

Office of Purchasing and Supply Services

Facilities Administration Building (FAB) 13300 Old Marlboro Pike, Room 20 Upper Marlboro, MD 20772 301-952-6560 Fax: 301-952-6605

Robert Johnson, Esq., Director

NOTICE OF CONTRACT AWARD

February 16, 2018

U.S. Bank National Association 200 South Sixth Street Minneapolis, MN 55402 Tel: 215.272.0679

Contact: Andrew Heesen

Email: andrew.heesen@usbank.com

Buyer: Donna Parks Tel: 301.952.6567 Fax: 301.952.6605

Email: Donna.Parks@pgcps.org

SUBJECT: Proposal Clarification for RFP 034-17 Payroll Debit Cards

U.S. Bank National Association has been selected as the vendor to provide services in accordance with the above-mentioned **RFP 034-17**. This contract sets-forth the terms and conditions and is provided for your review and acceptance. Any changes or additions made by your company must first be accepted by the Purchasing Division before the contract is valid.

The intent of this contract is to provide the Board with an expedited means of procuring supplies and/or services at the lowest cost. This contract is for the convenience of the Board and is considered by Purchasing Department to be a "Non-Exclusive" use contract. The Board does not guarantee any usage. The Board will not be held to purchase any particular Brand, in any groups, prices or discount ranges, but reserves the right to purchase any item/items listed in the price schedule submitted.

Until the contract is signed by **U.S. Bank National Association** and the BOARD, authorization for commence to service sites on behalf of the contract is forbidden. Please sign below and return all documents to the PURCHASING OFFICE within ten (10) business days. Failure to sign the contract award and return <u>all</u> required documents within the specified time, shall rule your offer null and void and, therefore, award shall be made to the next low responsive bidder.

INITIAL CONTRACT TERM

The initial term of the contract is February 16, 2018 through February 15, 2021.

OPTION TO RENEW CONTRACT

Upon satisfactory service and by mutual agreement the BOARD OF EDUCATION OF PRINCE GEORGE'S COUNTY reserves the right to renew the contract. The term of renewal shall not exceed two (2) additional one (1) year periods.

CONTRACT AWARD ESTIMATED AMOUNT

The estimated amount of award is

See Page 3 for Contract Pricing

THIS NOTICE OF AWARD IS NOT AN ORDER TO COMMENCE SERVICE/WORK OR TO MAKE **DELIVERIES** at this time. Commence service/work/deliveries only after receipt of a purchase order(s) signed by the

Purchasing Agent.

ALL PURCHASE ORDERS placed throughout the terms of the contract will require delivery/service in accordance with the offered time(s).

PERFORMANCE/PAYMENT BOND (Not Applicable)

If required the successful Respondents shall submit a performance bond, Cashier's or Certified Check in the amount of one hundred percent (100%) as determined by the BOARD and specified in the RFP, of all phases of the contract to ensure the satisfactory completion of the work for which a contract or purchase order is awarded that exceed \$100K. (Comar 21.06.07.03) The Board reserves the right to request performance bond for amount under or over \$1000.00. The performance bond shall be submitted with the return of the signed contract award WITHIN TEN (10) BUSINESS DAYS.

The bond, cashiers or certified check must be made in favor of the **BOARD OF EDUCATION OF PRINCE GEORGE'S COUNTY, UPPER MARLBORO, MARYLAND 20772-9983.**

LIQUIDATED DAMAGES/FAILURE TO PERFORM WORK

The successful Awardee accepts this contract with the understanding that should they fail to complete the work in an acceptable manner and in the time stated, shall be subject to the payment of liquidated damages as stated in the solicitation documents.

INSURANCE

A Certificate of Insurance, made in favor of the Board of Education of Prince George's County, Upper Marlboro, Maryland 20772-9983, must be submitted to the PURCHASING OFFICE with the returned signed NOTICE OF AWARD within ten (10) business days. The certificate should reference the Solicitation Number as shown herein. It will be the responsibility of the contractor to ensure that a current Certificate of Insurance is on file in the Purchasing Office during the entire period of the contract.

This notice of award, plus the solicitation and any pertinent documents will constitute the entire contract after acceptance by your firm and the BOARD. Please refer to the RFP 034-17 for all applicable terms and conditions.

