**Questions Answered Concerning RFP# 3120000975**

* Please provide the full list of state agencies and school districts that will be participating in the card program, as well as their respective spends, as outlined in the questions below.

**Pcard Program Spend**

|  |  |  |
| --- | --- | --- |
| **Company** | **Total Spend** | **Cards** |
| ALCORN STATE UNIVERSITY | $122,744.84 | 56 |
| ALCORN STATE UNIVERSITY | $2,494.38 | 2 |
| BOARD OF COMM & JR COLLEGE | $32,513.74 | 3 |
| DELTA STATE UNIVERSITY | $1,744,574.91 | 171 |
| DELTA STATE UNIVERSITY | $73,310.01 | 9 |
| JACKSON STATE UNIVERSITY | $105,554.03 | 7 |
| MS ADOLESCENT CENTER | $42,482.04 | 5 |
| MS APPRAISAL | $738.04 | 1 |
| MS ARCHIVES & HISTORY | $60,578.37 | 26 |
| MS ARCHIVES & HISTORY | $4,416.34 | 2 |
| MS ART COMMISSION | $1,834.30 | 2 |
| MS AUCTIONEER COMMISSION | $7,161.33 | 1 |
| MS AUTHORITY FOR EDU TV | $126,188.67 | 27 |
| MS BOARD OF ANIMAL HEALTH | $65,224.44 | 1 |
| MS BOARD OF ARCHITECHTURE | $23,625.17 | 1 |
| MS BOARD OF NURSING | $28,194.48 | 3 |
| MS BOARD OF NURSING HOME A | $1,764.52 | 1 |
| MS BOARD OF OIL & GAS | $2,177.78 | 2 |
| MS BOARD OF OPTOMETRY | $2,026.11 | 1 |
| MS BOARD OF PHARMACY | $15,481.65 | 1 |
| MS BOARD OF PHYS THERAPY | $3,332.50 | 1 |
| MS BOARD OF PSYCHOLOGY | $8,682.20 | 1 |
| MS BOARD OF TAX APPEALS | $2,569.72 | 1 |
| MS BOSWELL REGIONAL CENTER | $376,872.71 | 59 |
| MS BOSWELL REGIONAL CENTER | $45,349.90 | 5 |
| MS BRD CHIROPRACTIC EXAMIN | $1,324.37 | 1 |
| MS BRD OF COSMETOLOGY | $15,149.31 | 2 |
| MS BRD OF EXAMINERS FOR | $4,472.75 | 1 |
| MS BRD OF MEDICAL LICENSUR | $9,937.19 | 2 |
| MS BUREAU OF NARCOTICS | $7,459.53 | 125 |
| MS CENTRAL MS RESIDENT CTR | $124,728.16 | 3 |
| MS CENTRAL MS RESIDENT CTR | $52,703.01 | 3 |
| MS CHARTER SCHOOL AUTH BRD | $425.17 | 1 |
| MS COMM JUDICL PERFORMANCE | $4,394.17 | 3 |
| MS COMMISS VOLUNTEER SRVCS | $29,764.05 | 4 |
| MS DEPT AGRICULT & COMRCE | $82,376.20 | 6 |
| MS DEPT AGRICULT & COMRCE | $52,211.11 | 2 |
| MS DEPT BANKING & CONSUMER | $3,454.02 | 3 |
| MS DEPT BANKING & CONSUMER | $10,356.33 | 1 |
| MS DEPT EDUCATION | $331,317.23 | 40 |
| MS DEPT EDUCATION | $53,449.25 | 3 |
| MS DEPT EMPLOY SEC 671 | $184,337.63 | 55 |
| MS DEPT ENVIRON QUALITY | $774,670.84 | 141 |
| MS DEPT FINANCE ADMIN 130 | $141,311.41 | 27 |
| MS DEPT OF CORRECTIONS | $148,049.23 | 13 |
| MS DEPT OF HEALTH | $94,816.77 | 8 |
| MS DEPT OF HEALTH | $22,290.12 | 1 |
| MS DEPT OF HUMAN SERVICES | $48,943.66 | 17 |
| MS DEPT OF HUMAN SERVICES | $1,067.34 | 1 |
| MS DEPT OF INFO TECH SRVCS | $29,147.11 | 8 |
| MS DEPT OF INSURANCE | $17,008.91 | 8 |
| MS DEPT OF MARINE RESOURCE | $122,221.50 | 99 |
| MS DEPT OF MARINE RESOURCE | $27,595.38 | 5 |
| MS DEPT OF MENTAL HEALTH | $82,185.95 | 2 |
| MS DEPT OF PUB SAFETY 711 | $188,742.02 | 171 |
| MS DEPT OF REHAB SRVCS | $193,168.66 | 16 |
| MS DEPT OF REVENUE | $64,223.37 | 51 |
| MS DEPT OF REVENUE | $349.94 | 3 |
| MS DEPT OF TRANSPORTATION | $142,944.41 | 8 |
| MS DEPT WILDLIFE FISH PARK | $200,251.46 | 9 |
| MS DEVELOPMENT AUTHORITY | $380,418.18 | 12 |
| MS EAST MS STATE HOSPITAL | $43,160.59 | 14 |
| MS EAST MS STATE HOSPITAL | $1,128.24 | 2 |
| MS ELLISVILLE STATE SCHOOL | $781,095.56 | 117 |
| MS ELLISVILLE STATE SCHOOL | $68,061.97 | 4 |
| MS EMERGENCY MANAGEMENT | $156,319.04 | 12 |
| MS FAIR COMMISSION | $34,560.22 | 2 |
| MS FORESTRY COMMISSION | $1,007,659.52 | 242 |
| MS FORESTRY COMMISSION | $66,703.57 | 8 |
| MS GAMING COMMISSION | $23,763.85 | 4 |
| MS GOVERNORS OFFICE | $6,783.73 | 2 |
| MS GRAND GULF MILITARY MON | $19,079.60 | 3 |
| MS HUDSPETH REGIONAL CTR | $889,644.76 | 82 |
| MS HUDSPETH REGIONAL CTR | $63,176.84 | 5 |
| MS INDUSTRIES FOR BLIND | $15,524.46 | 6 |
| MS INST HIGHER LEARNING | $118,055.13 | 20 |
| MS INST HIGHER LEARNING | $11,580.18 | 1 |
| MS LIBRARY COMMISSION | $158,819.81 | 18 |
| MS MEDICAID | $298,949.17 | 53 |
| MS MEDICAID | $12,506.23 | 1 |
| MS MILITARY DEPT 701 | $935,592.59 | 59 |
| MS MILITARY DEPT 701 | $92,353.78 | 3 |
| MS MOTOR VEHICLE COMM | $4,327.53 | 2 |
| MS N REGIONAL REIMBURSEMNT | $201,415.06 | 24 |
| MS N REGIONAL REIMBURSEMNT | $4,874.17 | 4 |
