

WAUKESHA COUNTY, WISCONSIN



REQUEST FOR PROPOSAL

| CONTACT INFORMATION | |
|----------------------------|--|
| Buyer | Cindy Greco |
| E-mail | cgreco@waukeshacounty.gov |
| Fax | 262-548-7668 |
| Mailing Address | <i>Waukesha County Purchasing Division 515 W. Moreland Blvd, Rm AC310 Waukesha, WI 53188</i> |

| SCHEDULE OF EVENTS | |
|---|--|
| The following dates are provided for your information and planning purposes. Although every effort will be made to follow this schedule, we reserve the right to modify the dates as necessary. | |
| RFP released: | Tuesday, 9/20/11 |
| Final Questions Due: | By Close of Business on Tuesday, 9/27/11 |
| Amendment Issued: | By Close of Business on Wednesday, 9/28/11 |
| Proposals Due: | 2:00 p.m. on Thursday, 10/13/11 |
| Notice of Interviews/Demos: | By Close of Business on Tuesday, 10/25/11 |
| Interviews/Demonstrations: | Wednesday and Thursday, 11/2 and 11/3/11 |
| Contract executed: | Approximately 11/15/11 |

**REQUEST FOR PROPOSAL
PREPARATION, SUBMISSION, PROCESS AND AWARD**

1. COMMUNICATION

This RFP is issued on behalf of Waukesha County by the Purchasing Division. The Buyer assigned to this RFP, along with contact information, is noted on Page 1. The Buyer is the sole point of contact during this process and no information provided by any other personnel will be considered binding.

The County prohibits communication initiated by the respondent to any County official, employee or representative evaluating or considering the proposals, prior to the time an award has been made.

All respondents should use this written document, its attachments and any amendments as the sole basis for responding.

2. ACCESS TO COUNTY BUILDINGS

Controlled access screening is mandatory for all vendors seeking access to the Courthouse and Administration Building. Vendors who will be visiting either building are to enter and exit the facilities through the main Courthouse public entrance (Door #2), 515 W. Moreland Blvd. Screening will take place in the lobby of the Courthouse. A corridor near the Courthouse lobby connects both buildings together.

Click on the following link for more detailed information regarding the screening process: <http://www.waukeshacounty.gov/defaultwc.aspx?id=37689>. A map of the Government Center campus identifying public access points and parking areas is also included on the bottom of the page.

Allow sufficient time to get through the screening process if you are hand delivering your responses or attending a meeting.

3. CLARIFICATIONS/AMENDMENTS

If you discover any significant ambiguity, error, omission or other deficiency in the RFP, immediately notify the Buyer in writing. All other questions, clarifications or exceptions regarding the RFP document must be raised prior to the submission of the proposal. We encourage you to submit preliminary questions prior to the pre-proposal conference (if applicable). Please note the due dates and times noted on Page 1 for both preliminary and final questions. All questions must be submitted to the buyer in writing, via fax or email, with the RFP Number and Description clearly identified.

If it becomes necessary to clarify or revise any part of this RFP, amendments will be posted to the Waukesha County website; <https://purchasing.waukeshacounty.gov>, in accordance with the schedule on Page 1. It is the responsibility of prospective vendors to check the website for any amendments prior to the opening date. All amendments must be acknowledged on the RFP Signature Page in the area provided. **Failure to do so may result in your response being rejected.**

4. CONTENTS OF PROPOSAL

All attachments, additional pages, addenda or explanations supplied by the vendor with their proposal will be considered as part of the proposal response.

5. NONCONFORMING TERMS AND CONDITIONS

A response that includes contractual terms and conditions that do not conform to the contractual terms and conditions in the RFP document are **subject to rejection as nonresponsive**. Waukesha County reserves the right to permit the respondent to withdraw nonconforming terms and conditions from its response or negotiate changes to the contractual requirements prior to making a determination of responsiveness.

6. AMENDMENT/WITHDRAWAL OF PROPOSALS BY VENDOR

After receipt by the Purchasing Division, vendor proposals may only be amended by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the opening date unless requested by the Purchasing Division.

Proposals may be withdrawn only in total, and only by a written request to the Purchasing Division prior to the time and date scheduled for opening of proposals.

7. PROPOSAL FORMAT & SUBMISSION

A. Format

Proposal Response documents may be submitted hard copy OR electronically; **do not submit both or your response may be rejected.**

In order for the committee to adequately compare proposals and evaluate them uniformly and objectively, firms must complete only the Proposal Response and Pricing documents provided by the County regardless of whether you are submitting hard copy or electronically; i.e. do not submit the Proposal Response document and a response in another form/format. The Proposal Response document is posted on Waukesha County's website along with this RFP.

Failure to use the Proposal Response document may result in your response being rejected. If both our Proposal Response document and another submittal format are received, only the Proposal Response document will be evaluated.

Although additional documents/attachments may be submitted as supplements to either your hard copy or electronic response, they should not be excessively long or in an elaborate format. They are not to be used in place of responding to the questions in the Proposal Response document; i.e. do not respond with "Reference Attachment". Unnecessary attachments beyond those sufficient to present a complete, comprehensive and effective response should not be included.

B. Proposal Response Submission – HARD COPY:

Respondent shall be required to mail one (1) original and five (5) copies of the Proposal Response document in a sealed package, box or envelope to arrive no later than 2:00 P.M. CST on **Thursday, 10/13/11**.

Each hard copy should be double-sided and bound, with the exception of the original, which should be double-sided but not bound. The copies should be bound by staple, binder clip or in a three-ring binder. Spiral, wire or comb bound copies are not acceptable.

Responses should be identified in the lower left corner as follows:

PROPOSAL RESPONSE, RFP #1206 Procurement Card - OPENING DATE: 10/13/11

C. Pricing Document/RFP Signature Page Submission – HARD COPY:

Pricing must be submitted on the forms provided. Failure to do so may result in your proposal being rejected.

The RFP Signature Page should be printed, completed in its entirety (with the exception of the tracking ID field; which is only required for electronic submissions), and signed. Note: Be sure to acknowledge any amendments issued, if applicable, in the box located above the signature area.

The RFP Signature Page along with one (1) original clearly marked and identified as such, and one (1) copy of the Pricing Document should be mailed to arrive no later than 2:00 P.M. CST on **Thursday, 10/13/11**.

The Pricing Document and RFP Signature Page should be in a sealed envelope separate from the Proposal Response documents and identified in the lower left corner as follows:

PRICING DOCUMENT, RFP #1206 Procurement Card - OPENING DATE: 10/13/11

D. Mailing Address

All hard copy submissions are to be mailed to:

Waukesha County Purchasing Division
Administration Center, Room AC310
515 W. Moreland Boulevard
Waukesha, WI 53188

E. Hand Delivery

If you are delivering your response in person, you must enter through the main courthouse public entrance, 515 W. Moreland Blvd. and deliver it to the Department of Administration receptionist in Room 310 of the Administration Center to be time-stamped no later than 2:00 p.m. on the opening date.

F. Response Submission - ELECTRONIC SUBMISSION:

In lieu of a hard copy response, respondents may create an electronic response using the Purchasing website and following the directions contained therein (<https://purchasing.waukeshacounty.gov>). **Fax or email responses are not considered electronic submissions.**

The following documents will need to be downloaded and saved to your computer to provide an electronic response:

- ✓ Proposal Response
- ✓ Pricing Document

Once you have made your response final, you must print out the RFP Signature Page. If the page has the Tracking ID field populated, you have correctly finalized your document correctly.

Note: Be sure to acknowledge any amendments issued, if applicable, in the box located above the signature area. The RFP Signature Page must be submitted to the Purchasing Division prior to the opening date and time.

Complete all fields; acknowledge amendments if applicable, manually or digitally sign (no stamped signatures allowed) and:

- ✓ Fax to 262-548-7668 or
- ✓ Save to your computer and use the "Add a Document" feature on the website to upload the document

G. Response Receipt/Opening:

Responses received after the due date and time will be rejected.

Proposals will be opened and the name of the respondents read; however, details of each proposal, including proposed fees, will not be announced at the time of opening. Such information shall be made public after an award has been made and all negotiations are completed.

All proposals received in response to this request will become the property of the County and will not be returned to the respondents.

8. INTERVIEWS/DEMONSTRATIONS

Interviews and system demonstrations **will** be required of selected finalists at the respondent's expense. The selected finalists will be notified of the date and time of the interview process in accordance with the schedule on Page 1. Vendors not selected will also be notified.

Proposers not selected will be notified that their proposal will no longer be considered unless the evaluation committee finds, after the completion of interviews and demonstrations, that additional proposers should be interviewed.

9. EVALUATION & AWARD

Proposals will be evaluated in accordance with the criteria listed below. Award will be made to the responsive, responsible Financial Organization who complies with the requirements and scores the highest total on the evaluation criteria as it pertains to the overall needs of the Waukesha County.

The cost evaluation will be calculated using all verifiable data available for current agencies and estimated data received from new agencies.

| | |
|--|------|
| Financial Organization Information | 10% |
| Experience of Staff Assigned to Contract | 15% |
| Response to Scope of Services | 40%* |
| Amount of Rebates/Financial Considerations | 35% |

*Once the finalists are selected, an additional 25% will be allotted to the demonstration portion of the interview process.

