



MISSOURI

**ADDENDUM NUMBER 1  
DATED MARCH 31, 2021  
TO  
SPECIFICATIONS TO REQUEST FOR PROPOSALS #21071  
FOR A  
COMMERCIAL CARD PROGRAM  
DATED MARCH 15, 2021**

The above entitled specifications are hereby modified as follows and except as set forth herein otherwise remain unchanged and in full force and effect.

**Submission Format Modification**

Due to the number of individuals still working from home, the University will allow RFP responses to be submitted via secure email to [reedhr@umsystem.edu](mailto:reedhr@umsystem.edu) by the date and time specified on the RFP. Proposals must be received by the date and time stated in order to be accepted by the University.

**Clarification Questions**

1. *Who is the University currently utilizing for your commercial card program, and how long has the incumbent been servicing the University?* The University of Missouri has utilized JP Morgan as our Card Provider, through available Consortium Contracts for over 10 years.
2. *Does the incumbent provide any other services to the University that the card rebate is dependent upon?* Rebates are dependent on the combined One Card/ Single Use activity
3. *What is the current rebate structure the University operates under?*
  - *How often are payments made to your card provider- monthly, bi-weekly, or weekly?* Currently, payments are made on a monthly basis with the flexibility to pay more frequently at any given time.
  - *What is the annual dollar amount the University received from its card spend for each of the last three years?* Rebates are based on fiscal year spend analysis. The last three-year rebates were as follows:
    - Received in 2018 - \$2,316,939.64
    - Received in 2019 - \$2,518,696.02
    - Received in 2020 - \$2,202,519.74
  - *When is the rebate paid?* Rebates are calculated annually in arrears of the fiscal year (July to June) and are paid within 90 days of the end of the fiscal year.

- *Can the University provide us the amount of Level III and Large Ticket spend for the previous year?*

Last calendar year 44% of transactions included populated level III detail: defined as actual item information for purchasing data, and additional information such as; hotel stay dates, airline passenger data or fuel information for non-purchasing type categories.

Last fiscal year total:

Large Ticket Volume for the combined program was 18.7%

One Card Large Ticket was 4.1%

SUA Large Ticket was 45.7%

4. *What elements of the current program does the University value the most and why?* The Vendor Questionnaire Excel file attached to the RFP outlines the categories the University feels are important to the program.
5. *What challenges has the University experienced with the current card program?* The collection and amount of diversity information on our suppliers is lacking and we wish there was a higher volume of suppliers providing level III detail for purchase analysis.
6. *When does the University expect to make an award, and when would it like to have a contract in place?* The goal is to have a new contract in place by July 1st, which is the beginning of our fiscal year.
7. *Can the University provide a vendor list of all check, ach, wire and SUA payments with total annual spend for each?* Separate file is provided for Payment information for Calendar 2020. This file does contain SUA data but not individual card totals. Employee, Student, and Patient payments have been removed from the file. Please note, the SUA transactions do create a payment ID but the “cash-out-the-door” transaction is included in the payment totals to JP Morgan Chase (supplier 0100008392). Payment terms provided are defaults associated with the supplier record. If none are listed, our default terms pay on a Net 30 basis. Supplier phone numbers are not stored in our supplier record information.
8. *Is non-standard interchange paid at a different rate than standard interchange?* Large ticket transactions are paid at a lower rate.
9. *Can you provide the average ticket for both the purchasing card program & AP program?* Last fiscal year the combined program average transaction size was \$477.83, One Card average \$317.67 and SUA average \$6,741.98.
10. *Can you provide the your current settlement for both programs (i.e. monthly cycle, 20 day grace period).* Payment cycles and terms are the same for both One Card and SUA. Current billing cycles run from the 25th of the month to the 24th of the month, with the 24th being adjusted to the next business day if it falls on the weekend or a holiday. Our settlement terms are 30-day cycle with 14 grace. Our average file turn last fiscal year was 13 days after transitioning from a twice a month payment to a monthly payment in April.
11. *Are you currently utilizing an expense management system (i.e. Concur, Expensify, etc.)?* The University utilizes the T&E Module of PeopleSoft for expense reconciliation. Concur is used, but only as an on-line travel booking tool at this time.

