



County of Fairfax, Virginia

ADDENDUM

DATE: December 16, 2015

ADDENDUM NO. 1

TO: ALL PROSPECTIVE OFFERORS
REFERENCE: RFP2000001824
TITLE: Procurement Card Services
DUE DATE/TIME: January 8, 2016 @ 2 P.M. EST (Revised)

The referenced request for proposal is amended as follows:

1. The due date/time has changed to January 8, 2016 at 2:00 P.M EST.
2. See Attachment 2 to this addendum which shows a list of the p-card spend of the participants as of calendar year 2014. This is for informational purposes only and no other details are available or will be released.
3. Reference page 3, under Section 5.5, insert the following:
 - d. Should cash withdrawals be needed by the county or participating jurisdictions, please describe your cash withdrawal options and any restrictions such as the frequency of withdrawals, dollar limitations per day or per month, fees for domestic and international withdrawals.
4. Reference page 4, under Section 5.7, insert the following:
 - c. Please outline your policy for issuance of p-cards to non-United States citizens residing outside of the U.S. or outside of the continental U.S., if applicable.
5. Replace the DPSM32 cover page with the revised cover page attached at the end of this addendum. On the revised DPSM32 cover page, clerical error has been corrected by changing the Request for Proposal Number from IFB2000001824 to RFP2000001824. In addition, the cover page reflects the revised due date.
6. Refer to Attachment 1 for answers to questions received as of December 9, 2015. Responses to questions received on or after December 10, 2015 will be published in Addendum No. 2.

All other terms and conditions remain the same.

Jamie Pun, VCO
Contract Specialist II

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Phone (703) 324-3201, **TTY:** 1800- 828-1140, **Fax:** (703) 324-3681

THIS ADDENDUM IS ACKNOWLEDGED AND IS CONSIDERED A PART OF THE SUBJECT REQUEST FOR PROPOSAL. A SIGNED COPY OF ADDENDUM MUST BE RETURNED PRIOR TO DUE DATE/TIME OR MUST ACCOMPANY PROPOSAL. SIGNATURE ON THIS ADDENDUM DOES NOT SUBSTITUTE FOR YOUR SIGNATURE ON THE ORIGINAL PROPOSAL DOCUMENT. THE ORIGINAL PROPOSAL DOCUMENT MUST BE SIGNED.

Name of Firm

(Signature)

(Date)

Attachment 1

Q1: Q1: Must offerors extend the contract terms to the consortium members?

A1: Reference section 29 and form located within Appendix B. No, extending the contract and terms is optional.

Q2: What financial system is used?

A2: It is an ERP system, provided by SAP, and it is one shared system for both County and FCPS.

Q3: Must it be Mastercard, which is currently used for existing contract?

A3: No; offerors may offer other card providers, such as Visa, American Express, Discover, etc. All will be considered.

Q4: Do cards have logos, and did the County pay a fee for existing logos?

A4: Reference section 5.4.a, Card Format and design. The County and FCPS have two different logos. No, neither the County nor FCPS paid a fee for the artwork or logo.

Q5: May offerors submit proposals on CDs instead of thumb drives.

A5: Yes, as long as it meets all other requirements, as outlined in section 13, "Submission of Proposal."

Q6: Under section 5.24 "Payment", please clarify this sentence: The payment date is considered to be the postmark of a mailed check, or the transmittal date of a wire transfer or ACH payment.

A6: Both the County and FCPS pay their respective p-card bills on a weekly basis via a wire transfer. During the course of the contract, should the County or FCPS purchase other goods or services through use of a purchase order, the tool for payment might be made with a check or ACH payment.

Q7: Can offerors propose a different solution for the interface/mapper file.

A7: Reference section 5.19 "Billing" and Attachment C. This is the current specification; however, offerors may propose other solutions, as outlined in section 6.3 "Treatment of the Issues".

Q8: How many LSAF p-cards does FCPS have and what is the spend?

A8: As of December, 2015, there are 480 LSAF p-cards. 2014 Calendar year spend for LSAF p-cards was \$5.5 million.

