

**Amendment Number 1**  
**Procurement Card Services Request for Proposals**  
**RFx #: 3160005463**

**Question and Answer Document**

(Questions are included as submitted. No corrections to spelling or grammar were made.)

<b>Question #</b>	<b>Section #</b>	<b>Page #</b>	<b>Question</b>	<b>DFA Response</b>
1	All Sections		Throughout the RFP, the terms P-Card, Card and Card Program are used. Can you confirm these terms are interchangeable with a digital solution. And if so, should the digital solution provider describe how their offering meets the spirit of the P-Card requirements?	The words are interchangeable in the context of the RFP. However, the RFP is not requesting a purely digital solution. All services included in the RFP must be provided by the selected vendor in the formats requested.
2	3.1	17	"Educational Enhancement Fund" (EEF) Cards: This is the only section that outlines an opportunity for a digital solution. Will the agency consider multiple awards such as a "digital solution" and a "p-card" solution?	Only one award will be made. The selected vendor must be able to provide all services in the Scope of Services and provide both digital and plastic cards.
3	3.1	17	"Educational Enhancement Fund" (EEF) Cards: As digital solutions have streamlined processes not available with legacy P-Card solutions such as no need for paper receipts, should digital solution vendors outline these process efficiencies?	Yes.
4	3.1	17	"Educational Enhancement Fund" (EEF) Cards: Can you please provide additional information regarding the phrase "Districts have never been required to reuse cards?"	In the past, new cards were issued to teachers each school year.
5	3.1	17	If a digital solution is adopted, will the Digital Solution vendor, rather than the P-Card vendor, be responsible for implementation services?	Only one award will be made. The selected vendor must be able to provide all services in the Scope of Services and will provide all implementation services.

6	3.1	17	"Educational Enhancement Fund" (EEF) Cards: If a vendor is only providing for a digital solution for the EEF, how should that vendor respond to the language pertaining to legacy P-Cards, if at all?	If the vendor only offers a digital solution, the vendor should not respond to the language regarding legacy cards.
7	3.1	17	"EEF Implementation" As a digital solution does not utilize P-Cards, is our assumption correct that the digital wallets must be funded for use by each August 1.	Yes, the funds must be available by August 1 of each year.
8	1.1	3	Please provide a breakdown of the number of cards each for travel, P-card, and EEF.	We do not have a current breakdown of the number of cards; however, approximately 37,000 EEF cards were issued for FY23.
9	1.1	5	Are the State universities required to use the State's purchasing card program or are they allowed to procure a standalone program?	They are allowed, upon request and approval from our office, to procure their own program.
10	1.2	6	Would you allow email submission of the proposal in lieu of the paper format and e-procurement system (MAGIC) options?	No, email submissions will not be accepted. Proposals will only be accepted in paper format or via the MAGIC option.
11	4	Page 24 #17	Will a bio for each staff member be sufficient as long as it includes detailed information on special training and designations or must we supply a complete resume?	A bio is acceptable, provided all relevant experience is sufficiently detailed, including special training or designations.
12	6.14	Page 33 #99	Could you please expand on what you are looking for as this seems to relate to merchant services and not sure how it relates to a purchasing card program?	How long does it take a merchant to receive payment from the point of sale?
13	6.18	35	Do all participating State agencies (e.g., MS Dept of Human Services, MS Department of Public Safety, MS Dept of Agriculture, etc.) receive their own individual rebate payment directly from the card provider, or is the rebate for State agencies combined into one consolidated rebate paid to DFA?	Each governmental entity would receive their own rebate.
14	6.18	35	If there are State agencies that receive a rebate directly from the card provider, how many State agencies are participating today that would need to have an individual rebate paid?	Please see Section 1.1 <i>Purpose and Goals</i>

