

REQUEST FOR QUOTATION	TROY SCHOOL DISTRICT 1140 RANKIN, TROY, MICHIGAN 48083 248-823-4052 FAX: 248-823-4077	REQUISITION
No. 9402		
DUE DATE 4-3-07 NO LATER THAN 3 p.m.		DATE 3-12-07

REQUEST FOR QUOTE – NOT AN ORDER

THIS FORM MUST BE UTILIZED WHEN RESPONDING TO THIS REQUEST
 BID ENVELOPE ENCLOSED

THE RFQ NUMBER MUST APPEAR ON ALL QUOTATIONS AND RELATED CORRESPONDENCE, THIS IS NOT AN ORDER

Quantity	DESCRIPTION	UNIT PRICE	AMOUNT
	<p>Please supply us with your bid to furnish the Troy School District with a PROCUREMENT CARD PROGRAM per the attached specifications.</p> <p style="text-align: center;">Copies of the bid are available at: www.troy.k12.mi.us/purchasing/items_out_for_bid.htm</p> <p style="text-align: center;">Bid recaps will be available at: troy.k12.mi.us/purchasing/index.htm</p> <p style="text-align: center;"><u>FACSIMILE BID IS NOT ACCEPTABLE</u></p> <p>Bids will not be accepted if submitted after the deadline specified (local time) in the advertisement to bid or in the information to bidders. The late submission of a bid makes the bid nonrepsonsive and is a material defect which shall not be waived by the Board of Education. Delays in the mail will not be considered. All Late bids in the mail will be returned to the bidder unopened.</p> <p>Proposal for the submission of alternatives by vendors will be accepted and reviewed. However, if any substitution or departure is not clearly noted and described, it will be understood that the bid intends to exactly meet the specifications.</p> <p>The Board of Education shall be the sole judge as to whether the proposed goods are "equal" or "approved". Quotations must be mailed or delivered to the Purchasing Office, 1140 Rankin, Troy, MI 48083 no later than 3 p.m. on the date shown above. Michigan State Sales and Use Taxes and Federal Excise Taxes do not apply unless otherwise indicated. Exemption certificates will be furnished when necessary. This request imposes no obligations on the buyer. The Board of Education reserves the right to accept or reject any or all bids or to split awards by items or to accept bids, which will best serve the Board of Education.</p>		

THIS AREA MUST BE FILLED IN

DELIVERY TIME	PRICES FIRM FOR	NAME OF COMPANY	TELEPHONE NO.
TERMS		NO. & STREET	FAX #
FOB DELIVERED	ALL DELIVERY CHARGES MUST BE INCLUDED IN PRICES SHOWN	CITY, STATE & ZIP CODE	E-MAIL
CONTACT PERSON (PLEASE PRINT)		SIGNATURE	DATE

TROY SCHOOL DISTRICT

BID 9402 PROCUREMENT CARD PROGRAM

Out for Bid – March 12, 2007

3 Weeks Due - April 3, 2007

School Presentation Dates – Week of April 16, 2007

Begin Pilot Program – July 2007

Full Implementation – September 2007

SECTION I - PURPOSE OF RFP

Purpose of RFP

The purpose of this Request for Proposal (RFP) is to solicit proposals to enter into a contract with a qualified supplier to obtain a Procurement Card Program for the Troy School District, hereinafter referred to as the "District". The District is examining several alternatives of providing this service and may decide, after reviewing proposals submitted, not to enter into any agreement.

Background

The District invites proposals to furnish services associated with a Procurement Card Program to efficiently process routine purchases and payment of goods and services, made directly by authorized personnel, as small dollar purchases. It is anticipated that initially, the single transaction limit allowed will be \$500 with an unknown estimated annual volume. It is estimated that the District would use approximately 10-15 cards during a pilot period. (Note: the volumes and quantities provided in the estimates for this program may vary significantly and the District cannot guarantee the usage provided in this RFP.)