References will be checked of the finalists and will be considered in the final evaluation process. Waukesha County reserves the right to check references not listed by proposer.

10. OTHER CONSIDERATIONS

Factors which include, but are not limited to, quantity involved, time of completion, purpose for which required, competency and financial capacity of vendor, ability to render satisfactory service and past performance will be considered in determining status as a responsible vendor. The County reserves the right to request additional information as may reasonably be required to make this determination and to further investigate the qualifications of the respondent as deemed appropriate.

11. RESERVATIONS

This RFP does not commit the County to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. The Purchasing Division reserves the right to accept or reject any or all proposals received as a result of this request, request additional information, waive minor irregularities in the procedure, negotiate with any qualified source, or to cancel this RFP in part or in its entirety.

12. NON-INTEREST OF COUNTY EMPLOYEES AND OFFICIALS

No County official, employee or representative on the evaluation committee shall have any financial interest, either direct or indirect, in the proposal or contract or shall exercise any undue influence in the awarding of the contract.

13. CONTRACT DOCUMENTS

The successful vendor will be required to execute the following contract document (s) as applicable:

| Yes/No | Description of Contract |
|---------------|---|
| Yes | Waukesha County's Service Contract |
| No | HIPAA Agreement |
| No | Business to Business (B2B) Network Access Agreement |
| No | Server Access Policy |
| No | IT Data Destruction Form |

Click on the link below to review the applicable contract documents:

<http://www.waukeshacounty.gov/defaultwc.aspx?id=40390>

These documents **are not to be executed** at this time **nor returned with your response**; they will only be required of the successful vendor.

14. RFP TABULATIONS

RFP tabulations are available to the public after contract execution, approximately 60-90 days from the date of opening. RFP Tabulations can be found at our website (<https://purchasing.waukeshacounty.gov>). If you are unable to access the Internet, you may contact 262-548-7888 for a hard copy. Copies are 15 cents per page plus postage costs if applicable.

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**Request for Proposal #1206
Procurement (Credit) Card Program
9/20/11**

I. INTRODUCTION

The purpose of this RFP is to obtain a qualified Financial Organization, hereinafter FO, to provide a commercial credit/procurement card (hereinafter P-card) program for agencies that may or may not currently have a program as identified. Participating agencies will hereinafter be referred to as PA's.

Waukesha County is the lead agency letting this cooperative Request for Proposal (RFP) on behalf of the agencies participating in this process. This includes members of V.A.L.U.E. (Volume Acquisition and Large Uniform Expenditures) and WAPP (Wisconsin Association of Public Purchasers) organization. For more information about either of these organizations; click on the following link:

V.A.L.U.E. – www.value4gov.org
WAPP – www.wapp.org

Waukesha County and the successful FO will execute the Service Contract governing the program as a whole, however, once the contract has been executed, each PA will be responsible for their individual program including program setup and maintenance, problem resolution, account reconciliation and payment processing. This will not preclude the FO from requiring the execution of a Commercial Card Contract specific to card use; however; Waukesha County reserves the right to negotiate any such contract required by the FO. If there are any conflicting terms and conditions between the documents, the Service Contract terms and conditions will prevail.

The goal of this RFP is to ensure that as a minimum, existing features and functionalities offered under the PA's current contracts (where applicable) are maintained, as well as to include additional services that have been developed over the years such as a Single Use Accounts and Declining Balance Cards.

This contract will be for a five year period and may be extended for two (2) additional one-year periods as further defined under Section VII. For those PA's currently in our program and that are continuing in our program, the commencement date for card use is 3/1/12. For those without a program or those transitioning from another program, commencement of card use can occur anytime after contract execution. Regardless of the commencement date for card use; all PA's in this process will have an end date of 2/28/XX (XX = Contract end date depending of whether extensions are executed).

II. DEFINITIONS

For purposes of this RFP, the following definitions will apply:

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| Allocation Personnel/Allocator | Person who allocates or reallocates expenses in the system. |
| Approving Official/Approver | The person assigned to audit and approve cardholder transactions. |
| ATS | Average Transaction Size |
| BC Cards | Cards issued with little or no limit that can be activated in the event of a Disaster, natural or otherwise. |
| Business Continuity (BC) | A Business Continuity event could be a result of a disaster, natural or otherwise. For example, a tornado wiping out a building or a terrorist attack; i.e. something we have no control over but causes a business disruption. |
| Cardholder | Person (s) having a plastic card or an account number, including ghost accounts. |
| Commercial Card | Credit/Procurement Card used for Agency purchases and expenses such as Travel, Maintenance, Repair and Operating Expenses, etc. |
| Contract Administrator | Refers to the Principal Buyer at Waukesha County letting this RFP and serving as the Contractor Administrator for the program as a whole. This includes being the point of contact for program changes, contractual issues, etc. |

| | |
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| Declining Balance Cards | Cards that expire once a specific limit or date has been reached. Use of these cards is included in the rebate calculation. |
| Dormant Cards | Cards that are active but have not been used within a user defined time period. |
| Ghost Account | Those assigned to a specific vendor only (example - office supply vendor) and/or for a specific use (example - restricted to Maintenance, Repair and Operating [MRO] parts only) |
| JPMC | JPMorgan Chase – Current FO |
| Inactive Cards | Cards that have been temporarily disabled/inactivated. |
| Large Ticket Expenditures | Large ticket expenditures are determined by the amount of the expenditure (typically over \$4,500) as well as the level of information passed by the merchant, including identifying it as a large ticket item. |
| MCC Codes | Merchant Category Codes used to restrict/allow card transactions. |
| P-Card / P-Card Program | Term used by Agencies to describe their credit card / credit card program. |
| Program Administrator | The person(s) assigned to manage the procurement card program within an individual agency. |
| Single Use Account or SUA | Payment process where electronic payments are sent to vendors. Single use accounts have features similar to a check; i.e. unique transactions numbers, payable to a specific vendor in a specific amount within a specified time period without user intervention. SUA is how JPMC describes the program; i.e. the name provided is for reference purposes only. |
| Value-Added Services | Services that may be of benefit to an agency at no additional cost. |

III. BACKGROUND

As of the close of our 5th contract year (2/28/11), there were seventy-four (74) agencies under our current contract that expires 2/28/12 with a total spend of over \$60,000,000. A number of our current agencies have committed to this RFP process, as well as some new agencies that have never had a program. To provide you with more detailed information we have posted a reference document, Appendix A – Agency Information. This includes details where applicable on how long they have had a program, information regarding their current programs, and statistical information such as the annual/estimated annual spend, number/estimated number of cards, the average/estimated average transaction size, etc. You will note that a number of agencies that are currently under our program have chosen not to participate but are listed in the event they determine at a later date to contract with the awarded FO. There are also a number of agencies whose information was not available at time of release of this RFP. Every effort will be made to update their information when the amendment is issued.

The information provided is given to assist in responding only and is no guarantee as to the actual amount of expenditures, ATS, etc. under a new contract. All information for agencies without a program is estimated to the best of their ability.

At this time, agencies use their p-cards for purchases of commodities, services, travel/travel related expenses and fuel/fleet items. Specific use of the cards is controlled by the use of MCC (Merchant Category Code) inclusions/exclusions; i.e. we do not have different cards or programs for travel and fleet type expenditures.

PA's are able to manage their programs online, including making real time card changes, changing MCC restrictions and issuing cards adds.

PA's do not pay for any setup fees or implementation costs, transaction fees or cards fees, electronic billing or online administration and reporting. The only items that are currently chargeable are:

- Special Card Design (one-time fee)
- Interface to a Financial System (one time setup and ongoing monthly fee)
- Rush Cards
- Cash Advance (not currently used by any PA)
- Copy retrieval fee for non disputed items

Our FO sponsors a one day annual user group conference held in the Waukesha County area with over 60 attendees at our last conference. At this conference, the FO does a presentation on the latest relevant topics (such as fraud issues), the attendees share what they are using their cards for and with which vendors, as well as networking on problem resolution, program growth, etc.

It is important to note that when the RFP was originally let and the contract awarded, we had only 7 agencies under contract; i.e. the balance “piggybacked” sometime during the duration of the contract. This is not to guarantee any additional growth above and beyond what has been committed to; however, it should be considered when preparing your response.

While any public agency in Wisconsin is currently eligible to participate in this program, **it is our intent to restrict participation to agencies that belong to either the WAPP or V.A.L.U.E. organizations.** In addition, the FO requires agencies to have an estimated annual spend of \$200,000 to participate in the program, however, under the new contract, **these types of restrictions will not be allowed; i.e. any V.A.L.U.E. or WAPP member is eligible to participate regardless of their annual spend.**

IV. OBJECTIVES

The purpose of this RFP is to achieve the following objectives:

- To achieve administrative savings
- To increase efficiencies and enhance program spend through the use of other card offerings (debit, single use, etc.)
- To consolidate and enhance data collection and reporting
- To realize rebates based on the combined spend of all of the PA’s
- To contract under a fee free program
- To provide a smooth transition between the current and new provider with minimal impact on cardholders and program administrators (for those agencies with a program)
- To provide recommendations and transition or implementation training/assistance
- To work with the agencies to develop an understanding of their needs, processes and policies
- To assist in increase usage of the cards and identify areas for greater efficiency through semi-annual assessments
- To commit knowledgeable, experience and responsive staff for customer service and program management
- To provide training/conference opportunities for program administrators
- To provide networking opportunities for program administrators
- To provide an efficient process and timely delivery of new card adds
- To provide real time ability to make card limit and MCC restriction changes
- To assign key staff within or proximate to Wisconsin
- To dedicate state-of-the-art electronic management/reporting tools
- To provide toll free numbers for communication needs related to the contract

V. SCOPE OF SERVICES

Listed below is a basic overview of the requirements for this program. All respondents must complete the Proposal Response posted with this RFP to be eligible for award. This document will provide a method for a standardized response from all respondents and will be used as the basis for evaluation.

