



Note to potential users of this Request for Proposal: i) to set this document to be password protected and fillable, go to “tools” and select “protect document” and “forms” and ii) to change the number of characters allowed in each fillable field, right click and select “properties.”

A thorough scope of work and description of the University’s program is not included in this example, but is an essential component to soliciting valid proposals.

SECTION 1: COMPANY CONTACT INFORMATION

1.A	Legal Name of Company	
1.B	Operating Name of Company	
1.C	Headquarters Street Address	
1.D	City	
1.E	State	
1.F	Zip	
1.G	Year Established	
1.H	Name of Company Sales Rep.	
1.I	Email of Company Sales Rep.	

SECTION 1: COMPANY CONFIRMATION

2.A Is Company currently for sale or involved in any transaction to expand through acquisition or merger or to become acquired by another business entity? If yes, provide a statement explaining the impact both in organizational and directional terms (1,800 characters maximum).

No Yes

Statement:

2.B Does any relationship exist, whether by relative, business associate, capital funding agreement or any other such kinship, between the Company and any employee of the University? If yes, provide a statement of disclosure. All such disclosures will be subject to administrative review and approval prior to entering into any contract with the University (1,800 characters maximum).

No Yes

Statement:

2.C Company agrees that the submitted proposal contains accurate information, constitutes an offer to the University, and shall be valid for a period of 120 calendar days after the date of submission.

No Yes

2.D Company acknowledges that it has read the University's standard Purchase Order Terms and Conditions and that any exceptions to the University's provisions are noted in statement box below (no maximum character limit).

Check One:

- No exceptions are necessary
- Exceptions requested (state below)

Statement:

SECTION 3: EXPERIENCE AND IMPLEMENTATION

3.A Describe Company's specific experience in providing commercial card programs for purchasing and travel in higher education or equivalent (3,500 characters maximum).

3.B Describe either a recent, large-scale commercial card program conversion or implementation that Company has successfully undertaken, preferably in higher education or equivalent (3,500 characters maximum).

3.C Does Company have the time and resources to convert/implement the University within 90 days of contract award? (Contract award: November 1, 2008; Implementation Completion: February 1, 2009).

No Yes

SECTION 4: FORTE AND FUTURE

- 4.A** Identify the most distinguishing characteristics of Company's commercial card program, i.e., characteristics that differentiate Company from the competition (3,000 characters maximum).

- 4.B** Identify challenges Company anticipates facing over the next 18 months as a result of the downturn in the financial markets and lending industries (3,000 characters maximum).

SECTION 5: BANK TYPE, CARD DESIGN, AND ORDERING TIMELINE

5.A Identify which bank (Visa, MasterCard, AMEX, etc.) would provide the proposed cards. Explain the advantages of the bank card proposed (1,800 characters maximum).

Card Type	Preferred Bank	Alternate Bank
Travel Card		
Procurement Card		
Ghost Card		

Advantages:

5.B Can Company provide two different custom cards, one for the Travel Card and one for the Procurement Card? A custom card is defined as a card that includes the University's logo and/or a background image. Identify costs, if any, for standard and custom cards in the Cost Section (Section 22.A).

Custom Card	Available	
	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Travel Card	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Procurement Card	No <input type="checkbox"/>	Yes <input type="checkbox"/>

SECTION 6: NEW CARD APPLICATIONS / RUSH & EMERGENCY CARDS

6.A The University requires an online new card application that is hosted entirely on Company's servers and is a web-based application (ASP, HTML, etc.). Can company meet this requirement?

New Card Application Type	Available	
Hosted on Company's Server	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Web-Based New Card Application	No <input type="checkbox"/>	Yes <input type="checkbox"/>

6.B With which computer Platforms and Internet Browsers is the online new card application compatible?

Platforms	Compatible	
MAC	No <input type="checkbox"/>	Yes <input type="checkbox"/>
PC	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Unix / Solaris	No <input type="checkbox"/>	Yes <input type="checkbox"/>

Browsers	Compatible	
Safari	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Internet Explorer (IE)	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Mozilla / Firefox	No <input type="checkbox"/>	Yes <input type="checkbox"/>

6.C Identify whether Company's online, new card application was developed i) in-house by Company's employed staff developers, ii) by third-party for Company via an exclusive-rights, custom contract, iii) by a third party via a non-exclusive license, or iv) through an alternative (other) arrangement. Explain the advantages of Company's arrangement (1,800 characters maximum).

