

ATTACHMENT A

FORMS

Request for Proposal Number #NST062416Z1

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

Forms A.1 – A.4 are to be included as part of the Technical Approach.
Form A.5 is to be submitted as the Rebate Proposal using Form A.6 to assist in the calculations.

- Form A.1: Mandatory Project Requirements
- Form A.2: Baseline Functional Requirements
- Form A.3: State of Nebraska Specific Functional Requirements
- Form A.4: University of Nebraska Specific Functional Requirements
- Form A.5: Rebate Proposal
- Form A.6: Rebate Proposal Information

FORM A.1

Mandatory Project Requirements

Request for Proposal Number #NST062416Z1

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

Yes_____ No_____ Is the bidder a state or national bank licensed to do business in the State of Nebraska and of approved standing and responsibility pursuant to Neb.Rev. Stat. §77-2387(2)?

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

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

FORM A.2

Please mark all yes___ no___ questions as “yes”, your Fleet Fuel Card Services meet this requirement or “no”, your fleet card does not meet this requirement. If additional information is required to clarify your answer, attach a typed explanation referencing the question.

GENERAL REQUIREMENTS	
1.	<p>Would you agree that vehicle related items requested for purchase on fuel card transactions would fall into two categories?</p> <ul style="list-style-type: none"> • Automotive fuels • Vehicle accessories such as oil, wiper blades, windshield washer fluid, etc. and/or preventive maintenance and repair such as oil changes, tire repairs, broken belt repairs, lights, etc. <p>Yes_____ No_____</p>
2.	<p>The State and University are exempt from Federal fuel taxes and Nebraska state taxes on non-fuel items. They may also be exempt from state sales taxes in some states. The State and University will provide tax exempt certificates upon final contract. The Fleet Fuel Card system must be able to track these taxes and provide an invoice that does not include these taxes; can your software allow this?</p> <p>Yes_____ No_____</p>
3.	<p>The State and University have a number of refueling sites in Nebraska; please indicate if you will allow the State and the University to “privatize” your fuel card code to enable the State and University to process fuel transactions directly into our fleet management system (FMS) from these sites.</p> <p>Yes_____ No_____</p> <p>Is special hardware and/or card specific software or proprietary software required in order to privatize your fuel card? These costs must be listed as separate line items.</p> <p>Yes_____ No_____ Associated cost_____</p>
SPECIFICATIONS	
4.	<p>Does the bidder have the ability to allow the State or the University to order new cards, replacement cards due to damage, loss or theft, cancel cards, or lock/unlock cards via a secure internet site by authorized users?</p> <p>Yes_____ No_____</p>
5.	<p>Does the bidder have the ability to allow the State or the University to order new cards, replacement cards due to damage or loss or theft, cancel cards, or lock/unlock cards via fax or telephone 24/7 by authorized users?</p> <p>Yes_____ No_____</p>

6.	Can the bidder issue replacement cards within five (5) business days? Yes _____ No _____
7.	Can the bidder issue new or replacement cards free of charge? Yes _____ No _____
8.	Can the bidder mail new or replacement cards without a shipping cost? Yes _____ No _____
9.	Can the Fleet Fuel card be embossed using a card stock, which is rated at 3 years as a minimum? Yes _____ No _____
10.	Can the Fleet Fuel cards be embossed using the account number, equipment identification number and appropriate controls in the magnetic stripe? Yes _____ No _____
11.	Can the Fleet Fuel card have three (3) lines of embossing? Yes _____ No _____ How many characters per line?
12.	Can an authorization be restricted to a transaction with the odometer reading and a Personal Identification Number (PIN)? Yes _____ No _____
13.	Can the software be secure to the point that the PIN as well as the odometer reading cannot be bypassed and the purchase must be electronically validated and recorded at the time of the sale? Yes _____ No _____
14.	Does the bidder's software allow a card to be assigned to a vehicle and not to an individual? Yes _____ No _____
15.	Does the bidder's software have the ability to add a station that is currently not a part of your network that we may request to be added? Yes _____ No _____
16.	Can the bidder's software limit the number of transactions per day for fuel and non-fuel purchases per driver? Yes _____ No _____

