



HACC

Central Pennsylvania's Community College

HACC – CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE

Request for Proposal

07-40 : MERCHANT CARD SERVICES

Acknowledgement: Please acknowledge receipt of this RFP by completing the information requested below and faxing to 717/780-2325 upon receipt.

Please also include this page with your response.

Vendor Name:		Contact Name:	
Address (include city, state, zip):			
Phone:		Fax:	
Email:			

Check One:	We will	<input type="checkbox"/>	Will Not	<input type="checkbox"/>	be responding to this RFP.
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If not responding, please explain briefly:	

Dates:

Date of Issue: **Friday – March 30, 2007**

Deadline for Questions: **Monday – April 23, 2007 – by 11:30AM**

Responses to the Questions: **Friday – April 27, 2007 – by 4:30PM**

Submit Notice of Intent to Submit Proposal Due Date: **– Thursday – May 3, 2007 – by 11:00AM**

PROPOSAL DUE DATE: Tuesday, May 8, 2007 – by 1:30PM

Board Meeting: **Tuesday, June 5, 2007** (Please note: Final official bid results will be released after this date. All vendors who respond to the RFP will receive an award notification letter in the mail within one week of this date.)

HACC Information and Proposal Delivery:

Address: Purchasing Office/W130
One HACC Drive
Harrisburg PA 17110-2999

Contact: Garry Crider, Director of Purchasing

Phone: 717/780-1164

Fax: 717/780-2325

Request For Proposal
Harrisburg Area Community College
#07-40

for

MERCHANT CARD SERVICES

for

HARRISBURG AREA COMMUNITY COLLEGE
Harrisburg, PA

DEADLINE TO SUBMIT PROPOSALS:

Tuesday – May 8, 2007– 1:30PM

PROPOSALS MUST BE DELIVERED TO:
HARRISBURG AREA COMMUNITY COLLEGE
PURCHASING AND BUSINESS SERVICES
ONE HACC DR
HARRISBURG, PA 17110

For information concerning the RFP process, required format and the schedule of activities,
Please direct questions to:

Garry Crider, Director of Purchasing
Harrisburg Area Community College
Purchasing and Business Services
Harrisburg PA 17110
Telephone: 717-780-1164

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1. KEY DATES

Important dates including proposal deadlines are shown below. Formal addendum to this RFP will be issued to the Proposers notifying of any changes to these dates. Dates indicated are tentative and may be changed during the RFP process due to revision(s) of any part of the Request for Proposal because of questions from Proposers and/or additional information requested after the Proposal Opening.

ACTIVITY	DATE & TIME
Advertisement – Date of Issue	Friday – March 30, 2007
Deadline for Questions	Monday – April 23, 2007 – by 11:30AM
Responses to Questions due back to bidders	Friday – April 27, 2007 – by 4:30PM
Submit Notice of Intent To Submit Proposal Due	Thursday – May 3, 2007 – by 11:00AM
Deadline to Submit Proposals	Tuesday – May 8, 2007 – by 1:30PM
Proposal Opening	Tuesday – May 8, 2007 – by 1:45PM
Award of Contract	After Tuesday – June 5, 2007 BOT Meeting

2. PROPOSAL SUBMISSION CONTENTS

Proposals must include all information required by the following sections:
(Reference Section VI)

- a. Cover Letter
- b. Description of Qualifications
- c. Contractor History
- d. Cost Proposal

3. DEFINITIONS

The following terminology shall be used throughout this Request for Proposal.

campus-Harrisburg Area Community College Campus, Harrisburg PA

contract-shall be used herein to refer to the purchase order(s) generated by the final award.

Contractor shall be used herein to refer to the Vendor receiving the final award.

Purchaser-Harrisburg Area Community College

response or proposal-as used herein shall be understood to mean the written proposal to provide services.

RFP-Request for Proposal

College-Harrisburg Area Community College, Harrisburg, PA

Vendor, Bidder, Contractor, Proposer, Supplier-as used herein shall be understood to mean the company, firm or corporation formally submitting a response to this RFP.

I. PROGRAM REQUIREMENTS

A. PURPOSE

Harrisburg Area Community College formally invites responses to provide information to be used in the decision to provide Merchant Card Services as further described herein. The College reserves the right to accept or reject any and all proposals, to waive any irregularities or informalities in any proposal(s) and to award the contract in the best interests of the College.

