


Request for Bids		Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100 Direct all inquiries regarding this order to: (304) 696-2820	Bid# MU22PREPDCARD Addendum No. 01
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Vendor:	For information call: Purchasing Contact: Justin Hawthorne Phone: (304) 696-2820 Email: hawthorne2@marshall.edu & purchasing@marshall.edu
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Sealed requests to bid for furnishing the supplies, equipment or services described below will be received by the Institution. TO RECEIVE CONSIDERATION FOR AWARD, UNLESS OTHERWISE NOTED, THE BID WILL BE SUBMITTED ON THIS FORM AND UPLOADED INTO THE MU BONFIRE PORTAL ON OR BEFORE THE DATE AND TIME SHOWN FOR THE BID OPENING. When applicable, prices will be based on units specified; and Bidders will enter the delivery date or time for items contained herein. The Institution reserves the right to accept or reject bids on each item separately or as a whole, to reject any or all bids, to waive informalities or irregularities and to contract as the best interests of the Institution may require. BIDS ARE SUBJECT TO THE GENERAL TERMS AND CONDITIONS AS SET FORTH HEREIN.

DATE 7/21/2022		DEPARTMENT REQUISITION NO. MU22PREPDCARD	BIDS OPEN: July 28, 2022 at 3:00 PM, LPT	BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID
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Item #	Quantity	Description	Unit Price	Extended Price
<p><u>ADDENDUM NO. 01</u></p> <p>Project Name: MU22PREPDCARD - Request for Proposal Marshall University Prepaid and / or Pay Card Solution</p> <p>Purpose: To respond to vendor's technical questions and attach the mandatory pre-bid sign-in sheet.</p>				

Total

To the Office of Purchasing,
 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 _____
 Email _____
 Street Address _____
 City/State/Zip _____
 Date _____ Phone _____
 Fein _____

SOLICITATION NUMBER: MU22PREPDCARD
Request for Proposal Marshall University Prepaid and / or Pay Card Solution

Addendum Number: No. 01

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

Addendum issued to publish and distribute the attached documentation to the vendor community.

1. To respond to vendor's technical questions.
2. To attach the mandatory pre-bid sign-in sheet.

NO OTHER CHANGES.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

Attachment A

Addendum No. 01
MU22PREPDCARD – Request for Proposal
Marshall University
Prepaid and / or Pay Card Solution

Technical Questions and Answers

Q1. Can we obtain a Vendor List with Spend amounts?

A1. No, in the past funds were disbursed to students, faculty, and staff based on GSA approved rates to spend wherever the card was accepted.

Q2. What are the spend amounts for paying vendors?

A2. \$1 - \$1,500 per card per occurrence, based on the approved per diem amount.

Q3. What are the spend amounts for travel cards?

A3. In FY19 (July 1, 2018 – June 30, 2019), our last normal FY prior to the coronavirus outbreak, the approximate total for per diem spend was \$450,000 for faculty, staff, and non-athletic students.

Using the same percentage of budgeted travel for FY23 the estimated spend for per diem would be \$175,000. For athletics FY22 (July 1, 2021 – June 30, 2022) was approximately \$360,000. Both of these numbers are subject to change based on the reduced University budget, whether athletics participates in a bowl game or other post season play, and the amount of travel requests for the upcoming FY.

Q4. How many travelers do you have?

A4. For FY19, we had approximately 711 faculty, staff and non-athletic travelers who were reimbursed for some part of their trip and 1,388 total reimbursements. Between coaches & student athletes – we anticipate 500

cards.

Q5. What accounting software are you using?

A5. Ellucian Banner and wvOASIS.

Q6. How many checks are being cut per month?

A6. The average monthly number of reimbursements (checks and direct deposits) is 102 for the Fall term (July – Dec).

The average monthly number of reimbursements for the Spring term (Jan – June) is 130.

Q7. Are you using third party software for an expense management tool such as Concur?

A7. No.

Q8. What is your process for paying vendors now?

A8. Currently, for faculty, staff, or non-team travel students we process their per diem as a reimbursement on a paper travel settlement. This is audited internally before being sent to the State Auditor's office for processing and payment by either check or direct deposit. Athletics currently writes reimbursements checks to staff / coaches out of private funds.

Q9. If a real time system or access for reporting is not available, will you accept the previous day that supports transactions from the previous day?

A9. No, the loading of funds to cards should be viewable in real time per card.

Q10. Will the university be responsible for maintaining the database for MU Student IDs and related card numbers?

A10. Yes.

Q11. What is the anticipated card stock that will be necessary to stay at Marshall?

A11. We anticipate needing 800 cards up front to begin the process and maintaining 200 cards in stock on campus.

Q12. What is the anticipated total annual spend? General estimate is all we need.

A12. Based on the current budget and previous per diem reimbursement estimates, the total spend for FY23 would be approximately \$175,000 for faculty and staff. The estimate for athletics would be \$396,000.

Q13. Please confirm that no payroll or payroll related expenses and payments will be put on these cards.

A13. No payroll or payroll related expenses will be loaded.

Q14. How many cards do you anticipate for the whole program?

