

ATTACHMENT A

6819 Z1

Bidders are required to complete all forms listed in this attachment.

Forms A.1 – A.4 are to be included as part of the Technical Approach.

Form A.5 is to be submitted as the Rebate Proposal

- Form A.1: a. Mandatory Project Requirements
b. Project Requirements
- Form A.2: Baseline Functional Requirements
- Form A.3: State of Nebraska Specific Functional Requirements
- Form A.4: University of Nebraska Specific Functional Requirements
- Form A.5: Rebate Proposal (separate attachment)

FORM A.1.a

Mandatory Project Requirements

Request for Proposal Number

Please answer the following mandatory questions with a check mark after the appropriate response. Any "No" answer will eliminate the bidder from further evaluations.

Yes_____ No_____ Bidder must be an authorized issuer of cards for the purposes detailed in Section V of this RFP.

Yes_____ No_____ Bidder must have a minimum of five (5) years experience providing Fleet Fuel Card services to a program of similar size.

FORM A.1.b

Project Requirements

Request for Proposal Number

Please answer the following question with a check mark after the appropriate response.

Yes_____ No_____ Has your company completed the Viewpoint Diversity Score Business index survey conducted by the Alliance Defending Freedom?

Please answer the following two questions and if a yes answer is given, please disclose those commitments.

Yes_____ No_____ Has your company made any public statement or enacted any policies which commits all assets under management to be used for a social or political purpose? Is yes, please disclose those commitments.

Yes_____ No_____ Is your company a member of any organizations or associations which require members to use all assets under management for a social or political purpose? Examples include, but are not limited to, GFANZ, the Net Zero Banking Alliance or Climate Action 100. If yes, please disclose those commitments.

FORM A.2

Baseline Functional Requirements

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Each bidder must use this format to respond in a detailed manner and explain how the bidder will comply with the follow statements, based on the current services.

GENERAL REQUIREMENTS	
2.1	Currently there are two categories for vehicle related items, Fuel and Vehicle accessories. Describe what is included in each category.
	Response:
2.2	The State and University of Nebraska are exempt from Federal fuel taxes and Nebraska state taxes on non-fuel items. The State and University will provide tax exempt certificates upon final contract. Detail how your Fleet Fuel Card software can track these taxes and provide an invoice that does not include taxes.
	Response:
2.3	The State and University have several refueling sites in Nebraska; please detail how the State and University can “privatize” your fuel card code to enable the State and University to process fuel transactions directly into our fleet management system (FMS) from these sites.
	Response:
2.4	Detail how the bidder’s program environment will ensure privacy and security for all data received and stored.
	Response:
SPECIFICATIONS	
2.5	Detail if any special hardware and/or card specific software or proprietary software is required to privatize the fuel card.
	Response:
2.6	Detail the process for the State or the University to order new cards via a secure internet site by authorized users.
	Response:
2.7	Detail how the process would differ if the card ordered via a secure site is a replacement due to the card being damaged, lost or stolen.
	Response:
2.8	Detail any Application Programming Interface (API) or process integrations to permit ordering cards in 3 rd party Fleet Fuel Management Systems.
	Response:
2.9	Detail the process(es) to order new cards or replacement cards, cancel cards, or lock/unlock cards outside of normal business hours of Monday through Friday 8 AM – 5 PM Central Time.

	Response:
2.10	Detail the timeline from requesting a new card to delivery of the card.
	Response:
2.11	Currently replacement cards are issued within five (5) business days. Detail the timeline to request a replacement card to delivery of the card.
2.12	Detail how new or replacement cards will be no cost, including free shipping. Detail how any tracking information is provided when cards are shipped.
	Response:
2.13	Detail who will bear the cost for express shipping for a new card and for a replacement card if needed.
	Response:
2.14	Detail how the bidder will be notified if express shipping is required.
	Response:
2.15	Detail the length of time a card is valid for.
	Response:
2.16	Describe how card numbers will be unique when receiving new cards. The State cannot allow recycling of card numbers.
	Response:
2.17	Detail what information is maintained and controlled in the magnetic strip or chip.
	Response:
2.18	Detail how the authorization can be restricted to include an odometer reading and Personal Identification Number (PIN).
	Response:
2.19	Currently cards are assigned to a vehicle, equipment or a shop, detail how the bidder can comply. Detail if a card could be assigned to a driver or any additional assignment options available.
	Response:
2.20	Detail how the bidder can add a station that is currently not part of the bidder's network.
	Response:
2.21	Detail software limits on number of transactions per day for fuel and non-fuel purchases per driver .
	Response:
2.22	Detail software limits on number of transactions per day for fuel and non-fuel purchases per card .

