Improvement District (BID) is the 66th BID in New York City and the 9th Chinatown to be part of a BID in North America. BIDs are formed by property and business owners to help improve and maintain a local commercial district. The NY Chinatown BID is the result and culmination of six years of formation process and many decades of community efforts. The CDMA began operation in late 2012. These initial services augment many quality of life basics such as supplemental sanitation, sidewalk and streetscape maintenance with provision of street furniture and other essential core missions.

GOALS

The CDMA annual report shall contain the BID's annual audited financial statements and listings of all past fiscal year activities including statistics such as clean streets maintenance and records, progress photos, service map and charts and other allocations made for the corresponding year. Additionally, the report will contain a narrative feature regarding the significant works, events, workshops, accomplishments and relevant activities of this past year.

SCOPE OF WORK

The consultant will be required to create the layout, design and produce the 2014 annual report. The consultant will consider the CDMA activities and expenses when submitting a proposal. Greater consideration will also be given to consultants able to aid in the CDMA's marketing and re-branding/re-positioning efforts through graphic design, advertising, and social media projects.

ELIGIBILITY

Any "qualified" person or organization may respond to this Request for Qualification/Proposal. Preference will be considered for those operating from within the BID service and surrounding areas but it is not the only condition.

COORDINATION

The qualified consultant/firm will be working closely with staff and with the joint BID/LDC Development and Marketing Committee and their Executive Committees.

TIMELINE

October 6-14, 2014	Solicit potential consultant/firm
October 15-24, 2014	Schedule and conduct interviews, select consultant/firm
October 30, 2014	Make recommendation to Board of Directors

INQUIRIES

Respondents may submit questions and/or request for clarifications by contacting:
SupportBID@Gmail.com

A pre-bid meeting will be conducted prior to the submission date.

(*Note: please email with your organization contact info so that you will be notified)

SUBMISSION REQUIREMENTS

Respondents shall identify relevant management, administrative and financial capabilities as well as technical skills, qualifications and experience appropriate to the evaluation of their ability to meet the detailed objectives and criteria.

Experience – Provide a description of the firm's relevant experience and capabilities, with images and a description of comparable projects including, contact names, phone numbers, and dates.

Approach – Provide a clear description and timeline of how the consultant will complete the scope of services and the format to be used for printing, communication and presentation.

Graphic Design Fee - Provide a breakdown of the cost for each phase and component of the report. Provide hourly rates and conditions for any additional work beyond the scope of work.

Responses are due no later than **5:00 pm on October 14, 2014.**

Qualification/Proposal in PDF format must be received via: SupportBID@Gmail.com

If sending by mail or hand delivery please submit 8 copies to:

Chinatown BID annual report RFQ/RFP
c/o Chinatown District Management Association, Inc.
60 Saint James Place
New York, NY 10038