| MS NORTH REGIONAL CENTER | $1,164,710.16 | 47 |
| MS NORTH REGIONAL CENTER | $256,661.41 | 9 |
| MS NORTH STATE HOSPITAL | $12,368.94 | 3 |
| MS OFC OF PUB ST DEFEND | $14,226.63 | 1 |
| MS OFC STATE AID RD CONSTR | $2,747.24 | 3 |
| MS OFFICE OF SUPREME COURT | $17,395.92 | 1 |
| MS OFFICE OF THE ATTNY GEN | $20,122.44 | 6 |
| MS OFFICE OF THE ATTNY GEN | $259.78 | 1 |
| MS PAT HARRISON WTRWY DIST | $41,118.41 | 24 |
| MS PAT HARRISON WTRWY DIST | $427.19 | 1 |
| MS PEER COMMITTEE | $11,985.46 | 1 |
| MS PLANT INDUSTRY | $44,699.69 | 2 |
| MS PRL RVR VLY WTR SPLY DS | $30,471.66 | 1 |
| MS PUB EMPLOY RETRMNT SYS | $9,684.65 | 5 |
| MS PUBLIC SRVC COMMISSION | $31,650.99 | 4 |
| MS PUBLIC SRVC COMMISSION | $118,596.13 | 1 |
| MS REAL ESTATE COMMISSION | -$107.09 | 1 |
| MS SECRETARY OF STATE | $41,949.29 | 9 |
| MS SENATE | $8,551.94 | 4 |
| MS SOCL WORK MARR FAM THER | $2,316.44 | 3 |
| MS SOUTH REGIONAL CENTER | $717,232.51 | 79 |
| MS SOUTH REGIONAL CENTER | $93,218.24 | 3 |
| MS SOUTH STATE HOSPITAL | $22,915.97 | 5 |
| MS SOUTH STATE HOSPITAL | $50,312.41 | 2 |
| MS SPECIAL TRTMNT FACILITY | $37,454.37 | 18 |
| MS SPECIAL TRTMNT FACILITY | $106,892.98 | 9 |
| MS ST BOARD CONTRACT | $11,332.58 | 5 |
| MS ST BOARD FUNERAL SRVC | $6,610.57 | 2 |
| MS STATE AUDITORS OFFICE | $8,379.05 | 3 |
| MS STATE FIRE ACADEMY | $79,676.05 | 6 |
| MS STATE FIRE ACADEMY | $46,972.46 | 2 |
| MS STATE HOSPITAL | $173,838.92 | 23 |
| MS STATE HOSPITAL | $29,097.60 | 7 |
| MS STATE PERSONNEL BOARD | $26,091.47 | 3 |
| MS STATE TREASURER OFFICE | $11,160.26 | 4 |
| MS STATE TREASURER OFFICE | $1,442.62 | 1 |
| MS UNIVERSITY FOR WOMEN | $308,966.55 | 121 |
| MS UNIVERSITY FOR WOMEN | $23,349.44 | 11 |
| MS UNIVERSITY PRESS | $34,023.75 | 2 |
| MS VALLEY STATE UNIVERSITY | $90,272.10 | 45 |
| MS VALLEY STATE UNIVERSITY | $2,594.25 | 1 |
| MS VETERANS AFFAIR BOARD | $90,092.56 | 14 |
| MS VETERANS AFFAIR BOARD | $20,394.10 | 3 |
| MS WIRELESS | $39,781.95 | 2 |
| MS WORKERS COMP COMMISSION | $4,262.15 | 2 |
| SOUTH MS REGIONAL CENTER | $123,539.26 | 35 |
| SOUTH MS REGIONAL CENTER | $2,634.67 | 2 |
| TOMBIGBEE DISTRICT | $93,483.21 | 5 |
| CHOCTAW COUNTY SCHOOL DIST | $908.20 | 2 |
| CITY OF GAUTIER | $9,660.42 | 2 |
| CITY OF MERIDIAN | $74,285.29 | 2 |
| CITY OF OXFORD | $71,277.83 | 2 |
| CITY OF PASCAGOULA | $13,202.56 | 5 |
| CITY OF PASCAGOULA | $13,888.15 | 1 |
| CITY OF PASS CHRISTIAN | $28,929.68 | 4 |
| CITY OF PORT GIBSON | $1,965.69 | 3 |
| CITY OF TUPELO | $9,753.67 | 2 |
| CITY OF WAVELAND | $1,032.37 | 3 |
| CLAIBORNE CO BD OF SPRVSRS | $14,347.49 | 3 |
| COAHOMA CNTY BD SUPRVSRS | $21,524.65 | 1 |
| DESOTO COUNTY BRD OF SUPRV | $2,722.24 | 2 |
| FRANKLIN COUNTY MEMORIAL | $11,306.84 | 3 |
| GRENADA COUNTY BOARD OF | $8,554.16 | 9 |
| GRENADA SCHOOL DISTRICT | $4,172.74 | 1 |
| HARRISON COUNTY UTILITY | $1,132.19 | 2 |
| HINDS COUNTY MENTAL HEALTH | $45,302.66 | 1 |
| HOLLY SPRINGS SCHOOL DIST | $12,253.38 | 13 |
| HUMPHREYS CNTY SCHOOL DIST | $45,318.00 | 11 |
| JACKSON MUNICIPAL | $178,384.04 | 5 |
| JACKSON MUNICIPAL | $13,713.84 | 1 |
| JEFFERSON COUNTY HOSPITAL | $27,050.09 | 13 |
| JEFFERSON COUNTY HOSPITAL | $9,624.21 | 4 |
| JEFFERSON COUNTY SD | $51,945.00 | 3 |
| JONES CNTY JUNIOR COLLEGE | $399,572.19 | 32 |
| JONES CNTY JUNIOR COLLEGE | $16,015.40 | 4 |
| LAUREL SCHOOL DISTRICT | $1,194.88 | 2 |
| LINCOLN COUNTY BRD SUPRVRS | $1,533.12 | 1 |
| MARSHALL COUNTY SCHL DIST | $8,060.18 | 2 |
| MERIDIAN AIRPORT AUTHORITY | $47,440.98 | 4 |
| MERIDIAN AIRPORT AUTHORITY | $18,418.13 | 2 |
| MS BRD OF REG FOR FORESTER | $461.95 | 1 |
| MS DESOTO CO C&V BUREAU | $31,732.86 | 7 |
| MS DESOTO CO C&V BUREAU | $511.98 | 1 |
| NESHOBA COUNTY SCHOOL DIST | $103,492.11 | 2 |
| PANOLA COUNTY | $29,483.62 | 2 |
| PEARL RIVER CTY UTILITY | $21,615.09 | 2 |
| PETAL SCHOOL DISTRICT | $84,790.91 | 13 |
| PONTOTOC CO SCHOOL DIST | $10,881.44 | 2 |
| QUITMAN SCHOOL DISTRICT | $1,747.01 | 1 |
| STONE COUNTY BRD OF SUPERV | $44,505.19 | 15 |
| TUPELO AIRPORT AUTHORIT | $5,114.30 | 1 |
| WARREN CNTY BRD OF SUPRVSR | $35,563.58 | 8 |
| WARREN CNTY BRD OF SUPRVSR | $15,748.47 | 1 |
| YALOBUSHA COUNTY | $23,184.90 | 2 |