The District ideally desires a procurement card system that will allow specific transactions to be tied to individual District account numbers. The system should allow a specific cardholder to distribute costs associated with transactions to multiple account numbers prior to posting allocations to the District's general ledger. The District will consider billing of all transactions within a specified cut off period with a minimum 10-day period before payment is due. Please note that alternative billing frequencies including weekly, will be investigated.

SECTION 2 - GENERAL INFORMATION

Proposal Response Outline

Proposals must be concise and in outline format. Pertinent supplemental information should be referenced and included as attachments. All proposals must be organized and tabbed to comply with the following sections:

- C. **Letter of Transmittal** The letter of transmittal should include an introduction of the suppliers company, the name, address, telephone number and fax number of the person to be contacted along with others who are authorized to represent the company in dealing with this RFP. Any other information not appropriately contained in the proposal itself should also be included in the letter.
- B. **Executive Summary** The executive summary should briefly describe the supplier's approach and clearly indicate any options or alternatives being proposed. It should also indicate any major requirements that cannot be met by the supplier.

- C. **Detailed Discussion** This section should constitute the major portion of the proposal and must contain a specific response in outline form to each section of this RFP. Outline numbers should correspond, in order, to the section numbers contained in this RFP. Failure to provide written response to items indicated in this RFP will be interpreted as an inability by the supplier to provide the requested product, service or function.
- D. **Cost Proposal** The supplier must submit a cost proposal allowing costs to be evaluated independently of other criteria in the proposal.
- E. Additional information and attachments, if any.

Administrative Guidance

The information provided herein is intended to assist suppliers in the preparation of proposals necessary to properly respond to this RFP. The RFP is designed to provide interested suppliers with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or to exclude any relevant or essential data there from. Suppliers are at liberty and are encouraged to expand upon the specifications to evidence service capability under any proposal.

Issuing Office for RFP

The Purchasing Department of the District is the issuing office for this RFP and all subsequent addenda relating to it.

Response Date

One- (1) original plus (2) copies of your proposal are due in the District Purchasing Department at the following location:

Troy School District
Purchasing Office
1140 Rankin
Troy, MI 48083

Sealed proposals must be received no later than 3:00pm on Tuesday, April 3, 2007. Proposals received after the deadline will be considered late and ineligible for consideration.

Facsimile responses are not acceptable.

Questions

In order to allow sufficient time to respond to any questions equally to all parties of record, all inquiries must be submitted no later than noon, Thursday March 22, 2007.

Questions regarding this RFP should be directed to:

All inquiries must be in writing.

Frank E. Lams
Purchasing Supervisor
Flams2@troy.k12.mi.us

Important Dates

The following dates are significant for this RFP:

RFP issued	March 12, 2007
Proposal response date	April 3, 2007
Supplier presentations (if needed)	Week of April 16, 2007

Note: The following are projected dates and are subject to change.

Complete evaluations	April 27, 2007
Award	May 1, 2007
Begin pilot test implementation	July 2007
Program implementation	September 2007

Proposal Validity Time

Proposals containing less than ninety- (90) calendar day's acceptance time may not be considered.

Consideration of Proposals

The District may award a contract based on initial proposals received without discussion of such proposals. Accordingly, each initial proposal should be submitted with the most favorable price and service available.

Oral Presentation

An oral presentation by a supplier to supplement a proposal may be required. These presentations will be scheduled, if required, by the District Purchasing Department subsequent to the receipt of proposals and prior to the award of the contract. Each proposer will, upon request by the District, be prepared to give an oral presentation of their procurement card program proposal which would include a detailed analysis of how each of the requirements described in this RFP will be addressed. These presentations, if required, will be scheduled the week of April 16, 2007.

Award of the Contract

The Purchasing Department of the District is the only agency authorized to award a contract for the proposed purchase, subsequent to Board of Education approval. All pertinent Michigan State purchasing codes and District policies and procedures apply.

Contract Period and Effective Date

Contract will be through June 30, 2010 with an option to renew for additional one-year periods at the District's discretion and by mutual agreement.

