

**OHIO UNIVERSITY**  
on behalf of  
**THE INTER-UNIVERSITY COUNCIL PURCHASING GROUP**  
**REQUEST FOR PROPOSAL**

Date Issued: **November 24, 2008** Pre-proposal meeting: **December 11, 2008**

Due Date/Time: **December 23, 2008 @ 3:00 PM, Local Time**

**RFP#: UN09-061**

**Procurement Card Program**

Proposals must be received, by the due date/time specified above at the location below. Proposals received after the due date/time will not be opened and will be returned to the vendor, if requested.

**Mailing Address:**

Ohio University  
Attn: Rusty Thomas, Contract Administrator  
HDL Center, Room 213  
Athens, Ohio 45701

**Contact:**

Rusty Thomas  
Ohio University  
Contract Administrator  
Phone: (740) 593-1968  
Fax: (740) 593-2144  
E-Mail: [thomasr@ohio.edu](mailto:thomasr@ohio.edu)

Interested vendors are encouraged to attend a Pre-Proposal meeting on Thursday, December 11, 2008 at 1:00 P.M., local time, on the campus of Ohio University, Baker University Center, Room 230, One Park Place, Athens, OH 45701

<http://www.bakercenter.org/directions/>  
<http://www.bakercenter.org/parking/>  
<http://www.bakercenter.org/dining/>

By signing this document I am agreeing, on behalf of my firm, to the specifications of this RFP and accepting, without exception or amendment the IUC-PG's Standard RFP Instructions, Agreement Terms and RFP Requirements (Sections II and III). All purchase orders resulting from this RFP shall be subject to these instructions, terms and requirements that shall be incorporated therein.<sup>1</sup>

Submitted by: Company \_\_\_\_\_  
Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_  
(Printed Name) (Title)

**PLEASE READ THE INFORMATION BELOW** - By signing this document the awarded supplier(s) agree to the following requirements.

**Administrative Fee:** *Supplier will provide to the Inter-University Council Purchasing Group (IUC-PG), a Contract Administrative Fee (CAF), to be calculated annually, which is equivalent to **5 basis points** of the total of all usage pursuant to this Agreement during the previous year. These fees are to offset the expenses of the IUC-PG in administering this Agreement and are disclosed to and approved by its Members. The annual fee should be made payable to The Inter-University Council Purchasing Group within 30 days from the end of each fiscal year. Additionally a quarterly Report of Volume will be made within 30 days of each quarter.*

***Above referenced reports and annual payment are to be filed with the IUCPG, C/O Inter-University Council of Ohio, Attention: Sara Grundei, 10 West Broad Street, Suite 450, Columbus, OH 43215. Failure to submit these fees when due shall constitute grounds to IMMEDIATELY terminate this Agreement but Supplier shall remain liable for any fees due prior to such notification.***

<sup>1</sup> Should a bidder take exception to the IUCPG instructions (Section II and III) the bidder must submit such exceptions and/or amendments in writing to the contact above within five (5) business days prior to the Proposal Closing Date. The IUCPG reserves the right to reject some, all or none of the proposed exceptions and/or amendments and assert its Standard RFP Instructions as described in Sections II, and III.

**REQUEST FOR PROPOSAL**

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**PROCUREMENT CARD PROGRAM**

Due Date: December 23, 2008 at 3:00 P.M. Local Time

**SECTION I**

**Definitions**

Relative to this document, and any addenda incorporated therein, the following definitions apply.

**General:**

**RFP:** Request for Proposal.

**Shall, Must, Will:** Indicates a mandatory requirement. Failure to meet mandatory requirements will invalidate the proposal, or result in rejection of a proposal as non-responsive.

**May, Should:** Indicates something that is requested but not mandatory. If the Bidder fails to provide requested information, the Inter-University Council – Purchasing Group may, at its sole option, either request that the Bidder to provide the information or evaluate the proposal without the information.

**IUC, IUCPG, IUC-PG:** The Inter-University Council, The Inter-University Council – Purchasing Group.

**University/Member Institution:** A State of Ohio supported institution of higher education.

**OCA:** The Ohio College Association

**CO-OPPs:** Central Ohio Organization of Public Purchasers – an intergovernmental cooperative that combines the purchasing power of entities to save direct and indirect costs while maintaining a supply chain for the delivery of public services.

**CUE:** Community University Education Purchasing Association (CUE) - a professional, non-profit association with members located in four counties (Medina, Portage, Stark and Summit) that make it possible for public, non-profit entities to save substantial sums of money through volume collective purchasing.

**Agreement, Contract or Purchase Order:** Award resulting from the Request for Proposal or Request for Quotation.

**CMV:** A minority owned or controlled business as defined in the Ohio Revised Code Section 122.71 and certified by the State of Ohio Equal Opportunity Commission.

**EDGE Program:** Encouraging Diversity Growth and Equity program as defined in the Ohio Revised Code Section 123 and 125.

**P-Card:** Procurement Card, Purchasing Card, Travel Card, Declining Balance Card

**Proposer:** Respondent to the Request for Proposal.

**Proposal, Quotation:** Response provided by Proposer.

**Addendum (a):** Written instruments, issued solely by the Inter-University Council-Purchasing Group, that details amendments, changes or clarifications to the specifications and terms and conditions of this RFP. Such written instruments shall be the sole method employed by the IUCPG to amend, change or clarify this RFP, and any claims (from whatever source) that verbal amendments changes or clarifications have been made shall be summarily rejected by the IUCPG.

**Proposal Closing Date:** The date and time specified in this RFP by which the proposal must be received by the IUC-PG Director of Strategic Procurement in accordance with date and time shown on the cover page of this RFP. Proposals received after such date and time will not be considered.

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**SECTION II**

**Standard RFP Instructions**

Bidders are cautioned to read this entire document carefully and to prepare and submit their response providing all requested information in accordance with the terms and conditions set forth herein. To be considered, Bidders must submit a complete response to this **RFP** in the format detailed by the specifications. **Proposals** must be dated, signed by an official authorized to bind the Bidder to the terms of their proposal and submitted to the **IUCPG** in accordance with the instructions, terms and conditions of this **RFP**.

The IUCPG reserves the right to:

- Reject any or all **proposals** received in response to this **RFP**;
- Request clarification from any Bidder on any or all aspects of its **proposal**;
- Cancel and/or reissue this **RFP** at any time;
- Retain all **quotations or proposals** submitted in response to this **RFP**; and,
- **Invite some, all, or none of the Bidder(s) for interviews and further negotiations/discussion. The IUCPG reserves the right to negotiate the pricing and all terms and conditions associated with this RFP process with the selected vendor(s).**

**Instructions**

1. **Awards:** Any **agreement** entered into as a result of this inquiry may be awarded to one **supplier** or to several as multiple awards, whichever is in the best interest of the purpose and intent of the **member institutions**. The **member institutions** reserve the right to judgment concerning quality of product, service and the **supplier(s)** capability to service the **agreement**. Unless the Bidder states otherwise, the IUCPG reserves the right to award by items, groups of items, or as a whole, whichever is deemed most advantageous to the IUCPG. If an **award** is made, the vendor(s) determined to have offered the best overall value to the IUCPG shall be accepted.
2. **Evaluation:** Price/discounts, although a factor, will not be the sole determining factor in award of the agreement. **Please see Section V, Background, Scope of Agreement and Program Specifications, Item # V – Selection Criteria for a list of items to be used in the evaluation.**
3. **Incurred Expenses:** The Bidder(s), by submitting a proposal, agrees that any cost incurred by responding to this RFP, or in support of activities associated with this RFP, shall be the Bidder(s) sole responsibility and may not be billed to the IUCPG or its members. The IUCPG will incur no obligation of liability whatsoever to anyone resulting from issuance of, or activities pertaining to this RFP.
4. **Informal Proposals:** RFPs are informal proposals and will not be read at a public opening. Written requests for proposal results must include the **RFP Proposal** number and closing date. If Bidder wishes to obtain a copy of the proposal tabulation and/or evaluation form once award is complete, Bidder should include a self-addressed, stamped envelope with its quote.
5. **IUCPG Rights:** The IUCPG reserves the right to reject all, some, or none of the received **proposals** and to waive informalities contained in **proposals** that are not inconsistent with law. The IUCPG may also waive any minor defects in the **proposal** and also reserves the right to negotiate the final terms of the agreement with the vendor(s) determined to be a finalist for selection on this solicitation.
6. **No Proposal Requirement:** If the supplier is unable to provide a proposal, date and sign the price inquiry, indicate **"NO BID,"** provide a brief explanation, and return the price inquiry before **Proposal Closing Date**. Failure to extend this courtesy may jeopardize consideration for receiving future proposal inquiries.
7. **Pricing:** Firm prices, and/or discounts for the full term of the price agreement are required and offers of guaranteed price stability will be a consideration in award.

