



Request for Bids

Mississippi Valley State University

**THIS IS
NOT AN
ORDER**

14000 Hwy 82-W #7244
Itta Bena MS 38941-1400

Web Address: www.mvsu.edu/purchasing/

Phone No: (662) 254-3319 Fax (662) 254-3314

Bid Title:

Date:

Requester and Requesting Department:

Bid No.

Number of Pages

Change Order:

Term – End of Month

Bids/Proposals – Do not include State or Federal Taxes in your bids/proposals. The University is exempted from these taxes. All order will be placed with successful bidder by Official Purchase Order.

Mississippi Valley State University is considering the purchase of the following item (s). **We ask that you submit your Bids/Proposals in three copies.** Rights are reserved to accept, or reject any and all parts of your bid/proposals. Your bid/proposals will be given consideration if received in this Office on or before the date and time below.

- This bid/proposal will be awarded on a line by line basis
- This bid/proposal will be awarded on a all or none basis

However, the University reserves the rights to award any and all bids/proposals in the best interest of the University.

Bid/Proposal opening {Date and Time}
Mississippi Valley State University
By: Billy D. Scott Purchasing Agent

Email: bscott@mvsu.edu

NOTE: If you cannot quote on the exact material shown, please indicate any exceptions, giving brand names and complete specifications on any alternate. Mississippi Valley State University reserves the rights to accept any alternate of equal or greater quality or performance. We also reserve the rights to waiver any irregularities that may appear in the Bids/Proposals specifications.

ITEM	QUANTITY	DESCRIPTIONS	UNIT PRICE	TOTAL NET PRICE
<i>Please show Bid/Proposals No. on outside of Envelope</i>				

- If checked, Mississippi Valley State University reserves the rights for an additional 60 days to purchase and additional 20% of this bid/proposal at the same cost.
- We quote you as above F.O.B – Mississippi Valley State University. Shipment can be made within _____ days from receipt of the order.**

<p>Terms:</p> <p>Date:</p> <p>Phone/Fax:</p>	<p style="text-align: center;">Company Quoting</p> <div style="border: 1px solid black; height: 80px; margin: 5px 0;"></div> <p>Official Signature:</p>
--	---

MISSISSIPPI VALLEY STATE UNIVERSITY



Addendum to the Request for Proposal for Merchant Card Services

Part II

ADDENDUM TO THE RFP DOCUMENT

Project Name: #VSRP-00024 Merchant Card Services

Date of Issue: June 2, 2016

Location: Mississippi Valley State University
Attention: Mr. Billy Scott
Purchasing Office
Suite 155
14000 Hwy. 82 West
Itta Bena, Mississippi 38941

The following information shall be included in the bid documents and is hereby made part of the bid documents in the form of clarification, additions, deletion or revision to the contract specifications.

Any contract under the RFP will contain the provisions set forth in the MVSU's Standard Terms and Conditions Addendum.

Below are the questions and responses for the Merchant Card Services RFP.

Question 1:

1. How many merchant accounts do MVSU currently have?

Question 1:

Mississippi Valley State University (MVSU) currently has two merchant accounts.

Question 2:

What is the annual or monthly volume that MVSU processes for credit cards, including both authorization counts and dollar volume?

Question 2:

Please see questions 11 and 23 of the Addendum to the RFP

Question 3:

What is the annual or monthly volume broken down by merchant account?

Question 3:

	Merchant Acct. 1	Merchant Acct. 2
January	\$ 11,589.92	\$ 77,012.57
February	\$ 11,404.77	\$ 32,542.19
March	\$ 9,604.83	\$ 32,073.83
April	\$ 12,580.06	\$ 42,725.82
May	\$ 5,495.99	\$ 46,781.93
June	\$ 4,132.26	\$ 37,148.81
July	\$ 7,374.17	\$ 52,271.89
August	\$ 17,565.64	\$ 86,236.81
September	\$ 23,139.67	\$ 68,270.32
October	\$ 27,740.16	\$ 71,274.53
November	\$ 5,741.69	\$ 45,321.82
December	\$ 4,377.98	\$ 53,294.75

Question 4:

What are the different point-of-sale types/methods used for each merchant account? (Example: API Gateway of Authorize.net for ecommerce, First Data terminals through Ethernet, third-party point-of sale software).

Question 4:

MVSU utilizes two different point-of-sale types/methods for each merchant account. The point-of-sale that is being used is iPayment for processing credit card through First

Data terminals. PC generic is the software that is being used. MVSU Bookstore and Convenience Stores utilizes PC Charge to process its payment.

Question 5:

What gateways are currently being used for processing? (Ex. Authorize.net, PayPal)

Question 5:

MVSU is currently utilizing iPayment merchant services and PC Charge (MVSU Bookstore and Convenience Stores) for processing.

Question 6:

What model of stand-alone credit card terminals are being used and how many of each? [Ex: FD 200 (54)]

Question 6:

MVSU is currently utilizing the FD200 Ti for the Cashier Office and MVSU Laundry. There are currently four (4) FD 200 Ti located on campus, two of those terminal serves as back-up.

