



CITY OF ALBANY, OREGON
REQUEST FOR PROPOSALS (RFP)

Investment Advisory Services

Proposals Due by 2:30 p.m. (Pacific Time), Tuesday, May 4, 2021

Notice is hereby given that the City of Albany ("City") is requesting proposals for investment advisory services. The City desires to enter into a professional services agreement with a qualified individual or firm who can demonstrate competency and experience in providing investment advisory services, for five years, commencing July 2021, with an option to extend the contract for two additional, one-year terms.

The scope of work for the requested services includes the following:


- Full-time, non-discretionary management of the City's investment portfolio under advisement.
- Comply with all federal and state of Oregon laws and ordinances, resolutions, and City policies.
- Assist in developing and implementing investment strategies and City policies to maintain or enhance portfolio quality and performance within the parameters of the City's established investment policies and cash flow requirements, considering preservation of principal.
- Assure coordination of investment trades, security delivery, fund availability, trade settlement assistance, market research and yield curve analysis.
- Perform due diligence reviews of brokers, and financial institutions, and monitor creditworthiness.
- Report investment portfolio activity and performance, including earnings and accounting methodology, following GAAP and GASB true-value reporting.

The request for proposals can be downloaded from the City of Albany website at <https://cityofalbany.net/bids>. The City will post all addenda on the City website. Prospective proposers are solely responsible for checking the website to determine if addenda or clarifications have been issued. For questions or clarifications regarding this RFP contact Diane Murzynski, CPPO, CPPB, Purchasing Coordinator, at diane.murzynski@cityofalbany.net.

Proposal responses must be submitted to procurement@cityofalbany.net, not later than 2:30 p.m., (Pacific Time), Tuesday, May 4, 2021. Submittals will be considered time-stamped and received by the City when received in the procurement email inbox. The email subject line must include the project name "Investment Advisory Services".

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 12TH DAY OF APRIL 2021.


Diane M. Murzynski, CPPO, CPPB
Purchasing Coordinator

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