

REQUEST FOR PROPOSALS

ADDENDUM # 1

ISSUED: January 13, 2012

RFP NUMBER: CSP905412
INDEX NUMBER: OBM001

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Office of Budget & Management/Requirement & Configuration Management Division, is requesting proposals for a:

State of Ohio
Statewide Payment Card Services

Attached are page(s) 2, 4, 13, 15 and 72 to this Request for Proposal (RFP). Remove the corresponding page(s) from the existing RFP and replace with the attached.

Reason for Addendum. This addendum is issued to reflect changes made in RFP related to the following: additional year added to effective date, to correct scoring on Table Two(2) and Table Three (3), addition of Exhibit Two (2).

PROPOSAL DUE DATE: February 10, 2012 by 1:00 p.m.
OPENING LOCATION: Department of Administrative Services
General Services Bid Desk
4200 Surface Road
Columbus, Ohio 43228-1395

PART ONE: EXECUTIVE SUMMARY

PURPOSE. This is a Request for Competitive Sealed Proposals (RFP) under Section 125.071 of the Ohio Revised Code (ORC) and Section 123:5-1-08 of the Ohio Administrative Code (OAC). The Department of Administrative Services (DAS), Office of Procurement Services, on behalf of the Office of Budget & Management/Requirements and Configuration Management Division (the Agency), is soliciting competitive sealed proposals (Proposals) for State of Ohio Payment Card Services and this RFP is the result of that request. If a suitable offer is made in response to this RFP, the state of Ohio (State), through DAS, may enter into a contract (the Contract) to have the selected Offeror (the Contractor) perform all or part of the Project (the Work). This RFP provides details on what is required to submit a Proposal for the Work, how the State will evaluate the Proposals, and what will be required of the Contractor in performing the Work.

This RFP also gives the estimated dates for the various events in the submission process, selection process, and performance of the Work. While these dates are subject to change, prospective Offerors must be prepared to meet them as they currently stand.

- * Once awarded, the term of the Contract will be from the award date through June 30, 2015. The State may solely renew this Contract at the discretion of DAS for a period of one month. The State may renew this contract for up to three (3) two year renewals. The cumulative time of all mutual renewals may not exceed six (6) years and are subject to and contingent upon the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium. DAS may renew all or part of this Contract subject to the satisfactory performance of the Contractor and the needs of the Agency.

Any failure to meet a deadline in the submission or evaluation phases and any objection to the dates for performance of the Project may result in DAS refusing to consider the Proposal of the Offeror.

BACKGROUND. The State of Ohio's Purchasing Card (P-Card) Service was implemented in 1995 and has approximately 4,100 cards in use within fifty seven state agencies. The original intent was to use the P-Card for low-dollar purchases; however the current policies allow purchases of goods and services, airline tickets and some State contracts purchases. Spend for the state during fiscal year 2007 through 2011 totals more than 318,000,000.00 million dollars (see Exhibit One). Spending and transactions totals can be found on The Ohio Budget & Management (OBM) Statewide and Assistant Payment Card Administrator, Electronic Commerce Section establishes the statewide policies and procedures for the program. Spending and transaction volumes can be found on OBM's web site <http://obm.ohio.gov/SectionPages/ElectronicCommerce/>. The designated Agency Administrators are individuals responsible for determining their agencies cardholders. The State seeks to contract for a new statewide payment card service. The State is seeking to establish a relationship with a card issuer that will allow the State to maximize and expand the state of Ohio payment card program. The State reserves the right to ultimately decide when and to what extent to increase the use of payment card program.

The State utilizes PeopleSoft software (OAKS) to manage the state's financial data and it will not be necessary for the Offeror to provide a cost allocation product or report.

OBJECTIVES. DAS has the following objectives that it wants this Work to fulfill, and it will be the Contractor's obligation to ensure that the personnel the Contractor provides are qualified to perform their portions of the Work.

The purpose of this RFP is to increase efficiency within state government by providing state agencies with a credit-card system to simplify and streamline purchases and payments, reduce costs and eliminate unnecessary actions.

