**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.

**Please see attached report**

* 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.**