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Review **proposals** carefully, since it shall not be corrected after the Proposal Closing Date. Any agreement or purchase order resulting from this inquiry shall require the successful Bidder to adhere to all specified conditions. Failure by the Bidder to meet delivery schedules: to deliver within a reasonable time, as interpreted solely by the IUCPG; to make replacement of rejected articles; or any other failure to perform in accordance with the terms and conditions of the inquiry and resultant agreement shall allow the IUCPG, at its sole discretion, to rescind or cancel the agreement and purchase in the open market articles or services of comparable grade to replace those rejected or not delivered. Bidder agrees to reimburse the **member institution** for any expense incurred in excess of the original contract price on all such purchases.

8. **Samples:** Any samples required for award evaluation must be furnished as requested, free of any expense. Unless destruction of sample is necessary for testing purposes, or retention of sample is required as a quality standard for future items shipped, samples will be returned to Bidder, at Bidder's expense, upon request. Unless otherwise requested or necessary, samples become the property of **IUCPG**.
9. **Specifications: Proposals** are requested on the materials and/or services specified. Instructions, manufacturer's model or catalogue numbers, etc., where shown herein, are for descriptive purposes only and to guide the Bidder in interpretation of the quality, design and performance desired, and shall not be construed to exclude **proposals** offering other types of material or service unless otherwise noted. If the description of your offer differs in any way, you must give complete detailed description of your **proposal** including pictures and literature where applicable. Supplier **must** provide proposal exactly as specified on this **RFP/RFQ**. Bidder may also offer alternatives. The IUC-PG reserves the sole right to determine if any alternates offered will be accepted.
10. **Quantity and Commitments:** The IUCPG **member institutions** of higher education do not jointly or individually obligate themselves to procure the volume of material projected unless specifically addressed within the RFP document. Discounts or prices offered must remain for the initial term of the agreement unless specifically addressed in the vendors response and agreed to by the IUC-PG. The **member institutions** have varying needs and it shall be understood that requirements and supplier selection shall be made solely at the discretion of each **member institution**. The requirements may exceed the volume estimated and the **supplier(s)** will be required to furnish all requirements as shown on a contract issued from any of the member institutions that are dated prior to termination date of the agreement (by mailing date). The resulting **price agreement** does not preclude competitive bidding for the acquisition of any item(s) or products(s) that may be included herein.
11. **Quote Submittal:** *Quotes and/or Proposals* should follow the chronology of the *RFP*. Bidders may return **Quotes and/or Proposals** to the IUCPG prior to the **Proposal Closing Date** due date/time (as determined by the clock in the bidding institutions procurement office), by first class certified mail, return-receipt requested, express mail, and/or hand-delivery. Proposals will be **accepted only if the cover page is signed and dated**. **Proposals** received after the **Proposal Closing Date** will not be considered. Office hours for receipt of proposals or quotes are normally Monday through Friday, 8 AM to 5 P.M., local time. Requests for extension of **Proposal Closing Date** will not be granted unless the IUCPG determines, at its sole discretion, that the original **Proposal Closing Date** appears impractical. Notice of any extension will be provided in the form of an **Addendum**, posted to the IUCPG web site.

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**SECTION III**

**Standard RFP Agreement Terms**

**Agreement Terms**

1. **Administrative Fee:** *Supplier will provide to the Inter-University Council Purchasing Group (IUC-PG), a Contract Administrative Fee (CAF), to be calculated annually, which is equivalent to 5 basis points of the total invoice amounts of all usage pursuant to this Agreement during the previous year. These fees are to offset the expenses of the IUC-PG in administering this Agreement and are disclosed to and approved by its Members. The annual fee should be made payable to The Inter-University Council Purchasing Group within 30 days from the end of each fiscal year. Additionally a quarterly Report of Volume will be made within 30 days of each quarter.*

***Above referenced reports and annual payment are to be filed with the IUCPG, C/O Inter-University Council of Ohio, Attention: Sara Grundei, 10 West Broad Street, Suite 450, Columbus, OH 43215. Failure to submit these fees when due shall constitute grounds to IMMEDIATELY terminate this Agreement but Supplier shall remain liable for any fees due prior to such notification.***

2. **Advertising:** No Bidder providing products or services to the **IUCPG**, or **member institutions**, shall appropriate or make use of the name or other identifying marks or property in its advertising.
3. **Auditing Policy:** The selected vendor(s) on this agreement will be required to cooperate with any outside auditor employed by the IUCPG, an IUCPG member or an auditor employed by an IUCPG member, for the sake of monitoring that the vendor is complying with the terms of this agreement. If discrepancies are found and they appear to be unintentional, the successful vendor will correct the situation and return any overpayments that may have been made by any IUCPG member. Any appearance of intentional wrong doing by the vendor will be cause for the immediate cancellation of any agreement entered into by IUCPG and the selected vendor. Any volume guarantees agreed to will become null and void.
4. **Authority:** The IUCPG and its Director of Strategic Procurement are not authorized and cannot sign for warrant terms and conditions of its **member institutions**. All final terms and conditions will be identified by the individual **member institutions** upon execution of an order.
5. **Campaign Contributions:** Company hereby certifies that all applicable parties listed in Division (I)(3) or (J)(3) of O.R.C. Section 3517.13 are in full compliance with Divisions (I)(1) and (J)(1) of O.R.C. Section 3517.13.
6. **Compliance:** Bidder warrants that both in submission of its **proposal** and performance of any resultant purchase order or contract, Bidder will comply with all applicable Federal, state, and local laws, regulations, rules, or ordinances.
7. **Conflicts of Interest and Ethics Compliance:** No personnel of Company or member of the governing body of any locality or other public official or employee of any such locality in which, or relating to which, the work under this Agreement is being carried out, and who exercise any functions or responsibilities in connection with the review or approval of this Agreement or carrying out of any such work, shall, prior to the completion of said work, voluntarily acquire any personal interest, direct or indirect, which is incompatible or in conflict with the discharge and fulfillment of his or her functions and responsibilities with respect to the carrying out of said work.

Any such person who acquires an incompatible or conflicting personal interest, on or after the effective date of this Agreement, or who involuntarily acquires any such incompatible or conflicting personal interest, shall immediately disclose his or her interest to Agency in writing. Thereafter, he or she shall not participate in any action affecting the work under this Agreement, unless Agency shall determine in its sole

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discretion that, in the light of the personal interest disclosed, his or her participation in any action would not be contrary to the public interest.

Company represents, warrants, and certifies that it and its employees engaged in the administration or performance of the Agreement are knowledgeable of and understand the Ohio Ethics and Conflicts of Interest laws and Executive Order No. 2007-O1S. Contractor further represents, warrants, and certifies that neither Contractor nor any of its employees will do any act that is inconsistent with such laws and Executive Order. The Governor's Executive Orders may be found by accessing the following website: <http://governor.ohio.gov/GovernorsOffice/ExecutiveOrdersDirectives/tabid/105/Default.aspx>.

- 8. **Contract Term:** The contract term will commence on the date of award and will remain firm for a period of Five (5) years with an option to re-negotiate with successful vendor after the initial five (5) year contract period, to extend the agreement for up to five (5) additional periods, one year at a time, subject to the mutual agreement of the IUC-PG and the selected vendor(s). The IUC-PG reserves the right to extend the resultant price agreement beyond the normal expiration date if the IUCPG determines it to be in their best interest and the selected vendor(s) agrees to the extension. The length of the extension will be determined by the IUCPG.
- 9. **Declaration Regarding Material Assistance/Non Assistance To A Terrorist Organization:** Company hereby represents and warrants to Agency that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to any organization identified by and included on the United States Department of State Terrorist Exclusion List and that it has truthfully answered "no" to every question on the 'Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization.' Contractor further represents and warrants that it has provided or will provide such to Agency prior to execution of this Agreement. If these representations and warranties are found to be false, this Agreement is void *ab initio* and Contractor shall immediately repay to Agency any funds paid under this Agreement.
- 10. **Ethical Conduct:** It is expected that once an agreement is issued, suppliers (awarded or not awarded) will not undertake any actions that might interfere with, or be detrimental to, the contractual obligations of the IUCPG, its Director of Strategic Procurement or its member institutions. The IUCPG reserves the right to take any and all actions deemed appropriate in response to unethical conduct by a vendor. Such actions include, but are not limited to, establishing guidelines for campus visits by a vendor, and/or removal of a vendor from the IUCPG's Bidders list(s).