Q9: Reference section 5.22.b "Administrative fees, p-card fees, and other fees", in regard to the sentence "The County does not assume liability for LSAF p-cards.", if the County (FCPS) will not accept liability against unpaid LSAF p-card charges, then who does assume liability?

A9: The individual school that the p-card is associated with is responsible for the p-card bill, which is paid monthly by check. Currently, if a school misses two or three cycles, the bank notifies the FCPS administrator. If non-payment exceeds three cycles, the bank forwards the account to collections. If the account becomes non-collectable, the card is shut down by the bank.

Q10: HOW MANY EMPLOYEES DOES THE CURRENT VENDOR DEDICATE TO SERVICING THE COUNTY'S P CARD PROGRAM ON AN ONGOING BASIS? ARE THE VENDOR'S EMPLOYEES EXCLUSIVELY DEDICATED TO SERVICING THE COUNTY?

A10: The current vendor assigns one outside sales relationship manager and one inside customer service representative to the County account. As far as we know, those two employees have other clients besides the County. There are numerous additional staff that provide customer support when those two employees are not available.

Attachment 1

Q11: HOW FREQUENTLY DOES THE COUNTY HAVE IN PERSON MEETINGS WITH THE VENDOR'S CUSTOMER SUPPORT OR TECHNICAL STAFF?

A11: It varies, but 2 to 4 times per year would be an accurate estimate. County and FCPS conduct meetings separately.

Q12: WHAT HAS CHANGED FROM A VENDOR TECHNOLOGY PERSPECTIVE, SINCE THE P CARD PROGRAM WAS INITIATED? WHAT TECHNOLOGY CHANGES HAVE YOU EXPERIENCED WITH YOUR CURRENT PROVIDER?

A12: This contract has been in place for over nine years. There have been numerous technology changes during that time, usually in the form of upgrades to current software.

Q13: PLEASE DESCRIBE THE TYPE, FREQUENCY AND ON SITE VS OFF SITE OF TRAINING PROVIDED BY THE VENDOR?

A13: On-site training was provided nine years ago when the contract was awarded and the County migrated from Pathway Net software to Payment Net software. Most training today is in the form of occasional webinars and is usually related to software upgrades. The current vendor also hosts off-site p-card conferences not more than once per year with workshops. Offers to this RFP should be in accordance with section 5.16, Training.

Q14: PLEASE DESCRIBE THE COUNTY'S AUTOMATED FINANCIAL SYSTEMS THAT INTERFACE WITH THE VENDOR'S INTERFACE/MAPPER? HOW MUCH TIME WAS REQUIRED ON THE COUNTY'S PART TO PROGRAM THE COUNTY'S ERP SYSTEM WITH THE INTERFACE MAPPER? WHAT IS THE NAME OF THE COUNTY'S ERP SYSTEM AND ANY OTHER SYSTEMS WITH WHICH WE WOULD HAVE TO INTEGRATE?

A14: The County's financial system is an ERP system, provided by SAP. The current vendor's on-line reporting tool is called Payment Net. The interface requirements are described in section 5.19 and Attachment C. Detailed historical records on the timeline for the original implementation of interfaces to SAP are not available. Offerors should present their timeline for implementation in accordance with section 6.2 "Preliminary Work Plan."

Q15: HOW HAVE THE REBATE OR FEES CHARGED BY THE VENDOR CHANGED OVER THE TERM OF THE CURRENT CONTRACT?

A15: The original and current rebate matrix and fees can be viewed on the Fairfax County contract register. <http://www.fairfaxcounty.gov/cregister/> Search on contract # 4400000261 to see details of the rebate and fees.

Q16: DESCRIBE THE NUMBER OF INCIDENTS OF FRAUD AND THE DOLLAR AMOUNT THE COUNTY (INTERNAL)/VERSUS THE VENDOR WAS REQUIRED TO WRITE OFF DUE TO FRAUD IN THE PAST 3 YEARS?

