

# **Lee County Commission, Alabama Request for Proposal for a Purchasing Card Program**

Proposals shall be submitted by **Friday, April 7, 2017, at 4:30 P.M. Central Standard Time**

## **Introduction**

The Lee County Commission, Alabama (the County) is seeking qualified Vendors to submit a proposal to furnish and implement a Purchasing Card (p-card) Program.

The County is seeking a p-card program designed to streamline as much of the purchasing process as it reasonably can with the technology associated with such a program. The program must provide convenience, control, expenditure account allocation, a cost-effective supplier payment method and an easy reconciliation procedure. The County is searching for a payment tool that encourages efficiency without sacrificing managerial control.

The County is not responsible for any cost a Vendor incurs in responding to this RFP.

Any questions should be submitted via email to Roger Rendleman, County Administrator at [rendleman@leeco.us](mailto:rendleman@leeco.us).

## **Background Information**

The County is considered the leader among counties in the State of Alabama for utilizing procurement cards as a central component of the procurement process. The County implemented a pilot program in 2008 with a full implementation in 2010.

Even with the success of the program, the County wishes to receive proposals to evaluate any opportunities that may exist to further improve the program's efficiencies and accountability.

The average annual spend is \$2.4 Million with approximately 65 active cards.

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The County has the right:

- To request additional information, to seek clarification from vendors, to allow corrections of errors or omissions in a proposal, or to waive minor irregularities in any proposal, where it may be in the best interest of the County to do so.
- To request a presentation of the system. If a presentation is required, the County will notify you of the date and time for your presentation. All cost incurred for such presentation will be the responsibility of the Vendor.
- To use any ideas presented in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the vendor of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the County and the vendor selected.
- To reject any or all proposals, or any part of a proposal, and to seek new proposals if it is in the best interest of the County to do so.
- To adopt all or any part of a proposal in selecting the optimum purchasing card services program.
- To negotiate further with any vendor responding to this RFP if it would be in the County's best interest to do so.
- To select and award a contract to the responsive vendor providing the best value to the County.

The proposal should address in the following order:

Vendor Information

1. Provide background and brief history of the proposed p-card program.
2. List names, titles, phone numbers, e-mail addresses and brief biographies of vendor contact personnel. Please identify primary contact person.
3. Provide a list of the critical success factors for a successful purchasing card program and a list of those factors that have prevented achievement of program goals.
4. List potential enhancements to the program and how such enhancements will be made available to the County.
5. List how your program is different from other programs.
6. Provide names and phone numbers of at least three (3) no more than (10) references, preferably governmental entities with comparable volumes, which are currently using your purchasing cards. Select a mix of long-standing and recent customers.

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P-card Program

1. List the card service proposed (i.e. Master Card, Visa, etc). Provide an explanation of why that service.
2. If other third party vendors are involved, please list and explain their role.
3. Provide in detail the card controls and usage restriction capabilities.
4. Provide in detail system capabilities for coding and processing transactions.
5. Provide in detail information on handling disputes.
6. Provide in detail the monitoring and notification capabilities of employee usage by the program.
7. Provide in detail the County's exposure to fraud, abuse or loss of cards. If fraud insurance is available, fully explain options available and impact on the County's costs for the program.
8. Provide in detail a standard billing cycle process. Give a brief overview of any choices other than the standard cycle and indicate if the option changes the fee structure.
9. Provide information about what ongoing support is provided.
10. If cards can be customized, please provide options and costs for such (i.e., County seal and Tax ID Number).
11. Provide detailed information on any hardware and software requirements.
12. Provide information on how the County's transaction information is: retained for historical purposes, able to be recreated in case of corrupted; and kept confidential.
13. Provide detailed information on reporting capabilities and options both on and off line (i.e., level of information, formats, frequency, timing between transaction executions and reporting, etc.) Also, provide associated costs with each choice.
14. Provide information on customization abilities of electronic files for importing into the County's accounting software (Current software is Blackbaud Financial Edge).
15. Provide options on implementation plans with the pros and cons of each along with expectations of the County with each plan.
16. Provide detailed information of how you will assist the County to identify vendors that accept the cards (if different from the current VISA platform).
17. Provide detailed information on rebate options from use of the card.

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18. Provide a detailed schedule of costs with options and ongoing fees including how often they may be adjusted and how length of contract can provide better pricing for the County (if any).

**Submission Instructions**

Proposals shall be submitted by **Friday, April 7, 2017, at 4:30 P.M. Central Standard Time to:**

Roger H Rendleman, County Administrator  
County Commission Office  
215 South 9<sup>th</sup> Street  
Opelika, AL 36801

**Envelopes must be clearly marked on the outside as “Purchasing Card Program Proposal.”**

The proposal must be signed and dated by an individual authorized to enter a binding agreement in the name of the Vendor.