**Travel Card Program**

|  |  |  |
| --- | --- | --- |
| **Company** | **Total Spend** | **Cards** |
| ALCORN STATE UNIVERSITY | $246,870.23 | 67 |
| BOARD OF MEDICAL LICENSURE | $12,481.86 | 1 |
| CENTRAL MS RESIDENTIAL CEN | $2,263.08 | 3 |
| DELTA STATE UNIVERSITY | $243,941.09 | 59 |
| DELTA STATE UNIVERSITY | $25,123.30 | 5 |
| EAST MS STATE HOSPITAL | $13,817.23 | 1 |
| ELLISVILLE STATE SCHOOL | $10,460.45 | 5 |
| JACKSON STATE UNIVERSITY | $1,187,857.11 | 5 |
| LEGISLATIVE PEER COMMITTEE | $8,035.58 | 1 |
| MISSISSIPPI ADOLESCENT CNT | $4,321.56 | 2 |
| MS ARTS COMMISSION & 8650 | $42,682.90 | 18 |
| MS ATHLETIC COMMISSION | $3,544.31 | 4 |
| MS ATTORNEY GENERAL OFFICE | $85,537.86 | 1 |
| MS BOARD OF ANIMAL HEALTH | $10,816.01 | 1 |
| MS BOARD OF ARCHITECTURE | $4,257.00 | 1 |
| MS BOARD OF BARBER | $8,402.44 | 6 |
| MS BOARD OF ENGINEERS & | $2,211.80 | 1 |
| MS BOARD OF PHARMACY | $8,058.40 | 1 |
| MS BOARD OF TAX APPEALS | $3,082.74 | 1 |
| MS BUREAU OF NARCOTICS | $2,011.74 | 3 |
| MS BUREAU OF PLANT IND | $17,556.45 | 1 |
| MS COMM COLLEGE BOARD | $30,131.29 | 18 |
| MS COMMISS VOLUNTEER SRVCS | $103.98 | 2 |
| MS DEPT AGRICULT & COMRCE | $10,780.19 | 3 |
| MS DEPT BANKING & CONSUMER | $76,986.29 | 1 |
| MS DEPT EDUCATION | $171,881.70 | 2 |
| MS DEPT FINANCE ADMIN | $13,886.47 | 4 |
| MS DEPT OF ARCHIVES AND | $7,263.00 | 1 |
| MS DEPT OF CORRECTIONS | $17,746.72 | 1 |
| MS DEPT OF EMPLOY SECURITY | $76,986.96 | 3 |
| MS DEPT OF ENVIRONMENTAL | $86,794.67 | 1 |
| MS DEPT OF HUMAN SERVICES | $176,766.62 | 1 |
| MS DEPT OF INFO TECH SRVCS | $72,018.93 | 4 |
| MS DEPT OF MARINE RESOURCE | $46,954.75 | 7 |
| MS DEPT OF MENTAL HEALTH | $31,930.03 | 1 |
| MS DEPT OF PUB SAFETY | $191,281.96 | 59 |
| MS DEPT OF PUB SAFETY | $12,136.59 | 21 |
| MS DEPT OF PUB SAFETY | $46,489.03 | 1 |
| MS DEPT OF PUB SAFETY | $106.38 | 2 |
| MS DEPT OF REHAB SERVICES | $70,195.91 | 8 |
| MS DEPT OF REVENUE | $78,815.92 | 1 |
| MS DEPT OF TRANSPORTATION | $116,693.67 | 4 |
| MS DEPT WILDLIFE FISH PARK | $63,495.99 | 1 |
| MS DIVISION OF MEDICAID | $60,269.29 | 2 |
| MS EMERGENCY MANAGEMENT | $162,523.25 | 59 |
| MS FAIR COMMISSION | $4,274.78 | 2 |
| MS FORESTRY COMMISSION | $290.09 | 26 |
| MS GAMING COMMISSION | $143,734.28 | 21 |
| MS HOUSE OF REPRESENTATIVE | $56,937.48 | 2 |
| MS INST OF HIGHER LEARNING | $32,731.16 | 10 |
| MS INSURANCE DEPT | $68,269.90 | 15 |
| MS LIBRARY COMMISSION | $18,272.37 | 11 |
| MS LIBRARY COMMISSION | $6,033.14 | 2 |
| MS MILITARY DEPT | $71,545.11 | 3 |
| MS OFFICE OF ST TREASURER | $23,993.96 | 3 |
| MS OFFICE OF THE GOVERNOR | $3,075.59 | 3 |
| MS OIL & GAS BOARD | $5,875.24 | 2 |
| MS POST CONVICT COUNSEL | $55,027.04 | 11 |
| MS PUBLIC BROADCASTING | $65,188.96 | 32 |
| MS PUBLIC EMP RETIREMENT | $3,962.80 | 2 |
| MS REAL ESTATE APPRAISAL | $6,041.10 | 5 |
| MS REAL ESTATE COMMISSION | $861.01 | 3 |
| MS SECRETARY OF STATE | $3,169.84 | 10 |
| MS SOIL&WATER CONSERVATION | $12,730.39 | 6 |
| MS ST BOARD CONTRACTORS | $6,426.16 | 1 |
| MS STATE AUDITORS OFFICE | $2,210.50 | 2 |
| MS STATE BOARD OF DENTAL | $9,298.00 | 1 |
| MS STATE DEPT OF HEALTH | $145,983.02 | 100 |
| MS STATE DEPT OF HEALTH | $242,945.16 | 5 |
| MS STATE FIRE ACADEMY | $10,497.56 | 9 |
| MS STATE HOSPITAL | $18,130.44 | 2 |
| MS STATE PORT AUTHORITY | $48,228.10 | 2 |
| MS STATE SENATE | $1,213.40 | 2 |
| MS UNIVERSITY FOR WOMEN | $19,425.23 | 17 |
| MS VALLEY STATE UNIVERSITY | $9,548.31 | 26 |
| MS VALLEY STATE UNIVERSITY | $148,758.87 | 1 |
| MS VETERANS AFFAIRS BOARD | $41,442.01 | 8 |
| NORTH MISSISSIPPI STATE | $6,471.13 | 1 |
| NORTH MS REGIONAL CENTER | $10,478.82 | 3 |
| PUBLIC SERVICE COMMISSION | $16,154.59 | 2 |
| SOUTH MS REGIONAL CENTER | $5,856.96 | 7 |
| SPECIALIZED TREATMENT | $5,256.74 | 1 |
| STATE AID RD CONSTRUCTION | $9,494.87 | 1 |
| THE MS SUPREME COURT | $19,544.45 | 1 |
| UNIV PRESS OF MISSISSIPPI | $3,517.73 | 4 |
| UNIVERSITY OF SOUTHERN MS | $14,086.81 | 5 |
| BENTON COUNTY 0500 | $27,561.66 | 1 |
| BILOXI PUBLIC SCHOOLS | $105,943.27 | 10 |
| CHOCTAW CO SCHOOL DIST | $7,156.00 | 1 |
| CITY OF GUNTOWN | $1,830.78 | 4 |
| CITY OF PASCAGOULA | $268.20 | 3 |
| CITY OF VICKSBURG MS | -$61.48 | 1 |
| CITY OF VICKSBURG MS | $5,940.20 | 1 |
| CLARKSDALE MUNICIPAL | $93,376.63 | 6 |
| CLEVELAND SCHOOL DISTRICT | $178,233.85 | 1 |
| CLINTON SCHOOL DISTRICT | $25,660.77 | 2 |
| DESOTO COUNTY SCHOOLS | $390,117.91 | 5 |
| FORREST COUNTY SCHOOLS | $46,871.09 | 1 |
| FRANKLIN COUNTY MEMORIAL | $3,800.27 | 2 |
| GULFPORT SCHOOL DIST 2421 | $50,585.82 | 4 |
| GULFPORT SCHOOL DIST 2421 | $3,191.87 | 1 |
| HANCOCK COUNTY LIBRARY SYS | $9,769.77 | 2 |
| HARRISON COUNTY SCHL DIST | $8,487.31 | 1 |
| HINDS COMMUNITY COLLEGE | $249,119.45 | 54 |
| HINDS COUNTY SCHOOL DIST | $62,129.03 | 4 |
| HOLLY SPRING SCHL DIST | $8,117.76 | 2 |
| HUMPHREYS COUNTY SCHOOL DI | $34,844.10 | 2 |
| JACKSON CO UTILITY AUTH | $3,691.56 | 4 |
| JACKSON MUNICIPAL AIRPORT | $160,419.25 | 5 |
| JEFFERSON COUNTY HOSPITAL | $606.19 | 12 |
| JONES COUNTY JUNIOR COLLEG | $1,125.00 | 1 |
| LAFAYETTE COUNTY SCHOOL | $14,287.31 | 2 |
| LAUREL SCHOOL DISTRICT | $712.20 | 2 |
| LAWRENCE COUNTY SCHL DISTR | $9,000.61 | 1 |
| LEE COUNTY SCHOOL DIST | $13,224.68 | 2 |
| LOWNDES CO SCHOOL DISTRICT | $10,975.29 | 18 |
| MADISON COUNTY BOS | $13,306.90 | 6 |
| MADISON COUNTY SCHOOL | $37,266.59 | 9 |
| MARSHALL COUNTY SCHL DIST | $3,205.20 | 1 |
| MS NORTH TIPPAH SCHOOL | $4,730.98 | 1 |
| NEWTON COUNTY SCHL DIST | $33,569.95 | 1 |
| OCEAN SPRINGS SCHOOL DIST | $55,979.54 | 12 |
| OXFORD SCHOOL DISTRICT | $37,050.89 | 6 |
| PETAL SCHOOL DISTRICT | $79,360.19 | 22 |
| PICAYUNE SCHOOL DISTRICT | $74,329.13 | 1 |
| PONTOTAC CITY SCHOOL DISTR | $20,917.77 | 2 |
| PONTOTOC COUNTY SCHOOL | $11,377.50 | 1 |
| SENATOBIA MUNICIPAL SCHOOL | $9,852.98 | 1 |
| SOUTH DELTA SCHOOL DIST | $12,336.99 | 1 |
| TOWN OF ANGUILLA | $2,281.14 | 1 |
| VICKSBURG WARREN SCHOOL | $11,132.02 | 3 |
| YALOBUSHA COUNTY | $4,105.60 | 4 |

* Are the School Districts considered independent of the state?

**No**

* The RFP states an anticipated timeframe for vendor selection at the end of February.  Using this assumption, what is the expectation relative to Implementation of the programs for the State and the Universities?

**All state agency and governing authority cards should be available April 1, 2017. The 3 universities will possibly be phased in and the school district EEF cards should be issued in July.**

* Based upon the following response from the State of MS in bold and the provided RFP timeline, the timeframe for Implementation would only be 30-40 days.  Is the State flexible on the start date of April 1st for this program, as this does not provide sufficient enough time to have a thorough and thoughtful transition of a program across all of the agencies and school districts?

State Response to Live date for programs:  All state agency and governing authority cards should be available April 1, 2017. The 3 universities will possibly be phased in and the school district EEF cards should be issued in July.

In the file attachment provided by the State of MS, it denotes the number of cards for the Purchasing Card program (2,677 cards) and T&E program (991 cards) for the respective spend listed below.  Are the remaining 35,603 cards (original total number of cards across all programs was cited as 39,271) all on the EEF and Clothing Card program?  What is the total number of transactions associated with these 2 programs?

**Yes the remaining cards are for the EEF and Clothing Card program.  These cards have preloaded dollar amounts.  Both are a type of declining balance card. For the 2015/2016 School Year, there were 129, 324 transactions made on EEF cards as of 12/31/15, with a spend of approximately $6.9 Million with almost 35K cards issued also at that time.  For the clothing cards, there were 714 cards issued by 12/31/15.  There were 1,990 transactions with about $257K in spend.**

* Will all 161 State agencies and 148 school districts be part of a centralized State implementation?

