



CITY OF ALBANY, OREGON
FINANCE DEPARTMENT
RFP #240312, Insurance Agent of Record
Request for Proposals, Addendum 2

April 22, 2024

The purpose of this addendum is to modify the RFP documents only to the extent indicated herein and within the Revised RFP and Revised Exhibits, if applicable. Changes to the RFP document are indicated in red. 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. Estimated Timeline has been updated. The revised due date for submittals is Thursday, April 25, 2024, at 2:00 p.m. See below.**

RFP Advertised	March 27, 2024
Date to Submit Changes or Solicitation Protests	April 8, 2024, 2:00 p.m.
Last Day to Submit Questions	April 17, 2024, 12:00 p.m.
Last Day for Addenda Issued	April 19, 2024, 12:00
Proposal Due Date	April 25, 2024, 2:00 p.m.
Evaluate Proposals	April 25 – April 30, 2024
Optional Interviews	May 1-2, 2024
Notice of Intent to Award	May 3, 2024
Protest period ends (seven calendar days)	May 10, 2024, 12:00 p.m.
Council Contract Award	June 12, 2024
Contract Execution	June 19, 2024
Contract begins	July 1, 2024

- 2. The Cost Proposal, Exhibit A, (Page 29) has been revised.**

Contractor shall make a statement and disclose percentage-based fee(s) received, state what is included in the fee, and identify which policies they will receive a carrier commission on. This will not be scored. Scores will be based off the agent annual fee charged to the City to provide annual services. See Revised Exhibit A dated 4-22-24.