15	6.18	35	Is the State open to a consolidated rebate payment if reporting can be provided to show the rebate earned by each agency?	No. Each governmental entity receives a rebate, which includes agencies, local governing authorities, community colleges, and some universities.
16	6.18	35	Are rebates paid directly by the card provider to participating Universities?	Yes.
17	7	36	Is the State requesting a payment grace period of 45 days after statement cutoff?	By state law, public entities have forty-five (45) days to make payment.
18	7	36	What timeframe would be considered past due?	Any nonpayment over 45 days.
19	N/A	N/A	Is the State interested in virtual card for accounts payable invoice payments?	The P-card program currently includes cardless accounts. We do not dictate whether cards may be used only at the point of sale or to pay invoices. Currently the single transaction limit is \$5,000.00.
20	N/A	N/A	If so, can the state provide a vendor file that includes, vendor name, address (including street, city, state, zip), annual spend volume, annual payment count, payment type (ACH, check, wire, etc.), payment terms, i.e., net 30, and date range of data, i.e., 10/1/2021- 9/30/2022	We cannot provide a vendor file with this information.
21	8	37	How many governing authorities outside of the State's organization is participating in the current program?	Please see page 5, Section 1.1, <i>Purpose and Goals</i> . Additionally, please see the Excel spreadsheet, "2021 Entity and Spend", detailing 2021 spend, not including EEF program. Entities with multiple entries are separated by P-card and Travel card spend.
22	8	37	What is the total cumulative annual volume of those participating entities (excluding state agencies and universities)?	Please see response to Question No. 21.
23	8	37	What is the total volume of the State's programs (state agencies and universities)?	Please see response to Question No. 21.
24	8	37	Does the State have a preferred billing cycle and payment grace period, i.e., 30/14 – 30-day billing cycle and a 14-day grace period?	The State has no preferred billing cycle. State law allows public entities 45 days to pay undisputed amounts.

25	8	37	For rebate purposes, is the State interested in seeing multiple billing and payment term options, i.e., 30/7, 30/14, etc.?	Yes.
26	1.1	5	Of your total program size, approximately what % is considered: i. Level 1 ii. Level 2 iii. Level 3 iv. Large ticket v. Negotiated Partner Interchange	We do not maintain records detailing the different purchase levels.
27	3.1	16	Do you have the need for any cardholders to use BOTH a pcard and travel card?	Please see page 16, Section 3.1, <i>Account Types</i> . Currently, travel and P-card expenses are segregated by card. Individual cardholders may currently have a need for both. Offerors may propose one card for both purposes.
28	3.1	16	Do you have any issues with the dual card (separate T&E and pcard) program today?	We do not have issues with programs being separate.
29	3.1	16	MS question: All information for cardless accounts will be transferred to the entities Procurement Card Coordinator via encrypted/protected email: please describe what the Procurement Card Coordinator needs to do with this data?  Our question: Is there any reason this person cannot have view only access to the platform to pull data needed?	The Program Coordinator must have all information regarding cardless accounts. The data may be provided via encrypted/protected email or platform.
30	3.1	17	Are the EEF cards declining balance cards or standard credit cards with limits that refresh?	As stated in Section 1.1, <i>Purpose and Goals</i> , EEF cards are declining balance cards.
31	3.3	18	Will the other institutions be allowed to design a custom card (background image) IF it contains the elements of the described card format?	Please see page 18, Section 3.3, <i>Card Format</i> . Only institutions of higher learning may substitute logos or pictures.
32	3.6	18	What e-procurement financial management system is being used but the State of Mississippi today?	SAP (MAGIC)

33	1.2	6	To confirm, if submitting our proposal via MAGIC, we do NOT need to submit 5 hard copies or submit 1 additional electronic copy? Will you test an upload with us to assure we can properly submit through MAGIC?	If submitting via MAGIC, the hard copies are not required. The submission in MAGIC should be a complete submission and include the required redacted copy (Page 6, Section 1.2, <i>Proposal Submission Requirements</i> ). When submitting via MAGIC, no additional documentation (i.e. flash drive or compact disc) is required. We are unable to participate in test uploads. Offerors should ensure adequate time is allowed for uploading files in the event of technical issues.
34	1.1	5	Can the State provide a list of the governing authorities currently utilizing the State Pcard contract to issue cards? And please advise how much spend with these participating entities?	Please see page 5, Section 1.1, <i>Purpose and Goals</i> . We do not have a breakdown by category of entity or spend apart from what is provided in Section 1.1.
35	1.1	5	Can the State provide a list of the Universities currently utilizing the State Pcard contract to issue cards? And please advise how much spend with these participating universities?	Delta State University, MS University for Women, Jackson State University, MS Valley State University. Additionally, please see response to Question No. 21.
36	7	35	Fee Schedule: To which amount on the monthly Pcard billing statement does the 1.5% interest for late payment of undisputed amount apply? Is this interest rate a daily, monthly or annual APR rate?	1.5% would be added monthly to the undisputed amount that is past due.
37	8	37	Does each State Agencies receive an individual rebate payment for their amount of eligible spend? Or is there a single annual rebate payment to DFA for all the State Agency rebates? How many separate rebate payments were made last year to the participating entities?	Yes. Each governmental entity receives a rebate, which includes agencies, local governing authorities, community colleges, and some universities. Approximately 350 rebates were earned in 2021.
38	8	37	Will the State consider offering only one frequency for rebate payouts for all Agencies and participating entities?	May be considered.
39	1.2	7	The State indicated that proposals must be submitted in writing, but earlier in this section electronic submission of the RFP proposal is permitted through MAGIC.	See response to Question No. 33.

			<p>Can the State please re-confirm that electronic submission is permitted? Or edit this requirement in the RFP to reflect both options? Please see the attached excerpt:</p> <p>Proposals must be submitted in writing using the attached forms and if submitted by U.S. mail or delivery, to the following address:  Procurement Card Services RFP  c/o DFA - Office of Procurement and Contracts  501 North West Street Suite 1301-A Woolfolk Building  Jackson, Mississippi 39201</p>	
40	3.1	16	Procurement/Travel cards bullet. What type of billing (central bill or individual bill) is used for the cards issued for Travel related expenses?	Same as the Procurement Card.
41	3.1	17	EEF bullet. What is or how much on average is the annual loaded value on the EEF cards set at the beginning of the school year? Is the EEF card a Pcard or Declining Balance card?	The amount on the EEF cards is statutorily set by the Mississippi Legislature each year. An average amount would be \$600. The EEF is a declining balance card.
42	3.9	19	Training: How many current Pcard Program Coordinators would be part of the training requirement? How many State level OPTFM Program Administrators would be part of the training requirement?	At least one from each governmental entity.
43	3.10	20	New Entities: What are the current processes if an entity is declined U/W credit lines by the Pcard Service Provider/Issuer?	To our knowledge, only one local government entity was declined after review of its financial statements. The entity was informed that they were not able to participate in the card program.
44	3.13	21	Billing: RFP Excerpt "All accounts over 60 days delinquent for payment of undisputed amounts shall be suspended until the delinquent amount has been paid in full by the entity. The Program Administrator shall be made aware the card is suspended and the reason for such suspension." Individual Pcard accounts are paid in full each month by the participating Entity. If all of the card programs are Central Bill with Company Pay,	Each entity is responsible for paying its undisputed statement amount in full within 45 days. All entities have a control account. If any individual cardholder is delinquent in providing documentation to substantiate charges, payment may be over 60 days delinquent for all or a portion of the amount due. In that case, the control