Protected Information

The information in the proposals submitted may be open for public inspection. All material contained in and/or submitted with the proposal becomes the property of the District and may be returned only at the District's option.

Notices

The supplier must specify the name, title, and address of the person to whom all correspondence regarding any awarded contract as a result of this RFP should be directed (including amendments to the contract). All amendments must be in writing and signed by both parties.

Incurring Costs

The District will not be liable for any cost which suppliers may incur in the preparation or presentation of their proposals. Proposals should be concise, straightforward and prepared simply and economically. Expensive displays, bindings, or promotional materials are neither desired, nor required. However, it is not the intent of these instructions to limit a proposal's content or to exclude any relevant or essential data there from.

Addendum to RFP

In the event that it becomes necessary to revise this RFP in whole or in part, an addendum will be provided to all suppliers on record as receiving the RFP. Any addendums will also be posted on the District's purchasing website.

www.troy.k12.us/purchasing/items_out_for_bid.htm

Alternate Proposals

A supplier may submit more than one proposal, each of which must follow the Proposal Response Outline and satisfy the requirements of the RFP. The supplier's prime proposal must be complete --- and comply with all instructions.

Alternate Proposals - Continued

The alternate proposals may be in abbreviated form following the Proposal Response Outline but providing complete information only for sections that differ in any way from those contained in the prime proposal. If alternative proposals are submitted, the reasons for the alternatives and its comparative benefits shall be explained. Each proposal submitted will be evaluated on its own merits.

Authorized Supplier Representatives

The proposal will list the name, title, office address, telephone and fax numbers Of the person(s) authorized to represent the supplier regarding this RFP. The District reserves the right to negotiate a change in the individual assigned to represent the firm awarded this contract if the assigned representative is not supplying the needs of the District appropriately. The right shall carry forward through the response period and during the term of the contract.

Award of Subcontracts

For each subcontract, if any, which the supplier proposes to award, the supplier shall specify in writing the proposed subcontractor's name and address, and the purpose of the contract. Any supplier proposing subcontracts as a part of a proposal must explicitly state so in this proposal, and must include the above stated information for each subcontract. Approval by the District Purchasing Department is required prior to the awarding of any subcontracts. Any subcontractor shall be required to provide evidence to the District of the same insurance provisions and coverage as described later in this RFP.

Assignment

Supplier shall not assign the order, subcontract it, or sublet it as a whole without the prior written consent of the District. Assignment, subcontracting, or subletting such consent shall in no way relieve the supplier of any of its obligations under this order.

Remedies

The laws of the State of Michigan shall apply in all disputes arising out of this RFP.

Compliance

The supplier hereby agrees to abide with all applicable federal, state, county and city laws and regulations and to be responsible for obtaining and/or possessing any and all permits and licenses that may be required.

Service/Cancellation

Failure to adhere to the specifications and covenants of the contract, or service falling below the agreed upon level may be considered nonperformance and may result in cancellation of the contract. The supplier shall be responsible for reimbursing the District for expenses incurred as a result of unacceptable delivery, service, etc. In the event that either party determines that a material breach has occurred which would be cause for cancellation of the contract, the party wishing to cancel shall notify the other party of the alleged breach in writing, and allow the defaulting party thirty (30) days in which to cure the alleged breach. If the alleged breach is not cured or substantial steps to cure the alleged default are not taken within this period, the non-defaulting party may cancel the contract at the end of said thirty- (30) day period.

Acceptance of Services Rendered

The District, through its designated agents and representatives, will be the sole determining judge of whether services rendered under the contract satisfy the requirements as identified in the contract order.

State and Local Taxes

The District is exempt from sales and excise taxes. Exemption certification is available upon request. Such taxes shall not be included in quoted prices. However, if the supplier believes any taxes apply, they shall be shown separately. If not so shown, they shall be considered an expense of the supplier.