New Card Application	Developer
In-house	<input type="checkbox"/>
Custom, exclusive contract	<input type="checkbox"/>
Non-exclusive license	<input type="checkbox"/>
Alternative/Other	<input type="checkbox"/>

Advantages:

- 6.D** Identify whether enhancements to and technical support of the Company's online, new card application are performed i) in-house by Company's employed staff developers, ii) by third-party company, iii) through an alternative (other) arrangement. Explain the advantages of Company's arrangement (1,800 characters maximum).

New Card Application	Enhancer	Tech Support
In-house	<input type="checkbox"/>	<input type="checkbox"/>
Third-party	<input type="checkbox"/>	<input type="checkbox"/>
Alternative/Other	<input type="checkbox"/>	<input type="checkbox"/>

Advantages:

- 6.E** Identify whether the Company's online, new card application can accommodate custom labels so that the University can use terms such as Mail Code, Room Number, Department Name, Object Code, and Campus instead of traditional address or accounting labels used by corporations.

No Yes

- 6.F** Does Company's online, new card application have the functionality to require certain fields to be specific in character length (no more than and no less than), and contain only numeric values (no alpha)? Identify if Company's online new card application can produce an error message on applications that do not meet the required specifications.

Application Restrictions	Functionality Available	
Set Fields to Specific Length	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Set Fields to Allow only Numeric	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Produce Error Message	No <input type="checkbox"/>	Yes <input type="checkbox"/>

- 6.G** Can Company's online new card application accommodate and electronically route to two levels of online approval? Explain how functionality works (1,800 characters maximum).

No Yes

Explanation:

- 6.H** Can Company's online new card application i) pre-populate the University's list of email approvers into a dropdown menu within the Company's application (preferred), and/or ii) provide a link to a University-maintained website that lists the email addresses of approvers?

Approver Format	Functionality Available	
Pre-Populate List of Approvers in Dropdown Menu	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Link to University-Maintained Website	No <input type="checkbox"/>	Yes <input type="checkbox"/>

6.I. (Skip 6.I if answer is “No” to 6.H.) If Company’s online application pre-populates the University’s list of email approvers (6.H), explain how the Company will accommodate frequent updates (1,800 characters maximum).

Explanation:

--

6.J Identify the turnaround in calendar days for “rush” and “emergency” **new** cards delivered to Program Administrator. Identify associated “rush” and “emergency” new card costs, if any, in the Cost Section (Section 22.B).

Types of New Cards	No. of Calendar Days to Issue
Procurement Card New “Rush”	
Procurement Card New “Emergency”	
Travel Card New “Rush”	
Travel Card New “Emergency”	

SECTION 7: EXPIRED CARDS / REPLACEMENT CARDS

7.A Identify number of years that cards remain valid.

Type of Card	No. of Years Valid
Procurement Card	
Travel Card	
Ghost Card	

7.B Identify the turnaround in calendar days for “rush” and “emergency” **replacement** cards due to lost or stolen cards. For Travel Cards, identify if there is a different turnaround time for domestic vs. intra-continental vs. international deliveries. (Intra-continental is defined as Mexico and Canada.) Identify costs for associated rush and emergency replacement cards, if any, in the Cost Section (Section 22.C).

Types of Replacement Cards	No. of Calendar Days to Replace
Purchasing Card Replacement “Rush”	
Purchasing Card Replacement “Emergency”	
Travel Card Replacement “Rush” Domestic	
Travel Card Replacement “Emergency” Domestic	
Travel Card Replacement “Rush” Intra-Continental	
Travel Card Replacement “Emergency” Intra-Continental	
Travel Card Replacement “Rush” International	
Travel Card Replacement “Emergency” International	

SECTION 8: CUSTOMER SERVICE FOR PROGRAM ADMINISTRATORS

8.A Identify the physical location(s) of the Company's service center(s) that will provide the University support during business hours (8 am – to 5 pm, Monday – Friday, PDT/PST).

	Program Administrator Service	Cardholder Service
Location		

8.B Identify the physical location(s) of the Company's service center(s) that will provide the University support after business hours, on weekends, and over holidays.

