



DANIEL P. McCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET, ROOM 820
ALBANY, NEW YORK 12207-2021
(518) 447-7140 - FAX (518) 447-5588

DAVID M. LATINA
COMMISSIONER OF GENERAL SERVICES

PAMELA O NEILL
PURCHASING AGENT

MEMORANDUM

TO: Shawn Thelen
Shaker Place Rehabilitation & Nursing Center

FROM: Pamela O Neill *Pamela*
Purchasing Agent

DATE: Wednesday, June 3, 2026

RE: RFP #2026-082

I am in receipt of your recommendation to award the aforementioned to Superior Back Office Solutions, LLC in the amount not to exceed \$1,210,095.00.

I have reviewed your scoring sheets and believe that you have performed a thorough evaluation of the proposal(s) submitted. I have no objection to the selection of Superior Back Office Solutions, LLC.

Please obtain the necessary contract approval of the County Legislature, so that we may issue a Notice of Award.