A. Mandatory Requirements

The following requirements are mandatory and the proposer must include with their response an affirmation that they will be met or the proposal will not be considered further.

FO agrees to:

- Provide a no-cost program to all PA's with the exceptions of items that are currently chargeable, regardless of the size of their agency, annual spend or ATS.
- Limit participation to members of either the V.A.L.U.E. or WAPP organizations. Contract Administrator will provide a means to confirm membership.
- Require that all cards issued require cardholder activation upon receipt (not be mailed "live"). PA will identify if cards are to be mailed directly to cardholder or to the Program Administrator.
- Not sell or otherwise distribute data, information or distribution lists related to this contract to a third party, including to any divisions owned by or affiliated with the proposer.
- Not to send information to cardholders without the prior written approval of the Program Administrator.
- Work with the PA's to assist in preparing a file in the format required by their agency containing transaction information that can be imported into their financial system at no cost.
- Work with agencies that require an interface to their financial system at a cost no greater than that proposed, if any, in the Pricing Document.
- Supply a means for the PA to identify a cardholder accounting code, with a minimum of 40 characters available.
- Make reports available electronically (preferably web-based/real-time) that can be accessed by multiple users at multiple locations.
- Assume responsibility for all third party fraud charges. Fraud losses will not be charged back to client or deducted from rebates, provided that the client shall immediately notify FO by phone of any account that the client knows or suspects have been lost, stolen, misappropriated, improperly used, or compromised.
- Employ security best practices and comply with all laws and guidelines and industry/security best practices to protect the interests of the PA's.

B. Implementation/Conversion

PA's without a program will require assistance in implementing and developing a new program. These PA's can mutually negotiate a card use commencement date provided the contract has been executed.

All PA's that currently have a program will require assistance in converting their existing program to assure minimal impact on administrators and cardholders. The FO will be expected to work closely with program administrators to effectuate a smooth implementation/conversion that must be completed in sufficient time to allow card use to commence March 1, 2012. If the PA is currently under contract with another FO, they will mutually agree upon a card use commencement date.

FO must provide a method for agencies with a program to submit their cardholder information without the need to manually input cardholder information. A method for submitting card setups requiring the least amount of manual entry for those agencies without a program is desirable.

FO will develop a schedule for assuring cards are issued and activated prior to the commencement date of 3/1/12, including proofing of card design, for agencies currently under contract with JPMC.

C. Training

The FO will be required to develop and provide training in a minimum of four separate areas: 1) Cardholders (basic use of card, do/don'ts, etc.); 2) Approving Officials (what to look for when reviewing/approving statements, etc.); 3) Program Administrators (complete administration training including cardholder adds/changes, etc.); and 4) Accounts Payable/Information Systems* (training on establishing account codes, downloading to the general ledger, etc.).

*It is possible, depending on content and who will be doing the actual file load, that these training sessions may need to be separated.

All training will be done on site at each PA's location and training content will be coordinated and agreed to with each PA. FO will provide training materials covering these categories at no cost to the PA to include one paper copy and one electronic copy. Acceptable file formats are PowerPoint or WORD documents. PA's have the right to modify the training materials to address policies and procedures specific to their organization. Each PA will be allowed to make copies for internal use as needed.

It is highly desirable that even if web-based training is provided, a representative of the FO is onsite to facilitate the process, answer additional questions, etc.

The FO will also work with each PA to establish a program for ongoing training as needed; i.e. additional cardholders, replacement cardholders, etc. This does not mean the contractor would provide the training unless there is a significant quantity, but assist the program administrator in developing a program to meet this need.

D. Bank/Processor/Card Design

Respondents shall identify the bank issuing the cards proposed, as well as the proposed processor. Most agencies will require their cards to have an agency name and / or their logo, as well as designation of tax-exempt status along with the tax-exempt number. Further information to be included as a minimum is the employee name, department location (example – Parks – Golf Course Division) and/or account description (example – office supplies).

The ability to provide “zero tolerance” for taxes is highly desirable; i.e. based on the card being flagged as tax-exempt; merchant would be unable to assess sales tax. Additionally, any unique color/design that could be used to differentiate between personal and agency issued cards is desirable. FO and each PA shall mutually agree upon card design.

In your response, you must identify what you consider to be a standard versus a custom card and samples of both. If there is an additional charge to have a custom card, it must be a one-time charge and must be identified in your rebate proposal. It will be the option of each PA to determine if they wish to customize their cards.

Finally, there are some agencies who may consider implementing a fuel/fleet card rather than using MCC restrictions. This may or may not occur during system implementation and it is also uncertain at what point in the contract period this would occur. For initial implementation, we will be focusing on a one card program only whereby MCC restrictions are used to include/exclude fuel/fleet.

E. Hierarchy Set-up, Change and Reporting

Each PA would like the ability to set up a hierarchy within their organization mainly for the purposes of reviewing, reporting, etc. specific to one or more areas within the hierarchy. For example, Level 1- Agency; Level 2 – Department, Level 3 – Division, Level 4 - Cardholder. PA's are interested in learning other capabilities offered that can expand the capabilities of the hierarchy. For example, using the hierarchy to route statements, obtain reallocation approval, route cardholder adds (allowing clerical to enter the request and then route it to the program administrator for approval), etc.

F. Account Administration Software

All PA's require the ability to perform their account administration duties (adds, changes, cancels, MCC changes, etc.) online. The ability to submit hard copy is desirable. The ability to establish a hierarchy and/or restricting access to functions is highly desirable so that Program Administrators can grant certain functions back to end users such as password resets.

G. New/Replacement/Canceled Cards

FO must assure the accuracy and security of the application/cancellation process for both hardcopy and online requests.

H. Expiration Dates

For ease of management, PA's require one expiration date for all cards, regardless of when it is received. All renewal cards are to be provided a minimum of 30 days prior to expiration.

I. Program Administration Services

Each PA requires access to account services Monday thru Friday, 7:00 a.m. to 5:00 p.m. excluding major holidays. Access should be available via phone, fax, e-mail or Internet. This shall include the ability to add, replace or cancel cards, change spending limits and/or to resolve problems encountered.

Program administration services should also include assistance in program development, problem resolution, access to program / training materials, etc.

J. Cardholder Customer Service

Each PA requires their cardholders and Program Administrators to have access to customer services 7 x 24 via phone, fax, e-mail or Internet. This number would be used to report lost cards and/or any other problems encountered with the use of the card.

K. Merchant Dispute Resolution

A process must be available to each PA for their cardholders to dispute Merchant transactions should they fail to resolve the issue with the actual merchant. This ability should be available via phone, fax or the Internet.

L. Fraud Controls

A method should be available to screen cardholder activity for fraud patterns. If fraud is suspected, the bank must contact the cardholder to verify whether the transaction is legitimate and should be approved. It is highly desirable that the Program Administrator is notified as well. Each PA requires that during non-working hours, the program administrator also be notified and in some cases, may require the bank to work with their law enforcement agency, risk management staff and anyone else involved they require for fraud investigation.

M. MCC and Spending/Transaction Controls

Each PA requires the ability to restrict cardholder spending in a variety of ways, including but not limited to MCC restrictions and spending limits (single, daily, monthly, number of transactions, etc.). Agencies would prefer to customize MCC restrictions as opposed to having to select from a general category of merchants.

N. Business Continuity/Disaster Recovery Cards

Some PA's have BC cards issued to end users for the purpose of business continuity/disaster recovery. These cards are activated with a \$0 or nominal limit and a plan is in place for the Program Administrator to increase the limits should a PA experience a disaster, natural or otherwise. It is critical that we are able to establish a similar procedure under any new program. Additionally, provisions must be in place to immediately increase the limits on these cards, including after hours, weekends and holidays.

O. Unique Card Requirements

Some PA's require the use of declining balance cards with an established available limit and specific time frame for use. Once the limit or end date has been reached, the card could no longer be used until the card is "reloaded" or the end date changed.

Additionally, the ability to create Ghost Accounts is required. This includes being able to limit the use of a card to a specific vendor, specific to user identified MCC codes, as well as other methods made available by the FO.

P. NEW Requirement

Under the new contract, we would like to add provisions for the use of Single Use Accounts. This program involves entering, matching and approving invoices in the PA's Accounts Payable System. They would then create a batch payment file and transmit it to the FO's portal. FO establishes a single use account number for each transaction and applies the necessary controls. The SUA # and remittance is emailed to each supplier. The supplier processes the transaction and the merchant transaction is then matched to the payment instructions and posted in the FO's online system. Currently, PA's do not use either of these card programs and as such, all information provided is estimated only.

