

GASCONADE COUNTY R-I SCHOOL DISTRICT
REQUEST FOR PROPOSAL FOR
DISTRICT PURCHASING CARD PROGRAM



District Purchasing Card Services RFP

September 12, 2019

Contact: Dr. Scott Smith

Phone #: 573-486-2116

E-mail: ssmith@hermann.k12.mo.us

PROPOSAL DUE NO LATER THAN October 3, 2019, at 4:00 PM CST

RETURN PROPOSAL AND ANY ADDENDA TO:

Gasconade County R-1 School District
Attn: Dr. Scott Smith
170 Blue Pride Drive
Hermann, MO 65041

RE: RFP 2019 Purchasing Card Services

The bidder hereby declares understanding, agreement, and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements and specifications of the original Request for Proposal (RFP) and as modified by any addenda, if applicable, thereto.

SIGNATURE REQUIRED

Authorized Signature		Date
Printed Name		Title
Company Name		
Mailing Address		
District, State Zip		
Phone #:	Fax #:	E-Mail Address

REQUEST FOR PROPOSAL FOR DISTRICT PURCHASING CARD PROGRAM

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SECTION 1

INTRODUCTION

The Board of Education of the Gasconade County R-I School District (hereinafter “District”) will receive sealed proposals from qualified financial institutions for providing Corporate Purchasing Card Services (hereinafter “Proposer”) to the District. The term for this agreement will be January 2020 through June 30, 2022 and will automatically renew at the same terms for up to four (4) additional years. It will be the District’s option, to renew based upon satisfactory annual review.

The purpose of this Request for Proposal (RFP) is to establish the requirements for the Corporate Purchasing Card Services and to solicit proposals from qualified financial institutions (hereinafter “Proposer”) for providing services. The RFP requests a great amount of detail to avoid delays, misunderstanding, and to simplify the evaluation of the proposals. The Proposer is requested to respond to each specification.

The objective of this RFP is to identify the Proposer that can offer the highest quality services/program as well as offer the District the best opportunity to financially maximize a purchasing card program.

BACKGROUND

The District is a political subdivision of the State of Missouri and is governed by a seven- member Board of Education. Located in Hermann, MO the District provides education to approximately 900 students in preschool through grade 12. The District’s mission is to enable our students to reach their full academic potential and to become responsible citizens.

The District operates one elementary school, one middle school, and one high school. You can learn more about the District by visiting its web site at: www.Hermann.k12.mo.us

The District’s current school year 2019-20 expenditure budget is approximately \$10.8 million. The District employs approximately 140 regular full time and part-time individuals.

SECTION II

GENERAL CONDITIONS

1. The Proposer must submit a complete proposal covering all requirements identified in this RFP package in order to be considered. All proposals will be carefully scrutinized to ensure that such requirements can be met. Proposals submitted must be the original work product of the Proposer.
2. One (1) original signed Proposal along with six (6) copies of the Proposal shall be sealed and plainly marked on the envelope with the name "Purchasing Card Proposal" and delivered to:

Dr. Scott Smith
170 Blue Pride Drive
Hermann, MO 65041
3. Proposals will be received until 4:00 p.m., CST, October 3, 2019. Electronic or facsimile offers will not be considered in response to this RFP, nor will modifications by electronic or facsimile notice be accepted.
4. Proposals may be modified or withdrawn by written notice or in person by the Proposer or its authorized representative, provided its identity is disclosed on the envelope containing the proposal and such person signs a receipt for the proposal, but only if the withdrawal is made prior to the deadline.
5. The information presented in the RFP is not to be construed as a commitment of any kind on the part of the District. There is no expressed or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.
6. All proposals must be submitted on the District forms as attached with this specification. Proposals submitted on forms other than the enclosed may be rejected. No alternate proposals that significantly deviate or modify the concept and ultimate objectives of this proposal will be considered. Non-compliance with RFP specifications will disqualify proposals from further consideration.
7. Any explanation or statement that the Proposer wishes to make must be contained with the proposal but shall be written separately and independently of the proposal proper and attached thereto. Unless the Proposer so indicates, it is understood that the Proposer has proposed in strict accordance with the RFP requirements.
8. The District reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received. The District, in its sole discretion, will determine whether an irregularity is minor.

