

ADDENDUM ONE, QUESTIONS and ANSWERS

Date: March 29, 2018

To: All Bidders

From: Teresa Fleming, Buyer
As Materiel State Purchasing Bureau

RE: Addendum for Request for Proposal Number 5791 Z1
to be opened May 8, 2018 at 2:00 p.m. Central Time

Questions and Answers

Following are the questions submitted and answers provided for the above mentioned Request for Proposal. The questions and answers are to be considered as part of the Request for Proposal. It is the Bidder's responsibility to check the State Purchasing Bureau website for all addenda or amendments.

<u>Question Number</u>	<u>RFP Section Reference</u>	<u>RFP Page Number</u>	<u>Question</u>	<u>State Response</u>
1.	Procurement Procedure	3	E. Notification of Intent to Bid. When does the State require we complete and submit the intent to bid form?	Refer to Section I, Procurement Procedure, C. Schedule of Events.
2.	Procurement Procedure	4	Submission of Proposals. The State asks bidders to submit one original proposal. Would the State also like additional copies of the proposal? And is an electronic file on a flash drive requested?	No. No.
3.	III. Contractor Duties	26	E. Payment. Due to the services we are offering, are there other specific terms for the payment section, as these terms are not as applicable to card products?	Section IV. Payment, E. Payment refers to the State's responsibility for card payment to the Contractor. Card payments by the State will be submitted by an ACH transaction.
4.	vi. Proposal Instructions	33	g. Summary of Bidder's Corporate Experience Are we able to use the same clients for our narrative project descriptions as our references?	Yes.

5.	V. Project Description and Scope of Work	31	<p>Optional Services. Can the State please elaborate on the option to establish a Contingent/Corporate Liability Travel Card?</p> <p>How many cards for the program?</p> <p>Average transaction size for the cards?</p> <p>Total annual spend for the program?</p> <p>Can the State also clarify that the request contingent liability means the cardholder is solely liable for payment of all charges on their account?</p> <p>The State agrees to reimburse the cardholder or to pay ██████████ directly for legitimate business expenses charged to the account.</p>	<p>This is an optional service and is not an established service at this time, so the program size and transaction spend is undetermined.</p> <p>Please provide available options regarding the possibility of adding such a program in the future.</p> <p>The University's intent is that the University has the liability for any Contingent Liability Travel Cards.</p>
6.	V. Project Description and Scope of Work	31	<p>Virtual – or ePayables The University of Nebraska. Can the University please supply us with the following data elements so that we can run the AP file for anticipated spend and rebate for the virtual pay program. To have us review your AP information, we will need the following details:</p> <ul style="list-style-type: none"> • Vendor name • Twelve months of standard AP spend • Payment type (check, ACH, wire, etc.) • Supplier address • Tax ID# (optional) 	<p>See Attachment H FY 2017 Vendor Payment History.</p>

			<ul style="list-style-type: none"> Transaction count (how many payments a year) Excel format 	
7.	VII. REBATE PROPOSAL REQUIREMENTS	35	<p>A. CARD PROGRAM REBATE PROPOSAL</p> <p>The rebate will be calculated consistent with the statement cycle dates and paid within twenty-five (25) business days after its respective quarter's end.</p> <p>Is it the state's intent to be paid after the statement date or the cycle date for the program?</p>	<p>The Contractor must submit the rebate payment to the State 25 business days after the quarter's end.</p> <p>Example: Transactions from January 1, 2018 through March 31, 2018, rebate would be paid by May 4, 2018.</p>
8.	Rebate Proposal Attachment	4	<p>Under the rebate proposal attachment, we anticipate that the virtual pay volume will be much higher than 15 million.</p> <p>How should we present pricing for the higher priced tiers?</p>	<p>Please note that this spend is for a quarterly spend.</p> <p>Please provide pricing for the pricing tiers listed on the rebate proposal.</p>
9.	Rebate Proposal		<p>States: Quarterly volumes (purchases less returns). Please clarify if Nebraska expects to include fraudulent (3rd party fraud) transactions and ATM/Cash Advances as part of the Spend volume qualifying for rebate?</p>	<p>Third party fraud would not be included. ATM/Cash Advances are not allowed, therefore not included.</p>
10.	Rebate Proposal		<p>States for payments: University, State Colleges and State of Nebraska – within 15 business days after the end of the month.</p> <p>Please clarify desired cycle end date to enable true calculation of days to pay.</p>	<p>The University, State Colleges, and State of Nebraska will pay the Contractor within 15 business days after the end of the month.</p> <p>The Contractor must submit the rebate payment to the State 25 business days after the quarter's end.</p>

				Example: Transactions from January 1, 2018 through March 31, 2018, rebate would be paid by May 4, 2018.
11.	Questionnaire A.2 Item 2.29 –		Please provide the number of merchants to be specifically blocked. What is meant by specific items to be blocked?	The actual number of merchants to be blocked is unavailable at this time. Items blocked are listed in the policy manual links in Section V. Project Description and Scope of Work, B. Project Environment.
12.	Questionnaire A.2 Item 2.68 –		Please clarify the term Online Control Statements? Are these another term for Billing Account Statements?	Online Control Statements would be one statement for multiple cardholders and not individual accounts. Cardholders accounts can be set up using a “control account” and a control statement would include activity for all cardholders under the “control account”. Billing Statement would be one statement per cardholder.
13.	Questionnaire A.8		Optional Contingent/Corporate Liability Travel Card Program – Please clarify the meaning of Contingent/Corporate Liability. Is this the same as Joint and Several liability?	Contingent/Corporate Liability Travel Card Program allows the employee a credit card for all travel expenses. See response to Question 5.

This addendum will become part of the proposal and should be acknowledged with the Request for Proposal.