Anti-Collusion

The submittal of a proposal constitutes agreement that the offeror has not divulged his/her proposal to other offerors, nor has colluded with any other offerors or parties to a proposal.

Indemnification

The supplier shall indemnify and hold harmless the District, its officers, employees, and agents from and against any and all claims, demands, causes of action, orders, decrees, or judgments for injury, or death, or damage to person or property, loss damage, and liability (including all costs and reasonable attorney's fees incurred in defending any claim, demand or cause of action) occasioned by and growing out of, or arising or resulting from (a) the performance of any services required herein to be performed by supplier, or (b) an act, error, or omission on the part of the supplier, or its agents, employees, or subcontractors.

Insurance

Supplier shall maintain, during the term of this agreement, Commercial General Liability Insurance, including contractual liability coverage, with minimum limits of liability of \$1,000,000 per occurrence. The District shall be named as an additional insured on insurance provided for herein.

The supplier shall also maintain in force during the term of the contract the following coverages:

- A. Workers Compensation Insurance, Employers Liability Insurance and other such employment related insurance as required by law with applicable statutory limits;
- B. Financial Institutional Bond (Fidelity Coverage), with a minimum limit of \$5 million liability (including computer crime);
- C. Director and Liability Insurance with a minimum limit of \$5 million.

Certificates of Insurance, signed by the insurer, shall be provided prior to the District awarding the bid. These certificates shall contain a provision that indicates that the District will be given thirty- (30) days written notice of cancellation or any material change to these insurance policies. The insurance company(s) chosen by the supplier shall be licensed to do business in the states in which it operates, and shall be approved by the District prior to the award of the contract.

Requirements

All proposals must clearly set forth any restrictions or provisions deemed necessary by the supplier to effectively service the proposed contract.

Right to Reject

The District reserves the right to reject any or all proposals and to waive any informality or technicality in any proposal in the interest of the District.

SECTION 3 - SPECIFICATIONS

Requirements

The data, specifications and administrative requirements outlined herein are intended to serve only as a general guideline for each proposal. Each proposer is expected to submit a fully detailed proposal that adequately describes the advantages and benefits that the District would realize by acceptance of its proposal.

Payment

Procurement card billing statements requesting payment for purchases by District cardholders under this contract shall be mailed or transmitted electronically to the address specified by the District. This address may be designated on individual Procurement Card Agreement Forms completed for each card.

Providers are invited to propose various payment plans that would improve efficiency while still providing an audit trail.

Consideration will be given to payment plans based upon a single master statement with supporting detail for individual department charges.

Cards

The provider will provide credit cards that have been customized per the District's requirements, including but not limited to artwork, logos and colors.

Card control. The acquisition and disposition of all procurement cards will be the responsibility of the designated District official. The District official will also have the authority to approve, cancel, and/or reinstate any procurement card and to establish or amend any dollar or transaction limits with respect to any card.

Card delivery All cards will be delivered directly to the designated District official by a traceable signature delivery system.

Applications

The procurement card provider shall issue cards for District personnel only through the Supervisor of Purchasing. District personnel applying for these cards must fill out an application form from the Purchasing Department. This application form shall be used in lieu of the Provider's form for credit card applications.

Card Limit/Balance

The procurement card limit will not exceed the maximum balance, transaction limit, or declining balance amount indicated in each approved application as authorized by the Purchasing Supervisor as indicated on the application form. The maximum balance shall be monitored by both the procurement card provider and the District.

Interest Charges

The procurement card provider will allow for a maximum grace period without interest charges accruing.

Annual Fees

The procurement card provider will not charge an annual fee for cards issued to District personnel.

Cash Advances

The procurement card provider will not allow District cardholders to receive cash advances from ATM'S, accepting merchants nor from any financial institution.

Representatives

The procurement card provider shall have designated customer service representatives familiar with the special needs of the District and be responsive to them. The District will designate authorized individuals to respond to questions or problems for the card provider.

