



JOLIET JUNIOR COLLEGE
—1901—

REQUEST FOR PROPOSAL
#R17011

PROCUREMENT CARD
(CREDIT CARD) PROGRAM



JOLIET JUNIOR COLLEGE

1901

Joliet Junior College
Request for Proposal
Procurement Card (Credit Card) Program

RFP Opening January 11, 2018

Background

Joliet Junior College is a comprehensive community college. The college offers pre-baccalaureate programs for students planning to transfer to a four-year university, occupational education leading directly to employment, adult education and literacy programs, work force and workplace development services, and support services to help students succeed. The College has a combined total of 15,383 full time and part time students enrolled in Fall 2016 classes on its main campus located within the city of Joliet, and its five (5) extension campuses located in Romeoville, Morris, Frankfort, Weitendorf, and City Center in downtown Joliet.

Vision Statement

Joliet Junior College will be the first choice.

Mission Statement

Joliet Junior College is an innovative and accessible institution, dedicated to student learning, community prosperity, cultural enrichment, and inclusion. Joliet Junior College delivers quality lifelong learning opportunities empowering diverse students and the community through academic excellence, workforce training, and comprehensive support services.

OVERVIEW

The Board of Trustees of Joliet Junior College (hereinafter, "JJC") is requesting proposals from qualified financial services suppliers for a procurement card (P-Card) program to allow authorized Joliet Junior College personnel to purchase goods and services in a simple and timely manner. The procurement card program must while maintaining a high level of internal control and in compliance with all relevant federal, state, and local regulations and JJC board policies and institutional procedures.

Additional scope is discussed in the **SCOPE OF WORK** section of this proposal.



JOLIET JUNIOR COLLEGE

1901

RFP SCHEDULE

Date	Event
December 5, 2017	Vendors contacted via email / advertised
December 14, 2017 @ Noon	Last date/time for submission of written questions via email to purchasing@jjc.edu
December 19, 2017	Responses to questions emailed
January 11, 2018 @ 2:00 PM	Proposals must be submitted to the attention of: Janice Reedus, Director of Business & Auxiliary Service, Campus Center Building A, Room 3100, 1215 Houbolt Road, Joliet, IL 60431
January 12-19, 2018	JJC Evaluation Team reviews proposal
January 22-26, 2018	Possible presentations by two top short-listed firms
February 14, 2018	Notification of Award

I. INSTRUCTIONS TO VENDORS

ADVICE: The department responsible for this RFP is the Business and Auxiliary Services located at Campus Center, Building A, Room 3100, 1215 Houbolt Rd., Joliet, IL 60431-8938. The JJC contact will be Janice Reedus, Director of Business & Auxiliary Services, telephone (815) 280-6640; fax (815) 280-6631.

Questions concerning this RFP will be answered if sent to the Purchasing Department via email to purchasing@jjc.edu on or before December 14, 2017 at 12:00 p.m.

All questions and answers will be published and provided to all potential suppliers by end of business day on December 19, 2017

SUBMISSION: the submission of a response shall be prima facie evidence that the supplier has full knowledge of the scope, nature, quality of work to be performed, the detailed requirements of the project, and the conditions under which the work is to be performed.

Faxed proposals ARE NOT acceptable. All RFPs must be submitted by the date and time of public opening (see above). RFPs must be submitted on the forms provided in a sealed envelope clearly marked (typed or blocking lettering only) with the vendor's name, return address, RFP for Procurement Card (Credit Card) Program, the opening date and time. An original and four (4) copies of the RFP, and a complete electronic copy (DVD or flash drive) of the proposal shall be provided. Each hard copy shall be submitted in a binder. RFPs must be addressed to: Joliet Junior College, Janice Reedus, Director of Business & Auxiliary Services, Campus Center Room A3102, 1215 Houbolt Rd., Joliet, IL 60431-8938.



JOLIET JUNIOR COLLEGE

1901

RFPs not submitted in the format as instructed by this RFP will not be accepted. Addendums to this RFP, once filed, may be submitted in a sealed envelope only and properly identified prior to the opening hour.