17.	Can the bidder's software limit the number of transactions per day for fuel and non-fuel purchases per card? Yes_____ No_____
18.	Can the card be used 24/7? Yes_____ No_____
19.	Can the card be limited to certain times of the day? Yes_____ No_____
20.	Can the card have dollar limits for fuel? Yes_____ No_____
21.	Can the dollar limit be made at the administrative level? Yes_____ No_____
	How quickly can the limit be adjusted in the software?
22.	Is there a minimum and maximum number of characters for a PIN? Yes_____ No_____
	If yes, please list the minimum and maximum number of characters.
23.	Can the PIN be both, alpha-numeric? Yes_____ No_____
24.	Will the bidder provide (free of charge) soft rubberized credit card holder-key chains for the duration of the contract? Yes_____ No_____
INVOICING	
25.	Will the bidder charge a transaction fee? Yes_____ No_____
26.	Will the bidder charge a monthly fee for cards issued? Yes_____ No_____

27.	Will the bidder charge an annual fee for cards issued? Yes_____ No_____
28.	Can the bidder provide weekly invoices? Yes_____ No_____
29.	Can the bidder provide monthly invoices? Yes_____ No_____
30.	If the State or University receives an invoice that includes Federal fuel taxes, can the agency short pay the invoice? Yes_____ No_____
SOFTWARE & REPORTING	
31.	Does the software have the ability to choose a billing cycle close date? Yes_____ No_____
32.	Can new cards be activated online? Yes_____ No_____
	Please explain the activation process.
33.	Does the software have the ability to cancel a card immediately once the cancellation is in the system? Yes_____ No_____
34.	Does the bidder have the ability to provide an electronic data file to facilitate the transfer of data collected into FMS? Yes_____ No_____
35.	Please identify routine reports that are used and available to monitor fueling with your program. Please provide examples of each report available and a description of the data contained.

	<p>Please identify any special reports available that are not provided as part of the contract/agreement and any costs associated with providing such special reports.</p>
<p>36.</p>	<p>Is the software capable of level III data capture and reporting? List what percent of the stations of each brand currently offered who provide full electronic data capture and transmission. (Meaning the following information is provided.)</p> <ul style="list-style-type: none"> a. Location b. Date c. Time d. Vehicle license number e. Odometer f. Product g. Gallons h. Cost per gallon i. Total transaction cost <p>Yes _____ No _____ Percentage of stations _____</p>
<p>37.</p>	<p>Does the bidder have “Web” based reporting, capable of reflecting the following information?</p> <ul style="list-style-type: none"> • Date, time and location of each purchase • Vendor name and address • Products or services purchased, breaking out non-fuel transactions • Odometer readings • Vehicle number fueled • Number of gallons purchased, price per gallon, and total purchase amount • Number of items purchased, price per item, and total purchase amount • Federal tax per transaction • State tax per transaction • Type of transaction (pay at the pump or manual) • Reporting according to month end and fiscal year end • Transactions not yet billed • Location discounts and amount discounted • Vendor/Merchant locator <p>Yes _____ No _____</p>
<p>38.</p>	<p>Can reports be customized?</p> <p>Yes _____ No _____</p> <p>What is the process for requesting customized reports?</p>

39.	<p>Does the bidder have the ability to maintain detailed billing and payment history?</p> <p>Yes_____ No_____</p> <p>How long is detailed billing and payment history stored?</p>
40.	<p>Does your program have the ability to process transactions from vendors that are not part of your network?</p> <p>Yes_____ No_____</p> <p>If your program has the ability to process transactions from vendors that are not part of your network, is there an additional per transaction cost?</p> <p>Yes_____ No_____ Per transaction cost_____</p>
41.	<p>Can historic information be accessed three (3) years after the expiration of this contract?</p> <p>Yes_____ No_____</p>
42.	<p>Please list electronic file types in which you will accept the State/University's vehicle data. Example: Excel or text files, etc.</p>
43.	<p>Can the software provide for electronic authorization of transactions through a point of sale device linked to the primary card provider?</p> <p>Yes_____ No_____</p> <p>If so, please explain this feature.</p>
CUSTOMER SERVICE	
44.	<p>Is the bidder able to provide a toll free customer service number for authorization problems or exceptions that is staffed 7 days a week, 24 hours a day, 365 days a year?</p> <p>Yes_____ No_____</p>
45.	<p>Is the bidder able to provide a toll free customer service number for drivers who need to have the fleet fuel card unlocked?</p> <p>Yes_____ No_____</p>

