

MONTGOMERY COLLEGE • OFFICE OF BUSINESS SERVICES
REQUEST FOR PROPOSAL TITLE: PURCHASING & CORPORATE CREDIT CARD PROGRAM
RFP NUMBER: E523-010
RFP CLOSING DATE AND TIME: MARCH 3, 2023 @ 3:00 PM



ADDENDUM #3

Issued: February 20, 2023

ADDENDUM FOR THE PURPOSE OF:

- To provide the attached questions & answers.

All other specifications, terms and conditions remain unchanged.

A handwritten signature in black ink, appearing to read 'Patrick Johnson', written over a horizontal line.

**Patrick Johnson, MBA
Director of Procurement**

Please **sign** below to acknowledge receipt of this Addendum and return with the proposal. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

NOTE: All proposals MUST BE RECEIVED **electronically** by 3:00pm Eastern Standard Time on **March 3, 2023**.

Electronic proposal and addendum or addenda shall be sent to the following email address prior to the submittal deadline date and time at vendor.proposals@montgomerycollege.edu. **No responses will be accepted after this date and time.**

Company Name

Authorized Signature

Date

Printed/Typed Signature

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Vendor Questions	MC Response
1. Do you use CentreSuite today for Expense Management or just admin/reporting?	CentreSuite supplication is used only for administration and reporting. The expense management is integrated into our financial system, Workday.
2. Are you using receipt management for expense management?	Yes.
3. Are you using and coding for expense management?	Yes.
4. Can you provide a vendor file with vendor ID, name, address, and spend per vendor ID?	This information is not available at this time.
5. Can you provide an estimate of the percentage of transactions that are large ticket or level 3?	College purchasing cards are not used to buy large ticket items.
6. Is the current program corporate pay/corporate bill?	The current card provider adheres to a consistent billing and payment cycle.
7. Will not having the exact payment terms and rebate schedules requested, disqualify our response?	No.
8. Are you willing to accept alternative rebate schedules and billing cycle/payment terms?	The College is willing to consider alternative rebate schedules and billing cycle/payment terms.
9. Please describe your current cardholder application action process.	The applicant has to fill out an internal application and bank agreement form, which has to be approved and signed by the applicant's department manager. The application is then reviewed and approved by the college purchasing card plan administrator.

***** End of Questions & Answers *****

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ADDENDUM #2

Issued: February 17, 2023

ADDENDUM FOR THE PURPOSE OF:

- To provide the attached questions & answers.

All other specifications, terms and conditions remain unchanged.

A handwritten signature in black ink, appearing to read 'Patrick Johnson', written over a horizontal line.

**Patrick Johnson, MBA
Director of Procurement**

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NOTE: All proposals MUST BE RECEIVED **electronically** by 3:00pm Eastern Standard Time on **March 3, 2023**.

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1. We cannot accommodate a 30-day remittance period; should we skip that schedule even though it is labeled "required"?	You can note it on the proposal schedule if it cannot be accommodated, along with a brief explanation.
2. When you ask for a 30-day grace period; are you referring to the remittance (payment terms) or an extension of those terms?	Referring to the remittance and/or payment terms.
3. Multi-factor authentication is not currently part of our system, although it is spelled out in your requirements. Should we just tell you when/if it will be available?	Yes, please provide details and expected availability.

***** **End of Questions & Answers** *****

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ADDENDUM #1

Issued: February 14, 2023

ADDENDUM FOR THE PURPOSE OF:

- To extend the Closing Date from February 23, 2023 at 3:00 p.m. to March 3, 2023 at 3:00 p.m.

All other specifications, terms and conditions remain unchanged.

Cherree Adams

Patrick Johnson, MBA
Director of Procurement

Please **sign** below to acknowledge receipt of this Addendum and return with the proposal. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

NOTE: All proposals MUST BE RECEIVED **electronically** by 3:00pm Eastern Standard Time on **March 3, 2023**.

Electronic proposal and addendum or addenda shall be sent to the following email address prior to the submittal deadline date and time at vendor.proposals@montgomerycollege.edu. **No responses will be accepted after this date and time.**

Company Name

Authorized Signature

Date

Printed/Typed Signature



Office of Business Services
9221 Corporate Blvd
Rockville, MD 20850

REQUEST FOR PROPOSAL

RFP NO. e523-010

RFP TITLE: PURCHASING & CORPORATE CREDIT CARD PROGRAM

All proposals MUST BE RECEIVED **electronically** by 3:00pm Eastern Standard Time on **FEBRUARY 23, 2023.**

Prices must remain firm for: **120 DAYS AFTER PROPOSAL CLOSING DATE AND TIME**

Proposal Bond Requirements: NONE

**Performance, Labor and
Material Bond requirements: NONE**

Pre-proposal Conference: NONE

MINORITY VENDORS ARE ENCOURAGED TO RESPOND TO THIS SOLICITATION

Important: Your quotation will be jeopardized if any portion of this inquiry is not complete. No proposal will be accepted after the date and time stated above.

A handwritten signature in black ink, appearing to read 'Patrick Johnson', written over a horizontal line.

**Patrick Johnson, MBA
Director of Procurement**

NOTE: Prospective Offeror's that have received this document from a source other than the Procurement Office should immediately contact the Procurement Office and provide their name and e-mail address so that any amendments to the Bid/RFP or other communications can be sent to them. Failure to contact the Procurement Office may result in non-receipt of important information.

REGISTRATION OF CORPORATIONS NOT REGISTERED IN THE STATE OF MARYLAND Pursuant to 7-202 et. Seq. of the Corporation and Associations Article of the Annotated Code of Maryland, corporations not incorporated in the State of Maryland shall be registered with the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201 before doing any interstate or foreign business in this State. A copy of the registration or application for registration may be requested by the College.

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SECTION 1 – PROPOSAL AND CONTRACT INFORMATION

1.1 Intent

Montgomery College is seeking proposals from qualified financial institutions to participate in this Request for Proposal for commercial payment solutions that encompasses two distinct functions; (1) payment system designed to automate the procurement process for goods and services, and (2) corporate payment system designed to be used for both corporate travel and business expenses, in accordance with the terms, conditions, and specifications described herein. In the event that a special condition is contradictory to a general condition, the special condition shall prevail.

Montgomery College will hereinafter be referred to as the “College” and “MC.” Respondents to the RFP will be referred to as “Offeror’s” and “Proposers.” The Offeror to whom the contract is awarded will be referred to as the “Contractor.”

1.2 Electronic Bid Submittal Due Date

All responses to this Request for Proposal must be submitted electronically, as two separate attachments. One attachment shall consist of the Technical Proposal, and the second attachment shall consist of the Price Proposal. Both attachments shall be sent together, in a single email. See Section 7: Proposal Submission for complete submission instructions.

Electronic proposal and addendum or addenda, if applicable, shall be sent to the following email address by the submittal deadline date and time: vendor.proposals@montgomerycollege.edu. All responses to this Request for Proposal are due by **3:00 p.m., February 23, 2023** Eastern Standard Time (EST). **No responses will be accepted after this date and time.** In the event that the College is closed on the RFP closing date, due to an unforeseen circumstance, the RFP will close at the stated time on the next open business day, unless the Offeror is notified otherwise.

1.3 Contact Information

Request for information or technical questions related to this solicitation should be directed to **Cherree Adams, Purchasing Manager**, via e-mail to cherree.adams@montgomerycollege.edu. The Bidder may not initiate contact with any other College representative about this bid. All inquiries and questions must be submitted in writing via email and received by **4:00 pm, February 15, 2023**. All questions received by the noted deadline will be answered and sent to all proposing firms via issuance of an addendum. No questions will be accepted after this date.

1.4 Addenda

The College will issue an addendum or addenda to all prospective Offeror’s known to have received the document, if it becomes necessary to issue any. Only answers provided via an addendum issued by the Procurement Office will be binding. However, Offeror’s bear sole responsibility for downloading all addenda, if any, for this RFP from the College Procurement website at <http://www.montgomerycollege.edu/procure/> and it is the responsibility of the Offeror to check this site for any addenda before submitting a proposal. Acknowledgement of the receipt of all addenda must accompany the Offeror’s proposal, and all addenda shall become part of the RFP documents. Failure to acknowledge receipt does not relieve the Offeror from complying with all terms of any such addenda.

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SECTION 1 – PROPOSAL AND CONTRACT INFORMATION -continued

1.5 Proposal Validity

Offeror's must hold their proposal prices for 120 days after the award date. In the event that the awarded Contractor is unable to perform the contract, the College reserves the right to re-solicit the contract or to award the contract to the next highest evaluated Offeror.

1.6 General Conditions and Instructions

Offerors shall refer to, understand, and agree to Attachment G, General Conditions and Instructions, of this proposal. The College reserves the right to reject as non-responsive any offer that objects to any of the terms, conditions, or specifications of this RFP.

1.7 Rebate Proposal

The College currently participates in a revenue sharing program with incumbent. Costs and revenues will be evaluated independently of other criteria in the proposal.

1.8 References

The Offeror must provide three (3) references, with whom Offeror has provided similar services within the past three years. All references must include organization name, contact name, mailing and email address, telephone number, and service dates. Cited references must be able to confirm, without reservation, the Offeror's ability to provide services in accordance with the requirements contained in this solicitation. The College reserves the right to reject a proposal based on an unsatisfactory reference; use itself as a reference, if applicable; request additional references; contact any non-reference clients that have utilized Offeror's services; or require a site visit to one or more of the Offeror's reference locations.

1.9 Subcontractors

The College seeks proposals from Contractors performing all requested services and will enter into an agreement only with the selected Offeror. No portion of the work shall be subcontracted without the prior written consent of the College throughout the terms of the contract, including renewals and extensions. In the event the Contractor desires to subcontract part of the services specified herein, the Contractor shall furnish the company or individual name(s), contact name, mailing and e-mail addresses, qualifications, and experience of the proposed subcontractor(s), as well as a description of the services to be performed by the subcontractor. The primary Contractor shall remain fully liable for the work performed by the subcontractor(s) and shall assure compliance with all requirements of the contract if approved by the College. The College reserves the right to reject any proposed subcontractor in its own best interest.

1.10 Proposal Evaluation

Proposals submitted in response to this solicitation will include evaluation as follows:

1.10.1 Offeror is **responsible** – Offeror demonstrates ability to provide products and/or services that can meet or exceed requirements. The following criteria will be used to determine responsibility:

1.10.1.1 Offeror has the equipment, ability, and experience to perform the work as stated in the specifications listed in this RFP.

1.10.1.2 Offeror is financially stable.

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SECTION 1 – PROPOSAL AND CONTRACT INFORMATION -continued

1.10.2 Offeror is **responsive** – Offeror follows RFP submission instructions and provides all requested materials. The following criteria will be used to determine responsiveness:

- 1.10.2.1 Offeror has favorable references that can confirm its ability to provide the products and/or services as stated in the specifications listed in this RFP.
- 1.10.2.2 Offeror has provided all documentation and samples requested in the Scope of Work/Specifications.

1.11 Proposal Rejection

The College reserves the right to reject any or all offers received as a result of this Request for Proposal. Offers may be rejected for any of the following reasons:

- 1.11.1 Failure to meet the mandatory specifications and requirements.
- 1.11.2 Failure to respond in a timely manner to a request for additional information, data, etc.
- 1.11.3 Failure to supply appropriate and favorable client references.
- 1.11.4 Submittal of an incomplete Price Proposal page.
- 1.11.5 Failure to sign the proposal.
- 1.11.6 Failure to return any addenda acknowledgements
- 1.11.7 Submittal of conditional, alternate or multiple proposals.
- 1.11.8 Failure to demonstrate that it is qualified to carry out the obligations of the contract and to implement and support the work specified herein.
- 1.11.9 Failure to provide samples and/or demonstration materials that are representative of the quality level sought by the College.