A16: The County is not aware of any employee fraud in the past three years; however, these records are maintained by Human Resources and employee records are confidential. FCPS also indicated that these records are confidential. Any external fraud is investigated by the current contractor and card provider and the County does not keep statistics on recoverable fraud and is not party to details of their investigations.

Q17: DESCRIBE THE REPORTS PROVIDED TO THE COUNTY OUTSIDE OF THE P CARD SYSTEM GENERATED REPORTS THAT PERTAIN TO P CARD?

A17: With the exception of the annual report submitted by the current contractor, all reports are generated by County staff using the current contractor's reporting tool, Payment Net.

Attachment 1

Q18: DESCRIBE THE COUNTY'S INVOLVEMENT IN TERMS OF TIME AND RESOURCE COMMITMENT IN MAKING THE TERMS AND CONDITIONS OF THE CURRENT P CARD CONTRACT AVAILABLE TO JURISDICTIONS THAT WISH TO RIDE THE COUNTY'S CONTRACT. BESIDES REBATE, WHAT ARE THE OTHER COMMONALITIES BETWEEN THE COUNTY'S CONTRACT AND THE RIDERS? IS THE RIDER JURISDICTION'S CONTRACT CO-TERMINUS WITH THE COUNTY'S CONTRACT?

A18: The rebate chart that is identified in the current County contract is extended to the current consortium participants. The County is not party to details of agreements between the current contractor and the participants, including expiration date of their agreements.

Q19: ARE THERE ANY PLANS TO ISSUE CARDS TO OTHER THAN INDIVIDUAL EMPLOYEES OR DEPARTMENTS?

A19: The County will consider and evaluate all offers.

Q20: PLEASE PROVIDE A DEFINITION OF "LARGE MERCHANT" FOR PURPOSES OF THE OUTREACH PROGRAM?

A20: In regard to section 5.28.c. "Optional tasks and capabilities," the County has no specific definition of a large merchant. The County would like to continue to grow the p-card program. Any merchant that accepts the p-card will help to achieve that goal.

Q21: WOULD THE COUNTY PROVIDE A COPY OF THE CONTRACT THEY WOULD EXPECT THE OFFEROR(S) TO SIGN? WOULD WE BE ABLE TO INCLUDE OUR CONTRACT IN THE OFFER AS IT IS SPECIFIC TO COMMERCIAL CARDS?

A21: The basis of all County contracts are as follows: the Request for Proposal (RFP), the offer, the memorandum of negotiations with the offeror, the acceptance agreement, and any subsequent amendments. See section 16, "Basis for Award."

Q22: WHY DOES THE COUNTY NOT USE VIRTUAL P-CARD ACCOUNTS? DO YOU THINK YOU WILL BE USING THEM IN THE FUTURE? WOULD YOU BE WILLING TO SEND OUT A VENDOR LIST TO THE OFFERORS FOR ANALYSIS? (NAME, STREET ADDRESS, CITY, STATE, ZIP, METHOD OF PAYMENT AND AMOUNT PAID PER CALENDAR YEAR)

A22: While the County does not presently use virtual one-time p-card accounts, it is listed in section 5.28.a, "Optional Tasks and Capabilities." Offers with this product will be considered and evaluated and possibly included in the resultant contract. It is premature to provide County merchant data at this phase of the solicitation.

Q23: PLEASE CLARIFY WHAT YOU MEAN IN SPECIAL PROVISIONS, SECTION 5 TASKS TO BE PERFORMED, 5.3 E. WHAT DO YOU MEAN BY PASSWORD FOR THE P-CARDS? IS THIS SYSTEM ACCESS? PIN #?

A23: Because the County issues many p-cards in a department (work group) name (see section 5.7.a.), use of a social security number, card user birthdate, and/or mother's maiden name cannot be used. If there are any special requirements for a naming convention for passwords when ordering department cards, that should be indicated in the offer. If the offeror is not offering department p-cards, then that should be identified in the offer.

