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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 Arlington Gardens (CPC# 4138)
 For FYE 03/31/2025 (**Third Occasion-Negotiated**)

Please be advised that pursuant to the first RFP opening for Fiscal & Compliance Audit of Arlington Gardens (CPC# 4138) 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 (101795) 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 28th, and 29th, 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