Receipt of RFP / Late RFP: Sealed RFPs shall be received at the place and until the time indicated in this RFP. It is the sole responsibility of the vendors to ensure timely delivery of the RFP. JJC will not be responsible for failure of service on the part of the U.S. Postal Service, courier companies, or any other form of delivery service chosen by the vendor.

RFPs received after the date and time specified shall be considered LATE, and shall not be opened.

Accuracy of Proposals / Withdrawal of Proposals prior to RFP Opening: Proposals will represent a true and correct statement and shall contain no cause for claim of omission or error. Proposals may be withdrawn in writing or by facsimile (provided that the facsimile is signed and dated by vendor's authorized representative) at any time prior to the opening hour. However, no proposal may be withdrawn for a period of one hundred twenty (120) days subsequent to the opening of the RFP without the prior written approval of the Director of Business and Auxiliary Services or Joliet Junior College.

ADDENDA: The only method by which any requirement of this solicitation may be modified is by written addendum.

PROPOSAL DUE DATE: The proposal must be received on or before January 11, 2018 by 2:00 p.m. at the Business and Auxiliary Services Department, Campus Center, Room A3100, 1215 Houbolt Rd., Joliet, IL 60431-8938

INSURANCE:

The supplier performing services for JJC shall:

Maintain worker's compensation insurance as required by Illinois statutes, for all employees engaged in the work.

Maintain commercial liability, bodily injury and property damage insurance against any claim(s), which might occur in carrying out the services, referenced in this RFP. Minimum coverage will be TWO MILLION DOLLARS (\$2,000,000) liability for bodily injury and property damage including product liability and completed operations.

Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out the services described in this RFP. Minimum coverage shall be TWO MILLION DOLLARS (\$2,000,000) per occurrence combined single limit for automobile liability and property damage.

TAXES:

JJC is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, JJC will not be responsible for payment of the taxes. The supplier shall absorb the taxes entirely. Upon request, JJC's Tax Exemption Certificate will be furnished.



JOLIET JUNIOR COLLEGE

1901

INDEMNIFICATION:

The supplier shall protect, indemnify and hold JJC harmless against any liability claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the supplier.

DISCLOSURE:

Vendor shall note any and all relationships that might be a conflict of interest and include such information with the bid.

TERM OF CONTRACT:

Any contract, which results from this RFP, shall be for a period of three (3) year(s) from the date of the contract award. Assuming continued availability of funding; JJC may, at its sole option and with the consent of the supplier renew the contract for up to an additional two (2) one (1) year terms.

BLACKOUT PERIOD:

After the College has advertised for proposals, no pre-proposal vendor shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of specifications, clarification of bid submission requirements or any information pertaining to pre-bid conferences. Such vendors making such request shall email Janice Reodus, Director of Business & Auxiliary Services, at purchasing@jjc.edu. No vendor shall visit or contact any College officers or an employee until after the proposal is awarded, except in those instances when site inspection is a prerequisite for the submission of a proposal. During the blackout period, any such visitation, solicitation or sales call by any representative of a prospective vendor in violation of this provision may cause the disqualification of such bidder's response.

II. GENERAL TERMS AND CONDITIONS

Applicability: These general terms and conditions will be observed in preparing the proposal to be submitted.

Purchase: After execution of the contract, purchases will be put into effect by means of purchase orders or suitable contract documents executed by the Director of Business and Auxiliary Services.

Right to Cancel: JJC may cancel contracts resulting from this RFP at any time for a breach of any contractual obligation by providing the contractor with thirty-calendar days' written notice of such cancellation. Should JJC exercise its right to cancel, such cancellation shall become effective on the date as specified in the notice to cancel.

Governing Law and Venue: This contract shall be construed in and governed under and by the laws of the State of Illinois. Any actions or remedies pursued by either party shall be pursued in the State and Federal Courts of Will County, Illinois, only after Alternate Dispute resolution (ADR) has been exhausted.

Dispute Resolution: JJC and the contractor shall attempt to resolve any controversy or claim arising from any contractual matter by mediation. The parties will agree on a mediator and shall share in the mediation costs equally.



JOLIET JUNIOR COLLEGE

1901

Costs: All costs directly or indirectly related to preparation of a response or oral presentation, if any, required to supplement and/or clarify a proposal shall be the sole responsibility of and shall be borne by the vendor.