Q. Statements/Reconciliation

PA's require the ability to accept cardholder statements either electronically through the FO's website; have a hard copy mailed, or a combination thereof. At a minimum, information to be included on the statement is transaction date, post date, reference number, vendor name, and dollar amount of the transaction. Regardless of whether electronic or hard copies, in no event will more than the last 8 digits of the cardholder account number are displayed. The ability to perform online reconciliation with approval routing is highly desirable. Note that some PS's have cardholders without internet access and therefore, the ability for their approving officials to receive this information should be available.

R. Expensing and Reallocation of Transactions

It is the goal of each PA to have the correct accounting code appear in the billing file and for that accounting code to be transmitted so that when accounting transactions are created from the billing file, very little additional work is required to assure expensing to the correct accounting code. The ability to map transactions within the contractor's software prior to receiving the billing file is highly desirable including the ability to map by MCC codes; by NIGP (National Institute of Governmental Purchasing) commodity codes or other established means/methods recognized by the banking industry.

S. Data Capture

Each PA requires the ability to access and review detailed transaction history for a minimum of 13 months after transaction is made. All PA's would like the ability to capture as much detail as possible at a transaction level. Respondents should indicate the level of detail they are able to provide and when detail is contingent upon the Merchant's card program.

T. Reporting Capabilities

Each PA requires the ability for the program administrator to obtain reports including but not limited to:

- List of Active/Inactive Cards **excluding canceled or closed accounts**
- List of dormant cards **excluding canceled or closed accounts**
- Report based on a user defined time period that shows all single transaction made with totals by billing cycle for the purpose of maintaining card limits appropriate to usage. **This report must also exclude closed or canceled accounts**
- Detail of all card purchases broken down by user defined parameters
- Cards within X% of cardholder limit
- List of new, re-issued, special request, lost/stolen accounts and canceled accounts
- Transaction detail for a specific time frame
- Vendor detail for a specific time frame
- Detail of all dollars spent by commodity code/merchant category

Each PA requires the ability for their approving officials to obtain reports including but not limited to the detail of all card purchases broken down by cardholder within their reporting unit.

All PA's prefer to have reports available online with the ability to receive and/or print hard copy. The ability to obtain not only by billing cycle, but by other data parameters as well including but not limited to date range, specific vendor, MCC codes, specific cardholders, etc. is highly desirable.

U. Diversified Supplier Reports

Some PA's require the ability to obtain reports of expenditures made with diversified suppliers that are either certified through a process within their agency and/or other established methods of certification such as those within the Federal government. The frequency and format of reports is to be mutually agreed upon by FO and PA. For purposes of this RFP, diversified suppliers shall be defined as one of the following:

- Disadvantaged Business Enterprise (DBE)
- Emerging Business Enterprise (EBE)
- Historically Underutilized Business (HUB)
- Minority-Owned Business Enterprise (MBE)
- Small Business Enterprise (SBE)
- Woman-Owned Business Enterprise (WBE)

V. 1099 Reporting

If regulations change whereby FO's no longer are responsible for 1099 reporting for purchases made on p-card, the ability to obtain reports of expenditures made with vendors identified as 1099 vendors must be made available. The frequency and format of reports is to be mutually agreed upon by FO and PA.

W. Master Reports

As the Contract Administrator responsible for monitoring and auditing this contract, Waukesha County will require a quarterly report of any expenditures to date made by all PA's. This report must be broken down by whatever parameters the respondent is proposing for rebates. These are to be summary reports only provide sufficient information to verify the accuracy/amounts of rebates offered.

Along with this report, should be a list of current PA's to include the name of the agency, contact information for their Program Administrator (name, phone and email) and the date card use commenced.

Regardless of whether this report or information is available online, **the FO will be responsible for producing and transmitting to the Contract Administrator.** Reports will be provided no later than the 5th working day following the end of the quarter. Format of report will be mutually agreed upon.

X. Program Development

PA's are always looking for assistance in developing their programs; i.e. looking for areas where using a p-card is more efficient and cost-effective than the traditional purchase order and/or payment methodology currently in use. Program administrators are also interested in sharing ideas with other successful program administrators within their areas; both geographically and within the same functional areas (schools, counties, etc.). FO may continue the annual user group conference as one method; however, at least one annual review (separate from an annual user group conference if offered), should be done with each PA regardless of the size of the annual spend.

Y. Billing and Payment

PA's typically base their billing and payment cycle based any rebate incentives provided. Some PA's require electronic billing files while others are requesting paper. Pending the contractor's ability to assist in preparing a file download to the general ledger, consideration may be given to having just electronic files. Regardless of the method of delivery, **no more than the last 8 digits of account information should be visible.**

Z. Miscellaneous:

1. **Business Continuity/Disaster Recovery Program:** It is critical to each PA that if your organization would experience a disaster, natural or otherwise, a plan is in place for assuring that business continues; i.e. administrative and reallocation software continues to be available, cardholder usage is not disrupted, data is not corrupted, etc.
2. **Value Added Services:** Respondents are to indicate within each category of the response any other value-added services they wish to have considered in the evaluation process. This may include offering other services that are no additional cost but may be of value to the PA's.
3. **Debarment:** In the area provided in the Proposal Response, indicate if your firm is or has been barred from doing business with either the State of Wisconsin or the Federal Government, or is any such action pending. If yes, please indicate the reason(s) for the debarment and the date(s) your firm was debarred.
4. **"Piggybacking":** It is possible that after contract commencement; additional V.A.L.U.E. or WAPP agencies may wish to "piggyback" on this award. It is expressly understood that if this is allowed by the FO, the additional dollars resulting from additional agency spends will be included in any rebate program offered.

VI. OTHER CONTRACTOR REQUIREMENTS

A. Insurance

The successful contractor shall agree that it will, at all times during the term of the agreement, keep in force and effect insurance policies required by the contract as noted below. **These requirements are PER AGENCY.** Insurance certificates must be issued by a company or companies authorized to do business in the State of Wisconsin and that are satisfactory to the County. Such insurance shall be primary.

Prior to execution of the written contract, the successful contractor shall furnish the County, as well as any PA that specifically requests one, with a Certificate of Insurance issued and upon request, certified copies of the required insurance policies. The Certificate shall reference the contract and provide for thirty (30) days advance notice of cancellation or non-renewal during the term of the agreement.

The PA, its boards, commissions, agencies, officers, employees and representatives must be named as additional insured with respects to the General Liability and so stated on the certificate of insurance.

Failure to submit or maintain the insurance requirements can make the contract void at the County's discretion. Minimum requirements are as follows:

Worker's Compensation and Employers Liability Insurance - Statutory Worker's Compensation Benefits and Employers Liability insurance with a limit of liability not less than \$100,000 each accident. Contractor shall require subcontractors not protected under its insurance to take out and maintain Worker's Compensation Insurance as specified above and Contractor shall submit evidence of the Worker's Compensation Insurance required.

Automobile Liability Insurance – Comprehensive Automobile Liability or Business Auto Policy Form covering all owned, hired, and non-owned private passenger autos and commercial vehicles. Limits of liability – combined single limit of \$500,000 each accident.

Commercial General Liability Insurance – Policy shall provide coverage for premises and operations, products and completed operations, personal injury and blanket contractual coverage. Limits of liability: no less than \$1,000,000 each occurrence and aggregate.

B. Immigration Act

Waukesha County supports the Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verification and non-discrimination. The filing of a proposal in response to this RFP is considered certification that the proposer is in compliance with the INA and has established appropriate procedures and controls so that no services under this contract will be performed by a worker who is not legally eligible to perform such services.

C. Personnel

The PA shall be entitled to request the removal of individuals working on the project for any of the following grounds, provided that such request be in writing and shall specify the reasons for the County's dissatisfaction: (i) unsatisfactory performance that causes negative operational impact at the County or causes the County to commit additional resources to avoid operational impact; (ii) dishonesty or belligerent conduct; (iii) violation of County rules or policies, or (iv) lack of compatibility with County staff.

Upon such written request, the County and Contractor shall decide on a course of action to cure any such problems, provided that there shall be no cure opportunity required for problems involving categories (ii) or (iii) in the preceding sentence.

In the event Contractor does not cure the problem within (7) days from the date of notice, Contractor shall remove such person and shall promptly provide a qualified replacement. The Contractor is responsible for ensuring that any replacement personnel have comparable skills and experience. Resumes must be submitted for approval by Waukesha County for substitute personnel. The PA reserves the right to interview personnel prior to commencement of activity on the contract.

VII. TERM, PRICING AND PAYMENT

A. Term

The term of the contract will be upon contract execution with card use in place for the period 3/1/12 thru 2/28/17; with the exception that any PA without an existing program or under contract with another FO can mutually agree upon a card commencement date with the FO.

The contract may be extended for 2 additional one year periods at the sole discretion of the Contract Administrator.

Should any PA's Boards, Commissions or other governing representative require that a PA cease its program, PA will immediately be released from any obligations set forth by the FO.