	Response:
2.23	Detail times or days that the card cannot be used .
	Response:
2.24	Detail if restrictions can be made to prevent a transaction after a specific time of the day, such as after 6:00 PM.
	Response:
2.25	Detail how dollar limits can be set per transaction.
	Response:
2.26	Detail how administration can adjust dollar limits per card.
	Response:
INVOICING	
2.27	Detail how transaction fees are charged.
	Response:
2.28	Detail if and how monthly fees are charged for cards issued.
	Response:
2.29	Detail if and how the annual fee for cards is billed.
	Response:
2.30	Detail if and how an annual fee for cards is charged even when the card is not used.
	Response:
2.31	Detail the timeline from the time of transaction to when the transaction is invoiced.
	Response:
2.32	Detail the process of billing the State or the University net of Federal Fuel tax or State taxes which the State or University is exempt.
	Response:
2.33	Detail the process if the State or the University receives an invoice that includes Federal fuel tax in error. Include if short paying an invoice is an option and what documentation would be required.
	Response:
SOFTWARE & REPORTING	
2.34	Describe how often software updates are implemented and how it is communicated to the customer.
	Response:
2.35	Detail how program administrators as well as the bidder can unlock cards.

	Response:
2.36	Detail how the billing cycle close date is chosen.
	Response:
2.37	Detail all card activation options available.
	Response:
2.38	Detail the timeline when a transaction is attempted and declined on a cancelled card.
	Response:
2.39	Detail formats available to upload information into the Fleet Management Systems, including card changes and fuel transactions.
	Response:
2.40	Detail report options available to monitor fuel usage. Provide examples and a description of the data included.
	Response:
2.41	Describe how reports can be requested and customized, include the average wait time before reports are available.
	Response:
2.42	Exhibit 9 lists level III data that is required to be captured and reported on all transactions. Can the bidder comply with this list? What additional data is captured?
	Response:
2.43	Detail how transactions are processed from vendors that are not part of your network.
	Response:
2.44	The State and awarded bidder must keep historical information for three (3) years after the contract expires . Detail how the bidder will comply.
	Response:
2.45	Detail the electronic file types that you will accept for the State and University's vehicle data. Example: Excel, CSV, text files, etc.
	Response:
2.46	Detail how the software can provide an electronic authorization of a transaction through a point of sales device linked to the primary card provider.
	Response:
	CUSTOMER SERVICE
2.47	Detail the customer service operational hours and if bidder can comply with providing a toll-free number.
	Response:

2.48	Detail how an authorized driver can get a card unlocked while traveling.
	Response:
2.49	Detail any road assistance program available with this contract.
	Response:
OTHER INFORMATION	
2.50	Detail any training available on the operation of the software.
	Response:
2.51	Detail if training materials will be available and the method to obtain them.
	Response:
2.52	Describe the functional and security features of the Fleet Fuel cards. Include if they are chipped and available to tap and pay.
	Response:
2.53	Describe where the Fleet Fuel cards are accepted. If available, provide online access to all locations in Nebraska and throughout the United States.
	Response:
2.54	Describe the electronic access available to the online system for customer testing during all phases of the implementation process.
	Response:
2.55	Describe who is liable for any transaction after the card has been canceled in the software.
	Response:
2.56	Detail any external fraud protection or fraud training available.
	Response:
2.57	Detail the dispute process. Include how this can be submitted online.
	Response:
2.58	The State and University requires that the Fleet Fuel card providers system must have redundant systems in place to ensure continual uptime for all functionality in the event, man-made or natural events take place. Detail what redundant systems are in place.
	Response:
2.59	Detail ability to provide soft rubber/neoprene card holder key rings at no cost to the State.
	Response:

