



May 20, 2025

TO: Elizabeth Phillips-Lorenzo, Chief-of-Staff

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

SUBJECT: RFP Opening: Wednesday, April 16, 2025 @ 11:00 A.M.
Last Will And Testament, Power Of Attorney, Living Will
& Trust On A Digital Platform (**Second Occasion**)

Please be advised that pursuant to the first RFP opening for Last Will And Testament, Power Of Attorney, Living Will & Trust scheduled for March 12, 2025, less than three (3) bid packages were received (contract was rebid). On the second occasion, April 16, 2025, the JCHA received a sole bid package. Attached for your review is a copy of the recapitulation sheet.

FIRMS (in alphabetical order)

1. **TRUST & WILL**

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Background:

Invitations were published in the local newspapers on March 20th, and 21st, 2025, invitations were sent to three (3) companies 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