9. All proposals shall be deemed final, conclusive and irrevocable and no proposal shall be subject to correction or amendment for any error or miscalculation. No proposal shall be withdrawn without the consent of the District after the scheduled closing time for the receipt of proposals.
10. Proposals, prices, terms and conditions shall remain firm for a period of ninety (90) days from the due date for proposals or until that time when the District takes official action on the proposals.
11. The Proposer is responsible for its own verification of all information provided to it. The Proposer must satisfy itself, upon examination of this RFP, as to the intent of the specifications. After the submission of the proposal, no complaint or claim that there was any misunderstanding will be entertained.
12. Requests for interpretation must be made in writing to (Dr. Scott Smith) no later than 4:00 p.m. on October 3rd at ssmith@hermann.k12.mo.us. Any information given to a proposer concerning the RFP will be furnished as an addendum to the RFP if, in the District's sole discretion, such information is deemed necessary to all proposers in submitting proposals in response to the RFP, or the lack of such information would be prejudicial to uninformed proposers. The proposer should rely only on written statements issued by the District in the form of addenda to the RFP.
13. No oral interpretation will be made to any proposer as to the meaning of the RFP. Any oral communication will be considered unofficial and non-binding on the District. Unauthorized contact by the proposer with other District employees or Board members regarding the RFP may result in disqualification.
14. Proposals may contain data that the proposer does not want used or disclosed for any purpose other than evaluation of the proposal. The use and disclosure of such data may be so restricted, provided the proposer marks the cover sheet of the Proposal with the following legend: **"Technical data contained on pages _____ and ___ in this Proposal furnished in connection with the Request for Proposal of the Gasconade County R-1 School District shall not be used nor disclosed except for evaluation purposes, provided that, if a Contract is awarded to this Proposer as a result of or in connection with the submission of this Proposal, the Gasconade County R-1 School District shall have the right to use or disclose technical data to substantiate the award of a Contract."**
15. The above restriction does not limit the District's rights to use or disclose without the proposer's permission any technical data obtained independently from another source. Proposals shall not contain any restrictive language different from the above legend. Proposals submitted with restrictive legends or statements which differ from the above will be treated under the terms of the above legend. The District assumes no liability for disclosure or use of unmarked technical data and may use or disclose the data for any purpose.
16. The District may accept one part, aspect or phase, or any combination thereof, of any Proposal unless the proposer specifically qualifies its offer by stating that the Proposal must be taken as a whole.

17. The District may award a contract based upon the initial Proposals received without discussion of such Proposals. Accordingly, each initial Proposal should be submitted from the most favorable price and service standpoint.
18. The District may, at its option, conduct interviews after receipt of the Proposal.
19. The District reserves the right to hold negotiations in an attempt to clarify and qualify terms of any Proposal.
20. The District reserves the right to negotiate final contract terms with any proposer, regardless of whether such proposer was interviewed or submitted a best and final Proposal.
21. The District may accept any Proposal as submitted whether or not negotiations have been conducted between the parties.
22. Neither the commencement nor cessation of negotiations shall constitute rejection of the Proposal or a counteroffer on the part of the District.
23. The proposer shall not, under penalty of law and immediate disqualification of the Proposal, offer or give any gratuities, favors or anything of monetary value to an officer, employee, agent, or Board of Education member of the District for the purpose of influencing favorable disposition toward a submitted Proposal or for any reason while a Proposal is pending or during the evaluation process.
24. No proposer shall engage in any activity or practice, by itself or with other proposers, the result of which may be to restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will result in immediate rejection of the proposer's proposal.
25. In the event of a conflict between the Proposal and the RFP, the District shall resolve any inconsistency in favor of the RFP. Additionally, the District shall in good faith decide all inconsistencies and/or disputes pertaining to the RFP and the Proposal. The proposer agrees to abide by the decisions of the District.
26. The District, in its discretion, may terminate the Agreement in whole or in part at any time, whenever it is determined that the successful proposer has failed to comply with or breached one or more of the terms and conditions of the Agreement or specifications incorporated therein and the successful Proposer has failed to correct such failure or breach to the District's satisfaction within a period of 15 days after receiving written notice thereof from the District. In the event of the partial or total termination of the Agreement, it is hereby agreed that the District shall only be obligated to pay in accordance with the terms of the Agreement for materials and services, which have been accepted by the District.
27. The District may terminate the Agreement without cause by notifying the successful Proposer in writing 30 days prior to the effective date of termination. The successful Proposer shall not incur new obligations after the effective date of termination and shall cancel as many outstanding obligations as possible.
28. In the event the Board of Education of the District fails to approve the appropriation of funds sufficient to provide for the District's obligations under the Agreement, or if the funds are not appropriated due to federal, state or local action, the District shall have the right to terminate the Agreement by providing written notice to the successful proposer and the District will thereby be relieved from all further obligations under the Agreement.