B. Rebate Proposal

Respondents are invited to offer rebates based on the **combined annual/estimated annual spend of all PA's**. This rebate does not have to be fixed but can be dependent upon the level of annual spend; i.e. 1% based on annual spend of \$1 million; 1.5% based on annual spend of \$1.5 million, etc. Respondents may also propose rebates based on a combination of annual spend and average transaction amount, or any other **verifiable** measures. In any event, the milestones required for achieving rebates must be clearly identified and explained in the rebate proposal. If anything is contingent upon mutual agreement by all PA's (such as reducing the billing cycle turnaround time), that must also be clearly noted.

Any incentives for specific payment methods, the speed of payment or other payment related incentives should be clearly noted in the response document. Regardless of the rebates and incentives offered, including speed of pay, for purposes of clarity FO's must provide a definition of what each rebate/incentive offered is and a mathematical example of how the formula will be calculated.

Incentives proposed that are contingent upon file turn will not be calculated for purposes of award as we do not have the level of detail required to properly evaluate. Rebates proposed for a SUA program must clearly define whether the spend on SUA's will be included in any of the rebate calculations and whether it is at the same or different rebate level than for p-card expenditures.

As the Contractor Administrator for this program, Waukesha County is not interested in receiving any administrative fees, etc. and FO's should not include any financial incentives that are specific to Waukesha County. All rebates must be available to all PA's.

C. Payment/Rebate Issuance

Each PA will be responsible for issuing payments to the FO. Payment to the FO will be made by check, ACH or EFT at the option of each participant.

Payment of rebates achieved by the PA's must be paid directly to their agency within ninety (90) days after the end of the Contract Year.

Note: It is highly desirable that for the 1st contract year only, the total spend of any PA without a program that commences card use prior to 3/1/12 be included in the first year's rebate calculation. For each subsequent contract year, the total spend of any agencies new to the program will be based on the date card use commences. However, if any PA is currently under contract with the FO under another program and chooses to join this program, their annual spend will be based on the date they transfer to this program or the beginning of the contract year; whichever is earlier. For PA's transferring from another provider, the card spend will be included as of the date they commence card use.

END OF DOCUMENT



**WAUKESHA
COUNTY**
Department of Administration

September 28, 2011

Amendment No. 1

RFP No. 1206
Procurement (Credit) Card Program
Opening Date: 10/13/11
Opening Time: 2:00 p.m. CST/CDT

Notice to Proposers:

A Request for Proposal for the above was sent to you. Please note the following:

- The participation of the following agencies is contingent upon further approval of their governing boards:
Arrowhead Union High School District, City of Green Bay, City of Lodi, City of Oconomowoc, City of Oshkosh, City of West Allis, Cooperative Educational Service Agency #7, East Troy Community Schools, Elmbrook Schools, Evansville Community Schools, Green Bay Area Public Schools, Housing Authority-City of Milwaukee, Milwaukee Public Schools, Outagamie County, and School District of Cudahy.
- The following agencies have indicated at this time, they will not be participating but may “piggyback” at a later date:
Brown County, Chippewa County
- In the Rebate parameters, be sure to include rebate information respective to a Single Use Account type program.
- If you are submitting your documents hard copy, you must include either a CD or a Flash Drive containing an electronic copy of your Pricing Document, Proposal Response Document and any other attachments provided. The Pricing Document **must be in Excel format; not PDF**. All other documents may be submitted PDF. Regardless of whether you are submitting electronically or providing a CD/Flash Drive, the proposal response document, including any attachments, should be submitted as **one consolidated file**.

Questions/Answers

| | |
|----|---|
| Q1 | Page 4/10 —“It is highly desirable that even if web-based training is provided, a representative of the FO is onsite to facilitate the process, answer additional questions, etc.” – we will not be able to accommodate the county’s requirement by having someone to be onsite for every individual entity. Will this be a “deal breaker” of not responding to this RFP? |
| A1 | As you note, this is highly desirable; not mandatory and as such it is not a deal breaker but will be considered in the evaluation process. |
| Q2 | Could you please provide us with Attachment A (List of Participants) in an Excel or Word format? While preparing the response, our team would like the ability to group the organizations by size and location. |
| A2 | Attachment A in Excel format is being posted with this amendment. Additional agencies have provided information as to their participation level and therefore; the document posted is noted as UPDATED 9/28/11. |
| Q3 | Do you use fleet cards today? |
| A3 | No we do not. Agencies include/exclude the use for fleet and fuel using MCC codes. |
| Q4 | If you require fleet cards going forward, what are the total number of vehicles, fuel purchase volume in dollars and repair volume in dollars? |
| A4 | As noted, there are agencies that MAY implement this at some point in the contract. We do not, however, have the specific information you are requesting. We have requested information on this program and would like respondents to include rebate information specific to this type of program. We reserve the |

Division of Risk Management & Purchasing

Administration Center, Room 310

515 W. Moreland Blvd.

Waukesha, Wisconsin 53188

Phone: (262) 548-7888 Purchasing; (262) 548-7852 Risk Management

Fax: (262) 548-7668

| | |
|-----|--|
| | right to negotiate the rebate parameters if/when this type of program is implemented and all parties have a better idea of the volume. |
| Q5 | Is there a file size limitation on the electronic RFP submission? |
| A5 | The ability to load a file is based on two factors; size and time to load. The maximum size is 8MB and maximum load time is 40 minutes. If you are unable to upload one consolidated document; the attachments should be loaded as a separate file. |
| Q6 | What was your total procurement card spend for the last 3 years? |
| A6 | We are currently in our 6th contract year. For contract year 3 - \$41,095,343; year 4 - \$50,310,045, year 5 - \$64,356,275. |
| Q7 | Are the figures in Appendix A from 2010? |
| A7 | They are for the 5th contract year but there are new agencies listed whose spend is estimated. We did note how long each agency has had a program. |
| Q8 | Are these agencies in Appendix A currently using the existing procurement card program? |
| A8 | Everyone that currently has a program is under our current contract. |
| Q9 | What is the threshold between "Small" and "Large" ticket spend in Appendix A? |
| A9 | Please review the definitions provided in the RFP. |
| Q10 | What is the current breakdown of number of cards per type; i.e. P-card, Ghost, etc.? |
| A10 | Unknown |
| Q11 | Is Waukesha County open to an interstate option on your consortium? |
| A11 | The RFP requires participation be limited to WAPP and V.A.L.U.E. members only, therefore, at this time we will not consider this option. |
| Q12 | J.P. Morgan currently serves our Wisconsin clients through Waukesha County's consortium; therefore, it is difficult for us to provide references as requested in the RFP. Please advise on how you would like us to approach this requirement. |
| A12 | Three references need to be provided. If you review the language it says "We prefer these to be governmental clients and ideally, at least 2 will be within the State of Wisconsin" i.e. this is not a mandatory requirement. |
| Q13 | You want no minimums to participate, but are you alright having a minimum amount to receive a rebate? |
| A13 | Yes; however, it will be considered in the cost evaluation. |
| Q14 | Based on your agency information, we understand that some will not be participating, but can we assume that the others would all convert if you choose a new FO? |
| A14 | There is no legal document committing them; however, it has been my experience that agencies who have indicated they will participate move forward as planned. If there are no notations next to their agency's name, it is expected they will participate. |

Regardless of whether you are responding hard copy or electronically, you must acknowledge any amendment(s) on the Signature Page. If you are responding electronically, the signature page must be signed and faxed (262-548-7668) to the Purchasing Division prior to the opening date/time. If you are responding hard copy, be sure to include the signature page with your response.

Sincerely,

Cindy Greco, CPPB
Principal Buyer
Purchasing Division

Division of Risk Management & Purchasing

Administration Center, Room 310
515 W. Moreland Blvd.
Waukesha, Wisconsin 53188

Phone: (262) 548-7888 Purchasing; (262) 548-7852 Risk Management
Fax: (262) 548-7668

