



**CITY OF ALBANY, OREGON
FINANCE DEPARTMENT**

**RFP #240210, Banking, Merchant, Procurement Card Services
Request for Proposals, Addendum 1**

March 18, 2024

The purpose of this addendum is to modify the RFP documents only to the extent *indicated* herein. All other areas not changed or otherwise modified by other addenda, shall remain in full force and effect. This addendum is hereby made an integral part of the original Project Documents.

1. Will the City provide answers to all questions at the end of the question period or as they are submitted?

Answer: Questions will be answered and posted as an addendum once a week in order to provide timely responses and supporting documentation.

2. Are references limited to Oregon clients only? Will you accept Washington?

Answer: References may be from Oregon or Washington. The RFP did not require a local preference or restrict the state references to Oregon only.

3. Submittal Requirements – Is one response acceptable for the cover page, table of contents, transmittal letter, disclosure statement, and management letter & financial strength?

Answer: In Section 5.4 "One response is acceptable for information requested in Sections 5.4.1-5.4.5." That includes the cover page, table of contents, transmittal letter, disclosure statement, and the management letter & financial strength. Please note, the management letter & financial strength is scored whereas the other sections listed above are not. The score on the one time submitted "management letter & financial strength" will be applied to all categories of service(s) Proposer responds to.

4. Section 6.6 Evaluation Criteria – Total possible points in Phase 2 Evaluation.

Answer: The total points for Phase 2 are 150 per category of service, not 175.

5. Can the City provide a recent Account Analysis Statement?

Answer: Yes. See Appendix A – Account Analysis Statement as of December 2023.

6. Can the City provide spend data for a 12-month period of time for the purpose of completing Attachment G – Cost Proposal Procurement Card Services, e.g., vendor name, spend for 12 months, vendor address, payment type (check, ACH, pcard)?

Answer: Yes. See Appendix B – Vendor Listing and Spend Data, and Appendix C – Procurement Card Vendor Listing and Spend.