B. PROPOSAL PRICING METHOD

The award will be to the lowest responsible bidder for everything in the RFP. If you cannot provide everything outlined in the RFP, describe in detail the reason(s) those items that you cannot be proposed. And propose on those goods or services that you can propose on.

C. PROJECT PRICE CHANGES

Any changes in project work scope that alters costs must have prior approval from the Vice President for Finance and College Resources.

Harrisburg Area Community College Director of Purchasing shall be the authorized representative of the College for purposes of interpretation of contract requirements.

D. CONTRACT STANDARDS

After the Contract(s) are awarded (see award of Contract below) it will be the Contractor representative's responsibility to confirm with the College's authorized representatives, whether or not there is correct and sufficient funds available for the project through the issuance of a Purchase Order.

E. INVOICES AND STATEMENTS

Invoices must be descriptively itemized and must clearly indicate the applicable College Purchase Order number, including the Project Name and Location as well as the HACC account number, and must be submitted in duplicate at time of project completion before payment can be authorized.

A copy of the invoice statement is to be submitted to the "Bill to . ." location identified per the Purchase Order.

Any invoices submitted without an approved college Purchase Order referenced is subject to being classified as a gift to the College.

F. FINAL INSPECTION AND PROJECT ACCEPTANCE

Determination of adequacy of performance project completion shall be the responsibility of the Project Manager. Neither the College nor the Project Manager nor any agent thereof on behalf of the College will supervise or be responsible for the actions of the Contractor's employees, subcontractors, or subcontractor's employees.

The Project Manager for this project shall be **John Eberly, Assistant Controller Accounting Services at 717-780-2648.**

G. PAYMENT

The College will make payment to the contractor from the approved invoice. Payment will be accomplished within thirty (30) days of project acceptance or invoicing, whichever is later, if the project is as specified and statements are in proper form.

Proposers may include in their response their ability to accept Merchant card payments and any additional costs related to providing this capability.

II REQUEST FOR PROPOSAL

Harrisburg Area Community College formally invites responses to this Request for Proposal to provide Merchant Card Services as further described herein.

Interested parties are invited to submit proposals to Harrisburg Area Community College, Purchasing and Business Services, One HACC Drive, Harrisburg PA 17110. Proposals will be accepted until **Tuesday, May 8, 2007, by 1:30PM.**

This Request for Proposal contains the instructions governing the proposals to be submitted the materials to be included therein, requirements that must be met to be eligible for consideration, and general guidelines for submission of proposals.

A. WORKSCOPE

Overall contract for Merchant Card Services (see Section IX: Exhibits / Specifications).

B. MANDATORY SITE VISIT

NONE REQUIRED.

C. RFP CLARIFICATION

Proposers may request an explanation of the intent or content of this RFP and clarification of procedures used for this procurement. No interpretation made to any Proposer as to the meaning of the RFP shall be binding on the College unless repeated in writing and distributed as an addendum by College Purchasing and Business Services Office. Official written responses to all relevant written questions will be mailed or faxed by Harrisburg Area Community College Purchasing and Business Services Office.

Requests for written explanation or clarification shall be made in writing and submitted in an envelope marked "Questions Related to RFP #07-40" to Harrisburg Area Community College, Purchasing and Business Services Office, ATTN: Garry Crider, Director of Purchasing, One HACC Drive, Harrisburg PA 17110, or by Fax 717-780-1164. Email Questions are acceptable cgcrider@hacc.edu. Such requests must be received no later than **Monday, April 23, 2007, by 11:30AM.**

Failure of the Proposer to make appropriate inquiries, evaluate any special conditions, or to verify requirements of this RFP shall not relieve the Contractor of the responsibility of fulfilling the contract in accordance with the terms of this RFP.

Communication concerning the Request for Proposal can only be with Garry Crider, Director of Purchasing (717-780-1164 or cgcrider@hacc.edu). Oral communication with any other College employee, unit, department, or organization concerning their RFP is not binding on the College

and shall in no way modify the RFP, or the obligation of the College or the Vendor, and may deem the Proposer's proposal void.

The college will evaluate a Proposer's "confidence in its own ability to perform" based on a given Proposer's willingness to provide the College with meaningful contractual assurances and remedies.