Proprietary Information: Vendor should be aware that the contents of all submitted proposals are subject to public review and will be subject to the Illinois Freedom of Information Act. All information submitted with your proposal will be considered public information unless vendor identifies all proprietary information in the proposal by clearly marking on the top of each page so considered, "Proprietary Information." The Illinois Attorney General shall make a final determination of what constitutes proprietary information or trade secrets. While JJC will endeavor to maintain all submitted information deemed proprietary within JJC, JJC will not be liable for the release of such information.

Business Enterprise Program (BEP):

Minorities, Females, and Persons with Disabilities Participation and Utilization Plan:

Joliet Junior College will make every effort to use local business firms and contract with small, minority-owned, and/or women-owned businesses in the procurement process. This solicitation contains a goal to include businesses owned and controlled by minorities, females, and persons with disabilities in the College's procurement and contracting processes in accordance with the State of Illinois' Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575). Because these goals vary by business ownership status and category of procurement, we urge interested businesses to visit the Department of Central Management Services (CMS), [Business Enterprise Program \(BEP\)](#) web site to obtain additional details. To qualify, prime vendors or subcontractors must be certified by the CMS as BEP vendors prior to contract award. Go to (<http://www2.illinois.gov/cms/business/sell2/bep/Pages/default.aspx>) for complete requirements for BEP certification. For applicable projects, vendors may be asked to submit a [utilization plan](#) and [letter of intent](#) that meets or exceeds the identified goal. If a vendor cannot meet the goal, documentation and explanation of good faith efforts to meet the specified goal may be required within the utilization plan.

Negotiation: JJC reserves the right to negotiate all elements, which comprise the vendor's proposal to ensure the best possible consideration, be afforded to all concerned. JJC further reserves the right to waive any and all minor irregularities in the proposal, waive any defect, and/or reject any and all proposals, and to seek new proposals when such an action would be deemed in the best interest of JJC.

Award: The successful vendor, as determined by JJC, shall be required to execute a contract for the furnishing of all services and other deliverables required for successful completion of the proposed project. The supplier may not assign, sell, or otherwise transfer its interest in the contract award or any part thereof without written permission from JJC.

Retention of Documentation: All proposal materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of JJC.

Opening of Proposals: Proposals will be opened in a manner that avoids disclosure of the contents to competing vendors. Contents for proposals will remain confidential during the negotiations period. Only the proposal number and the identity of the vendor submitting the proposal response will be made available to the public.

IV. FORMAT FOR RESPONSE

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposal be organized in the format specified.

An original and four (4) copies of the RFP and a complete electronic copy (DVD or flash drive) of the proposal



JOLIET JUNIOR COLLEGE

1901

shall be provided. Each hard copy shall be submitted in a binder. The original copy should be so noted and signed.

1. Title Page

Show the RFP subject, the name of the vendor's firm, address, telephone number, name of contact person, and date.

2. Table of Contents

Clearly identify the materials by sections and page number(s).

3. Letter of Transmittal

Limit to one or two pages.

- a. Briefly state the vendor's understanding of the scope of services to be provided and the commitment to provide the services within the stated schedule.
- b. List the names of the persons authorized to make representations for the vendor, their titles, address, and telephone numbers.

4. Profile of the Vendor

Indicate the number of people in the organization and their level of experience and qualification and the percentage of their time that will be dedicated to this process.

- a. Provide a list of the vendor's top five current higher education clients indicating the type of services the organization has performed for each client.
- b. Submit independently audited financial statements (one copy only). Such information will be considered in strict confidence.
- c. Indicate any third-party firms involved with your program and state their role(s).

5. Scope Section

Clearly describe the scope of services to be provided based upon the information in the scope section. Respond to each item listed.

6. Responses to Questionnaire

7. Prices Responses

8. Invoicing Procedure

- a. Describe the firm's invoicing procedures.
- b. Include documentation identifying all of the vendor's fees.

9. Proposed Contract

Please submit a draft contract for the services being offered.

