



## CITY OF ALBANY, OREGON

### REQUEST FOR INFORMATION (RFI)

### Banking and Procurement Card (Pcard) Services

**Responses Due by 2:00 p.m. (Pacific Time), Friday, February 2, 2024**

Notice is hereby given that the City of Albany ("City") is requesting information from qualified firms who provide banking and procurement card services. The City's current banking and pcard services contracts will expire April 2024 and May 2024, respectively. The City is researching the market to find current products and services that would best serve the City's needs.

The City is seeking new and innovative approaches from established banking services to assist in the development of an RFP. The purpose of the RFI is to ensure the City has included all available innovative and beneficial products and services within the RFP that are currently available. The City intends to enter into a contract with one or more firm(s) and award a contract(s) for banking services and/or pcard services.

The specific areas of interest should address the following:

- Available product and service offerings;
- Project team, areas of expertise, including contact information;
- Innovative solutions; and
- Trends and future solutions

Solicitation documents may be downloaded from the City of Albany website at <https://albanyoregon.gov/bids>. It is imperative that those who download the solicitation documents check the website regularly for clarifications and other notifications that may be pertinent. Responders are solely responsible for checking the website to determine if clarifications have been issued. For questions regarding the solicitation, contact Diane Murzynski, CPPO, Contracts and Procurement Officer, at [diane.murzynski@albanyoregon.gov](mailto:diane.murzynski@albanyoregon.gov).

Time is of the essence to prepare and solicit banking and pcard services from a qualified firm. Responses to this RFI must be submitted electronically to Diane Murzynski, in the Finance Department, at [procurement@albanyoregon.gov](mailto:procurement@albanyoregon.gov), and must be received **not later than 2:00 p.m., (Pacific Time), Friday, February 2, 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 "Banking and Pcard Services RFI".

DATED THIS 23rd DAY OF JANUARY 2024.

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

PUBLISH: City Website, January 23, 2024