29. The District may terminate the Agreement immediately without further cost or liability in the event of the occurrence of any of the following: insolvency of successful proposer; liquidation or dissolution of successful proposer; the institution of any voluntary or involuntary bankruptcy proceeding by or against the successful proposer; assignment by successful proposer for the benefit of creditors; or the appointment of a receiver or trustee to manage the property of the successful proposer.
30. If a Proposal is accepted as submitted, the negotiated final Agreement shall consist of the Agreement, this RFP, plus any addenda thereto, and the proposer's Proposal.
31. In the event the Agreement initially awarded by the District is terminated for any reason within 120 days of the due date for Proposals, the District reserves the right to negotiate and accept any other submitted Proposal.
32. The District shall not be responsible for any pre-Agreement expenses of any proposer, including the successful proposer, incurred prior to the commencement of the Agreement.
33. The District does not discriminate on the basis of race, color, national origin, gender, age or handicap/disability in admissions or access to, or treatment or employment in, its programs and activities. Any person having an inquiry concerning the District's compliance with Title IX and Section 504 may contact the District's Title IX and Section 504 Coordinator, (Name and Address)

SOLICITATION PROVISIONS AND INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

Proposals should be prepared simply and economically, and provide a straightforward, concise delineation of the information required to be furnished.

Each proposal submitted should include the following:

- Part 1 – General Information
- Part 2 – Purchasing Card
- Part 3 - Pricing Proposal

One original signed by a representative of the Offeror authorized to enter into legally binding commitments and six (6) additional copies are required for each proposal submitted. Envelopes containing proposals should be marked in the lower right hand corner with "Proposal for Corporate and Purchasing Card". Gasconade County R-I School District must receive proposals by 4:00 p.m. (CST) on October 3, 2019.

Proposals to be transmitted via regular mail, delivery service or hand carried should be addressed as follows:

Gasconade County R-I Schools
Attn: Dr. Scott Smith
170 Blue Pride Dr.
Hermann, MO 65041

LATE SUBMISSIONS, MODIFICATIONS, AND WITHDRAWALS OF PROPOSALS

- A. Any offer received by Gasconade County R-I School District after 4:00 p.m. CST, October 3, 2019 shall not be considered.
- B. Any modification of an offer, except a modification resulting from Gasconade County R-I School District's request for Proposal Revisions, is subject to the same conditions.
- C. The only acceptable evidence to establish the time of receipt by Gasconade County R-I School District is the time/date stamp of Gasconade County R-I on the offer wrapper or other documentary evidence of receipt maintained by Gasconade County R-I.
- D. Proposals may be withdrawn by written notice or telegram (including mailgram) received at any time before award. Proposals may be withdrawn in person by an Offeror or an authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

TREATMENT OF PROPOSAL DATA

- A. Although not specifically requested by the RFP, the proposal may include technical data and other data including trade secrets and/or privileged or confidential commercial or financial information, which the Offeror does not want disclosed to the public or used by Gasconade County R-I School District for any purpose other than proposal evaluation. To protect such data, the Offeror shall specifically identify each page including each line or paragraph thereof containing the data to be protected and mark the cover sheet of the proposal with the following notice:

NOTICE

The data contained in pages _____ of this proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential commercial or financial information, and such data shall be used or disclosed only for evaluation purposes. Gasconade County R-I School District shall have the right to use or disclose the data herein to the extent provided in the contract. This restriction does not limit Gasconade County R-I School District the right to use or disclose data obtained without restriction from any source, including the Offeror.