10. Bidder's Certification Statement



JOLIET JUNIOR COLLEGE

1901

V. EVALUATION

In evaluating the proposals submitted, JJC will apply the "Best Value" standard in selecting the supplier to be awarded a contract for this project. Purchase price is not the only criteria that will be used in the evaluation process. Any award resulting from this RFP will be made to that vendor whose offer conforms to the RFP and it is determined to be the most advantageous, of "best value" to JJC, in the sole judgment of JJC. The selection process will include, but not be limited to, the following considerations:

1. The provider's ability to assist JJC in meeting the overall goals and to reduce JJC administrative costs associated with the procurement process.
2. The quality and range of services the firm proposes to provide.
3. The extent to which the goods or services meet JJC needs.
4. The firm's overall experience, reputation, expertise, stability and financial responsibility.
5. The vendor's past relationship with JJC, if any.
6. The experience and qualifications of the staff that will be assigned to service JJC's account.
7. The ability to provide service in an expedient and efficient manner.
8. Information reporting and customer service technological capabilities.
9. Compatibility with ERP systems.
10. Vendor's financial terms offered to JJC.
11. The training options available.
12. The total, long-term cost to JJC to acquire the vendor's goods and services.
13. Any other relevant factor that a business entity would consider in selecting a supplier.
14. Responses from references

SCOPE OF WORK

Joliet Junior College (JJC) is seeking proposals from qualified firms for a procurement card program that will maximize the efficiency of redundant purchases and/or purchases under a certain dollar threshold. The p-card program should also offer the college the following benefits:

- Simplify procurement process
- Improve supplier relations
- Improve payment time to suppliers
- Improve expense control
- Improve employee productivity and increase employee satisfaction
- Reduce administrative expenses

In the 2016-17 fiscal year, JJC spent \$2,404,030 in procurement card purchases. The total number of transactions was 7,612, the maximum allowed purchase was \$4,999 and the average expenditure was \$315.82. The college anticipates a significant increase in p-card expenditures during fiscal year 2018 due to the addition of utility payments through the program.

JJC intends to select a supplier to provide the following P-card services that will support the following features:



JOLIET JUNIOR COLLEGE

1901

- Ease of use for card members
- Card members spending limits
- Monthly credit limits (cycle limits)
- Transaction-based limits (single transaction limits)
- Industry (commodity) restrictions
- Card member activity reports
- Custom file outputs
- Industry spending details and summary
- Online reporting
- Online card setup, maintenance and suspension
- Automatic expense allocation
- Online cost code validation
- Query builder, library and data archiving
- Automated general ledger loading
- Cardholder reconciliation
- Fraud detection
- Password reactivation

In addition, the selected firm shall provide, at a minimum, the following services:

Pre-implementation Services

- Prior to implementation, the provider will perform a study to obtain all information concerning JJC documentation needs in order to comply with all regulatory agencies and generally accepted accounting principles. The provider will design and present a workflow process detailing the documentation requirements and acquisition process.

Pilot Program Services

- The provider will demonstrate to JJC, prior to the implementation of the program, evidence that the provider is capable of performing a satisfactory integration of data that can be transmitted and accepted, with reasonable and customary human intervention, to the college's current financial software – Colleague.
- Provide account administration and end-user training during the pilot program and continue training during the initial start-up period.

Program Roll-Out/Ongoing Services Capabilities

- Issue approximately 100-300 user cards at no charge and the financial strength to support JJC purchases of \$2,000,000 - \$3,000,000 per year.
- Establish preset dollar limits for each cardholder, such as transaction amounts, daily amounts, and monthly amounts. Also, have the ability to provide supplier restrictions by commodity codes and by specific suppliers.
- Provide customized cards with JJC name, tax-exempt number, logo and the name of the individual cardholder.
- Provide ad-hoc reporting capabilities.



JOLIET JUNIOR COLLEGE

1901

- Interface with JJC current ERP system - Ellucian Colleague. In addition, have the necessary software to enhance transmittal information from the provider to JJC using JJC infrastructure.
- Provide 24-hour/ 7 day per week emergency customer support to solve user/supplier problems.
- Address all other requirements stated in this RFP, and, have the professional expertise to suggest other operational procedures that will allow JJC to install a successful on-going P-card system.
- Demonstrate a workflow process that will allow JJC to obtain and edit reports electronically.
- Resolve all payment disputes with merchants.