Billing/Payment Cycle

The card provider shall adhere to a consistent billing and payment cycle for all cards issued by the District. Preference will be given to providers that offer a single periodic statement containing individual card summaries. Providers should be able to provide individual card statements to cardholders and District departments upon request. The District will make payments within the allowable grace period of an invoice or statement. Providers should specify all methods by which payment can be made by the District to the payee (e.g., electronic (ach) transfer, check, etc.). In the RFP response, card providers should give a detailed description of enhancements and capabilities available to the District for streamlining the internal approval process of individual procurement cardholder transactions.

Summary Statement

The card provider shall provide a detailed summary statement including but not limited to the following reports:

1. Cardholder statements
2. Company card billing report
3. Cardholder recap summary report
4. Vendor analysis report
5. Individual billing summary report
6. Periodic reports for total purchases sorted by MCC codes

Additional reports may be requested. All proposers should provide samples of the various reports available, and any applicable costs associated with them.

Integration to General Ledger

The district may desire that transactions for each card be formatted for integration into the general ledger of the District and transmitted electronically. The transactions would be charged to District account(s) and should be capable of change after review by a designated District official. The District should be able to restrict the type of transactions used by each cardholder by the use of Merchant Category Codes (MCC) assigned to each card.

References

At least five (5) references for customers that have used services similar to those required by the District are to be provided. Educational institutions with requirements similar to the Districts are preferred. Please provide the name, address, phone number and contact person for each reference and information on the size of the procurement card program for each reference.

SECTION 4 - QUESTIONS FOR PROCUREMENT CARD SERVICES

Please respond to the below questions as accurately and completely as possible. Where applicable provide examples of forms, reports, etc., which will demonstrate the provider's capability to perform the service in question. Responses to the following questions should be answered in narrative form. Answers should be numbered to correspond with the appropriate question.

Questions

1. How long have you offered a procurement card and what is the number of procurement card customers serviced by your organization? List any customers who are K-12 public school districts.
2. Describe the technology utilized in your procurement program. Include information on computing technology, communications links, supplier/merchant terminal requirements and data storage.
3. Do you use subcontractors for procurement card processing? If so, how do you guarantee their performance?
4. Describe your procurement card operations. Include information on size, scope, capacity, timing and process steps.
5. Describe the steps, time frame, training and responsible parties required to implement a procurement card program.
6. What is the maximum possible credit limit that can be set for a District procurement card?

7. Does your firm provide individual transaction limits by card and cost center? (e.g. \$150 for card A and \$50 for card B). If multiple cards are issued to a specific District account, can the transactions be limited to a ceiling established for that account?
8. Does your firm provide daily, weekly or monthly transaction volume limits by card? (e.g. 3 transactions per day, 50 transactions per month, \$xx.xx per day, \$xxx.xx per month).
9. Can individual Merchant Category (MCC) code limitations be issued to each card? For example, Card A can only be used to purchase products with MCC codes 400 and 458, and card B can be used to purchase items within a range of MCC codes. If so, is the restriction at point of sale or after the transaction is authorized?
10. How many MCC codes or MCC code ranges may be specified for each procurement cardholder?
11. Describe the procurement card application, renewal and cancellation process. How are new, renewal, and replacement cards distributed? What information will the card provider require if the District utilizes an internal application?
12. Do your cards have an expiration date? If so, how is the date determined? Can the District designate separate expiration dates per card?
13. Can the processing center appropriately allocate District accounts if a monthly payment is issued for multiple accounts? Explain.
14. What is the maximum number of days allowable as a grace period before late fees are assessed or finance charges accrue?
15. Is receiving and processing an EFT transfer instead of a check possible? Explain
16. Is it possible to restrict the purchase of certain types of items, such as travel, entertainment, alcohol, printing, etc? If so, explain.
17. Are there specific vendor codes set up by the card company, which could be used by the District to identify and track suppliers? If so, how many codes are used? Does each supplier have a specific code? Explain.
18. Can the District's Federal Tax Identification Number be included on the card to assist the cardholder?
19. Is it possible to have an on-line access for the District to provide access to our credit information, and if so, is there a cost associated with this system? Include any hardware and software requirements and any costs.
20. Do you offer the ability to integrate the transaction information into specific information systems?