Reference to this notice on the cover sheet should be placed on each page to which the notice applies. Gasconade County R-I School District assumes no liability for disclosure or use of unmarked data and may use or disclose such data for any purpose.

- B. Should a contract be awarded based on a proposal, it is policy, in consideration of the award, to obtain unlimited rights for the _____ in technical data contained in the proposal unless the prospective sub-Recipient marks those portions of the technical information that he asserts as "proprietary data," or specifies those portions of such technical data that are not directly related to or shall

not be utilized in the work to be funded under this subcontract. "Proprietary data" are defined as technical data which embody trade secrets developed at private expense, such as design procedures or techniques, chemical composition of materials, or manufacturing methods, processes, or treatments, including minor modifications thereof, provided that such data: (1) are not generally know or available from other sources without obligation concerning their confidentiality; (2) have not been made available by the owner to others without obligations concerning their confidentiality; and (3) are not already available to the _____ without obligation concerning their confidentiality. An Offeror who receives a contract award shall mark the data identified as proprietary by specifying the appropriate proposal page number to be inserted in the Rights to Proposal Data clause below. Subject to the concurrence of Gasconade County R-I School District, information unrelated to the subject may be deleted from the proposal by the Offeror. The responsibility, however, of identifying technical data as proprietary or deleting it as unrelated rests with the Offeror.

- C. The following clause shall be included in any contract based on a proposal. This clause is intended to apply only to technical data and not other data, such as privileged or confidential commercial or financial information.

RIGHTS TO PROPOSAL DATA

Except for technical data contained on pages _____ of the Recipient's proposal dated _____, which are asserted by the Recipient as being proprietary data, it is agreed that as a condition of the award of this contract, notwithstanding the provisions of any notice appearing on the proposal, the _____ shall have the right to use, duplicate, and disclose and have other do so for any purpose whatsoever, the technical data contained in the proposal upon which this contract is based.

AMENDMENTS TO RFP

If this RFP is amended, all provisions which are not modified remain unchanged.

Offerors shall acknowledge receipt of any amendment of the RFP (a) by signing and returning the form provided for such purposes. (b) by stating in its proposal that the amendment (date and number) was received and considered in formulating the proposal; or (c) by letter or telegram. Gasconade County R-I School District must receive the acknowledgement by the time specified for receipt of proposals.

EXPLANATION TO PROSPECTIVE OFFERORS

Any prospective Offeror desiring an explanation or interpretation of the RFP must request the explanation or interpretation in writing soon enough to allow a reply to reach all prospective Offerors before the submission of their offers. Oral explanations or instruction given before the award of the contract shall not be binding. Any information given to a prospective Offeror concerning the RFP shall be furnished promptly to all other prospective Offerors as an amendment of the solicitation, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective Offeror.

CONTRACT AWARD

Gasconade County R-I School District shall award the contract(s) resulting from this RFP to the responsible Offeror whose offer, conforming to the RFP, shall be most advantageous for the Gasconade County R-I School District.

Contract award may be made on the initial offers received, without discussions. Therefore, initial offers should contain the Offerors best price and technical terms.

Gasconade County R-I School District may reject any offers or waive informalities and minor irregularities in offers received. Gasconade County R-I School District is not obligated to pay any cost incurred in the preparation and submission of a proposal, nor to enter into a contract or any other arrangement with any Offeror.

There shall be no public opening of proposals. Offerors shall be advised when source selection has been made. By submitting a proposal an Offeror represents that its proposal is firm for sixty (60) days after the proposal due date.