	Program Administrator Service	Cardholder Service
Location		

8.C Confirm that Company provides customer service 24 hours a day, 7 days a week, including major holidays.

	Program Administrator Service		Cardholder Service	
24/7 Hour Service	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>

8.D Describe Company's initial training program for Program Administrators (3,000 characters maximum).

--

8.E Specify where Program Administrator training is held, and how many Program Administrators the training will accommodate. Identify training costs, if any, in the Cost Section 22.D.

Program Administrator Training	
Location	
Number of PAs Accommodated	

8.F Identify by providing a brief biography of the Company employee(s) who will have principal day-to-day operational responsibility for the University's account (2,500 characters maximum).

--

8.G Identify by providing a brief biography of the Company employee(s) who will have principal managerial oversight of the University's account (2,500 characters maximum).

--

SECTION 9: MERCHANT DISPUTE RESOLUTION / FRAUD

9.A What options are available to cardholders for disputing a transaction?

Disputing Option	Available	
On-Line	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Phone	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Hard Copy Mail	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Other	No <input type="checkbox"/>	Yes <input type="checkbox"/>

9.B Identify the timeline cardholders are given to dispute a charge. Specify unit of time (hours, days, weeks, months, etc.).

Timeline to Dispute Transaction	
--	--

9.C Identify Company's average number of calendar days between dispute submittal and resolution. Describe how the cardholder and/or the Program Administrator are notified of the dispute results (1,800 characters maximum).

Average No. of Calendar Days for Dispute Resolution	
--	--

9.D Identify under what circumstances the cardholder would be liable for fraudulent charges on an individual liability Travel Card (1,800 characters maximum).

9.E Identify under what circumstances the University would be liable for fraudulent charges on an institutional liability Procurement Card or Ghost Card (1,800 characters maximum).

SECTION 10: STATEMENTS

10.A Can cardholders receive their statements via different modes, depending on whether the cardholder has a Travel or Procurement Card? Identify costs for hardcopy statement, if any, in the Cost Section 22.E.

	Hard Copy Available		Online Available	
Travel Card	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Procurement Card	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>

10.B The University's paper Procurement Card statements are printed to include two signature lines, one for the cardholder and one for the cardholder's supervisor. (University policy requires retention of hardcopy statements signed by the cardholder and supervisor.) Can Company include the two signature lines on all mailed P-Card statements?

No Yes

10.C Identify the number of months statements are available online. Once statements are no longer available online, explain how statements are obtained (1,800 characters maximum). Identify costs, if any, to obtain copies of statements that are no longer available on-line in the Cost Section 22.F.

No. of Months Statements Available On-Line:	
--	--

10.D For cardholders who do not want to take advantage of online statements, explain how cardholders would obtain these hardcopy statements (1,800 characters maximum). Identify costs, if any, to obtain hardcopies of statements that are still available on-line in the Cost Section 22.G.

10.E Do foreign currency conversions post on paper and on online statements? Identify costs associated with foreign currency conversions, if any, in the Cost Section (Section 22.H).

	Print on Paper Statements		On Online Statements	
Conversion Fee	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>

10.F Do ATM service fees, for both the issuing and servicing banks, post on paper and on online statements? Identify ATM withdrawal fees, if any, in the Cost Section (Section 22.I).

	Print on Paper Statements		On Online Statements	
Issuing Bank ATM Fee	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Serving Bank ATM Fee	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>

- 10.G** When the University pays Travel Cards (individual bill/central pay), the University submits to its Corporate Card provider an ACH addenda file. Identify how many characters of the addenda file print on the Corporate Card paper statement and on the online statement.

	Print on Paper Statements	On On-Line Statements
No. of Characters		

- 10.H** Does a merchant's level 2 and 3 data, assuming such data are provided, post on paper and on online statements?

	Print on Paper Statements		On On-Line Statements	
Level 2 Data	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Level 3 Data	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>

- 10.I** Can Company print/display a customized memo from the University on paper and on online statements?

	Print on Paper Statements		On On-Line Statements	
Customized Memo	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>

- 10.J** What billing cycle start dates are available to the University?

Card Type	Billing Cycle Start Date Options
Procurement Card	
Travel Card	
Ghost Card	

- 10.K** Describe Company's merchant incentives for providing level 3 detail (1,800 characters maximum).