Apart from the contact required for any on-going business at the IUCPG member institutions, vendors are specifically prohibited from contacting any individual at, or associated with the IUCPG or universities regarding this RFP. Vendor communication shall be limited to the contact named on the cover page of this document. A vendor's failure to adhere to this prohibition may, at the IUCPG's sole discretion, disqualify the vendor's quotation and/or proposal.

- 11. **Hold Harmless:** It is understood that the Bidder, if awarded a Contract, agrees to protect, defend, and save harmless the IUCPG, its Director of Strategic Procurement, and the buyer from any suits or demands for payment that may be brought against it for use of any patented material, process, article or device that may enter into the manufacture or construction, or form a part of the works covered by either order or contract.
- 12. **Insurance Requirements:** The vendor shall procure and maintain, at its expense, during the term of this proposal, at least the following insurance, covering work performed:

	<u>COVERAGE</u>		<u>LIMITS</u>
A.	Workman's Compensation	-	As required by Ohio Law
B.	Employer's Liability	-	\$500,000 each occurrence
C.	General Liability	-	\$1,000,000 each occurrence \$2,000,000 annual aggregate
D.	Auto Liability	-	\$1,000,000 combined single limit Bodily injury and physical damage

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The vendor shall name the IUCPG and the individual member as an additional insured on each policy and respective Certificate of Insurance shall expressly provide that no less than 30 days prior written notice shall be given to the IUCPG and the individual member in the event of cancellation, non-renewal, expiration or material alteration of the coverage contained in such policy or evidenced by such Certificate of Insurance. Upon request, the vendor agrees to furnish insurance certificates, showing the vendor's compliance with this section.

The vendor, its employees and subcontractors shall comply with the IUCPG member's safety procedures while on the universities premises, provided such procedures are conspicuously and legibly posted in the working area or have been delivered, in writing, to the vendor prior to the commencement of work on the universities premises.

13. **New Products/Services:** New related product lines/services, not available at the time of bidding, may be added during the course of this agreement by the awarded vendor(s). Requests to add new related product lines/services must be submitted to the IUCPG Director of Strategic Procurement for prior approval before offerings are made to the **member institutions**.
14. **Non-Discrimination:** In submitting its *proposal*, or performing that which results from an award by the IUCPG, the successful Bidder agrees not to discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment because of race, color, creed, religion, sexual orientation, national origin, sex, age, handicap or Vietnam era veteran status. The successful Bidder further agrees that every sub-contract for parts and/or service for any ensuing order will contain a provision requiring non-discrimination in employment as specified above. This covenant is required pursuant to Executive Order 11246, Laws and Regulations of the State of Ohio. Any breach thereof may be regarded as material breach of contract or purchase order.
15. **Ohio Revised Code Section 9.24:** Ohio Revised Code (O.R.C.) Section 9.24, prohibits the State from awarding a contract to any offer or(s) against whom the Auditor of State has issued a finding for recovery if the finding for recovery is "unresolved" at the time of award. By submitting a proposal, offeror warrants that it is not now, and will not become subject to an "unresolved" finding for recovery under O.R.C. 9.24, prior to the award of any contract arising out of this RFP, without notifying the Agency of such finding.
16. **Orders, Delivery and Billings:** Orders will come from the member **institutions** as the need occurs. Delivery must be prompt and as directed by the **member institution**. Billing must also be as directed by the **member institution**. Continued failure to meet delivery requirements is cause for cancellation of the agreement (Uniform Commercial Code Section(s) 2-712 and 2-713).
17. **Proprietary Information:** All evaluation criteria for proposals are non-proprietary and subject to public disclosure after contract award. All *proposals*, except for items reasonably identified by Bidder as trade secrets or proprietary information, are subject to public disclosure under Ohio Revised Code Section 149.43. Bidder shall be solely responsible for protecting its own trade secret or proprietary information, and will be responsible for all costs associated with protecting this information from disclosure. The **IUCPG** shall keep one (1) copy of *proposals* in accordance with its records retention schedule.
18. **Provisions:** If any provisions in the resultant agreement are held to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force and effect without being impaired or invalidated in any way.
19. **Purpose and Intent:** The Inter-University Council Purchasing Group (IUCPG), representing the State Institutions of Higher Education as listed on the attached roster, requests proposals offering educational discounts/pricing for **Procurement Card Program**. Consideration will only be given to companies qualified and authorized to sell and service the products selected for this award. The IUCPG reserves the right to judge whether total low award or awards by item group are in its best interest and to award accordingly. A multiple award may be made should results indicate such is advantageous to the IUCPG member institutions. Any contingency on total award, combination of items or minimum order, must be



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clearly defined in your RFP response. The resultant price agreement will provide a discount pricing structure and reduce repetitive competitive bidding. The member institutions have varying needs and it shall be understood that requirements and vendor selection shall be made solely at the discretion of each member institution. In addition, the resulting price agreement does not preclude competitive bidding by members for the acquisition of any item(s) or product(s), which may be included herein.

20. **Quality of Service:** The successful **Bidder** must be prepared to furnish continual top quality service to all of the institutions listed on the roster of institutions. Failure to do so may be considered just cause for cancellation of the agreement.
21. **Reports:** Awarded supplier(s) will be required to provide to the **IUCPG**, at the address shown on page 1, quarterly usage reports by **member institutions** which will include total purchase dollars for the reporting period. This report should include, but not be limited to, Member name, city, state, and transaction date of sale. The initial report of sales is due no later than 10 days following end of the month. Above referenced reports are to be filed with the IUC's Director of Strategic Procurement. Administrative Fee payments should be included with the quarterly reports. Failure to provide these reports and Administrative Fees may result in cancellation of the **agreement**.
22. **State Law:** Any agreement entered into as a result this solicitation will be governed by the laws of the State of Ohio.
23. **Senate Bill Number 9:** Please review the following link regarding Demonstration of Material Assistance with Homeland Security: <http://www.homelandsecurity.ohio.gov/dma.asp>
24. **Use of IUCPG Contracts:** It is the intent of the Inter-University Council Purchasing Group that unless otherwise stated in the request for proposals, or otherwise agreed to between the **supplier** and the individual **member institution** under an additional agreement, products and services contracted for under **IUCPG** price agreements and purchased by **member institutions** shall be for the end use or consumption of the **member institution** and are not intended for resale.
25. **Vendor Performance:** Consistent failure of **supplier(s)** to meet the **member institutions'** terms and conditions, deemed by the **IUCPG** in its sole discretion, and to be a material breach including but not limited to delivery, required service levels, quality, invoice inaccuracies, etc., will constitute a default of the **agreement** by the **supplier**. In the event that the said default continues for a period of thirty (30) days after the **supplier's** receipt of the notice of default, the member institution reserves the right to immediately terminate the agreement. Termination shall in no way limit the **member institution's** right to recover damages that arose as a result of the **supplier's** breach.
26. **Liquidation Damages:** in the event that the successful bidder shall for any reason cause members of the IUC to have to change card provider from one card type to another or for any reason must undergo a re-issuance or re-implementation during the initial contract period of the executed agreement, the IUC participating members shall be awarded liquidated damages equal to one half (1/2) the previous year's basis point rebate, if the member did make a change.

**SECTION IV**

**RFP Response Instructions**

**PROJECT SUMMARY:** The IUCPG, on behalf of its members, is seeking proposals for **Procurement Card Program**. The selected vendor(s) must be able to demonstrate their ability to service all IUCPG members according to the criteria established within this RFP.

**1. RFP Schedule of Events**

The IUCPG will make every effort to adhere to the schedule detailed below:

<b>RFP Issued via Website</b>	<b>November 24, 2008</b>	<b>Local Time</b>
<b>RFP Proposal Inquiry Form Due Schedule D (Questions)</b>	<b>December 5 , 2008</b>	<b>by 5:00 PM Local Time</b>
<b>Pre-Proposal meeting at Ohio University</b>	<b>December 11, 2008</b>	<b>at 1:00 PM</b> See the specific information listed below for this meeting.
<b>Responses to Proposal Inquiry Form</b>	<b>December 11, 2008</b>	<b>at 1:00 PM Pre-Proposal Meeting</b>
<b>RFP Proposal Closing Date</b>	<b>December 23, 2008</b>	<b>by 3:00 PM Local Time</b>

**PRE-PROPOSAL MEETING INFORMATION**

**December 11, 2008 at 1:00 PM**

**Interested vendors are encouraged to attend a Pre-Proposal meeting on Thursday, December 11, 2008 at 1:00 P.M., local time, on the campus of Ohio University, Baker University Center, Room 230, One Park Place, Athens, OH 45701. The IUCPG will provide a brief overview of the RFP and will entertain questions from all attendees. The IUCPG and its members will not be responsible for disseminating any information presented at this meeting.**

<http://www.bakercenter.org/directions/>  
<http://www.bakercenter.org/parking/>  
<http://www.bakercenter.org/dining/>

Accommodations: Ohio University Inn: <http://www.ouinn.com/>  
Contact: Betsy Baringer 866-593-6661 Discount Code: OU - PCARD BID

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**2. RFP CHECK LIST**

**Bidders Must Submit The Following:**

The following **MUST** be included in the proposal-response package by the proposal due-date/time; failure to do so MAY invalidate the proposal response.