21. Describe your process for handling customer service related inquiries. Provide a detailed description of how lost or stolen cards, disputed items, and general cardholder assistance are handled.
22. What are your terms for invoice payment? What methods do you accept for payment?
23. Describe the frequency and type of reporting that will be provided under your procurement card program. Include a detailed explanation of data types you store and maintain, and the structure of the reports that you offer. Examples of reports should be provided with your response to this RFP.
24. Can summary report information be sent to the District electronically, and if so, on what format (disk, tape, modem, etc.)? What data is included and what special software requirements are needed to process the diskette?
25. Do you offer custom reporting, both in electronic form and on paper? Can reports be generated by account, MCC code, etc.?
26. Is sales tax information captured? Explain.
27. What costs, if any, would be associated with providing summary information on a computer disk or tape? Explain options.
28. Explain your billing or payment cycle and how it can be tailored to meet the District's needs.
29. As no annual fees for these cards will be assessed, are there any fees or costs associated with providing a customized Troy School District procurement card? Specifically address items such as transaction fees, late payment finance charges and any other miscellaneous charges.
30. Can the face of the customized procurement card contain a District name or logo? What information may be embossed on the procurement cards and what limitations and/or restrictions exist? Can this include Sales Tax exemption information?
31. How many summary reports are available, other than those indicated? Can any of them be modified to the specific requirements of the District? Explain.
32. What plan or procedure would apply for employee and/or company liability for unauthorized use of a card? Explain in detail.
33. What will be the procedure/policy for replacement of lost cards?
34. Provide any additional discount offers, if any, which would be available during the contract period.

35. Will you be willing to assist the District in training personnel in the proper use of the card?
36. What practices exist to preclude counterfeit cards?
37. Provide any other relevant information that may be useful when evaluating this proposal. Please indicate any requirements that your firm will expect on the part of the District with regard to your proposed procurement card program.
38. Provide information on the percentage of merchants who currently accept the card issued by your firm.
39. Do you utilize the "Declining Balance" card? If not, is it planned for the future? What is the anticipated date for implementation?
40. What are the associated charges for using your procurement card program? Are the costs based on the number of cards issued? If so, are there price brackets for a range of cards? Is the cost based on total dollar volume?
41. Does your program offer a rebate based on annual spending levels? If so please delineate those levels.

Additional Information/Alternate Proposals

You are encouraged to provide any additional relevant information or offers that may be useful in evaluating the proposal and are not specifically identified in this proposal document.

SECTION 5 - PROPOSAL EVALUATION

Proposal Evaluation Criteria

The criteria to be used to evaluate proposals are as follows:

- A. Ability to meet the specifications described in Section 3 of this RFP.
- B. Experience and past performance of supplier for similar procurement card programs as determined by supplier background information and references.
- C. Vendor responses to questions in Section 4 of this RFP.
- D. Cost Proposal.
- E. Oral presentation (if required).

The District reserves the right to be the sole judge as to the overall acceptability of any proposal or to judge the individual merits of specific provisions with competing offers.

TROY SCHOOL DISTRICT

REQUEST FOR PROPOSAL # 9402

PROCUREMENT CARDS

The following questions have been received relating to Troy School District Request for Proposal # 9402 –Procurement Cards. Please note that as several of the submitted questions relate to one specific aspect of this request, a combined response has been made to these questions. All questions appear exactly as submitted.

Q – What does the District expect its' spend to be? (Even an educated guess may help)

Q – How many transactions does the District expect to move from check to card? (Have you analyzed your A/P spend? If we know the District's overall A/P spend, and given the fact that you're requesting a \$500 single purchase limit on the account, we can estimate, based on this criteria, the potential volume). Even a budget number might be helpful.....