OVERVIEW OF THE PROJECT'S SCOPE OF WORK. The scope of work for the Project is provided in Attachment One: Part One of this RFP. This section only gives a summary of that work. If there is any inconsistency between this summary and the description of the Work, contained in Attachment One, Part One, the attachment will govern.

The Offeror must provide a nationally-recognized card with the widest possible acceptance with all set-up and service charges at no cost to the State. The Offeror is expected to provide a plan that details all tasks necessary to train the Statewide Administrator and issue cards to the approximately 4,100 cardholders.

Note: The State does not want to pay a cost for cards, design of new cards, training, or interface file set up and testing.

The success of this program requires the following performance dates to ensure the details are in place for system testing and card issuance prior to activation of this payment card program.

- * Reflects an extension of an additional year on the original contract terms from June 30, 2014 to June 30, 2015.

PART TWO: STRUCTURE OF THIS RFP

- * ORGANIZATION. This RFP is organized into five (5) parts, eleven (11) attachments and two (2) exhibits. The parts and attachments are listed below.

PARTS:

Part One	Executive Summary
Part Two	Structure of this RFP
Part Three	General Instructions
Part Four	Evaluation of Proposals
Part Five	Award of the Contract

ATTACHMENTS:

Attachment One	Work Requirements and Special Provisions
Part One	Work Requirements
Part Two	Special Provisions
Attachment Two	Requirements for Proposals
Attachment Three	General Terms and Conditions
Part One	Performance and Payment
Part Two	Work & Contract Administration
Part Three	Ownership & Handling of Intellectual Property & Confidential Information
Part Four	Representations, Warranties, and Liabilities
Part Five	Acceptance and Maintenance
Part Six	Construction
Part Seven	Law & Courts
Attachment Four	Contract
Attachment Five	Offeror Profile Summary
5-A	Offeror Profile Form
5-B	Offeror Prior Project Form
5-C	Offeror Prior Project Form
5-D	Offeror Prior Project Form
Attachment Six	Offeror References
Attachment Seven	Offeror's Candidate Summary
7-A	Offeror's Candidate References
7-B	Offeror's Candidate Education, Training, Licensure, and Certifications
7-C	Offeror's Candidate Experience
Attachment Eight	Offeror Performance Form
Attachment Nine	Contractor / Subcontractor Affirmation and Disclosure Form
Attachment Ten	Rebate, Spend and No Cost Identification Forms
10-A	Annual Rebate Schedule Form
10-B	Additional Spend Opportunities Identification Form
10-C	No Cost Services Identification Form
10-D	New Opportunities Identification Form
Attachment Eleven	Rebate Summary Evaluation Form
Exhibit One	Payment Card Program Past Statistics
* Exhibit Two	CTX Payment File Layout Link

* Reflects the additional of Exhibit Two (2) which adds a link to the CTX Payment File Layout.

PROPOSAL EVALUATION CRITERIA. If the Offeror provides sufficient information to DAS, in Tab 1, of its proposal, demonstrating it meets the Mandatory Requirements, the Offeror's Proposal will be included in the next part of the evaluation process which involves the scoring of the Proposal Technical Requirements, followed by the scoring of the Rebates Proposal. In the Proposal evaluation phase, DAS rates the Proposals submitted in response to this RFP based on the following listed criteria and the weight assigned to each criterion. The possible points allowed in this RFP are distributed as indicated in the Table 2 - Scoring Breakdown.

TABLE 2 - SCORING BREAKDOWN

Criteria	Maximum Allowable Points
Proposal Technical Requirements	*400 Points
Proposal Rebate and No Cost Requirements	400 Points
Total	*800 Points

The scale below (0-5) will be used to rate each proposal on the criteria listed in the Technical Proposal Evaluation table.

DOES NOT MEET 0 POINTS	WEAK 1 POINT	WEAK TO MEETS 2 POINTS	MEETS 3 POINTS	MEETS TO STRONG 4 POINTS	STRONG 5 POINTS
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DAS will score the Proposals by multiplying the score received in each category by its assigned weight and adding all categories together for the Offeror's Total Technical Score in Table 3. Representative numerical values are defined as follows:

DOES NOT MEET (0 pts.): Response does not comply substantially with requirements or is not provided.

