



WILLIE A. HOPKINS, JR., Director

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February 17, 2021

Honorable Board of Supervisors
 County of Alameda
 1221 Oak Street, Suite 536
 Oakland, California 94612-4305

SUBJECT: AWARD A CONTRACT TO MUFG UNION BANK, N.A. FOR PURCHASING CARD PROGRAM SERVICES; MASTER CONTRACT NO. 901880; PROCUREMENT CONTRACT NO. 21275

Dear Board Members:

RECOMMENDATION:

Authorize the Purchasing Agent to execute a contract (Master Contract No. 901880; Procurement Contract No. 21275) with MUFG Union Bank, N.A. (Principal: Suzanne Wilson; Location: San Francisco) to provide purchasing card program services to Alameda County, for the term of 4/1/2021 – 3/31/2026.

DISCUSSION/SUMMARY:

The County of Alameda implemented a purchasing card program in 1997 to provide an alternative procurement tool for the purchase of goods and services, as required, by some of its approximately 9,000 employees. Authorized card holders must adhere to the purchasing card policy originally approved by your board in 1997. Alameda County’s current purchasing card program consists of 278 cardholders in 25 Alameda County business units with 62 primary points of contact/managing accounts (Department Purchasing Card Administrators). Alameda County’s current program allows charges of up to \$3,000 per single transaction and averages over \$6,000,000 in annual purchases. The new contract terms include a 25-60 day payment incentive in the form of an annual rebate. The annual rebate potential is calculated by using the County’s annual spend multiplied by the vendor’s rebate rate basis points (bps):

<i>Yearly Projected Annual Spend</i>	<i>165 Basis Points (bps) 25 day payment schedule</i>	<i>113 Basis Points (bps) 60 day payment schedule</i>
\$6,500,000	\$107,250	\$73,450

The potential maximum rebate during the five year term is estimated at \$500,000, though there is no minimum amount guarantee.

SELECTION CRITERIA/PROCESS:

Alameda County General Services Agency (GSA) has determined that Alameda County does not currently have the resources to provide a purchasing card program.

GSA worked with GSA–Procurement to develop a Request for Proposal (RFP), which was issued on August 11, 2020, posted on the website for 45 days, sent to the E-Gov Professional Services – Current Contract

Opportunities mailing service, and emailed to the Chambers of Commerce e-mail group. The RFP was also advertised in the Inter City Express on August 14, 2020 and the Oakland Post on August 19, 2020. A vendor outreach was conducted on August 12, 2020, followed by one networking/bidders conference on August 19, 2020, and was attended by five vendors.

On September 25, 2020, two bidders submitted responses to the RFP. Both responses were evaluated and interviewed by the County Selection Committee. A maximum total of 550 evaluation points was available for this RFP. The total evaluation points include 50 preference points derived from a 5% preference for local vendors and a 5% preference for certified Small Local Emerging Business (SLEB) vendors, for a total of 10%.

MUFG Union Bank, N.A. was the highest scoring qualified vendor and is being recommended for award. The SLEB requirement was required on this RFP; however, there were no subcontracting opportunities. The Office of Acquisition Policy has issued SLEB Waiver No. 7109 (Expiring: 12/31/2026).

The following is the evaluation summary:

EVALUATION SUMMARY

Vendor	Location	Local	SLEB	Evaluation Points
<i>MUFG Union Bank, N.A.</i>	<i>San Francisco, CA</i>	<i>N</i>	<i>N</i>	<i>375</i>
<i>Bank of America N.A.</i>	<i>Charlotte, NC</i>	<i>N</i>	<i>N</i>	<i>333</i>


FINANCING:

The contract terms include a 25 day payment incentive in the form of a rebate. Rebates earned will be deposited into the Countywide General Fund. There will be no increase in net County cost.

VISION 2026 GOAL:

The purchasing card program meets the 10X goal pathway of **Accessible Infrastructure** in support of our shared visions of a **Vibrant Economy**.

Respectfully submitted,

DocuSigned by:

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Willie A. Hopkins, Jr.
Director, General Services Agency

Attachment

WAH\KB\kh\I:\Board Letters\Purchasing\FY 2020-21\901880 P-Card Program BL.docx

cc: County Administrator
Auditor-Controller
County Counsel

CONTRACT SUMMARY
PURCHASING CARD PROGRAM
 MC No. 901880
 April 1, 2021 – March 31, 2026

Vendor	Location	Dollar Value of Contract Award	Local Participation		Small and Local Participation		Emerging and Local Participation	
			Percentage	Dollar Amount	Percentage	Dollar Amount	Percentage	Dollar Amount
MUFG Union Bank, N.A. Principal: Suzanne Wilson SLEB Waiver No: 7109 Expiration: 12/31/2026	350 California Street, 20 th Floor San Francisco, CA 94104	\$536, 250 (Rebate)	0%	\$0	0%	\$0	0%	\$0

ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 03/16/2021

Approved as Recommended Other

Unanimous Chan: Haubert: Miley: Valle: Carson: -

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-901880,C-21275

Documents to be signed by Agency/Purchasing Agent:

File No. _____
Item No. 17

Copies sent to:

Cindy Wong and Paul Biondi, GSA

Special Notes:



I certify that the foregoing is a correct copy of a Minute Order adopted by the Board of Supervisors, Alameda County, State of California.

ATTEST:
Clerk of the Board
Board of Supervisors

By: *Awika Campbell-Beltz*
Deputy