



SOLICITATION ADDENDUM

Date: **November 29, 2017**
Subject: **Pennsylvania State Collection & Disbursement Unit**
Solicitation Number: **RFP 01-16**
Due Date/Time: **December 19, 2017 2:00 PM**
Addendum Number: **3**

To All Suppliers:

The Commonwealth of Pennsylvania defines a solicitation “Addendum” as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals).

List any and all changes:

Please find responses to the following questions submitted after the question and answer deadline concerning cardholder fees.

- If cardholder fee schedules are not permitted, could the Commonwealth explicitly confirm this to all so that all Offerors know about this major change?
 - Response: At this time, the Commonwealth does not pay any surcharge fees. However, the Department currently allows limited fees to be assessed to their clients. These current fees allow the clients the capability to manage their card based on their needs. Refer to the EPPICard website for a list of fees cardholders are currently assessed.
- If cardholder fee schedules are not permitted, are Offerors charging the Commonwealth in the “per transaction rate”?
 - Response: No. As stated above, the Commonwealth currently does not pay any surcharge fees.
- If cardholder fee schedules are permitted, where are they to be included? The ‘per transaction rate’ column does not provide a location for standard fees like out of network ATMs, etc.
 - Response: Any cardholder fees an Offeror would propose must be limited and will be subject to the Department’s approval, such as the current out-of-network ATM charge that the customer is paying.
- If cardholder fee schedules are permitted, how will they be evaluated? Currently there doesn’t seem to be a location within the RFP to award an Offeror that proposes low or no fees versus an Offeror with high fees.
 - Response: Part II, Section II-4.A. describes the criteria that will be used to evaluate the



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Technical portion of each proposal.

- Where should respondents provide their proposed cardholder fee schedule and how will it be scored?
 - Response: As stated above, any proposed cardholder fees proposed must be limited and will be subject to the Department's approval. These costs should be described in the Technical portion of the proposal, as those fees should not be passed onto the Commonwealth, and should not be included in the Per Transaction Cost.

Additionally, the language in Section I-12. Proposal Requirements, is being amended as follows. The remaining language within this section remains unchanged. This change also replaces the language in the Department's response to Q102 provided in Addendum 2.

I-12. Proposal Requirements.

A. Proposal Submission: To be considered, Offerors should submit a complete response to this RFP to the Issuing Office, using the format provided in **Section I-12B**, providing **seven (7) paper copies [one marked "ORIGINAL"] of the Technical Submittal excluding a response to Part III, Section III-10, Potential Future Enhancements; seven (7) paper copies [one marked "ORIGINAL"] of the Technical Submittal in response to Part III, Section III-10, Potential Future Enhancements; one (1) copy of the Cost Submittal and two (2) paper copies of the Small Diverse Business and Small Business (SDB/SB) Participation Submittal and related Letter(s) of Intent.**

B. Proposal Format:

Each Proposal shall consist of the following ~~three~~ **four** separately sealed submittals:

1. Technical Submittal, in response to Part III with the exclusion of Section III-10, Potential Future Enhancements; and

a. The Technical Submittal must include a Transmittal Letter and include Tab 1 through Tab ~~4~~-15. Offerors must format their responses as follows.

- Tab 1: Table of Contents
- Tab 2: Requirements
- Tab 3: Statement of the Project
- Tab 4: Management Summary
- Tab 5: Prior Experience
- Tab 6: Personnel
- Tab 7: Training
- Tab 8: Financial Capability
- Tab 9: Work Plan
- Tab 10: Reports & Project Control
- ~~• Tab 11: Potential Future Enhancements~~
- Tab 11: Performance Standards/Service Level Agreements (Appendix M)
- Tab 12: Objections and Additions to the Standard Contract Terms and Conditions



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- Tab 13: Lobbying Certification & Disclosure (Appendix D)
 - Tab 14: Corporate Reference Questionnaire (Appendix K)
 - Tab 15: Key Personnel Reference Questionnaire (Appendix L)
- a. Complete, sign and include **Appendix E – Domestic Workforce Utilization Certification Form;**
 - b. Complete, sign and include **Appendix F, Iran Free Procurement Certification Form**
- 2. Technical Submittal, in response to PART III, Section III-10, Potential Future Enhancements; and**
- 3. Cost Submittal, in response to RFP Part IV; and**
- 4. Small Diverse Business and Small Business (SDB/SB) Participation Submittal, in response to RFP Part V:**
- a. Complete and include **Appendix G – Small Diverse Business and Small Business Participation Submittal Form;** and
 - b. Complete and include **Appendix H – Small Diverse Business and Small Business Letter of Intent.** Offeror must provide a Letter of Intent for each SDB and SB listed on the SDB/SB Participation Submittal Form.

The language in Part II, Section II-4.A. is also being amended as follows. The remaining language within this section remains unchanged.

- A. Technical:** The Department has established the weight for the Technical criterion for this RFP as **50%** of the technical points. **Technical Submittals, in response to Part III, Section III-10, Potential Future Enhancements, will not be scored.**

Audit Clause C is also being attached as it pertains to this RFP.

Type of Solicitation: Hard Copy (Paper) Bid - If you have already submitted a response to the original solicitation, you may either submit a new response, or return this Addendum with a statement that your original response remains firm, by the due date.

Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the solicitation and any previous solicitation addenda, remain as originally written.

Respectfully,

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