



Solicitation # RFI240103

REQUEST FOR INFORMATION (RFI)

FOR

Banking and Procurement Card (Pcard) Services

Issue Date: Tuesday, January 23, 2024

Due Date: Friday, February 2, 2024, 2:00 p.m. (Pacific Time)

Finance Director.....**Jeanna Yeager**

Finance Manager.....**Casey Headley**

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

**For more information regarding this Request for Information
email diane.murzynski@albanyoregon.gov.**

CITY OF ALBANY, OREGON
Banking Services and Pcard Services
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SUBMITTAL CHECKLIST

Responses must be received by the time and date designated in the Request for Information. It is the responsibility of the Contractor to submit the response before the indicated deadline to the designated location. Responses received in the procurement email repository after the designated closing time will be determined nonresponsive and will not be accepted. The City is not responsible for late or mishandled delivery.

The following shall be received:

- Introductory Letter
- Technical Requirements
- Certification – Exhibit A



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.

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, 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.

A handwritten signature in cursive script that reads "Diane M. Murzynski".

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

PUBLISH: City Website, January 23, 2024

PURPOSE, TECHNICAL REQUIREMENTS, AND SUBMITTAL PROCESS

1.1 INTRODUCTION AND BACKGROUND

The City of Albany is a municipal governmental entity providing a full range of services, including police and fire protection; land use planning; sewer services; water services; construction and maintenance of streets, and infrastructure; recreational activities, and cultural events. The City of Albany, with a population of 57,289 (World Population Review 2023), is the eleventh largest City in Oregon. Located at the confluence of the Willamette and Calapooia Rivers, the city of Albany lies within both Benton and Linn counties. Albany is the largest city in Linn County and serves as the county seat. Albany is also the second largest city in Benton County. From its river town beginnings, Albany has grown south and east with the railroads, state highways and Interstate 5 and across the Willamette into the farms and wooded hillsides of North Albany.

Albany operates under a home-rule charter in a council-manager form of government. Albany is led by an elected, non-partisan seven-member council. The council consists of the mayor and six council members. The mayor is elected at-large every two years; councilors are elected for overlapping four-year terms within three city wards. The city manager serves at the pleasure of the council. The council meets on the 2nd and 4th Wednesdays of each month and conducts work sessions the Monday prior to regularly scheduled Wednesday meetings (with some exceptions). The city council acts as the local contract review board for the City.

Albany employs approximately 427.40 FTE employees and up to an additional 100 temporary employees seasonally. Employees work in one of nine departments. The departments are Police, Fire, Parks & Recreation, Library, Human Resources, Finance, Information Technology, Public Works Engineering & Operations, and Community Development.

More information about the City is available at <https://albanyoregon.gov>.

1.2 PURPOSE

The City of Albany is issuing this Request for Information in anticipation of the City's forthcoming solicitation to acquire a banking and pcard services provider. Through the RFI process the City previews present and future business and technical requirements related to the desired banking and pcard system and hopes to identify interested organizations with solutions comparable to those desired by the City.

In the context of the forthcoming solicitation, the City will declare its preference for a single Contractor but will reserve the option to make multiple awards in the event results of the completed procurement process point to integration of best of breed components as the City's best value proposition. Accordingly, firms responding to the RFI may address the RFI comprehensively or focus on specific segments of the Requirements. Responses must specifically state which components are addressed.

The RFI is not a procurement instrument, and responses to it will not be scored or result in a contract award. However, it is a critical market outreach, and the City is hopeful that information from RFI Responses will facilitate the completion of its Request for Proposals. All costs incurred in

preparing and submitting a response to this RFI will be the responsibility of the submitter and will not be reimbursed.

In consideration for participation in the RFI, the City will compile a list of the Respondents to whom the City will provide courtesy notice via email of the release of the RFP.

1.3 TECHNICAL REQUIREMENTS

- A. Provide an overview of your products and services, including interoperability capabilities, standards, along with any products you integrate with for various categories of products. Please address the following categories; this list is not all inclusive.
- Banking services
 - Merchant and card processing
 - Custodial services
 - Procurement Card
 - Safe keeping
 - Trust
 - Escrow
 - Security
 - Wires
 - Positive Pay
 - Lock box
- B. Supply a general overview of the modules and functionality available with your software solution for banking and/or pcard services.
- C. List innovative solutions, features, trends, or proposed new solutions for banking and pcard services.
- D. Compatibility with ERP system, Tyler Munis Enterprise Resource Planning system. Gateways recommended.
- E. Recommend security features for clients
- F. What is the usage fee model associated with your solution (e.g., per month, per seat, per use, core services and additional module costs? What information do you need to provide an accurate cost estimate?

1.4 SCHEDULE

The following general timeline will be used for receiving and reviewing Responses. The timeline listed below may be changed if it is in the City's best interest to do so.

RFI Issued	January 23, 2024
Responses Due	February 2, 2024, 2:00 p.m.
RFP Advertised	February 2024

1.5 ISSUING OFFICE

The City Contracts and Procurement Officer will issue the Request for Information and will be the single point of contact (SPC) for the City regarding all communications, including questions, comments, and requests for clarification. All communication must be in writing and directed to the SPC.

Submittal Address:

City of Albany
Finance Department
Diane M. Murzynski, NIGP-CPP, CPPO, CPPB
Contracts and Procurement Officer
P.O. Box 490
Albany, OR 97321
Diane.murzynski@albanyoregon.gov

1.6 FORMAT AND ELECTRONIC DELIVERY SUBMISSION REQUIREMENTS

All Responses should be received electronically in non-editable PDF format. The total size limit for each email submittal Response should be less than 20 MB. An automated response will be generated back to the sender stating, "Proposal has been received by the City." If you do not receive a notification, you may contact Diane Murzynski at contracts@albanyoregon.gov or 541-917-7522. Please submit Responses within a reasonable amount of time before the closing date and time to ensure timely email delivery.

Responses to this RFI must 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), Friday, February 2, 2024, or any extension of the time made by addendum.

1.7 PUBLIC RECORD

All information submitted by Responders will be public record and may be subject to disclosure pursuant to the Oregon Public Records Act, except such portions of the Response for which Responder requests exception from disclosure consistent with Oregon Public Records law (ORS 192.311 to 192.478). All requests will be in writing, noting specifically which portion of the Response the Respondent requests exception from disclosure. Respondent must not copyright, or cause to be copyrighted, any portion of any said document submitted to the City of Albany as a result of this RFI.

EXHIBIT A – CERTIFICATION

The Respondent certifies to the best of its knowledge that:

- The statements contained in the response are true and complete to the best of the Respondent's knowledge;
- The undersigned recognizes this is a public document and open to public inspection, with the exception of items identified as a trade secret;
- The Respondent, by submitting a response to this RFI certifies that Respondent understands any statements or representations contained in or attached to its response shall be used only for informational purposes;
- The undersigned understands a response to this RFI does not constitute a bid or a proposal in response to a formal solicitation and will not result in a contract award.

ATTESTATION:

SIGNATURE OF AUTHORIZED PERSON:

(notarization is not required)

Signature: _____

Date: _____

Name/Title _____

Company Name: _____

Phone: _____

Email: _____