AUTHORIZED NEGOTIATORS

If a negotiation meeting is held, the Offeror shall designate as its negotiator a person who is authorized to make legally binding commitments without further review or approval. If, for any reason, it is impractical for the Offeror to be represented at a negotiation meeting by other than a person fully authorized to act in its behalf, Gasconade County R-I School District shall be notified sufficiently in advance to allow a decision to be made whether the negotiations should proceed as scheduled or be postponed. The Offeror's notice, if originally given orally, shall be confirmed in writing.

PART 1 – Organization and Expertise

A. Organization, Personnel, and Experience

1. Give a brief description of the size and organizational structure of your company. Include an organizational graphic showing headquarters, locations, branches, etc.
2. Describe the structure of the customer account management and support team your company has established for Purchasing Card Programs. Note key features that will benefit the District, such as experience in card payment processing and program administration, dedicated account representative, etc.
3. Provide information relative to what investments your firm has made in the State of Missouri relative to economic impact. As the District receives state general revenue funding, the ability to utilize a firm and card program that benefits public schools in Missouri through state economic investment is of particular importance.
4. Provide three or more references that can be contacted from accounts with the same needs as the Gasconade County R-I School District. If possible, we would like at least one reference that is a Corporate Card customer currently utilizing an automated payment process for accounts payable on a corporate pay basis. Please include the following information for each reference provided:
 - Company name
 - Company address
 - Contact name, title, phone number, fax number
 - Term of contract
5. Provide information for three Missouri School Districts that are currently or have been a client / customer of your firm at any time during the past five (5) years. Please provide the following information for each district.
 - District Name
 - Address
 - Contact name, title, phone number, fax number
 - Term of contract
 - If contract has expired, reason for contract expiration
6. Describe any core competencies, special products or services that you would offer to the Gasconade County R-I School District as part of the Purchasing Card and Corporate Card Programs that would deliver a competitive advantage to the Gasconade County R-I School District.
7. Provide a sample of your company's generic Purchasing Card and Corporate Card agreement.

Part 2 – Purchasing Card Program

A. Supplier / Vendor Acceptance

Describe your company's initiative toward incorporating merchants/suppliers who accept the Purchasing Card.

- a. Provide the approximate number of merchants who accept your purchasing card.
- b. State the number of locations in the United States that accepts your card. Please explain the process for international acceptance of the card.
- c. As the District is a political subdivision of the State of Missouri and receives state general revenue as part of its funding, describe any economic investment the card company itself (MasterCard, Visa, Discover, American Express, etc.) has made in the State of Missouri.

B. Card Features and Benefits

1. Provide the types of Purchasing Card accounts your company offers and the distinguishing benefits of each, along with describing best practice uses.
2. As the District is a political subdivision of the State of Missouri and receives state general revenue as part of its funding, describe any economic investment the card company you have chosen to partner with (MasterCard, Visa, Discover, American Express, etc.) has made in the State of Missouri.
3. Describe all card features currently offered with a Purchasing Card account, including but not limited to:
 - Insurance coverage for breakage, loss or theft of product purchased
 - Cash advance or access check availability
 - Ability to customize spending limits and/or restrictions to prevent misuse, abuse, and fraud
 - Approval of denied charges

C. Card Customization

1. Provide at least one example of a customized card design the District could utilize that would identify the card as being unique to the District, and would assist District staff and merchants in easily distinguishing the card at point of sale from other types of cards carried, such as personal cards, rewards cards, etc. Relate any additional design features the card could carry that may benefit the District, and state any cost to the District for customization.

D. Technology/Reporting

Describe your company's current and future position for your Purchasing and Corporate Card program regarding the emergence of the Internet and electronic commerce development/solutions. Specifically cover:

- a. Electronic Procurement (Purchasing Card only)
- b. Online account administration and card program management
- c. Online charge disputes
- d. Ability to interface with District's existing financial management platform
- e. Your ability to provide custom / ad-hoc reports
- f. Describe your automated reporting capabilities

E. Emergency Services

1. Within the U.S., describe all emergency services and toll-free assistance numbers that are available to cardholders and what additional charges may apply. State access and availability of these services and numbers (e.g., 24 hours a day, seven days a week). Outside the U.S., describe all emergency services and toll-free assistance numbers that are available to cardholders and what additional charges may apply. State access and availability of these services (e.g., 24 hours a day, seven days a week).
2. Describe how cardholders obtain replacement cards in the U.S. Give the amount of time that is required for cardholders to receive a replacement card.
3. Describe what a cardholder should do when business traveling and all personal effects (corporate card, all identification, all cash) are stolen. Explain emergency cash and hotel room booking procedures. State what charges are involved and give circumstances under which either the cardholder or the Gasconade County R-I School District would incur liability for fraudulent activity on a lost or stolen purchasing card.