Q24: IS YOUR CURRENT CARDHOLDER RECONCILIATION MANUAL OR ONLINE IN THE CURRENT PROVIDERS SYSTEM?

A24: The County does not reconcile in the vendor's system. The County reconciles in its financial system (SAP).

Attachment 1

Q25: PLEASE ADVISE IF THE COUNTY IS WILLING TO ENTERTAIN ISSUING CARDS TO MORE EMPLOYEES IN LIEU OF DEPARTMENT CARDS. WITH THE CURRENT TECHNOLOGY, CHIP & PIN CARDS, THE TRANSACTIONAL PROCESS IS SAFER AND WILL REQUIRE EACH USER TO HAVE A CARD.

A25: The County will consider and evaluate all offers.

Q26: WOULD IT BE POSSIBLE TO SUBMIT OUR RESPONSES ON A CD RATHER THAN A THUMB DRIVE?

A26: The County will accept offers on a CD format instead of a thumb drive, as long as it is otherwise in accordance with section 13.1, "Submission of Proposal."

Q27: DO YOU HAVE A PREFERENCE FOR A VISA OR MASTERCARD PROGRAM?

A27: No. The County will consider and evaluate all offers.

Q28: ON THE COUNTY PROGRAM ONLY, PLEASE PROVIDE THE AVERAGE TRANSACTION SIZE AND WHAT PERCENTAGE OF SPEND IS LARGE TICKET?

A28: The County's average transaction size in 2014 was approximately \$417.00, and large ticket was approximately 20% of the total. FCPS average transaction size was approximately \$480.00 and large ticket was approximately 25% of the total. Note: FCPS figures listed here do not include LSAF figures and those figures are not available at this time.

Q29: CAN YOU PROVIDE THIS INFO FOR ALL PARTICIPATING ENTITIES AS WELL?

A29: No; however, refer to Attachment 2 to this addendum for total spend of the participants.

Q30: Who are the specific entities are that are current participants in the consortium?

A30: See Attachment 2 to this addendum for spend only.

Q31: What is the annual commercial card spend per participant

A31: See Attachment 2 to this addendum for spend only.

Q32: What is the Average Transaction Size of commercial card spend per participant?

A32: This information is not available.

Q33: What is the number of cards per participant?

A33: This information is not available.

Q34: What is the average transaction size for Fairfax County?

A34: See Q&A #28.

Q35: What is the average transaction size for Fairfax County Schools?

A35: See Q&A #28.

Q36: Will you consider a bid model that allowed for non-borrowing exposure to the consortium under a master agreement?

A36: The successful offeror's contract will be issued for use by County, including FCPS. There will be no master agreement that covers participants or potential participants. Should the offeror wish to extend the contract to other jurisdictions as noted in section 29, the offeror should complete the form located in Appendix B.

Q37: What services/capabilities would you like to see that you do not have access to with your current provider?

A37: The County will consider and evaluate all offers.

Attachment 1

Q38: Would you accept other deal terms (ex. 3 years + renewal options)?

A38: The County will consider and evaluate all offers.

Q39: Will you accept a bid on just the Fairfax County and Fairfax County Public Schools programs?

A39: Yes

Q40: If Fairfax County changes providers do the 30 other government agencies have to come over? Or is it optional for them to move?

A40: The successful offeror must seek the business of the participants after contract award. Yes, the current participants may choose not to ride the contract that results from this RFP.

Q41: Can we get break down of each 30 government agencies with a breakdown of annual spend, avg transaction size, and cycle (weekly, bi-monthly, monthly, etc.) and how many days after cycle they pay?

A41: See Attachment 2 for spend only at the end of this addendum. This is the only information that is available to the offerors.

Q42: Would other government entities want to be implemented by 8/1/2016?

A42: The County cannot answer this question on behalf of participants or potential participants.

Q43: How has the other 26 government entities contracted under this current deal?

A43: The County does not know the details of any agreements between the current contractor and the participants.

Q44: Does Fairfax County keep any type of administration fee?

A44: No.

Q45: Are the other governments listed, part of the evaluation process?

