



April 14, 2025

**TO:** Arlyn Agustin, Chief Financial Officer

**FROM:** Kenneth Pinnock, Jr., Deputy Executive Director  
Director of Procurement, Contracts & Risk Management  
Morgan Austin, Assistant Purchasing Agent

**SUBJECT:** RFP Opening: Wednesday, March 12, 2025 @ 11:00 A.M.  
Fiscal & Compliance Audit of 254 Bergen Avenue (NJHMFA #1099)  
For FYE 03/31/2025 (**Third Occasion-Negotiated**)

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Please be advised that pursuant to the first RFP opening for Fiscal & Compliance Audit of 254 Bergen Avenue (NJHMFA #1099) scheduled for January 8, 2025, less than three (3) bid packages were received (contract was rebid). On the second occasion, February 26, 2025, the JCHA received no bidders. Subsequently, the Procurement Department sourced several firms to obtain quotes for the service, whereas a sole firm furnished a response to this request. Attached for your review is a copy of the recapitulation sheet.

**FIRMS** (in alphabetical order)

1. **NOVOGRADAC & COMPANY, LLP**

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**PLEASE NOTE:** The last RFP for this service was held on March 6, 2024, in which Polcari & Company was the recipient of a contract (101794) in the amount not to exceed Eight Thousand Dollars (\$8,000.00) for a period of one (1) year.

**Background:**

Invitations were published in the local newspapers on January 28<sup>th</sup>, and 29<sup>th</sup>, 2025, invitations were sent to nine (9) firms who expressed interest in public bidding for this service. Of those there were no Jersey City vendors. The JCHA sources for MBE's were notified, as well as the usual public works bidding journals (individual letters in Purchasing files).

Provided the above is satisfactory, this office presumes that the Department of Finance will forward a Resolution for Board action as appropriate.

If any further information is required, please do not hesitate to call.

xc: Memos & Recaps 2025