- Signed and dated RFP cover sheet.
- Signed and dated Addenda (if any)
- Schedule A: Vendor Data Sheet - Respond to all items in Schedule A: failure to do so may invalidate proposal from consideration.
- Schedule B: Procurement Card Program Rebate Schedule (Signed and Completed).
- Schedule C: Certification Form (Signed and Completed).
- Schedule E: Program and Technical Questions
- Project Implementation Plan
- Properly executed Insurance Certificate
- Sample Contract Agreement that incorporates the standard terms and conditions of this RFP
- Other documents as designated by Addendum
- Vendor will need to comply with all Federal, State, and Local regulations as required.
- Provide at least two references of university Procurement Card programs and two references of accounts that have left your company within the last 24 months for reasons other than consolidation.

**3. RFP Questions**

Bidders must submit questions by **5:00 PM on December 5, 2008, 5:00 PM local time**, using SCHEDULE D: INTER-UNIVERSITY COUNCIL PURCHASING GROUP INQUIRY FORM. Questions submitted by the deadline will be answered no later than, **December 11, 2008**. All questions may be submitted via fax or e-mail as indicated below. Questions will not be accepted after **December 5, 2008 by 5:00 PM local time**. However questions may be asked at the **pre-proposal meeting on December 11, 2008**. These questions will be answered at the meeting or soon following via addendum if necessary.

During the IUCPG competitive proposal process, up to and including the issuance of an agreement letter, under no circumstances may a Bidder contact other individuals at **member institutions** to discuss any aspect of this inquiry or attempt to influence the process. Failure of a Bidder to comply with this protocol may invalidate their proposal response.

Questions pertaining to this **RFP** must be directed solely to:

Ohio University  
Attn: Rusty Thomas, Contract Administrator  
HDL Center, Room 213  
Athens, Ohio 45701

E-Mail: [thomasr@ohio.edu](mailto:thomasr@ohio.edu)

Fax: (740) 593-2144

**PROCUREMENT CARD PROGRAM**

Due Date: December 23, 2008 at 3:00 P.M. Local Time

**4. RFP Proposal Closing Date and Location**

Responses to this RFP must be received by **3:00 PM local time, December 23, 2008.**

Vendors must deliver all hardcopy RFP responses to:

**Ohio University  
Attn: Rusty Thomas, Contract Administrator  
HDL Center, Room 213  
Athens, Ohio 45701**

**RFP No. UN09-061 (Procurement Card Program)**

**5. Response Submission**

Responses must address all aspects of the RFP and should follow the chronology of the RFP. Provide four (4) complete hard copies of your response to the RFP; one (1) of the copies must be clearly labeled "MASTER". Should a discrepancy arise between various copies of the RFP, information contained in the "MASTER" copy shall prevail over conflicting information. **In addition, vendors must also include one (1) electronic copy cd (non-copy righted) of its response, preferably in PDF, MS Word and/or Excel format.** Specific pricing sheets should be prepared in Excel format. All information requested in the RFP must be submitted in a manner consistent with Schedule A, Vendor Data Sheet, Schedule B, Procurement Card Program Pricing Proposal Form, Schedule C, Certification Form, Schedule E, Program and Technical Questions. Please submit hardcopy Proposals in a binder on 8½"x11", letter sized paper, if necessary. Each proposal should be prepared simply and economically, providing a straightforward concise description of the approach and ability to meet the IUCPG requirements. It is the responsibility of the vendor to see that their proposal is received on time.

6. **RFP Acceptance:** It is the sole responsibility of the bidder to submit their bid response ON TIME and at the location shown within this RFP. **Requests for extension of the due date or time may not be considered. LATE RESPONSES WILL NOT BE ACCEPTED.**

**SECTION V**

**BACKGROUND, SCOPE OF AGREEMENT AND PROGRAM SPECIFICATIONS**

**1. Background**

The Inter-University Council Purchasing Group of Ohio, frequently called the IUC or IUC-PG, is a purchasing consortium comprised of the purchasing officers of the State of Ohio institutions of higher education. The purpose of the formation was to achieve standardization of requirements, methods of operation and to buy at optimum quantity discounts. The organization has 34 members made up of the 13 state universities, 1 medical college, 13 community colleges and 7 technical colleges & institutions that receive state appropriated funds (see Appendix A).

The IUCPG operates under the requirements of the current appropriation legislation, The Ohio Revised Code, and the By-Laws of each institution's Board of Trustees. All contracts entered in to shall be governed by such laws aforementioned in the state of Ohio.

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**Scope of this Agreement**

The Inter-University Council Purchasing Group requests proposals from qualified vendors to supply the IUCPG with a Procurement Card Program as described herein. The IUCPG reserves the right to review or not to review any additional offerings that may be submitted and to select any additional offerings that are determined to be in the best interest of the IUCPG and its members.

The purpose of this RFP is to establish a prime business supplier to provide a complete Procurement Card Program for the IUCPG, with the greatest array of value-added services and revenue incentives. An attractive program is available to the IUCPG through its membership in a higher education consortium. Nevertheless, the University has elected to make this opportunity available to all interested parties through the competitive bid process. The chart on the following page is meant to be representative of current historical volume usages estimates as of November 24, 2008 for the institutions listed.

Membership in IUCPG should not be construed as any form of commitment to this Agreement by any member. **No representation is made that any products will be purchased or that any services will be utilized.** Additionally, no offer shall be construed to represent an offerer's proposal or intent to terminate, or in any way modify, an existing procurement card agreement in place with any member institution.

**Program Statistics**

- Annual Procurement Card purchases are approximately \$208.7million, please refer to chart in Exhibit A.
- It is estimated that it will take approximately 3-5 years for institutions to move total volume to the successful provider do to existing contracts in place. When a member executes a contract as a part of this consortium agreement, their first year is expected to be treated as a mature year and the basis point rebate is to be calculated based upon their prior year's experience. Subsequently, member s are required to show evidence of their previous 12 months of spend data to the successful provider.
- A single-transaction limit of \$1,500K, with a \$5K billing-cycle limit, is typical, but will be decided by individual institutions policies.
- Approximately 8,773 Procurement Cards are currently in use by all IUCPG members.
- The most common payment cycle utilized by the participating IUCPG members is payment 15 days after the close of a 28 day cycle.

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**(Exhibit A)****IUC-PG PROCUREMENT CARD VOLUME, CARDS & LIMITS****November 24, 2008**

INSTITUTION	YEARLY VOLUME	Contract Expires	# of Cards	Monthly Limit	Single Limit
AKRON	\$7,800,000.00	12/1/2012	670	5,000	1,500
BELMONT TECH COLLEGE					
BOWLING GREEN	\$16,200,000.00	7/1/2010	754	15,000	1,500
CENTRAL OHIO TECH COLLEGE	\$1,000,000.00		n/a		
CENTRAL STATE	\$470,000.00		56	10,000	2,000
CINCINNATI	\$36,000,000.00	09/2010	0		
CINCINNATI ST. TECH & COMM COLLEGE					
CLARK STATE COMM COLLEGE					
CLEVELAND STATE	\$550,000.00	7/1/2009	66	10,000	1,500
COLUMBUS STATE COMM COLLEGE					
CUYAHOGA COMM. COLLEGE	\$3,000,000.00		300	10,000	1,000
EDISON STATE COMM COLLEGE					
HOCKING TECH COLLEGE					
JAMES A ROHODES ST COLLEGE					
JEFFERSON COMM COLLEGE					
KENT STATE	\$20,000,000.00	7/1/2013	300	25,000	2,500
LAKELAND COMMUNITY COLLEGE.	\$450,000.00		17	2,500	500
LORAIN CO. COMM COLLEGE					
MARION TECH COLLEGE					
MIAMI	\$8,500,000.00	1/01/09	400	8000	1000
NEOUCOM	\$3,400,000.00	2/1/2011	75	15,000	2,500
NORTH CENTRAL ST TECH COLLEGE					
OHIO STATE UNIVERSITY	\$16,000,000.00		950	5,000	1,000
OHIO UNIVERSITY	\$33,000,000.00	10/1/2011	2,200	5,000	1,500
OWNES COMMUNITY COLLEGE					
SHAWNEE STATE	\$1,500,000.00	6/21/2009	153	10,000	1,000
SINCLAIR COMM. COLLEGE	\$5,161,383.00		300	2,000	500
SOUTHERN STATE COMM COLLEGE					
STARK STATE COLLEGE			n/a		
TERRA COMM COLLEGE					
TOLEDO	\$39,700,000.00		832	10,000	1,000
WASHINGTON ST COMM COLLEGE					
WRIGHT STATE	\$12,000,000.00	7/1/2010	1,700	5,000	1,000
YOUNGSTOWN STATE	\$4,000,000.00	1/01/2009	400	15,000	1,500
Total	\$208,731,383.00		8,773		

**PROCUREMENT CARD PROGRAM**

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**2. PROGRAM SPECIFICATIONS:**

The IUCPG wishes to enter into an agreement whereby a preferred vendor relationship is established with a single or multiple vendor(s) for the purchase and delivery of a **Procurement Card Program** as needed. This program will be designed in such a manner that all IUCPG members will be able to purchase the **Procurement Card Program** from the selected vendor(s) at the most favorable pricing structure and with guaranteed delivery terms.