1.12 Required Submittal List

- Technical Proposal, including all attachments and
 - References (Attachment B)
 - Conflict of Interest Statement (Attachment C)
 - Non-Debarment Acknowledgement (Attachment D)
 - Contractor Information Form (Attachment E)
 - Subcontractor List, if applicable
 - Acknowledgement of Receipt of Addenda, if applicable
 - Completed Technical Proposal Questionnaire (Section 4)
- Rebate Proposal (Section 8)

1.13 Failure to Submit

Failure to provide any of the items noted in Section 1.12 may deem a proposal non-responsive.

1.14 Estimated Contract Quantities

If applicable, the College's estimated service requirements should not be construed as a guarantee of the actual volume to be purchased.

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SECTION 1 – PROPOSAL AND CONTRACT INFORMATION -continued

1.15 Contract Award

The award will be made in the best interest of the College to the highest evaluated and most responsible, responsive Offeror that can meet or exceed the terms, conditions, and specifications of this solicitation. The College reserves the right to reject any or all offers received as a result of this RFP. All pertinent Montgomery College policies and procedures apply. Evaluation of Offerors will be based on Offeror qualifications, financial incentives, project approach, and references. The evaluation for award will be made on the basis of payment to the Contractor in Net 30 Days from the date an acceptable invoice is received by Montgomery College. The College may cancel this Request for Proposal or reject any or all proposals in whole or in part. Award of Contract will be made by the Board of Trustees after final evaluation of all proposals.

1.16 Contract Documents

The Request for Proposal in its entirety, the Offeror's proposal, and the College purchase order will form the contract. Offeror's requiring their signed contract or terms and conditions separate and apart from the foregoing must submit such a contract, terms, and conditions with their response. The contract will be examined and evaluated along with the Offeror's proposal. The College reserves the right to reject the Offeror's contract form and terms and conditions.

1.17 Contract Term

The initial term of this contract will be for one (1) year from date of award. Beyond the initial term, at the sole option of the College, the contract may be renewed for four additional one-year terms, subject to funding availability and need, and provided that the Contractor has been in compliance with the terms and conditions of the contract and its service has been satisfactory. The College reserves the right to amend its requirements during the life of the contract to meet the needs of the College.

1.18 Notification of Change in Personnel Assigned to Contract

Awarded contractor must notify Montgomery College of any changes in personnel assigned to contract, that may impact level of services provided by contractor. Notification must be provided throughout life of contract, and within (7) seven business days of a change in personnel assigned to contract. Failure to notify Montgomery College may result in termination of contract.

1.19 Notification of Change in Financial Condition

Awarded contractor must notify Montgomery College of any change in company's financial condition that could negatively impact the level of services or products provided by contractor. Notification must be provided throughout life of contract, and within (7) seven business days of change in company's financial condition. Failure to notify Montgomery College may result in termination of contract.

1.20 Contract Modification and Amendment

The College retains the unilateral right to require changes in the Scope of Work as long as the changes are within the general scope of work to be performed hereunder. The College, without invalidating the contract documents, may submit a written request to order extra work or to make changes to the agreement by altering, adding to, or deducting from the work, and the contract sum shall reflect such changes. Price adjustments must be accepted, in writing, by Montgomery College before the Contractor performs additional work on the project.

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SECTION 1 – PROPOSAL AND CONTRACT INFORMATION -continued

The Contractor cannot accept purchase orders/requests for services or products that are not covered in this contract or make changes to the scope of work unless a price for those services or products has been negotiated with the Procurement Office, and the Contractor has received a signed contract amendment from the Procurement Office.

1.21 Insurance Requirements

The Contractor shall maintain such insurance as will indemnify and hold harmless the College from Workmen’s Compensation and Public Liability claims for property damage and personal injury, including death, which may arise from the Contractor’s operations under this contract, or by anyone else directly or indirectly employed by him/her. Certificate of insurance is due within seven (7) days of notice of award (if applicable).

The Contractor shall maintain insurance in force at all times during the term of this agreement, with an insurance carrier approved or licensed to do business in the State of Maryland acceptable to the College, and with the following minimum insurance coverage.

Workers compensation Insurance covering the Contractor’s employees

As required by Maryland State law with the following minimum limits:

Bodily Injury by Accident	\$100,000 each accident
Bodily Injury by Disease	\$500,000 policy limit
Bodily Injury by Disease	\$100,000 each employee

Commercial General Liability Insurance, excluding automobiles Owned or hired by the Contractor, with limits as follows:

Bodily Injury and Property Damage:
\$300,000 combined single limit of bodily injury and property damage
-Contractual Liability – Premises and Operations
-Independent Contractors

Comprehensive Automobile Liability - Providing bodily injury and property damage coverage for owned Vehicles and non-owned vehicles with limits as follows:

Bodily Injury:	\$100,000 each person \$300,000 each occurrence
Property Damage:	\$300,000 each occurrence

Additional Insured - Montgomery College shall be named as an additional Insured on all liability policies.

These coverages and limits are to be considered minimum requirements under this Agreement and shall in no way limit the liability or obligations of the Contractor. The insurance shall provide that policy coverage will not be cancelled, altered or materially changed without sixty (60)-calendar days’ notice to the College by registered or certified mail. The insurance shall not be limited to claims made only while the policy is in effect.

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SECTION 1 – PROPOSAL AND CONTRACT INFORMATION -continued

The Contractor shall furnish the College with a certificate of insurance as evidence of the required coverage. The Contractor shall provide liability insurance coverage for material and/or equipment stored for the College for which the Contractor has received payment in an amount of that equaling its replacement value. Such insurance shall specifically identify the materials and/or equipment and shall name the College as an additional insured. The Contractor shall provide the College with evidence of such insurance. In the event that the Contractor's insurance is terminated, the Contractor shall immediately obtain other coverage. Lack of insurance during life of contract shall be grounds for immediate termination of contract.

1.22 Certificate of Liability Insurance

The Contractor shall furnish the College a Certificate of Liability Insurance as evidence of the required coverage within seven (7) days of award of the contract. Such insurance shall name the College as an Additional Insured. Policy and Certificates of Insurance shall reference Montgomery College Contract No. [e523-010]. Current certificates must be provided to the College throughout the contract term.

1.23 Termination of Insurance

In the event that the Contractor's insurance is terminated, the Contractor shall immediately obtain other coverage. Lack of insurance shall be grounds for immediate termination of the contract.

1.24 Contract Assignment

The Contractor may not assign, transfer, convey, sublet or otherwise dispose of the contract or its rights, title or interest therein or its power to execute such agreement to any other person, company or corporation without the previous consent and approval, in writing, by the College, and consent to such assignment shall not be unreasonably withheld or delayed. Unless otherwise agreed to in writing by the College, the assignee shall bear all costs incurred by the College, directly or indirectly, in connection with or as a result of such an assignment.

1.25 Contract Deadlines and Failure to Deliver

The Contractor is contractually obligated to meet all agreed upon deadlines. Failure of the Contractor to meet any deadline is grounds for termination by default. Additionally, if the Contractor fails to comply with established delivery requirements, the College reserves the right to make an open market purchase of required services and items and to assess, as liquidated damages, the difference between the contract price and the actual cost incurred by the College and to invoice charges to the Contractor.

1.26 Billing

Summary billing for a lump sum amount is not an acceptable format on invoices billed to the College and any invoice presented for payment that lacks itemized billing may be returned. Minimally, invoices must include the College purchase order number. All true and correct invoices must be mailed to Montgomery College, Office of Business Services, Accounts Payable, at 9221 Corporate Blvd, Rockville, Maryland 20850 or e-mailed to accountspayable@montgomerycollege.edu.

1.27 Public Record and Proprietary Information

As a public entity, the College is subject to the disclosure requirements in the Maryland Public Information Act ("MPIA"), Title 4 of the General Provisions Article of the Annotated Code of Maryland. Information that is deemed to be confidential commercial or financial information, as defined by the MPIA, may be exempted from disclosure. Offeror's must clearly identify each part of the Offer that it believes contains confidential commercial or financial information by stamping the top right-hand corner of each pertinent page with

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SECTION 1 – PROPOSAL AND CONTRACT INFORMATION -continued

large red bold letters stating the words "confidential" or "proprietary". It is not sufficient to preface your proposal with a proprietary statement, or to use a page header or footer that arbitrarily marks some or all pages as confidential. General claims of confidentiality or similar blanket designations shall not be effective. Each Offeror must submit a proprietary and confidential redacted copy of its proposal to be used in responding to MPIA requests.

Offeror agrees that upon request from the College, it will provide justification as to why any material, in whole or in part, should be considered confidential, proprietary information or trade secrets and provide any justification of why such materials should not be disclosed pursuant to a request under the MPIA. The College, by law must apply the MPIA requirements for public information disclosure deemed proprietary and/or confidential; therefore, even the information marked as such by the Offeror may still require public disclosure. Offeror agrees that any portion of the proposal that is not stamped as proprietary or confidential is not proprietary or confidential and shall be disclosed upon request under the MPIA.

1.28 Confidentiality

The Contractor agrees to maintain in strict confidence Montgomery College's confidential information as listed herein. The Contractor may use the College's confidential information solely to perform the services required, as listed herein and may not disclose such information to any person or entity without the expressed written consent of Montgomery College.

The information contained in proposals submitted for the College's consideration will be held in confidence until all evaluations are concluded and an award has been made. Pricing and other information that is an integral part of the offer cannot be considered confidential after an award has been made. Offeror's must clearly mark any information considered proprietary and confidential. The College will honor requests for confidentiality for information of a proprietary nature. Pricing may not be deemed confidential.

1.29 Tobacco and E-Cigarette Policy

Montgomery College is a tobacco-free institution. The use of tobacco and e-cigarette products is prohibited in all indoor and outdoor College-owned property and facilities, including all buildings and building entrances; walkways; recreational and athletic areas; parking lots; bus stops/shelters; College owned or leased vehicles; and facilities leased and controlled by the College as well as at meetings or conferences sponsored by the College, regardless of the location. This use prohibition extends to the Contractor's employees, agents, subcontractors, and Contractors.

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SECTION 2 – BACKGROUND AND SCOPE OF SERVICE

2.1 Background

Montgomery College is Maryland's second oldest community college. The College serves more than 55,000 students each year, through credit and noncredit programs, at nonresidential campuses located in Germantown, Rockville, and Takoma Park/Silver Spring and at off-campus sites throughout Montgomery County. To support student's academic and professional goals, the College employs more than 3,100 faculty, administrators, and staff.

The College implemented a purchasing and travel card program in 1999 in order to provide a procurement vehicle for small dollar purchases of goods and services. The College is looking to enhance the existing card program to comprehensively cover the institutions changing needs.

2.2 Existing Program Overview

The current service provider for the Visa® purchasing and corporate credit card program is M&T Bank. The contract is due to expire on May 15, 2023. The program consists of two-hundred-fifty-one (251) purchasing card accounts, and eleven (11) corporate card accounts. It allows cardholders to charge up to \$4,999 per single transaction and varies between three to five million dollars in annual purchases. The College earns an incentive payment in the form of a rebate check based on spend annually. The Purchasing and Corporate Card programs are currently set up as two units within the parent, Montgomery College Organization, hierarchy for ease of reporting. The current internal staff managing the purchasing and corporate credit card program consist of, Card Coordinator, Card Administrator, and a Plan Administrator.

I. Purchasing Card Program

Single transaction limits range from \$4,999 up to \$10,000 depending upon the needs of individual cardholders; however, most cardholders have a per limit of \$4,999 per transaction. Monthly purchasing credit limits range from \$5,000 to \$150,000 per cardholder, with the majority of cardholders limited to \$5,000 per month.