Q – In order to effectively answer question 41, can general estimates as to the potential size of your program be provided? (i.e. number of cards, total amount of spend). A preliminary number based on your expectations will give us some frame of reference for pricing and credit approval.

Q – How much of the annual budget does the District anticipate using purchasing cards for (%)?

Q – What is the current capital budget for Troy Schools?

A – Unfortunately, the District is not able to provide a definitive answer to this question. The District's amended 2006-07 General Fund budget totaled \$137,592,639 of which approximately 13% is earmarked for non-salary & benefit expenditures. The overall annual volume which may be applied to this program will depend on numerous factors including future budget constraints, vendor acceptance, ease of use by District personnel and potential cost savings to the District.

Q – How many card holders could the District potentially have (beyond pilot)?

Q – After the pilot period expires, how many cards does the District anticipate issuing?

A – At this time, no formal decision has been made as to the exact number of cards to be issued. Actual card issuance will depend on several factors including the ability of the issuing institution to address the District’s concerns regarding credit limits, transaction limits, potential cost savings to the District from implementing this system, the acceptability of cards from/by established District vendors and the willingness of employees to utilize this system. We can state that there are 25 District locations, 51 administrators, 96 clerical employees and over 760 teachers. No decision has been made as to specifically who will be issued a card.

Q – Is there a Word version of the RFP available? This will make it easier to use the District’s format, as is required in the document.

A – The District maintains a policy of not providing specifications to potential bidders in a changeable format. Therefore, a Word file (or other changeable format) will not be provided.

Q – Section 4 of the RFP requires detailed, specific answers. Is it your expectation that the points in Section 3 be addressed in detail or will general statements alluding to specifics in Section 4 be sufficient? Any points that are mentioned in Section 3 and not addressed in Section 4 will be covered in detail.

A – Statements made in Section 3 that reference additional detail outlined in Section 4 are acceptable. The District would appreciate clear and concise responses and explanations of the proposed system without replicating answers.

Q – Would the cards be used for purchases of fuel?

A – Possibly. Currently, the District utilizes a gas card for purchases of gasoline by district maintenance vehicles (bus diesel fuel is purchased by the tanker truck directly from a distributor). Along with the currently used card, we receive reports regarding usage (gallons by vehicle) and automatically have the excise taxes deducted from gross billings. If the procurement card solution provides for these specific items, we would then implement for our gasoline purchases as well.

Q – Question #6 relates to the maximum possible credit limit that can be assigned. What limit is required by the District?

A – The District has not established a minimum or maximum credit limit being required for the proposal. We are inquiring as to possible maximum allowances. Theoretically, the higher the credit limit, the higher the potential for utilizing the card for purchases would be.

Q – Question #7 –the question was asked “If multiple cards are issued to a specific District account, can the transactions be limited to a ceiling established for that account?”, Does this relate to a card account or a G/L account?

A – This question was targeted to the specific purchasing card account not a G/L account. Basically, if we have one master account which issues cards to multiple end users, can a transaction limit be applied to individual users as requested by the District? The alternative would be to establish multiple accounts with a predetermined transaction limit for all users within each account.

Q – Question #13 –does the District anticipate remitting funds for payment from multiple bank accounts?

A – No. Payments would be remitted from one District account.

Q – Question #18 – why is the TIN required on the card? Would using the words “tax exempt” suffice?

A – The District believes that accepting merchants would be more willing to recognize the tax exempt status of the District if a TIN was provided at point of purchase. According to Michigan statute, merchants not charging sales tax must be able to document that the sale was made to a bonafide tax exempt organization. We believe having this number on the card would assist with this requirement. If the issuing institution feels that this could constitute a security issue, we would ask for rationale behind this position and suggested alternatives to avoid paying sales tax on otherwise non-taxable transactions.

Q – Does our response document form the basis for a contract with the District? Or does that process begin once the decision is made?

A – Responses to this RFP will obviously be incorporated into any final contract. The District would expect that any features touted by the respondents would be available for actual implementation within the final negotiated contract with the District.