

Post-Solicitation Briefing for Merchant Banking Services



Audit and Accountability Committee

Date: March 29, 2023

Presented by: Troy Elliott, CPA, Deputy Chief Financial Officer,
Finance Department

Solicitation Overview



Project Overview

- *Merchant Banking Services include credit and debit card processing for the City, including supplying equipment and software necessary to provide acceptance, processing, and support services for credit, debit, gift cards, and smart/stored value cards.*
- *Ability to work with the City's primary POS payment software provider while maximizing net revenue for the City and maintaining the highest standards of service.*

Solicitation Type

- Request for Proposals

Proposed Term

- 3 years with 1, 2- year option

Estimated Value

- \$1,515,000 annually
- \$7,575,000 total

Current Contract Status

- Expires June 30, 2023

Recommended Award



Merchant Banking Services (RFP 22-008, 6100014612) Score Summary *INITIAL EVALUATION May 17, 2022	Maximum Points	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
A - Experience, Background, Qualifications	35	30.71	27.00	20.86	21.14	14.57
B - Proposed Plan	35	30.43	27.71	20.43	22.43	15.29
A - B Sub-Total	70	61.14	54.71	41.29	43.57	29.86
C - Price	15	8.97	2.65	15.00	0.88	0.97
D - Local Preference Program	10	0.00	0.00	0.00	0.00	0.00
E - Veteran-Owned Small Business Preference Program	5	0.00	0.00	0.00	0.00	0.00
TOTAL SCORE	100	70.11	57.36	56.29	44.45	30.83
RANK BASED ON TOTAL SCORE		1	2	3	4	5

* Three firms were shortlisted for interviews. Final scoring was conducted after interviews were complete.

SBEDA Program: Waived

Finance Department

Recommended Award



Merchant Banking Services (RFP 22-008, 6100014612)				
Score Summary FINAL EVALUATION February 3, 2023	Maximum Points	**Vendor A	Vendor C	Vendor B
A. Experience, Background, Qualifications	35	31.83	22.00	23.50
B. Proposed Plan	35	32.33	21.33	25.17
A - B Sub-Total	70	64.16	43.33	48.67
C. Price	15	8.97	15.00	2.65
D. Local Preference Program	10	0.00	0.00	0.00
E. Veteran-Owned Small Business Preference Program	5	0.00	0.00	0.00
TOTAL SCORE	100	73.13	58.33	51.32
RANK BASED ON TOTAL SCORE		1	2	3

**Two interviews were conducted with vendor.

SBEDA Program: Waived

Finance Department

Due Diligence



Finance and Audit Departments – Due Diligence Results

Number of vendors notified:	87
Number of vendors at pre-submittal conference:	8
Number of responses received:	6; 1 Respondent was deemed non-responsive for failure to comply with state statutory requirements
Results of Minimum Requirements Review	No Material Findings
Results of Due Diligence Review	No Material Findings



Thank You

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