Current Purchasing Card Program Summary: Goods and Services (stats are based on calendar year)

- a. Active cards in force: **251**
- b. **Annual Spend FY22: \$3,932,962**; Avg. Transaction; \$229.85; Total Transactions: 17,111
- c. Visa Liability Waiver Program
- d. EMV Chip and PIN cards (All transactions do not require a pin)
- e. Zero cost card issue (The College does not pay for card issue to cardholders)
- f. No annual fees
- g. No minimum spend per transaction
- h. Merchant Category Codes (MCC) restrictions
- i. No cash at ATM's
- j. Invoice paid in full each billing cycle, net 25, via preferred ACH payment method

P-card Card Foreign Transactions

- ✦ Total Amount 1/1/2022 – 12/31/2022: \$20,976.88
- ✦ Average 1/1/2022 – 12/31/2022: \$388.46
- ✦ Transaction Count Total: 54

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SECTION 2 – BACKGROUND AND SCOPE OF SERVICE-continued

II. Corporate Card Program

The Corporate Credit Cards do not have a single transaction limit set. Monthly credit limits range from \$5,000 - \$20,000 per cardholder, with the majority of cards set at the \$5,000 spend threshold.

Current Corporate Card Program Summary: Hotels, entertainment, local & international travel

- a. Active cards in force: **11**
- b. **Annual Spend FY22: \$129,605**; Avg. Transaction; \$295.90; Total Transactions: 438
- c. Visa Liability Waiver Program
- d. EMV Chip and PIN cards (All transactions do not require a pin)
- e. Zero cost card issue (The College does not pay for card issue to cardholders)
- f. No annual fees
- g. No minimum spend per transaction
- h. Merchant Category Codes (MCC) restrictions
- i. No cash at ATM's
- j. Invoice paid in full each billing cycle, net 25, via preferred ACH payment method

Corporate Card Foreign Transactions

- ✦ Total Amount 1/1/2022 – 12/31/2022: \$1,415.69
- ✦ Average 1/1/2022 – 12/31/2022: \$101.12
- ✦ Transaction Count Total: 14

***Note** that the volumes and quantities for this program may vary, and the College cannot guarantee usage indicated in this RFP.

III. Credit Card Management Application

Currently, Montgomery College utilizes M&T's online card management application, CentreSuite, for the purpose of card transaction data management and general card program administration. It provides access to real-time card information 24 hours a day, such as statements, reports and transaction activity files.

The transactions for each card must be integrated into the general ledger of the College and be transmitted electronically via the Offerors card management application. The College's financial accounting system is based on Workday, a cloud system and the Offerors system must have the ability to integrate with this environment utilizing native automated mechanisms within Workday, i.e., Cloud Connect, API etc., without the need for additional custom code development. The Proposer shall provide necessary technical resources to the College to assist interface needs and minimize impact of conversion to the new system.

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SECTION 2 – BACKGROUND AND SCOPE OF SERVICE-continued

2.3 Scope of Service

Montgomery College has issued this Request for Proposal for the sole purpose and intent of obtaining innovative proposals from interested and qualified banking and financial organizations to provide purchasing card and corporate credit card program services.

The College's **program objectives** include, but are not limited to the following:

- Achieve administrative savings, specifically by continuing electronic billing/payment for purchasing commodities and services
- Consolidate and enhance data collection and reporting
- Realize significant rebates from significant volume of spend
- Contract at no cost to the College (including setup fees or implementation costs, transaction fees or card fees, standard card design fees, software programs, support, access to electronic billing, reporting, and payment tools) [Late payment charges would not be considered a cost.]

The College's **expectations** for the successful Contractor include the following:

- Provide a smooth transition between the current and the new provider, with minimal impact on cardholders and program administrators
- Provide an online tool for all purchasing and corporate credit card transaction management and program administration
- Commit to increased usage of procurement cards and identify strategic areas for greater efficiency through merchant spend analysis and vendor matching
- Data capture, i.e., Level I, II, III
- Commit knowledgeable, experienced, responsive staff responsible for superior levels of service at both the program administrator and cardholder level
- Provide continuous training and opportunities to attend industry conferences for the College's Program Administrator
- Assign a dedicated account manager in close proximity to Rockville, MD is highly desirable
- Provide key contact information for all communications related to award of the Procurement Card contract
- Work with College vendors to maximize acceptance of the College's purchasing card platform
- Facilitate electronic payment through ghost accounts or other payable features to maximize card spend
- Enumerate the appropriate program and features to ensure the best solution for the organization's payment needs

2.4 Project Approach/Timeline

Based on the projected timeline of implementing a new credit card program. The Proposer should include in its response a sample work plan and proposed schedule showing tasks and time frames necessary to complete the scope of services.

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SECTION 2 – BACKGROUND AND SCOPE OF SERVICE-continued

To include but not limited to the following:

- Approach to scoping and conducting the project; efforts that may be needed to ensure a successful project; work and management methodology; activity coordination methodology and consideration of areas not addressed, but deemed essential to the effective conduct of the project.
- Any issues that your firm believes are critical to the project's success; a list of extra deliverables and/or additional documentation to be provided beyond the deliverables stated in this RFP.
- Sample schedules and work plans indicating the tasks and time needed for each task to complete the scope of services; any assumptions made in the development of the schedule and work plan.
- Describe any particular challenges you foresee with this project and the plan to address them.
- List any cost effective and innovative ideas for delivering the project, and any other pertinent information relevant for consideration.

2.5 Project Management

A Project Manager must be designated to the project, and an organizational chart showing the manager and all project staff must be included. Provide team members experience, including sub-consultants, if applicable. The information should describe the nature of the work and the role of these individuals and/or companies as they relate to this project. Include the qualifications of any outside consultants and associates that may be employed to assist on this project.

2.6 Contractors Responsibility for Employees/Subcontractors (if applicable)

The contractor shall be responsible for the acts and omissions of all the firm's employees and all Subcontractor employees, their agents and all other persons performing any of the work under a contract with the contractor. The contractor shall at all times enforce strict discipline and good order among the contractor's employees and shall not employ on the work site any unfit person or anyone not skilled in the task assigned.

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SECTION 3 – SPECIFICATIONS AND REQUIREMENTS

3.1 Minimum Qualifications Requirements

The Contractor must have the necessary personnel, experience, certification, knowledge, skills, abilities, licenses, facilities, equipment, supplies, insurance, and technology in place to fulfill the requirements of the resulting contract and to provide the requested services on a timely basis and in compliance with all municipal, county, state, and federal codes, ordinances, regulations, and laws and industry best practices and standards.

3.2 Experience

Proposers must possess a minimum of ten (10) years of experience providing services as required in this RFP of similar size and scope to MC's. Proposer must be licensed to do business in the state of Maryland.

3.3 Proposal Requirements

The data, specifications, and administrative requirements outlined herein are intended to serve only as a general guideline for each proposal. Each Proposer is expected to submit a fully detailed proposal which adequately describes the advantages and benefits which the College would realize by acceptance of its proposal.

3.4 Contractors Program Management Application

The College requires utilization of a hosted web-based card program management application for cardholder expense reporting and general program administration. Proposers must confirm that they are able to comply with this requirement.

3.5 Cards

The card provider will provide credit cards which have been customized per the College's requirements, including but not limited to tax exempt number, artwork, logos or colors. All cards will be delivered directly to the officials designated by the College by a traceable signature delivery system. All cards will be delivered in mailers containing the card administrator's College address. All cards should be provided at no cost to the College.

3.6 Service

The acquisition and disposition of all procurement/corporate cards will be the responsibility of the designated College Official. The designated College Official will also have the authority to approve, cancel, and/or reinstate any procurement/corporate credit card and to establish or amend any dollar or transaction limit or MCC restriction with respect to any card. The College requires that these card management functions be managed by the College Official.

3.7 New Card Applications

New cards shall be issued to College personnel only through the designated College Official.

3.7.1 [Purchasing Cards](#) – College personnel applying for purchasing cards must complete an internal application from the designated College Official. This application form will be used in conjunction with the financial institution's agreement if applicable.

3.7.2 [Corporate Credit Cards](#) – College personnel applying for a corporate credit card must complete an internal application from the designated College Official and requires authorization from the President for Montgomery College. Once the approval is in place, the corporate credit card is set up in the same manner as the purchasing card under a separate hierarchy.

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SECTION 3 – SPECIFICATIONS AND REQUIREMENTS-continued

3.8 Card Limit/Balance

The purchasing card limit will not exceed the maximum balance or transaction limit indicated in each approved application as authorized by the designated College Official as indicated on the application form. The corporate credit card limit is a standard cycle credit limit established by the President for Montgomery College. The maximum balance shall be monitored by both the procurement card provider and the College.

3.9 Card Acceptance/Security

The purchasing/corporate credit card shall be widely accepted by a variety of merchants commonly used by the College. The purchasing/corporate credit card provider shall comply with all applicable federal and credit card industry security standards.

3.10 Interest Charges/Late Fees

The purchasing/corporate credit card provider will allow for a maximum grace period of at least 30 days before assessing interest charges or late fees.

3.11 Annual Fees

The purchasing/corporate credit card provider will not charge an annual fee for credit cards issued to College personnel.

3.12 Cash Advances/Restricted Transactions

Unless otherwise stated, the card provider will not allow cardholders to receive cash advances from Automatic Teller Machines (ATMs), nor from any financial institution, unless specified for particular cards. Additionally, the College should be able to restrict the types of transactions used by each cardholder by use of Merchant Category Codes (MCC) codes assigned to each card.

3.13 Representatives

The purchasing/corporate credit card provider shall have designated management consultant(s) and customer service representative(s) to handle the special needs of the College and be responsive to questions and/or concerns. The College will also designate authorized individuals to respond to issues from the card provider.

3.14 Implementation and Training

The procurement card provider shall provide College personnel with initial training in person. Additional periodic training for new College procurement card administrators may be required as necessary, either in person or by telephone, based on the preference of college personnel. The College shall have the right to make copies or otherwise use training materials provided by the Proposer for the purpose of training cardholders or as otherwise deemed necessary by program administrator.

The purpose of the training is to:

- Advise College personnel of the proper use of the purchasing card
- Provide technical training, as needed, to the College Official(s) responsible for training end users
- Explain the billing cycle and interface procedures to the appropriate Accounts Payable staff and give an overview of the reconciliation procedures to verify billing statements
- Identify any ad hoc reporting capabilities of the Proposer's reporting software application.

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3.15 Billing/Payment Cycle

The card provider shall adhere to a consistent billing and payment cycle for all cards issued by the College. A separate master statement for the purchasing card and the corporate credit card with supporting transaction detail is required. Provider should be able to provide individual card statements monthly to cardholders and the College at no charge upon request in printed/electronic format. The College will make monthly payment upon receipt of acceptable statement. Providers should specify all methods by which payment can be made by the College to the payee (e.g., wire transfer, check, etc.). Preferred option is ACH payment method.

3.16 Summary Statement of Reporting Capability

The card provider shall provide a detailed summary statement of available reports including but not limited to the following:

- 3.16.1 **Cardholder Reports** – Number and names of cardholders by department, entity, and other reporting hierarchy values; active versus non-active cardholders
- 3.16.2 **Card Transaction Reports** – Number of transactions and total dollars spent for specific time frame broken down by reporting hierarchy values, to include level II and III data
- 3.16.3 **Cardholder Summary Reports** – Total dollars spent by selected cardholders
- 3.16.4 **Vendor Analysis Reports** – Total dollars spent with selected vendors
- 3.16.5 **Special Vendor Reports** – Number of transactions and total dollars spent by minority, small business and/or women-owned vendors
- 3.16.6 **MCC Analysis Reports** – Total purchases by selected MCC codes
- 3.16.7 **1099 Reports** – Per vendor data on 1099 type transactions

Additional reports may be requested. It is particularly important to the College to tabulate purchases of goods and services from small, minority, and women-owned businesses. It is required that the purchasing card program service provider be able to identify such vendors and report the amounts of purchases from each on a quarterly or more frequent basis. Providers which currently have this information available within their programs should so indicate.

