INVITATION FOR BID
FOR
ELECTRONIC PAYMENT CARD & BANKING CONSULTING SERVICES

ISSUING OFFICE:

Pennsylvania Treasury Department
Bureau of Support Services
3T-A Finance Building
Harrisburg, Pennsylvania 17120

IFB #2011-01

RELEASE DATE: Monday, November 28, 2011

BACKGROUND AND OBJECTIVES

The Pennsylvania Treasury Department (Treasury) administers Electronic Payment Card (EPC) services on behalf of the state's Unemployment Compensation and State Workers' Insurance Fund programs under a contract expiring in December 2012. Treasury seeks expert consulting services to support development and administration of a Request For Proposals (RFP) for a new contract. The RFP could include procuring EPC services for programs not currently using EPC as a payment option.

The objectives of the EPC services support are to:

- Provide consulting support throughout the RFP and negotiation process.
- Provide subject matter expertise regarding Federal banking rules, regulations, and operations.
- Provide subject matter expertise regarding operational experience of the EPC process.
- Participate as support to Treasury during the RFP pre-proposal conference.
- Analyze potential to expand EPC services to other state programs.

POTENTIAL HIGH LEVEL TASK

The consultant will provide services at an hourly rate on an as needed basis, and will work as directed by Treasury. The following potential tasks are the baseline for the scope of services to be provided, but can be modified as directed by Treasury as needed during the engagement.

1) RFP development: recommend content for RFP that would achieve best practices consistent with federal Department of Labor guidance and other states' experiences; review draft(s) of RFP for compliance with any applicable banking regulatory compliance; attend RFP pre-proposal conference; and assist Treasury in developing answers to questions from RFP bidders during pre-proposal phase. Estimated time: not to exceed 35 hours.
2) RFP evaluation: assist in developing an RFP scoring sheet; and, prepare a comparative analysis of RFP finalists as selected by Treasury. Estimated time: not to exceed 35 hours.
3) Contract negotiation: provide technical support to the negotiation team; and, review contract document for any applicable banking regulatory compliance. Estimated time: not to exceed 30 hours.

POTENTIAL WORK PRODUCTS

The contractor will provide consulting services as described above and work as directed by Treasury. The following potential deliverables will serve as a baseline for the type of work products expected, but can be modified by Treasury during the engagement:

1) Provide initial recommendations for relevant portions of the RFP, and comment on draft RFP documents with regard to industry best practices and applicable banking regulations and compliance requirements.

2) Participate, as directed by Treasury, in interactions with potential vendors (*e.g.,* pre-proposal conferences, live presentations of proposals and interviews, best and final negotiations).
3) As directed by Treasury, provide written responses to questions raised during any pre-proposal conferences or other interactions with potential vendors.
4) Submit a written comparative analysis of RFP finalists.
5) Participate in conference calls and other interactions with Treasury as necessary to support development and administration of the RFP.

RESUMES AND EXPERIENCE

The respondent should provide evidence that each person submitted for this engagement i) has subject matter knowledge regarding the skills and services that Treasury will seek in the RFP it proposes to issue for EPC services; ii) has previous experience in the form of having supported at least two completed RFPs for EPC services on behalf of state entities within the last three years; and iii) has EPC project management experience for a financial institution or EPC service provider. The submission must include the RFP contact for the state entities. As part of the reply, the respondent must submit resume(s) for the personnel assigned to work on this engagement describing their education, training, and work experience. Upon acceptance by Treasury, the selected respondent may not otherwise substitute personnel for those listed without prior written approval of Treasury.

QUOTE SUBMITTAL: In consideration of hours estimated heretofore and potential hours approved by Treasury at its discretion, the total number of hours for this engagement will not exceed one hundred and fifty (150). Note: add standard language with deadline of December 12, 2011 for responses, specifying hourly rate.

Any questions regarding the bid should be sent to email address: amquigley@patreasury.gov.

Cost proposals are due by 10:00 a.m. on Monday, December 12, 2011 to Andrea Quigley, Assistant Director, Bureau of Support Services, PA Treasury Department, 3T-A Finance Building, Harrisburg, PA 17120.

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COST PROPOSAL

This model will create a blended rate per hour.

Title	Hourly Rate
______________________	$ __________
______________________	$ __________
______________________	$ __________

Company Name ____

Contact Person ______________________ Phone Number (   ) __________

Email address ______________________ Federal ID# ______________

Address ____

____
Zip Code

Contractor's Signature ____
(Contractor agrees that this cost proposal will remain valid for at least 120 days from date of bid opening.)

Please fill this form out completely. Bids not filled out completely will be rejected. Return the bid Cost Proposal to:

Andrea Quigley, Assistant Director
Bureau of Support Services
Pennsylvania Treasury Department
3T-A Finance Building
Harrisburg, PA 17120

PLEASE NOTE THAT THE COMMONWEALTH IS EXEMPT FROM STATE TAX.

This bid form must be received no later than 10:00 a.m. on Monday, December 12, 2011. Late bids will not be considered regardless of the reason.