FORM A.3

State of Nebraska Specific Functional Requirements

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3.1	Detail the bidder’s ability to provide custom cards with graphics approved by the State. Response:
3.2	Detail how the bidder will furnish all cards (new issue, replacement due to damage or loss) free using standard shipping. Response:
3.3	Currently the State uses a five (5) digit ID/PIN number. Detail how this is compatible with your system. Response:
3.4	<p>Currently the State uses a vehicle or equipment card with the following information printed on the card. Detail how the bidder can comply with this method.</p> <p>Line 1 – “xxxxx xxx 4 xx 7” Line 2 – “Agency Name” Line 3 – “Tax Exempt and RC30”</p> <p>(Line 1 – First 5 numbers = equipment or PIN number Next 3 numbers = the agency number Number 4 = equipment Next 2 numbers = the issue code number Last number, 7 = check digit) (Line 3 – RC 30 = restriction code)</p> <p>Response:</p>
3.5	<p>Currently the State also uses a shop card with the following information printed on the card. Detail how the bidder can comply with this method.</p> <p>Line 1 – “xxxxx xxx 2 xx 9” Line 2 – “Agency Name” Line 3 – “Shop Card and RC30”</p> <p>(Line 1 – First 5 numbers = PIN number Next 3 numbers = the agency number Number 2 = equipment Next 2 numbers = the issue code number Last number, 9 = check digit) (Line 3 – RC 30 = restriction code)</p> <p>Response:</p>
3.6	<p>Currently State agency drivers (not NDOT) are allowed up to five (5) transactions and refueling sites are not included. Detail how the bidder can comply.</p> <p>Response:</p>

3.7	Currently NDOT drivers have a soft limit of 8 transactions, extra transactions due to snow removal and refueling sites are not included. Detail how the bidder can comply.
	Response:
3.8	Detail who will cover costs for any software enhancements, card data upload, data conversion, etc. required to make the bidder card compatible with the Nebraska State Fuel System, the Department of Transportation EKOS card and fuel management system, and Lucity Asset Management Systems.
	Response:
3.9	Detail how the bidder will restrict ordering approval of new or replacement cards only to the Fuel and Credit Card Systems Manager and authorized staff at the Nebraska Department of Transportation.
	Response:
3.10	The State currently has different expiration dates on existing cards, detail how the bidder will stage the deployment of new cards.
	Response:
3.11	Currently invoices are received no later than Wednesday for the prior week transactions. They are received electronically and paid within 10 business days after the file has been received. Detail all options available for the State to receive invoices.
	Response:
3.12	Detail how the bidder will complete the implementation and be ready to go live April 1, 2024. Including data conversion, software updates, card distribution, user training and any other requirements to make the Fleet Fuel card system fully operational. Please provide an implementation plan.
	Response:

FORM A.4

University of Nebraska Specific Functional Requirements

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4.1	In addition to the State of Nebraska, the University is exempt from sales tax in FL, IL, KS, MA, MO, ND and TX. Detail how your Fleet Fuel Card software can track these taxes and provide an invoice that does not include taxes.
	Response:
4.2	Detail how the bidder will furnish all cards using standard plastic (new issue, replacement due to damage or loss) at no cost to the University
	Response:
4.3	Detail how the bidder will ship cards (new issue, replacement due to damage or loss) free to the University using standard shipping.
	Response:
4.4	Currently the University uses a six (6) digit ID/PIN number. Detail how this is compatible with your system.
	Response:
4.5	Currently the University uses the following structure printed on their cards. Detail how the bidder can comply. Line 1 – “Vehicle xxx” (xxx may range from 001 to 999UNO) Line 2 – “University of Nebraska” Line 3 – “Tax ID 05-8905401”
	Response:
4.6	Currently the University drivers are allowed up to three (3) soft transactions per day, meaning if needed the driver can call the vendor to authorize a 4 th transaction. Detail how the bidder can comply.
	Response:
4.7	Detail if the card is accepted in Canada and how the currency and liter to gallon conversion is detailed on the billing invoice.
	Response:
4.8	Detail if the card is accepted in Puerto Rico and how the currency and liter to gallon conversion is detailed on the billing invoice.
	Response:
4.9	Detail who will cover costs for any software enhancements, card data upload, data conversion, etc. required to make the bidder card compatible with the University GASBOY Plus automated fuel system and FASTER FMS.
	Response:

4.10	Detail how the bidder will restrict ordering new or replacement cards to only the University Fleet Management Director and the Fleet Management Administrative Staff.
	Response:
4.11	Detail how the bidder will deploy cards to the University with one expiration date.
	Response:
4.12	Detail how the bidder can keep the expiration date the same if a card needs to be reissued. This would allow all University cards one expiration date.
	Response:
4.13	Currently invoices are received on a weekly basis. They are received electronically and paid on a monthly basis. Detail all options available for the University to receive invoices.
	Response:
4.14	Detail how the bidder will complete the implementation and be ready to go live April 1, 2024. This includes data conversion, software updates, card distribution, user training and any other requirements to make the Fleet Fuel card system fully operational. Please provide an implementation plan.
	Response: