



## **Solicitation Information**

**May 3, 2016  
Addendum #1**

**RFP # 7550496**

**TITLE: Electronic Payment Cards (UI & TDI)**

**SUBMISSION DEADLINE: Thursday, May 19, 2016 at 2:30 PM (ET)**

**PLEASE NOTE:**

**SUBMISSION DEADLINE HAS BEEN EXTENDED FROM MAY 11, 2016 TO THURSDAY, MAY 19, 2016 AT 2:30 PM (ET).**

**ATTACHED ARE THE FOLLOWING DOCUMENTS:**

- 1. E-MAILED QUESTIONS WITH STATE RESPONSES**
- 2. QUESTIONS FROM PRE-PROPOSAL CONFERENCE HELD ON MAY 2, 2016**
- 3. SIGN-IN SHEET FROM PRE-PROPOSAL CONFERENCE**

**NO FURTHER QUESTIONS WILL BE ANSWERED.**

**Gail Walsh  
Chief Buyer**

Vendor A

**Section 2, Page 5, #5** “During the transition, the vendor will be responsible for the mailing costs to inform customers of the vendor change. Three separate mailings will be sent to all UI & TDI active claim customers and one mailing will be sent to all UI & TDI inactive claim customers. Vendor will also be responsible for publishing a notice to the public in the State’s newspapers. RIDLT will develop the verbiage for the mailings and the vendor will cover the costs for the paper, envelopes and postage.”

Please provide an estimate of how many letters would need to be mailed for both active and inactive customers?

**Response:**

**UI= 13,000 Active plus 4,500 Inactive**

**TDI= 11,700 Active plus 5,400 Inactive**

**(See Page 20, last paragraph)**

Regarding newspaper notifications: How many state newspapers would the vendor be required to publish notices in? How long does this need to be published? (once, every day for a week, a month, etc.) ?

**Response:**

**Providence Journal, Sunday Paper- One time only.**

**O’Journal (Portuguese) – one time only**

**Providence American (only publishes once a month) – one time only**

**Providence en Español (online only) – one time only**

**Section 2, Page 5, #12** “The funds will be drawn-down daily from 3 separate funding accounts and must be tracked separately.” **Section 4, Page 9, # 19** “The vendor will be receiving DLT funds from 3 separate accounts: Unemployment Insurance (UI), Temporary Disability Insurance (TDI) and Trade Readjustment Account (TRA).” And **Section 4, Page 11, #39** “The vendor will issue one EPC per account and to be utilized for UI & TDI customers that involve fund transfers from UI, TDI and TRA (Trade Readjustment Allowance) fund accounts.”

Please confirm that since there are three separate funding accounts and each of the three programs (UI, TDI, and TRA) must be tracked separately, there will be a separate cards for each program.

**Response: One card only for all three funding sources.**

Can you provide any additional details on the Trade Readjustment Accounts, including estimated size of that program and what determines eligibility?

**Response: TRA eligibility is determined when an individual is in an approved training and is out of work from an approved TRA company. The claimant has to first exhaust the UI claim since TRA is an extension of the UI benefits only. This is a very small program with no new claims filed in 2015.**

**Section 2, Page 5, #14** “Customers are to receive a monthly statement from the vendor of all deposits, source of deposit (UI, TDI, TRA) and all transactions.” Is the State requesting free electronic monthly statements or free paper monthly statements? If the State is requiring paper statements, can the successful bidder use an “opt in” so only cardholders that want a paper statement over an electronic statement would receive one?

**Response: Yes, the vendor may provide that option.**

**Section 4, Page 9, #23** reads “The vendor shall provide DLT with the same batch processing platform and the same reporting and communication methods currently utilized by RIDLT for transmitting requests for account setup and benefit payment processing.”

Does the State have a third party who is processing for you? If so, is the intent of this question to say that you want to continue using your current processor on a new contract with a new vendor? Otherwise, your current vendor’s processing platform is their platform. Other bidders will have their own processing platforms as well.

**Response:**

**DLT has a current industry standard platform and wishes to continue to use this process to transmit requests; no other parties involved.**

**Section 4, Page 10, #29 states** “The vendor shall allow for unlimited ATM withdrawal per deposit, unlimited balance inquiry using an ATM.” Is this in reference to the successful bidder’s in-network ATM’s or is the State requiring unlimited ATM withdrawals for both in-network and out-of-network ATM’s?

**Response:**

**In network ATM’s.**

**Section 4, Page 10, #37** “DLT reserves the right to approve the name, design and graphics used on the EPC and to approve all instruction materials sent by the vendor to cardholders.”

Based on this question, can you clarify if you are looking for a custom card design? Please note that in the event the State utilizes a custom card, a 90-day implementation timeframe would be difficult to meet.

**Response: We are looking for a custom card design and meeting the 90 day was not an issue in the past.**

**Section 4, Page 11, #41** states that the vendor shall begin issuing EPC to customers no later than 90 days from the date the contract is signed. In section 2, #4, you state that the implementation will have two phases, TDI and then UI. Are you hoping to have both programs implemented within the 90-day timeframe or just the TDI program followed by the UI program later? If so, when is the estimated “go-live” date for UI and TRA? Does the State have a specific cutoff date from their existing EPC provider?

**Response:**

**TDI’s implementation date would begin 90 days from the date the contract is signed and UI would begin a month after the TDI Program is successfully implemented. TRA is part of UI Program, it’s an extension of UI benefits.**

**General ATM question** The Department of Labor and Training website claims that there are between 1,953 and 2,000 AllPoint ATM's in the State <http://www.dlt.ri.gov/ui/ATMlocations.htm>, <http://www.dlt.ri.gov/ui/EPCavoidfees.htm>. Our records show that there are only 188 AllPoint ATM’s in the State. Is there a reason for such a discrepancy? We want to provide RI with a program as good as or better than your current vendor but want to make sure we have the correct understanding of the current offering.

**Response:**

**Allpoint is located in all CVS Stores, Hess Gas Stations, Walgreens Stores, Target Stores, Speedway Gas Stations, Dunkin Donuts & 7 Eleven Stores. A review of the AllPoint site shows 900 ATMs within 50 miles of West Warwick and about 2,000 within 100 miles.**

**General transition question** Could the State please confirm that, as part of the transition, the selected new provider will only be issuing new replacement cards to active EPC cardholders/payment recipients? It would not be the expectation of the State for the new provider to issue a new replacement card to existing cardholders that are not currently receiving payments. Correct?

**Response: Correct, once the inactive claimants become unemployment again and reopen the claim a new card with the new vendor would be initiated.**

**Questions Pertaining to State of Rhode Island General Conditions of Purchase**

In **Section 2-Disclosures**, question (1-3) of the Bidder Certification cover form, each question references a long list of people, including the Bidder, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder or any parent, subsidiary, or affiliate. As a publicly-traded company with thousands upon thousands of officers and managers, in addition to going out as far as stockholders, it becomes extremely difficult to answer the questions for certain one way or the other. For each of these questions, is it possible to limit the list of people to within our specific bank division/department?

**Response: Please see Section 3 – Ownership Disclosure which states, “If the Bidder is publicly held, the Bidder may provide owner information about only those stockholders, members, partners, or other owners that hold at least 10% of the record or beneficial equity interests of the Bidder; otherwise, complete ownership disclosure is required.”**

**Page 11,#26:** Does the Prevailing Wage clause apply given that this will be a no cost contract to the State?

**Response: No, Prevailing Wage does not apply.**

**General program volume questions**

-For each of the programs (UI & TDI) please provide the following spend information:

# of ATM withdrawals per month, last 24 months

\$ of ATM withdrawals per month, last 24 months

# of Teller withdrawals per month, last 24 months

\$ of Teller withdrawals per month, last 24 months

# of POS PIN transactions per month, last 24 months

\$ of POS PIN transactions per month, last 24 months

# of POS SIG transactions per month, last 24 months

\$ of POS SIG transactions per month, last 24 months

# of transfers to a personal bank account per month, last 24 months

\$ of transfer to a personal bank account per month, last 24 months

# of live agent phone calls per month, last 24 months

# of IVR calls per month, last 24 months

**Response: Not all of the above information is available to DLT since it is considered confidential information of claimants to DLT. We are working with our current vendor to obtain available data which will be posted in a subsequent addendum.**

-What is the frequency of disbursements for each program (e.g., on average, does each claimant receive 2 disbursements per month or 4 disbursements per month)?

**Response:** Claimants are paid weekly.

-What is the overall average number of disbursements per claimant per month for each program?

**Response:** Please take the snapshot yearly figure and divide it by 12 months which would provide approx. monthly figures.

-What is the average number of disbursements per claim for each program (e.g., on average how many disbursements does a claimant receive over the life of a claim)?

**Response:** UI Average weeks of benefits = 15 weeks X \$326= \$4,890.00

TDI Average Weeks of benefits = 12weeks X \$467= \$5,604.00

Vendor B

Item	Page #	Section	RFP Question	FD Question/Comment
1	9	Section 4 - Scope of Service Requirements/ Statement of Work	23. The vendor shall provide DLT with the same batch processing platform and the same reporting and communication methods currently utilized by RIDLT for transmitting requests for account setup and benefit payment processing.	<ul style="list-style-type: none"> <li>• Please share what the current batch processing platform is being utilized by RIDLT.</li> <li>• Please share what the current reporting and communication methods being utilized by RIDLT.</li> </ul> <p><b>Response:</b> The current batch processing platform is the UI AS/400. A job is run late Monday – Friday to send EPC Requests and demographic changes. A second job is run early each morning to retrieve an Acknowledgement file and an Error file.</p> <p>We send/receive files over the Internet using SFTP with PGP.</p>

Item	Page #	Section	RFP Question	FD Question/Comment
				<p>Three reports are generated on the UI AS/400: a control report of what is sent each night, a control report of what is acknowledged and a control report of what has errored, also created on the AS/400 each morning.</p> <p>UI and TDI requests are sent and received on the same files.</p>
2	9	Section 4 – Scope of Service Requirements/ Statement of Work	<p>24. The vendor shall provide the State with a procedure for using the current file structure as an industry standard electronically secure data connection which allows the State to transmit account information on a daily basis (i.e. new accounts, updates, payments, etc.). The data file transfer must be automated, requiring no manual intervention by the State utilizing the current file structure for batch processing of data. Payment information is submitted to the clearing house.</p>	<p>This question refers to using the current file structure as an industry standard.</p> <ul style="list-style-type: none"> <li>Please share what the current the file structure for batch processing of data is currently being utilized by the state.</li> </ul> <p><b><u>Response:</u></b></p> <p><b><u>Please see attached file layout at end of questions.</u></b></p>
3	10	Section 4 – Scope of Service Requirements/ Statement of Work	<p>25. Daily, DLT will send the vendor an electronic file requesting new accounts to be established. This file will contain specified information indicating the customers' preferred language for the vendor's information packet to be sent (English or Spanish).</p>	<ul style="list-style-type: none"> <li>Can Welcome Packet be created in Spanish and English, using front and back of the same welcome packet?</li> </ul> <p><b><u>Response: Yes</u></b></p>

Item	Page #	Section	RFP Question	FD Question/Comment
4	10	Section 4 – Scope of Service Requirements/ Statement of Work	<p>31. The vendor shall provide to DLT and cardholder a map or schematic of all ATM's and branch locations for the issuing bank and associated networks within the state of Rhode Island and nationally.</p> <p>-This shall include a link on the website to all ATM member locations using the customers' zip code.</p>	<p>Please clarify your requirement and are you requiring the Vendor to have local branch locations.</p> <p><b>Response: For Example, if you are providing Allpoint ATM access, you must provide the location of all Allpoint ATM's or if you have local branches the same applies.</b></p>
5	20	Section 12 - Program Data	N/A	<p>Please confirm cardholders receiving new cards in place of current vendor cards are:</p> <ul style="list-style-type: none"> <li>• Weekly Unemployment Insurance benefits – 17,500 EPC cards</li> <li>• Weekly Temporary Disability Insurance benefits – 6,300 EPC cards</li> </ul> <p><b>Response: These numbers reflect the claimants that have established inactive claims, which could become active again in the near future.</b></p>
6	20	Section 12 - Program Data	N/A	<p>Potential customers to be served:</p> <ul style="list-style-type: none"> <li>• Weekly Unemployment Benefits – 13,000 EPC cards</li> <li>• Weekly Temporary Disability Benefits – 11,700 EPC cards</li> </ul> <p><b>Response: These numbers reflect the claimants that are currently using cards.</b></p>
7	21	Section 13 - Vendor Questions and Proposal Submission	Vendor Questions and Proposal Submission. Interested parties may submit questions concerning this solicitation in accordance with the	Page 1 represents the Cover Sheet of the RFP, please clarify if you are referring to Submission Date and the RIVP Generated Bidder Certification Form as ...”in accordance with the terms and conditions expressed on page one of this solicitation”.

Item	Page #	Section	RFP Question	FD Question/Comment
			terms and conditions expressed on page one of this solicitation.	<b>Response:</b> Yes, however, this addendum is extending the submission deadline. Please monitor addendums.
8	10	N/A	N/A	Can you supply any program details on cardholder behavior for card usage such as ATM, POS signature and pin or Teller Withdrawals?  <b>Response:</b> That is considered confidential information and DLT does not have access to that information.
9	14	Section 7 – References	Provide letters of reference from three (3) previous clients knowledgeable of the vendor’s performance and a contact person and telephone number for each reference.	Can you clarify this requirement and how the information is to be provided? <b>Response:</b> Attach reference letters to your proposal from clients indicating you provided same or similar services.

Vendor C

1. Pg. 20

- Can the State please define “active benefit years”? Are these recipients still receiving payments from the State?
- How many weeks on average do Unemployment claimants receive payments?
- How many weeks on average do Disability claimants receive payments?

**Response:** Active Benefit Years refers to claims that are eligible but not currently active (claimant has returned to work). The average weeks an individual receives on UI is 15 and on TDI is 12 weeks.

2. Pg. 9, #15

The State has indicated a need for reporting related to last deposit amount and fraudulent patterns. Can the State please provide sample layouts and specs of the reporting you receive today so bidders can better understand what data fields and information the State is looking to obtain and could you please explain how you use this data, especially in relation to fraud?

**Response: Our call center receive calls such as; “I have not received my payments”, when we look at the vendor’s system, which provides limited viewing access only, we can view and see if the benefit payments have already been deposited and we inform the claimant to check the card balance. If the vendor has to close the card due to fraudulent activities, the vendor’s system needs to indicate the closure code accordingly and also provide us with a report indicating the funds cannot be deposited due to fraud related closure code. This information allows DLT to provide accurate information to claimants.**

3. Pg 9. #24

The State’s requirement indicates that Bidders must conform to your current batch system and file layout requirements which were developed for your current provider. Can the State modify file layout requirements to allow for collaboration between the parties to achieve a mutually satisfactory process? Can the State please provide your current file formats and batch system requirements so that bidders can better confirm their ability to support your existing process?

**Response: The existing system is flat file. Specific file layout is attached.**

4. Pg. 5, #5

The State has outlined the requirement for several mailings. “Three separate mailings will be sent to all UI & TDI active claim customers and one mailing will be sent to all UI & TDI inactive claim customers.” Can the State please explain how you define an “inactive claim customer” and clarify the intent of the mailing to these inactive claim customers? For the other 3 mailings, can the state please provide more clarity to the content/intent of each mailing and their desired timing in relation to the program go-live date?

**Response: The intent of the mailings is to keep the claimants informed of the change since the current card he/she is holding will no longer be valid. If claimants have open claims but currently not active since they are back to work; when they are out of work again, it’s imperative they know that a new Electronic Payment Card is expected and to look for such card via the mail. The actual dates of the mailings will be determined during the SOW and project plan.**

5. Pg. 10, #33

The State indicates that all instructional materials associated with the EPC must be provided to each cardholder in English and Spanish, however this appears to contradict #25, which indicates that the new account file will indicate the customer's preferred language for the packet (English or Spanish), please clarify.

**Response: The claimants will be selecting their preferred language at the time of filing the claim, and that will be communicated to the vendor when a request for a card is sent. The vendor shall send the materials in the language indicated by the claimant.**

6. Pg. 14, Section 7

The State has requested reference letters from our existing clients. Many other states have laws and/or policies around State personnel providing written letters of reference for vendors. Will Rhode Island accept submission of relevant agency contacts who can only participate as a vendor reference verbally?

**Response: Submit as requested or submit what you possible can to comply with the request and explain your agency restrictions.**

7. Pgs. 11, 15, 18

In several sections, the RFP indicates the need to for the vendor to include a confidentiality statement in their proposal. Does the State have a particular statement that the State wants included or is the requirement just to include a general attestation to meet the requirements outlined in Section 4.3?

**Response: The vendor's confidentiality statement must meet the requirements under the sections of the law listed in section 4.3 (Confidentiality).**

8. PDF Page 12 of 15, Appendix A – General Conditions of Purchase, Section 29, “Goods Produced in the Republic of South Africa”:

This requirement appears to be a remnant from apartheid-era South Africa. While it is true that this RFP will not include “materials or goods” that are “wholly produced in the Republic of South Africa,” would the State consider waiving this certification as not applicable to a banking and card services RFP?

**Response: This statement is not applicable.**

**9. P. 12 Section 5, #5,**

Bidders are to submit the last three audited financial statements; would the State be willing to agree to receive these via a link in the hard copies and in PDF on the CDs of the Technical response?

**Response: Yes**

**10. P. 15, Section 8, bullet #4 and P. 21, Section 13**

How many hard copies each of the Technical and Cost proposals would the State like to receive in response do this RFP? Also, how many CDs should there be and do the Technical and Cost proposals need to be on separate CDs?

**Response: Page 21 of RFP**

**1 original, 3 copies and 2 electronic copies**

Vendor D

No.	Page	Section/Topic	Question
1.		General	<p>Please provide the following information for the various units:</p> <p><b>Unemployment (UI)</b>            What is the average number of individual claimants receiving UI/TRA payments on a monthly basis?  <u>Response: 2015 High of 14,300; low of 6,000; Average: 9,000</u></p> <p>What is the average number of individual UI/TRA payments made on a monthly basis?  <u>Response: 2015 High of 65,300; low of 25,300; Average: 40,500</u></p> <p>What is the average number of new claimants are enrolled in the UI/TRA program each month?  <u>Response: Average for 2015 was 3,200</u></p> <p>Can a claimant receive UI and TRA payments at the same time?</p>

			<p><b>Response:</b> No, TRA is an extension of the UI payments when the claimant is enrolled in an approved training program and is out of work from a specific approved TRA/TAA company only.</p> <p><b>Temporary Disability Insurance (TDI)</b>  What is the average number of claimants receiving TDI payments on a monthly basis?  <b>Response:</b> 2015 Average 3,250</p> <p>What is the average number of TDI payments made on a monthly basis?  <b>Response:</b> 2015 Average 29,850</p> <p>What is the average TDI payment amount?  <b>Response:</b> 2015 Average \$458</p> <p>What is the average number of new claimants that are enrolled in the TDI program each month?  <b>Response:</b> 2015 Average 2,600</p>
2.	Pg. 4	1.3	<p>For UI/TRA, are claimants given the opportunity to elect to receive payment via a prepaid card or direct deposit at the time they file a claim?</p> <p>Or are claimants “defaulted” to prepaid card until the claimant steps forward and requests direct deposit?</p> <p>Is the same process in place for TDI? If not, please explain how payment options are made available to claimants receiving TDI.</p> <p><b>Response:</b> Yes, claimants for all programs (UI &amp; TDI) are provided the payment options at the time of filing. The options are direct deposit or electronic payment card.</p>
3.	Pg. 5	Section 2 #12	<p><b>RFP Text:</b> <i>The funds will be drawn-down daily from 3 separate funding accounts and must be tracked separately. They are UI, TDI and TRA (TRA is a special federally funded program under the UI program).</i></p> <p>How does DLT track these payments today, through the bank DLT uses for ACH origination or through information, such as reports, provided by the incumbent EPC provider?</p> <p><b>Response:</b> Both, via the ACH origination and reports.</p>

4.	Pg. 8	Section 4 #7	<p><b>RFP Text: The cardholder shall not be able to obtain checks nor negotiate checks against the card or underlying account.</b></p> <p>Does DLT currently allow claimants to initiate Online Bill Payments to third parties?</p> <p>If so, please confirm that this requirement does not prohibit the awarded vendor from making Online Bill Payment available to claimants.</p> <p><b>Response: That is an option that may be offered to the claimants by the vendor.</b></p>
5.	Pg. 9	Section 4 #15	<p><b>RFP Text: Selected DLT staff shall have access to the vendor’s information system to include the following: Ability to conduct debit adjustments/reversals according to NACHA rules, determine the date the EPC card was mailed to customer, the date and amount of the very last benefit deposit made to the account. Provide RIDLT with access to obtain commonly used reports related to card issuance and identified fraudulent patterns.</b></p> <p>It appears that the existing DLT program is funded via a standard ACH origination process. If so, please confirm that all debits and reversals are submitted in accordance with NACHA rules and standards, and are submitted via DLT’s ACH originator.</p> <p>If this is not the case, please provide an explanation of how debits and reversals are submitted to the current provider.</p> <p><b>Response: These functions are conducted directly on the vendor’s system by limited staff that has access to conduct such functions. The selected staff members were trained on the vendor’s system on how to process these requests.</b></p>
6.	Pg. 11	Section 4 #39	<p><b>RFP Text: The vendor will issue one EPC per account and to be utilized for UI &amp; TDI customers that involve fund transfers from UI, TDI and TRA (Trade Readjustment Allowance) fund accounts. TRA is a special funded program for eligible UI customers qualifying for additional funding under the TRADE Program referred to as TRA.</b></p> <p>Please confirm that claimants that receive UI and/or TRA payments will receive these payments in the same prepaid account (i.e., one card).</p>

			<p>Additionally, are TRA payments are made to a separate account, apart from the UI/TRA account?</p> <p>Could a claimant receive both UI/TRA and TRA payments at the same time?</p> <p><b><u>Response:</u> Correct, all benefit payments will be deposited into one card only but uniquely identified for example:</b></p> <p><b><i>Deposit made on 4-10-16 for \$326.00-UI or \$467.00-TDI or \$450.00-TRA.</i></b></p>
7.		N/A	<p><b><i>RFP Schedule</i></b></p> <p>When does DLT anticipate responding to vendor questions? Does DLT have an anticipated dates for finalist interviews (if applicable) or contract award?</p> <p><b><u>Response:</u> Answer to questions will be provided as soon as possible. Contract award dates or finalist interviews are not available as of yet, too early in the process.</b></p>

Questions from the Pre-Bid Conference

**1.) Is there a targeted date that the Department of Labor and Training wants a vendor PO by?**

Response: Not at this time.

**2.) How are points awarded to each proposal?**

Response: Points are awarded based on how closely the proposal follows the requirements.

**3.) Is implementation 90 business or calendar days?**

Response: Calendar days

**4.) How will the Department of Labor and Training implement new cards?**

Response:

Implementation will start with the TDI program, beginning when the contract is awarded by issuance of a purchase order. Once TDI is fully implemented, implementation of the UI program will commence.

**5.) Do claimants experience a breakdown in the integrity of the plastic of their card because the card does not expire for five years?**

Response:

No, since claimants don't use the card continuously for five years, the plastic does not degrade. However, the Department is open to other options, vendors can add different options to their proposals.

**6.) What changes would the Department like to see with the new vendor?**

Response:

Speaking on behalf of the legislators and the public the community would like to see a vendor partner with a local bank.

**FILE LAYOUT**

The file layout for the request/demographic file is below, record length is 700 characters:

01 EPC-ENROLLMENT-RECORD.	
05 EPCE-RECORD-NBR	PIC 9(05).
05 EPCE-RECORD-TYPE	PIC X(01).
05 EPCE-NEW-ENROLLMENT	PIC X(01).
05 EPCE-ACCOUNT-NUMBER	PIC X(12).

05 EPCE-NAME-LAST	PIC X(30).
05 EPCE-NAME-FIRST	PIC X(20).
05 EPCE-NAME-MIDDLE	PIC X(01).
05 EPCE-DOB-DATE	PIC X(08). (CCYYMMDD)
05 EPCE-ADDR1	PIC X(30).
05 EPCE-ADDR2	PIC X(30).
05 EPCE-CITY	PIC X(20).
05 EPCE-STATE	PIC X(03).
05 EPCE-COUNTRY	PIC X(03).
05 EPCE-ZIP	PIC X(09).
05 EPCE-PHONE	PIC X(20).
05 EPCE-SSN	PIC 9(09).
05 FILLER	PIC X(291).
05 EPCE-CITIZEN	PIC X(01).
05 FILLER	PIC X(80).
05 EPCE-PHOTO-FILLER	PIC X(86).
05 FILLER	PIC X(40).

01 EPCD-DEMOGRAPHIC-RECORD.

05 EPCD-RECORD-NBR	PIC 9(05).
05 EPCD-RECORD-TYPE	PIC X(01).
05 EPCD-ACCOUNT-NUMBER	PIC X(12).
05 EPCD-CARD-NUMBER	PIC X(16).
05 EPCD-NAME-LAST	PIC X(30).
05 EPCD-NAME-FIRST	PIC X(20).
05 EPCD-NAME-MIDDLE	PIC X(01).
05 EPCD-DOB-DATE	PIC X(08). (CCYYMMDD)
05 EPCD-ADDR1	PIC X(30).
05 EPCD-ADDR2	PIC X(30).
05 EPCD-CITY	PIC X(20).
05 EPCD-STATE	PIC X(03).
05 EPCD-COUNTRY	PIC X(03).
05 EPCD-ZIP	PIC X(09).
05 EPCD-PHONE	PIC X(20).
05 EPCD-SSN	PIC 9(09).
05 FILLER	PIC X(483).

The layout for the Acknowledgement file is below, record length is 150 characters:

01 EPC-ACKNOWLEDGMENT-RECORD.

05 EPCA-RECORD-NBR	PIC X(05).
05 EPCA-NAME-LAST	PIC X(30).
05 EPCA-NAME-FIRST	PIC X(20).
05 EPCA-SSN	PIC X(09).
05 FILLER	PIC X(11).
05 EPCA-ACCOUNT-NUMBER	PIC X(12).
05 EPCA-CARD-NUMBER	PIC X(16).
05 EPCA-SUB-ID	PIC X(25).
05 EPCA-RECORD-TYPE	PIC X(01).
05 FILLER	PIC X(21).

The file layout for the Error File is below, record length is 165 characters:

01	EPC-ERROR-RECORD.	
05	EPCE-EXCEPTION-TYPE	PIC X(01).
05	EPCE-RECORD-NBR	PIC X(05).
05	EPCE-NAME-LAST	PIC X(30).
05	EPCE-NAME-FIRST	PIC X(20).
05	EPCE-SSN	PIC X(09).
05	FILLER	PIC X(11).
05	EPCE-MESSAGE	PIC X(50).
05	EPCE-SUB-ID	PIC X(25).
05	EPCE-RECORD-TYPE	PIC X(01).
05	EPCE-ACCOUNT-NUMBER	PIC X(12).
05	FILLER	PIC X(01).



"NON-MANDATORY" PRE-BID CONFERENCE SIGN IN SHEET

BID NUMBER: 7550496  
 BID TITLE: ELECTRONIC PAYMENT CARD PROPOSAL - D.I.  
 PRE-BID DATE AND TIME: 5/21/16 - 10:00 AM

Purchasing Representative:  
 GAIL WALSH  
 Pre-bid START TIME:  
 10:00 AM  
 Pre-bid END TIME:

COMPANY NAME	COMPANY REPRESENTATIVE	ADDRESS	CONTACT E-MAIL	CONTACT PHONE NUMBER	CONTACT FAX NUMBER	PROPOSAL SUBMITTED (for Purchasing Use Only)
<del>ABC</del>						
1 U.S. Bank	Andrea Heeren	304 Ross Lane Collegeville PA	Andrea.Heeren@usbank.com	610.457.0870		
2 BAML	Elizabeth Masone	100 Fed St Boston MA 02110	Elizabeth.masone@baml.com	617.434.9321		
3 BAML	Brian Grechan	100 Federal St Boston MA 02110	brian.grechan@baml.com	617.437.8977		
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6 VISA	GLATHAN MACKENZIE	325 7th Ave NW WASHINGTON DC	gmackenzie@visa.com	202-419-4124		
7 FIRST DATA	DOUGLAS LAPHAM	1 Rowland Bay LATHAM NY 12111	DOUGLAS.LAPHAM@FIRSTDATA.COM	518-915-3750		
8 Bank of America	ERIC HANLY	185 ASYLUM ST ROXBORO NH 03073	eric.hanly@bofa.com	800.952.7175		
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