**Appendix A - Agency Information
STATS**

| <u>Agency</u> | <u>What Method do you use for Payment Processing (EFT. Etc)?</u> | <u>Annual Spend</u> | <u>"Small" Ticket Spend</u> | <u># of Small Ticket Trans</u> | <u>Large Ticket Spend</u> | <u># of Large Ticket Trans</u> | <u># of Cards</u> | <u>Pay Cycle (in # of days)</u> |
|--|--|---------------------|-----------------------------|--------------------------------|---------------------------|--------------------------------|-------------------|---------------------------------|
| Arrowhead Union High School District | ACH/EFT | \$600,000 | \$30,000 | 439 | N/A | N/A | 5 | 7 |
| Brown County Participation unknown at time of release | | \$686,982 | \$284,203 | 1,268 | N/A | N/A | 118 | 7 |
| Burlington Area School District Not participating | | \$28,981 | \$24,138 | 204 | N/A | N/A | 20 | 13 |
| Chippewa County Intent to Participate received; additional information unavailable at this time | | | | | | | | |
| City of Appleton | ACH/EFT | \$1,653,724 | \$1,653,724 | 12,223 | N/A | N/A | 284 | 12 |
| City of Brookfield | ACH/EFT | \$2,356,776 | \$1,758,667 | 4,758 | \$598,109.00 | 26 | 66 | 13 |
| City of Elkhorn | ACH/EFT | \$840,268 | \$840,268 | 1,406 | N/A | N/A | 78 | 14 |
| City of Fond du Lac | Check | \$750,000 | | | | | 30 | 14 |
| City of Glendale | Check | \$900,000 | | | | | 7 | 14 |
| City of Green Bay | ACH/EFT | \$3,019,644 | \$2,959,080 | 12,557 | \$60,564.00 | 8 | 90 | 13 |
| City of Greenfield | Check | \$200,000 | | | | | 15 | 14 |
| City of Lodi | ACH/EFT | \$104,806 | \$104,806 | 261 | N/A | N/A | 18 | 13 |
| City of Madison | ACH/EFT | \$9,983,457 | \$9,983,456.62 | 38,334 | \$ - | 0 | 420 | 9 |
| City of Milwaukee Not Participating | | \$6,942,007 | \$6,937,507 | 17,411 | \$4,500.00 | 1 | 403 | N/A |
| City of Oak Creek | ACH/EFT | \$341,354 | \$332,699 | 1,113 | \$8,655.00 | 1 | 40 | 11 |
| City of Oconomowoc | ACH/EFT | \$2,261,693 | \$2,141,370 | 4,508 | \$120,324.00 | 9 | 62 | 6 |
| City of Oshkosh | ACH/EFT | \$1,262,053 | \$1,262,053 | 8,153 | N/A | N/A | 110 | 4 |
| City of Pewaukee Participation unknown at time of release | | \$36,123 | \$36,123 | 310 | N/A | N/A | 26 | 12 |
| City of Racine | ACH/EFT | \$5,425,601 | \$5,140,254 | 14,230 | \$285,347.00 | 11 | 103 | 13 |
| City of Stevens Point | ACH/EFT | \$133,386 | \$133,386 | 1,026 | N/A | N/A | 27 | 14 |
| City of Sun Prairie | ACH/EFT | \$254,513 | \$254,513 | 422 | N/A | N/A | 33 | 7 |
| City of Waupaca Participation unknown at time of release | | \$98,467 | \$57,192 | 806 | N/A | N/A | 22 | 13 |
| City of Wauwatosa | ACH/EFT | \$1,500,000 | | | | | 60 | 14 |
| City of West Allis | ACH/EFT | \$1,657,124 | \$1,282,677 | 1,260 | \$374,447.00 | 18 | 17 | 14 |
| Cooperative Educational Service Agency No 2 | ACH/EFT | \$146,041 | \$146,041 | 847 | N/A | N/A | 16 | 12 |
| Cooperative Educational Service Agency No 7 | ACH/EFT | \$676,411 | \$676,411 | 2,951 | N/A | N/A | 36 | 6 |
| East Troy Community Schools | ACH/EFT | \$52,812 | \$52,812 | 450 | N/A | N/A | 19 | 13 |
| Elkhorn Area School District | ACH/EFT | \$301,453 | \$284,876 | 38 | \$16,577.00 | 1 | 18 | 14 |
| Elmbrook School District | ACH/EFT | \$1,615,294 | \$1,541,642 | 6,475 | \$73,652.00 | 3 | 94 | 6 |
| Evansville School District | ACH/EFT | \$495,789 | \$488,072 | 2,552 | \$7,716.00 | 1 | 36 | 7 |
| Fox Valley Technical College | ACH/EFT | \$1,548,824 | \$1,533,824 | 5,153 | \$15,000.00 | 1 | 44 | 9 |
| Franklin Public Schools | ACH/EFT | \$352,461 | \$352,461 | 450 | N/A | N/A | 24 | 11 |
| Germantown School District (Started July 2011) | ACH/EFT | \$4,418 | \$4,418 | 22 | N/A | N/A | 13 | N/A |
| Green Bay Area Public Schools | ACH/EFT | \$1,152,600 | \$1,152,600 | 7,443 | N/A | N/A | 187 | 13 |

**Appendix A - Agency Information
STATS**

| <u>Agency</u> | <u>What Method do you use for Payment Processing (EFT. Etc)?</u> | <u>Annual Spend</u> | <u>"Small" Ticket Spend</u> | <u># of Small Ticket Trans</u> | <u>Large Ticket Spend</u> | <u># of Large Ticket Trans</u> | <u># of Cards</u> | <u>Pay Cycle (in # of days)</u> |
|--|--|---------------------|-----------------------------|--------------------------------|---------------------------|--------------------------------|-------------------|---------------------------------|
| Housing Authority of the City of Milwaukee | ACH/EFT | \$125,843 | \$125,843 | 771 | N/A | N/A | 26 | 13 |
| Howard-Suamico School District | ACH/EFT | \$72,633 | \$66,464 | 387 | N/A | N/A | 50 | 9 |
| Kenosha County Not Participating | | | | | | | | |
| Kewaunee Public Schools Participation unknown at time of release | | \$48,213 | \$48,213 | 259 | N/A | N/A | 11 | 25 |
| Langlade County | ACH/EFT | \$1,286,635 | \$1,276,232 | 1,741 | \$10,403.00 | 1 | 60 | 5 |
| Lincoln County | ACH/EFT | \$331,128 | \$331,128 | 768 | N/A | N/A | 15 | 14 |
| Lodi School District Participation unknown at time of release | | \$28,050 | \$13,910 | 99 | N/A | N/A | 18 | 13 |
| Marathon County | ACH/EFT | \$345,862 | \$345,862 | 3,527 | N/A | N/A | 331 | 12 |
| Milwaukee Area Domestic Animal Control | ACH/EFT | \$61,973 | \$61,973 | 391 | N/A | N/A | 9 | 13 |
| Milwaukee Metropolitan Sewerage District | ACH/EFT | \$1,135,789 | \$1,135,789 | 2,731 | N/A | N/A | 40 | 13 |
| Milwaukee Public Schools (MPS) | ACH/EFT | | | | | | | 14 |
| New Berlin Schools Participation unknown at time of release | | \$828,631 | \$819,051 | 4,103 | \$9,580.00 | 1 | 128 | 8 |
| New Glarus School District | ACH/EFT | \$336,135 | \$336,135 | 2,880 | N/A | N/A | 115 | 7 |
| North Shore Fire Department | ACH/EFT | \$158,645 | | | | | 40 | 13 |
| Oak Creek Franklin Joint School District | ACH/EFT | \$383,326 | \$374,363 | 3,190 | \$8,963.00 | 2 | 75 | 12 |
| Oconomowoc Area School District | ACH/EFT | \$4,344,638 | \$3,827,057 | 6,409 | \$517,581.00 | 35 | 55 | 7 |
| Outagamie County | ACH/EFT | \$2,335,374 | \$2,099,866 | 7,615 | \$235,508.00 | 18 | 179 | 11 |
| Portage County | ACH/EFT | \$406,831 | \$406,831 | 3,097 | N/A | N/A | 150 | 12 |
| Racine County | ACH/EFT | \$617,403 | \$617,403 | 3,711 | N/A | N/A | 84 | 11 |
| Racine Unified School District | ACH/EFT | \$228,520 | \$223,120 | 974 | \$5,400.00 | 1 | 22 | 11 |
| Rosholt School District Participation unknown at time of release | | \$53,251 | \$4,085 | 30 | N/A | N/A | 12 | N/A |
| School District of Cudahy | ACH/EFT | \$54,079 | \$36,003 | 203 | N/A | N/A | 17 | 13 |
| School District of Denmark Participation unknown at time of release | | \$28,051 | \$28,051 | 442 | N/A | N/A | 21 | 13 |
| School District of Edgerton | ACH/EFT | \$149,385 | \$149,385 | 911 | N/A | N/A | 11 | 12 |
| School District of Gibraltar Area | ACH/EFT | \$152,184 | \$128,056 | 588 | \$24,128.00 | 2 | 20 | 9 |
| School District of Greenfield | ACH/EFT | \$489,997 | \$489,997 | 818 | N/A | N/A | 13 | 9 |
| School District of Janesville | ACH/EFT | \$173,270 | \$173,270 | 816 | N/A | N/A | 33 | 14 |
| School District of Pewaukee (Started April 2011) | | \$8,586 | \$8,586 | 37 | N/A | N/A | 18 | N/A |
| Sturgeon Bay School District | ACH/EFT | \$15,463 | \$8,981 | 60 | N/A | N/A | 13 | 8 |
| Town of Eagle Participation unknown at time of release | | \$14,597 | \$7,238 | 47 | N/A | N/A | 12 | 11 |
| Town of Geneva Not Participating | | \$10,754 | \$1,738 | 11 | N/A | N/A | 12 | 0 |
| Town of Linn Not Participating | | \$14,868 | \$14,868 | 150 | N/A | N/A | 12 | 10 |
| Town of Salem | ACH/EFT | \$1,090,617 | \$83,664 | 2 | N/A | N/A | 12 | 2 |
| Trevor Wilmot School District | ACH/EFT | \$175,000 | \$200,000 | 1,500 | \$50,000.00 | 5 | 12 | 15 |
| Valders Area School District | ACH/EFT | \$790,654 | \$778,188 | 2,036 | \$12,466.00 | 1 | 25 | 6 |

