



## FINANCE

333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | PHONE 541-917-7500

### **PUBLIC NOTICE OF SOLE-SOURCE PROCUREMENT**

Notice is hereby given that the City of Albany intends to enter into a sole-source contract in accordance with OAR 137-047-0275 with **Cities Digital, Inc. (CDI)** for approximately **\$207,700** over five years for the procurement of **Laserfiche document management system licensing, support, and update services**.

**Cities Digital, Inc. (CDI)** is the sole provider of Laserfiche licensing, support, and update services, which are required to ensure the continued, efficient utilization of the City's existing document management system. The City has been utilizing Laserfiche since 1997, and CDI, which acquired the City's original Laserfiche vendor, has provided reliable support since 2014. Switching to a new vendor would lead to increased costs, staff workload, and a loss of operational efficiency due to the need for extensive training and system integration work. For these reasons, procurement of Laserfiche services from CDI is in the City's best interest.

The purpose of this notice is to provide information to the public and to invite interested persons to submit written comments within seven days of the date of this public notice. Protests must provide a detailed statement of the legal and factual grounds for the protest, describe the resulting harm to the Affected Person, and state the relief requested.

Written protests must be delivered to Diane Murzynski, Contracts & Procurement Officer, in the Finance Department of the City of Albany no later than **4:00 p.m., October 3, 2024**. Written protests received after the closing date and time will not be considered. Protests must be submitted by email to [procurement@albanyoregon.gov](mailto:procurement@albanyoregon.gov).

This notice is given in accordance with the provisions of the Albany Municipal Code, Section 2.66.060(11); Oregon Revised Statutes, 279B.075; and Oregon Administrative Rules, 137-047-0275.

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

PUBLISH: City Website, Thursday, September 26, 2024.