

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION
FAX (608) 757-5539
PHONE (608) 757-5517



**#2008-30
REQUEST FOR PROPOSAL
CREDIT AND DEBIT CARD SERVICES
FOR
ROCK COUNTY CLERK OF CIRCUIT COURTS OFFICE
ROCK COUNTY COURTHOUSE
JANESVILLE, WISCONSIN**

Proposals due in Rock County Purchasing Division by:
February 13, 2008 – 12:00 Noon (Local time)

Proposals received after this date and time will be rejected.
Proposals must remain in effect the life of the contract.

Address Proposal to: Jodi L. Millis, Purchasing Manager
Rock County Courthouse
Purchasing Division
51 S. Main Street
Janesville WI. 53545

*****MARK SEALED ENVELOPE: #2008-30 CREDIT CARD SERVICES*****

Rock County is seeking sealed proposals from qualified vendors to provide credit and debit card services for the Rock County Clerk of Circuit Courts office so that individuals may use a credit or debit card to pay fines and fees.

The objective of this Request for Proposal is to enter into a three-year contract with the option to renew for two additional one-year periods, not to exceed a total of five years.

Rock County reserves the right to accept or reject any or all proposals; to waive any technicality or error in any proposals or part therein, and to accept the same or combinations, in whole or in part, whichever is deemed to be in the best interest of Rock County. Contracts are awarded to the lowest, most qualified, responsible and responsive Proposer on the basis of the base Proposal and full consideration of any or all alternatives, as may be in the best interest of Rock County. In determining the award of contract, Rock County will consider the scope of the work involved, time of delivery, competency of Proposer, Proposer's ability to render satisfactory service, and past performance. If two or more Proposers submit identical Proposals, Rock County will make award to Proposer of its choice and such decision will be final.

INSTRUCTIONS FOR PROPOSAL

The Proposer is required to submit **four copies (one original marked as such and three copies)** of their proposal in a sealed envelope marked RFP #2008-30 to Jodi L. Millis, Purchasing Division, 51 South Main, Janesville, WI 53545. All proposals must be received by **12:00 Noon (local time), February 13, 2008**. Any proposal submitted after this date and time will be rejected. No faxed or electronic Proposals will be accepted.

Vendors are responsible for ensuring that the above office receives their proposal before the deadline. Proposal "packets" must be clearly labeled with vendor name, return address, proposal title, date and the name of the vendor's primary contact for proposal questions.

Proposals shall be signed with name typed below signature. Where Proposer is a corporation, Proposal must be signed with the legal name of the Corporation followed by the legal signature of an officer authorized to bind the Corporation to contract.

INQUIRIES

All questions concerning this Request for Proposal must be submitted **in writing** to Jodi L. Millis. Questions must be received by **12:00 Noon (local time), February 4, 2008**. Questions received after this date and time will not be answered. Questions may be faxed to (608) 757-5539 or e-mailed to jodi@co.rock.wi.us. If necessary, answers to questions will be provided to all specification holders in the form of an addendum. Addendum will include a list of each question received and Rock County's response.

ADDENDA

All changes in or interpretations of the specifications prior to Proposal due date will be made by written addenda issued by Rock County to each recipient of the specifications on record. All addenda will be issued no later than 72 hours prior to Proposal due date and time. All addenda or notice of addenda will be posted on Rock County's website, www.co.rock.wi.us.

PROJECTED TIMETABLE

Issue Request for Proposal	01/23/08
Questions Due	02/04/08 – 12:00 noon
Addenda Issued by	02/05/08 – 5:00 p.m.
Proposals Due	02/13/08 – 12:00 noon
Evaluation of Proposals	02/13/08 – 03/03/08
Governing Committee Approval	03/03/08
Purchasing Procedural Endorsement	03/04/08
County Board Approval (if required)	03/13/08
Contract Execution	03/14/08

Vendors not involved in the final selection process will be notified in writing. The above schedule is for informational purposes only and is in no way binding upon Rock County.

VENDOR SUPPLIED DOCUMENTATION AND MATERIALS

All vendor-supplied materials, including the vendor's proposal, become the property of Rock County. We will work with vendors to meet their confidentiality requirements, provided that they are within reason. All vendor confidential material must have each page clearly marked as confidential. Wisconsin "Open Records Laws" apply.

PROPOSAL AND PRESENTATION COSTS

Rock County will not be liable in any way for any costs incurred by the offerors in the presentation of their proposal in response to this Request for Proposal nor for the presentation of their proposal and/or participation in any discussions or negotiations.

COMPLIANCE WITH THE REQUEST FOR PROPOSAL

Proposals submitted must be in strict compliance with the Request for Proposal. Failure to comply with all provisions on the RFP may result in disqualification.

IMPLIED REQUIREMENTS

Products and services that are not specifically addressed in this Request for Proposal, but which are necessary to provide functional capabilities proposed by the offeror, must be included in the proposal.

