



# New York City Campaign Finance Board

## M/WBE Solicitation

### Human Resources Performance Management Platform

**PIN# 004202600012**

<b>Release Date:</b>	4/24/2026
<b>PIN#</b>	004202600012
<b>Submission Deadline:</b>	5/25/2026
<b>Submit Proposals to:</b>	<a href="mailto:contracts@nyccfb.info">contracts@nyccfb.info</a>
<b>Term Start Date:</b>	08/01/2026
<b>Term Start End:</b>	07/30/2029
<b>Budget (Maximum Reimbursable Amount)</b>	<b>\$85,000</b>

#### ABOUT THE AGENCY

The New York City Campaign Finance Board (CFB) is an independent, nonpartisan agency that promotes voter engagement, reduces barriers to running for office, and minimizes the influence of money in elections. It manages the city's small donor democracy program, including the Matching Funds Program, which amplifies small-dollar contributions from New Yorkers in city elections. Established in 1988, the CFB strives to make local democracy more open, transparent, and equitable. Since its inception, the responsibilities of the CFB have expanded to include increasing voter education, providing candidates' guidance/training, and other actions focus on improving the voter experience.

The CFB's People and Engagement division is charged with improving employee performance and engagement. This division aims to achieve these goals by utilizing a Human Resources (HR) performance management platform.

#### SCOPE OF WORK

The CFB seeks a New York City Certified MWBE (Minority Women Business Enterprise) vendor to engage in a partnership to act as a contractual intermediary for an online performance management platform that will effectively provide feedback between agency staff, manage and



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document staff meetings for supervisory purpose, and track staff performance management on a regular cadence.

The CFB's preferred partnership for these services is the HR people performance management platform of Lattice by Degree. This online platform allows the agency to centralize performance management, employee engagement, and goals. Through various functions (e.g., performance reviews, feedback, engagement surveys, and Objective Key Responsibility tracking), the platform integrates into existing agency processes to provide people analytics. The awarded vendor will be responsible for being a contractual intermediary for cost and services for Lattice and charged with providing replacement platform, if necessary.

In an effort to understand the key concepts of the platform in relation to CFB, a key point of contact with Lattice is Johanna Nichols, Customer Account Manager

– [johanna.nichols@lattice.com](mailto:johanna.nichols@lattice.com). Before direct communication with Lattice, CFB should be informed of this intended communication to ease communication with Lattice as requested by the customer account manager.

### **BUDGET & PAYMENTS**

The anticipated contract maximum amount is estimated at **\$85,000** over a three-year period.

All payments for this solicitation will be made in accordance with the proposed rates set forth in the service agreement provided platform provider and approved in writing by the CFB in writing . CFB reserves the right to work directly with platform provider in conjunction with awarded vendor. Any finalized changes or quotes requested by the CFB will be shared with the awarded vendor before final

The quote request related to the platform (e.g. Lattice) based off CFB needs must be a detailed quote addressed to the proposing agency. Additionally, the proposer must also provide a detailed percentage markup for the intermediary services based off the total cost of the quote request and shall not to exceed 10% of the total cost. All quotes should be administered for review on the proposer's letterhead with detailed breakdown of service, description, unit pricing, subtotal (Base Lattice Costs), markup and total requested cost. Any changes to the approved quote will need to be reapproved in formal writing to the CFB and provided as supportive documentation to confirm similar pricing to the final invoice of services. **Additionally, Proposer**



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**must be able to cover payments to Lattice within thirty (30) days of subscription service or renewal, regardless of whether CFB has remitted reimbursement payment effective yet.**

Invoices must be associated with an appropriately CFB approved quote and submitted on a timely basis based on work that has been completed to date. Invoices must be submitted on the selected/awarded vendor's letterhead via email to [accounts payable@nyccfb.info](mailto:accounts payable@nyccfb.info) and:

- be addressed to the New York City Campaign Finance Board, 100 Church Street, 12th Floor, New York, New York 10007.
- include the date of the invoice and payment due date.
- highlight the dates of service and detail the services provided in conjunction with the agreed-upon platform cost.
- include supportive documents from quoted orders from subcontractor (if applicable.)
- include a reference to the contract number.

**Note:** the selected vendor will only be reimbursed for components of this project that are fully completed as approved and signed by the CFB in writing.

### **SOLICITATION TIMELINE & SUBMISSION REQUIREMENTS**

Proposals must be submitted by e-mail to [contracts@nyccfb.info](mailto:contracts@nyccfb.info) by 5:00 pm ET on May 25, 2026, and must reference Pin# 004202600012 on each page of the proposal. Proposals submitted after the deadline will not be considered.

The anticipated contract term is 08/01/2026 to 07/31/2029.

Each proposal must include:

- *Proposed/Tentative Service Agreement with Lattice, which includes a quote request and any additional rates provided by Lattice*
- *Detailed explanation of markup cost (i.e. flat rate, flat percentage rate, or a variable rate/percentage rate based on service)*
- *Usage of Attachment A: Required Quote Submission Template on company letterhead.*

The proposal submission shall serve as confirmation of the proposer's acceptance of Lattice's markup structure and payment handling procedures.

### **BASIS OF AWARD**



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The contract award will be made to the proposer with the lowest quoted bid for the service listed the solicitation proposed example request. The contract award shall be subject to the timely completion of the contract negotiations between the Agency and the selected proposer(s) and determination of both vendor responsibility and administrative capability.