

## **PUBLIC NOTICE: REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ACCOUNTING SERVICES**

The Schenectady Metroplex Development Authority (“Metroplex” or the “Authority”) is requesting multi-year services of a Certified Public Accountant to provide technical assistance and accounting services to Metroplex executive staff. A complete set of the instructions, forms and exhibits for prospective respondents may be examined and obtained at no cost on or about **August 25, 2025** by email request to [dhogenkamp@schenectadymetroplex.org](mailto:dhogenkamp@schenectadymetroplex.org) or [tlehoisky@schenectadymetroplex.org](mailto:tlehoisky@schenectadymetroplex.org) or in person at the Metroplex office at 433 State Street, 4<sup>th</sup> Fl, Schenectady, NY 12305 from 9:00 a.m. to 4:00 p.m. Prospective respondents that obtain the instructions, forms and exhibits from a source other than the Authority must notify the Authority in order to be placed on the official Plan Holders List to receive Addenda and other related correspondence. Responses will only be accepted from firms listed on the official Plan Holders List.

Responses should focus on accounting experience and qualifications. Respondent’s submission is not a Bid. The Authority’s Board of Directors will make the final determination and award. The Authority reserves the right to reject any or all submissions, to waive technicalities or to accept any response which, in its judgment, will be in the best interest of the public. Responses may not be modified after submittal. Only submissions responsive to the instructions and exhibits will be considered.

Questions regarding this RFQ should be submitted by **4:00 p.m. on September 15, 2025** via e-mail to Tonia Lehoisky, Director of Finance and Operations, at [tlehoisky@schenectadymetroplex.org](mailto:tlehoisky@schenectadymetroplex.org). Questions to any other individual may not be considered for response. If any prospective Respondent finds discrepancies, omissions or has doubt as to the true meaning of any part of this RFQ, a written request for a clarification or interpretation shall be submitted to Metroplex at the above email address. In turn, Metroplex shall endeavor to notify all Plan Holders of such clarifications.

Responses are due at the Authority’s office located at 433 State Street, Center City Plaza, 4<sup>th</sup> Floor, Schenectady, NY 12305 by **10:00 a.m. on September 25, 2025** and may be submitted via email to [dhogenkamp@schenectadymetroplex.org](mailto:dhogenkamp@schenectadymetroplex.org) or [tlehoisky@schenectadymetroplex.org](mailto:tlehoisky@schenectadymetroplex.org), or via mail or hand-delivery to the address below:

Schenectady Metroplex Development Authority  
433 State Street, 4<sup>th</sup> Floor  
Schenectady, NY 12305