In summation of the College's general objectives regarding this Request for Proposal, the College has a sincere desire to award the transaction based on reliable information. In other words, Proposers to this RFP will have demonstrated their agreement that whether verbal or written, the company can perform to the requirements of this Proposal.

D. ADDENDA TO THE RFP

In the event that it becomes necessary to revise any part of this RFP, Harrisburg Area Community College Purchasing and Business Services Office will provide addenda in writing to the Proposers. No oral statements, explanations, or commitments by whomsoever made shall be of any effect except as the same are confirmed in writing by the College Purchasing and Business Services Office.

E. EQUAL EMPLOYMENT COMPLIANCE REQUIREMENT

Harrisburg Area Community College is committed to affirmative action in accordance with state and federal laws and regulations providing for equal employment opportunity. Harrisburg Area Community College will not contract with any firm that is not an equal opportunity employer.

In accordance with federal and state laws, the contractor agrees not to discriminate against any client, employee or applicant for employment or for services, because of race, color, national origin, sex, age, marital status, religion, creed, political belief, mental or physical disability, or status as Vietnam era or disabled veteran. The contractor will comply with the Americans with Disabilities Act of 1990.

F. NON DISCRIMINATION

Harrisburg Area Community College is committed to non discrimination and equal employment opportunity. Harrisburg Area Community College will not contract with any firm that is not an equal opportunity employer.

G. ACCEPTANCE OF PROPOSALS

The College reserves the right in awarding the contract to consider the competency, responsibility, and suitability of the Proposer, as well as the services provided. The College further reserves the right to accept or reject any or all proposals, to waive any irregularities or informalities, and to award the contract in the best interest of the College. Neither the College nor any agent thereof on behalf of the College will be obligated in any way by any Proposer's response to this RFP.

III GENERAL CONTRACTUAL REQUIREMENTS

A. EXAMINATION OF CONTRACT CONDITIONS

It is the intent of Harrisburg Area Community College through this Request For Proposal and contract conditions contained herein, to establish to the greatest possible extent, complete clarity regarding the requirements of both parties to the contract resulting from the Request For Proposal.

Before submitting a proposal, the Contractor shall be thoroughly familiar with all contract conditions referred to in this document, and any addenda issued before the proposal submission date. Such addenda shall form a part of the RFP and shall be made a part of the contract. It shall be the Contractor's responsibility to ascertain that the proposal includes all addenda issued prior to the proposal submission date.

By submitting a response to this RFP contractor represents that:

- 1) The contractor has read and understands the Contract specifications and conditions.
- 2) The contractor will perform the work in compliance with Commonwealth of Pennsylvania, Federal and Local Laws, Regulations, Standards, Ordinances and Codes.

B. INDEMNIFICATION

The Contractor shall hold Harrisburg Area Community College harmless from any liability, costs, or penalties in any way resulting from the performance of the services related to this contract or from the conduct or actions of any persons provided by the Contractor for performance of this agreement and will indemnify the College for any costs of defense paid because of actions of the Contractor or its employees in the performance of this agreement.

C. CONTRACT MANAGER

Harrisburg Area Community College Purchasing and Business Services shall be the authorized representative of the College for purposes of interpretation of contract requirements. Determination of adequacy of performance shall be the responsibility of the Project Manager. Neither the College nor the Project Manager nor any agent thereof on behalf of the College will supervise or be responsible for the actions of the Contractor's employees, subcontractors, or subcontractor's employees.

D. TERM OF CONTRACT AND INSTALLATION

The Contractor and Harrisburg Area Community College agree that an agreement resulting from this RFP shall be for a period from the date of award through project completion and acceptance by the College.

IV RIGHTS AND REMEDIES

A. ARBITRATION

All disputes between the parties to this agreement arising out of or in connection with the contract documents shall be submitted for arbitration. If arbitration is selected by the College, the College shall also select the number of arbitrators and the manner of arbitration, which shall be either: (1) arbitration according to the rules of the American Arbitration Association; or (2) referral to one of more arbitrators mutually agreed upon by the parties.

When a written decision of the College states that (1) the decision is final but subject to arbitration and (2) a demand for arbitration of a claim covered by such decision must be made within thirty (30) days after the date on which the party making the demand received the final written decision, then failure to demand arbitration within said thirty (30) days' period shall result in the College's decision becoming final and binding upon the College and Contractor.