3.17 Integration to General Ledger and Technical Support

The transactions for each card must be integrated into the general ledger of the College and be transmitted electronically via the Offerors card management application. The College's financial accounting system is based on Workday, a cloud system and the Offerors system must have the ability to integrate with this environment utilizing native automated mechanisms within Workday, i.e., Cloud Connect, API etc., without the need for additional custom code development. The Proposer shall provide necessary technical resources to the College to assist interface needs and minimize impact of conversion to the new system. In addition, Proposer shall provide customer support to the program administrator, Accounts Payable, and all cardholders as noted below:

- 3.17.1 Toll-free card assistance telephone number available 24 hours a day, 7 days a week to report lost or stolen cards or general cardholder inquiries, etc.
- 3.17.2 Toll-free fax numbers for written correspondence, etc., Monday through Friday
- 3.17.3 Toll-free number and title(s) of the customer account representative(s) who would respond to cardholder or College inquiries concerning billings or services, Monday through Friday
- 3.17.4 Toll-free number for Offeror's card management system for login assistance to end users, as needed

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SECTION 4 – TECHNICAL PROPOSAL QUESTIONNAIRE

4.1 Questionnaire

The following questions will be considered to be part of the technical response. Responses shall be organized using the following outline; responses to each question and/or information request will be in order and clearly marked with the section number to which they correspond. All responses must comply with the sequence as presented in this section. Where applicable, provide examples of forms, reports, etc., which will demonstrate the provider's capability to perform the service in question. Failure to comply may result in rejection of the response. The proposal should be specific and complete in every detail, prepared in a simple and straightforward manner, and provide sufficient detail to allow College evaluators a comprehensive and clear understanding of the Offeror's capabilities.

Section I Qualifications and Experience

- 1.1 How long have you offered procurement card services, and what is the number of procurement card customer organizations serviced by your organization?
- 1.2 How many of your current card clients are organizations of higher education? Describe what expertise and experience you have in working with institutions of higher education.
- 1.3 How will your staff be assigned to ensure prompt response to college needs?
- 1.4 What card platform does your program employ (e.g., MasterCard, Visa, American Express or other)?
- 1.5 Describe your purchasing/corporate credit card operations. Include information on size, scope, capacity, timing and process steps.
- 1.6 What type of card management application do you offer?
- 1.7 How long has card management application been offered to clients by your company?
- 1.8 How many customers to you have currently using the application? How many of these customers are institutions of higher education?
- 1.9 Do any of your customers using the application also have Workday as their financial software platform?

Section II Service and Support

- 2.1 Explain your billing and payment cycle options and how they can be tailored to meet College needs. Can monthly billing dates be accommodated?
- 2.2 What methods of payment do you accept? Is receipt of checks, wire transfers, or ACH credits possible?
- 2.3 Describe your reporting capabilities in detail, such as billing and payment receipt, including which standards you use.
- 2.4 What is your maximum grace period without interest or late charges accruing? Explain how the grace period is calculated and when payments are credited.
- 2.5 Do you offer a toll-free 24-hour customer service hotline? What types of services are offered through the hotline?
- 2.6 Describe your dispute and/or billing error resolution process. Are disputed items removed from the invoice while under investigation?
- 2.7 Do you stipulate a maximum time frame for disputing transactions? If so, please explain.
- 2.8 Provide any other relevant information which may be useful when evaluating this proposal. Indicate any requirements that your organization will expect on the part of the College with regard to your proposed purchasing/corporate credit card program.
- 2.9 Does your company offer chip technology?
- 2.10 How soon can the College expect delivery of the new cards?

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- 2.11 Can the face of the customized procurement card contain a college name and/or logo? What information may be embossed on the procurement cards and what limitations/restrictions exist?
- 2.12 Are their card color options?
- 2.13 Can the College tax exempt number and the phrase “tax exempt” be included on the card to assist the departmental cardholder?
- 2.14 How long will it take to provide sample proof cards for college approval?

Section III Card Limits

- 3.1 What is the maximum possible credit limit that can be set for a college credit cardholder?
- 3.2 Does your organization provide individual transaction limits? If multiple cards are issued to a specific College account, can the transactions be limited to a ceiling established for that account?
- 3.3 Does your firm provide daily, weekly, and/or monthly transaction volume limits by card (e.g., 3 transactions per day, 50 transactions per month, \$1,000 per day, \$5,000 per month)?
- 3.4 How is the organization or parent monthly credit limit established?
- 3.5 Do you impose a penalty in the case of corporate or organization credit limit exceptions? Describe what happens in this situation and how it is resolved.
- 3.6 How many MCC codes or code ranges may be specified for each cardholder?
- 3.7 How does your program prevent receipt of cash and/or cash advances?
- 3.8 Describe other controls available for procurement cards at the vendor and cardholder levels.

Section IV Card Management

- 4.1 Describe the purchasing/corporate credit card new account set up, renewal, and cancellation processes. How are new, renewal and replacement cards distributed?
- 4.2 Is it possible to set up new accounts without the use of SSN's?
- 4.3 Describe the maintenance of cardholder profiles.
- 4.4 Describe your ability to provide real-time card management including cancellations, new cards, and changing limits.
- 4.5 Do your cards have an expiration date? If so, how is the expiration date determined? Can these expiration dates be established by the College?
- 4.6 Once a card is canceled, can it be reactivated? Please explain.
- 4.7 Describe your process for handling customer service-related inquiries. Detail how lost/stolen cards are handled, including liability responsibilities, disputed items, and general cardholder assistance.
- 4.8 What fraud protection services do you provide under your procurement card program?
- 4.9 State the College's liability in cases of unauthorized use of the card by someone other than the valid cardholder.
- 4.10 If fraudulent transactions are placed on a card account prior to reporting it lost/stolen, is the College responsible for these transactions?
- 4.11 Describe your process for card activation. Are cardholders required to activate the cards before use or are the cards mailed 'live'?
- 4.12 Is it possible to have a card that is valid for a limited period of time?
- 4.13 Does your company offer travel accident insurance to cardholders?
- 4.14 How does your company secure cardholder's personal information?

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Section V Technology

- 5.1 Describe the technology utilized in your procurement card program. Include information on computing technology, communication links, vendor and data storage.
- 5.2 Provide a detailed description of enhancements and capabilities available to the College for reviewing individual procurement cardholder transactions.
- 5.3 Describe your approach to security including the ability to ensure implementation and maintenance of industry and card association security guidelines, protocols and procedures, and provision of audit trails to identify security breaches.
- 5.4 Explain security of card information and file transmissions including backup and restoration procedures.
- 5.5 How do you control file transmissions to ensure accurate and complete unique identifying information associated with each individual card and to ensure that files are properly transmitted with no duplication?

Section VI Reporting

- 6.1 Describe the frequency and types of reporting provided under your procurement card program. Include a detailed explanation of data types you store and maintain, and the structure of reports offered.
- 6.2 Is custom reporting offered? Explain. What is the average turnaround time for custom reports?
- 6.3 Do you capture and report women-owned, minority, and small business information for each purchase made? How is this information captured and reported? Provide the category groupings and report samples.
- 6.4 Do you provide reports on 1099 payments? How can report information be downloaded by the College for the submission of 1099s? Describe and provide samples.
- 6.5 Are their specific vendor codes set up by the card company which can be used by the College to identify and report vendors? If so, explain how these codes are used. Does each vendor have a unique code? Explain.
- 6.6 Do you capture the Federal ID numbers for all vendor transactions?
- 6.7 What additional reports are available, other than those indicated? Can any of these be modified to the specific requirements of the College? Explain.
- 6.8 How long are reports and data available? Can usage reports be pulled for multiple years?

Section VII Implementation and Training

- 7.1 Provide the duties of the proposed implementation team and describe their responsibilities and qualifications. How many additional people will be assigned to support the implementation efforts?
- 7.2 Describe the process, timing, training and responsible parties required to implement a procurement card program such as the one you propose. List how long implementation will take from the signing of the contract to a fully active program. Provide a detailed task list with timeframes and College resources needed to implement.
- 7.3 Detail the migration steps of approximately 251 cardholders to your program. Can you accommodate the transfer of cardholder information provided from the previous procurement card provider? If so, in what format can this be submitted?
- 7.4 Describe training that is provided on an ongoing basis.
- 7.5 Will all training materials be provided to the College at no cost?
- 7.6 What type of training materials will be provided and in what format?

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Section VIII Related Cost

- 8.1 Are there any additional fees or costs associated with providing a customized Montgomery College procurement card?
- 8.2 Is there a fee for “rush and/or expedited” cards? If so, what is the fee amount?
Are there any shipping fees associated with “rush and/or expedited” cards? If so, what is the fee amount?
- 8.3 Will a fee be charged if the college request custom reports?
- 8.4 Describe costs associated with the following items:
 - program set-up,
 - late payments,
 - finance charges,
 - foreign transactions,
 - insufficient funds, and
 - draft retrieval requests for both disputed and non-disputed transactions
- 8.5 Describe the costs associated with training offered by the provider.
- 8.6 List any and all charges for services that are required to implement and manage the card program and that have not been addressed elsewhere.
- 8.7 Provide additional discount or rebate offers which would be available during the contract period.
- 8.8 Provide a list of all penalties that may be associated with purchasing and corporate credit card programs and the corresponding fee for each.
- 8.9 List and explain any additional fees that are anticipated but not listed above.

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SECTION 5 – IT DATA SECURITY, COMPLIANCE AND ACCESSABILITY REQUIREMENTS

5.1 Network and Hosting Requirements

The proposed technology solution will be hosted by the Vendor or by a qualified third-party Vendor. The Vendor or its subsidiaries or subcontractors shall not transmit data on or through the College network or any devices that are a part of that network or store data on any devices that are part of that network. The College requires that all of its data be stored in the continental U.S. To review Montgomery College Information Technology Standards, visit: https://info.montgomerycollege.edu/offices/information-technology/it-security/it_standards.html.

5.2 Data Protection

All college vendors or potential vendors who provide technology resources or services in the form of software, hardware, electronic content, or support documentation and services as well as those vendors who host and/or process College data in support of service offerings must provide evidence of its security program and posture prior to contract award. This includes the satisfactory completion (as determined by Montgomery College IT Security personnel) an associated questionnaire(s) on security and privacy controls, and/or provide supporting documentation, e.g. SOC 2 report.

Note: The College reserves the right to disqualify any bidding firm that fails to provide a satisfactory questionnaire and/or current SOC 2 report, upon request.

In addition, specific controls are required to support the confidentiality, integrity, and availability of college data, including but not limited to:

- Solution must support federated single sign-on (SSO) using SAML 2.0 or Active Directory Federation Services 4.0 and higher to allow College users to leverage Montgomery College credentials and enforce its authentication policies, including multi-factor authentication.
- Solution must provide role-based access control to ensure that only authorized individuals are granted access to the offered solution with permissions granted appropriate to their role.
- Solution must employ TLS 1.2 or greater for all College data in-transit including any website or application portal.

This is a **multi-year contract**. As such, a satisfactory updated security questionnaire and/or SOC 2 report is required and must be submitted within thirty (30) days prior to start of each contract renewal period.