ACCEPTED BY:		
FOR THE FIRM:	FOR THE BOARD OF EDUCATION:	
1 2/27/18	3 20 18	
SIGNATURE DATE	SIGNATURE DATE	
PETER KLUKKEN	Robert Johnson	
NAME	NAME:	
SVP TITLE	Director, Purchasing & Supply Services TITLE	
US BANK NATional Association	FOR THE BOARD OF EDUCATION OF PRINCE GEORGE'S COUNTY UPPER MARLBORO, MARYLAND 20772-998	

CONTRACT PRICING

Item Description	Feature Available Yes/No	Cost
Employer Training	3.0	
LIVE Training to Managers	Yes*	\$0
User Manual	Yes	\$0
Video	No	NA
Web Based Training	Yes	\$0
Ongoing Training & Support	Yes	\$0
*Live training offered via Web-Ex. Live in-person training may be available upon additional discussion.		
Employee Training		
User Manual	Yes	\$.0
Video	No	NA
Web Based Training	Yes	\$0
Access to 24/7/365 live Call Center	Yes	\$0
<u>Cardholder Support</u>		
24/7/365 <u>LIVE</u> OPERATOR (US BASED)	Yes	\$0
24/7/365 Web Access	Yes	\$0
24/7/365 Interactive Voice Response	Yes	\$0
24/7/365 Email Alerts	Yes	\$0
24/7/365 Event Driven Text Messaging	Yes	\$0
Payload Features		
ACH	Yes	\$0
Batch File Processing	Yes	\$0
Instant Funding / Web Portal	Yes	\$0
Additional Features		
International Money Transfer	No	NA
Interest Bearing Savings Account	Yes	\$0
Cash Back and Rewards	Yes	\$0
Co-Branded Cards Available	Yes	\$0
Instant Issue - Branded	Yes	\$0
Card Linking for Lost or Stolen Cards	Yes	\$0
Internal Employee Marketing		
Customized Paycheck Inserts	Yes*	\$0
Customized Workplace Promotional Posters	Yes*	\$0
*Standard marketing materials like inserts and posters are available to customize with PGCPS Logo and print via the print- on-demand website		

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Fees - Employer Responsibility		
Set-up	No	\$0
Recurring Maintenance Fees	No	\$0
Per Card Issuance Fee	No	\$0
Normal Card Load Fees (per card, per load)	No	\$0
Instant Load Fees (per card, per load)	No	\$0
Instant issue branded cards	No	\$0
Programming Fees	No	\$0
Licensing Fees	No	\$0
Card Stock Fee	No	\$0
Marketing Material/Training Material Fee	No	\$0
Training Fee	No	\$0
Fees - Employee Responsibility		
POS Debit Transaction - Cash Back (with PIN)	Yes	\$0
POS Credit Transaction (with signature)	Yes	\$0
Over the counter Cash Withdrawal - Entire Amount	Yes	\$0
Convenience Checks	Yes	\$0
Bill Pay Functionality	Yes	\$0
US Post Office Money Order	No	NA
ACH Transfer to Bank Account	No	NA
Transfer Funds to Another Card/Account	Yes	\$0
Overdraft	No	Not allowed
ATM Balance Inquiry	Yes	\$0 In-Network \$1.0 out of network, Int'l.
Inactivty Fee	Yes	\$2.00/month after 90 days of no balance altering transactions
Account Closure Fee	No	\$0
Interest Bearing Savings	Yes	\$0
Recurring Maintenance Fees	No	\$0
Closure	No	\$0
Per Card Activation Fee	No	\$0
Normal Card Load Fees (per load)	No	\$0
On line banking portal	Yes	\$0
Text Message Alerts	Yes	\$0
Employee Smartphone application	Yes	\$0
Printed Statement	Yes	\$2.00 \$0.0
Replacement Card	Yes	1 free per 12-month period; \$5.00 ea. Thereafter
Additional Card	Yes	\$0
Customer Service - Internet	Yes	\$0
Customer Service - Phone	Yes	\$0



Customer Service - Automated Card Upgrades	Yes	\$0
Customer Service/Problem resolution/investigation	Yes	\$0
Remote Check Deposit	Yes	\$0
Security/agreement		
SAS 70 type II certified/ SSAE 16	Yes	\$0
Terms involved within the agreement	Yes	\$0
Paycard Compliance Features		
Compliant in all 50 states & offer indemnification	Compliant yes, indemnification, no	NA
Pay to the Penny Options How many?	Yes, no limitations	\$0
Over the counter MasterCard withdrawal	Yes	\$0
US Postal Service Money Order	No	NA
ACH to Bank Account	No	Yes
Ability for free check cashing	Yes	\$0
Request a Check	Yes	\$0
Additional methods of cash access		
ATM Networks - How many?	Yes	> 73,000 locations
Out-of-Network Withdrawals	Yes	\$2.00 domestic; \$3.00 International
Point of Sale signature transactions	Yes	\$0
Point of Sale debit with PIN transactions	Yes	\$0
Point of Sale debit with PIN and cash back	Yes	\$0