



STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES

**REQUEST FOR PROPOSALS # 32101-15115
AMENDMENT # FOUR
FOR COMMERCIAL CARD SERVICES**

DATE: 6/16/2016

RFP # 32101-15115 IS AMENDED AS FOLLOWS:

1. This RFP Schedule of Events updates and confirms scheduled RFP dates. Any event, time, or date containing revised or new text is highlighted.

EVENT	TIME (central time zone)	DATE
1. RFP Issued		February 2, 2016
2. Disability Accommodation Request Deadline	2:00 p.m.	February 5, 2016
3. Pre-response Conference	TIME	February 11, 2016
4. Notice of Intent to Respond Deadline	2:00 p.m.	February 12, 2016
5. Written "Questions & Comments" Deadline	2:00 p.m.	February 23, 2016
6. Authorized Entities Response to Written "Questions & Comments"		March 24, 2016
7. RFP Response Deadline	2:00 p.m.	April 25, 2016
8. Authorized Entities Schedule Respondent Oral Presentation		May 3, 2016
9. Respondent Oral Presentations	8 a.m. – 4:30 p.m.	May 10 - May 13, 2016
10. Authorized Entities Completion of Technical Response Evaluations		May 25, 2016
11. Authorized Entities Opening & Scoring of Rebate Proposals	2:00 p.m.	May 26, 2016
12. Authorized Entities Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	June 20, 2016
13. End of Open File Period		June 27, 2016
14. Authorized Entities send contract to Contractor for signature		June 28, 2016

15. Contractor Signature Deadline	2:00 p.m.	July 30, 2016
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2. Delete RFP Attachment 6.6 section A.5.c in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

c. The Contractor shall provide two forms of Travel Card liability:

i. 100% Authorized Institution /State Liability Travel Card

The Contractor shall provide a Travel Card intended as a method of payment for travel expenses. This product may be used to make travel arrangements, or by the Cardholder at the point of sale.

The provisions of Authorized Institution /State Liability Travel Cards shall apply only to Travel Cards which the Authorized Institution has designated are to be billed to Cardholders on Authorized Institution /State Liability Accounts. The Individual shall receive all statements; however, the Authorized Institution retains card liability. Further, the Contractor shall:

1. Offer Travel Card services for all countries and currencies mentioned in Contract Attachment #5, countries may be added or deleted in the future.
2. Provide a monthly billing cycle and a minimum payment term of 30 days.
3. Follow Authorized Entity specifications regarding which credit card applications are subject to credit checks, Follow Authorized Entity specified credit limits and the procedures for increasing and decreasing the credit limit.
4. Provide, at a minimum, but not limited to Travel Card insurance coverage specified in Contract Attachment 6.
5. Provide card replacements (lost/stolen cards) within 24 hours.

ii. Joint and Several Authorized Institution/State Liability Card

The Contractor shall provide a Travel Card intended as a method of payment for travel expenses. This product may be used to make travel arrangements, or by the Cardholder at the point of sale.

The provisions of Joint and Several Authorized Institution/State Liability Cards shall apply only to Travel Cards which the Authorized Institution and the individual Cardholder are jointly and severally liable for payment of all transactions initiated on such individual Cardholder's Account.

Both the Authorized Institution and Individual shall receive all statements. Further, the Contractor shall:

- a. Provide Travel Card services for all countries and currencies mentioned in Contract Attachment #5, additional countries may be added **or deleted** in the future.
- b. Provide a monthly billing cycle and a minimum payment term of 30 days.
- c. Follow Authorized Entity specifications regarding which credit card applications are subject to credit checks,
- d. Follow Authorized Entity specified credit limits and the procedures for increasing and decreasing the credit limit.
- e. Provide, at a minimum, Travel Card insurance coverage specified in Contract Attachment 6.
- f. Provide card replacements (lost/stolen cards) within 24 hours.

3. **Delete RFP Attachment 6.6 section A.5.k. in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):**

k. Prepaid Card

The Contractor may offer Prepaid Cards. The Authorized Institution may request Prepaid Cards from the Contractor in writing by paper or electronic application. The Prepaid Cards shall have the same functionality as Purchasing Cards, but shall not have card user names on them.

The use of Prepaid Cards shall be supervised by an employee designated in writing by the Authorized Institution as a Prepaid Card Manager. The Authorized Institution shall notify the Contractor in writing by paper or electronic application, whenever the Authorized Institution desires to change the Prepaid Card Manager.

The Authorized Institution will provide special procedures that it will actively enforce with its Cardholders to ensure the safeguarding and security of Prepaid Cards and any information pertaining to such cards. The Authorized Institution and Contractor reserve the right to amend or establish additional requirements from time to time.

Charges to the Prepaid Card are billed to the Authorized Institution. The Authorized Institution shall notify the Contractor whenever the Authorized Institution desires to close, suspend, or cancel a Prepaid Card.

RFP Amendment Effective Date. The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.