5.3 Payment Card Industry (PCI) Compliance

The Vendor shall be responsible for the security of all credit card numbers and other cardholder data that it possesses or otherwise stores, processes or transmits on behalf of the College, and shall execute a contractual provision which meets the College's requirements in PCI Section 12.8.2 designating the Vendor as responsible for security of cardholder data.

The Vendor shall provide a solution that removes all College networks from Montgomery College PCI scope. Proposed payment card processing network solutions can include but are not limited to a validated and PCI SSC listed P2PE solution, cellular network, or the use of a vendor's supplied network.

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All Vendor solution software and hardware will comply with and maintain such compliance with all applicable PCI compliance requirements related to credit card or debit card/PIN entry processing at the College. The Vendor shall provide a PCI Attestation of Compliance (AOC) at time of bid and as requested by the College. Upon request, this will include Vendor's records indicating inspection of Vendor owned equipment on college property.

***In the event of any suspected, alleged or confirmed loss, disclosure, theft or compromise of college cardholder data, the Vendor shall notify the College's General Counsel within 72 hours of the discovery.**

The Vendor shall agree to defend and hold the College, its designated representatives and their officers, agents and employees, harmless from all claims, liabilities, damages, or judgments involving a third party, including costs and attorney fees, which arise as a result of the Vendor's failure to meet any of its obligations under PCI Requirements, or state/federal data breach law.

5.4 Technology Accessibility

All information and communication technology (ICT) developed, purchased, upgraded or renewed by or for the use of the College shall comply with all applicable policies, Federal and State laws and regulations including, but not limited to Section 508 of the Rehabilitation Act (29 U.S.C. 794d) and all other regulations disseminated under Title II of The Americans with Disabilities Act, which are applicable to all benefits, services, programs, and activities provided by or on behalf of the College. The Vendor shall also comply with the Web Content Accessibility Guidelines (WCAG) 2.0 AA.

Offeror must submit an accessibility conformance report with response, if offering electronic content, software, hardware or support documentation and services in response to this solicitation. If an accessibility conformance report is not available, the bidder must complete the Voluntary Product Accessibility Template (VPAT) and submit with response. The VPAT template is available at <https://www.section508.gov/sell/vpat>.

A review of the Accessibility Conformance Report or VPAT will be included in the proposal evaluation process, and ***failure to submit this documentation may result in the disqualification of submitted response.**

Prerequisite: Prior to contract award, the highest ranked bidder may be required to submit additional supporting documentation including:

- A product accessibility demonstration
- A recent accessibility audit report for the product/service
- A description of the process and methods used to evaluate accessibility compliance
- A description of how digital accessibility fits into your product development lifecycle
- A description of accessibility testing processes
- A description of any modifications, peripherals, etc., that can be used to make inaccessible features of your product functionally accessible
- A description of the extent to which your product is accessible to people with disabilities. Please include all common types of visual, hearing, motor, and cognitive disabilities

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Note: The College reserves the right to disqualify any bidding firm that fails to provide a completed ACR, product accessibility demonstration, or other accessibility conformance documentation.

If a **multi-year contract**, a satisfactory updated Accessibility Conformance Report or an Accessibility Roadmap documenting progress in remediating accessibility issues is required and must be submitted within thirty (30) days prior to the start of the contract renewal period.

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SECTION 6 – PROPOSAL EVALUATION AND AWARD

6.1 Proposal Evaluation

6.1.1 Evaluation Process

All proposals submitted will first be examined for responsiveness and completeness by the College evaluation team. Those proposals which do not clearly respond to the proposal submission requirements may be rejected at the discretion of the College. Those proposals not rejected will be evaluated to determine which offer best meets the requirements in the RFP and is in the best interest of the College. Proposal information will be evaluated and scored by the College, and its decision will be final.

Technical Proposals will be opened first at the date and time advised in the RFP documents, and evaluated by a College Evaluation Committee. The Price Proposals remain sealed and are held by the Procurement Office. Evaluation of Technical Proposals will be based on the criteria provided in the RFP, the substantiated ability of an Offeror to perform the required services, and the Offeror’s responsiveness to the RFP requirements.

6.1.2 Evaluation Criteria

Technical Proposals will be initially evaluated and scored by the College Evaluation Committee based on the following criteria: **Maximum total points=200**

Description of Criteria	Max Point Value
Technical Proposal	100
Project Approach/References Project approach/implementation. References from institutions of higher education with programs of similar size and scope as Montgomery College.	50
Rebate Proposal	50

6.1.3 Technical Proposal

Consist of the following benchmarks:

- Statement of qualifications
- Relevant experience with bankcard services
- Most recent audit financial statement
- Responsiveness, thoroughness and overall quality of the proposal
- Type of card and services provided by vendor
- Fees and financial incentives offered to the College
- Questionnaire responses
- Ability to integrate with the College’s financial system
- Electronic card program management
- Spending and fraud controls

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SECTION 7 – PROPOSAL SUBMISSION

7.1 Proposal Organization

The proposal shall be organized using the following outline; responses to each requirement will be in order and clearly marked with the section number to which they respond. All responses must comply with the sequence and items as presented in Paragraph 7.2, RFP Outline, which lists the minimum requirements and packaging for the preparation and presentation of a response. Failure to comply may result in rejection of the response. The proposal should be specific and complete in every detail, prepared in a simple and straightforward manner, and provide sufficient detail to allow College evaluators a comprehensive and clear understanding of the Offeror's capabilities. Offerors are expected to examine the entire Request for Proposal, including all specifications and instructions, failure to do so will be at the Offeror's risk. Each Proposer must furnish the information as required by the RFP.

7.2 Required Proposal Submittals

A submittal consisting of the Technical Proposal and the Price Proposal is required when responding to this Request for Proposal.

7.2.1 Technical Proposal

This section must contain a detailed description of the services offered by the Offeror in response to this RFP. The information submitted by the Offeror must provide sufficient detail to allow College evaluators to gain a comprehensive and clear understanding of the Offeror's capabilities.

7.2.2 Include in Technical Proposal the following:

- Transmittal Letter/Statement of Qualifications
- Project Approach & Timelines
- Accessibility Conformance Report
- Completed Reference form (Attachment B)
- Conflict of Interest Statement (Attachment C)
- Non-Debarment Acknowledgement (Attachment D)
- Completed Contractor Information Form (Attachment E)
- Subcontractor Listing (if applicable)
- Acknowledgement of Receipt of Addenda (if applicable)
- Technical Proposal Questionnaire (Section 4)

Rebate proposal (Section 8)

Offeror's Proposal shall be organized in the following manner:

7.2.3 Transmittal Letter

The transmittal letter must be prepared on the Offeror's business stationery. The letter must introduce the company and give a brief history of the organization and the contact person responsible for the project. The letter should summarize the key points of the proposal; must indicate the Offeror's understanding of the College's requirements; and demonstrate the Offeror's ability to provide the requested services. An individual authorized to represent the Offeror for this RFP must sign the letter.

7.2.4 Statement of Qualifications

This contract requires specialized services. Offeror's statement of qualifications must address the following:

- Professional qualifications and technical competence of the firm, subcontractors, and staff proposed for the performance of the required services.
- Previous demonstrated experience

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SECTION 7 – PROPOSAL SUBMISSION-continued

- Offeror’s corporation/organization size, web presence, length of time the organization has been providing the required services listed herein, and key business relationships.

7.2.5 Project Approach and Timelines

Offeror shall submit a project approach, detailing assessment process. Approach must include completion timelines consistent with the completion date of the project. Specific plans and methodology for providing the required services (see Section 2.4).

7.2.6 References

The Offeror must submit three (3) references from current or former customers within the past three (3) years that are capable of confirming the Offeror’s experience in providing the same or similar level of services. References from higher education institutions similar in size and scope to Montgomery College are preferred, but not required.

The proposal must include the names and telephone numbers of three references. Cited references must be able to confirm, without reservation, the Offeror’s ability to provide these services in accordance with the requirements in this RFP. The College reserves the right to reject a proposal based on an unsatisfactory reference; to request additional references or contact any site using the Offeror's services; and to require a site visit to one or more of the Offeror’s reference locations.

7.2.7 Subcontractors

Each Offeror must list the subcontractors to be used in the performance of this contract. The College reserves the right to approve or disapprove any subcontractor who will be performing work related to this project.

7.2.8 Rebate Proposal

Answers to questions (Section 8), constitute the Rebate Proposal and are to be presented together as a separately attachment.

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7.3 Electronic Bid Submission

The following **electronic** proposal submission requirements supersede the delivery of bids, and bid signature requirements language in Attachment G: General Conditions and Instructions. A submittal consisting of the Proposal, Addendum or Addenda, if applicable and the Price Proposal are required when responding to this Request for Proposal.

All Offerors proposals must be submitted **electronically**, as two separate PDF file attachments. One attachment shall consist of the Technical Proposal, and the second attachment shall consist of the Rebate Proposal. Both attachments shall be sent together, in a single **email** prior to the proposal submission deadline date and time to vendor.proposals@montgomerycollege.edu.

- **Any proposal received electronically after the specified deadline will be automatically rejected.**
- The subject line of the email must include the following: Request for Proposal (RFP) bid number and title.

Failure to submit all required submittals may render the bid non-responsive. The College will reject any offer without an authorized signature.

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SECTION 8- REBATE PROPOSAL

PROPOSED FINANCIAL TERMS

1. Minimum Dollar Volume Rebate

We propose the following minimum dollar rebate percentages to Montgomery College based on annual corporate and purchasing card Net Charge Volume. Total spend from both programs will be combined for rebate calculation. After every yearly period under the contract, the rebate amount will be calculated and remitted to the College no later than 30 days following the contract renewal date.

Required Rebate Schedule	
Payment Terms, Net 30	
Yearly Net Charge Volume Range	Proposed Minimum Dollar Volume Rebate %
\$0.01 - \$500,000.00	
\$500,000.00 - \$1,000,000.00	
\$1,000,000.01 - \$2,000,000.00	
\$2,000,000.01 - \$3,000,000.00	
\$3,000,000.01 - \$4,000,000.00	
\$4,000,000.01 - \$5,000,000.00	
\$5,000,000.01 - \$6,000,000.00	
\$6,000,000.01 - \$7,000,000.00	
\$7,000,000.01 - \$8,000,000.00	
\$8,000,000.01 - \$9,000,000.00	
\$9,000,000.01 - \$10,000,000.00	
\$10,000,000.01 - \$15,000,000.00	
\$15,000,000.01 and above	

Company Name

Name

Title

Authorized Signature and Date

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SECTION 8- REBATE PROPOSAL-continued

PROPOSED FINANCIAL TERMS

OPTIONAL ITEM 1 – Proposer may provide a separate rebate schedule for payment terms, net 25, below.

Optional Rebate Schedule Payment Terms, Net 25	
Yearly Net Charge Volume Range	Proposed Minimum Dollar Volume Rebate %
\$0.01 - \$500,000.00	
\$500,000.00 - \$1,000,000.00	
\$1,000,000.01 - \$2,000,000.00	
\$2,000,000.01 - \$3,000,000.00	
\$3,000,000.01 - \$4,000,000.00	
\$4,000,000.01 - \$5,000,000.00	
\$5,000,000.01 - \$6,000,000.00	
\$6,000,000.01 - \$7,000,000.00	
\$7,000,000.01 - \$8,000,000.00	
\$8,000,000.01 - \$9,000,000.00	
\$9,000,000.01 - \$10,000,000.00	
\$10,000,000.01 - \$15,000,000.00	
\$15,000,000.01 and above	

Company Name

Name

Title

Authorized Signature and Date

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SECTION 8- REBATE PROPOSAL-continued

PROPOSED FINANCIAL TERMS

OPTIONAL ITEM 2 – Proposer may provide a separate rebate schedule for payment terms, net 15, below.