NON-DISCRIMINATION

In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01 (5)(a), sexual orientation or national origin. This provision shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the contractor further agrees to take affirmative action to ensure equal employment opportunities. The contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the non-discrimination clause (Wisconsin Statutes S.16.765 (2)).

INDEMNIFICATION

The contractor to perform services for Rock County shall indemnify, hold harmless, and defend Rock County, its officers, agents, and employees from any and all liability including claims, demands, losses, costs, damages and expenses of any kind and description or damage to person or property arising out of or in connection with or occurring during the course of any agreement between the contractor and Rock County where such liability is founded upon or grows out of the acts or omissions of any agents or employees of the contractor.

INSURANCE REQUIREMENTS

The Contractor further agrees that in order to protect itself and County it will at all times during the term of this agreement keep in force and effect worker's compensation, comprehensive general, and auto liability insurance policies by a company or companies authorized to do business in Wisconsin with limits of:

Personal and bodily injury	Per person	\$1,000,000
	Per accident	\$2,000,000
Property damage:	Each Occurrence	\$500,000
	Aggregate	\$500,000

Coverage shall apply as primary with County named as an added insured. Contractor shall furnish satisfactory proof of insurance to County prior to the date of Contract Execution, or commencing work for the County.

REQUEST FOR CLARIFICATION

All requests by Rock County for clarification of proposals will be in writing. Such requests shall not alter the offeror's pricing information contained in its cost proposal.

PROOF OF COMPETENCY OF PROPOSER

Any Proposer may be required to furnish evidence satisfactory to Rock County that the Proposer and proposed subcontractors have sufficient means, expertise, financial ability, and experience in the types of work proposed to assure completion of the Contract in a satisfactory manner.

EVALUATION OF PROPOSAL AND AWARD

Award shall be made to the offeror whose proposal is determined to be in the best interest of Rock County, taking into consideration cost and the other evaluation factors listed in the RFP. Proposals submitted in response to this RFP will be evaluated based on criteria including, but not limited to the following:

1. General quality and adequacy of response
2. Technical approach – quality of package provided
3. Organization, personnel and experience
4. Reasonableness of cost estimates

AGREEMENT DEVELOPMENT

Rock County reserves the right to negotiate with one or more offerors.

MODIFICATION AND WITHDRAWAL

Proposals may not be modified after submittal. Proposers may withdraw their Proposal at any time before Proposal due date and time, but may not resubmit them. No Proposal may be withdrawn or modified after opening except where the award of Contracts has been delayed for more than 90 days from the due date.

DISQUALIFICATION

Rock County reserves the right to disqualify Proposals, before and after opening upon evidence of collusion with the intent to defraud or other illegal practices upon the part of the Proposer.

AWARD

Award will not be made to any Proposer in default of a Contract with Rock County, or to any Proposer having as its agent or employee, any individual previously in default or guilty of misrepresentation.

SPECIFICATIONS AND SCOPE OF WORK

Rock County is seeking sealed proposals from qualified vendors to provide credit and debit card services to the Rock County Clerk of Circuit Courts. The intent of this RFP is to contract with a vendor to provide services so that individuals may pay their fines and court fees using a debit or credit card.

- The system shall be a 'stand alone' in-house and must accept both credit and debit cards.
- The credit/debit equipment shall not be linked to the County's CCAP system.
- Payments shall be processed through an independent credit/debit system and then be receipted onto our CCAP system. A good example of this is the VeriFone Omni 3730LE.
- All equipment shall be under warranty. Include warranty information with your Proposal.
- Contracted vendor must be able to provide a 24/7 helpline.
- Rock County will not be using 'Virtual Merchant' or any other software.
- Rock County shall only accept credit/debit payments from: Master Card, Visa, or Discover. Rock County will not accept American Express.
- The average payment is \$200. Average monthly credit/debit payment would be approximately \$20,000.

PRICING

- Proposed pricing should include both leasing and purchase of equipment options.
- Proposed pricing shall include a breakdown of costs that will be charged to Rock County.

SUBMISSION OF PROPOSALS

Organizations desiring to submit proposals to provide services under this Request for Proposal shall submit the following materials as part of their proposal. Any proposal that does not contain all required exhibits shall be considered non-responsive.

- Cover letter addressed to Jodi Millis, Purchasing Manager.
- Name, address, telephone number and contact name of person to respond to questions concerning Proposal.
- Name of the individual(s) who would provide day-to-day management of this contract.
- Brief history of organization.
- Length of time in business (date incorporated).
- References - Provide a list of all current contracts held with client name and contact information (name, contact person, address and phone number). Provide a brief description of the scope of services being provided.
- Price Proposal including lease and purchase options and a breakdown of all charges Rock County will incur.
- Equipment warranty information.
- Descriptive literature of equipment proposed.