

## **City of Bondurant Request for Proposals (RFP): Purchasing Card (P-Card) Program**

**I. Introduction and Background** The City of Bondurant is a growing community in central Iowa known for its fiscal responsibility and commitment to operational efficiency. For Fiscal Year 2025, the City's General Operating Fund began with a balance of \$5,638,071.67. During the year, the City collected \$7,770,236.80 in revenues and incurred \$5,095,615.67 in expenses, resulting in an ending balance of \$8,312,692.80. All General Fund resources were liquid and unrestricted. Of the total expenditures, \$92,466.66 were purchases made using the City's current credit card program.

The City now seeks proposals from qualified financial institutions to provide Purchasing Card (P-Card) services that will streamline procurement, improve efficiency, and enhance administrative and financial controls.

### **II. Program Objectives**

- Simplify small-dollar purchases
- Reduce the use of petty cash and traditional PO/check processes
- Improve transaction tracking and reporting
- Increase rebate and cost-saving opportunities
- Enhance internal controls and fraud protection

### **III. Scope of Services** Respondents must be able to:

1. Provide Visa or MasterCard branded cards
2. Offer integration with Tyler Technologies ERP Pro10
3. Allow robust controls (MCC restrictions, spending limits)
4. Provide 24/7 customer service
5. Support an electronic receipt and allocation platform
6. Provide training and user support
7. Offer a competitive rebate program
8. Include fraud protection measures (e.g., real-time alerts, misuse monitoring)

### **IV. Proposal Requirements** Proposals must include:

- Signed introductory letter stating compliance with all RFP terms
- Overview of proposed solution, platform, and implementation timeline
- Customer service model (access, escalation, training)

- Pricing details including any fees and rebate structure
- Firm qualifications and relevant government experience
- Team member bios and roles
- Completed mandatory requirements checklist
- Three references from municipal clients

**V. Evaluation Criteria** Proposals will be evaluated based on:

- Platform usability and integration capabilities
- Rebate and pricing competitiveness
- Customer service and training support
- Security and internal control features
- Experience and qualifications

**VI. Mandatory Requirements Checklist (pass/fail)**

- Secure, PCI-compliant data handling
- Branded cards with City and cardholder name
- Integration with Tyler Technologies ERP Pro10
- Real-time transaction limits and MCC blocking
- Receipt imaging and electronic workflow support
- No sale or marketing of City data

**VII. Timeline and Submission**

- RFP Issued: 09/18/2025
- Questions Due: 10/05/2025
- Proposals Due: 11/02/2025
- Contract Approval (tentative): 12/15/2025

Submit proposals and questions via email to: Jené Jess - Assistant City Administrator, [jnjess@cityofbondurant.com](mailto:jnjess@cityofbondurant.com) with subject line "Bondurant P-Card Proposal"

**VIII. General Terms**

- The City reserves the right to accept or reject any proposal
- All submissions become public record
- Final selection is subject to City Council approval

**IX. Contact Information** City of Bondurant

Jené Jess - Assistant City Administrator

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