

ATTACHMENT A

Request for Proposal 6855 Z1

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

Forms A.1 – A.2 are to be included as part of the Technical Approach.

Form A.3 is to be submitted as the Rebate Proposal.

Form A.1: a. Mandatory Project Requirements

b. Project Requirements

Form A.2: Technical Requirements

Form A.3: Rebate Proposal (separate attachment)

FORM A.1.a

Mandatory Project Requirements

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

Yes_____ No_____ Is the bidder an authorized issuer of cards for the purposes detailed in Section V of this Request for Proposal?

Yes_____ No_____ Does the bidder have a minimum of five (5) years' experience in providing Individual Liability Travel Card Services to a program of similar size?

FORM A.1.b

Project Requirements

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

Technical Requirements	
2.1	Bidder must detail the brand of card that will be issued.
	Response:
2.2	Bidder must include a copy of the card design proposed.
	Response:
2.3	Bidder must detail how the card can be printed with both the employee and employer's name.
	Response:
2.4	Bidder should detail who will be liable for all balances on the cards.
	Response:
2.5	Bidder shall detail the requirements of the cardholder in relation to this program, available credit lines (depending on the bidder's credit approval process), cardholder terms and conditions, the card issuance and reissuance process. The bidder must include a sample cardholder enrollment form (application form), other cardholder materials, and the card carrier accompanying the issued card in its RFP response. The bidder must also detail how a delinquent card payment may impact the employee's credit score.
	Response:
2.6	Bidder shall detail the process to convert current employees to the new credit card, if needed. Provide an example of the notification process.
	Response:
2.7	Bidder must detail the process from when an application is received, the approval process, and when the card is mailed.
	Response:
2.8	Bidder shall detail the process to report and replace a lost or stolen card.
	Response:
2.9	Bidder should detail how the bidder can manage one program to allow the employee to use their card to get cash at an ATM and another program that prevents any ATM transactions.
	Response:
2.10	Bidder should detail the minimum amount required to spend on the card annually, if any.

	Response:
2.11	Bidder shall detail how their card program meets all federal, state, and local laws as well as regulations, rules and requirements set forth by the card company/association and overseeing industry.
	Response:
2.12	Bidder should detail areas of the United States that the card is not accepted.
	Response:
2.13	Bidder should detail international locations that the card is not accepted.
	Response:
2.14	Bidder should detail their ability to block any merchant class codes as requested by the Program Administrators.
	Response:
2.15	Bidder should detail if a dedicated account representative will be assigned to this contract. Detail if they can handle agency questions or cardholder issues or both.
	Response:
2.16	Bidder should provide a monthly report sent to the Treasurer's Office listing the number of transactions and dollars charged per card under this contract. Include an example of the monthly report.
	Response:
2.17	Bidder must detail all methods available for the Treasurer's Office to receive monthly reports.
	Response:
2.18	Bidder must detail if a toll-free customer service line is available to service Individual Liability Travel cardholder questions and inquires.
	Response:
2.19	Bidder must detail the hours and days the customer service line is not available.
	Response:
2.20	Bidder must detail the types of inquires handled by their customer service representatives.
	Response:

2.21	Bidder shall detail the timing when statements will be available after the previous month end.
	Response:
2.22	Bidder shall detail the options available for the cardholder to receive their statement. The bidder shall provide a sample statement.
	Response:
2.23	Bidder must detail how the minimum payment is calculated or if the full amount is due every month.
	Response:
2.24	Bidder must detail when the account is past due, who will be notified. Include all parties, such as, the cardholder, the agency and/or the State Treasurer’s Office. Include the method(s) which notification is available.
	Response:
2.25	Bidder will detail if an annual fee will be charged to the employee and the amount of the annual fee.
	Response:
2.26	Bidder must detail any grace period associated with this card. Describe when interest and late fees would be assessed.
	Response:
2.27	Bidder must detail how finance charges will be assessed.
	Response:
2.28	Bidder must detail what is required of the employee if they leave employment under this contract. Detail if cards will be required to be surrendered?
	Response:
2.29	Bidder shall detail the process to determine if an employee is still employed with the State or the University before the card expires to determine if a card should be reissued under this program.
	Response:
2.30	Bidder must detail options available to receive the rebate. Example: monthly, quarterly, or yearly.
	Response:

2.31	Bidder must detail if any rebate opportunity is available for new card issued.
	Response:
2.32	Bidder must detail any additional rebate opportunities.
	Response: