



MEETING OF: April 4, 2017

TITLE: Award of Request for Proposals (RFP) 18-01-22 – Banking and Payroll Paycard Services

ITEM #: 13

Information:

Study:

Action: X

PURPOSE:

It is the intention of Tucson Unified School District to procure for Banking and Payroll Paycard Services. All information contained in the proposals should remain confidential until award, in accordance with Arizona Administrative Code R7-2-1045(B).

DESCRIPTION AND JUSTIFICATION:

RFP 18-01-22 for Banking and Payroll Paycard Services was issued to procure services in two different areas; 1. Banking Services
2. Payroll Paycard Services. Awards are being recommended for separate contracts to single vendors for each of the two different areas.

The RFP was posted on AZpurchasing.org and advertised in the official newspaper of Pima County. Notice was sent out to 103 vendors. TUSD Purchasing received five (5) responses and 21 no-bids. Two (2) responses were submitted for both Banking Services and Payroll Paycard Services and three (3) responses were submitted just for Payroll Paycard Services.

The submitted responses were evaluated and ranked by a committee comprised of District employees and an outside resource person. Award recommendations were made by the evaluation committee using a weighted instrument for the specific evaluation criteria identified in the RFP. Evaluation of the proposals was conducted in accordance with Arizona Administrative Code R7-2-1046, Evaluation of proposals. An award recommendation was submitted by the committee chairperson on behalf of the evaluation committee:

Part 1 Banking Services - Wells Fargo

Part 2 Payroll Paycard Services - Rapid Paycard

These are multi-term contracts with the initial term effective July 1, 2017 through June 30, 2018 with four (4) annual renewal options through June 30, 2022 - for a maximum contract length of five (5) years. Estimated District expenditures for Banking Services expenses/fees are \$72,000 per year. There is no cost to the District for Payroll Paycard Services.

An Executive Summary and the evaluation committee's Written Recommendation will be sent to the Governing Board in a separate communication as all information related to the proposals is confidential until award is made, in accordance with Arizona Administrative Code R7-2-1045(B).

Renee Weatherless, Finance Director, will be present to answer questions regarding the need for these services.

Kevin Startt, Director of Purchasing, will be present to answer questions regarding the procurement process.

BOARD POLICY CONSIDERATIONS:

In compliance with Governing Board Policy DJ - Purchasing Procedures.

LEGAL CONSIDERATIONS:

For all Intergovernmental Agreements (IGAs), Initiator of Agenda Item provides the name of the agency responsible for recording the Agreement after approval:

For amendments to current IGAs, Initiator provides original IGA recording number:

Legal Advisor Signature (if applicable)

BUDGET CONSIDERATIONS:

| | |
|-------------------------|-----------------------------------|
| X | District Budget |
| | State/Federal Funds |
| | Other |
| <u>Budget Cost</u> | <u>Budget Code</u> |
| Banking | 001.100.2510.6895.5011.50961.5011 |
| Services/fees | |
| \$72K/yr = \$360K for | |
| 5 yrs | |
| Paycard Services - | N/A |
| no cost to the District | |


Budget Certification (for use by Office of Financial Services only):

Date _____
I certify that funds for this expenditure in the amount of \$ are available and may be:
Authorized from current year budget
Authorized with School Board approval
Code: Fund:

INITIATOR(S):

| | |
|--------------------------------------|-----------|
| Kevin Startt, Director of Purchasing | 3/24/2017 |
| Name | Date |

DOCUMENTS ATTACHED/ ON FILE IN BOARD OFFICE:

| |
|--|
| ATTACHMENTS: |
| Click to download |
|  Confidentiality Statement - RFP 18-01-22 |

TUCSON UNIFIED SCHOOL DISTRICT

BOARD AGENDA ITEM
CONTINUATION SHEET