--

SECTION 11: MCC / SPENDING LIMITS / ACCEPTANCE

11.A Identify the maximum per billing cycle spending limits Company will assign to an individual-liability Travel Card.

Limit Type	Maximum Billing Cycle Spending Limit
Travel	\$
ATM	\$
Retail	\$
Other Limits	\$
Other Limits	\$

11.B If the University requested higher spending limits than the Company's Travel Card maximums identified in 11.A, explain how such a request is processed and to what provisions such a request are subject (1,800 characters maximum).

11.C Explain how en-route Travel Cardholders who have exceeded their spending limits are accommodated by Company for travel-related transactions needed during non-business hours (e.g. when Program Administrators are not available), and how account integrity is maintained during these situations (1,800 characters maximum).

11.D Identify the maximum billing cycle spending limit Company will assign to a single Ghost Card. Identify the maximum spending limit Company will assign to all the University's Ghost Cards collectively.

Ghost Card	Maximum Billing Cycle Spending Limit
Each Card Individually	\$
All Cards Collectively	\$

11.E Confirm that Company can establish a maximum retail transaction size on the Travel Card of \$4,500 (required).

No Yes

11.F Confirm that Company can establish a maximum transaction size (single purchase limit) on the Procurement Card of \$4,500 (required).

No Yes

11.G Can Company customize MCC groups at a central (all cards) and/or individual cardholder level?

	Central Level		Individual Card Level	
Customize MCC	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>

11.H The University tends to use a large number of small businesses, mainly for specialized purchases. Additionally, the University makes a concerted effort to direct 20% of its total purchasing spend with diverse businesses (small, women, minority, local and veteran owned business). Describe a recent effort Company has under taken on behalf of a client to transition small and diverse businesses i) from cash to credit cards, and/or ii) to the credit card brand that Company proposes in 5.A. (3,500 characters maximum).

SECTION 12: ACCOUNT ADMINISTRATION / TRANSACTION DETAIL APPLICATIONS

12.A The University requires an online, account administration application that will be hosted entirely on Company's servers and is a web-based application. Can Company meet this requirement? Provide the name of Company's account administration application(s). Identify costs, if any, for use of the account administration application in the Cost Section (Section 22.J).

Account Administration Application	Available	
Hosted on Company's Server	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Web-Based Application	No <input type="checkbox"/>	Yes <input type="checkbox"/>

Name of Account Administration Application:	
--	--

12.B Identify whether Company's account administration application was developed i) in-house by Company's employed staff developers, ii) by third-party for Company via an exclusive-rights, custom contract, iii) by a third party via a non-exclusive license, or iv) through an alternative (other) arrangement. Explain the advantages of Company's arrangement (1,800 characters maximum).

Account Administration Application	Developer
In-house	<input type="checkbox"/>
Custom, exclusive contract:	<input type="checkbox"/>
Non-exclusive license:	<input type="checkbox"/>
Alternative/Other	<input type="checkbox"/>

Advantages:

--

12.C Identify whether enhancements to and technical support of the Company's administration application are performed i) in-house by Company's employed staff developers, ii) by third-party Company, or iii) through an alternative (other) arrangement. Explain the advantages of Company's arrangement (1,800 characters maximum).

Account Administration Application	Enhancer	Tech Support
In house	<input type="checkbox"/>	<input type="checkbox"/>
Third-party	<input type="checkbox"/>	<input type="checkbox"/>
Alternative/Other	<input type="checkbox"/>	<input type="checkbox"/>

Advantages:

--

12.D Identify how many University Program Administrators can have access to the Company's account administration application.

No. of Program Administrators with Access:	
---	--

- 12.E** Identify which of the following card features can be updated by Program Administrators online in Company's account administration application, and how soon thereafter the request takes affect.

Card Features	Updatable On-Line		Time Line (in Hours)
Update 10-Digit Account Numbers (P-Card)	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
Billing Cycle limits	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
MCC Codes (all Cards)	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
Report Lost or Stolen Cards (all Cards)	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
Replace Lost or Stolen Cards (all Cards)	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
ATM Limits (Travel Cards)	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
Manual Authorizations	No <input type="checkbox"/>	Yes <input type="checkbox"/>	

- 12.F** Confirm whether Program Administrators can add comments in a memo field when changes are made on-line.