In responding to a claim brought by a Contractor, the College shall have a minimum of forty-five (45) days in which to respond to a revised claim prior to the arbitration hearing.

B. LITIGATION

In the event that any term of this contract is the subject of litigation, it is hereby agreed that the parties in that litigation shall pay their own attorney's fees and court costs incurred including court costs and attorney's fees incurred in appellate proceedings.

C. VENUE AND JURISDICTION

The terms and conditions herein constitute the sole and entire agreement among parties and the laws of the State of Pennsylvania shall govern any disputes. The Dauphin County Court of Common Pleas shall have exclusive jurisdiction over any and all litigation arising from the terms of this agreement.

D. RIGHT TO AUDIT

The College and appropriate designated representatives reserve the right to audit the College account records and other financial records of the Contractor, as they pertain to the College. Such audits, shall be performed by auditors selected by the College only if deemed necessary by the College.

E. FORCE MAJEURE

Neither party to this Agreement will be liable to the other for any failure or delay in performance under this Agreement due circumstances beyond its reasonable control including, without limitation, Acts of God, accident, labor disruption, acts, omissions and defaults of third parties, and official governmental and judicial action not the fault of the party failing or delaying in performance.

V PROPOSAL SUBMISSION

To receive consideration, proposals shall be made in agreement with the instructions as stated in this RFP, and such proposals and awards made therein shall be subject to all of the terms and conditions hereof:

A. ECONOMY OF PREPARATION

Proposals should be prepared simply and economically, providing a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFP. Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be on completeness and clarity of content.

B. INCURRED COST

The College is not liable for any costs incurred by the Proposer in the preparation and presentation of their proposals.

C. SIGNATORIES

The proposal shall include information as requested throughout the RFP. The signature of all persons authenticating the proposal shall be printed and written in longhand in the designated area on page one (1) of the RFP. The proposal shall be signed with ink or indelible pencil.

D. ALTERNATE PROPOSALS

A Contractor may submit an Alternate Proposal(s). The Alternate Proposal(s) may be submitted, showing in detail, where the Alternate Proposal differs from the requested specifications.

E. PROPOSAL DEADLINE

To be considered for selection, proposals shall arrive at Harrisburg Area Community College Purchasing and Business Services Office, One HACC Drive, Harrisburg, PA, 17110, by **1:30PM** on or before **Tuesday, May 8, 2007**. Proposals must be in a sealed container, clearly marked "**Proposal RFP #07-40 – MERCHANT CARD SERVICES**".

The mailing of proposals shall allow for normal mail delivery time to ensure timely receipt of their proposals by Harrisburg Area Community College Purchasing and Business Services Office. Proposals arriving after the deadline will not be considered. All proposals become the property of the College.

F. NUMBER OF COPIES AND MAILING OF PROPOSAL

Four (4) copies of the General Proposal will be submitted in a sealed container clearly marked with the name of the Proposer and labeled "GENERAL PROPOSAL - **RFP #07-40**". One (1) of the copies shall be marked "Master Copy" and will contain original signatures in all locations requiring a Contractor signature. The remaining copies do not require original signatures.

The proposals must be addressed as follows:

Proposal **RFP # 07-40**
Harrisburg Area Community College
Purchasing and Business Services
ATTN: Garry Crider, Director of Purchasing
One HACC Drive
Harrisburg PA 17110

VI FORMAT FOR PROPOSAL

A. INTRODUCTION

Any term or condition stated in this RFP document shall be considered accepted by the Contractor unless specifically objected to by the Contractor. The College may accept or reject Vendor's alternative proposals to the terms of this RFP. A proposal may be rejected if it is incomplete or conditional.

B. COVER LETTER

Each proposal will have a Cover Letter on the letterhead of the company or organization submitting the proposal. The Cover Letter must include the following information:

1. Briefly summarize the Contractor's ability to provide the services specified in the RFP.
2. A Statement that the Contractor is willing to perform the work described in the RFP and to enter into a contract with Harrisburg Area Community College to perform the work. The Cover Letter must be signed by a person having the authority to commit the Contractor to a contract.

3. Information should include: the company name, federal Taxpayer Identification Number, address, telephone number, FAX number, name, and title of the person to contact, name(s) of principal(s) assigned to negotiate for Contractor (if any), and the name of the individual or company who will manage the project.
4. Certification as to correctness of the proposal and the authority of person signing to bind Contractor.
5. Acknowledgment and/or exceptions taken to the proposed terms and conditions.