WEAK (1 pt.): Response was poor related to meeting the objectives.

WEAK TO MEETS (2 pts.): Response indicates the objectives will not be completely met or at a level that will be below average.

MEETS (3 pts.): Response generally meets the objectives (or expectations).

MEETS TO STRONG (4 pts.): Response indicates the objectives will be exceeded.

STRONG (5 pts.): Response significantly exceeds objectives (or expectations) in ways that provide tangible benefits or meets objectives (or expectations) and contains at least one enhancing feature that provides significant benefits.

TABLE 3 - TECHNICAL PROPOSAL EVALUATION

Criterion	Weight	Rating (0=Does not Meet 5=Strong)	Extended Score
Offeror Profile			
1. Company Profile – The Offeror must document the following: <ul style="list-style-type: none"> Number of employees and capacity to provide the services. Number of years doing business. Number of total employees. Number of employees dedicated to this project. (See Attachment Five –A.)	10		
2. The Offeror must document experience for a minimum of three governmental payment card service projects. These projects must be of similar size, scope and nature to this RFP's requirements with details for each. The Offeror must complete three (3) for all areas of Attachment Five (B thru D) for the projects provided.	10		

* Correction of Maximum Allowable Point for Proposal Technical requirements.

Criterion	Weight	Rating (0=Does not Meet to 5=Strong)	Extended Score
Reporting			
6. The Offeror shall describe various management reports that are available for credit card purchases. These reports should be available to the State at no cost. Additionally, reports may be developed and/or offered during the contract by the Offeror and which the State may desire to utilize to make informed decisions on purchasing activities. The Offeror may provide with its response samples of available management reports that fall within the state report requirements.	10		
	*80		

Total Technical Score: _____

In this RFP, DAS asks for responses and submissions from Offerors, most of which represent components of the above criteria. While each criterion represents only a part of the total basis for a decision to award the Contract to an Offeror, a failure by an Offeror to make a required submission or meet a mandatory requirement will normally result in a rejection of that Offeror's Proposal. The value assigned above to each criterion is only a value used to determine which Proposal is the most advantageous to the State in relation to the other Proposals that DAS received.

DAS will do an initial review of the Rebates and No Charge Schedules to determine if any Proposals should be rejected.

REBATE SCHEDULE POINTS. DAS will calculate the Offeror's Rebate Schedule points after the Offeror's total technical points are determined, using the following method:

The scale below (0, 3-5) will be used to rate each proposal on the criteria listed in the Rebate Proposal Evaluation table.

DOES NOT MEET 0 POINTS	MEETS 3 POINTS	MEETS TO STRONG 4 POINTS	STRONG 5 POINTS
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DAS will score the Proposals by multiplying the score received in each category by its assigned weight and adding all categories together for the Offeror's Total Rebate Evaluation Score in Table 3. Representative numerical values are defined as follows:

- DOES NOT MEET (0 pts.): Response does not comply substantially with requirements or is not provided.
- MEETS (3 pts.): Response generally meets the objectives (or expectations).
- MEETS TO STRONG (4 pts.): Response indicates the objectives will be exceeded.
- STRONG (5 pts.): Response significantly exceeds objectives (or expectations) in ways that provide tangible benefits or meets objectives (or expectations) and contains at least one enhancing feature that provides significant benefits

FINAL STAGES OF EVALUATION. The Offeror with the highest point total from all phases of the evaluation (Technical Points + Rebate Points) will be recommended for the next phase of the evaluation.

Technical Score: _____ + Rebate Score: _____ = Total Score: _____

*Correction of the Weight Point Total

*EXHIBIT TWO (2)
CTX Payment File Layout Link

The Offeror may access the CTX Payment File Layout by using the following:

<https://procure.ohio.gov/pdf/CSP905412%20OBM001%20CTX%20Payment%20File%20Layout.pdf>

* Reflects the additional of Exhibit Two (2) which adds a link to the CTX Payment File Layout.