

Request for Proposal

Purchase Card Program for the City of Gulfport

The City of Gulfport is soliciting sealed proposals from individuals and/or firms to provide a Charge Card Program Service which will include but not be limited to a Purchase Card Program, a Travel Card Program and an ePayables Program.

One (1) original, three (3) copies and one (1) digitally converted copy of the completed proposal must be received by the Procurement Department, 2nd Floor of the Hardy Bldg, 1410 24th Avenue, Gulfport, MS 39501 at or before 5:00 PM on the 24th day of February, 2015 at which time they will be delivered to the Selection Committee. Any proposal turned in after the stated time and date will be returned unopened.

Information packages concerning the request for proposal are available at the Office of Procurement, 1410 24th Avenue, Gulfport, MS 39501 between the hours of 8:00 AM and 5:00 PM, Monday through Friday. All inquiries shall be in writing and directed to Connie Debenport, 1410 24th Avenue, Gulfport, MS 39501; cdebenport@gulfport-ms.gov.

The selection committee will review each proposal based on the grading criteria published in the RFP document and will assist the City's governing authority in evaluating the submissions and assessing the most qualified. The governing authority retains the ultimate authority in making these determinations. The committee may develop a short list from which interviews will be scheduled and evaluation will be based in part on review of ONLY the data submitted in response to the request for qualifications. Upon final selection and a determination made by the City's governing authority, negotiations may commence and a written contract may be awarded to the individual/firm whose proposal is determined by the governing authority to be the most qualified.

The Governing Authority of the City of Gulfport reserves the right to reject any and all bid proposals, and shall reject any and all bid proposals not materially responsive to this Notice of the Bid Specifications, and reserves the right to waive any and all irregularity or informality of the of the bid proposals. Selection by the Governing Authority shall not bind the Governing Authority until a final contract is agreed upon and approved.

The Bid Proposal Form with instruction and any addenda, final Contract Specifications, Resolution of the City council, and this Notice shall all be included as a binding part of the Contract, and are pertinent to any bid proposal, and may, together with any information packet be obtained by prospective bidders for the Office of Procurement, 2nd Floor hardy Bldg., 1410 24th Avenue, Gulfport, MS 39501.

Proposals may be held by the City of Gulfport for a period not to exceed 90 days from the date of the receipt of the proposal.

Direct contact with any city employee, including the Governing Authority, on the subject of this proposal is strictly forbidden. Violation of this paragraph will result in disqualification of your submission.

By order of the Gulfport City Council, this the 20th day of January 2015.

Dates of Publications: 01-23-15 & 01-30-15