**Yes**

* Will this be a phased implementation?

**No**

* When are the contracts for the State and University programs up for renewal?

**This is a 3 year contract with two optional renewals for one year**

* Relative to the program dynamics for the State of MS program ($37,629,860 annual spend; 39,271 cards, and 330,072 transactions), could you please provide a breakout of these three spend dynamics across the following programs used by the state:

**As of 12/31/2015:**

* + Corporate Travel Cards - **$6,924,873.00**
	+ Purchasing Cards (please also provide the amount of Large Ticket spend on the program) - **$17,512,482.00; Large Ticket Spend – $5,000 is the largest amount of spend that can be placed on any card within any single transaction**
	+ Declining Balance Cards (both Agency Clothing Cards and EEF Cards) - **Clothing Cards: $ 257,766; EEF Cards: $6,891,623**

* Understanding that the programs for the University are currently with another card provider, when do the contracts expire for these programs?  Are these programs and associated volumes being actively considered as part of this RFP?  It would be helpful to have clarity around this component, for the purposes of pricing and financial incentives available on the program.

**Any specifics about the 3 programs, other than the information provided in the RFP (University data (for those universities under separate programs): 3 institutions; approximately 1,770 cards and approximately $76,280,000 in spend), are not available at this time due to those universities not being a part of the state’s program.  The volumes associated with those three universities were not included in the estimated quantities for the state’s small purchase card program.   The state provided this information about those three universities to ensure that any potential vendor could potentially fulfill their volumes and issue those cards.  The programs and associated volumes being considered as a priority will be the entities currently utilizing the program.  The three universities may be phased in overtime whenever their contracts expire and those dates have not yet been retrieved from those organizations.**

* Relative to the program dynamics for the three University programs ($76,280,000; 1,770 cards), could you please provide a breakout of the annual program spend, number of cards and total number of transactions by product, to include:
	+ Corporate Travel Cards
	+ Purchasing Cards (please also provide the amount of Large Ticket spend on the program)
	+ Declining Balance Cards

**The three university programs mentioned in the RFP are currently not on the State of Mississippi Small Purchase Card Program; therefore, we do not possess that information; however, we can request it from the universities and supplement this response.**

* Relative to the Purchasing Card component of the program for the State and the Universities, is this a traditional “card-in-hand” program, or is there centralized spend (i.e. Ghost Cards or Virtual Cards)?

**This is a traditional “card-in” hand program with some travel ghost card accounts**

* Relative to the Corporate Travel Card component of the State and University programs, please provide the billing (Individual or Central) and liability (Individual, J&S, Corporate) on the program?

**All cards utilized for this program will be corporate liability cards. Depending on the agency, some billing types are individual; however, the majority of all cards utilized are centralized billing.**

* Has the State or the Universities ever completed a Payables Analysis with your card provider to identify expansion opportunities for the various card programs?

**Yes**

* Has the State or the Universities ever reviewed the opportunity to use a card solution for purchases greater than $5,000?

**Yes – Delegated Authority or Granted Exceptions**

* Does either the State or Universities utilize a Virtual Card program?  If so, please provide the spend dynamics requested above?

**No**

* Does either the State or Universities utilize a Fleet Card program?  If so and this spend is part of this initiative, please provide the spend dynamics requested above?

**Yes the State of Mississippi does have a fleet/fuel card program which is a separate contract**

* Is any of the spend derived from International travel or purchases?  If so, please provide the amounts for each program?

**Yes; however, this information is not available at this time.**

* While the RFP outlines the State’s typical payment terms, these are typically for supplier relationships vs. credit card programs.  What are the current payment terms for the Corporate Travel, Purchasing and Declining Balance Card programs for the State and the Universities (i.e. 30/25)?

**45 Days**

* We would need to confirm that this is a firm requirement. Receiving that information in the responses to questions on December 30, limits respondents to less than four weeks to complete the response unless the issuer is the incumbent who will have a shorter transition period.  We understand that you are facing an expiration date, but hope that you can find some way to provide sufficient time to allow for a well-planned, well-tested transition if you choose to consider an issuer other than the incumbent.

**Our current program will expire on March 31, 2017, and if a new provider is chosen, the agencies and governing authorities will need to have their new cards available April 1.  The rollout of new cards will not include the 3 universities, currently not on our program, or the 35,000 EEF cards. The 3 universities will possibly have a phase in date after April 1, 2017. The EEF cards for the school districts will not need to be produced until July 2017.**

* As previously requested (and believe that the State is working on), please provide all statistics requested above (annual spend, number of cards, number of transactions) for each of the various University programs.

**This information is not available; however, it has been requested and will be provided as soon as possible.  All potential vendors should be aware that there is a possibility for those universities to join the program at any time during the duration of the contract that will be signed and the vendor should be equipped to handle those additional accounts.**

* Relative to the contracting process for these programs, will there be a single agreement, or will there be participating entities that need to sign an amendment to participate as well?

**This will be one single agreement that will be signed between the potential vendor and our office on behalf of the State of MS – which encompasses all state agencies and governing authorities.**

* Please provide a breakdown of the current programs by card type and then by entity. (It would appear that there are at least four (4) different card types).
* Procurement Cards –

|  |
| --- |
| Alcorn State University |
| Athletic Commission |
| Boswell Regional Center |
| Central MS Residential Center |
| Choctaw County School District |
| City of Gautier |
| City of Meridian |
| City of Oxford |
| City of Pascagoula |
| City of Pass Christian |
| City of Port Gibson |
| City of Southaven |
| City of Tupelo |
| City of Waveland |
| Claiborne County Board of Supervisors |
| Coahoma County Board of Supervisors |
| Delta State University |
| DeSoto County Board of Supervisors |
| DeSoto County Convention & Visitors Bureau |
| Desoto County Regional Utility Authority |
| East MS State Hospital |
| Ellisville State School |
| Franklin County Memorial Hospital |
| Grenada County Board of Supervisors |
| Grenada School District |
| Hancock County Library System |
| Harrison County Utility Authority |
| Hinds Behavioral Health Services (Hinds Cty Mental Hlth Com.) |
| Holly Springs School District |
| House of Representatives |
| Hudspeth Regional Center |
| Humphreys County School District |
| Jackson Municipal Airport Authority |
| Jackson State University |
| Jefferson County Hospital |
| Jefferson County School District |
| Jones County Junior College |
| Laurel School District |
| Lincoln County Board of Supervisors |
| Marshall County School District |
| Meridian Airport Authority |
| MS Adolescent Center |
| MS Arts Commission |
| MS Attorney General's Office |
| MS Auctioneer Commission |
| MS Authority for Educational TV/Public Broadcasting |
| MS Board of Animal Health |
| MS Board of Examiners for Licensed Professional Counselors |
| MS Board of Exmn for Social Workers/Marriage & Family Therapists |
| MS Board of Nursing |
| MS Board of Pharmacy |
| MS Board of Psychology |
| MS Board of Tax Appeals |
| MS Bureau of Narcotics |
| MS Charter School Authorizer Board |
| MS Commission for Volunteer Service |
| MS Commission on Judicial Performance |
| MS Department of Agriculture & Commerce |
| MS Department of Archives and History |
| MS Department of Banking and Consumer Finance |
| MS Department of Corrections |
| MS Department of Education |
| MS Department of Employment Security |
| MS Department of Environmental Quality |
| MS Department of Finance & Administration |
| MS Department of Health |
| MS Department of Human Services |
| MS Department of Information Technology Services |
| MS Department of Insurance |
| MS Department of Marine Resources |
| MS Department of Mental Health |
| MS Department of Public Safety |
| MS Department of Rehabilitation Services |
| MS Department of Revenue (State Tax Comm) |
| MS Department of Transportation |
| MS Department of Wildlife, Fisheries & Parks |
| MS Development Authority |
| MS Division of Medicaid |
| MS Emergency Management |
| MS Fair Commission |
| MS Forestry Commission |
| Ms Forestry Commission Emergency Disaster |
| MS Gaming Commission |
| MS Governor's Office |
| MS Grand Gulf Military Monument Commission |
| MS Industries for the Blind |
| MS Institute for Forest Inventory |
| MS Institutions for Higher Learning |
| MS Library Commission |
| MS Military Department |
| MS Motor Vehicle Commission |
| MS Office of Post-Conviction Counsel |
| MS Office of the State Auditor |
| MS Oil and Gas Board |
| MS PEER Comm |
| MS Plant Industries |
| MS Public Employees' Retirement System |
| MS Public Service Commission |
| MS Real Estate Appraisal Board |
| MS Real Estate Commission |
| MS Secretary of State's Office |
| MS Specialized Treatment Facility |
| MS State Board for Community & Junior Colleges |
| MS State Board of Architecture |
| MS State Board of Chiropractic Examiners |
| MS State Board of Contractors |
| MS State Board of Cosmetology |
| MS State Board of Funeral Services |
| MS State Board of Medical Licensure |
| MS State Board of Nursing Home Administrators |
| MS State Board of Optometry |
| MS State Board of Physical Therapy |
| MS State Fire Academy |
| MS State Hospital |
| MS State Personnel Board |
| MS State Senate |
| MS State Treasurer |
| MS Supreme Court |
| MS University for Women |
| MS Valley State University |
| MS Veteran Memorial Stadium |
| MS Veterans Affairs Board |
| MS Veterans' Home Purchase Board |
| MS Wireless |
| MS Workers' Compensation Commission |
| Natchez Regional Medical Center |
| Neshoba County School District |
| North MS Regional Center |
| North MS Regional Reimbursement |
| North MS State Hospital |
| Office of State Aid Road Construction |
| Office of the State Public Defender |
| Panola County Board of Supervisors |
| Pat Harrison Water Way District |
| Pearl River County School District |
| Pearl River County Utility Authority |
| Pearl River Valley Water Supply District |
| Petal School District |
| Pontotoc County School District |
| Poplarville Special Municipal Separate School District |
| Quitman School District |
| South MS Regional Center |
| South MS Regional Center (Client Fund Account) |
| South MS State Hospital |
| Stone County Board of Supervisors |
| Tombigbee River Valley Water Management |
| Tupelo Airport Authority |
| University Press of Mississippi, Inc. |
| Vicksburg Bridge Commission of Warren County |
| Warren County Board of Supervisors |
| Yalobusha County |
| MS State Port Authority |
| South Panola School District |
| Franklin County School District |
| Hazelhurst School District |
| Town of Lyon, MS |
| Greene County School District |
| City of Rollin Fork |
| Madison County Library |
| Pearl River County Hospital/Nursing Home |