No Yes

- 12.G** Identify name of Company's application for reviewing cardholder transactional data real time. Identify costs for use of the real-time cardholder data application, if any, in the Cost Section (Section 22.K).

Name of Application for Transaction Data:	
--	--

- 12.H** Identify frequency at which real time cardholder data (from 12.G) is mapped into Company's account administration application (12.A). The University prefers a daily update.

Frequency of Data Feed:	
--------------------------------	--

SECTION 13: ATM FEATURES

13.A Identify name of Company's ATM worldwide network(s).

Name of ATM Network(s):	
--------------------------------	--

13.B Identify i) maximum withdrawal amounts (\$) per ATM machine, ii) maximum ATM withdrawal amount (\$) per day, and iii) maximum number of ATM withdrawals (#) per day. Identify costs, if any, for ATM withdrawal fees in the Cost Section (Section 22.I).

Maximum ATM Withdrawal	Settings
Maximum withdrawal amounts per ATM machine (\$)	\$
Maximum ATM withdrawal amount per day (\$)	\$
Maximum number of ATM withdrawals per day (#)	

13.C Does Company have an ATM feature for both the Procurement and Travel Card platforms?

ATM Feature	Available	
Procurement Card	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Travel Card	No <input type="checkbox"/>	Yes <input type="checkbox"/>

13.D Identify if ATM capabilities can be turned off on an individual, per-card basis.

No Yes

SECTION 14: TRAVEL CARD LIABILITY / PAST DUE TIME LINES / WAIVERS

14.A Confirm Company can offer the University individual liability Travel Cards (required).

No Yes

14. B Are credit checks performed on new applications for individual liability Travel Cards? If yes, provide explanation as to reason for check (2,000 characters maximum).

No Yes

Explanation:

14.C Identify under what circumstances the University would be required to commit to a corporate guarantee for a new Travel Card applicant (2,000 characters maximum).

14.D At what point does an individual-liability Travel Card becomes past-due, is assessed a past-due late fee, and is suspended? Identify late fee, if any in Cost Section (Section 22.L).

Status	Payment Not Received:		
	Before 2 nd Statement	Before 3 rd Statement	Before 4 th Statement
Past Due	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessed Past-Due Late Fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Card is Suspended	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14.E Identify under what provisions Company will waive occasional late fees when initiated by Program Administrator. In response, identify whether such waivers affect the University's rebate (1,800 characters maximum).

14.F Identify under what circumstances a Program Administrator could request the Company to unsuspend a delinquent Travel Card to accommodate necessary purchases. Explain whether or not such a waiver affects the University's rebate (1,800 characters maximum).

14.G Define at what point delinquent Travel Cardholders could be reported to a credit bureau.

Credit Bureau Reporting Point:	
---------------------------------------	--

14.H Confirm that the University's Program Administrator will be notified of a credit bureau reporting in advance of actual reporting (required).

No Yes

14.I Identify lead time (in number of days) that Program Administrator is notified before credit bureau reporting or prospective reporting.

Lead Time (No. of Days) in Notifying PA:	
---	--

14.I Identify under what circumstances the University would be required to commit to a corporate guarantee to reinstate an individual liability Travel Card that has gone past due (1,800 characters maximum).

--

SECTION 15: TRAVEL CARD – INSURANCE / GLOBAL ACCEPTANCE

15.A Does Company’s Travel Card provide primary and/or secondary rental car *collision loss/damage waiver* insurance (insurance for damage/loss of rental vehicle) and/or *liability insurance* (insurance for bodily harm) for domestic and/or international rentals? International includes Mexico and Canada. Identify costs, if any, for insurance coverage in Cost Section (Section 22.M).

Insurance Type	Primary		Secondary	
	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Collision Loss / Damage Waiver	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Liability Insurance	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>

Insurance Type	Domestic		International	
	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Collision Loss / Damage Waiver	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Liability Insurance	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>

15.B Identify rental car insurance limits per person and per occurrence.

