



**STATE OF ARKANSAS**  
**OFFICE OF STATE PROCUREMENT**  
 1509 West 7th Street, Room 300  
 Little Rock, Arkansas 72201-4222

## ADDENDUM 1

TO: Vendors Addressed  
 FROM: Heather Bailey, Buyer  
 DATE: May 8, 2019  
 SUBJECT: SP-19-0060 Commercial Card Services

The following change(s) to the above-referenced IFB have been made as designated below:

- ☒ Change of specification(s)
- ☒ Additional specification(s)
- ☐ Change of bid opening time and date
- ☐ Cancellation of bid
- ☒ Other – Additional Attachment

### ADDITIONAL SPECIFICATIONS

- Add the following to Section 1.7.A.1  
     e. Attachment F, if applicable
- Add the following to Section 2: Requirements

#### **2.21 FEDERAL BANKING REGULATIONS AND INDUSTRY STANDARDS**

- A. The Contractor **shall** abide by all State and Federal Banking Regulations and industry standards in the performance of a resulting contract.
- B. Should State or Federal Banking Regulations, generally accepted industry-specific standards, policies, or protocol conflict with a term, condition, or Requirement included in this document, the Prospective Contractor **shall** list the conflicting term, condition, or Requirement on Attachment F: *Negotiation Request Document*.
- C. Items listed on Attachment F **must**:
  - a. Be in conflict with a Federal or State Banking Regulation or a generally accepted industry-specific standard, policy, or protocol
  - b. Include the IFB item number (i.e., Section 2, Item 2.12.A), the language from the IFB of the applicable term, condition, and/or Requirement, and the requested alternate language for the State's consideration.
- D. Prospective Contractors having negotiation request items **shall** complete all sections of Attachment F and **shall** submit the completed Attachment F with their bid response.
- E. The State, in its absolute and sole discretion, will determine the items to be negotiated.
- F. The State will not consider negotiating an item the Prospective Contractor fails to include on Attachment F.
- G. Prospective Contractor **shall not** submit their own standard contract terms and conditions with their response.

- H. The State will consider negotiating the items included on Attachment F from the Prospective Contractor with the highest cost score (See *Section 3 – Criteria for Selection*). If negotiations fail between the State and the Prospective Contractor with the highest cost score, the State will move to the Prospective Contractor with the next highest cost score. This process will be repeated until a responsive Prospective Contractor has been determined or until the State decides not to move forward with an award.
- I. Items the State deem to be negotiable and are subsequently successfully negotiated, will be included as a part of the resultant contract.

#### CHANGE OF SPECIFICATIONS

- Delete from Section 2.4 General Requirements, Item K and replace with the following:

K. The Contractor **shall not** assign this contract, in whole or in part, including, but not limited to any affiliate without the prior, express written consent from the Office of State Procurement. Due to the unique nature of banking laws and regulations, approval of such secondary agreements will not be unreasonably withheld.
- Delete from 2.8 Payment Terms, Item E.1 and replace with the following:
  1. For the purposes of calculating rebates, the Contractor **shall** allow a fifteen (15) calendar day grace period beyond the thirty (30) calendar day due date.
- Delete from Section 2.8 Payment Terms, Item G and replace with the following:

G. For the purposes of rebate calculations, the Contractor **shall** consider payments made via regular mail as paid effective the date of the check or electronic issue as long as the payment is postmarked by the third Business Day after the check or electronic issue date.
- Delete from Section 2.8 Payment Terms, Item H – No Replacement

#### ADDITIONAL ATTACHMENT

- Add Attachment F: Negotiations Request Document

The specifications by virtue of this addendum become a permanent addition to the above referenced IFB. Failure to return this signed addendum may result in rejection of your proposal.

If you have any questions, please contact Heather Bailey at [Heather.Bailey@dfa.arkansas.gov](mailto:Heather.Bailey@dfa.arkansas.gov).

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_