Optional Rebate Schedule Payment Terms, Net 15	
Yearly Net Charge Volume Range	Proposed Minimum Dollar Volume Rebate %
\$0.01 - \$500,000.00	
\$500,000.00 - \$1,000,000.00	
\$1,000,000.01 - \$2,000,000.00	
\$2,000,000.01 - \$3,000,000.00	
\$3,000,000.01 - \$4,000,000.00	
\$4,000,000.01 - \$5,000,000.00	
\$5,000,000.01 - \$6,000,000.00	
\$6,000,000.01 - \$7,000,000.00	
\$7,000,000.01 - \$8,000,000.00	
\$8,000,000.01 - \$9,000,000.00	
\$9,000,000.01 - \$10,000,000.00	
\$10,000,000.01 - \$15,000,000.00	
\$15,000,000.01 and above	

Company Name

Name

Title

Authorized Signature and Date

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SECTION 8– REBATE PROPOSAL-continued

2. Other Financial Incentives

Proposers must provide details of any other financial incentives proposed to the College based on award of a Purchasing and Corporate Credit Card Program. Additional pages may be attached if necessary.

3. Other Costs Associated with the Card Program

Proposers must submit an inclusive and detailed listing of all other costs associated with the implementation and use of the proposed Credit Card Program that are not captured. Additional pages may be attached if necessary.

*By signing above, your firm agrees to provide said goods and/or services as specified and that those goods and/or services shall be provided or performed in accordance with the bid specifications, stipulations and terms and conditions specified and that your firm has read and agrees to the College terms, conditions, stipulations, and specifications and any College approved or authorized exceptions and that your firm will adhere to said terms and conditions in any contract resulting.

Montgomery College is tax exempt, certification provided upon request

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ATTACHMENT A- REFERENCES

REFERENCE 1	
Company Name	
Street Address	
City, State, Zip Code	
Contact Person/E-mail	
Title	
Telephone Number	
Service Dates	

REFERENCE 2	
Company Name	
Street Address	
City, State, Zip Code	
Contact Person/E-mail	
Title	
Telephone Number	
Service Dates	

REFERENCE 3	
Company Name	
Street Address	
City, State, Zip Code	
Contact Person/E-mail	
Title	
Telephone Number	
Service Dates	

Please note: References listed must be able to confirm the Offeror's ability to provide the services requested in this RFP.

References submitted by: _____
Company Name

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ATTACHMENT B – CONFLICT OF INTEREST STATEMENT

The undersigned hereby affirms and attests that to the best of its knowledge, no Montgomery College trustee or employee, or spouse, parent, child, brother, sister of the trustee or employee, own assets in this business, and of this date, are NOT employed by Montgomery College. Conflict of Interest Statement must also be submitted within seven (7) days prior to the start of each contract renewal term.

Company Name:	
Printed Name:	
Title:	
Signature:	
Date:	

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ATTACHMENT C – NON-DEBARMENT ACKNOWLEDGEMENT

NON-DEBARMENT ACKNOWLEDGEMENT

_____ I acknowledge that my firm has NO pending litigation and/or debarment from doing business with the State of Maryland or any of its subordinate government units and/or federal government within the past five (5) years.

_____ I acknowledge that my firm has pending litigation or has been debarred from doing business with the State of Maryland or any of its subordinate government units and/or federal government, within the past five (5) years. If so, please provide an attachment describing the pending litigation or debarment.

_____ I acknowledge none of this company's officers, directors, partners, or its employees have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or federal government; and that no member of the Montgomery College Board of Trustees or any employees of the College has any interest in the bidding company except as follows:

As the duly authorized representative of the Offeror, I hereby certify that the above information is correct and that I will advise Montgomery College should there be a change in status.

By (Signature) _____

Name and Title _____

Witness Name and Title _____

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ATTACHMENT D – CONTRACTOR INFORMATION FORM

C.1 I/We offer the terms, delivery and pricing for the requested products/services, and certify that I am a bona fide agent, authorized to make offers on behalf of the firm.

C.2 Minority Contractor: Yes No

If yes, please specify minority classification

C.3 Price adjustment (is is not) necessary for other public agencies as listed.

C.4 Please list any exceptions taken to any terms and conditions listed in the RFP. Please note any exceptions taken may affect the award of a contract or purchase order.

C.5 I/We certify that our firm is not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this solicitation by any County, State, or Federal agency. I/We agree to notify Montgomery College should a change in this status occur.

Yes No

C.6 Please provide the following information:

Print clearly

Company Name		Years in Business	
Federal Tax Number		Dun & Bradstreet Number	
Street Address		City, State, Zip Code	
Telephone Number		Fax Number	
Contact Person		Title	
Cell Number		E-Mail Address	

Company Name Name

Title Authorized Signature and Date

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ATTACHMENT E – NO BID RESPONSE FORM

Please be advised that our company does not wish to submit a proposal in response to the above-captioned RFP for the following reason(s):

Too busy at this time

Not engaged in this type of work

Project is too large or small

Cannot meet mandatory specifications (Please specify below)

Other (Please specify)

Company Name _____ Name _____

Street Address _____ Authorized Signature and Date _____

City, State, Zip Code _____ Title _____

Please return to:	Montgomery College Office of Business Services 9221 Corporate Blvd Rockville, Maryland 20850
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ATTACHMENT F – GENERAL CONDITIONS AND INSTRUCTIONS

ACCEPTANCE PERIOD The selected Contractor(s) must agree to an acceptance trial period of performance not to exceed ninety (90) consecutive calendar days. During the 90-day acceptance period, the Contractor’s performance must be consistent with the specifications contained herein and the Contractor’s bid. Failure to satisfy the “acceptance trial period of performance” may result in cancellation of the contract. In the event that the Contractor fails to meet all requirements, the College shall declare the Contractor’s services unacceptable and the Contractor in default, and terminate all agreements, written or verbal, without penalty or obligation to the College. Further, should there be any dispute/discrepancy on acceptability of said service, decisions made by the College will prevail and be final.

ADDENDA The College reserves the right to amend or add to this bid at any time prior to the bid due date. If it becomes necessary to change or add to any part of this bid, the Procurement Officer will furnish an addendum to all prospective Bidders listed as having received a copy of this bid. All addenda will be identified as such and will be sent by mail, email, or fax transmittal.

ADDITIONAL ORDERS Unless it is specifically stated to the contrary in the bid response, the College reserves the option to place additional orders against a contract awarded as a result of this solicitation at the same terms and conditions, if it is mutually agreeable.

ASSURANCE OF NON-CONVICTION OF BRIBERY The Bidder hereby declares and affirms that, to its best knowledge, none of its officers, directors or partners and none of its employees directly involved in obtaining contracts has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any state or the Federal government.

AUDIT Bidder shall permit audit and fiscal and programmatic monitoring of the work performed under any contract issued from this solicitation. The College shall have access to and the right to examine and/or audit any records, books, documents and papers of Bidder and any subcontractor involving transactions related to this agreement during the term of this agreement and for a period of three (3) years after final payment under this agreement.

AWARD CONSIDERATIONS Awards of this bid will be made to the lowest responsible Bidder conforming to specifications with consideration being given to quantities involved, time required for delivery, purpose for which required, responsibility of bidder and its ability to perform satisfactorily with consideration to any previous performance for Montgomery College. A bid may be awarded at the sole discretion of the College in the best interest of the College. Prompt payment discounts will not be considered in bid evaluation. All discounts other than prompt payment are to be included in bid price.

BEHAVIOR OF CONTRACTOR EMPLOYEES The College is committed to providing a work and study environment that is free from discrimination and harassment on the basis of race, color, religious creed, ancestry, national origin, age, sex, marital status, handicap, pregnancy, or status as a disabled veteran or veteran of the Vietnam era. Behavior contrary to this philosophy, which has the purpose or effect of creating an intimidating, hostile, or offensive environment, will not be tolerated by the College, and it is the Contractor’s responsibility to ensure that such behavior by its employees, agents, and subcontractors does not occur. The policy extends to maintaining an environment free from sexual harassment. Therefore, sexual advances or sexual remarks, requests for sexual favors, and other verbal or physical conduct of a sexual nature must not be condoned or permitted by the Contractor. This prohibition extends to such harassment within the employment context as well as harassment of students, staff, and visitors to the College. It should be assumed that all sexual behavior by the Contractor’s employees, agents, and subcontractors on any campus or facility of the College, whether owned, operated, maintained or leased by the College, is improper and unwelcome.

BID AND PERFORMANCE SECURITY If bid security is required, a bid bond or cashier’s check in the amount indicated on the bid cover must accompany each bid and be made payable to Montgomery College. Corporate or certified checks are not acceptable. Bonds must be in a form satisfactory to the College and underwritten by a company licensed to issue bonds in the State of Maryland. If bid security fails to accompany the bid, it shall be deemed unresponsive, unless the Vice President of Procurement deems the failure to be nonsubstantial. Such bid bonds or checks will be returned to all except the three (3) lowest Bidders within five (5) days after the opening of bids, and the remaining checks or bid bonds will be returned to all but successful Bidder(s) within forty-eight (48) hours after award of contract. If a performance bond is required, the successful Bidder must submit an acceptable performance bond in the designated amount of the bid award, prior to award of contract. All bid bonds will be returned to the successful Bidder(s) within forty eight (48) hours after receipt of the performance bond.

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ATTACHMENT F – GENERAL CONDITIONS AND INSTRUCTIONS-continued

BIDDING INSTRUMENTS Bidding instruments include the bid, addenda, general terms and conditions, contract terms, and specifications. Bids should be prepared simply and economically, and should provide a straightforward, concise description of the Bidder's capabilities to satisfy the requirements of the bid. Emphasis should be on completeness and clarity of content. The Bidder will bear any and all costs incurred in the preparation and submission of bids.

BRAND NAMES Brand name materials used in these specifications are known and acceptable. Bids including proposals to use alternate brands are invited as long as they are of equal type and equal or better quality. The burden of proof that alternate brands are in fact equal or better falls on the Bidder, and proof must be to the College's satisfaction.

CARE OF PREMISES Precautions taken for safety and protection shall be in accordance with the mandatory requirements of the safety codes prevailing within the jurisdiction in which the work is to be performed. During the performance of the contract, the Contractor shall take the necessary precautions to protect all areas upon which or adjacent to which work is performed as a part of this contract. Any damage caused as a result of Contractor's neglect, directly or indirectly, shall be repaired to the College's satisfaction at the Contractor's expense.

CANCELLATION Montgomery College reserves the right to cancel this bid solicitation or to reject all bids received, if the College's Vice President of Procurement, in accordance with procedures approved by the College's President, determines that it is fiscally advantageous or in the best interest of the College to cancel the bid.

COMPLIANCE WITH LAWS Bidder agrees to comply, at no additional expense, with all applicable Executive orders, Federal, State, bi-county, regional and local laws, ordinances, rules and regulations in effect as of the date of this agreement and as they may be amended from time to time, including but not limited to the equal employment opportunity clause set forth in 41 CFR 60-250.4.

CONFLICT OF INTEREST No employee of the College or of the State of Maryland, or any department, commission, agency or branch thereof whose duties as employees include matters relating to or affecting the subject matter of this bid shall, while an employee, become or be an employee of the party or parties contracting with the College, the State of Maryland, or any department, commission, agency or branch thereof.

CONTINGENT FEES Bidder hereby declares and affirms that neither it nor any of its representatives has employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Bidder, to solicit or secure a contract, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of a contract as a result of this solicitation.