ELLUCIAN TECHNOLOGY REQUIREMENTS

Technology requires that a supplier furnish a turnkey Ellucian interface that will provide automatic and transparent uploading of all required information, as well as a solution to pre-encumbering budgeted funds. You may contact Ellucian at www.ellucian.com, or by telephone at 800-223-7036. JJC is currently using Release 18. Please include a list of compatible ERP systems within your response.

The vendor is encouraged to discuss all supplier- related technology requirements in the proposal response. After the selection of a supplier, JJC technology representative will be assigned to work with the supplier. The representative will work in conjunction with the supplier's technology personnel to achieve the most advantageous and productive P-card program reports possible.

In preparing responses to this RFP, the vendor is not limited to the items listed above. The vendor is encouraged to add information regarding any topic concerning P-card administration and usage that would be beneficial to JJC.

QUANTITY

There is no guaranteed amount of services intended either expressly or implied, to be purchased or, contracted for by JJC. However, the supplier awarded the contract shall furnish all required services to JJC at the stated price, when and if required.

PROPOSED PRICING

The vendor should furnish a list of proposed prices for all services and materials to be used during the term of the contract. The list of proposed prices should be structured to allow for the calculation of unit cost analyses. The



JOLIET JUNIOR COLLEGE

1901

prices included herein are to be firm through the contract term, unless noted otherwise by the vendor. The cost proposal should contain:

- Annual cost per card.
 - Payment term option stating the frequency of required payments.
 - Implementation & professional service fees (please be specific). See Financial Considerations section on page 22
 - Cost for electronic system interface, including implementation, initial training, and support.
 - Late-payment charges.
 - Any additional fees (please delineate the purpose, fee, and frequency).
3. **Hourly Fee** - Insert price and description of services provided.
 4. **Late Payment Fee** – Insert late payment price and description of payment method JJC will use to pay regular-billed statements.
 5. **On-Line Services and Report Fees** - Please list all services available, with associated fees.
 6. **Other Costs** - List any other services provided, with their associated fees. Note: JJC anticipates that all miscellaneous out-of-pocket expenses incurred by vendor will be billed at cost, without a markup.
 7. **Summary of Anticipated Total Billings** - Based on your professional experience and JJC's represented activity levels, provide your estimated total billable services amount for a one-year period.

Provide the assumptions and calculations used to arrive at this figure.



JOLIET JUNIOR COLLEGE

1901

CERTIFICATION OF CONTRACT/BIDDER

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

NAME OF CONTRACTOR/BIDDER

TITLE

DATE

THIS FORM **MUST** BE RETURNED WITH YOUR BID TO:

Joliet Junior College District #525
Director of Business & Auxiliary Services, A3100
1215 Houbolt Road
Joliet IL 60431



JOLIET JUNIOR COLLEGE

1901

P-Card Questionnaire Response Worksheet

Company Information	The Abbreviated Answer	Further Explanation	Attachment Provided
Please enter your company name	Company Name:		
Please enter the name of the company contact, phone, fax, and email address	Contact Information:		

QUESTIONNAIRE

The following questions will assist respondents in providing information in a concise manner. Responses should contain as much information as possible to answer each question:

Please complete the following questions, add clarification in the space provided, and attach the requested material as part of the RFP response.



JOLIET JUNIOR COLLEGE

1901

Functionality	The Abbreviated Answer	Further Explanation	Attachments Provided
<p>Interface to Colleague General Ledger: <i>On a monthly basis, the purchasing card transactions will automatically debit the bank account for the amount due and JJC will charge the proper general ledger account for the purchases.</i></p> <ul style="list-style-type: none"> • Can your software produce an ASCII record for each general ledger transaction? 			
<ul style="list-style-type: none"> • Is custom programming required to produce the ASCII file? 			
<ul style="list-style-type: none"> • If custom programming is required, what is the price estimate in both hours and cost per hour? 			
<ul style="list-style-type: none"> • Does your company have prior experience at interfacing with Datatel? 			
<ul style="list-style-type: none"> • Does your software capture Level 1 data from the merchant? 			
<ul style="list-style-type: none"> • Does your software capture Level 2 data from the merchant? 			
<ul style="list-style-type: none"> • Does your software capture Level 3 data from the merchant? 			