* Travel Cards –

|  |
| --- |
| MS State Senate |
| MS House of Representatives |
| MS Attorney General General's Office |
| Office of the Governor |
| Legislative PEER Committee |
| MS Board of Barber Examiners |
| MS Supreme Court |
| Office of Capital Post Conviction Counsel |
| MS Department of Public Safety Planning |
| MS Secretary of State's Office |
| MS Department of Finance & Administration |
| Office of the State Auditor |
| MS Department of Revenue |
| MS Board of Tax Appeals |
| MS Gaming Commission |
| MS Department of Education |
| MS Department of Rehabilitation Services |
| MS Library Commission |
| MS Public Broadcasting |
| MS Institutions of Higher Learning |
| MS Commission for Volunteer Services |
| MS State Department of Health |
| Specialized Treatment Facility |
| Division of Medicaid |
| MS Department of Mental Health |
| East MS State Hospital |
| Ellisville State School |
| MS State Hospital |
| North MS State Hospital |
| North MS Regional Center |
| Hudspeth Regional Center |
| South MS Regional Center |
| Central MS Residential Center |
| MS Adolescent Center |
| MS Department of Agriculture & Commerce |
| Bureau of Plant Industry |
| MS Board of Animal Health |
| MS Fair Commission |
| MS Department of Marine Resources |
| MS Forestry Commission |
| MS Department of Wildlife, Fisheries & Parks |
| MS Department of Environmental Quality |
| MS Department of Archives and History |
| MS Soil & Water Conservation Commission |
| MS Oil & Gas Board |
| MS Insurance Department |
| State Fire Academy |
| MS Department of Banking & Consumer Finance |
| Public Employees Retirement System |
| University Press of MS |
| MS Department of Corrections |
| MS Community College Board |
| MS Real Estate Appraisal Board |
| MS Information Technology Services |
| MS State Personnel Board |
| MS Department of Human Services |
| MS Department of Employment Security |
| MS Military Department |
| Office of the State Treasurer |
| MS Department of Public Safety |
| MS Bureau of Narcotics |
| MS Emergency Management Agency - MEMA |
| Veterans Affairs Board |
| Public Service Commission |
| MS State Board of Dental Examiners |
| MS Board of Medical Licensure |
| MS Real Estate Commission |
| MS State Board of Contractors |
| MS Board of Engineers & Surveyors |
| MS Athletic Commission |
| MS Board of Pharmacy |
| MS Board of Architecture |
| MS Arts Commission |
| MS Department of Transportation - MDOT |
| Office of State Aid Road Construction |
| Office of State Public Defender |
| Choctaw County School District |
| Alcorn State University |
| Benton County School District |
| Biloxi Public Schools |
| Cleveland School District |
| Delta State University |
| Desoto County Schools |
| Franklin County Memorial Hospital |
| Gulfport Public School District |
| Hancock County Library System |
| Hinds County School District |
| Holly Springs School District |
| Humphreys County School District |
| Jackson County Utility Authority |
| Jackson Municipal Airport Authority |
| Jackson State University |
| Lafayette County School District |
| Laurel School District |
| Lawrence County School District |
| Lee County School District |
| Meridian Public Schools |
| MS State Port Authority |
| MS University for Women |
| MS Valley State University |
| Newton County School District |
| North Tippah School District |
| Noxubee County School District |
| Ocean Springs School District |
| Pearl River County School District |
| Petal School District |
| Pontotoc City School District |
| Pontotoc County School District |
| Poplarville Special Municipal Separate School District |
| Richton School District |
| Senatobia Municipal School District |
| South Delta School District |
| South Panola School District |
| Vicksburg Warren School District |
| Yalobusha County |
| Clarksdale Municipal School District |
| Marshall County School District |
| Oxford School District |
| Harrison County School District |
| Forrest County Schools |
| Hinds Community College |
| City of Pascagoula |
| Madison County School District |
| Canton Public Schools |
| Town of Anguilla |
| City of Guntown |
| Perry County Board of Supervisors |
| Madison County Board of Supervisors |
| Clinton Public Schools |
| Jefferson County Hospital |
| Lowndes County Schools |
| Aberdeen School District |
| Jones County Junior College |
| McComb School District |
| George County School District |
| Tate County Schools |
| Bay St. Louis Waveland School District |
| Neshoba County |
| West Tallahatchie School District |
| City of Meridian |
| Lamar County Board of Supervisors |
| Booneville School District |
| Wayne County School District |

* Declining Balance (Clothing Cards)

|  |
| --- |
| MS Bureau of Narcotics |
| MS Department of Public Safety |
| MS Department of Marine Resources |
| MS Department of Corrections |

* Declining Balance (Educational Enhancement Funds – EEF)

|  |
| --- |
| NATCHEZ-ADAMS |
| ALCORN |
| CORINTH |
| AMITE |
| ATTALA |
| KOSCIUSKO |
| BENTON |
| CLEVELAND |
| NORTH BOLIVAR CONS. |
| WEST BOLIVAR CONS |
| CALHOUN |
| CARROLL |
| CHICKASAW |
| HOUSTON |
| OKOLONA |
| CHOCTAW |
| CLAIBORNE |
| ENTERPRISE |
| QUITMAN |
| WEST POINT CONSOL |
| COAHOMA |
| COAHOMA AHS |
| CLARKSDALE |
| COPIAH |
| HAZLEHURST |
| COVINGTON |
| DESOTO |
| FORREST CO |
| FORREST AHS |
| HATTIESBURG |
| PETAL |
| FRANKLIN |
| GEORGE |
| GREENE |
| GRENADA |
| HANCOCK |
| BAY ST LOUIS |
| HARRISON |
| BILOXI |
| GULFPORT |
| LONG BEACH |
| PASS CHRISTIAN |
| HINDS |
| JACKSON PUBLIC |
| CLINTON |
| HOLMES |
| DURANT |
| HUMPHREYS |
| ITAWAMBA |
| JACKSON CO |
| MOSS POINT |
| OCEAN SPRINGS |
| PASCAGOULA |
| EAST JASPER |
| WEST JASPER |
| JEFFERSON |
| JEFFERSON DAVIS |
| JONES |
| LAUREL |
| KEMPER |
| LAFAYETTE |
| OXFORD |
| LAMAR |
| LUMBERTON |
| LAUDERDALE |
| MERIDIAN |
| LAWRENCE |
| LEAKE |
| LEE |
| NETTLETON |
| TUPELO |
| LEFLORE |
| GREENWOOD |
| LINCOLN |
| BROOKHAVEN |
| LOWNDES |
| COLUMBUS |
| MADISON |
| CANTON |
| MARION |
| COLUMBIA |
| MARSHALL |
| HOLLY SPRINGS |
| MONROE |
| ABERDEEN |
| AMORY |
| MONTGOMERY CO |
| WINONA |
| NESHOBA |
| PHILADELPHIA |
| NEWTON COUNTY |
| NEWTON PUBLIC |
| UNION PUBLIC |
| NOXUBEE |
| STARKVILLE-OKTIBBEHA |
| NORTH PANOLA |
| SOUTH PANOLA |
| PEARL RIVER |
| PICAYUNE |
| POPLARVILLE |
| PERRY |
| RICHTON |
| NORTH PIKE |
| SOUTH PIKE |
| MCCOMB |
| PONTOTOC COUNTY |
| PONTOTOC CITY |
| PRENTISS |
| BALDWYN |
| BOONEVILLE |
| QUITMAN COUNTY |
| RANKIN |
| PEARL |
| SCOTT |
| FOREST |
| SOUTH DELTA |
| SIMPSON |
| SMITH |
| STONE |
| SUNFLOWER CONSOL. |
| EAST TALLAHATCHIE |
| WEST TALLAHATCHIE |
| TATE |
| SENATOBIA |
| NORTH TIPPAH |
| SOUTH TIPPAH |
| TISHOMINGO |
| TUNICA |
| UNION COUNTY |
| NEW ALBANY |
| WALTHALL |
| VICKSBURG-WARREN |
| HOLLANDALE |
| LELAND |
| WESTERN LINE |
| GREENVILLE |
| WAYNE |
| WEBSTER |
| WILKINSON |
| LOUISVILLE |
| COFFEEVILLE |
| WATER VALLEY |
| YAZOO COUNTY |
| YAZOO CITY |
| MSA |
| MSB |
| MSD |
| MSMS |