CONTRACT AMENDMENTS The College, without invalidating the contract documents, may submit a written request to order extra work or to make changes to the agreement by altering, adding to, or deducting from the work, and the contract sum shall reflect such changes. Price adjustments must be accepted, in writing, by Montgomery College before the supplier performs additional work on the project. The Contractor cannot accept purchase requests for products or services that are not covered in this contract or make changes to the scope of work unless a price for those products or services has been negotiated with the College, and the Contractor has received a signed contract amendment from the Procurement Office.

CONTRACT DEADLINES The Contractor is contractually obligated to meet all agreed upon deadlines. Failure of the Contractor to meet any deadline is grounds for termination by default. If the Contractor defaults, the College reserves the right to assess liquidated damages and/or make an open market purchase.

CONTRACT DOCUMENTS Unless otherwise noted, the general conditions of this bid, the Contractor's bid, and the signed purchase order form the contract. Contractors requiring a signed contract form separate and apart from the foregoing are to submit the contract with their bid. The Contractor's contract form will be examined and evaluated along with the Contractor's bid and, at the College's option, may be utilized as the contract.

CONTRACTOR IDENTIFICATION Contractor's employees are required to wear identification badges and/or carry picture identification when they are on College grounds.

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ATTACHMENT F – GENERAL CONDITIONS AND INSTRUCTIONS-continued

CONTRACT TERMINATION The contract may be terminated for any of the following reasons:

- Failure of the Contractor to meet the mandatory requirements as described in this bid.
- Failure of the Contractor to meet required deadlines.
- Failure of the Contractor to resolve problems in a timely manner.
- Lack of College funding.

CONTRACTORS This bid invitation is extended to individuals or firms as primary Contractors, and the Contractor will execute the work specified with bona fide employees. The Contractor is responsible for ensuring that the supervisor, lead worker, and subcontractors can communicate in English. Subcontractors cannot assume the primary award of this contract on behalf of the primary Contractor nor can the awarded Contractor be relieved of its obligation or responsibility to this contract. The College reserves the right to reject any subcontractor.

DELIVERY AND PACKING All prices quoted must include delivery. All goods delivered under this contract shall be packed in accordance with accepted trade practices. No charges may be made over and above the bid price for packaging, or for deposits or containers unless specified in the bid. No charge will be allowed for cartage unless by prior written agreement. Complete deliveries must be made by the successful bidder to the designated location as indicated on the Montgomery College purchase order. A packing slip shall be included in each shipment. All deliveries must be prepaid and must be delivered to each location designated on purchase order at no additional cost. **DELIVERIES MUST BE MADE TO THE SPECIFIED LOCATION. NO COLLECT SHIPMENTS OR SIDEWALK DELIVERIES WILL BE ACCEPTED.**

DELIVERY OF BIDS Sealed bids must be received in the Procurement Office by the date and time specified in the bid in order to be considered. **NO LATE BIDS OR PROPOSALS WILL BE ACCEPTED.** Late bids will be returned to the Bidder unopened. Bids submitted by mail must be addressed to the Procurement Office, Montgomery College, 9221 Corporate Blvd, Rockville, Maryland 20850, and clearly marked to indicate the bid number, title and opening date. Hand delivered bids will be accepted only at the Procurement Office, Montgomery College, 9221 Corporate Blvd, Rockville, Maryland 20850.

ERRORS IN BIDS Bidders are assumed to be informed regarding conditions, requirements, and specifications prior to submitting bids. Failure to do so will be at the Bidder's risk. Bids already submitted may be withdrawn without penalty prior to bid opening. Errors discovered after bid opening may not be corrected. In the case of an error in price extension, the unit price will govern. The intention of the Bidder must be evident on the face of the bid.

FAILURE TO DELIVER If the Contractor fails to comply with any established delivery requirements, the College reserves the right to make an open market purchase of required items and to assess, as liquidated damages, the difference between the contract price and the actual cost incurred by the College and to invoice charges to the Contractor.

INDEMNIFICATION The Contractor shall be responsible for any loss, personal injury, expense, death and/or any other damage which may occur by reason of Contractor's acts, negligence, willfulness or failure to perform any of its obligations under this agreement. Any acts, negligence, willfulness or failure to perform any of the Contractor's obligations under this agreement, on the part of any agent, director, partner, servant or employee of Contractor are deemed to be the Contractor's acts. Contractor agrees to indemnify and hold harmless the College and its trustees, employees, agents and students from any claim, damage, liability, injury, expense, and/or loss, including defense costs and attorney's fees, arising directly or indirectly out of Contractor's performance under this agreement.

Accordingly, the College shall notify Contractor promptly in writing of any claim or action brought against the College in connection with this agreement. Upon such notification, Contractor shall promptly take over and defend any such claim or action. The College shall have the right and option to be represented in any such claim or action at its own expense. This indemnification provision shall survive the termination and/or completion of this agreement.

HAZARDOUS AND TOXIC SUBSTANCES Bidder must comply with all applicable Federal, State, County and bi-county laws, ordinances and regulations relating to hazardous and toxic substances, including such laws, ordinances and regulations pertaining to access to information about hazardous and toxic substances, and as amended from time to time. Bidder shall provide the College with a "Material Safety Data Sheet" or in the case of a controlled hazardous waste substance, a hazardous waste manifest for all hazardous chemicals listed or subsequently added to the Chemical Information List in compliance with applicable laws, ordinances and regulations.

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INSPECTION OF PREMISES If a site visit is recommended or required, each Bidder is responsible for visiting the site(s) prior to submitting a bid in order to observe the existing conditions affecting the work, and to obtain precise dimensions of the area(s) involved. No allowance will be made to the successful Bidder, at a later date for additional work required because of his or her failure to visit the site and/or to obtain the exact dimensions. Discrepancies, if any, must be reported to the College.

INSURANCE If a contract results from this bid, the Contractor shall maintain such insurance as will indemnify and hold harmless the College from Workmen’s Compensation and Public Liability claims for property damage and personal injury, including death, which may arise from the Contractor’s operations under this contract, or by anyone directly or indirectly employed by him/her.

MARYLAND PUBLIC INFORMATION ACT Bidder recognizes that the College is subject to the Maryland Public Information Act, Title 10 of the State Government Article of the Annotated Code of Maryland. Bidder agrees that it will provide any justification as to why any material, in whole or in part, is deemed to be confidential, proprietary information or trade secrets and provide any justification of why such materials should not be disclosed pursuant to the Maryland Public Information Act.

MINORITY PARTICIPATION Pursuant to Section 16-311(7) of the Education Article and Board Resolution #87-83, adopted on July 20, 1987, it is the policy of Montgomery College to encourage the participation of responsible certified minority business enterprises to provide goods and services for the performance of College projects. “Minority business enterprise” has the meaning stated in Section 14-301 of the State Finance and Procurement Article and means a legal entity, except a joint venture, that is: (1) organized to engage in commercial transactions; (2) at least 51% owned and controlled by one or more individuals who are socially and economically disadvantaged; and (3) managed by, and the daily business operations which are controlled by, one or more of the socially and economically disadvantaged individuals who own it. A “socially and economically disadvantage individual” means a citizen or lawfully admitted permanent resident of the United States who is in any of the following minority groups: African American, American Indian/Native American, Asian, Hispanics, physically or mentally disabled, women, or a group (e.g. LGBTQIA+) otherwise found by the certification agency to be a socially and economically disadvantaged individual.

NON-ASSIGNMENT AND SUBCONTRACTING Bidder shall not assign any contract or any rights or obligations hereunder without obtaining prior written consent of the College. No contract shall be made by Bidder with any other party for furnishing the services to be performed under a contract issued from this solicitation without the written approval of the College. These provisions will not be taken as requiring the approval of the contract of employment between Bidder and its personnel.

NON-COLLUSION Bidder certifies that it has neither agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith; Bidder also certifies that it has not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the Bidder or offeror herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the bid or offer is submitted.

NON-DISCRIMINATION Bidder assures the College that, in accordance with applicable law, it does not, and agrees that it will not discriminate in any manner on the basis of sex, race, age, color, creed, national origin, religious belief, handicap, marital status, or status as a disabled veteran or veteran of the Vietnam era. Bidder further agrees to post in conspicuous places notices setting forth the provisions of the nondiscrimination clause and to take affirmative action to implement the provisions of this section. Bidder further assures the College that, in accordance with the Immigration Reform and Control Act of 1986, it does not and will not discriminate against an individual with respect to hiring, or recruitment or referral for a fee, of the individual for employment or the discharging of the individual from employment because of such individual’s national origin or in the case of a citizen or intending citizen, because of such individual’s citizenship status.

NON-DISCRIMINATION POLICY The College is committed to providing a work and study environment that is free from discrimination and harassment on the basis of race, color, religious creed, ancestry, national origin, age, sex, marital status, handicap, pregnancy or status as a disabled veteran or veteran of the Vietnam era. Behavior contrary to this philosophy, which has the purpose or effect of creating an intimidating, hostile, or offensive environment, will not be tolerated by the College, and it is the Contractor’s responsibility to ensure that behavior by its employees, agents, and subcontractors does not occur. This policy extends to maintaining an environment free from sexual harassment. Therefore, sexual advances or sexual remarks, requests for sexual favors, and other verbal or physical conduct of a sexual nature must not be condoned or permitted by the Contractor. This prohibition extends to harassment within the employment context as well as harassment of students, staff and visitors to the College.

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It should be assumed that all sexual behavior by the Contractor's employees, agents and subcontractors on any campus or facility of the College, whether owned, operated, maintained or leased by the College, is improper and unwelcome. Contractor will also insure that all technicians who work with College users exhibit a high degree of professionalism in their dealings with those users.

NON-VISUAL ACCESS The bidder or offeror warrants that the information technology offered under this bid or proposal (1) provides equivalent access for effective use by both visual and nonvisual means; (2) will present information, including prompts used for interactive communications, in formats intended for both visual and nonvisual use; (3) if intended for use in a network, can be integrated into networks for obtaining, retrieving, and disseminating information used by individuals who are not blind or visually impaired; and (4) is available, whenever possible, without modification for compatibility with software and hardware for nonvisual access. The bidder or offeror further warrants that the cost, if any, of modifying the information technology for compatibility with software and hardware used for nonvisual access will not increase the cost of the information technology by more than 5 percent. For purposes of the regulation, the phrase "equivalent access" means the ability to receive, use, and manipulate information and operate controls necessary to access and use information technology by nonvisual means. Examples of equivalent access include keyboard controls used for input and synthesized speech, Braille, or other audible or tactile means used for output."

NOTICE TO CURE The College reserves the right to cancel the contract if the Contractor's performance is unsatisfactory to the College. It is understood, however, that if at any time during the term of the contract, performance is deemed to be unsatisfactory, the College shall so notify the Contractor in writing, and the Contractor shall correct such unsatisfactory conditions within thirty (30) calendar days from receipt of such notification. If such corrections are not made within the specified period, the College may terminate the contract.

PATENTS Bidder guarantees that the sale and/or use of the goods offered will not infringe upon any U.S. or foreign patent. Bidder will at his/her own expense, indemnify, protect and save harmless the College, its trustees, employees, agents and students with respect to any claim, action, cost or judgment for patent infringement, arising out of the purchase or use of these goods.

PREPARATION OF BID Bids submitted must be hand signed by an authorized agent of the company submitting the bid. Notification of award will be made by "Notice of Intent to Award" and/or purchase order. A bidder may attach a letter of explanation to the bid for clarification. Bidders will be required, if requested by Montgomery College, to furnish satisfactory evidence that they are, in fact, bona fide manufacturers of or dealers in the items listed, and have a regularly established place of business. The College reserves the right to inspect any Bidder's place of business prior to award of contract to determine Bidder responsibility.

