

Question & Answer #2 and Amendment #1

#00719 / #00819 – Commercial Card Services

This document is posted to capture questions received and to add Participating States and state specific Terms & Conditions to solicitation #00719 / #00819 for Commercial Card Services.

| # | Question | Response | Did this change the solicitation? |
|---|--|--|-----------------------------------|
| 1 | <p>Will all current participants in this program all be moving to the new provider?</p> <p>Will it be mandatory for them to move to the new program?</p> | <p>Mandatory/non-mandatory transition from the current program to the newly awarded Master Agreement and Participating Addendum will vary by State.</p> <p>States provided 2018 program spend amounts to reflect the potential spend on the program size for the new contract.</p> | No. |
| 2 | Who is (are) your current provider(s)? | <p>Current vendors under Master Agreement #00612 are:</p> <p>Cat 1 (Purchase Cards): U.S. Bank National Association</p> <p>Cat 2 (Fleet Cards): US Bank Voyager Fleet Systems Inc.</p> | No. |

| # | Question | Response | Did this change the solicitation? |
|---|--|--|-----------------------------------|
| 3 | <p>The RFP states that your purchase cards must be capable of having Corporate, Joint & Several and Individual Liability. Are all of these liability types <u>required</u> for the program or are they a “would like to have” for the program?</p> <p>Is one liability type more important than another?</p> | <p>The Solicitation Document defines Purchase Cards as: Purchase Card (P-Card): <i>Charge card (payment method) used for business purchases of goods and services.</i></p> <p>As explained in the Introduction Section (page 1), Purchase Cards are made up of multiple product lines – i.e. Purchase Cards, One Cards/Integrated Cards, Travel Cards, declining Balance Cards/Managed Spend Cards, Emergency Cards, Virtual Cards/Single Use Cards, and Electronic Payables.</p> <p>The products offered under Category 1 – Purchase Cards must allow for Purchasing Entities to choose products to use that offer liability types stated in the solicitation.</p> | No. |
| 4 | <p>We understand that we should not attach our contract to our response. Would our contract be in consideration in the future or will it be the negotiation of your Master Agreement only?</p> | <p>Bidders should include any issues with the Master Agreement with their bid as part of Exhibit E1.</p> <p>Enterprise Services will not accept a bidder’s contract as a replacement for the Master Agreement.</p> | No. |

| # | Question | Response | Did this change the solicitation? |
|---|--|---|-----------------------------------|
| 5 | <p>On 15.3, are you asking for fraud liability protection?</p> <p><u>Enterprise Services asked this clarifying question:</u> Can you provide a definition or difference between “fraud liability protection” from your question) and the “fraud protection coverage” (from solicitation document)?</p> <p><u>Bidder’s Response to clarifying question:</u> What I am really asking is if you require an insurance policy to cover fraud or are you looking to make sure that we have a team who are preemptively screening for and addressing fraud within our programs.</p> | <p>The Master Agreement insurance requirements can be found in the Master Agreement, Exhibit C.</p> <p>The Bidder must have a process including how the Bidder screens for fraud and notifies the Purchasing Entity/Cardholder.</p> | No. |
| 6 | <p>Is monthly/Net45 a requirement or a “would like to have”?</p> <p>Should we also propose other options?</p> | <p>Because some Participating States have a <u>requirement</u> to have a Net 45 payment schedule, the Master Agreement will have a Net 45 payment schedule.</p> | No. |
| 7 | <p>Is individual liability on cards a requirement to bid?</p> | <p>Please see response to question #3 above.</p> | No. |
| 8 | <p>What states currently issue individual liability cards?</p> | <p>It is unknown at this time which states use individual liability cards.</p> <p>Our current vendor offers individual liability cards, most are used for travel expenses in lieu of cash advances.</p> | No. |

This document also adds of Participating State additional Terms and Conditions (T&Cs):

- Exhibit D-8 – State of Maryland specific Terms & Conditions



Maryland ITP.pdf

- Exhibit D-9 – State of Utah specific Terms & Conditions



Utah Ts & Cs.pdf

This document also updates the data table (currently on page 40) to include the additional state spend. Changes to the table are highlighted in yellow.

| State | Purchase Card Vol (Agy) | Purchase Card Vol (PoliSub) | Purchase Card Total | Fleet Card Vol (Agy) | Fleet Card Vol (PoliSub) | Fleet Card Total |
|-------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| CO | \$122,000,000 | \$100,000,000 | \$222,000,000 | Included in current program | Included in current program | Included in current program |
| IL | Not available |
| MD | \$284,916,867 | Unknown | \$284,916,867 | Not available | Not available | Not available |
| MT | Included in current program | Included in current program | Included in current program | \$ 18,867,919 | Included | \$ 18,867,919 |
| SD | \$ 10,000,000 | Unknown | \$ 10,000,000 | \$2,536,690 | Unknown | \$ 2,536,690 |
| UT | \$219,837,989 | Included | \$219,837,989 | \$0 | \$0 | \$0 |

Any additional questions regarding this solicitation must be directed to the Procurement Coordinator listed below.

Roni Field
 360.407.7949
 veronica.field@des.wa.gov