A45: Names of the Selection Advisory Committee are confidential.

Q46: How many LSAF cards and what the annual spend? If County is not responsible for these, who would be assuming each school doesn't have their own financials to credit qualify?

A46: See Q&A #9.

Q47: The County mentions two year expiration on various cards. With new chip and pin technology expiration our typically four years based on the expense to issue a fact they last longer than transition magnetic stripe cards, will four year expiration meet your need?

A47: The County will consider and evaluate all offers.

Q48: On 5.3e the County discusses passwords, but are you referring to PIN number to go along with Chip and Pin cards (EMV cards) which in a numerical number?

A48: See Q&A #23.

Q49: In terms of payment, the County states: The payment date is considered to be the date of the postmark of a mailed check, or the transmittal date of a wire transfer or ACH payment. Are you paying by check today? Is it possible to consider payment once payment is received?

A49: See Q&A #6.

Q50: Can we get a word copy versus PDF?

A50: No

Q51: Would the County consider extending the due date to the following week of 9th due to Holidays?

A51: The due date has been extended to January 8, 2016 at 2:00 PM EST.

Attachment 1

Q52: If County is interested in epayables to pay PO's with single use accounts can you provide AP data less payroll with vendor name, vendor address, annual amount and payment method (ACH, check, etc.)?

A52: Not at this time. Should the county include epayables in the resultant contract, data may be available at that time.

Q53: Please provide a breakdown in spend volumes between both Fairfax County and FCPS.

A53: See section 4.3 Background. Total spend for County and FCPS in calendar year 2014 was \$100 million. Of this number, approximately \$55 million is for County and \$45 million is for FCPS. Moderate growth in the coming years is anticipated but not guaranteed.

Q54: How is each entity reconciling transactions? Is there an online tool being used by both parties, or will the issuer need to provide an online reconciliation tool?

A54: The County and FCPS do not reconcile charges with the vendor's on-line reporting tool. Reconciliation is performed within the County and FCPS financial system. The ERP (financial system) is provided by SAP. Financial or other authorized staff can transfer costs as necessary, using SAP. As stated in section 6.3 "Treatment of the Issues", offerors can suggest alternative approaches in their proposal.

Q55: Please provide spend numbers for the last three years.

A55: Calendar year 2014: see Q&A #53

Calendar year 2013: \$104 million, \$54 million for County and \$50 million for FCPS.

Calendar year 2012: \$100 million, \$48 million for County and \$52 million for FCPS.

Q56: How will the implementation process work? Will it be one point of implementation, or will there be multiple points? If so, how many?

A56: This will be one contract to cover both County and FCPS. However, because the County and FCPS run their daily programs separately, the contractor will be required to work separately with County staff and FCPS staff. Additionally, the County and FCPS interface/mappers have the same technical elements as outlined in Attachment C, and the contractor can expect that some aspects will be handled by one team from both County and FCPS. In terms of quantity of County and FCPS staff required for the implementation, this cannot be calculated until the County evaluates the offers and ultimately awards a contract.

Q57: Are there other entities that might join this card program? If so, can the issuer decide the size on who can join?

A57: Refer to Section 29 "Use of Contracts By Members Comprising Mid-Atlantic Purchasing Team Committee;" form located in Appendix B. The offer may select those public bodies that this contract may be extended to. The offeror may also extend the contract to other jurisdictions not specifically listed.

Q58: Section 4.5: Can the county provide the member names and corresponding p-card spend for each entity?

A58: See Attachment 2 for spend only at the end of this addendum.

Q59: Section 4.5: Does each entity with Fairfax have their own stand-alone contract, or do they literally piggyback on the Fairfax contract?

A59: In accordance with section 29, offerors may extend the contract to participants. If the offeror is awarded the contract, they must contact potential participants directly to gain their business. The county does not participate in this process.

Q60: Section 5.5.3.e: Does this requirement pertain to the Issuer's web-based card application user login or the cardholder's PIN number? If neither, please explain what this pertains to.

A60: See Q&A #23.

