

AMENDMENT 1 RFP MOBILE PAYMENT VENDOR

REVISED PROPOSAL TIMELINE

Amended proposals will be accepted at the **City's Purchasing Department, 400 Boardman Avenue, Traverse City, Michigan 49684, and Monday through Friday 8:00 AM to 5:00 PM or electronically to Julie Dalton jdalton@traversecitymi.gov. Proposals will be accepted up to and no later than 4:00 PM, Wednesday, August 5, 2015.** Vendors will only need to submit the revised Service Cost and Fees section.

Purpose of Amendment 1

The purpose of this amendment is to clarify the Service Cost and Fees. One of the City's main requirements is to provide a service to parkers where the service is at no cost to the City. The Review Committee has determined the best way for this to occur would be for all of the Vendor's to be the Merchant of Record for all transactions, and all payment processing to take place in the Vendor's PCI Compliant environment. After a month's end, a check will be cut to the City or a direct deposit made into the City's account.

Demonstrations

The Review Committee has determined that software demonstrations will be required before a Vendor is selected. Vendors will be asked to provide a web demonstration to overview the details of the software that include, but not limited to: discussion on verification of transaction revenue and fees when submitting payment to the City; individual payment verification query; report tools; and configuration changes. All demonstrations will be scheduled through Nicole VanNess, Parking Administrator, (231) 922-0241, nicole@downtowntc.com. The timeline will be provided sometime after Wednesday, August 5, 2015.

SCOPE OF SERVICES

Service Cost and Fees

Describe in detail the costs and fees associated with the mobile payment service. Describe how the City can offer your service to Customers, and **meet the requirement of no cost to the City.** At a minimum, please describe the following:

Item Number	Minimum	Response
1	Cost per User license (back office) if applicable	
2	Hosting fee if applicable	
3	Transaction/Session convenience fee to the Customer if applicable	
5	List all transaction processing fee percentages by payment type to be billed to the City when the Vendor is the MOR if applicable	

Item Number	Minimum	Response
7	Per transaction fees charged to the City when the Vendor is MOR if applicable	
10	List any additional fees outside of this list that could be occurred as part of the project, ongoing expenses, or request programming fees	
11	T2 Enforcement integration fees if applicable	
12	Meter Revenue Software integration fees if applicable	
13	Direct account deposit process and time frame (ex: 20 th of the month, etc.) if the Vendor is MOR include reports provided at time of deposit	

SELECTION PROCESS

The City staff will select a firm whose proposal is considered the best value to the City. Critical factors in that selection will include responsiveness of the proposal to this Request for Proposal (RFP), description of approach to the services, relevant project experience, qualifications of the responding firms and principal assigned staff, readiness to undertake the required services, associated costs, and client references. A public proposal opening will not be conducted, but all respondents will receive confirmation that a response was received. The City reserves the right to reject any or all proposals, and to request written clarification of proposals and supporting materials. The City reserves the right to accept the proposal most favorable to the project after all proposals have been examined.

Interviews may be conducted in-person with one or more responsible entities that have submitted proposals in order to clarify certain elements, if such information cannot be satisfactorily obtained by phone or via email.