



CITY OF ALBANY, OREGON
REQUEST FOR PROPOSALS (RFP)
Cost Allocation Services

Proposals Due by 2:00 p.m. (Pacific Time), Tuesday, September 24, 2024

Notice is hereby given that the City of Albany ("City") is requesting proposals from experienced Contractors to conduct a comprehensive cost of service study and cost plan allocation for the organization in accordance with state and federal rules. This study will play a critical role to determine a cost allocation methodology to provide financial sustainability of various services and programs. The goal is to implement a new cost allocation for internal services within the City's biennial budget process, BN 2025-2027.

The contract will be a short-term professional services agreement to allow for the initial establishment and inclusion of new internal service rates, follow-up and review after implementation, and cost allocation refinement prior to the next biennial budget cycle.

Solicitation documents will be emailed to all prospective proposers that have expressed an interest in the scope of work and solicitation documents, or examined at Albany City Hall, Finance Department, 333 Broadalbin Street SW, Albany, OR 97321, Monday through Friday, 8:00 a.m. to 5:00 p.m. There is a \$35 charge to receive a printed copy of the documents.

It is imperative that each prospective proposer make the necessary inquiries to determine if they have received all addenda, clarifications, and other notifications that may be pertinent for a successful submittal. For questions regarding the solicitation, contact Diane Murzynski, CPPO, Contracts and Procurement Officer, at contracts@albanyoregon.gov.

Time is of the essence to acquire a qualified Contractor to provide a rate study to be considered and implemented in the upcoming biennial budget cycle. Proposal responses shall be submitted electronically to Diane Murzynski, in the Finance Department, at procurement@albanyoregon.gov, and must be received not later than 2:00 p.m., (Pacific Time), Tuesday, September 24, 2024, or any extension of the time made by addendum. Submittals will be considered time-stamped and received by the City when received in the procurement email inbox. The email subject line should include the project name "Cost Allocation Services". Proposals received after the closing date and time will not be opened or reviewed. There will be no formal opening. Proposals shall be valid for 120 days after opening unless otherwise specified.

The City may reject any proposal not in compliance with all prescribed solicitation procedures and requirements and other applicable law and may reject any or all proposals in whole or in part when the cancellation or rejection is in the best interest of the City, and at no cost to the City.

DATED THIS 4TH DAY OF SEPTEMBER 2024.

Diane M. Murzynski, NIGP-CPP, CPPO, CPPB
Contracts and Procurement Officer