12. *Given 2020 was likely an anomaly for spend due to the pandemic, please provide the annual card program spend for 2019 and perhaps 2018 as well for both Purchase Card and Virtual Single-Use Account spend. Calendar 2020 volumes were provided in the RFP. Below are the fiscal year numbers for the last 3 years.*

Fiscal Year 2020	One Card - \$85,420,931.04 - 268,895 transactions SUA - \$46,351,108.32 - 6,875 transactions
Fiscal Year 2019	One Card - \$102,929,129.77 - 335,996 transactions SUA - \$41,324,245.78 - 6,714 transactions
Fiscal Year 2018	One Card - \$104,102,624.40 - 351,095 transactions SUA - \$38,828,039.41 - 3,820 transactions

13. *What was the percentage of foreign transaction spend in 2019 and 2020?*

Calendar 2020 it was .6% of spend  
Calendar 2019 it was 1.1% of spend

14. *Understanding the PeopleSoft interface requirements from 3.2 and 3.3, please clarify the University's current or future usage with card interface files for PeopleSoft versus Workday as referenced in 9.6. Also include any existing interfaces with other systems and which systems are utilized. 3.2 and 3.3 describe our current state, with PeopleSoft as our ERP system.*

Please refer to MasterCard CDF3overview.pdf for the file layout currently in use. Once data is imported into PeopleSoft we populate the following tables in the Travel and Expense module:

- PS\_CC\_CARD\_DATA\_EX
- PS\_CC\_CARD\_MSK
- PS\_EX\_TRANS
- PS\_EX\_MC\_STG\_ERR
- PS\_EX\_MC\_MNT\_ERR
- PS\_EX\_ENHC\_SUMM
- PS\_EX\_ENHC\_DET

Provider should be able to transmit data at least on a daily basis, as is outlined in 3.3.

Mandatory requirement, 9.6, is a requirement that provider has integration capabilities with PeopleSoft (current state) Workday, and/or other major ERP systems. Future-state plans have not been finalized. If/when we move to a NextGen ERP system, we need to be assured the provider can accommodate integrations for those systems, such as Workday. No additional interfaces are being utilized at this time.

15. *How many other Universities/entities use the University's contract today? Please list any additional spend from other entities not included in the RFP.* Our current contract is part of the Higher Ed Consortium contract issued to the Arizona Board of Regents on behalf of the University of Arizona. The University of Missouri does not administer that contract so we do not have the information requested. It should be noted that rebate volumes for participants outside of the Arizona Universities is dependent on individual participant charge volume.

16. *Can the University provide a list of custom reporting that they receive today?* Our current account management tool provides a number of delivered reports with the capability to create our own as-needed custom reports based off of templates in the following areas; Accounts, Administration, Merchants, Transactions, and Audit for Accounts and Transactions. Currently, we have one custom report our provider creates for us on an annual basis. This report contains “spend analysis” information for each cardholder with monthly spend data compared to limits associated with each account.
17. *Would the University consider the use of a “One Card” product for combined travel and purchasing spend?* This is specifically what we are seeking but need the ability to set up Merchant Categories to allow for only purchasing, only travel, or both.
18. *Does the University have international campus locations?* No
19. *Do the card counts and spend volumes include the University’s athletic programs?* Yes
20. *Is current program administration conducted at a central location or will each campus conduct their own program administration?* The card program is managed centrally for all four campuses and the Hospital.
21. *If the administration is conducted at each location, are rebates paid to each location or combined?* Rebates are combined but we have the ability to track spend information based on cardholder campus.
22. *Section B9 Payment of RFP document states the University’s preferred method of payment. Is this standard RFP language? How are you paying your current provider today and how many days after statement date does the University pay?* This is standard language. Today, payments are made via ACH. Payments are processed the same day monthly statements are received. Our average file turn last fiscal year was 13 days after transitioning from a twice a month payment to a monthly payment in April.
23. *Is the University utilizing the same provider for both the Card and SUA programs? Who is/are the provider(s)?* Yes, JPMorgan is utilized for both.
24. *Can you provide us with your current rebate structure? For both the purchasing card program & AP program?* Our current structure combines spend from both the One Card program and the SUA program and utilizes the same rebate structure regardless of program. Annual combined total charges are placed in a grid with rebates based on a 29-day file turn. An escalator is provided for each day below the 29-day file turn day.

THE CURATORS OF THE  
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