A14. See Q11.

Q15. What does the University consider as stale dated funds? (1 year, 2 year, 90 days... etc.)

A15. The West Virginia State Treasurer's Office considers one (1) year to be stale dated.

Q16. As it relates to stale dated cards, please confirm your escheat process. Please explain how the university desires for stale dated funds to be handled.

A16. At the one-year mark, unused card balances must be returned to Marshall for

processing.

Q17. Do you anticipate the need for use of restrictions (by NAICS/MCC) on the card? I.e. no alcohol, gambling, or any other limitations.

A17. Yes, we do anticipate the need for restrictions of use based on restrictions of state funds.

Q18. Please clarify that these cards to be loaded by ACH and Wire.

A18. Yes, both.

Q19. What is the typical time between load time and use?

A19. We expect the funds to be available immediately.

Q20. Do you anticipate the expense related to card use by individual user for example at a foreign ATM to be bore by the card holder? i.e. \$1.50 for cash withdraw at a foreign ATM.

A20. Yes, this would be the cardholder's responsibility.

Q21. Will you except reporting in the form of a BAI or Excel based file?

A21. Yes.

Q22. How often do you expect to retract funds?

A22. On an as needed basis.

Q23. Is an online portal acceptable to manage the card program and student assignment of cards?

A23. Yes, this is the preferred method.

Q24. How many prepaid cards do you require?

A24. See Q11.

Q25. Are these Cards reloadable?

A25. Yes.

Q26. What would you be using the cards for?

A26. Cards would be loaded with funds based on the approved per diem amount for faculty, staff, and students to use, transfer, or withdraw at an ATM in cash.

Q27. How much would you be funding to each card?

A27. There is no set amount. It would be based on the GSA per diem amount, the location and length of the trip, and the approved budget.

Q28. How Often? i.e Weekly Funding?

A28. Daily as needed.

Q29. What date do you need the cards by?

A29. Thirty (30) to sixty (60) days after contract award.

Q30. Can you describe the administrative hierarchy you are looking to support for MU users? Will SSO govern rights driven access to a card management platform?

A30. Using Marshall's Single Sign-On for cardholders and administrators would be the preferred method. Prefer dual administrators for the platform which requires all changes to be approved by a second administrator, especially to user setup. The Administrators should have the ability to activate/deactivate users and assign privileges. Prefer MFA to be required.

Q31. What type of reporting structure would MU prefer in oversight and management of the program? Does MU desire to have an approval process for loading of funds to cards i.e. one performs loads, another user approves request.

A31. We will need the ability to assign users the privilege/access to initiate a batch load, approve the batch and/or load the batch. Users assigned the privilege/access should be able to both initiate and approve a batch but never both actions on the same batch. We expect a three-step process: initiate, approve, and load.

Q32. From what I gathered on the call there are three main divisions that will utilize the program – athletics, clubs (ie debate club) and faculty. Est total 1000?

A32. It would be athletics, other student team travel such as debate (these are not considered clubs as there are hundreds of those on campus), and faculty/staff per diem. See A11 above for estimated numbers.

Q33. I was trying to get an idea of annual spend. From what I gather, your per diem follows the GSA guidelines- would this be the \$100 apprx per diem. Per diem includes just food and expenses? What else does it cover? If you could provide more details around average spend per department that would be helpful.

A33. See A12 for estimated spend.

Q34. Athletics – approx. 400 athletes – do they have a \$100/day per diem? Is this just for food & beverage?

A34. We currently allow \$40/day for per diem. There might be instances where we have incidental funds that are \$50/day. This money can be used however they see fit.

Q35. Faculty – will they be putting through travel, hotel and other expenses besides just F&B (food & beverage)?

A35. For faculty and staff the cards are meant for per diem based on GSA amount for the destination. The program may be expanded to include other travel expense reimbursements but not at the current time.

Q36. Clubs – just F&B (food & beverage) like the athletes?

A36. This will not be utilized for clubs but only for student academic teams (mainly Debate and Band). The rate will be based on the GSA per diem amount for the location they are traveling too.

Q37. Customization – were you looking to have the cards customized?

A37. Yes, one Marshall University design.

Q38. Once money loaded on the cards, it is the cardholders's money to spend? You will not need to deload cards with balances after each travel?

A38. Correct. Only reverse funds if not spent within a year.

Q39. Did you want personalized cards (names on cards) for the cardholders? Or just the name of the University?

A39. Name of the University.

Q40. You are wishing to have the ability for ATM and money transfers (ACH, wire). The RFP mentioned no fees, however we cannot control the fees banks charge at ATM so this is a hard cost to us. In addition, ACH fees would apply but only at time of use.

A40. Costs related to loading amounts on the card, initiating ACH from the card to the cardholder's existing bank account and returning funds back the Marshall would be Marshall's responsibility. ATM costs would be the cardholder's responsibility.

Q41. If there are any fees, do you wish them to go to the cardholder or the university?

A41. See A40.

Q42. You did not wish to have restrictions on cards – ie: no alcohol?

A42. See A17.

