

16-15 Fuel Card Services and Related Products Q&A

Q1. Page 8 I. Submission of Response; The first paragraph in Section I. on page 8 includes the following sentence:

Vendor must also submit two (2) electronic proposals free of proprietary information to be posted on Vendor information page if awarded a contract.

As per our questions/comments in question 2 that follows, we request Region 4 ESC modify this instruction to say the following:

Vendor must also submit two (2) electronic proposals free of proprietary information **or with any pricing details Vendor desires to be redacted**, to be posted on Vendor information page if awarded contract.

A1. Instructions for Submission of Response will remain the same. See answer to question 2 on proprietary information.

Q2. Page 13, XXIX Proprietary Information

A. Will the awarded Vendor be allowed to redact pricing details in the solicitation response/contract documents Region 4 ESC makes availability at the National IPA/TCPN website?

B. Is it allowed for pricing information and related details in Vendor's proposal to be considered "Proprietary"?

C. If answer to B is no, we desire your permission to insert redaction notes in the documents to be made available on Vendor Information page of the TCPN website, essentially advising participants or inquiring entities to contact Vendor directly to receive a non-redacted copy of the documents via email. Pricing can be sensitive information and we suggest allowing redaction of pricing on the internet.

A2. Any information that offerors feel should be considered proprietary must be included with the document: ACKNOWLEDGEMENT AND ACCEPTANCE OF REGION 4 OPEN RECORDS POLICY, page 4 of solicitation. Also, page 13, XXIX. PROPRIETARY INFORMATION.

Agencies requesting information will contact National IPA and then that will be distributed appropriately.

Q3. Page 37, Appendix F, Q8

Question 8 under Appendix F, reads as follows:

8. Define your standard terms of payment.

We suggest the question be revised. Vendor should define both their standard Billing Frequency (i.e. weekly, bi-weekly, monthly invoicing) and Payment Terms (i.e. Payment Due Net 7, 14 or 30 days).

Additionally, vendors should be asked for their options for different Billing Frequencies and Payment Terms. Vendor should be allowed to define how pricing might change or be adjusted should different billing frequencies or payment terms be desired by the participating entity.

A3. See page 38, #32. Discuss the invoicing options your company offers and the payment terms for each. Provide here all billing and payment terms and options. For question 8, please provide billing options and billing options.

Q4. Page 38, Appendix F, Question 23

Question 23 under Appendix F, reads as follows:

23. Describe your company's turnkey fueling system projects, including retrofitting a fueling station, renovating a fueling station or building a refueling station.

Please clarify. Is this question related to government customers that have bulk tanks (onsite refueling locations?) We recommend the question to be modified to request information from vendors regarding:

- Bulk Consigned Fuel Supply Services
- Memo Tracking Services
- Requirements/Ability or ability to provide fuel control terminal equipment for automation of consigned fuel services or memo tracking services

A4. Offerors should provide typical public sector projects that they can provide.

Q5. Page 38, Appendix F, Question 32.

Question 32 under Appendix F, reads as follows:

32. Discuss the invoicing options your company offers and the payment terms for each.

Confirm that Invoice Options actually is the options for Billing Frequency and Payment Terms? We believe this question can be covered by under a revised Question 8. If not, please clarify what is meant by Invoicing Options.

A5. Invoicing options is the options for billing frequency.

Q6. Page 40, Appendix F, after Vendor Certifications

On page 40, following question 47, there is a list of 16 questions that are not numbered. These questions appear to be similar or duplicates from the prior numbered list of questions. We believe they were copied into the document accidentally. Please confirm and advise whether these duplicate questions need to be answered or revise the RFP document accordingly.

A6. Questions on page 40 are duplicates and don't need to be answered. Please disregard these questions.

Q7. Page 41, References

Please consider reducing the number of references requested. 10 seems like a large number, usually 3 or 4 are required in government RFPs or bids.

A7. The number of references required will stay at 10.

Q8. Page 42, Appendix G, Value Add

If we submit information regarding Value Add Services, are we required to provide pricing for those services in order for participants to utilize the services under this contract? Please advise whether pricing for value add services needs to be submitted.

A8. Yes, submit pricing and all pertinent information on Value Add Services.

RFP 16-15 Questions and Answers

- 1. Is this RFP a new product or is it a replacement for an existing TCPN fuel card program?

This is a re-solicitation of a current contract.

- 2. Is there any established volume that already occurs with this agreement? If so, what is that volume and where does it occur?

Contract to date (four years), has done approximately 11.5 million gallons of fuel across the United States.

- 3. What is the difference in this solicitation and the one for fuel cards that Mansfield already has in place with National IPA?

This solicitation for Fuel Cards Services and Related products is strictly for fuel cards. The current contract with Mansfield is for various types of fuel and includes fuel cards.