

**CITY OF JERSEY CITY, NJ**  
**DEPARTMENT:** Administration  
**PURPOSE:** Financial Advisory Services

**REQUEST FOR PROPOSALS**  
**DIVISION:** Management and Budget  
**DUE DATE:** 12/03/13

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## **SECTION 1: GENERAL INFORMATION & SUMMARY**

### **1.1 Organization Requesting Proposal**

City of Jersey City - Department of Administration/Division of Management and Budget  
280 Grove Street  
Jersey City, NJ 07302

### **1.2 Contact Person**

Peter Folgado  
Purchasing Agent  
Jersey City Department of Administration  
Division of Purchasing  
1 Journal Square, 2<sup>nd</sup> Floor  
Jersey City, New Jersey 07306

### **1.3 Procurement Process**

This contract will be awarded as an "extraordinary unspecifiable services (EUS) agreement", as defined by the Local Public Contracts law, N.J.S.A 40A:11-5 (1) (a) (ii), using the "fair and open" process under the "New Jersey Local Unit Pay-to-Play" Law, N.J.S.A. 19:44A-20.4 *et seq.*

The City Council will vote to approve a resolution awarding a Consultant to the contractor for a sum not to exceed a specified amount for a term of one (1) year.

### **1.4 Contract Form**

If selected to provide services, it is agreed and understood that the successful Respondent shall be bound by the requirements and terms contained in this Request for Proposals (RFP) with regard to services performed, payments, indemnification, insurance, termination, and applicable licensing provisions.

It is also agreed and understood that the acceptance of the final payment by Contractor shall be considered a release in full of all claims against the City arising out of, or by reason of, the work done and materials furnished under this Contract.

### **1.5 Informational meeting**

There will not be an informational meeting for this RFP process.

### **1.6 Submission deadline**

Proposals must be submitted to, and be received by the Division of Purchasing, via mail or hand delivery, by 11:00 a.m. prevailing time on **December 3, 2013**. Proposals will not be accepted by facsimile transmission or e-mail.

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## **SECTION 2: INTRODUCTION AND GENERAL INFORMATION**

### **2.1 Introduction and Purpose**

The City of Jersey City is seeking proposals from qualified Consultants for services as described herein.

### **2.2 Fair and Open Process**

This contract will be awarded using the "fair and open" process under the "New Jersey Local Unit Pay-to-Play" Law, N.J.S.A. 19:44A-20.4 et seq.

The City has structured a procurement process that seeks to obtain the desired services, while establishing a competitive environment to assure that each person and/or firm is provided an equal opportunity to submit a proposal in response to the RFP. Proposals will be evaluated in accordance with the criteria set forth in Section 7 of this RFP, which will be applied in the same manner to each proposal received.

### **2.3 Evaluation**

Proposals will be reviewed and evaluated by the City's Business Administrator, Assistant Business Administrator and Chief Financial Officer. The proposals will be reviewed to determine if the Respondent has met the professional, administrative, and subject areas described in this RFP.

### **2.4 Procurement Schedule**

The steps involved in the process and the anticipated completion dates are set forth in the Procurement Schedule below. The City reserves the right to, among other things, amend, modify or alter the Procurement Schedule upon notice to all potential Respondents.

#### **Activity**

1. Issuance of Request for Proposals
2. Receipt of Proposals
3. Completion of evaluation of Proposals
4. Award of contract

#### **Date**

November 15, 2013  
**December 3, 2013**  
December 6, 2013  
December 18, 2013

### **2.5 Addenda or Amendments to RFP**

During the period provided for the preparation of responses to the RFP, the City may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the City and will constitute a part of the RFP. All responses to the RFP shall be prepared with full consideration of the addenda issued prior to the Proposal submission date.

All communications concerning this RFP or the RFP process shall be directed to the City's contact person, in writing, via fax, or via e-mail. Responses to all questions will be forwarded as