

Credit Card Processing Services

RFP FY21-SCTO-01

Addendum # 4

Issued March 22, 2021

**Add the following requirements:**

- Page 13, 1. Technical Proposal- F. Other Supporting Material

Financial Stability Documentation

Proof of Liability Insurance

- Page 19, Other Supporting Material

**1. OTHER SUPPORTING MATERIALS**

**Financial Stability**

Offerors must submit copies of the most recent years independently audited financial statements and the most current 10k, as well financial statements for the proceeding three years, if they exist. The submission must include the audit opinion, the balance sheet, statements of income, retained earnings, cash flows and the notes to the financial statements. If independently audited financial statements do not exist, Offeror must state the reason, and instead, submit sufficient information (e.g. D & B report) to enable the Evaluation Committee to assess the financial stability of the Offeror.

**Insurance**

ALL RESPONDENTS MUST submit, with their proposal, proof of insurance for Professional Liability in an amount not less than \$1,000,000 per incident and \$2,000,000 aggregate policy. Proof shall be by submission of copies of current policies or current Certificates of Insurance, including the effective dates of coverage. Sandoval County requires the following provisions awarded by the vendor:

- Sandoval County to be named as a named insured on all required policies.
- Sandoval County shall be provided with an unconditional thirty (30) days advance written notice of cancellation or material change (i.e. no limit on the notice of cancellation) on all policies.
- Prior to the execution of the resulting contract, the Sandoval County Purchasing Office shall be supplied with an original certificate of insurance evidencing the stated requirements. This insurance shall be effective for the contract duration and renewal certificates shall also be supplied upon expiration.

<b>TOTAL POSSIBLE POINTS</b>	<b>100 POINTS</b>
<b>Proof of Financial Stability</b>	<b>Pass/Fail</b>
<b>Proof of Insurance</b>	<b>Pass/Fail</b>
<b>Letter of Transmittal</b>	<b>Pass/Fail</b>
<b>Signed Campaign Contribution Disclosure Form</b>	<b>Pass/Fail</b>

**EVALUATION FACTORS Corrected**

Points will be awarded based on the thoroughness and clarity of the response of the engagements cited and the perceived validity of the response.

- A. **Organizational Experience**
- B. **Organizational References**
- C. **Mandatory Specifications**
- D. **Cost**
- E. **Proof of Financial Stability**
  - a. Pass/Fail only. No points assigned.
- F. **Proof of Insurance**
  - a. Pass/Fail only. No points assigned.
- G. **Letter of Transmittal**
  - a. Pass/Fail only. No points assigned.
- H. **Signed Campaign Contribution Disclosure Form**
  - a. Pass/Fail only. No points assigned.