

ATTACHMENT A

FORMS

Request for Proposal Number #NST012017Z1

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.

Forms A.3 is to be submitted as the Rebate Proposal using Form A.4 to assist in the calculations.

Form A.1: Mandatory Project Requirements

Form A.2: Technical Proposal Requirements

Form A.3: Rebate Proposal

Form A.4: Rebate Proposal Information

FORM A.1

Mandatory Project Requirements

Request for Proposal Number NST012017Z1

Please answer the following three 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 in providing Individual Liability Travel Card Services to a program of similar size.

FORM A.2

Technical Proposal Requirements	
1.1	<p>Does the bidder understand cards issued under this program shall be individual pay cards?</p> <p>Yes___ No___</p>
1.2	<p>Does the bidder understand that Cardholders are individually liable for balances due and management of their cards?</p> <p>Yes___ No___</p>
1.3	<p>Does the bidder understand that the cardholder's employer (neither the State or the University) will ever be liable for the charges on the credit card?</p> <p>Yes___ No___</p>
1.4	<p>Can the bidder manage one program to allow the employee to use their card to get cash at an ATM, while another program does not allow it?</p> <p>Yes___ No___</p>
1.5	<p>Does the bidder agree that the credit card issued will be a branded card issued by a national card company?</p> <p>Yes___ No___</p> <p>The bidder shall detail the card branding and include a copy of the card design.</p>
1.6	<p>Bidder agrees that their card program meets all federal, state and local laws as well as regulations, rules and requirements set forth by the card company/association and overseeing industry.</p> <p>Yes___ No___</p>
1.7	<p>Is the card that the bidder proposed accepted nationwide?</p> <p>Yes___ No___</p> <p>If no, please explain where it is not accepted.</p>
1.8	<p>Is the card accepted internationally?</p> <p>Yes___ No___</p> <p>If no, please explain where it is not accepted.</p>

1.9	Does the card have CHIP capabilities? Yes___ No___
1.10	Can the bidder block any merchant class codes as requested by the Program Administrator? Yes___ No___
1.11	Can the card be embossed with the employee and the employer name? Yes___ No___
1.12	Can the bidder provide a toll-free customer service line to service Individual Liability Travel cardholders? Yes___ No___
1.13	Are the customer service lines available 24 hours a day, 365 days a year? Yes___ No___
1.14	Bidders must detail the types of inquires handled by their customer service representatives.
1.15	Customer Service Representatives shall be competent, qualified, trained, and able to communicate effectively to accomplish the purposes of this Contract. The bidder shall detail its Customer Service capabilities address each item identified above.
1.16	Is the bidder able to ship cards within five days of the employee’s approved application? Yes___ No___ If no, please explain.
1.17	The bidder shall detail its process to replace a lost or stolen credit card.
1.18	The bidder shall detail the requirements of the cardholder in relation to this program, available credit lines (depending on the contractor’s credit approval process), cardholder terms and conditions, the card issuance and reissuance process. The bidder shall include a sample cardholder enrollment form (application form), other cardholder materials, and the card carrier accompanying the issued card in its RFP response.

1.19	The bidder shall detail the statement options available to the cardholder. The bidder shall provide a sample statement.
1.20	The bidder shall detail their process to convert current employees to the new credit card, if needed.
1.21	Does the bidder agree no annual fee will be charged to the employee for their credit card? Yes___ No___
1.22	Does the bidder agree that a 25 day grace period, after the due date with no interest will be allowed for the employee? This would allow the employee time to submit their expense report and the employer time to reimburse the employee. Yes___ No___
1.23	Does the bidder agree that finance charges will be assessed in accordance with the State of Nebraska Prompt Payment Act, Neb. Rev. Stat. §81-2401 through §81-2408? Yes___ No___
1.24	If the employee leaves employment, the employee will be asked to return their card to their employer. Does the bidder understand this requirement? Yes___ No___
1.25	Does the bidder agree that employees anticipate on spending at a minimum of \$300 annually? Yes___ No___ If no, please explain.

FORM A.3

Rebate Proposal

The bidder must submit a detailed Rebate Proposal based on the transaction count and sales listed on Form A.4 and address the following options in their proposal:

- a. Monthly retail transaction rebate – calculations should be done and amount listed on Form A.4 for each month listed:
- b. Frequency of rebate received: What options are available to receive the rebate?
- c. Would the agency receive any rebate for new cards issued?
- d. Any additional options for rebates:

FORM A.4

Rebate Proposal Information

Month	Transaction Count	Transaction Dollars	Rebate
January	546	\$34,724	
February	543	\$48,031	
March	677	\$46,687	
April	593	\$45,523	
May	505	\$36,298	
Total	2864	\$211,255	