C. DESCRIPTION OF QUALIFICATIONS

Each proposal must contain a description of the Contractor's qualifications to perform the services specified in this RFP.

D. CONTRACTOR HISTORY

Contractor shall provide a narrative demonstrating an established, successful track record of past performance in providing goods and services closely related to the requirements specified in this RFP. The narrative shall include three (3) reference accounts showing experience in receiving contracts for the delivery of services similar to the one proposed. References must include the following:

1. Name of the firm or corporation.
2. The dates of each contract or agreement under which the Contractor provided such services.
3. The names, address, and telephone number of a contract person for each contract.
4. A brief description of the related projects.

E. COST PROPOSAL

See Section X: Cost Proposal Sheet

VII EVALUATION

A. PROPOSAL PROCESS

1. After the date established for receipt of proposals, a register of proposals shall be prepared which shall include the name of each Proposer. The register of proposals shall be open to public inspection only after award of the contract. No additional proposals will be accepted after the opening date.
2. The evaluation shall be based on the evaluation factors set forth in this request for proposal. Factors not specified in the request for proposal shall not be considered.
3. For the purpose of conducting discussions, proposals shall be initially classified as:
 - (a) responsive; or
 - (b) non-responsive.
4. Discussions may be held with one or more Proposers to:
 - (a) promote understanding of the College's requirements and the Proposers' proposals; and
 - (b) facilitate arriving at a contract that will be most advantageous to the College taking into consideration all factors set forth in the request for proposals.

- (c) Discussions may include oral presentations, interviews, demonstrations, responses to specific questions, modifications, and negotiations. Proposers shall not be informed of their rank at the time of discussions. The College reserves the right to visit and inspect other sites of the potential Contractor.
- (d) Proposers must be prepared to send qualified personnel to discuss technical and contractual aspects of the proposal.
- (e) One or more Proposers may be provided an opportunity to submit a “best and final” offer.

5. References and the Merchant and financial responsibility of the Proposers may be verified as appropriate.

B. EVALUATION CRITERIA

Proposals will be evaluated on the following criteria listed in order of their relative priority with most important listed first:

- 1) Proven capability and capacity to perform requested services in a highly professional and timely manner, including financial strength and stability.
- 2) Total direct and indirect costs to HACC of required services as outlined in this Request for Proposal.
- 3) Level of satisfaction of present and former customers with accounts of similar size and complexity.*
- 4) General quality, completeness, accuracy, clarity, and adequacy of proposal.
- 5) Availability of new/innovative and optional services.

*Only the highest rated proposals will be evaluated on this item.

VIII. AWARD

The College will review all proposals. The College reserves the right to cancel the selection process or the negotiations when a selection is made, or at anytime prior to entering into a formal written agreement with the Contractor.

The College intends to execute a contract with the Contractor(s) submitting the proposal which the College determines to best meet the College's requirements. The College will be the sole judge of the acceptance of any and all proposals.

In awarding the contract, the College may take into consideration: the references, experience, responsibility, reputation, financial standing of the respondent, and the ability of the Contractor to provide an advantageous time schedule for providing service. The inability of any respondent to meet the requirements may be cause for rejection of his/her proposal.

Proposers who suggest changes to mandatory terms and conditions are likely to be deemed nonresponsive. Proposers may suggest alternatives to optional terms and conditions, but should note that these changes may place their proposal at a competitive disadvantage to proposals that do not suggest alternatives to these optional terms and conditions.

After selection approval by the colleges Board of Trustees, Harrisburg Area Community College Purchasing and Business Services office will cause a contract/purchase order to be prepared for signatures by both parties. A contract(s) will be issued to the responsible Contractor(s) whose proposal is the most advantageous to the College, taking into consideration all evaluation factors. No other evaluation criteria, other than that outlined in this proposal, will be used.



HACC

Central Pennsylvania's Community College

IX. EXHIBITS / SPECIFICATIONS

For
07-40

MERCHANT CARD SERVICES

1) PURPOSE OF THE RFP

1. BACKGROUND INFORMATION

Harrisburg Area Community College (HACC), is seeking proposals from qualified entity to provide Merchant Card Services as further described herein.

All Banks submitting a proposal must propose to provide all services as indicated in this RFP, unless the service is specifically noted as being optional.

For purposes of this RFP, a bank is defined as meeting the proposer requirements for a bank under title "Proposer Qualifications" on pages 20-21.

HACC is also especially interested in knowing of services that are available from your firm that may not be presently in use by HACC.

2. INTENT

The intentions of HACC are to have one overall contract for Merchant Card Services.

3. TERM

The presently planned period of appointment will be for a thirty-six (36) month period beginning July 1, 2007, and ending June 30, 2010, with one two-year extension thereafter possible by mutual agreement.

The College may also extend the contract for an additional sixth and/or seventh year after the first five years, if mutually agreed in writing and if the College President or designee determines in writing that such a contract extension would be advantageous to the College.

2) SPECIFICATIONS/SCOPE OF WORK

Merchant Card Processing Services

1. **Merchant/Debit Card Deposit Activity.** The College requires Merchant bankcard accounts, i.e., MasterCard or Visa, for 6 departments, the college anticipates a seventh to handle web check transactions. Separate merchant identification is required for each department.

For MasterCard and Visa, the College processes transactions primarily electronically through electronic data capture, and on a very limited basis as paper draft deposits (less than one-half of one percent of the Merchant card volume).

2. **Merchant/Debit Card Discount Rate and Per Transaction Fee.** Provide a schedule of discount rates and all other fees associated with processing Merchant/debit card payments. Currently, HACC does not distinguish between card types and processes all transactions as Merchant cards.

Identifying all Merchant card processing fees, including both (1) the Merchant card firm's (e.g. Visa/Mastercard) pass through interchange rates and assessments, and (2) the bank's/Merchant card processing firm's fees. A total cost for the indicated volume in Exhibit A is to be shown. Each proposer needs to show computational details for the total costs shown. Indicate the effective date of interchange rates used in calculating HACC's costs. It is imperative that HACC be able to duplicate your calculation based on your computational details.

Accuracy, completeness, and clarity are most important.

The Merchant card charges that you propose may be subject to change (up or down) based on actual Visa/Mastercard pass through interchange rates and assessments. Please indicate whether you are submitting your proposal based on this premise. If a blended discount rate is proposed, describe how changes in interchange rates will be passed through. The bank's/Merchant card processing firm's own fees are not subject to any pricing adjustments for the first three years of the contract.

The purpose of having the pricing information presented in the prescribed format is for the College to make an "apples-to-apples" comparison among proposers. We do not desire unique formats that any proposer may have.

3. **Deposit and Reporting of Merchant/Debit Card Transactions.** All accepted Merchant and debit card transactions are to be deposited into HACC's Merchant card account to be located in Pennsylvania with the bank selected for HACC's banking services. The deposits must be gross settlements. Discount fees and chargebacks cannot be netted against deposits. All proposers are to indicate the daily transmission cut-off time and indicate if fund availability is one or two days.

On-line daily statements of Merchant card deposits must be available for downloading at HACC. All charge card batch settlements shall be processed separately on the on-line/paper daily statements whether net positive or net negative sales. Merchant/debit card sales processed in the same batch should be posted to HACC's Merchant card account as a single batch amount. Vendor must identify each batch by merchant. The last four (4) digits of the merchant number shall appear in the on-line daily statements to identify merchant. Include the cost of any specialized software needed to access this information.

Detailed backup must be provided for all "miscellaneous Merchants and debits".

4. Merchant Card Chargebacks. Describe your procedure for retrieval requests and processing of Merchant card chargebacks. Specify if there is a charge for this service. Chargebacks should be charged separately from settlement activity.
5. Other Merchant Cards. The College may enter into separate arrangements for the acceptance of Merchant/charge cards in addition to MasterCard/Visa. Indicate any processing charges for these cards. If proposer is unable to accept for deposit Discover, American Express, or Diners Club, so indicate.
6. Merchant Card Processing Firm Contact Personnel.

The College believes that it is important to obtain good services for its departments and employees involved in Merchant card processing functions. The proposers shall designate an overall coordinator for HACC's account. Exhibit E is provided to allow each proposer to list the telephone and fax numbers and e-mail address of the contacts. It is anticipated that all phone numbers will be either local or toll free numbers. If this is not the case, this needs to be pointed out in conjunction with completion of Exhibit E.