**Appendix A - Agency Information
STATS**

| <u>Agency</u> | <u>What Method do you use for Payment Processing (EFT, Etc)?</u> | <u>Annual Spend</u> | <u>"Small" Ticket Spend</u> | <u># of Small Ticket Trans</u> | <u>Large Ticket Spend</u> | <u># of Large Ticket Trans</u> | <u># of Cards</u> | <u>Pay Cycle (in # of days)</u> |
|--|--|---------------------|-----------------------------|--------------------------------|---------------------------|--------------------------------|-------------------|---------------------------------|
| Village of Allouez Not Participating | | \$494,196 | \$456,043 | 1,288 | \$38,153.00 | 3 | 22 | 12 |
| Village of Big Bend Participation unknown at time of release | | \$4,900 | \$4,900 | 47 | N/A | N/A | 12 | 12 |
| Village of Greendale Participation unknown at time of release | | \$1,429,663 | \$1,268,278 | 2,609 | \$161,385.00 | 11 | 74 | 7 |
| Village of Hartland Participation unknown at time of release | | \$27,985 | \$27,985 | 229 | N/A | N/A | 11 | 14 |
| Village of Kohler | ACH/EFT | \$34,856 | \$34,856 | 404 | N/A | N/A | 13 | 11 |
| Village of Mukwonago Participation unknown at time of release | | \$52,640 | \$43,030 | 381 | \$9,611.00 | 1 | 19 | 13 |
| Village of Oregon Not Participating | | \$32,637 | \$32,637 | 361 | N/A | N/A | 46 | 9 |
| Village of Plover Not Participating | | \$15,657 | \$15,657 | 144 | N/A | N/A | 37 | 7 |
| Village of Sussex | ACH/EFT | \$1,062,573 | \$949,924 | 1,421 | \$112,649.00 | 3 | 16 | 12 |
| Village of Walworth Intent to Participate received; additional information unavailable at this time | | | | | | | | |
| Village of Waterford Participation unknown at time of release | | \$3,810 | \$2,213 | 11 | N/A | N/A | 12 | 13 |
| Village of Wrightstown Not Participating | | \$10,382 | \$10,382 | 136 | N/A | N/A | 11 | 16 |
| Walworth County | ACH/EFT | \$2,507,320 | \$2,416,376 | 5,966 | \$90,944.00 | 3 | 254 | 14 |
| Waukesha County | ACH/EFT | \$5,537,658 | \$3,752,545 | 10,157 | \$1,785,113.00 | 64 | 262 | 7 |
| Wausau School District Participation unknown at time of release | | \$13,568 | \$13,568 | 154 | N/A | N/A | 12 | 14 |
| Wheatland Joint #1 School District Not Participating | | | | | | | | |
| Winnebago County | ACH/EFT | \$3,646,222 | \$3,129,067 | 9,034 | \$517,155.00 | 20 | 106 | 4 |
| Wittenberg Birnamwood School District Participation unknown at time of release | | \$84,709 | \$84,709 | 443 | N/A | N/A | 12 | 12 |
| Wrightstown Community School District Not Participating | | \$42,664 | \$17,650 | 95 | N/A | N/A | 12 | 9 |

Appendix A - Agency Information Overview

| <u>Agency</u> | <u># of Yrs Agency has had a Program</u> | <u>Do you plan on implementing SUA?</u> | <u>If so, approx % of Spend on SUA</u> | <u>Will you download your data or have a direct interface into your Financial System?</u> | <u>If Direct Interface, what is your Financial System?</u> | <u>Will your reconciliation process be manual or done online?</u> | <u># of Program Administrators to be Trained</u> | <u># of Cardholders to be Trained</u> | <u># of Allocation Personnel to be Trained</u> | <u># of Approvers to be Trained</u> | <u>CUSTOM CARD - Will you require your Agency Name, Logo and Tax Exempt ID on the card?</u> | <u>Will you allow International transactions?</u> | <u>Do you prefer to receive a paper or electronic Master billing file?</u> | <u>Do you prefer cardholders receive a paper or electronic Cardholder Statement?</u> |
|--|--|---|--|---|--|---|--|---------------------------------------|--|-------------------------------------|---|---|--|--|
| Arrowhead Union High School District | 0 | No | N/A | Download | N/A | Automated | 3 or 4 | 3 or 4 | 3 or 4 | 3 or 4 | No | No | Electronic | Electronic |
| Brown County Participation unknown at time of release | | | | | | | | | | | | | | |
| Burlington Area School District Not participating | | | | | | | | | | | | | | |
| Chippewa County Intent to Participate received; additional information unavailable at this time | | | | | | | | | | | | | | |
| City of Appleton | 10 | No | N/A | Download | N/A | Automated | 1 | 0 | 13 | 0 | Yes | Yes | No preference | Paper |
| City of Brookfield | 6 | No | N/A | Download | N/A | Automated | 3 | 0 | 50 | 12 | Yes | Yes | Electronic | Electronic |
| City of Elkhorn | 2 | No | N/A | Neither | N/A | Both | 3 | 0 | 0 | 0 | Yes | No | Electronic | Electronic |
| City of Fond du Lac | 0 | No | N/A | Download | N/A | Automated | 1 | 2 | 2 | 2 | Yes | No | Electronic | Electronic |
| City of Glendale | 0 | Approx. 1/1/12 | 2% | Download | N/A | Manual | 1 | 7 | 2 | 2 | No | No | Electronic | Electronic |
| City of Green Bay | 5 | No | N/A | Download | N/A | Automated | 2 | 100 | 0 | 15 | Yes | No | Electronic | Paper |
| City of Greenfield | 0 | Approx. 4/12 | 50% | Download | N/A | Manual | 2 | 5 | 2 | 5 | No | No | Electronic | Electronic |
| City of Lodi | 3 | Yes | Unsure | Interface | Microsoft Dynamics (Solomon) | Automated | 2 | <20 | 2 | 2 | No | No | Electronic | Electronic |
| City of Madison | 10 | Unsure | N/A | Download | N/A | Manual | 4 | 0 | 0 | 0 | Yes | Yes | Electronic | Paper |
| City of Milwaukee Not Participating | | | | | | | | | | | | | | |
| City of Oak Creek | 2 | No | N/A | Download | N/A | Both | 2 | 0 | 2 | 2 | Yes | No | Electronic | Paper |
| City of Oconomowoc | 4 | No | N/A | Download | N/A | Automated | 2 | 0 | 0 | 0 | Yes | Very limited occasion when travel | Electronic | Electronic |
| City of Oshkosh | 9 | No | N/A | Download | N/A | Automated | 2 | 110 | 2 | 2 | Yes | No | Paper | Paper |
| City of Pewaukee Participation unknown at time of release | | | | | | | | | | | | | | |
| City of Racine | 12 | No | N/A | Download | N/A | Manual | 2 | 75 | 75 | 12 | Yes | Yes | Both | Both |
| City of Stevens Point | 3 | Unknown | N/A | Download | N/A | Unsure | 3 | 27 | 10 | 3 | No | No | Paper | Paper |
| City of Sun Prairie | 1 | Approx. Summer 2012 | 75% | Download | N/A | Automated | 3 | 30 | 30 | 12 | Yes | No | Electronic | Electronic |
| City of Waupaca Participation unknown at time of release | | | | | | | | | | | | | | |
| City of Wauwatosa | 0 | Maybe | N/A | Download | N/A | Automated | 3 | 0 | 15 | 15 | Yes | No | Electronic | Electronic |
| City of West Allis | 3 | No | N/A | Interface | Sungard HTE | Automated | 2 | 6 | 6 | 2 | Exempt ID | Yes | Electronic | Electronic |
| Cooperative Educational Service Agency No 2 | 5 | No | N/A | Neither | N/A | Manual | 1 | 1 | 0 | 0 | Yes | Yes | Paper | Paper |
| Cooperative Educational Service Agency No 7 | 1 1/2 | Unknown | 56% | Download | N/A | Manual | 2 | 3 | 3 | 2 | Yes | Yes | Electronic | Electronic |
| East Troy Community Schools | 6 | No | N/A | Neither | N/A | Manual | 2 | 12 | 2 | 2 | Yes | No | Either | Either |
| Elkhorn Area School District | 1 1/2 | No | N/A | Interface | Skyward | Automated | 3 | 3 | 3 | 3 | Yes | No | Paper | Paper |
| Elmbrook School District | 5 | No | N/A | Interface, in Future | Alio | Manual | 3 | 0 | 3 | 0 | Yes | No, yes by exception | Master-Electronic | Paper-Individual |
| Evansville School District | 5 | No | N/A | Interface | Skyward | Manual | 2 | 6 | 2 | 2 | No | No | Both | Electronic |
| Fox Valley Technical College | 1 1/2 | Unknown | N/A | Interface | PeopleSoft | Automated | 3 | 0 | 0 | 0 | Yes | Yes | Either | Electronic, if emailed. Otherwise, paper |
| Franklin Public Schools | 1 | No | N/A | Download | N/A | Manual | 1 | 0 | 1 | 1 | Yes | Yes | Electronic | Electronic |
| Germantown School District (Started July 2011) | <1 | No | N/A | Download | N/A | Manual | 1 | 0 | 0 | 0 | No | No | Paper | Paper |
| Green Bay Area Public Schools | 5 | No | N/A | Download | N/A | Automated | 2 | 0 | 2 | 0 | Yes | No | Electronic | Electronic |