Collision Loss / Damage	Per Person	Per Occurrence
Insurance Limits (Domestic)	\$	\$
Insurance Limits (International)	\$	\$

Liability	Per Person	Per Occurrence
Insurance Limits (Domestic)	\$	\$
Insurance Limits (International)	\$	\$

15.C Describe whether Company’s Travel Card and Ghost Card provide lost and/or damaged baggage insurance for checked in luggage. In response, clarify i) if insurance is primary or secondary, ii) the maximum coverage amount, iii) what items are excluded from coverage, iv) whether the insurance is common carrier or door-to-door, and v) to which other provisions the insurance coverage is subject (3,000 characters maximum).

15.D Does Company’s Travel Card and Ghost Card provide accidental death and dismemberment coverage for international and/or domestic travel, and is that coverage door-to-door or common carrier? Identify costs, if any, for accidental death and dismemberment insurance, in Cost Section (Section 22.N).

Insurance Type	Available		Common Carrier		Door-to-Door	
	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Accidental Death / Dismemberment – Domestic	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Accidental Death / Dismemberment – International	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>

15.E The University has an ambitious goal to expand globally, and now operates five (5) overseas offices (principally in the Pacific Rim). Additionally, employees travel worldwide for a range of purposes, including research, attending conferences, and instruction. Many visited destinations are in remote areas. Describe a recent effort Company has undertaken on behalf of a client to transition international businesses i) from cash to credit cards, and/or ii) to the credit card brand that Company proposes in 5.A. (3,500 characters maximum).

SECTION 16: TRAVEL CARD - FREQUENT USER PROGRAM

If Company does not provide a frequent user program, skip 16.A-C.

- 16.A** Explain core features of Company's Travel Card frequent-user program (2,500 characters maximum). Identify costs, if any, for frequent-user program in the Cost Section (Section 22.O).

- 16.B** Identify point caps and expiration date provisions associated with Company's frequent-user program (1,800 characters maximum).

- 16.C** List names of merchants or types of merchants who participate in Company's frequent-user program (1,800 characters maximum).

SECTION 17: GHOST CARD AND REALLOCATION APPLICATIONS

- 17.A** Explain automation Company offers to facilitate the reconciliation of travel-related Ghost Card transactions (3,500 characters maximum). Identify costs, if any, for Ghost Card reconciliation tool in Cost Section (Section 22.P).

--

- 17.B** Identify approximate number of clients who are using Company's Ghost-Card reconciliation automation for greater than \$7 million in air/year.

No. of clients using ghost card automation:	
--	--

- 17.C** Identify date (month/year) of the most recent upgrade to Company's Ghost-Card reconciliation automation, and identify anticipated date (month/year) of next scheduled upgrade.

Ghost Card Reconciliation Automation	Month / Year
Most recent upgrade:	/
Anticipated next upgrade:	/

- 17.D** Explain automation Company offers to facilitate the reallocation of Procurement Card transactions from the account number assigned to card to a different General Ledger account (3,500 characters maximum). Identify costs, if any, for reconciliation tool in Cost Section (Section 22.Q).

--

- 17.E** Identify other institutions of higher education (or equivalent) using Company reallocation system (3,500 characters maximum).

--

SECTION 18: INTRA-CAMPUS PURCHASING TOOLS

If Company does not provide any payment tools specifically designed to facilitate intra client purchases, skip Section 18.

- 18.A** Explain available payment tools that Company offers specifically to facilitate intra-client (intra-campus) purchases (3,500 characters maximum). Identify costs, if any, for intra-client payment tool in Cost Section (Section 22.R).

--

- 18.B** Explain how Company's payment tools could be used to reduce the University's merchant fees for intra-client (intra-campus) transactions (2,500 characters maximum).

--

- 18.C** Identify approximate number of clients who are using Company's payment tools for intra-client (intra-campus) purchases greater than \$870,000/year.

No. of clients using intra-client purchasing tool:	
---	--

SECTION 19: DECLINING BALANCE CARDS

If Company does not provide any debit/declining balance cards, skip Section 19.

19.A Explain core features of Company's debit/declining balance card program (3,500 characters maximum).

--

19.B Does Company offer a debit/declining balance card for both the Procurement and Travel Card platforms?

Declining Balance Platform	Available	
Procurement Card	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Travel Card	No <input type="checkbox"/>	Yes <input type="checkbox"/>

20: REFERENCES

Company must include in its proposal a list of at least three (3) organizations, preferably other institutions of higher education, with programs of similar size and scope to the University.