PRODUCT TESTING DURING TERM OF CONTRACT Goods delivered under any contract resulting from this Request for Bid may be tested for compliance with specifications stipulated herein. Any shipment failing to meet or comply fully with the specification requirements will be rejected. The cost of testing a representative sample of an order or shipment for acceptance shall be borne by the College unless the order is rejected for failure to meet specifications or purchase description. In such cases of rejection, the cost of testing will be charged back to the Contractor.

RECORD RETENTION If awarded a contract, Contractor shall maintain books and records relating to the subject matter of this agreement, including but not limited to all charges to the College, for a period of three (3) years from the date of final payment under this agreement.

REFERENCES Bidder must provide at least three references from former or current clients who can confirm the Bidder's experience with projects that are similar in size or scope. All reference information must include the company's name and address and the contact's name and telephone number. The references provided must be able to confirm, without reservation, the Bidder's ability to provide the level of services requested in this solicitation. References from other higher education institutions or government agencies are preferred but not required.

REGISTRATION OF CORPORATIONS NOT REGISTERED IN THE STATE OF MARYLAND Pursuant to 7-202 et. Seq. of the Corporation and Associations Article of the Annotated Code of Maryland, corporations not incorporated in the State of Maryland shall be registered with the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201 before doing any interstate or foreign business in this State. A copy of the registration or application for registration may be requested by the College.

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REJECTIONS AND CANCELLATIONS Montgomery College reserves the right to accept or reject any or all bids in whole or in part for any reason. The College reserves the right to waive any informality and to make awards in the best interest of the College. The College also reserves the right to reject the bid of any Bidder who has previously failed to perform adequately on a prior award for furnishing goods and/or services similar in nature to those requested in this bid. The College may cancel this solicitation in whole or in part, at its sole discretion.

RIDER PROVISION FOR MONTGOMERY COUNTY PUBLIC SCHOOLS AND MONTGOMERY COUNTY The Bidder agrees when submitting the bid that it will make available to every office and department of the Montgomery County Public Schools and the Montgomery County Government the same bid prices, terms and conditions offered during the term of contract. Orders will be placed directly by these agencies.

RIGHT TO STOP WORK If the College determines, either directly or indirectly, that the Contractor's performance is not within the specifications, terms or conditions of this bid and/or that the quality of the job is unacceptable, the College has the right to stop the work. The stoppage of work shall continue until the default has been corrected and/or corrective steps have been taken to the satisfaction of the College. The College also reserves the right to re-bid this contract if it is decided that performance is not within the specifications as set out.

SAMPLES AND CATALOG CUTS If samples are required, Bidder shall be responsible for delivery of samples to location indicated. All sample packages shall be marked "Sample for Procurement Office, Bid No.____" and each sample shall be tagged or marked. Failure of the Bidder to clearly identify samples as indicated may result in rejection of bid. The College reserves the right to test any materials, equipment or supplies delivered to determine if the specifications have been met. Samples will not be returned.

SIGNATURE Each bid must show the full business address and telephone number of the Bidder and be signed by the person or persons legally authorized to sign such contracts. All correspondence concerning the bid and contract, including the bid summary, copy of contract, and purchase order, will be mailed or delivered to the address shown on the bid. NO BID WILL BE ACCEPTED WITHOUT ORIGINAL SIGNATURE.

SPECIFICATIONS AND SCOPE OF WORK The specifications listed herein may or may not specify all technical requirements which are needed to achieve the end result. When accepting the award, the Contractor assumes the responsibility of accomplishing the task requested in this document. Any omission of parts, products, processes, etc. in the specifications are the responsibility of the Contractor and the College will not bear the responsibility of their omission. If omissions in the specifications are discovered and these omissions will impact the contract price then it is the responsibility of the Bidder to note these omissions, in writing, prior to accepting the award. If these omissions are not noted prior to award then the Contractor's silence is deemed as full and complete acceptance and any additional costs will be borne by the Contractor.

TAXES The College is exempt from Federal and Maryland taxes. Exemption Certificates are available upon request. Bidder shall be responsible for the payment of any and all applicable taxes resulting from any award and/or any activities hereunder, including but not limited to any applicable amusement and/or sales taxes.

TERMINATION BASED ON LACK OF FUNDING Any contract awarded as a result of this solicitation will be subject to funding and continued appropriation of sufficient funds for the contract. For purposes of this solicitation, the College's appropriating authority is deemed to be the Board of Trustees of Montgomery College. Insufficient funds shall be grounds for immediate termination of solicitation.

TERMINATION FOR DEFAULT If an award results from this bid, and the Contractor has not performed or has unsatisfactorily performed the contract, payment shall be withheld at the discretion of the College. Failure on the part of the contractor to fulfill contractual obligations shall be considered just cause for termination of the contract and the Contractor is not entitled to recover any costs incurred by the Contractor up to the date of termination.

TERMINATION FOR THE CONVENIENCE OF THE COLLEGE The performance of the work or services under a contract as a result of this solicitation may be terminated in whole or in part, whenever the President of Montgomery College shall deem that termination is in the best interest of the College. Such determination shall be at the sole discretion of the President. In such event, the College shall be liable only for payment in accordance with the payment provisions of the contract for work or services performed or furnished prior to the effective date of termination. Termination hereunder shall become effective by delivery to contractor of written notice of termination upon which date the termination shall become effective.

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USE OF CONTRACT BY OTHER EDUCATIONAL INSTITUTIONS While this bid is prepared on behalf of Montgomery College, it is intended to apply to other Maryland educational institutions and public agencies in Montgomery County, Maryland and State of Maryland as listed below:

- Montgomery County Public Schools
- Montgomery County Government
- Montgomery County Housing Opportunities Commission
- Maryland-National Capital Park & Planning Commission
- Washington Suburban Sanitary Commission
- Maryland State Colleges and Universities

Unless the Bidder takes an exception, the resulting awarded items will be available to all agencies listed. Should a price adjustment be necessary to include any other public agency, the Bidder must so note on the Contractor Information Form. Exception for Montgomery County Public Schools will not be accepted. Purchase requests and funding from other agencies will be the responsibility of those agencies.

WARRANTY Bidder expressly warrants that all articles, material and work offered shall conform to each and every specification, drawing, sample or other description which is furnished to or adopted by the College and that they will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defect. Such warranty shall survive a contract and shall not be deemed waived either by the College's acceptance of said materials or goods, in whole or in part, or by payment for them, in whole or in part. The Bidder further warrants all articles, material and work performed for a period of one year, unless otherwise stated, from date of acceptance of the items delivered and installed, or work completed. All repairs, replacements or adjustments during the warranty period shall be at Bidder's sole expense.

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ATTACHMENT G – MID ATLANTIC PURCHASING TEAM RIDER CLAUSE



Cooperative Rider Clause

The Mid-Atlantic Purchasing Team (MAPT) is the agreement between the Metropolitan Washington Council of Governments (“MWCOG”) and the Baltimore Metropolitan Council (“BMC”) to aggregate the public entity and non-profit purchasing volumes in the Maryland, Virginia and Washington, D.C. region (“region”).

I. Format

A lead agency format is used to accomplish this work. This Participating Agency, serving as Lead Agency for this procurement, has included this MAPT Cooperative Rider Clause. This allows other public entities to participate pursuant to the following Cooperative Rider Clause Terms and Conditions:

A. Terms

1. Any public entity participating in this procurement (“Participating Agency”), through their use of this Cooperative Rider Clause, agree to the terms and conditions of the resulting contract to the extent that they can be reasonably applied to the Participating Agency.
2. A Participating Agency may also negotiate additional terms and conditions specific to their local requirements upon mutual agreement between the parties.

B. Other Conditions - Contract and Reporting

1. The resulting contract shall be governed by and “construed” in accordance with the laws of the State/jurisdiction in which the Participating Agency is officially located;
2. To provide to MAPT contract usage reporting information, including but not limited to quantity, unit pricing and total volume of sales by entity, as well as reporting any Participating Agency added on the contract, on demand and without further approval of Participating Agency;
3. Contract obligations rest solely with the Participating Agency only; and
4. Significant changes in total contract value may result in further negotiations of contract pricing with the Lead Agency and any Participating Agency.

In pricing and other conditions, contractors are urged to consider the broad reach and appeal of MAPT with public and non-profit entities in this Region.

In order to ride an awarded contract, a COG Rider Clause Approval Form (below) must be completed and approved by the Lead Agency.

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II. Participating Members

COG MEMBER GOVERNMENTS

District of Columbia

Maryland

- Town of Bladensburg
- City of Bowie
- City of College Park
- Charles County
- City of Frederick
- Frederick County
- City of Gaithersburg
- City of Greenbelt
- City of Hyattsville
- City of Laurel
- Montgomery County
- Prince George's County
- City of Rockville
- City of Takoma Park

Virginia

- City of Alexandria
- Arlington County
- City of Fairfax
- Fairfax County
- City of Falls Church
- Loudoun County
- City of Manassas
- City of Manassas Park
- Prince William County

Other Local Governments

- Town of Herndon
- Spotsylvania County
- Stafford County
- Town of Vienna

Public Authorities/Agencies

- Alexandria Renew Enterprises
- District of Columbia Water and Sewer Authority
- Metropolitan Washington Airports Authority
- Metropolitan Washington Council of Governments
- Montgomery County Housing Opportunities Commission
- Upper Occoquan Service Authority
- Washington Metropolitan Area Transit Authority
- Washington Suburban Sanitary Commission

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School Systems

- Alexandria Public Schools
- Arlington County Public Schools
- Charles County Public Schools
- District of Columbia Public Schools
- Frederick County Public Schools
- Loudoun County Public Schools
- City of Manassas Public Schools
- Montgomery College
- Montgomery County Public Schools
- Prince George's County Public Schools
- Prince William County Public Schools
- Spotsylvania County Schools
- Winchester Public Schools

BALTIMORE METROPOLITIAN COUNCIL AGENCIES

- City of Annapolis
- Anne Arundel County
- Anne Arundel County Public Schools
- Anne Arundel Community College
- City of Baltimore
- Baltimore City Public Schools
- Baltimore County
- Baltimore County Public Schools
- Community College of Baltimore County
- Carroll County
- Harford County
- Harford County Public Schools
- Harford Community College
- Howard County
- Howard County Public Schools System
- Howard Community College
- Queen Anne's County
- Queen Anne's County Public Schools

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**MWCOG Rider Clause
Approval Form**

This form must be executed for any Participating Agency, both within and outside of the Mid- Atlantic Purchasing Team (MAPT) region, to use the MAPT Cooperative Rider Clause to ride solicitations and contracts.

NOTE: Effective January 1, 2019, MWCOG does not authorize the use of the MAPT/COG Cooperative Rider Clause without this form being completed and approved.

Participating Agency Name _____

Contact Person _____

Phone _____ Email Address _____

Solicitation/Contract Information:

Name Solicitation/Contract _____ Lead

Agency/Contract Holder _____

Contact Person _____

Solicitation/Contract Number _____ Other Reference _____

Vendor Information:

Contractor Name _____

Address _____

City/State/Zip _____

Contact Person _____

Phone _____ Email Address _____

See questions on next page.

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<u>Questions</u>	<u>YES</u>	<u>NO</u>
1. Is the Contract active and currently in force?	_____	_____
2. Is the Participating Agency’s specifications/scope of work the same or very similar to that in the Contract?	_____	_____
3. Is riding this Contract within the rules and regulations of the Participating Agency and approved by the Participating Agency’s Purchasing Department?	_____	_____

Participating Agency

Mid-Atlantic Purchasing Team

Name: _____

Name: _____

Title: _____

Title: _____

Signature: _____

Signature: _____

Any Participating Agency (MAPT/COG) member that wishes to piggyback a MAPT/COG contract, must complete form and return to COG, via email: purchasing@mwkog.org