



Office of the State Treasurer

May 13, 2011

Request for Proposals

On behalf of the Technical College System of Georgia (TCSG), the Office of the State Treasurer (OST) requests financial and banking institutions to provide stored value card services. We invite your firm to submit a final proposal to us for consideration **by 4:00 p.m. on June 13, 2011**. A description of TCSG, the card services needed, and other pertinent information follows.

Background of Georgia law, OST and TCSG

On March 4, 2011, the State Depository Board approved the "State of Georgia Depository and Bank Fee Policy." This policy includes the following:

O.C.S.G. 50-17-51(c) The state depository board shall prescribe cash management policies and procedures and state agencies shall employ the cash management policies and procedures prescribed by the board. Cash management policies and procedures prescribed by the board shall be designed to maximize the efficient and effective utilization of the state's cash resources for the state as a whole. The board may require state agencies to submit reports and plans on such forms and at such times as the board may prescribe to determine whether an agency is in compliance with the cash management policies and procedures prescribed by the board. The state treasurer shall serve as cash management officer for the state on behalf of the board.

The Technical College System of Georgia (TCSG) oversees the state's technical colleges, adult literacy programs, and a host of economic and workforce development programs. TCSG provides a unified system of technical education, adult education, and customized business and industry training through programs that use the best available technology and offer easy access to lifelong education and training for all adult Georgians and corporate citizens.

Requested Services

TCSG has requested OST to assist in securing banking services to enable technical colleges to provide students with stored value cards or pre-paid debit cards, to allow the payment of student financial aid including certain grants, scholarships and student loan proceeds. A stored-value card is a prepaid debit card that can be used to withdraw cash from an automated teller machine (ATM) or to purchase goods from a merchant. We distinguish a stored-value card from a traditional debit card in this discussion by defining a stored-value card as not being linked to a checking or savings account. This RFP does not anticipate that other funds outside of those administered by TCSG will be loaded on to the reloadable stored value card. The reloadable stored value card may have funds from multiple sources (grants, loans, scholarships, etc.) that may have to be funded on different dates.

Please view the following Attachments to obtain a listing of the potential population and address information of all technical colleges.

Attachment A- Provides total student enrollment breakdown by technical college.

Attachment B- Provides a total faculty count breakdown by technical college.

Attachment C- Provides a list of technical college locations (name and address) that prefer to have an ATM on site.

Attachment D- Provides a list of all other technical college locations that will eligible to participate in the RFP stored value card program.

Scope of Services to Be Performed

Your proposal should cover the following services:

- Preferably card accounts must be established and cards must be distributed at no cost to the state, the technical college, or the beneficiaries.
- Card issuance by the vendor must be prompt and satisfactory to TCSG which is within 10 calendar days.
- Card funding by the vendor must be prompt and satisfactory to TCSG.
- Accounts must be FDIC insured.
- The value of the card must be convertible to cash (i.e., a student must be able to use it at an ATM to make cash withdrawals). The cards must also be available for buying goods and services. We would not expect a school to limit the use of the card to specific vendors.
- Vendor must provide TCSG written confirmation when funds are electronically transferred to card.
- Vendor must provide the beneficiary written terms and conditions relating to the use of the account with all cards issued.
- On-line and phone account support to beneficiary must be available at no cost to the state or the technical college.
- Cards must be accepted at locations and merchants like other debit cards.
- Card program must have a fraud protection component for the protection of the state, technical colleges, and beneficiaries.

- Each card must allow the beneficiary at least one (1) transaction to withdraw the balance of financial aid funded to the account without charge. The beneficiary should be able to use the one (1) free transaction to withdraw the disbursement from ATMs of the issuing bank or credit union or a branch location.
- If a card is inactive for six (6) months, the card account must be deactivated and funds returned to the technical college.
- The card shall not be portrayed as a credit card and cannot at any time be converted to a credit card account.
- The vendor must provide at least one ATM machine per participating technical college at no cost to the technical college, and ensure sufficient funds will be available to cardholders during peak disbursement periods.
- Vendor must be able to implement card program upon request of each individual technical college, which could begin as early as July 15, 2011. (Technical colleges may choose to participate in the card program, but TCSG cannot assure that any particular technical college will or will not participate).
- Each individual technical college must have the ability for its name or logo to be branded on its respective card.
- A vendor must provide on-line reporting tools for administrative and reconciliation purposes.
- A vendor's electronic file sharing process must be compatible with the TCSG BANNER software system. The BANNER student information system is an integrated software package used to input and store student and financial aid information as well as cash receipting. Student information includes data on recruiting, admissions, advising, course scheduling, registration, tuition and fee payments, grading, and housing. Financial aid information includes data related to applications, awards, and disbursements.

Service and Fee Structure

Please view and complete the following Attachments "E" and "F" to describe services and provide fees for the proposed services.

Attachment E- Asks for a description of all services and fees applicable to the Technical colleges.

Attachment F- Asks for a description of all services and fees applicable to the beneficiary card holder.

Transaction or Card Funding Policy

Please provide a listing of time frames that explains card funding details associated with stocking of ATM machines, shipping, presentment, use, branding and any other miscellaneous timing of card issuance and funding associated with the stored value card service proposal.

Card Activity	Explanation	Days to Complete

Your Response to This Request for Proposal

In responding to this RFP, we request the following additional information:

- Detail your institution’s experience in providing commercial and stored value cards to entities in the nonprofit and government sectors.
- Identify the person or persons who will be assigned if you are successful in your bid. Also provide contact information and biographies.
- Describe your firm’s use of technology in tracking and reporting card transactions and card use history.
- Provide the names and contact information for three other similar clients that currently have similar agreements in place.
- Provide a list of branch locations and ATM locations on or near the vicinity of TCSG campuses that are listed in Attachment C.
- Provide a list of branch locations and ATM locations on or near the vicinity of TCSG campuses that are listed in Attachment D.
- Describe how and why your institution would be a good choice to provide the requested services.

- Describe problems your institution has experienced in stored value programs for governmental clients and how were such problems resolved.

Other Requirements

- Initial contract will be for a period of three (3) years with two (2) renewal periods of one (1) year each.
- Include a sample contract
- Include approximate installation time for installing any required ATM machines if a technical college does not currently have one on campus.
- Provide any contractual obligations, related expenses, or requirements that a technical college location may encounter while installing any new or upgrading any current ATM machines.
- Vendor must keep beneficiary information secure and private from other services outside of this RFP.
- TCSG prefers to award this RFP to one vendor. However, existing banking provisions at individual technical college locations may prevent one vendor from being awarded the entire RFP initially. Therefore more than one vendor may be designated by TCSG.

Evaluation of Proposals Questions and Answers

Please submit all questions in connection with the RFP in PDF format to pludeman@treasury.ga.gov AND kasher@treasury.ga.gov on or before 4:00pm on May 24, 2011.

OST will respond in writing to all questions and copy all prospective vendors on or before June 2, 2011

Please submit final proposals in response to this request in PDF format to kasher@treasury.ga.gov on or before 4:00pm on June 13, 2011.