JOLIET JUNIOR COLLEGE

1901

Functionality	The Abbreviated Answer	Further Explanation	Attachments Provided
<p>Technical Assistance: <i>This section identifies the technical assistance your company deploys both in conversion and the ongoing operation of the purchasing card program:</i></p> <ul style="list-style-type: none"> • How will you install the software? 			
<ul style="list-style-type: none"> • Will your technical representative be on the JJC site during the pilot and at the full conversion date? 			
<ul style="list-style-type: none"> • Does your technical representative have 2-3 years experience in this product, the regulations and the technology? 			
<ul style="list-style-type: none"> • Do you provide a 1-800 call center operation for technical assistance? What are the hours of operation? 			Attach your call center performance expectations



JOLIET JUNIOR COLLEGE

— 1901 —

Functionality	The Abbreviated Answer	Further Explanation	Attachments Provided
The Purchasing Cards: <ul style="list-style-type: none"> Do you allow a client-designed logo for the card? What are the parameters and criteria? 			Attach the purchasing card parameters and criteria
<ul style="list-style-type: none"> Is the functionality allowed by each cardholder managed in a table-driven manner allowing flexibility and ease-of-use by JJC? 			
<ul style="list-style-type: none"> Can you encode the card so that the merchant will not assess sales tax? 			
<ul style="list-style-type: none"> Can you limit the usage of the card to a certain dollar amount within a certain timeframe? 			
<ul style="list-style-type: none"> Can you limit the usage of the card to a certain number of transactions within a certain timeframe? 			
<ul style="list-style-type: none"> Can you restrict the usage of the card by type of purchase? How is this accomplished? 			
<ul style="list-style-type: none"> Can you restrict the usage of the card within a certain geographic area? 			
<ul style="list-style-type: none"> Can you restrict the usage of the card to a particular merchant, or by product? 			



JOLIET JUNIOR COLLEGE

1901

Functionality	The Abbreviated Answer	Further Explanation	Attachments Provided
<ul style="list-style-type: none"> Once an employee is terminated, can the administrator quickly deny usage of the card? 			
<ul style="list-style-type: none"> Can the cash advance feature be permanently blocked on all cards issued by JJC? 			
<ul style="list-style-type: none"> Can the same card be used for travel & entertainment along with small purchases? 			
<ul style="list-style-type: none"> Is travel insurance included with the card? 			
<ul style="list-style-type: none"> Who creates and issues the purchasing card? How long does it take once a request is made for a new card? 			
<ul style="list-style-type: none"> How long does it take to modify limits or other criteria on existing cards? What is the process? 			
<ul style="list-style-type: none"> Are all these parameters controlled by JJC? Or by your company on a daily basis? 			



JOLIET JUNIOR COLLEGE

1901—

Functionality	The Abbreviated Answer	Further Explanation	Attachments Provided
<ul style="list-style-type: none"> How many merchants accept your card within the US? 			
<ul style="list-style-type: none"> Can cards be issued for a specific dollar amount only (i.e. when the amount is acquired the card is useless)? 			



JOLIET JUNIOR COLLEGE

— 1901 —

Functionality	The Abbreviated Answer	Further Explanation	Attachments Provided
Fraud and Charge-Back Control:			
<ul style="list-style-type: none"> Who assumes the responsibility for stolen card purchases? Describe the procedures for processing lost or stolen cards. 			
<ul style="list-style-type: none"> At what point does insurance coverage take effect for a lost or stolen card? 			
<ul style="list-style-type: none"> Once notified of a lost or stolen card, how long does it take to negate the card? 			
<ul style="list-style-type: none"> Is there a 24-hour toll-free telephone number for reporting lost or stolen cards? 			
<ul style="list-style-type: none"> What assistance is provided by JJC for resolving discrepancies with merchants? 			
<ul style="list-style-type: none"> What amount of insurance do you carry on each card for fraudulent use? What procedures are in place to minimize risk of fraud or misuse of cards? 			
<ul style="list-style-type: none"> Does your card impact the credit score of the individual cardholder? 			Attach a sample cardholder agreement document