46.	<p>Is the bidder able to provide a toll free customer service number without any costs associated to it?</p> <p>Yes _____ No _____</p> <p>If not, what is the associated cost?</p>
47.	<p>Please state and provide details of any road assistance program that would be included with the use of your card.</p>
48.	<p>Can the bidder provide initial training on the proper, accurate and efficient operation of all aspects of the software?</p> <p>Yes _____ No _____</p> <p>Identify any costs associated with training:</p>
49.	<p>It is expected that the bidder would provide training materials such as electronic downloads, manuals, printed literature and/or instructions. Please provide a description of your training procedures, printed or electronic instructions that would be provided and any associated costs.</p>
OTHER INFORMATION	
50.	<p>Please provide a minimum of three government/university references that would be of similar size and scope of this RFP.</p>

51.	Please detail your implementation plan for Fleet Fuel card program.
52.	<p>Can the bidder complete the implementation prior to March 31, 2017? This includes data conversion, State and University software updates, card distribution, user training, and any other requirements to make the fuel card system fully operational.</p> <p>Yes_____ No_____</p>
53.	<p>Are the fleet fuel cards EMV - chipped?</p> <p>Yes_____ No_____</p> <p>If not, when will they be chip enabled?</p>
54.	<p>Are the Fleet Fuel cards accepted throughout the State of Nebraska?</p> <p>Yes_____ No_____</p> <p>Can the bidder provide online access to all fuel brand locations that accept their fuel card within the state of Nebraska and throughout the United States?</p> <p>Yes_____ No_____</p> <p>How often is this updated?</p>
55.	<p>Is the bidder able to provide electronic access to the online system for Customer testing during all phases of the implementation process?</p> <p>Yes_____ No_____</p>
56.	<p>The State or the University will not be responsible or liable for any transactions that occur on a card once it has been cancelled, do you agree?</p> <p>Yes_____ No_____</p>
57.	<p>Does the bidder have external fraud protection/program available?</p> <p>Yes_____ No_____</p>

	If yes, please explain.
58.	<p>If a transaction on an invoice is disputed, can the dispute be submitted online?</p> <p>Yes_____ No_____</p> <p>Please explain how to dispute a charge.</p>
59.	<p>Does the bidder agree that this is a no cost contract?</p> <p>Yes_____ No_____</p>
60.	<p>The State and University require that Fleet Fuel Card provider system to have redundancy systems in place to ensure continual uptime for all Fleet Fuel card related functions in the event, man-made or natural events take place. Does your system have redundant systems in place to ensure continual uptime?</p> <p>Yes_____ No_____</p>

FORM A.3

STATE OF NEBRASKA REQUIREMENTS	
1.	<p>Can the bidder provide custom graphics on the card?</p> <p>Yes_____ No_____</p> <p>Please provide the cost associated with the card design.</p>
2.	<p>Will the bidder furnish all cards (new issue, replacement due to damage or loss) free, with no additional cost for custom embossing? The State will bear the cost for express shipping if express shipping is required by the State.</p> <p>Yes_____ No_____</p>
3.	<p>If needed, is the bidder willing to pay for any software enhancements, card data upload, data conversion, etc. required to make the bidder card compatible with the Nebraska State Gas System, the Department of Roads GASBOY Islander and Transportation Services Bureaus CFNII automated fuel systems, NDORs 91 Data 2-U units, and Lucity Asset Management Systems?</p> <p>Yes_____ No_____</p>
4.	<p>Can the shop cards or foreman cards, be used as a trigger to upload Data 2-U information?</p> <p>Yes_____ No_____</p>
5.	<p>Can the bidder restrict ordering new or replacement cards to the Fuel and Credit Card Systems Manager and department staff at the Nebraska Department of Roads?</p> <p>Yes_____ No_____</p>
6.	<p>Since the State currently have different expiration dates, will the bidder agree to stage the deployment of new cards?</p> <p>Yes_____ No_____</p> <p>If not, what recommendations do you have to deploy new cards?</p>
7.	<p>Can the bidder provide the invoice electronically to the State?</p> <p>Yes_____ No_____</p>

