



Inter-Departmental Memorandum

DATE: March 19, 2024
TO: Arlyn Agustin, Chief Financial Officer
FROM: Kenneth Pinnock, Jr., Deputy Executive Director, Director of Procurement, Contracts & Risk Management
SUBJECT: RFP Opening: Wednesday, March 6, 2024 @ 11:00 A.M. Fiscal & Compliance Audit Of 254 Bergen Avenue (NJHMFA #1099) For FYE 03/31/2024 (Second Occasion)

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Please be advised that at the first RFP opening for Fiscal & Compliance Audit of 254 Bergen Avenue (NJHMFA #1099) scheduled for January 24, 2024, less than three (3) packages were received (contract was rebid). On the second occasion, March 6, 2024, the JCHA received a sole package. Attached for your review is a copy of the recapitulation sheet.

FIRMS (in alphabetical order)

- 1. JUMP, PERRY & COMPANY
2. POLCARI & COMPANY
\* \* \* \* \*

PLEASE NOTE: The last RFP for this service was held on April 12, 2023, in which Polcari & Company was the recipient of a contract (#101675) in the amount not to exceed \$7,500.00 for a period of one (1) year.

Background:

Invitations were published in the local newspapers on February 1st and 2nd, 2024, invitations were sent to eight (8) 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.