20.A

Organization's Name	
Location of Organization	
Client Since	
Approx. Travel Card \$ Volume	
Approx. No. of Travel Cards	
Approx. P-Card \$ Volume	
Approx. No. of P-Cards	
Approx. Ghost Card Volume	
Contact's Name	
Contact's Email Address	
Contact's Phone No.	
Comments (1,800 characters maximum):	

20.B

Organization's Name	
Location of Organization	
Client Since	
Approx. Travel Card \$ Volume	
Approx. No. of Travel Cards	
Approx. P-Card \$ Volume	
Approx. No. of P-Cards	
Approx. Ghost Card Volume	
Contact's Name	
Contact's Email Address	
Contact's Phone No.	
Comments (1,800 characters maximum):	

20.C

Organization's Name	
Location of Organization	
Client Since	
Approx. Travel Card \$ Volume	
Approx. No. of Travel Cards	
Approx. P-Card \$ Volume	
Approx. No. of P-Cards	
Approx. Ghost Card Volume	
Contact's Name	
Contact's Email Address	
Contact's Phone No.	
Comments (1,800 characters maximum):	

SECTION 21: FINANCIAL CONSIDERATIONS

Responses to questions 21.A – 21.F should be submitted as separate Attachments A – F.

- 21.A** Propose in Attachment A a sliding scale rebate schedule based on the University’s annual Procurement Card volume. Use \$X million annual volume and \$X average transaction size as the beginning of the sliding scale. (Data reflect spending for period: X)
- 21.B** Identify in Attachment B any Procurement Card speed-of-pay incentives. The University’s Daily Sales Outstanding (DSO) on Procurement Cards was X over the most recent six (6) months (dates).
- 21.C** Propose in Attachment C a sliding scale rebate schedule based on the University’s annual Travel Ghost Card volume. Use \$X million annual volume and \$X average transaction size as the beginning of sliding scale. (Data reflect spending for period: X)
- 21.D** Identify in Attachment D any Ghost Card speed-of-pay incentives. The University’s Daily Sales Outstanding (DSO) on Ghost Cards was X over the most recent six (6) months (dates).
- 21.E** Propose in Attachment E a sliding scale rebate schedule based on the University’s annual individual liability travel card volume. Use \$X million annual volume and \$X average transaction size as the beginning of sliding scale. (Data reflect spending for period: X).
- 21.F** Identify in Attachment F any Travel Card speed-of-pay incentives. The University’s Daily Sales Outstanding (DSO) on individual-liability Travel Cards was X over the most recent six (6) months (dates).
- 21.G** Will Company calculate each program’s rebate separately? If no, provide a statement with an explanation (1,800 characters maximum).

No Yes

Explanation:

- 21.H** At the University’s discretion, can late payments from individual-liability Travel Cardholders be deducted from the University’s rebate if a fee waiver is not granted by the Company (Section 14.E)? If Company does not allow this deduction, provide a statement with an explanation (1,800 characters maximum).

No Yes

Explanation:

21.I List vendors (or categories of vendors) whose transactions may be excluded from a rebate (2,000 characters maximum).

21.J List transaction types that may be excluded from the rebate (2,000 characters maximum).

21.K Identify any other financial considerations (no maximum character limit).

SECTION 22: COST SHEET FOR CARDS

22.A Cost, if any, for Standard and Custom Cards (Section 5.B). Use initial stock order of X for Travel Cards and X for Procurement Cards.

Card Stock	Cost Per Card
Purchasing Card – X stock (Standard)	\$
Travel Card – X stock (Standard)	\$
Purchasing Card – X stock (Custom)	\$
Travel Card – X stock (Custom)	\$

22.B Costs, if any, for *new* “rush” or “emergency” cards delivered to Program Administrator (Section 6.J)

New Card Issuance	Cost Per Card
Procurement Card New “Rush”	\$
Procurement Card New “Emergency”	\$
Travel Card New “Rush”	\$
Travel Card New “Emergency”	\$

22.C Costs, if any, for *replacement* cards (Section 7.B.).