FORM A.4

UNIVERSITY OF NEBRASKA REQUIREMENTS	
1.	<p>Will the bidder furnish all cards using standard plastic (new issue, replacement due to damage or loss) free, with no additional cost using standard shipping? The University will bear the cost for express shipping if express shipping is required by the University.</p> <p>Yes _____ No _____</p>
2.	<p>Please indicate if your card is accepted in Canada.</p> <p>Yes _____ No _____</p> <p>If yes, how is the currency and liter to gallon conversion detailed on your billing invoice.</p>
3.	<p>Please indicate if your card is accepted in Puerto Rico.</p> <p>Yes _____ No _____</p> <p>If yes, how is the currency and liter to gallon conversion detailed on your billing invoice.</p>
4.	<p>If needed, is the bidder willing to pay for any software enhancements, card data upload, data conversion, etc. required to make the bidder card compatible with the University GASBOY CFNII automated fuel system and FASTER FMS?</p> <p>Yes _____ No _____</p>
5.	<p>Can the bidder restrict ordering new or replacement cards to the University Transportation Director and the Transportation services administrative staff?</p> <p>Yes _____ No _____</p>
6.	<p>Is the bidder willing to provide the University with one expiration date on all cards?</p> <p>Yes _____ No _____</p>
7.	<p>If the University needs to reissue a card, can the expiration date remain unchanged, keeping all University cards expiration dates constant?</p> <p>Yes _____ No _____</p>
8.	<p>Can the bidder provide the invoice electronically to the University?</p> <p>Yes _____ No _____</p>
9.	<p>Can the bidder provide the transaction detail in batch format for uploading to the University FMS on a weekly basis, along with the transaction invoice?</p> <p>Yes _____ No _____</p>

FORM A.5

Rebate Proposal

The bidder must submit a detailed Rebate Proposal based on the transaction count and sales listed on Form A.6 and address the following options in their proposal:

- a. Yearly retail transaction rebate – calculations should be done and amount listed on Form A.6 for each agency:
- b. The State and University normally pay their bills within 30 days after the invoice date. Does the bidder provide a discount for early payment?

If so, please calculate the discounts options from the following situation: If an invoice was billed on June 1st in the amount of \$736,422.53 for 21,659 transactions made in May, please list any and all type of discounts or rebates available:

- c. Frequency of rebate received: What options are available to the receive the rebate?
- d. Merchant rebate: Has the bidder negotiated discounts with accepting merchants? If so, please provide the merchant, how many locations and the discount option.
- e. Any additional options for rebates:

Form A.6 – Rebate Proposal Information

Account Name	Sales	Transaction Counts	Yearly Rebate
AS 309 TASK FORCE	\$2,934.87	86	
CHADRON STATE COLLEGE	\$31,312.47	920	
HISTORICAL SOCIETY	\$5,447.88	160	
NE BRAND COMMITTEE	\$15,496.36	455	
NE DAS CIO	\$3,068.54	90	
NE DAS MATERIEL	\$391.65	12	
NE DAS-BUILDING DIV	\$55,600.48	1,635	
NE DEPT OF AERONAUTICS	\$3,074.48	90	
NE DEPT OF AGRICULTURE	\$71,724.51	2,109	
NE DEPT OF CORR SERV	\$29,151.42	857	
NE DEPT OF EDUCATION	\$777.09	23	
NE DEPT OF ENV QUALITY	\$589.53	17	
NE DEPT OF REVENUE	\$2,861.45	84	
NE DEPT OF ROADS	\$2,796,684.94	82,255	
NE DHHS- SERVICES	\$172,394.40	5,070	
NE EDUC LANDS AND FUNDS	\$48,075.51	1,414	
NE EDUC TELECOMM	\$2,339.82	69	
NE ENERGY OFFICE	\$10,087.61	297	
NE GAME & PARKS COMM	\$1,242,303.54	36,538	
NE MILITARY DEPT	\$19,289.62	567	
NE NATURAL RESOURCES COMM	\$7,288.73	214	
NE OIL/ GAS COMM	\$14,898.67	438	
NE PERU STATE COLLEGE	\$9,328.11	274	
NE PUBLIC SERVICE COMM	\$24,250.22	713	
NE RECORDS MGMT DIV	\$41.04	2	
NE STATE PATROL	\$1,745,384.94	51,335	
NE TSB POOLS	\$1,774,852.95	52,202	
NE WAYNE STATE COLLEGE	\$6,459.14	190	
STATE FIRE MARSHAL	\$5,362.59	158	
UNIV OF NEBRASKA-LINCOLN	\$735,597.83	21,635	
	\$8,837,070.39	259,909	