

Notice of Intent to Award

Procurement Number	3160005463
Procurement Name	Request for Proposals for Procurement Card Services
Procurement Release Date	October 7, 2022
Response Due Date and Time	December 2, 2022 by 2:00 PM CST
Contract Effective Date	March 1, 2023
Evaluation Report Posting Date	February 3, 2023

The Mississippi Department of Finance and Administration's (DFA) Office of Procurement and Contracts issued a Request for Proposals (RFP) to secure a vendor to provide Procurement Card Services. These services are to be provided for the Office of Purchasing, Travel and Fleet Management within DFA. The Contractor will provide services which include, but are not limited to, procurement/travel cards, declining balance cards – including but not limited to agency clothing cards and Education Enhancement Fund cards (EEF) and other applicable services for use in making small dollar purchases (under \$5,000) by governmental entities. The awarded contract term will be three (3) years with two (2) optional renewal years. Under the Small Purchase Card Program, cards are issued to individual employees, departments, boards, and agencies/entities. The contract will be available for use by all state agencies (including universities) and governing authorities within the geographic limits of the State of Mississippi.

In response to the RFP, the following three (3) vendors submitted proposals:

1. Bank of America N.A.
2. UMB Bank, n.a.
3. U.S. Bank National Association

The evaluation process included the Compliance Phase (pass/fail), the Technical Analysis Phase (40%), the Management Analysis Phase (35%), the Price Evaluation Phase (25%) and the Finalist Phase. The Evaluation Team for this procurement included the following members: Ross Campbell- Director, Office of Purchasing, Travel and Fleet Management; Yolanda Thurman – Director, Marketing, Travel and Card Programs; and Candice Hay – Procurement Card Administrator.

The final scores (listed in order of final score):

1. UMB Bank, n.a.
2. U.S. Bank National Association
3. Bank of America N.A.

Based on the aforementioned evaluation and resulting scores, the DFA Office of Procurement and Contracts intends to award the net-of-fee contract to UMB Bank, n.a. Contingent upon contract negotiations and execution, the contract effective date will be March 1, 2023 to allow for a six (6) month implementation period, with the exception of the EEF Cards which must be distributed in time for all teachers to receive a card by August 1, 2023.