


Request for Proposal	 <p style="text-align: center;">Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100</p> <p style="text-align: center;">Direct all inquiries regarding this order to: (304) 696-2599</p>	Proposal# MU17DCRD Addendum #1
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Vendor: Phone: Email: FEIN/SSN: Fax:	For information contact: Buyer: Stephanie Smith Phone: 304-696-2599 Email: purchasing@marshall.edu
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The Institution will receive sealed requests for proposals furnishing services described below. TO RECEIVE CONSIDERATION FOR AWARD, UNLESS OTHERWISE NOTED, THE PROPOSAL WILL BE SUBMITTED INTO THE BONFIRE PORTAL ON OR BEFORE THE DATE AND TIME SHOWN FOR THE PROPOSAL OPENING AND (1) ONE COURTESY COPY MAILED TO THE OFFICE OF PURCHASING AT THE ADDRESS PROVIDED HEREIN. The Institution reserves the right to accept or reject proposals separately or as a whole, to reject any or all proposals, to waive informalities or irregularities and to contract as the best interests of the ON THE REVERSE SIDE HEREOF AND AS SET FORTH HEREIN.

DATE 11/29/2016	DELIVERY REQUIREMENTS	DEPARTMENT REQUISITION NO.	PROPOSALS OPEN: December 2, 2016 at 3:00 PM	BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID
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Item #	Quantity	Description	Unit Price	Extended Price
		<u>ADDENDUM #1</u> Project Name: PREPAID DEBIT CARD SOLUTION Proposal Response Deadline: 3:00 PM EST on DECEMBER 2, 2016 The purpose of this addendum is to provide a response to the questions and to Cancel the pre-proposal meeting.		

Total

To the Purchasing Department,

In compliance with the above, the undersigned offers and agrees, if this offer is accepted within _____ calendar days (30 calendar days unless a different period is inserted by the purchaser) from the bid open date, specified above, to furnish any or all items upon which prices are offered, at the price set opposite each item, delivered at the designated point(s), within the time specified.

Bidder guarantees shipment from _____ within _____ days

FOB _____ After receipt of order at address shown
 Terms _____

BOG 43

Bidder's name Vendor _____
 Signed By _____
 Typed Name _____
 Title _____
 Street Address _____
 City/State/Zip _____
 Date _____ Phone _____
 Fein _____

- 1.) There is a reference to PCards in section 5.17, is the Pcard also out for bid?
(5.17 Contract Release Order Procedure: Departments will issue a purchase order for payments against the contract. If authorized, the spending unit may use the Purchasing card for purchases within the P-card limits.)
 - a. No, The West Virginia State Auditor's office manages the Pcard and any bids/proposals would come from the State Purchasing Division.

- 2.) Section refers to invoicing options – what is the University looking for with regard to invoicing options, what is the current process?
(4.2.3 What are the invoicing options? Explain how funds are transferred. Explain what invoicing documentation can be provided to Marshall University.)
 - a. Currently, each cardholder receives a bank statement, which the department prepares a travel settlement and forwards to Accounts Payable for auditing and processing. Our preference would be a statement for each sport/organization.

- 3.) A need for approval of payments is referenced in section 4.2.1 – what is the current process for approving payments?
(4.2.1 Describe the approach and ability to meet the requirements as designated below.
Your company's card capabilities should be as follows:
Prepaid cards that are assigned to an individual person, as well as the option for cards that are not assigned to a specific individual / An online system will be required for adding recipients and approving payments. / An online tool to pre-load funds and enter recipient information (if applicable). / A tracking method for total dollar amount of payments issued to each person for reporting. / Cards must be reloadable. / The University must have the ability to retract unused funds. / Card can be used at ATM's and as a standard Visa/MasterCard/American Express/Discover Card.)
 - a. Initial approval by department, with central approval by Accounts Payable

- 4.) What is the amount to be loaded on the prepaid cards by group? a. Varies by location and activity

- 5.) What groups will be using the prepaid card? a. The program will begin with Athletics, Band, Debate, Honors, Student Activities and Journalism.

- 6.) Does MU have an existing prepaid card program? a. No

- 7.) Will the University be using the prepaid card for payroll purposes? a. No

- 8.) How frequently will the cards be loaded? a. Varies by schedule of the specific program

- 9.) How many cards will be funded per load? a. Varies by specific program

- 10.) What is the average dollar amount per load? a. Varies by specific program

- 11.) Will the funds on the card belong to the cardholder or to the University? a. The funds belong to the cardholder as long as the cardholder meets the requirements of the activity, i.e. the card is per diem ... if the athlete is issued a card for a football event and the student athlete participates in the scheduled event, the funds belong to the cardholder.

- 12.) Can you please confirm that the cards will NOT be funded with any Title IV funds? a. No Title IV funds are involved