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| <u>Agency</u> | <u># of Yrs Agency has had a Program</u> | <u>Do you plan on Implementing SUA?</u> | <u>If so, approx % of Spend on SUA</u> | <u>Will you download your data or have a direct interface into your Financial System?</u> | <u>If Direct Interface, what is your Financial System?</u> | <u>Will your reconciliation process be manual or done online?</u> | <u># of Program Administrators to be Trained</u> | <u># of Cardholders to be Trained</u> | <u># of Allocation Personnel to be Trained</u> | <u># of Approvers to be Trained</u> | <u>CUSTOM CARD - Will you require your Agency Name, Logo and Tax Exempt ID on the card?</u> | <u>Will you allow International transactions?</u> | <u>Do you prefer to receive a paper or electronic Master billing file?</u> | <u>Do you prefer cardholders receive a paper or electronic Cardholder Statement?</u> |
|--|--|---|--|---|--|---|--|---------------------------------------|--|-------------------------------------|---|---|--|--|
| Housing Authority of the City of Milwaukee | 5 | No | N/A | Download | N/A | Manual | 2 | 15 | 5 | 5 | Yes | Yes | Paper | Electronic |
| Howard-Suamico School District | 1 | No | N/A | Interface | Alio by Weidenhammer | Automated | 2 | 2 | 2 | 2 | Yes | Yes | Paper | Paper |
| Kenosha County Not Participating | | | | | | | | | | | | | | |
| Kewaunee Public Schools Participation unknown at time of release | | | | | | | | | | | | | | |
| Langlade County | 4 | No | N/A | Neither | N/A | Manual | 2 | 20 | 2 | 2 | Yes | No | Electronic | Electronic |
| Lincoln County | 3 | No | N/A | Download | N/A | Manual | 2 | 7 | 1 | 1 | No | No | Paper | Paper |
| Lodi School District Participation unknown at time of release | | | | | | | | | | | | | | |
| Marathon County | 4 | No | N/A | Download | N/A | Manual | Up to 10 | 20 | 5 | 5 | Yes | Yes | Electronic | Electronic |
| Milwaukee Area Domestic Animal Control | 5 | No | N/A | Neither | N/A | Manual | 0 | 0 | 0 | 0 | No | No | Paper | Paper |
| Milwaukee Metropolitan Sewerage District | 9 | Someday | N/A | Download | N/A | Both | 3 | 40 | 3 | 4 | Yes | Yes | Both | Both |
| Milwaukee Public Schools (MPS) | 0 | | | Interface | IFAS | Automated | | | | | Yes | On limited cards | Electronic | Electronic |
| New Berlin Schools Participation unknown at time of release | | | | | | | | | | | | | | |
| New Glarus School District | 4 | No | N/A | Interface | Skyward | Automated | 2 | 100 | 2 | 2 | Yes | No | Both | Paper |
| North Shore Fire Department | 0 | No | N/A | Download | N/A | Automated | 2 | 2 | | | No | No | Electronic | None |
| Oak Creek Franklin Joint School District | 2 | No | N/A | Download | N/A | Automated | 3 | 0 | 3 | 10 | Yes | No | Electronic | Electronic |
| Oconomowoc Area School District | 5 | No | N/A | Download | N/A | Automated | 2-3 | 55 | 0 | 3 | Yes | Yes | Paper | Paper |
| Outagamie County | 5 | No | N/A | Download | N/A | Automated | 3 | 179 | 30 | 10 | No | 1 Card | Electronic | Paper |
| Portage County | 5 | No | N/A | Currently neither, but one or the other in the future | AS 400 | Automated | 5 | 150 | 0 | 10 | Yes | No | Currently paper, but will be working on electronic | Currently paper, but will be working on electronic |
| Racine County | 5 | No | N/A | Download | N/A | Automated | 2 | 35 | 5 | 2 | Yes | Yes | Electronic | Electronic |
| Racine Unified School District | 1 | No | N/A | Interface | Lawson | Manual | 3 | 35 | 5 | 5 | Yes | No | Paper | Paper |
| Rosholt School District Participation unknown at time of release | | | | | | | | | | | | | | |
| School District of Cudahy | 1 | Yes, Good Possibility | TBD | Download | Skyward | Automated | 2 | 15 | 2 | 3 | Yes | No | Electronic | Electronic |
| School District of Denmark Participation unknown at time of release | | | | | | | | | | | | | | |
| School District of Edgerton | 4 | Possibly in future | N/A | Possibly Interface in Future | Skyward | Manual | 1 | 1 | 1 | 1 | Yes | Maybe | Paper | Paper |
| School District of Gibraltar Area | 10 | No | N/A | Neither | N/A | Manual | 2 | 0 | 0 | 1 | No | No | Electronic | Paper |
| School District of Greenfield | 2 | No | N/A | Interface | Skyward | Both | 1 | 10 | 0 | 0 | Yes | Yes | Electronic | Electronic |
| School District of Janesville | 5 | No | N/A | Interface | Skyward | Automated | 2 | 2 | | | Yes | Yes | Electronic | Electronic |
| School District of Pewaukee (Started April 2011) | | | | | | | | | | | | | | |
| Sturgeon Bay School District | 1 | Unsure | N/A | Download | N/A | Manual | 2 | <12 | 0 | 0-2 | Unsure | Yes | Paper | Paper |
| Town of Eagle Participation unknown at time of release | | | | | | | | | | | | | | |
| Town of Geneva Not Participating | | | | | | | | | | | | | | |
| Town of Linn Not Participating | | | | | | | | | | | | | | |
| Town of Salem | 1 | No | N/A | Interface | MSI | Automated | 2 | 10 | 2 | 2 | No | No | Electronic | Electronic |
| Trevor Wilmot School District | <1 | Yes | 10% | Interface | Skyward | Automated | 2 | 12 | 2 | 2 | Yes | No | Electronic | Electronic |
| Valders Area School District | 5 | No | N/A | Interface | Skyward | Manual | 1 | 0 | 0 | 0 | Yes | Yes | Electronic | Electronic |

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Overview

| <u>Agency</u> | <u># of Yrs Agency has had a Program</u> | <u>Do you plan on implementing SUA?</u> | <u>If so, approx % of Spend on SUA</u> | <u>Will you download your data or have a direct interface into your Financial System?</u> | <u>If Direct Interface, what is your Financial System?</u> | <u>Will your reconciliation process be manual or done online?</u> | <u># of Program Administrators to be Trained</u> | <u># of Cardholders to be Trained</u> | <u># of Allocation Personnel to be Trained</u> | <u># of Approvers to be Trained</u> | <u>CUSTOM CARD - Will you require your Agency Name, Logo and Tax Exempt ID on the card?</u> | <u>Will you allow International transactions?</u> | <u>Do you prefer to receive a paper or electronic Master billing file?</u> | <u>Do you prefer cardholders receive a paper or electronic Cardholder Statement?</u> |
|--|--|---|--|---|--|---|--|---------------------------------------|--|-------------------------------------|---|---|--|--|
| Village of Allouez Not Participating | | | | | | | | | | | | | | |
| Village of Big Bend Participation unknown at time of release | | | | | | | | | | | | | | |
| Village of Greendale Participation unknown at time of release | | | | | | | | | | | | | | |
| Village Of Hartland Participation unknown at time of release | | | | | | | | | | | | | | |
| Village of Kohler | 5 | No | N/A | Neither | N/A | Manual | 2 | 0 | 0 | 0 | No | No | Electronic | Electronic |
| Village of Mukwonago Participation unknown at time of release | | | | | | | | | | | | | | |
| Village of Oregon Not Participating | | | | | | | | | | | | | | |
| Village of Plover Not Participating | | | | | | | | | | | | | | |
| Village of Sussex | 1.75 | No | N/A | Download | N/A | Manual | 2 | 10 | 2 | 2 | Yes | No | Electronic | Electronic |
| Village of Walworth Intent to Participate received; additional information unavailable at this time | | | | | | | | | | | | | | |
| Village of Waterford Participation unknown at time of release | | | | | | | | | | | | | | |
| Village of Wrightstown Not Participating | | | | | | | | | | | | | | |
| Walworth County | 5 | No | N/A | Download | N/A | Automated | 2 | 180 | 20-24 | 20-24 | Yes | Yes | Electronic | Electronic |
| Waukesha County | 10 | Approx. 2013 | 20% | Download | N/A | Manual | 5 | 27 | 40 | 0 | Yes | Yes | Electronic | Electronic |
| Wausau School District Participation unknown at time of release | | | | | | | | | | | | | | |
| Wheatland Joint #1 School District Not Participating | | | | | | | | | | | | | | |
| Winnebago County | 12 | No | N/A | Download | N/A | Manual | 2 | 10 | 10 | 5 | No | Yes | Electronic | Electronic |
| Wittenberg Birnamwood School District Participation unknown at time of release | | | | | | | | | | | | | | |
| Wrightstown Community School District Not Participating | | | | | | | | | | | | | | |