Attachment 1

Q61: Section 5.13.b: Does this requirement mean to say, ability for County Administrator to reallocate transactions to different general ledger segments w/in your chart of accounts (like Fund/agency/org/work order/account code) or does it mean to reallocate to an entirely separate Chart of accounts also housed in the online card application?

A61: The County is asking the following: Does the offeror's reporting tool allow the County Administrator to pull up a transaction on the screen and change it to another chart of accounts. Per section 6.3 "Treatment of the Issues", offerors can offer a different approach to this issue, or indicate that they do not have this feature.

Q62: Section 5.3.d and 5.13.b: Are you requiring that the County Administrator be able to create a specific expiration date for each new card ordered online? We can set a common expiration date for every card in the program at the company level. That date will propagate to all new card orders. Would that meet this requirement?

A62: With the exception of the LSAF p-cards, all County and FCPS cards expire on the same date, every two years. Offerors should indicate if they can offer a static expiration date for all cards, or is each card expiration date calculated two years out, three years out?, etc. The County will consider and evaluate all offers.

Q63: Section 5.19.a: Does this statement mean that all 50+ departments will be included in a single mapper file? If no, please explain further. If yes, can you confirm that the County receives one central billing statement for all 50+ departments?

A63: There are two central mapper files for County (not 50) and two central mapper files for FCPS. There is one attachment C that applies to the file layout for all four mappers. Each week, the County uploads their two files separately into their financial system. FCPS does the same with their two files. LSAF p-cards are not mapped.

Q64: Section 5.19.a: Does this statement mean that all 196 schools will be included in a single mapper file? If no, please explain further. If yes, can you confirm that each school receives two central billing statements per cycle (one for general use p-card and one for marketplace p-card)? Does each mapper file go to one central FCPS location?

A64: There is no interface/mapper process for the LSAF p-cards at the approximately 196 schools. These cards are paid for with non-appropriated funds, and each school is responsible for paying their bill directly on a monthly basis to the current vendor. See section 5.20.a.

Q65: Section 5.19: Bank file is presented to Fairfax with Record type 30 and 34, EDI layout. Are these the only 2 record types in the EDI layout? If no, can you provide the complete file layout of this file?

A65: 10 = header of the file

20 = credit card

30 = credit card transaction, activity

34 = credit card transaction, detail activity

21 = end of the credit card

Last record of the file, 11 = trailer record

Q66: 5.19 Billing: Can you confirm this file is generated from the Bank's reporting system and not from the Bank's official billing system? In other words, is this an ad hoc report that generates from the Bank's card application?

A66: The County does not know the answer to this question, and the current contractor process should not influence or impact the way that offerors conduct their billing process or present their offer.

Q67: 5.19 Billing: Does the County use this report to make payments back to the Bank?

A67: The interface / mapper is one component of the verification process to ensure that the weekly bill is 100% accurate. The County compares the interface / mapper to various on-line reports using the vendor's reporting tool.

Attachment 1

Q68: 5.19 Billing: Does the County receive official weekly/monthly billing statements via paper or electronic?

A68: Refer to section 5.18 Billing documentation for answer.

Q69: 5.19 Billing: If electronic, what is the name of the application from which official electronic statements are retrieved or the name of the billing file (examples: Statement Billing File (SBF), EDI 810, EDI 811)?

A69: The County is not familiar with these acronyms, however, the file is generated using the bank's on-line reporting tool. Offerors should offer their solution(s) for the interfaces.

Q70: Would the county consider modifying the due date due to the holiday season?

A70: The due date has been extended to January 8, 2016 at 2:00 PM EST.

Q71: Regarding the non-appropriated funds cards, please let us know who will be responsible for the associated credit exposure? We assume the school system will but if you could please verify.

A71: See Q&A #9.

Q72: Please provide us with a list of DC and VA jurisdictions with each entity's spend.

A72: See Attachment 2 to this addendum.

Q73: Are there currently MD entities who participate on this contract? If yes, please provide names and spend levels.

A73: See Attachment 2 to this addendum.