3) PROPOSER QUALIFICATIONS

The College is soliciting proposals from Banks that are in the business of providing services as listed in this Request for Proposal. Your proposal shall include, at a minimum, the following information. Failure to include these items may be grounds for rejection of your proposal.

The proposer shall present evidence that the firm or its officers have been engaged for at least the past five (5) years in providing services as listed in this Request for Proposal.

Provide a minimum of 3 references of existing customers, in Pennsylvania, having banking requirements most similar to those of the College in size and complexity, along with the date they became customers, name of knowledgeable individual that can be contacted and telephone number, email address. If possible, provide two (2) College references, even if those references are from another state.

Additional minimum qualifications:

1. Be nationally or Pennsylvania chartered (if you are licensed in the state of Pennsylvania that is adequate), approved to conduct business in the Commonwealth of Pennsylvania, a member of the Federal Deposit Insurance Corporation, and have immediate access to the Federal Reserve wire transfer system.
2. Have a minimum stockholder's equity of \$1.0 billion as of the last audited financial report to have been issued for the bank, its parent organization and other subsidiaries of the parent organization.

X. COST PROPOSAL SHEET

For

07-40: MERCHANT CARD SERVICES

Your proposal should include the following information in the order specified. If the proposer fails to provide any of the following information, with the exception of the mandatory proposal certification, the College may, at its sole option, ask the proposer to provide the missing information or evaluate the proposal without the missing information.

1. A mandatory proposal certification as per Section XIII.
2. Specific indication that the entity meets the qualifications specified in Section IX, item 3.
3. Management summary consisting of at least an organization staffing chart of those employees to be utilized in their performing of this contract. Specifically address whether there will be “one” single point of contact or multiple points of contact and the location of HACC’s contacts. Complete and include Exhibit C, Section XVI).
4. Firm’s capability and capacity in providing MERCHANT CARD SERVICES to organizations of comparable size and complexity to HACC. Respond to specifications/scope of work as described in Section XI of the RFP.
 - A. Depository and Disbursement Services
 - B. Investment Services
 - C. General Services
 - D. Sponsorship
 - E. Optional Services
 - F. Relating to your computer facilities, specify your current operations system and location, backup system you use in case of primary system failure.
 - G. Provide your firm’s audited financial statements for the most recent two years and your most recent quarterly report. If your firm is not a publicly held firm and you desire to keep the audited financial statements confidential, include in a sealed envelope and mark CONFIDENTIAL. If one or more of the following rating firms rate your organization, e.g., Moody’s and S & P, indicate your long and short-term ratings.
5. Fixed prices for three years. Include a complete pricing of all services described in the RFP and compute total annual cost using the annual volume of activity shown. Include charges for additional services that you anticipate HACC is currently utilizing but may not be billed by the current vendor. Include both the fixed charges and any related fees associated with conversion or start up programming that are to be charged to HACC.

Proposers need to be accurate, complete, and clear.

6. Firm’s ability to provide each of the services, documented by completing Exhibit D (Section XVII).
7. For the non-incumbent proposals, indicate your bank’s conversion approach and the team from the bank that would be assigned.
8. Indicate how your bank goes about monitoring the service levels being provided large clients and how client feedback is obtained.

Bidder agrees that any contract entered into will include all the conditions of this Request for Proposal, and if any terms and conditions conflict, the Lessor will modify any Master Lease or Schedule to include such conditions before submitting such contracts.

OFFER GUARANTEED FROM DATE SHOWN BELOW THROUGH THE EXECUTION OF THE LAST SCHEDULE FOR THE EQUIPMENT DELIVERED IN NOVEMBER 2006..

Company Name: _____

Authorized Signature: _____

Name (Printed): _____

Title: _____

Date: _____

XI. Notification of Intent to Submit Proposal

NOTIFICATION OF INTENT TO SUBMIT PROPOSAL

Please refer to the Request for Proposal Package covering the acquisition to provide MERCHANT CARD SERVICES for Proposal Number 07-40: MERCHANT CARD SERVICES for Harrisburg Area Community College.

If you are interested in submitting a Proposal, please fill out the information requested below and return this form to Garry Crider, Director of Purchasing, Harrisburg Area Community College, One HACC Drive, Harrisburg, PA 17110 no later than **Thursday, April 26, 2007, by 11:00AM**. Or fax this document to 717-780-2325 or e-mail this document to cgcrider@hacc.edu.

