



CITY OF ALBANY, OREGON
FINANCE DEPARTMENT
RFP #240916, Cost Allocation Services
Request for Proposals, Addendum 1

September 16, 2024

The purpose of this addendum is to modify the RFP documents only to the extent indicated herein and within the RFP, if applicable. 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. Does the two-page limit on the Transmittal Letter include our exceptions to the City's Standard Terms, or may we include those as an appendix?**

Answer: You may add exceptions as an Appendix.

- 2. Do I understand correctly that any potential contract/insurance exceptions for consideration must be submitted by September 10th, or is that only for exceptions to the Scope of Work?**

Answer: The September 10 date is for solicitation protests and revisions to the scope of work as proposed by the City if in error. If you have questions or clarifications regarding the scope of work, or questions about the city contract and insurance, the deadline is September 18.

- 3. Could the City provide the most recently completed study**

Answer: The City has not requested a study in the past.

- 4. What vendor prepared the most recent study?**

Answer: No study conducted.

- 5. What price did the previous vendor charge for completion of the study?**

Answer: No study conducted.

- 6. Does the City envision the selected vendor performing work on-site, through virtual collaboration (Teams, Zoom, etc.), or through a hybrid approach?**

Answer: The City prefers virtual collaboration.

7. Does the City desire the preparation of a cost allocation plan based on full costing principles, an OMB/Federal cost allocation plan that conforms to 2 CFR Part 200, or both?

Answer: Full costing principles.

8. Section 4.6.3 says we should include a certificate of insurance, but Section 5.9 states we should submit a certificate of insurance within 7 days of notice of award. Please clarify which the City would prefer.

Answer: Section 4.6.3 should be "evidence of insurance". Once an award of contract has been issued, Section 5.9, then the City requires a "certificate of insurance".

9. Is the city asking for 1) a cost allocation plan or, 2) a cost allocation and a general fund user fee study?

Answer: A cost Allocation Plan.