F. Implementation

2. Provide all application material that the Gasconade County R-I School District and their employees must complete. State whether a credit check is required for individual employees and what criteria are used.
3. Explain each step in the implementation process and the length of time to complete the implementation.
4. Describe the services or components at your disposal that will assist the Gasconade County R-I School District in staff training.
5. What is the turnaround time for normal and rush applications?
6. Explain your credit limits and policy for:
 - Individual cards
 - Gasconade County R-I School District's central bill account

7. Describe the services/interaction you will provide after the implementation phase is completed.

C. Compliance Issues

1. Provide information on Gasconade County R-I School District's ability to track and provide state and local sales and use tax information to the customer via the statement-billing file or ad-hoc reporting systems.
2. Provide information on how 1099 information is captured and reported to meet current and future reporting requirements.

D. Billing and Disputes

1. Describe how individual card disputes are handled and detail escalation procedures your company follows for card disputes that are not sufficiently resolved at the merchant level. Provide the average time required for billing dispute resolution after receipt of cardholder notice challenging one or more items. Are credits issued during the investigation period until the dispute is resolved?
2. Describe your company's electronic applications that support and provide Purchasing Card transaction information to the customer. Indicate the options available for the download of this information to the District's system and the frequency or availability to pull this information at the Program Administrator/Coordinator level.
3. What is the average turnaround time from the point the cardholder uses the card to the point the charge is available for pick up in your system?
4. Please indicate the billing frequency, grace period and payment method accepted.

Part 3 – Pricing

1. Provide information on your financial offer to Gasconade County R-I School District for a Purchasing Card and Corporate Card Program and include:
 - a. all fees and charges that may apply to the program
 - b. any rebate offers
 - c. any additional fees not specifically identified herein
 - d. a schedule proposed payment of rebates (e.g. are rebates being paid in advance of anticipated volume or at the end of the year?)
2. Describe how credit losses will impact rebates to the Gasconade County R-I School District.
3. Provide fees (if any) for each of the following:

Please indicate fees, if any	Response
Annual fee	
Card delivery fee	
Replacement card fee	
Late fee	
Cash Advance fee	
International Service fee	
Overnight delivery of replacement card	
Delivery of bulk cards	
Basic card design	
Customized graphic card design	
Full customized plastic and re-order	
Returned check fee	
ACH Return	
Phone payment	
Statement reprinting	
Software	
Initial training	
Implementation fee	
Annual maintenance fee	
Routine maintenance and upgrades	
Additional in-person training	
Automated payment method	
Implementation fee	
Annual maintenance fee	
Routine maintenance and upgrades	
Initial web-based or phone training for Administrators	
Customized programming	

Revenue Share Schedule – Please complete the table below indicating the applicable rebate information.

Monthly Net Volume	Grace Period	Billing Cycle	Rebate Amount
\$0 - \$75,000			
\$75,000 - \$100,000			
\$100,000 - \$250,000			
\$250,000 +			

Please describe in detail the effect of each of the following (if any) on revenue share.

- Average transaction minimum amount \$_____
- Indicate the effect on revenue share when average ticket is below minimum.
- Indicate the effect on revenue share of Large Ticket transactions.

The rebate revenue share schedule is not subject to negotiation and, therefore, should represent the providers best rebate amount as presented.

Part IV - Timeline

September 13, 2019	Preferred vendor notice
October 3, 2019	RFP proposals due 4:00 P.M.
October 4 – 9, 2019	Proposal review
October 10, 2019	Purchasing Card Vendor Award (Board of Education Mtg.)
January 1, 2020	Service Begin Date to be determined based on an implementation plan that best meets the needs of the District.