Name of Organization _____

Mailing Address _____

Representative's Name _____

Representative's Title _____

Phone Number _____

FAX Number _____

We intend on doing the following: (check one)

- 1. () We will submit a Proposal
- 2. () We will NOT submit a Proposal

If number 2 is checked, please give a brief explanation in the spaces provided.

Signed: _____ Date: _____

XII. Notification of Intent to Attend the Mandatory Site Visit

Notice of Intent to Attend the Mandatory Site Visit

NONE REQUIRED

XIII: PROPOSAL CERTIFICATION

(date)

Purchasing and Business Services
Harrisburg Area Community College
One HACC Dr.
Harrisburg, PA 17110

The undersigned certifies that to the best of his/her knowledge: (check one)

- () There is no officer or employee of Harrisburg Area Community College who has, or whose relative has, a substantial interest in any contract award pursuant to this proposal/bid.
- () The names of any and all public officers or employees of Harrisburg Area Community College who have, or whose relative has, a substantial interest in any contract award pursuant to this proposal/bid are identified by name as part of this submittal.

The undersigned further certifies that their firm (check one) _____ IS or _____ IS NOT currently debarred, suspended, or proposed for debarment by any state or federal entity. The undersigned agrees to notify the College of any change in this status, should one occur, until such time as an award has been made under this procurement action.

In compliance with Request for Proposal No. W0203-12 for MERCHANT CARD SERVICES and after carefully reviewing all the terms, conditions and requirements contained therein, the undersigned agrees to furnish such goods/services in accordance with the specifications/scope of work.

(firm)

(address)

(signature required)

(phone no.)

(print name)

(fax no.)

(title)

(fed. tax id no.)

XV: EXHIBIT B: MINIMUM REQUIREMENTS CERTIFICATION

**Chartered by the State Bank Commission to conduct
MERCHANT CARD SERVICES within the State of Pennsylvania.** Yes ___ No ___

Member Federal Deposit Insurance Corporation. Yes ___ No ___

**Immediate access availability to Federal Reserve
Wire Transfer System.** Yes ___ No ___

**Please indicate what the last audited stockholders
Equity is for your institution. The College will
Accept proposals from banks with less than \$1 billion
In equity but reserves the right to weight the level
Of equity in its decision process.** Yes ___ No ___

XVI: EXHIBIT C: BANK CONTACT PERSONNEL

Indicate the person that would serve as the overall coordinator between HACC and the bank. This would be the overall managerial contact and the person that HACC would turn to if (1) assistance were needed as to whom within the Bank needed to be contacted for a particular service or (2) assistance was needed in getting a specific situation resolved.

NAME: _____

TITLE: _____

PHONE NO.: _____

ALTERNATE PHONE NO.: _____

FAX NO.: _____

E-MAIL: _____

If the regular phone number listed above goes into voice mail if not answered, indicate an alternate number that is answered during normal business hours if HACC needed to make immediate contact with a live person, e.g., to find out when the intended person will be available to call back.

ALTERNATE PHONE NO.: _____

Name (either individual or department): _____

Indicate below the same information for the person that the overall coordinator reports to and for the next reporting level above that person.

NAME: _____

TITLE: _____

PHONE NO.: _____

ALTERNATE PHONE NO. _____

FAX NO.: _____

E-MAIL: _____

The person directly above reports to:

NAME: _____

TITLE: _____

PHONE NO.: _____

ALTERNATE PHONE NO.: _____

FAX NO.: _____

E-MAIL: _____

Also indicate additional contacts for HACC if HACC was to select your bank or firm

Harrisburg Area Community College
Request for Proposal
07-40 – MERCHANT CARD SERVICES

Harrisburg Area Community College is requesting quotes to provide MERCHANT CARD SERVICES. A copy of RFP # 07-40 may be obtained at: www.hacc.edu/rfp beginning **Friday, March 30, 2007**. Responses due by **1:30PM on Tuesday, May 8, 2007** in Whitaker Hall room 130. Harrisburg Area Community College reserves the right to accept or reject any or all Proposals. HACC is committed to providing opportunities for Minority Business Enterprises (MBE), and Woman Business Enterprises (WBE). HACC encourages MBE and WBE firms to submit a Proposal for the Work and all bidders to proactively solicit MBE and WBE firms in the bidding and subcontracting process.