

Request for Information



Missouri Department of Corrections
Fiscal Management Unit
Purchasing Section
2729 Plaza Drive, P.O. Box 236
Jefferson City, MO 65102

Buyer of Record:
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RFI 16708090

Preloaded Debit Meal Cards
FOR
Department of Corrections

Date of Issue: September 24, 2015
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Target Date and Time to Submit
Comments:

2:00 p.m., Tuesday, October 8, 2015

Please complete the following:

Company Name: _____
Mailing Address: _____
City, State, Zip: _____
Telephone: _____ Fax: _____
Federal EIN #: _____ State Vendor #: _____
Email: _____

Authorized Signer's Printed Name and Title: _____

Authorized Signature: _____ Date: _____

Purpose and Background:

The purpose of this Request for Information (RFI) is to allow vendors the opportunity to provide the Department of Corrections (herein after referred to the Department) with information related to a program for pre-loaded debit meal cards to be used by employees attending week long trainings. Each year, the Department conducts an estimated 87 trainings in the central, eastern, and western parts of the state. The estimated number of students who would be issued a pre-loaded debit card during these trainings is 1,900.

These cards will be used by employees for meals purchased during the week of training. The amount loaded onto each card will be determined by the current Missouri [State Meals per Diem](#) rate. The cards will be handed out to employees the first day of training, and will be returned to the Department the last day of training. Any remaining balances on the cards will be returned to the Department in the form of a credit memo.

The Department would like for the pre-loaded debit cards to have the following features:

- a. No ATM access
- b. No cash withdrawal signature authority
- c. All debit card fees associated with each card to be invoiced in arrears to the Department, not taken from the card balance.

Questions:

The Department desires responses to the following questions:

1. Can the cards be setup with a restaurant only merchant code?
2. Can the cards be setup to restrict the purchase of alcohol?
3. Will the Department have the ability to quickly replace lost or stolen cards?
4. Are there reporting capabilities associated with this card service?
5. Can the Department request transaction reports for each card?
6. Can remaining balances on cards be transferred to a new set of cards or credited back to the Department via Credit Memo?
7. Can all card fees be invoiced in arrears to the Department, not taken from the card balance?
8. What fees are associated with your card(s)?
9. What is your current fee amount(s)?

Requested Information:

In addition to the questions above, please provide information regarding the pre-loaded debit card program(s) provided by your company.

Conclusion:

This RFI is issued solely for information purposes; it does not constitute an Invitation for Bid (IFB) or a promise to issue an IFB in the future. The information provided in the RFI is subject to change. Questions regarding this RFI shall be emailed to the buyer at Beth.Lambert@doc.mo.gov.