

Business Operations
Ofelia San Pedro, Deputy Superintendent

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACTUAL SERVICES AGREEMENT BETWEEN THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, AND BANK OF AMERICA, PURSUANT TO REQUEST FOR PROPOSALS NO. 128-EE10 – TRAVEL CREDIT CARD PROGRAM

COMMITTEE: INNOVATION, EFFICIENCY & GOVERNMENTAL RELATIONS

Request For Proposals No. 128-EE10 – TRAVEL CREDIT CARD PROGRAM, opened on August 23, 2005, is to select a credit card company that would allow professional staff to charge authorized travel-related expenditures to individually issued cards, for the Office of the Controller. The travel credit card program will provide centralized expense tracking, with the flexibility of individually issued credit cards, without school district liability for employee charges. This is a term proposal. Two proposals and two no proposals were received in response to the published solicitation.

The credit cards issued to eligible employees will have no annual fee. Employees will be solely responsible for any charges made, both personal and district-related. The cards will have a sufficient grace period and flexibility to accommodate the employee reimbursement cycle for district-related expenses. The card will be accepted by major merchants, including airlines, car rental agencies, hotels/motels, and restaurants.

The selection committee met to evaluate proposals received in response to the Request For Proposals on September 1, 2005. Two proposals were presented for consideration: Bank of America, and SunTrust Bank, Inc. After considerable discussion, the Committee chose Bank of America, based on the ability to meet the needs of the District.

Fund Source
0100 - General

M/WBE Eligibility
None

RECOMMENDED: That The School Board of Miami-Dade County, Florida, **AUTHORIZE** the Superintendent or designee, to enter into a contractual services agreement between The School Board of Miami-Dade County, Florida, and Bank of America, pursuant to Request For Proposals No. 128-EE10 – TRAVEL CREDIT CARD PROGRAM, to select a credit card company that would allow professional staff to charge authorized travel-related expenditures to individually issued cards, for the Office of the Controller, effective January 16, 2006, through January 15, 2009, as follows:

1. BANK OF AMERICA
BELL TOWER OFFICE
13099 U.S. HIGHWAY 41 SE
FORT MYERS, FL 33907
OWNER: KENNETH D. LEWIS
PRESIDENT, C.O.O./C.E.O

Highest Rated Proposal.

OSP/lja