An outline of the proposed agreement that the IUCPG is considering is listed below. Please keep in mind that the IUCPG may be willing to look at specific program changes or additions offered. **A final Master Services agreement will be negotiated with the selected vendor and individual IUCPG members may negotiate additional items, service level agreements, and/ or points of interest unique to their needs.**

**I Requirements for all Bidders**

Provide answers to all questions as outlined in Schedule E, Program and Technical Questions.

**II Supplier Responsibilities:**

**1) Campus Activities**

Supplier is responsible for all on campus activities which may include:

- (a) Understanding individual campus buying procedures and practices
- (b) Providing supplier specific marketing materials as necessary
- (c) Initial training of member(s) institution staff and all follow-up training as required.

**III Process:**

**1) Invoices and Payment**

Invoices (if any) shall be directed to the appropriate location(s) specified by the member. Invoices and payment terms must comply with the requirements of each Member. The Member alone shall be liable or responsible for payment for services under this agreement. Neither the IUCPG nor its other members shall be liable for the indebtedness of any one member.

**2) Third Party Subcontractors and Responsibilities of the Supplier**

In the event that the Supplier chooses to subcontract any service under the terms herein, the Supplier shall fully warrant prompt performance of the subcontractor in a fully complete, workmanlike manner customary to the industry. Failure by the subcontractor to perform in a timely manner as specified above shall not relieve the Supplier of its obligations to make complete timely delivery of services at no additional cost to the member.

**3) Supplemental Agreements**

Member and Supplier may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this RFP. Any supplemental agreement developed as a result of this RFP is exclusively between the member and Supplier. The IUCPG, its agents, members and employees shall not be made party to any claim for breach of such agreement. Any supplemental agreement between Supplier and member is exclusively between member and the Supplier and will be subject to immediate cancellation by the member (without penalty to the member) if, in the opinion of the member, the services, specification requirements, and/or the terms and conditions are not maintained as stated in the supplemental

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agreement. However, though exclusive to the member, any agreement reached will be made available to the other members to also form an exclusive agreement.

4) **Sponsorship**

Each member may elect to negotiate with the Supplier promotional sponsorship programs. The IUCPG will not negotiate promotional sponsorship programs on behalf of members with Supplier and will not be considered as part of the evaluation.

**IV Additional Services**

- During the course of the agreement, the IUCPG reserves the right to add ANY services or expand scope of services that may not have been available at the time of the contract award.
- Bidders are encouraged to provide information regarding additional services that are not outlined herein. Although a Proposal Response Format has been provided, this is not intended to limit Proposers' innovations or creativity in preparing a proposal. Innovative ideas, new concepts and partnership arrangements other than those presented in this document may be considered. For example, these might include unique business features, special services, additional incentives or terms and conditions specific to each Proposer. The IUCPG and the RFP team may accept an offer that demonstrates such a significant change; improvement or new technology that may be considered a break through advancement to the services being sought. Such an offer may be considered in the evaluation process. Such a significant advancement must be evaluated and recognized within the IUCPG membership as a breakthrough that will materially improve the Members' collegial mission through the use of the specific products offered. This advancement shall not be considered to be "next generation" technology in a natural evolution within any industry.
- Please indicate any other value-added possibilities including unique business features, and special services, incentives, or terms and conditions that could be combined with this RFP. Each value-added submission should be described separately.

**V Evaluation**

Any contract, if awarded, resulting from this RFP will be in writing and will be awarded to the responsive and responsible bidder whose proposal, in the opinion of the IUC, offers the greatest benefit to the University's when considering the total value, including the quality of service, total cost and financial benefits.

The following evaluation criteria will be weighted at the IUCPG's discretion.

- Schedule B, Financial benefits and Rebate
- Schedule E, Program and Technical Questions
- Additional Services

The instructions set forth in this section prescribe the format to be followed by each Proposer in the preparation and presentation of the RFP. These instructions are not intended to limit the contents of a proposal, but rather to insure that all pertinent information essential for our evaluation is included.

**VI Response Format**

**Uniformity**

To provide uniformity and to facilitate comparison of Proposals, all information submitted must clearly refer to the page number, section, or other identifying reference in this RFP. All information submitted must be noted in the same sequence as its appearance in this RFP. IUCPG and the selection team reserve the right to waive minor variances or irregularities.



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**1. Introduction**

**a) Executive Summary**

This should consist of a concise non-technical summary providing a management overview of the proposal; a description of services offered in the agreement; and a detailed summary of costs, discounts, and revenue incentives including a comparison of the offer to other agreements the Supplier may have and make available to IUCPG members.

**b) Company Background**

In this section the Proposer should provide background information about the company. Included should be information about past experiences with providing similar services. In addition, include information about why your company would be best qualified to meet the needs of IUCPG members.

**2. Requirements**

In this section the Proposer shall certify its position with respect to expectations of the IUCPG and its members.

**a) Checklist**

Proposers are to submit, in order, a complete response as outlined in RFP Checklist.

**b) Innovation and Creativity**

- Incentive Programs (if any) designed to improve customer's access to products and services and to stay current with changes and improvements. Including, but not limited to: conversion, retention, signing, and end-of-year rebates to members based on cumulative purchase volume and additional across board discounts to all participants for attainment of annual agreement purchase goals. Such Incentive Programs will be considered in the evaluation of your offer.

Describe any special incentive programs (i.e., rebates, windows of opportunity, promotions, etc.)

**3. Exceptions Response**

In this section, the Proposer will identify any exceptions to the supplier agreement, or specifications that exist in the RFP. Any exceptions must be clearly identified referencing the RFP term number as a separate attachment. Each Proposer shall meet the terms, conditions and specifications of the RFP. In the absence of any exception description, a proposal shall be accepted as if in strict compliance with the terms, conditions and specifications of the RFP. If the Proposal contains exceptions, IUCPG and the RFP team reserve the right to accept, reject or negotiate those exceptions and to waive any technicality in the Proposal (and/or the Exceptions noted).

**Financials**

If public, provide copies of the three most recent annual reports. If private, provide copies of the most recent three-year audited financial statements or some documented evidence of financial stability to assure required performance. The IUCPG reserves the right to request additional financial information from any bidder at any time during the selection process.

## SCHEDULE A

### Vendor Data Sheet

Respond to all items in Schedule A: failure to do so will invalidate your proposal. Discounts listed as a part of Schedule A **MUST INCLUDE F.O.B. DESTINATION, FREIGHT PRE-PAID AND ALLOWED, SHIPPING TERMS** – all shipping and delivery charges must be included in price discount in Schedule B. The IUCPG reserves the right to request (at its sole discretion) from some or all of the respondents, any further information or documentation that it deems necessary for the issuance of an agreement. Do not include descriptive product literature with your request unless specifically called for in Schedule B.

Company Name: _____ _____	Address: _____ _____
Fed Tax ID: _____	WebSite: _____
Telephone #: _____	FAX #: _____

Contact Name: _____	Contact Address: _____
Contact Telephone #: _____	_____
Contact FAX #: _____	_____
Contact Email Address: _____	_____

State of Ohio Certified Minority Business Enterprise (check one, and attach current certification): Yes _____ No _____	Payment Terms: _____ Delivery ARO: _____
State of Ohio Certified EDGE Vendor check one, and attach current certification): Yes _____ No _____	

1. This proposal includes pricing and or discounts that are equal to or lower than the prices/discounts offered to your most favored customers, individual university customers or governmental agencies and it will be maintained during the term of the agreement. Check one and sign below.