JOLIET JUNIOR COLLEGE

— 1901 —

Functionality	The Abbreviated Answer	Further Explanation	Attachments Provided
<p>Reporting: Which of the following reporting is available without writing queries?</p> <ul style="list-style-type: none"> Monthly settlement report Please attach a 1-page example of each report 			Please attach a 1-page example of each report
<ul style="list-style-type: none"> Cardholder statement 			
<ul style="list-style-type: none"> Spending analysis by employee by MCC 			
<ul style="list-style-type: none"> MCC detail transaction report 			
<ul style="list-style-type: none"> Spending analysis by category 			
<ul style="list-style-type: none"> Merchant usage report 			
<ul style="list-style-type: none"> Cardholder usage report 			
<ul style="list-style-type: none"> Current merchant list 			
<ul style="list-style-type: none"> Sales tax report 			
<ul style="list-style-type: none"> Sales return analysis report 			
<ul style="list-style-type: none"> Charge-back analysis report 			
<ul style="list-style-type: none"> Does your system have a query-based report writer for the users? 			
<ul style="list-style-type: none"> Is the query system easy to learn and use by a non-programmer? 			
<ul style="list-style-type: none"> How much query training is provided? 			
Functionality	The Abbreviated	Further Explanation	Attachments



JOLIET JUNIOR COLLEGE

— 1901 —

	Answer		Provided
Monthly Reconciliation Process:			
<ul style="list-style-type: none"> When is the settlement between JJC and your company performed? Monthly? Daily? 			
<ul style="list-style-type: none"> Will the settlement automatically occur? 			
<ul style="list-style-type: none"> What timeframe is allowed for JJC to perform the reconciliation and contest any transactions? 			
<ul style="list-style-type: none"> Is the data available to JJC on a daily basis? What is the format? Can it be downloaded to Excel? 			
<ul style="list-style-type: none"> Will the software automatically create and route an e-mail Purchasing Report to each cardholder at the end of each month? 			
<ul style="list-style-type: none"> Will the software automatically create and route email reminders to cardholders and their supervisors who have not submitted their verified Purchasing Reports back to the A/P Department? 			
<ul style="list-style-type: none"> Will the software support the automatic routing of an Expense Report and a Purchasing Report from the employee to their respective supervisor? Then from the supervisor to the A/P Department? 			



JOLIET JUNIOR COLLEGE

1901

Functionality	The Abbreviated Answer	Further Explanation	Attachments Provided
<p>Parameter-Driven Capabilities: <i>Please list all fields that are controlled by JJC. Examples would include the cost per mile reimbursed by the IRS, number of transactions allowed by card, dollar amount allowed by card, etc.</i></p>			



JOLIET JUNIOR COLLEGE

— 1901 —

Financial Considerations	The Abbreviated Answer	Further Explanation	Attachments Provided
<p>Purchasing Card System Costs:</p> <ul style="list-style-type: none"> After successful completion of the pilot program, based on 7,000 – 8,000 annual transactions totaling over \$2,000,000, what are the fees? 			
<ul style="list-style-type: none"> Does your company offer rebates at specific volume and/or dollar thresholds? At what level can rebates be realized by JJC? What is the rebate percentage? What is the percentage based on? 			Attach your rebate program documentation
<ul style="list-style-type: none"> Will JJC be charged a pilot conversion cost? If so, what? 			
<ul style="list-style-type: none"> Will JJC be charged a college-wide rollout conversion cost? If so, what? 			
<ul style="list-style-type: none"> What are the one-time conversion costs? 			Please provide a list of all costs
<ul style="list-style-type: none"> Do you charge an ongoing maintenance fee? If so, what is it? What is it based on? 			
<ul style="list-style-type: none"> What is the cost to train JJC card users and card administrator(s)? 			



JOLIET JUNIOR COLLEGE

1901

Client References	The Abbreviated Answer	Further Explanation	Attachments Provided
<p>Client References: Provide five higher education customer references (three current customers, two former customers). Indicating name, institution, address, contact name, position, phone number, email address, and length of relationship.</p> <p>Please include at least three (3) customer references with successful transitions from one procurement card to another.</p>			

Marketing	The Abbreviated Answer	Further Explanation	Attachments Provided
<p>Marketing the Program: Please provide copies of any posters, flyers, e-mail and videos used by other companies to market the program internally.</p>			Attach any marketing programs