* If possible, please provide an overview of those programs that may later join the State’s card program (many Universities were listed as potential users).
* Mississippi State University
	+ Contract Expiration Date – No firm end date; however, the contract includes a termination clause that allows for the university to terminate at any time with appropriate written notice
	+ Number of Cards – 850
	+ Number of Transactions – 150k
	+ Amount of spend at end of 2015 – $49M
* University of Mississippi
	+ Contract Expiration Date – No firm end date; however, the contract includes a termination clause that allows for the university to terminate at any time with appropriate written notice
	+ Number of Cards – 444
	+ Number of Transactions – 50k
	+ Amount of spend at end of 2015 – $13.69M
* University of Southern Mississippi
	+ Contract Expiration Date – No firm end date; however, the contract includes a termination clause that allows for the university to terminate at any time with appropriate written notice
	+ Number of Cards – 400
	+ Number of Transactions – 6,200
	+ Amount of spend at end of 2015 – $13.26M
* We offer both Visa and MasterCard.  Doers the State have a preference of which platform to utilize?  Rebate would be maximized if only one program is used.

The state does not have a preference. We currently utilize a Visa platform. We would only would want to utilize one platform during the contract period.

* Breakdown of current program(s)
	+ Are any programs utilizing an E-Payable (virtual card payment) platform?

No

* + Are any programs utilizing an online portal?

Yes

* + Are any programs utilizing receipt imaging?

No

* + Are any programs utilizing mobile technology?

No

* + Are all programs centrally billed?

Yes, with individual statements mailed to individual cardholders as well.

* + Please list the various ERP systems being utilized by each entity?

MAGIC (for all State Agencies which is a SAP based system), Banner, PeopleSoft, and Oracle

* + Is there any international spend?

Yes

* Please break out program metrics, (if multiple programs, please list separately)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Transactions** | **Sales Volume** | **Entities** | **Cards/Accounts** | **Average Transaction Size** |
| **Travel segment only** | **20,010** | **$    6,924,873.00** | **142** | **892** | **$346.07** |
| **2015/2016 EEF** | **129,324** | **$    6,891,623.00** | **148** | **34,768** | **$53.29** |
| **Agency declining balance accounts** | **1,990** | **$        257,766.00** | **4** | **714** | **$129.53** |
| **Agency Pcard accounts** | **86,564** | **$  17,512,482.00** | **161** | **2,897** | **$202.31** |
| **Portfolio total** | **330,072** | **$  31,586,744** |  | **39,271** | **$95.70** |

* Are there any Large Ticket Vendors/Spends (how much)?

This is a small purchase card program. All transactions must be $5,000.00 and below unless delegated authority or an exception has been granted.

* In the RFP and in answer to previous questions, the State is firm on needing implementation completed by April 1st, which if the contract is negotiated and signed by March 1st, gives the banks one month to implement and issue 39,000 cards. We currently manage many State programs and with confidence can say that our bank or ANY other bank will not be able to implement in one month. We implore you to change that requirement or many banks may not be able to respond to your RFP. In the past, many states have gotten a 6 month extension from their current provider while implementing a new program.

RFP 3120000975 currently has one issued addendum. The addendum addresses a new implementation schedule. Please refer to the RFP for the specific details.

* 2. In a previous answer, the State says its requests one centralized implementation. For other States that have a contract open to other political subdivisions, those implementations are typically done one by one for each city, county and school district, as they have own program administrators, receive their own billing and payment. How do you handle that?

Each entity on the State’s program will receive their own billing and issue payments to the financial institution awarded the contract. The statement (a master and individual statement) will be mailed to the entity and to the address associated with the individual card. Each individual reconciles their statements first; then, the program coordinator for each entity reviews all purchases on each card; and finally the master statement is sent to Accounts Payable to issue a check or to pay the bill in PayMode. Centralized implementation from the State’s perspective means that there is only one contract awarded to the State that encompasses all entities that falls within our state agency and governing authority definition.

* In addition, since each entity is responsible for their own bill, each entity would have to sign a participating addendum to the State contract and be credit qualified independently, which would add to the timeframe of implementation.  What is the current process, in term of documentation, when a political subdivision wants to join the State contract?

No, only the State will sign one contract for all entities (governing authorities/political subdivisions and state agencies) to utilize. All political subdivisions/governing authorities (that are not currently utilizing the program) are required to submit the last fiscal year audited financial statements prior to being set up as a new entity on the program.

* Can you share when the end of the contracts dates are for each of the three universities, as this is very important to understand the potential volume that can be put on the program?  For example, since this is a three year contract, if a couple of the universities are under contact for the first two years of the State contract that would affect the volume and therefore affect the rebate we could offer.

The three universities programs are operating under a contract without a firm expiration date. All contracts include a termination clause that allows for the university to terminate at any time with appropriate written notice.

* We manage many states and one concern is the low spend per card, which is $958, and the average transaction size of $115.  These are well below average compared to other States.  Is there a reason these spend values are low?  The reason we ask is because it will greatly affect the rebate banks will be able to offer.

There is no specific reason that the values are low according to your calculations and research. This is a small purchase card program meaning that all purchases, unless delegated authorities or an exception has been granted, will be $5,000.00 and less. This could be a contributing factor.

* Of the declining balance card spend (both Agency Clothing cards and EEF card) the clothing card spend is $257,766 and the EEF Card spend is $6,891,623. How many cards does this represent? (This maybe why low average per card and spend).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Transactions** | **Sales Volume** | **Entities** | **Cards/Accounts** |
| **Travel segment only** | **20,010** | **$    6,924,873.00**  | **142** | **892** |
| **2015/2016 EEF** | **129,324** | **$    6,891,623.00**  | **148** | **34,768** |
| **Agency declining balance accounts** | **1,990** | **$        257,766.00**  | **4** | **714** |
| **Agency Pcard accounts** | **86,564** | **$  17,512,482.00**  | **161** | **2,897** |
| **Portfolio total** | **330,072** | **$  31,586,744**  |  | **39,271** |

* Rebate payment will need to be consistent, either annual or semiannual. You cannot change in the following year and all entities will need to be on same schedule since you are asking for an aggregate rebate program for all spend combined.  Is an annual rebate agreeable with the State?

Yes, we would like an annual rebate for each entity utilizing the program.

* Based on answer to question below, your spend only adds up to about $31.6MM. Where is the additional $6MM in spend?

The $6M spend that is not reflected in the chart was the EEF spend from the 2014/2015 school year. The correct value is reflected in #6.

Relative to the program dynamics for the State of MS program ($37,629,860 annual spend; 39,271 cards, and 330,072 transactions), could you please provide a breakout of these three spend dynamics across the following programs used by the State:
**As of 12/31/2015:**
o        Corporate Travel Cards - **$6,924,873.00**
o        Purchasing Cards (please also provide the amount of Large Ticket spend on the program) - **$17,512,482.00; Large Ticket Spend – $5,000 is the largest amount of spend that can be placed on any card within any single transaction**
o        Declining Balance Cards (both Agency Clothing Cards and EEF Cards) - **Clothing Cards: $257,766; EEF Cards: $6,891,623**

* In the two spreadsheet with travel spend and purchasing spend there are a total of roughly 3,700 cards. Where are the other 35,000+ cards from?