Question 7:

Section III - A. Term of Contract, is MVSU requesting that there be no financial ramifications or early termination charges for terminating the contract before it is satisfied.

Question 7:

According to the Mississippi of Department of Finance and Administration, MVSU must adhere to the following policy as outlined:

Availability of Funds

It is expressly understood and agreed that the obligation of the Owner to proceed under this agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt of state and/or federal funds. If the funds anticipated for the continuing fulfillment of the agreement are, at anytime, not forthcoming or insufficient, either through the failure of the federal government to provide funds or of the State of Mississippi to appropriate funds or the discontinuance or material alteration of the program under which funds were provided or if funds are not otherwise available to the Owner shall have the right upon ten (10) working days written notice to the Professional, to terminate this agreement without damage, penalty, cost or expenses to the Owner of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.

Question 8:

Is MVSU also looking for additional payment such as gift cards and checks? If so, what are current volumes for each and equipment used to accept them.

Question 8:

MVSU processes checks through the FD200 Ti terminal. MVSU utilizes the same machine to process the credit cards as well.

Current volume for checks:

	Merchant Acct. 1	Merchant Acct. 2
January	\$ 61.08	\$ 713.10
February	\$ 61.20	\$ 709.60
March	\$ 60.60	\$ 714.15
April	\$ 60.84	\$ 729.20
May	\$ 60.96	\$ 718.75
June	\$ 61.56	\$ 715.20
July	\$ 61.68	\$ 716.25
August	\$ 61.08	\$ 721.50
September	\$ 61.20	\$ 753.75
October	\$ 61.08	\$ 715.55
November	\$ 60.96	\$ 713.80
December	\$ 60.84	\$ 1,014.16

Question 9:

Is a copy of your current bid processor's winning bid available for viewing? If so, how do we obtain a copy?

Question 9:

A copy of the current processor's winning bid is not available for viewing.

Question 10:

Who does MVSU bank with?

Question 10:

MVSU banks with CB&S Bank.

Question 11:

Can we have access to your monthly processing statements? If not, can you kindly provide your current volume of transactions and fees per location?

Question 11:

	Merchant Acct. 1	Merchant Acct. 2
January	\$ 540.15	\$ 3,453.67
February	\$ 570.29	\$ 1,349.36
March	\$ 490.23	\$ 1,299.71
April	\$ 661.29	\$ 1,807.84
May	\$ 271.80	\$ 1,896.07
June	\$ 198.79	\$ 1,349.43
July	\$ 335.55	\$ 1,819.13
August	\$ 819.68	\$ 3,462.18
September	\$ 1,045.42	\$ 2,825.63
October	\$ 1,243.88	\$ 2,913.13
November	\$ 331.08	\$ 2,076.39
December	\$ 225.22	\$ 2,065.56

The Merchant Account 1- includes fees for MVSU Bookstore, MVSU Convenience Store and MVSU Laundry. In addition, a copy of the current monthly statement is attached to the Addendum for the RFP for Credit Card Merchant Service. The card volume per account can be found on Question 3 of the Addendum for the RFP.

Question 12:

What equipment do you currently have/use including the:

- a. Business name
- b. Type of business
- c. Quantity of stations in use at each location
- d. Identify current terminals in use at each location POS software (brand), pin pad, external printers- if used
- e. Processing method (Internet or Dial)
- f. Note any changes desired in
 - i. Quantity of equipment
 - ii. Type of Equipment
 - iii. Processing method

Question 12:

What equipment do you currently have/use including the:

- a. Business name: University: Mississippi Valley State University: Merchant Card Services: First Data
- b. Type of Business: Institution of Higher Learning
- c. Quantity of stations in use at each location: 1 terminal in each location (currently four location on campus)

- d. Identify current terminals in use at each location POS software (brand), pin pad, external printers-if used: FD 200 Ti; software PC Generic; MVSU Bookstore and MVSU Convenience Store utilizes PC charge service and card are entered from a keyboard.
- e. Processing method (Internet or Dial): 2 terminals are being used by dial method and Bookstore and Convenience processed cards through internet.
- f. Note any changes desired in
 - i. Quantity in equipment: MVSU would like to increase the equipment stationed in different areas of the campus:
 - ii. Type of Equipment: Terminal and Mobile Devices
 - iii. Processing Method: WiFi, Internet and Dial

Question 13:

Will a copy of each merchant's questions and answers be made available?

Question 13:

Yes, a copy of each merchant's questions and answers will be made available.

Correction: Question 3 on Part I of the Addendum to the RFP

Question 3:

MVSU utilizes iPayment as its payment gateway for United Merchant Services and PC Charge for the MVSU Bookstore and MVSU convenience store through Booklog. MVSU currently does not utilize a payment gateway company to accept on-line payments. All payments are received in-house or by mail.