

**ALBANY COUNTY AIRPORT AUTHORITY
REQUEST FOR PROPOSAL**

Sealed proposals are hereby requested by the Albany County Airport Authority for **Contract No. SC-1273 for AVIATION FINANCIAL CONSULTANT SERVICES** at Albany International Airport. DOCUMENTS MAY BE OBTAINED beginning at 10:00 AM on April 16, 2026, from Bid Net Direct by visiting www.bidnetdirect.com/albany-county-airport-authority or AT THE ALBANY COUNTY AIRPORT AUTHORITY PURCHASING OFFICE by making a non-refundable payment, either by check or money order made payable to the Albany County Airport Authority, in the amount of \$20.00. No proposal shall be considered unless the organization making the proposal has first obtained a copy of the RFP from the Albany County Airport Authority Purchasing Office. In accordance with State Finance Law §§139-j and 139-k, this solicitation includes and imposes certain restrictions on communications between the Airport Authority and an Offerer/Proposer during the procurement process. An Offerer/proposer is restricted from making contacts from the earliest notice of intent to solicit offers by this solicitation through final award and approval of the Procurement Contract by the Authority (“restricted period”) to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j(3)(a). Designated staff, as of the date hereof, is Bobbi Matthews, Purchasing Agent. Authority employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Offerer/proposer pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a 4 year period the Offerer/proposer is debarred from obtaining governmental Procurement Contracts. Further information about these requirements can be found by request to the designated staff and the New York State Office of General Services Advisory Council on Procurement Lobbying Web site at: <http://www.ogs.state.ny.us/aboutOgs/regulations/defaultAdvisoryCouncil.html>. Each proposal must be prepared and submitted in accordance with the Instructions to Proposers. Only those proposals in the hands of the ALBANY COUNTY AIRPORT AUTHORITY, PURCHASING OFFICE, 737 Albany Shaker Road, Building #117, ALBANY, NEW YORK 12211 available to acknowledge at 2:00 P.M. (EST) May 14, 2026, shall be considered. Proposals shall be verbally acknowledged at such time in the Albany County Airport Authority Purchase Office, 737 Albany Shaker Road, Building # 117, Albany, New York. All interested parties may attend. MWBE/SDVOB RESPONSES ARE ENCOURAGED.