			please advise where any billing account would be >60 days delinquent?	account should be suspended which will automatically suspend all individual cards.
45	6.14 Q 100.	33	Does the state currently provide an Exemption for the Pcard Service Provider from registering on PayMode for the Agencies and participating entities to receive payments on their monthly Pcard billing statements?	There is no exception to registering with Paymode for State agency payments. Other governmental entities do not use Paymode.
46	6.14 Q 104.	34	Are all the 200 State Agencies using the Pcard program on a single ERP system (i.e SAP) or are there multiple ERPs required for interfacing by the Pcard Service Provider?	All state agencies use SAP. Governing authorities do not use SAP.
47	1.1	5	Can you please provide a breakdown of each of 200 state agencies and their purchasing card spend volume? Can you also please provide a breakdown of each of 188 state agencies and their travel card spend volume?	Please see page 5, Section 1.1, <i>Purpose and Goals</i> . Additionally, please see the Excel spreadsheet, "2021 Entity and Spend", detailing 2021 spend, not including EEF program. Entities with multiple entries are separated by P-card and Travel card spend.
48	1.2	6-8	The RFP provides instructions for providing hard copies of proposal responses. Will the Department please confirm that vendors may provide only the electronic copy/copies?	Please see response to Question No. 33.
49	2.8	12	One of the evaluation criteria for the compliance phase of the evaluation (Item 2.b) states that an electronic copy of the proposal on a flash drive or compact disc. If vendors submit proposals electronically via MAGIC, is the flash drive or CD still required to pass the Compliance Phase of evaluation?	Please see response to Question No. 33.
50	6.12	32	Are you on a monthly cycle for commercial card program and if so what is your cycle date? How many days after cycle do you pay bill and by what method (auto-pay, ACH, etc.)?	30-day cycle and the cycle dates vary. Payment method and times vary depending on the entity.
51	6.18	35	Of your \$5.5MM in commercial card spend can you provide a breakdown of the spend volume for your current Large Ticket and Level III transactions?	Please see response to Question No. 26.

			How about your current Visa/MasterCard preferred supplier spend?	
52	8	37	For rebate that is based on a consortium, standard rebate payment options include annual, semi-annual or quarterly; the RFP requests altering the payment schedule after first year to semi-annual. Once a contract is signed, the rebate incentive payment timing is locked in and cannot be changed. Would the State prefer to set the time-frame as semi-annual for the entirety of the contact period, or would you prefer a different time-frame (annual, quarterly, etc.)?	Please see response to Question No. 38.
53	8	37	Also for rebate we can certainly paid entities individual but want to confirm that State instead of one rebate for all State agencies spend you want each agency paid separately example DOT and DNR would receive their own payment)?	That is correct. Each entity receives its own rebate.
54	7	36	In paragraph 1, the RFP states, “A public entity may be charged 1.5% interest for late payment of undisputed amounts.” Does the entity self-assess and remit this fee under a prompt payment law, or must the provider assess that fee itself and charge it on a bill?	The provider must assess the fee and charge it on a bill.
55	Appendix C	42	Section 4: As a third party payment provider, we pay merchants on behalf of the State of Mississippi, and are then reimbursed. How will the State ensure that its cardholders don’t use the card in the event of non-availability of funds (e.g., does it reach out to the card vendor and ask them to suspend all cards until funds are available)? Also, if a card is used when funds are available, but the billing statement is not due until a time when funds may be unavailable, will the card vendor still get paid (i.e., does the State look at the time the funds are obligated through a charge on the card,	All state agencies operate from annual appropriations. The Availability of Funds clause is a required clause in DFA contracts. Each entity is responsible for the payment of undisputed statement amounts. To our knowledge, a lack of appropriation has never caused failure to pay the P-Card Program Provider.



			rather than when the remittance is due with regard to availability of funds)?	
56	Appendix C	52	Section 43: Please provide the insurance requirements or clarify if vendors should provide evidence of our current insurance coverage.	Appendix C is a sample contract and includes all state clauses. This procurement does not require a certain level of insurance. Appendix A, #3 (page 39) does require the submission of insurance certificates to evidence financial stability.

**Receipt of Amendment Number 1 Acknowledged:**

Company: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_