Q43. You did not wish to have receipts; however, the cardholder should be able to view transactions on their app or portal, correct?

A43. The University will not require receipts for reporting purposes. The cardholders should be able to receive a paper or electronic receipts for their purposes.

Q44. Cards are predominantly used for per diem?

A44. Yes.

Q45. Will you want to have separate accounts/entities for each division using the cards – ie: faculty, athletics etc?

A45. Yes, we consider that as the preferred method.

Q46. Will the cardholder have a unique ID# to identify them?

A46. Yes, Marshall University ID number.

Q47. Will each department fund their own program?

A47. Yes.

Q48. How will you fund your account – will we be able to have a PAD agreement set up for automatic pulls from each department, or will you prefund as required?

A48. Marshall University will transfer funds via ACH or Wire as needed. No automatic pulls will be permitted.

Q49. Do you know the budget/projections for per diem spend per division for the 2022/23 school year?

A49. See A12.

Q50. Cards typically have a three year expiry. Will the cardholder keep the same card (replace in 4th year) for the duration of their time at Marshall? Or will they be required to hand them in at the end of the school year?

A50. Students and staff will keep the same card during their duration at the University.

Q51. I understand that as per the Instructions to Vendors document sections 23 and 24, the vendors are required to sign and notarize the purchasing Affidavit to Marshall as well as submitting the interested party disclosure form, however, do you require these with our proposal or it can be sent if the bid is accepted and at the time of signing the contract.

A51. This documentation must be completed prior to contract award. It is not required with proposal submission.

Q52. What is the total funding amount for all programs annually?

A52. See A12.

Q53. Please provide the following estimates for each of the student athletic, travel per diem and Residence Life programs:

- Number of cards issued annually (per program)
- Average load amount (per card)
- Frequency of loads (per program)

A53. For athletic and travel per diem please see A11 and A12.

Q54. Please provide more detail on “Residence Life programming”. Will the funds added to cards be considered University-owned funds or consumer-owned funds?

A54. At this time, the card will not be used for Residence Life programming.

Q55. Are there any other potential use cases for prepaid cards?

A55. Yes, but none are defined or anticipated at this time.

Q56. When does the University expect to launch the program?

A56. Thirty (30) to sixty (60) days after contract award.

Q57. Is it acceptable to add rows to the Cost Sheet to include fees/descriptions that aren't listed?

A57. No. The cost sheet cannot be altered. If the cost sheet is altered, your proposal will be disqualified.



Office of Purchasing
MANDATORY PRE-BID MEETING SIGN-IN SHEET

PROJECT NAME: MU22PREPDCARD - Request for Proposal Marshall University Prepaid and / or Pay Card Solution
MEETING PLACE: Via Microsoft Teams at <https://tinyurl.com/MU22PREPDCARD-Pre-bid>.
DATE: July 7, 2022 at 2:00 p.m., LPT.

Confirmed Email Attendees:

#	NAME	TITLE	REPRESENTING	PHONE	CELL	FAX	EMAIL
1.	Carolyn Poole		Trucash Group of Companies	416-668-6691			carolyn.poole@trucash.com
2.	Courtney Pack		Truist	304-353-1576			courtney.pack@truist.com
3.	Dallas Miller		Brinks Inc	804-289-9698			Dallas.Miller@brinksinc.com
4.	Dianne Newton		Netspend Corporation				dnewton@netspend.com
5.	Halle Mulford		Red Card Athletics				
6.	David Hunter		Commerce Bank				
7.	Rhonda Kirk		Fiserv	910-912-7101			Rhonda.kirk@fiserv.com
8.	Mike Holtsclaw		Truist				Michael.Holtsclaw@truist.com
9.	Michael Ross		Fiserv	470-571-1958			michael.ross@Fiserv.com
10.	Sarah Saunders		Conduent State & Local Solutions	202-423-6154			Sarah.Saunders@conduent.com
11.	Tal Vaadia		U.S. Bank	970-682-2755			tal.vaadia@usbank.com
12.	Tom Solomon		In Prepaid Technologies	205-871-6144 ext.1066			tsolomon@in-prepaid.com
13.	Vickie Walker		Conduent State & Local Solutions	386-276-0318			Vickie.Walker@conduent.com



Office of Purchasing
MANDATORY PRE-BID MEETING SIGN-IN SHEET

Marshall University and Other Attendees on call:

#	NAME	TITLE	REPRESENTING	PHONE	CELL	FAX	EMAIL
14.	Justin Hawthorne		Marshall University				hawthorne2@marshall.edu
15.	Angela White Negley		Marshall University				negley4@marshall.edu
16.	Dawn Kirtner		Marshall University				dawn.kirtner@marshall.edu
17.	Alice Roberts		Marshall University				alice.roberts@marshall.edu
18.	Miriah Young		Marshall University				spence10@marshall.edu

**ADDENDUM ACKNOWLEDGEMENT
FORM SOLICITATION NO.: Addendum No. 1**

MU22PREPDCARD - Request for Proposal Marshall University Prepaid and / or Pay Card Solution

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specifications, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor’s representatives and any University personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.