Yes _____ No _____
_____ (Signature) (Title) (Date)

2. If awarded an agreement, please indicate if you will extend these prices and terms to members of the Ohio College Association (Appendix B), CO-OPP's, CUE, and other Ohio public sector and non-profit groups. Check one and sign below.

Yes _____ No _____
_____ Signature) (Title) (Date)

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**SCHEDULE B**

**PROCUREMENT CARD PROGRAM  
Rebate Schedule Form**

Bidders must quote a basis point offering for each of the dollar ranges and payment schedules shown below. For purposes of this bid, responses must be provided in the format shown below.

Total Aggregate annual net purchase volume in Millions for all IUCPG Members	Daily		2x monthly		1 day after Cycle		5 days after Cycle		10 days after Cycle		15 days after Cycle		20 days after Cycle		25 days after Cycle		30 days after Cycle		
	1 DSO	3x monthly 2-5 DSO	6-10 DSO	11-15 DSO	16-20 DSO	21-25 DSO	26-30 DSO	31-35 DSO	36-40 DSO	41-45 DSO									
0 - 200																			
200+ - 225																			
225+ - 250																			
250+ - 275																			
275+ - 300																			
300+ - 325																			
325+ - 350																			
350+ - 375																			
375+ -400																			
400+ - 425																			
425+ -450																			
450+ - 475																			
475+ -500																			
500+ - 525																			
525+ - 550																			
550+ - 575																			
575+ - 600																			
600+ - 625																			
625+ - 650																			
650+ -675																			
675+ - 700																			
700+ - 725																			
725+ -750																			
750+ - 775																			
775+ - 800																			
800+																			

**A minimum bid of 100 basis points is required for any payment cycle. OFFERINGS LESS THAN THE MINIMUM BID WILL BE CONSIDERED NON-RESPONSIVE AND WILL BE DISQUALIFIED.**

**Company Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

## SCHEDULE C

### THE INTER-UNIVERSITY COUNCIL PURCHASING GROUP CERTIFICATION FORM

(Please check and/or complete the appropriate response – see shaded areas)

- Minority Business Enterprise-** The Bidder  is  is not a minority business enterprise. A minority business is defined as an individual, partnership, corporation, or joint venture of any kind that is owned and controlled by United States citizens, residents of Ohio, who are certified by the state of Ohio Equal Opportunity Center, and who are members of one of the following economically disadvantaged groups: African-Americans, Native-Americans, Asian-Americans, and Hispanic-Americans.
- Buy American-**The goods  are  are not produced or mined in the United States of America, its possessions, or Puerto Rico.
- Buy Ohio-**Note: Economic preference shall be awarded to Ohio Bidders and Bidders from “Border” states (Michigan, Kentucky, Indiana, Pennsylvania, West Virginia, and New York), provided those states do not impose economic restraints on products produced or mined in Ohio. An “Ohio Bidder” describes one who offers Ohio products (defined to mean products which are mined, excavated, produced, manufactured, raised, or grown in the state by a person where the input of Ohio products, labor, skill or other services constitutes no less than 25 percent of the manufactured cost) or a Bidder who demonstrates significant Ohio economic presence (defined to mean business organization that: have sales offices, divisions, sales outlets or manufacturing facilities in Ohio or facilities demonstrate a significant capital investment in Ohio; pay required taxes to the state of Ohio; and are registered and licensed to do business in the state of Ohio with the office of Secretary of State).

The Bidder  is  is not considered a Bidder from a “Border State” or an “Ohio Bidder,” as described above.

**4. Conflict of Interest-**

4-a.  The Bidder certifies that **none** of the company’s directors or principal officers is employed by or affiliated with colleges or universities represented by the Inter-University Council – Purchasing Group.

4-b. Should any of the Bidder’s directors or principal officers also be employed by or be affiliated with colleges or universities represented by the Inter-University Council – Purchasing Group, **the Bidder will so certify by listing their name(s) and title(s) below:**

Name of Company Director or Principal

Officer Affiliated With or Employed

<u>By</u> Inter-University Council Colleges or Universities	<u>Title</u>	<u>College or University Name</u>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Failure to complete this document with requested information concerning any of the representations cited above may disqualify your proposal. The Inter-University Council – Purchasing Group, at its discretion, may disqualify your proposal if any such representations are deemed inaccurate or any such employment of affiliation creates a potential conflict of interest.

Signed:

Title:

Company Name:

Supplier Federal Tax I.D. Number

**SCHEDULE D**  
**IUC-PG INQUIRY FORM**

INQUIRY NAME: Procurement Card Program RFP  
**Question Deadline: 5:00 P.M, Local Time – December 5, 2008.**  
Questions received prior to the deadline will be addressed via an Addendum posted to the IUC-PG web site.

INQUIRY NUMBER: \_\_\_\_\_

INQUIRY DUE DATE: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

COMPANY REPRESENTATIVE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER and/or E-MAIL: \_\_\_\_\_

PLEASE BE SPECIFIC ABOUT YOUR INQUIRY AND/OR CLARIFICATION.	RFP <u>PAGE NUMBER</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please E-mail or FAX this form no later than **December 5, 2008 by 5:00 P.M., Local Time**, to the attention of:

**Rusty Thomas**  
**Ohio University Contract Administrator**      **E-Mail: [thomasr@ohio.edu](mailto:thomasr@ohio.edu)**      **Fax: (740) 593-2144**

## Schedule E

### Program and Technical Questions

Please answer the following questions, giving explanation as requested or needed.

1. Do you provide at least one of the following purchasing card platforms, that is accepted by a minimum of 90% of all merchants that accept credit cards:
  - American Express
  - MasterCard
  - VISA
  - Discover
  
2. Demonstrate financial stability, liquidity by providing the following documentation.
  - Balance Sheet (as of the last two audited financials)
    - Total assets
    - Total cash
    - Current ratio
    - Days cash on hand
    - Total liabilities
    - Total debt
  - Income Statement (as of the last two audited 12-month periods)
    - Revenue
    - Profit margin
    - Operating margin
    - EBITDA
  - Cash Flow Statement (as of the last two audited 12-month periods)
    - Operating cash flow
  
3. Submit verifiable information of company's annual dollar volume of commercial card transactions for the past two (2) years.
  
4. Do you offer an extension of credit to the university or college, in an aggregate amount, that:
  - a. Adequately services routine transaction volume
  - b. Allows for substantial credit limit increases in the event of an emergency?
  
5. Provide a standardized project plan for the implementation of any given university that includes technical requirements and the distribution of up to approximately 2,200 cards in an 8 week period. This plan must include a timeline, milestones, names of individuals and their responsibilities relative to the implementation plan. This implementation plan is just as important and the pricing schedule and is heavily weighted in the evaluation of the bidding.
  
6. Do you provide reallocation software? Describe the reallocation software. Include information on daily data feeds, how long the software has been in place, and experience with implementation. Do you provide training and support for the software? **Provide an electronic demonstration on disc.**
  
7. Do you provide a settlement tool linked to a payables system? Describe the settlement tool. Include where the tool fits into the procure-to-pay process, how long the solution has been in place, and your experience with implementation. Provide a one page flow chart detailing this payment process. Do you provide training to vendors, specifically technical support and tutorials? **Provide an electronic demonstration on disc.**

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8. Are the files dropped or pushed to the IUC members via FTP? The university or college will provide a standard FTP server for this purpose, along with log-on and password protection. Define the file types that are offered.
9. With what frequency will you provide automatic daily interfaces (i.e. 7 days a week, 6 days a week)?
10. Do you utilize PGP (Pretty Good Privacy) encryption for files?
11. Do you offer specialty cards such as debit/declining value, travel, fleet, ghost, department, vendor specific, relocation, and specific authority?
12. Do you offer the ability to restrict (block) specified Merchant Commodity Codes (MCC) at the point of sale?
13. Do you offer the ability to restrict cash advances?
14. Do you offer flexible control options, such as varied credit limits for transactions, billing cycles and MCC's?
15. Do you offer coverage for lost/stolen, counterfeit and skimmed cards, unauthorized transactions, and merchant disputes?
16. Do you have security measures and standard "red flag" reporting, for lost/stolen and/or abused cards?
17. Do you have an employee fraud liability program?
18. Do you have a fraud prevention team? Do you provide communication of fraud with cardholders and program administrators?
19. Do you have a dispute resolution team? Do you provide communication of disputes with cardholders and program administrators?
20. Do you have a supplier sign up team with initiatives toward signing up new suppliers and migrating merchants to Level III reporting?
21. Do you have processes to track, and report on, purchasing activity?
22. Do you offer 1099 reporting files? How often can they be provided? The file content and format requirements will be provided to the successful bidder.
23. Do you offer the following reporting options?
  - a. Card accounts
  - b. Card management
  - c. Declines
  - d. Mcc grouping
  - e. Expiration dates
  - f. Disputes
  - g. Fraud
  - h. Sales tax
  - i. 1099
  - j. Other
24. Do you offer dedicated personnel and support for the following?
  - a. Customer service representative with a 1-hour response time.
  - b. Technical support to provide ongoing assistance to the respective IUC's members Office of Information Technology for all technical aspects of the program.
  - c. Vendors