Replacement Cards	Cost Per Card
Procurement Card Replacement “Rush”	\$
Procurement Card Replacement “Emergency”	\$
Travel Card Replacement “Rush” Domestic	\$
Travel Card Replacement “Emergency” Domestic	\$
Travel Card Replacement “Rush” Intra-Continental	\$
Travel Card Replacement “Emergency” Intra-Continental	\$
Travel Card Replacement “Rush” International	\$
Travel Card Replacement “Emergency” International	\$

22.D Costs, if any, for Program Administrator training (Section 8.E.). In response, identify unit costs (per person, per training, etc.)

Costs for PA Training:	\$	Unit
-------------------------------	----	------

22.E Costs (per copy) for hardcopy/mailed Procurement Card statements (Section 10.A).

Costs (per copy) for hardcopy/mailed P-Card statements:	\$
--	----

22.F Costs (per copy) of statements (Procurement and Travel Cards) no longer available online (Section 10.C).

Costs (per copy) of statements no longer on-line:	\$
--	----

22.G Costs (per copy) for hardcopy Travel Card statement available online but mailed per request of cardholder (Section 10.D).

Costs (per copy) of statements per cardholder request:	\$
---	----

22.H Foreign currency conversions fees/rates charged by corporate card issuer (Section 10.E).

Card Type	Conversion Rate
Purchasing Card	
Travel Card	
Ghost Card	

22.I Travel Card ATM surcharges charged by issuing bank (Sections 10.F/13.B).

Card Type	ATM Admin Fees	ATM Surcharge
Purchasing Card		
Travel Card		

22.J Cost, if any, for Program Administrator access to Reporting/Administrative Applications (Section 12.A). In response, specify unit (per PA, per license, etc.).

Costs for PA Access to Reporting/Admin. Application:	\$	Unit

22.K Cost, if any, for Program Administrator access to Real Time Transaction Applications (Section 12.G). In response, specify unit (per PA, per license, etc.).

Costs for PA Access to Real Time Transaction Application:	\$	Unit

22.L Identify late fees and administrative costs associated with going past due on an individual-liability travel card (Section 14.D).

Fee Type	Per Occurrence
Late Fees	\$
Administrative Costs	\$

22.M Identify costs (per card) if any, for including collision and/or liability insurance for rental cars on Travel Card (Section 15.A). If insurance type is not available, mark N/A in per card cost section.

Collision Loss/Damage Insurance	Per Card
Domestic collision coverage	\$
International collision coverage	\$

Liability Insurance	Per Card
Domestic liability coverage	\$
International liability coverage	\$

22.N Identify costs (per card), if any, for including accidental death/dismemberment insurance on Travel Cards and Ghost Cards (Section 15.D). Identify per card costs based on scope of coverage (domestic vs. international; common carrier vs. door-to-door). If insurance type is not available, mark N/A in per card cost.

Insurance Type – Travel Card	Per Card
Accidental Death/Dismemberment – Domestic Common Carrier	\$
Accidental Death/Dismemberment – Domestic Door-to-Door	\$
Accidental Death/Dismemberment – International Common Carrier	\$
Accidental Death/Dismemberment – International Door-to-Door	\$

Insurance Type – Ghost	Per Card
Accidental Death/Dismemberment – Domestic Common Carrier	\$
Accidental Death/Dismemberment – Domestic Door-to-Door	\$
Accidental Death/Dismemberment – International Common Carrier	\$
Accidental Death/Dismemberment – International Door-to-Door	\$

22.O Travel Card frequent-user annual enrollment fees (Section 16).

Costs (per card) for annual frequent-user program:	\$
---	----

22.P Costs, if any, for Ghost Card reconciliation application (Section 17).

Costs for ghost card reconciliation application:	\$
---	----

22.Q Costs, if any, for Procurement Card reallocation application (Section 17). In response, specify unit (per PA, per license, etc.).

Costs for P-Card reallocation application:	\$	Unit
---	----	------

22.R Costs, if any, for intra-campus purchasing tool (Section 18). In response, specify unit (per PA, per license, etc.).

Costs for intra-campus purchasing tool:	\$
--	----

22.S Make clear all other Company charges and/or explain any costs proposed in Section 22 (no maximum character limit).

--

SECTION 23: ADDITIONAL COMMENTS

23.A This section can be used to communicate any additional information about Company (optional – no maximum character limit).