The other approximate 35,000 cards are EEF cards.

* Typically how many days after your cycle do you pay your bills?

Entities have 45 days to pay. Most typically pay within the first 30 days.

* Has the State considered prepaid cards versus commercial cards for Clothing cards and EEF spend cards?

The State cannot legally prepay for goods and services not received; therefore, we utilize declining balance cards and make payment as we purchase

* We note that you also have Travel cards in this RFP.
	1. Do you require a separate card program dedicated to just the Travel Card? Or do you currently utilize the Procurement Card program for this?

The travel card program is under the procurement card program but it is different. It is administrated by a different administrator in OPTFM. The card is printed to look different than the procurement card. The travel cards are set to accept different MCC codes that the procurement card cannot accept.

* 1. Do your Travel Cards have individual or corporate liability?

Same liability as the procurement cards – Corporate.

* 1. Do your Travel Cards require Travel Accident Insurance?

Travel Accident Insurance is a benefit currently provided by our contractor.

* Please clarify your Rebates/Revenue Sharing: are we required to send all rebate calculations to the State which would include all Agencies and all Universities and all entities utilizing the program?

All calculations are to be sent to OPTFM prior to the issuance of the actual rebate checks. All rebate checks are to be sent to each qualifying entity.

Does the State keep a percentage of the rebates or does all of the rebate go to the various entities/universities/agencies?

The state does not keep a percentage.

* We note that on page 9 the State indicates that each Responder shall agree to the stated terms and conditions.  We would like to attach our Commercial Card Contract to the response. Where would this be appropriate?

Please place it at the end of the required documents; however, please be advised that the State is under no obligation to negotiate its terms and conditions or accept any additional terms submitted. The successful provider must be willing to accept the State’s terms and conditions without substantive revisions.

* Will the 161 state agencies all be moving to the new contract for Procurement Card Services?

Yes

* Will the Universities also be moving to the new contract for Procurement Card Services?

Yes. It is mandatory for all state agencies/public universities to utilize our procurement card program. Within the State Procurement Manual Section 10.111.04 (Procurement Card Program Exception), there is an outlined process for if a state agency established a reason that the State Procurement Card program cannot or will not meet the needs of the agency. The section is quoted below:

*“If an agency establishes the fact that the State Procurement Card program cannot or will not meet the needs of the agency, the agency may submit a request for approval from the Office of Purchasing, Travel and Fleet Management to establish their own procurement card program.*

*When the approval from the Office of Purchasing, Travel and Fleet Management has been received, the procedures established in Section 3.107, Competitive Sealed Proposals, must be followed. Prior to any award, justification must be submitted to the Office of Purchasing, Travel and Fleet Management indicating how their program better meets the needs of the agency and indicate the differences from that of the State Procurement Card Program.*

*If a governing authority establishes the fact that the Small Purchase Procurement Card cannot or will not meet the needs of the governing authority, the governing authority may submit a request for approval from their governing board to establish their own Procurement Card program by following the procedures established in Section 3.107, Competitive Sealed Proposals. Approval of such action shall be placed on the minutes of the board of the governing authority and a copy of the approval sent to the Office of Purchasing, Travel and Fleet Management.”*

* Will the State anticipate sharing revenue with all the entities utilizing the Procurement Card Services contract?

Please see #2

We note that the State appears to want to see ALL usage and calculations for each and every entity?

Correct

* We note that your payment terms state payment within 45 days. Does this mean from statement date or from purchase date?

Statement Date

* Please confirm that each new participant would sign their own contract with the chosen provider? Or would just the State and the individual Universities sign their own contracts?

Only the State will sign one contract for all entities (governing authorities/political subdivisions and state agencies) to utilize the program. All new entities joining the program will be required to sign and submit to OPTFM a program request form and agreement that will be submitted to the financial institution. This form will acknowledge that the new entity is aware of the program and its details. The form covers estimated spend, the estimated number of cards, the entity name, entity address, and other entity contact information. The entity, OPTFM, and the financial institution are required to sign the document.

* Would the State desire a hierarchy the includes each agency and University in such hierarchy for reporting purposes? Or will there be a separation? If so, where would such separation occur?

Yes the State desires a hierarchy that includes all entities for reporting purposes. The state should be able to see all entities and all cards utilized at all times in order for changes to be made to accounts by the specific program administrator. There should be a separation between Procurement Cards (including declining balance), Travel Cards, and EEF Cards. There will be a few delegated authority entities that will have program administrator access just for their entity.

* Who is your current provider of procurement card services?

 UMB

* 1. Given your ambitious implementation schedule, have you extended or plan to extend your existing contract with your provider to allow for a smooth implementation should another provider be selected to provide card services to the State?

On 1/4/17, an addendum was issued to modify the timeline/implementation schedule as outlined in Section I #4. Please refer to the addendum.

* Will you extend the deadline for submitting question? Given the Holliday Season, we recommend that you extend the deadline to January 6, 2017.

On 1/4/17, an addendum was issued to modify the timeline/implementation schedule as outlined in Section I #4. Please refer to the addendum.

* Please list the names of the universities that are currently not participating in the State's program.

Mississippi State University, University of Mississippi, and University of Southern Mississippi

* 1. Please provide the last three years of annual spend volume for each university and the number of cards for each university.

That information is not available at this time due to the universities not being on the State’s program. However, the university spend for the 2015 calendar year is as follows:

* Mississippi State University - $49 Million
* University of Mississippi - $13.69 Million
* University of Southern Mississippi - $13.26 Million

* 1. Please provide the name of the current procurement card provider of each university and please provide us their individual contract periods and termination dates.

Regions Bank is the provider for all three universities. The three universities programs are operating under a contract without a firm expiration date. All contracts include a termination clause that allows for the university to terminate at any time with appropriate written notice.

* 1. Once a university's procurement card services contract terminates, is it or will it be mandatory for the universities to join the State's procurement card services program?

Yes. It is mandatory for all state agencies to utilize our procurement card program. Within the State Procurement Manual Section 10.111.04 (Procurement Card Program Exception), there is an outlined process for if a state agency established a reason that the State Procurement Card program cannot or will not meet the needs of the agency. The section is quoted below:

*“If an agency establishes the fact that the State Procurement Card program cannot or will not meet the needs of the agency, the agency may submit a request for approval from the Office of Purchasing, Travel and Fleet Management to establish their own procurement card program.*

*When the approval from the Office of Purchasing, Travel and Fleet Management has been received, the procedures established in Section 3.107, Competitive Sealed Proposals, must be followed. Prior to any award, justification must be submitted to the Office of Purchasing, Travel and Fleet Management indicating how their program better meets the needs of the agency and indicate the differences from that of the State Procurement Card Program.*

*If a governing authority establishes the fact that the Small Purchase Procurement Card cannot or will not meet the needs of the governing authority, the governing authority may submit a request for approval from their governing board to establish their own Procurement Card program by following the procedures established in Section 3.107, Competitive Sealed Proposals. Approval of such action shall be placed on the minutes of the board of the governing authority and a copy of the approval sent to the Office of Purchasing, Travel and Fleet Management.”*

* Please provide a comprehensive overview and details on the school districts that utilize the Education Enhancement Fund (EEF) cards.

There are 148 public school districts in the State that have chosen to utilize the EEF card program. The cards are all preloaded with the same amount on each card. The card is regular plastic with different artwork from regular procurement and travel cards. The cards are issued each year and are active from August 1 until March 31 of the following year. The cards are bulk activated. The cards are shipped to the business office in each school district and distributed to the teachers. The cards are embossed with only the school district name. The Dept of Education will work closely with the financial institution with the EEF card program. The Dept. of Education has a program administrator for the EEF card program only and that individual has the ability to see all EEF cards and to administer that program.

* 1. How many cards? Funded amount of individual cards? Any particular specifications?

Approximately 35,000 cards

For the 2016/2017 school year each card was preloaded with $398.00.

* Please provide a comprehensive overview and details of the declining balance cards.

Only 4 state agencies at this time utilize declining balance cards for clothing for officers. The cards are issued at the start of the fiscal year (July 1) and are plastic issued in the card holder’s name. Each card is preloaded with a set amount. The State Procurement Card Administrator will communicate with the financial institution on the details of the amount of cards are needed for each agency and for what dollar amount.

* 1. How many cards are issued annually? What is the average funded amount per card?

There are approximately 715 cards issued each year. Most cards are loaded with either $500 or $1000 for the entire year depending on the agency.

* Please provide a comprehensive overview and details of the travel card program to include number of cards and annual spend volume.

The travel card program is administered just as the state procurement card program with the same program administrator access. The cards are chip enabled. Those cards are only set to accept travel vendor MCC codes (hotels, rental car agencies, airlines, and etc.) with the ability to have declined MCC codes approved administratively. The card is of a different artwork than the regular procurement card.

