




Interoffice Memorandum

February 26, 2015

SEE MINUTES
FOR MOTION #
APR 07 2015 NP

TO: Mayor Teresa Jacobs
and the Board of County Commissioners

FROM:  Jimmy Richardson, Manager, Procurement Division

CONTACT: Linda Carson, Sr. Purchasing Agent, Procurement Division
(407) 836-5548

SUBJECT: Selection of Contractor, Request for Proposals Y15-103-LC,
Procurement Card Services

RECOMMENDATION

Selection of one firm and two ranked alternates to provide procurement card services, RFP Y15-103-LC, for a 5-year contract from the following firms listed alphabetically:

- Bank of America, N.A.
- BMO Harris Bank
- J.P. Morgan Chase Bank, N.A.

Further request authority for the Procurement Division to renew the contract for one additional five-year period. Proposals were evaluated under a two-phase process. Phase I evaluated written qualifications, while Phase II evaluated onsite demonstrations, MWBE participation and revenue. Evaluations were conducted on January 14, 2015 for Phase I and on February 23, 2015 for Phase II. Commissioner Ted Edwards was assigned to the committee.

PURPOSE

To provide a procurement card program for the county as a means to efficiently process routine small dollar transactions.

DISCUSSION

The impact of procurement cards on government agencies has been significant. In addition to expediting payments to vendors, the use of procurement cards has significantly reduced or eliminated costly and time consuming paperwork associated with requisitions, purchase orders, and invoices for thousands of small-dollar transactions. Perhaps the most important benefit of the program is that it allows employees to obtain goods and services directly from open market sources, which facilitates the timeliness of mission support.

The contract will provide a web-based program that will give the County the ability to administer the program in real time. Also, it will provide a wide array of reports and monitoring capability for administrators. There will be no direct costs to the County under the contract. The County is guaranteed a minimum base rebate of 160 points as long as the projected P-Card purchases are greater than \$10,000,000. During the last five years of the current contract's performance, the following purchases and rebates were realized:

	<u>P-Card Purchases</u>	<u>Rebates</u>
• First Year-2010	\$12,810,601.00	\$196,642.72
• Second Year-2011	\$14,258,222.99	\$211,462.05
• Third Year-2012	\$14,726,499.99	\$240,082.06
• Fourth Year-2013	\$16,452,703.63	\$271,469.61
• Fifth Year- 2014	\$17,497,267.36	<u>\$288,142.77</u>
Totals (as of 1/31/15)		\$1,207,799.21

The rebates earned were deposited in the general fund.

The Procurement Committee's consensus scores are attached.

RFP #Y15-103-LC PROCUREMENT CARD	PHASE 1							PHASE 2							TOTAL	
	QUALIFICATION OF FIRM/STAFF		TECHNICAL APPROACH		REPORTING BILLING		TOTAL SCORE FOR PHASE 1	ON-SITE PRODUCT DEMO		M/WBE	FEE PROPOSAL	WELFARE RECIPIENTS		SERVICE DISABLED VETERANS		
WEIGHT	30		40		30				50		10	40	1		1	
<u>VENDOR NAME</u>	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE		RAW SCORE	WEIGHTED SCORE	WEIGHTED SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	
BANK OF AMERICA, N.A.	3.2	96	3.2	128	3.4	102	326.0	4.0	200	30	160					716
J. P. MORGAN CHASE BANK, N.A.	2.2	66	2.2	88	2.2	66	220.0	2.4	120	30	200					570
BMO HARRIS BANK	2.0	60	2.0	80	3.0	90	230.0	2.0	100	30	200					560
WELL FARGO BANK	1.4	42	1.4	56	3.4	102	200.0	FAILED TO QUALIFY FOR PHASE 2							*	
SUNTRUST BANK, INC	2.0	60	1.0	40	1.0	30	130.0	FAILED TO QUALIFY FOR PHASE 2							*	
TD BANK, N.A.	1.0	30	1.0	40	2.0	60	130.0	FAILED TO QUALIFY FOR PHASE 2							*	
FIFTH THIRD BANK	1.0	30	1.0	40	2.0	60	130.0	FAILED TO QUALIFY FOR PHASE 2							*	


* Only those proposers scoring over 200 in Phase 1 will be selected to continue to Phase 2 of the evaluation process.



Interoffice Memorandum

February 13, 2015

To: Linda Carson, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJ: **RFP #Y15-103-LC, Procurement Card Services (Revised)**

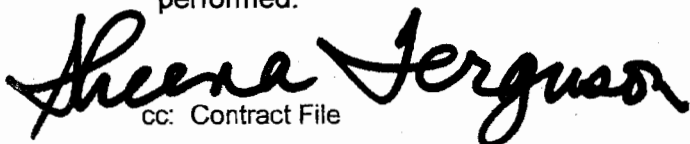
Below are the respondents to the subject RFP with their firm's certified sub-consultants and MWBE participation score on a 1 – 5 rating:

1. *	J. P. Morgan Chase Bank, N.A.		3 Points
	None	0%	
	Total MWBE Participation:	0%	
	EEO Staff	71%	
Bonus Points			
	Service-Disabled Veterans	0	
	Welfare Recipients:	0	

*Demo – 2/13/15; no additional information provided and services will be self-performed.

2. *	Bank of America, N.A.		3 Points
	None	0%	
	Total MWBE Participation:	0%	
	EEO Staff	54%	
Bonus Points			
	Service-Disabled Veterans	0	
	Welfare Recipients:	0	

*Demo – 2/9/15; no additional information provided and services will be self-performed.


cc: Contract File

3. *	BMO Harris Bank		3 Points
*	None	0%	
	Total MWBE Participation:	0%	
*	EEO Staff	58%	
Bonus Points			
*	Service-Disabled Veterans	0	
*	Welfare Recipients:	0	

All minority forms state "N/A", no other explanation given

*Demo - 2/10/15; no additional information provided and services will be self-performed.

02/13/15 11:24:20 AM
 Received by Orange County
 Procurement Division

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