**PROCUREMENT CARD PROGRAM**

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25. Do you offer the following services? Do you offer training for the services?
  - a. Emergency services, such as 24-hour card replacement
  - b. Standard reports and any customization, via the web
  - c. Real-time processing of applications, via the web
  - d. Real-time ability to raise/lower credit limits, via the web
  - e. Real-time ability to deactivate cards, via the web
  - f. Real-time ability to assign mcc groups, via the web
  - g. Real-time account maintenance, such as address, name, contact changes, via the web
  - h. Real-time ability to view real time authorization information, via the web
  - i. Real-time ability to add and delete users, via the web
26. Do you have a standard (at least two years) card expiration parameter?
27. Do you offer customized card-artwork/embossed text, including manufacture and secured delivery of same? The IUC Member universities and / or colleges are tax-exempt; can you identify tax-exempt status on Procurement Cards?
28. Is your company in compliance with the Payment Card Industry Data Security Standards ("PCI DSS") requirements for cardholder data, as they may be amended from time to time? Payment Card Industry (PCI) Security Standards Council website is located at <https://www.PCIsecuritystandards.org/>?
29. Please describe your fee structure, if any, for any fees that will be applied in your program offer. This includes, but not limited to, the following.
  - a. Technology fee for custom reporting
  - b. Support training
  - c. Past due invoices
  - d. Special plastic requests
  - e. Rush card order
  - f. Replacement card
  - g. Any other fees for any product or service offered.
30. Do you offer a reduction of transaction fees for University departments that accept credit cards?
31. Do you provide a flexible monthly billing cycle in order to satisfy the individual needs of each respective university or college?
32. Do you allow EFT payments?
33. Describe your disaster recovery plan.
34. Provide contact information for the sales and technical personnel assigned to this project; include names, addresses, email addresses and telephone numbers and resume.



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**1.1 References**

Provide at least two references of university Procurement Card programs and two references (on bottom two slots) of accounts that have left your company within the last 24 months for reasons other than consolidation. If such references are not available, list references which match as closely as possible.

<i>Company Name</i>			
<i>Address</i>			
<i>Contact Name</i>			
<i>Phone</i>		<i>Email address</i>	

<i>Company Name</i>			
<i>Address</i>			
<i>Contact Name</i>			
<i>Phone</i>		<i>Email address</i>	

<i>Company Name</i>			
<i>Address</i>			
<i>Contact Name</i>			
<i>Phone</i>		<i>Email address</i>	

<i>Company Name</i>			
<i>Address</i>			
<i>Contact Name</i>			
<i>Phone</i>		<i>Email address</i>	


  

<i>Company Name</i>			
<i>Address</i>			
<i>Contact Name</i>			
<i>Phone</i>		<i>Email address</i>	

<i>Company Name</i>			
<i>Address</i>			
<i>Contact Name</i>			
<i>Phone</i>		<i>Email address</i>	

**APPENDIX A**  
**Member Institutions of**  
**The Inter-University Council Purchasing Group**

	<p align="center"><b>CHAIRPERSON</b>          MR. FRANK CORRIS  <b>OHIO UNIVERSITY</b>          CHIEF PROCUREMENT OFFICER          213 HDL CENTER          ATHENS, OH 45701-2979          (740) 597-3261 FAX (740) 593-2144  <a href="mailto:corris@ohio.edu">corris@ohio.edu</a></p>	<p align="center"><b>DIR. OF STRATEGIC PROCUREMENT</b>          MR. GENE STEPHENS  <b>IUC-PURCHASING GROUP</b>          10 WEST BROAD STREET, Suite 450          COLUMBUS, OH 43215          (330) 968-4460 FAX (330) 968-4461  <a href="mailto:es@uakron.edu">es@uakron.edu</a></p>
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**STATE UNIVERSITIES**

<p><b>BOWLING GREEN STATE UNIV.</b>          MS. NANCY COLSMAN          INTERIM DIR OF PURCHASING          PARK AVE WAREHOUSE          BOWLING GREEN OH 43403-0341          (419) 372-8411 FAX (419) 372-8416  <a href="mailto:ncolsma@bgsu.edu">ncolsma@bgsu.edu</a></p>	<p><b>CENTRAL STATE UNIVERSITY</b>          MR. HARLAN R. HENDERSON          DIR. OF BUSINESS SERVICES          PO BOX 1004          WILBERFORCE, OH 45384-1004          (937) 376-6304 FAX (937) 376-6141  <a href="mailto:hhenderson@centralstate.edu">hhenderson@centralstate.edu</a></p>	<p><b>CLEVELAND STATE UNIVERSITY</b>          MR. WILLIAM ERTTELL          DIRECTOR OF PURCHASING          SERVICES          2121 EUCLID AVENUE          CLEVELAND, OH 44115          (216) 687-3600 FAX (216) 687-9361  <a href="mailto:w.ertell@csuohio.edu">w.ertell@csuohio.edu</a></p>
<p><b>KENT STATE UNIVERSITY</b>          MR. JOHN FLASCO          DIRECTOR OF PROCUREMENT          229 MICHAEL SCHWARTZ CENTER          KENT, OH 44242-0001          (330) 672-2276 FAX (330) 672-7904  <a href="mailto:jflasco@kent.edu">jflasco@kent.edu</a></p>	<p><b>MIAMI UNIVERSITY</b>          MR WILLIAM SHAWVER          DIR. OF PURCH. &amp; CENTRAL SVCS.          102 BONHAM HOUSE          OXFORD, OH 45056          (513) 529-9200 FAX (513) 529-9201  <a href="mailto:shawwewg@muohio.edu">shawwewg@muohio.edu</a></p>	<p><b>THE OHIO STATE UNIVERSITY</b>          MR. ROBERT QUINN          DIRECTOR OF PURCHASING          2650 KENNY ROAD          COLUMBUS, OH 43210          (614) 293-1686 FAX (614) 292-6913  <a href="mailto:quinn.106@osu.edu">quinn.106@osu.edu</a></p>
<p><b>OHIO UNIVERSITY</b>          MR. FRANK CORRIS          CHIEF PROCUREMENT OFFICER          213 HDL CENTER          ATHENS, OH 45701-2979          (740) 597-3261 FAX (740) 593-2144  <a href="mailto:corris@ohio.edu">corris@ohio.edu</a></p>	<p><b>SHAWNEE STATE UNIVERSITY</b>          MS. PAT CARSON          DIRECTOR, PURCHASING          940 SECOND STREET          PORTSMOUTH, OH 45662          (740) 351-3460 FAX (740) 351-3567  <a href="mailto:pcarson@shawnee.edu">pcarson@shawnee.edu</a></p>	<p><b>THE UNIVERSITY OF AKRON</b>          MR. ANDREW ROTH          DIRECTOR OF PURCHASING          100 LINCOLN STREET          AKRON, OH 44325-9001          (330) 972-7340 FAX (330) 972-5564  <a href="mailto:aroth1@uakron.edu">aroth1@uakron.edu</a></p>
<p><b>UNIVERSITY OF CINCINNATI</b>          MR. THOMAS B. GUERIN          DIR. OF PURCHASING &amp; MAT. MGT.          PO BOX 210089          CINCINNATI, OH 45221-0089          (513) 556-2389 FAX (513) 556-5262  <a href="mailto:thomas.guerin@uc.edu">thomas.guerin@uc.edu</a></p>	<p><b>UNIVERSITY OF TOLEDO</b>          MS. JENNIFER PASTOREK          DIRECTOR, PURCHASING SERVICES          2801 W. Bancroft St., MS460          TOLEDO, OH 43606          (419)530-8707 FAX (419)530-8711  <a href="mailto:jennifer.pastorek@utoledo.edu">jennifer.pastorek@utoledo.edu</a></p>	<p><b>WRIGHT STATE UNIVERSITY</b>          MR JERRY BLACK          DIRECTOR OF PURCHASING          3640 COLONEL GLENN HIGHWAY          DAYTON, OH 45435-0001          (937) 775-2411 FAX (937) 775-3711  <a href="mailto:jerry.black@wright.edu">jerry.black@wright.edu</a></p>