2015 Annual Spend - $6,924,873.00

* Please list the State agencies that have their own financial management system separate from the State's primary ERP system. Please identify what system is used by each State agency not on the State's primary ERP system.

All State Agencies, with the exception of the universities, utilize the state’s ERP system. The systems utilized by the universities are mentioned in Section III (Specifications and Program parameters) Number 7 (Compatibility with Operating Systems).

* Will the State provide the current revenue sharing/rebate schedule?



Please include options for grace period(s) before repayment is required after the monthly cycle closes.

State law allows entities 45 days to make payment on undisputed amounts.

* Will the State provide the current fee structure? Please include any monthly or annual fees and any that might also be taken out of the rebate rather than directly billed.

The State is not charged any fees for procurement cards, travel cards, or declining balance cards.  Because of the volume of cards required to be issued as part of the EEF program, which was created by the Legislature in 2012, the State has allowed the provider to utilize the rebate that would have been given to the Department of Education to offset the provider’s cost of producing 34k+ plus plastic cards.

* Will the Universities be legally required to join the State program when their current individual contracts expire?

Yes. It is mandatory for all state agencies to utilize our procurement card program. Within the State Procurement Manual Section 10.111.04 (Procurement Card Program Exception), there is an outlined process for if a state agency established a reason that the State Procurement Card program cannot or will not meet the needs of the agency. The section is quoted below:

*“If an agency establishes the fact that the State Procurement Card program cannot or will not meet the needs of the agency, the agency may submit a request for approval from the Office of Purchasing, Travel and Fleet Management to establish their own procurement card program.*

*When the approval from the Office of Purchasing, Travel and Fleet Management has been received, the procedures established in Section 3.107, Competitive Sealed Proposals, must be followed. Prior to any award, justification must be submitted to the Office of Purchasing, Travel and Fleet Management indicating how their program better meets the needs of the agency and indicate the differences from that of the State Procurement Card Program.*

*If a governing authority establishes the fact that the Small Purchase Procurement Card cannot or will not meet the needs of the governing authority, the governing authority may submit a request for approval from their governing board to establish their own Procurement Card program by following the procedures established in Section 3.107, Competitive Sealed Proposals. Approval of such action shall be placed on the minutes of the board of the governing authority and a copy of the approval sent to the Office of Purchasing, Travel and Fleet Management.”*

* What, if any, expense management tools are used (Account coding, splitting transactions, hierarchy management, etc.)?

Account Coding is needed but not currently used; Split Transactions are not allowed; Hierarchy management; reporting

Are these tools bank provided, 3rd party, or a component of the State/Agency ERP?

Bank provided

If there is an expense management component, is its use uniform across all agencies?

Hierarchy management and reporting

Please detail any deviations in use between agencies, if there are any.

N/A

* Data download references accounting string and department name. How is that data currently being added to the transactions? Is it through a program of the current provider (expense management tool), or is the State receiving a direct data feed from Visa or MasterCard and adding this data through its own ERP software? Does this process vary as used by each agency?

An expense management tool is used. It does vary by agency due to each agency has different fund numbers and other accounting elements that are applicable to that agency but not to another.

* How many agencies utilize individual billing? Please detail how cardholders using individual billing receive their statements and remit payments. Please provide an estimated number or cardholders on this billing option per agency.

All agencies utilize individual billing that have individual cards. The statement (a master and individual statement) will be mailed to the entity and to the address associated with the individual card. Each individual reconciles their statements first; then, the program coordinator for each entity reviews all purchases on each card; and finally the master statement is sent to Accounts Payable to issue a check or to pay the bill in PayMode. There are 892 travel card accounts, 714 declining balance accounts, and 2,897 pcard accounts according to the 2015 data that was used in the RFP. Each account needs to be sent an individual statement. Each entity will be sent a master statement to the program coordinator. There are 142 travel card entities, 4 declining balance card entities, and 161 procurement card entities according to the 2015 data.

* Do the declining balance cards utilize a custom plastic design? If so, since there are two types of these cards do they utilize the same or varied plastics?

Yes. The EEF cards and the regular declining balance cards are of different plastic designs.

* Please confirm it is the intent of the State to reissue the declining balance cards each year with new account numbers.

Yes

* The section on Billing/Reporting states that each cardholder shall receive a statement by mail or electronic statement. Please confirm that electronic statement is satisfactory for all cardholders. If not, please indicate how many cardholders currently prefer mailed statements.

Currently, each entity and cardholder is allowed to select the method by which they receive the statements.  We are not aware of how many have elected to receive electronic statements in lieu of mail.  The State is seeking to have both options available for our participating entities.

* Will the State confirm some details regarding billing and payments? How often are payment submitted?

Payments must be made within 45 days of receipt of the statement for undisputed items.

* Does each Agency submit its own payments via Paymode?

Yes

* The RFP indicates that it is the goal that each agency submits one payment each month for their outstanding balance. How often do agencies make multiple payments per month, if ever?

Agencies are required by law to pay undisputed amounts due within 45 days of receipt of the statement.  Some agencies may elect to make partial payments multiple times a month for accounting purposes; however, any payment past 45 days is late.

* How are these payments made (ACH, Wire, or Check)?

ACH (Paymode) and/or check

* Does the payment method vary between agencies?

Yes

* Would the awarded provider then be required to utilize PayMode to pull remittance data for these payments to reconcile?

The provider will be required to receive payment form the agencies which use PayMode through PayMode.  Please clarify what you mean by “will the provider then be required to utilize PayMode to pull remittance data for these payments to reconcile”.

* Please confirm if this is an accurate understanding of the process.

Please see above.

* Given the short time between the award of the program and desired go-live date, would the State consider utilizing a standard plastic card in order to allow the new provider time to develop the proper custom plastic after the award is made?

No; on 1/4/17, an addendum was issued to modify the timeline/implementation schedule as outlined in Section I #4. Please refer to the addendum.

* Does the State have the ability to extend its current contract to accommodate a longer implementation time-line if this program is awarded to a new provider?

On 1/4/17, an addendum was issued to modify the timeline/implementation schedule as outlined in Section I #4. Please refer to the addendum.

* If possible, please indicate the current vendor and whether the existing State of Mississippi Small Purchase Procurement Card program is a Visa or MasterCard program.

UMB; Visa

* **Section I, Item 3 (Estimated Quantities), page 4 - Approximately 161 state agencies (including universities) and governing authorities utilize the procurement card program, 148 school districts utilize the EEF card program, and 142 state agencies and governing authorities utilize the travel program.** Please clarify if the approximate 161 state agencies (including universities) currently participating in the procurement card program is inclusive of those same agencies utilizing EEF and travel cards.

No, the figures are not necessarily inclusive.  161 entities, including state agencies, universities, and governing authorities, are utilizing procurement cards.  142 entities are using travel cards and not all of those 142 entities have procurement cards.  148 school districts are utilizing EEF cards, a program overseen by the Mississippi Department of Education, a state agency.   Many entities have more than one type of card, but not all.

* **Section I, 3 (Estimated Quantities), page 4 - Approximately 39,271 plastic purchasing cards were issued, with an estimated total expenditure of $37,629,860.00.** If possible, please provide additional information regarding active and inactive cards.

Please clarify.  What type of information would you like to know about active and inactive cards?

* **Section Ill, Item 2 - Account Types, page 14 - Cards can either be assigned to an individual or to a department/agency that multiple employees can utilize.** In the event of department or agency cards not assigned to an employee are log sheets or usage records maintained regarding purchases by specific employees?

Yes, log sheets are required for departmental cards that are not assigned to one specific person.

* **Section Ill, Item 7 (Compatibility with Operating System), page 18 an online reconciliation program should also be integrated with the program management system so that 100% audits can occur daily that can be managed on a hierarchal level. The reconciliation program should also be compatible with any state agency financial management system for a completer payment process to occur online.** Please elaborate regarding "online reconciliation program." Does this reference a unique hierarchal approval structure for each agency program cardholder, whereby, transaction activity is reviewed, including receipts if required, then electronically submitted within the established electronic approval hierarchy?

Yes, the online reconciliation program does reference a unique hierarchal approval structure for each agency program cardholder, whereby, transaction activity is reviewed, including receipts, then electronically submitted within the established electronic approval hierarchy.

* **Section Ill, Item 18 (Liability), 23** - Please confirm that apart from the conditions articulated within Item 18 and Section V, Item, page 27, the Authorized Agency and, ultimately, the State of Mississippi will be responsibility for all authorized card use.

The State of Mississippi will be liable for all authorized use by state entities.  Governing authorities (cities, counties, school districts, and other political subdivisions) will be liable for the authorized use of their cards.