

December 5, 2002

03-041

ACCEPT PROPOSAL FROM BANK OF AMERICA FOR  
PROCUREMENT CARD SERVICES JOINTLY WITH THE  
CITY OF PORTLAND AND TWENTY FIVE (25)  
CONSORTIUM MEMBERS

PREPARED BY: Sandy Wanner, Buyer/Contract Specialist

FINANCIAL  
RESPONSIBILITY: All College Budgets Utilizing Procurement Cards

APPROVED BY: Randy McEwen, Vice-President, Administrative Services  
Jesus "Jess" Carreon, President

REPORT: The College is currently part of a consortium\* consisting of twenty five (25) public agency members, led by the City of Portland, for the procurement and administration of Purchasing Card (PC) services. In 1997 the consortium issued a Request for Proposals (RFP) that resulted in an initial three (3) year agreement (extendable an additional two years) with Bank of America for PC services through December 31, 2002 (per #97-107). By combining the PC volume of all of these agencies, PC fees were waived, service levels were very high and rebates were issued based on total usage. Use of the PC is another method of purchasing for college employees that significantly improves both acquisition processing time and efficiencies for the College by reducing the need for small purchase orders for purchases under \$1,000. The College currently has 440 PC's in use. Total annual purchases for last fiscal year were \$1.3 million with 8,684 separate transactions, the average transaction being for \$144.00.

A new Request for Proposals (RFP) for continued PC service was advertised and documents were issued by the consortium to twenty two (22) banking institutions. Five (5) proposals were submitted by the due date of September 12, 2002. Proposals were then evaluated by a committee comprised of seven (7) consortium members.

Proposals Submitted By/Total Rating:

<b>Bank of America</b>	<b>637</b>
BankOne	623
USBank	395
JP Morgan Chase	385
American Express	329

Bank of America again received the highest overall rating, with no costs or fees, superior training and service, and a rebate program. They are being recommended for a new contract award by the committee and all of the consortium members.

**RECOMMENDATION:**

That the Board of Directors accept the proposal from Bank of America for continued Procurement Card Services and authorize entering into a new three (3) year contract, which includes an optional two (2) year extension. Estimated annual expenditures should not exceed \$1.5 million from all funds.

\*Consortium Members:

City of Portland	JacksonCounty
Tualatin Valley Fire & Rescue	Metro
City of Eugene	City of Tigard
Multnomah County	Port of Portland
City of Gresham	City of Medford
Eugene Water & Electric	City of Lake Oswego
City of Springfield	Portland Schools
Clackamas County	Yamhill County
Portland Community College	City of Cornelius
Washington County	City of Hillsboro
Clatsop County	
PDC (Portland Development Commission)	
Housing Authority of Portland	
Tri-Met (Tri County Metropolitan Transit District)	
North Clackamas School District	

Director Germond moved for approval of Resolution 03-041 and it passed unanimously.