**MEDICAL COLEGES**

<p><b>YOUNGSTOWN STATE UNIV</b>          MR. BILL WHEELLOCK          DIR. PROCUREMENT SERVICES          JONES HALL, ROOM 2013          ONE UNIVERSITY PLAZA          YOUNGSTOWN, OH 44555          (330) 941-3193 FAX (330) 941-1962  <a href="mailto:wwheelock@ysu.edu">wwheelock@ysu.edu</a></p>		<p><b>NORTHEASTERN OHIO UNIV.</b>  <b>COLLEGES OF MEDICINE &amp; PHARMACY</b>          KATHY PORTER          CONTROLER          4209 STATE ROUTE 44          P.O. BOX 95          ROOTSTOWN, OHIO 44272          (330) 325-6375 FAX (330) 325-6392  <a href="mailto:kporter1@neoucom.edu">kporter1@neoucom.edu</a></p>
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Due Date: December 23, 2008 at 3:00 P.M. Local Time

**Member Institutions of**

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**COMMUNITY COLLEGES**

<p><b>CINCINNATI STATE TECHNICAL AND COMMUNITY COLL.</b>                  MR. JEFFERY L. COOK                  DIR. OF PURCH. AND MTL. MGT.                  3520 CENTRAL PARKWAY                  CINCINNATI, OHIO 45223                  (513) 569-1590 FAX (513) 569-4746  <a href="mailto:jeffery.cook@cincinnati-state.edu">jeffery.cook@cincinnati-state.edu</a></p>	<p><b>CLARK STATE COMM. COLLEGE</b>                  MR. JOSEPH R. JACKSON                  V.P. FOR BUSINESS                  570 E. LEFFEL LANE                  SPRINGFIELD, OH 45505                  (937) 328-6003 FAX (937) 328-6142  <a href="mailto:jacksonj@clarkstate.edu">jacksonj@clarkstate.edu</a></p>	<p><b>COLUMBUS STATE COMM. COLLEGE</b>                  MR. BRADLEY A. FARMER                  PURCHASING SUPERVISOR                  550 E. SPRING STREET                  COLUMBUS OH 43215                  (614) 287-2641 FAX (614) 287-2545  <a href="mailto:bfarmer@cscscc.edu">bfarmer@cscscc.edu</a></p>
<p><b>CUYAHOGA COMMUNITY COLL.</b>                  GERARD C. HOURIGAN                  EXEC. DIR./PROCUREMENT &amp;                  CONTRACT MANAGEMENT                  700 CARNEGIE AVENUE                  CLEVELAND, OH 44115                  (216) 987-4706 FAX (216) 987-4758  <a href="mailto:gerard.hourigan@tri-c.edu">gerard.hourigan@tri-c.edu</a></p>	<p><b>EDISON STATE COMM. COLL.</b>                  MR. DAN REKE                  VP ADMINISTRATION &amp; FINANCE                  1973 EDISON DRIVE                  PIQUA, OH 45356                  (937) 778-8600 FAX (937) 778-1920  <a href="mailto:dreke@edisonohio.edu">dreke@edisonohio.edu</a></p>	<p><b>JEFFERSON COMM. COLLEGE</b>                  MR. JIM MCGRAIL                  VP BUSINESS SERVICES                  4000 SUNSET BLVD.                  STEUBENVILLE, OHIO 43952                  (740) 264-5591 FAX (740) 266-2992  <a href="mailto:jmcgrail@jcc.edu">jmcgrail@jcc.edu</a></p>
<p><b>LAKELAND COMM. COLLEGE</b>                  MR. TOM KIRCHNER                  DIRECTOR OF PURCHASING                  7700 CLOCKTOWER DR.                  KIRTLAND, OH 44094-5198                  (440) 525-7138 FAX (440) 525-7610  <a href="mailto:tkirchner@lakelandcc.edu">tkirchner@lakelandcc.edu</a></p>	<p><b>LORAIN CO. COMM. COLL.</b>                  MS. LAURA K. CARISSIMI                  DIRECTOR OF PURCHASING                  INTERIM DIR OF FACILITIES PLANNING                  1005 N. ABBE RD.                  ELYRIA, OH 44035                  (440) 366-4048 FAX (440) 366-4648  <a href="mailto:lcariissi@lorainccc.edu">lcariissi@lorainccc.edu</a></p>	<p><b>OWENS COMMUNITY COLLEGE</b>                  MS. GAIL SWARTZ                  PURCHASING AGENT                  P.O. BOX 10,000                  TOLEDO, OH 43699                  (567) 661-7422 FAX (567) 661-7895  <a href="mailto:gail_swartz@owens.edu">gail_swartz@owens.edu</a></p>
<p><b>SINCLAIR COMMUNITY COLL.</b>                  MR. MARK SCHMID                  MANAGER OF PURCHASING &amp;                  MATERIALS MANAGEMENT                  444 WEST THIRD STREET                  DAYTON, OHIO 45402                  (937) 512-3020 FAX (937) 512-2949  <a href="mailto:mark.schmid@sinclair.edu">mark.schmid@sinclair.edu</a></p>	<p><b>SOUTHERN STATE COMM. COLL.</b>                  MR. JAMES E. BUCK                  TREASURER                  100 HOBART DRIVE                  HILLSBORO, OH 45133                  (937) 393-3431 FAX (937) 393-9831                  (800) 628-7722 5650  <a href="mailto:jbuck@sscc.edu">jbuck@sscc.edu</a></p>	<p><b>TERRA COMMUNITY COLLEGE</b>                  MS. ELAINE D. ROSENGARTEN                  ASST. DIR. OF ADMINISTRATION                  2830 NAPOLEON ROAD                  FREMONT, OHIO 43420-9670                  (419) 559-2393 FAX (419) 334-3719  <a href="mailto:erosengarten@terra.edu">erosengarten@terra.edu</a></p>
<p><b>WASHINGTON ST.COMM. COLL.</b>                  MR. RICHARD PEOPLES                  PAYROLL AND PURCHASING                  710 COLEGATE                  MARIETTA, OH 45750                  (740) 374-8716 FAX (740) 373-7496  <a href="mailto:rpeoples@wscc.edu">rpeoples@wscc.edu</a></p>		

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**TECHNICAL COLLEGE & INSTITUTIONS**

<p><b>BELMONT TECH. COLLEGE</b> JOHN S. KOUCOUMARIS DEAN OF ADMIN. AFFAIRS BELMONT TECHNICAL COLLEGE 120 FOX SHANNON PLACE ST. CLAIRSVILLE, OH 43950 (740) 695-9500, EXT. 1017 FAX (740) 695-2247 <a href="mailto:jkoucoum@btc.edu">jkoucoum@btc.edu</a></p>	<p><b>CENTRAL OHIO TECH. COLLEGE</b> MS. MAGGIE SNYDER PURCHASING MANAGER 1179 UNIVERSITY DRIVE NEWARK, OHIO 43055 (740) 366-9233 FAX (740) 364-9595 <a href="mailto:snyder.389@osu.edu">snyder.389@osu.edu</a></p>	<p><b>HOCKING TECHNICAL COLLEGE</b> MR. J. WILLIAM HILL TREASURER NELSONVILLE, OHIO 45764 (740) 753-3591 FAX (740) 753-2505 <a href="mailto:hill_b@hocking.edu">hill_b@hocking.edu</a></p>
<p><b>JAMES A RHODES STATE COLLEGE</b> MR. RANDALL MCCULLOUGH PURCHASING OFFICER 4240 CAMPUS DRIVE LIMA, OHIO 45804 (419) 995-8342 FAX (419) 995-8099 <a href="mailto:mccullough.r@RhodesState.edu">mccullough.r@RhodesState.edu</a></p>	<p><b>MARION TECHNICAL COLLEGE</b> MR. JEFFEREY NUTTER CONTROLLER 1465 MT. VERNON AVE. MARION, OHIO 43302 (740) 389-4636 FAX (740) 389-6136 <a href="mailto:nutterj@mtc.edu">nutterj@mtc.edu</a></p>	<p><b>NORTH CENTRAL STATE COLLEGE</b> MS. RENEE NUSBAUM PURCHASING OFFICER 2441 KENWOOD CIR. BOX 698 MANSFIELD, OH 44901 (419) 755-4772 FAX (419) 755-4522 <a href="mailto:rnussbau@ncstatecollege.edu">rnussbau@ncstatecollege.edu</a></p>
<p><b>STARK STATE COLLEGE</b> MS. KIM CUPARI PURCHASING AGENT 6200 FRANK AVE. N W NORTH CANTON, OH 44720 (330) 494-6170 FAX (330) 966-6588 <a href="mailto:kcupari@stark.cc.oh.us">kcupari@stark.cc.oh.us</a></p>		