Q74: How do existing participants link in to the Fairfax contract? (What are the contract documents involved for each participant?)

A74: Should the offeror wish to extend the contract to other jurisdictions as noted in section 29, the offeror should complete the form located in Appendix B. The county is not party to any agreements between the successful offeror and the participants. Also, see Q&A #40 and #59.

Q75: Please provide the annual spend volume for the non-appropriated funds cards.

A75: See Q&A #8.

Attachment 2
Calendar Year 2014 Participant Spend – Contract 440000261

| Spend | |
|--------------|--------------------|
| \$ | 197,725 |
| \$ | 5,195,682 |
| \$ | 2,480,930 |
| \$ | 1,976,909 |
| \$ | 1,322,184 |
| \$ | 136,957 |
| \$ | 9,737,501 |
| \$ | 1,539,090 |
| \$ | 3,816,006 |
| \$ | 213,621 |
| \$ | 6,497,235 |
| \$ | 2,433,584 |
| \$ | 2,562,120 |
| \$ | 55,344,785 |
| \$ | 45,684,292 |
| \$ | 1,426,606 |
| \$ | 10,525,221 |
| \$ | 10,538,461 |
| \$ | 39,665,097 |
| \$ | 1,252,947 |
| \$ | 3,678,862 |
| \$ | 13,246,229 |
| \$ | 197,743 |
| \$ | 26,010,190 |
| \$ | 11,857,927 |
| \$ | 9,856,038 |
| \$ | 559,013 |
| \$ | 16,678,855 |
| \$ | 1,827,004 |
| \$ | 101,848 |
| \$ | 1,457,060 |
| \$ | 288,017,723 |



FAIRFAX COUNTY

DEPARTMENT OF PURCHASING & SUPPLY MANAGEMENT

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|--|--|---|
| ISSUE DATE: November 25, 2015 | REQUEST FOR PROPOSAL NUMBER: RFP2000001824 | TITLE: Procurement Card (P-card) Services |
| DEPARTMENT: Purchasing & Supply Management | DUE DATE/TIME: January 8, 2016 @ 2:00 P.M. | CONTRACT SPECIALIST: Jamie Pun at 703-324-3653 or ji.pun@fairfaxcounty.gov |

Proposals - In accordance with the following and in compliance with all terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the proposal is accepted, to furnish items or services for which prices are quoted, delivered or furnished to designated points within the time specified. It is understood and agreed that with respect to all terms and conditions accepted by Fairfax County the items or services offered and accompanying attachments shall constitute a contract.

Note: Fairfax County does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment in the performance of its procurement activity.

NAME AND ADDRESS OF FIRM:

Telephone/Fax No.:

E-Mail Address:

Federal Employer Identification No or

Federal Social Security No.(Sole Proprietor)

Prompt Payment Discount:

___% for payment within ___days/net ___days

State Corporation Commission (SCC) Identification No.

By signing this proposal, Offeror certifies, acknowledges, understands, and agrees to be bound by the conditions set forth in the General Conditions and Instructions to Bidders as described in Appendix A, the Certification Regarding Ethics in Public Contracting set forth in Appendix B, and by any other relevant certifications set forth in Appendix B.

BUSINESS CLASSIFICATION – Described in Appendix B - CHECK ONE: LARGE (Y) SMALL (B)

MINORITY-OWNED SMALL (X) MINORITY OWNED LARGE (V) WOMEN-OWNED SMALL (C)

WOMEN OWNED LARGE (A) NON PROFIT (9)

CHECK ONE: INDIVIDUAL PARTNERSHIP CORPORATION

State in which Incorporated: _____

Vendor Legally Authorized
Signature

Date

Print Name and Title

Sealed proposals subject to terms and conditions of this Request for Proposal will be received by the Fairfax County Purchasing Agent at 12000 Government Center Parkway, Suite 427, Fairfax, Virginia 22035-0013 until the date/time specified above.

AN EQUAL OPPORTUNITY PURCHASING ORGANIZATION

