

1. SOLICITATION INFORMATION.

- 1.1. Solicitation Name: **Request for Proposals (RFP) for Credit Card Processor**
- 1.2. Addenda Number: **2**
- 1.3. Date of Addendum: **March 12, 2021**

2. NOTICE TO PROPOSERS.

- 2.1. This Addendum is issued through the Oregon Procurement Information Network (ORPIN), pursuant to the Solicitation. This Addendum serves to clarify, revise, and supercede information in the Solicitation, Solicitation Attachments, and previously issued Addenda.
- 2.2. Proposer must acknowledge receipt of this Addendum in the appropriate space on the Proposer Information and Certification.
- 2.3. The date, time, and location for receipt of Proposals is unchanged by this Addendum.

3. ATTACHMENTS.

- 3.1. This Addendum includes no attachments.

4. CHANGES TO SOLICITATION.

- 4.1. This Addendum includes no changes to the Solicitation.

5. CLARIFICATIONS TO SOLICITATION.

- 5.1. Question: Is the District absorbing the cost of the transactions? Would a convenience fee proposal be something that you all would look at? The cost would then be \$0 per transaction for the District.

Answer: The District will continue to pay the transaction fees, as we do not desire to pass the fees onto our patrons.

- 5.2. Question: Will pin debit be needed for the in-person transactions?

Answer: The District does not currently capture PINs on debit card transactions. However, Proposers are encouraged to provide information about the benefits and negatives of requiring PINs, as well as pricing for any additional associated costs.

- 5.3. Question: How many signature capture devices will be needed?

Answer: We estimate needing approximately 16 signature capture devices. Proposers should provide per-device pricing, as the quantity of devices may change.

- 5.4. Question: How many mobile devices will be needed?

Answer: We estimate beginning with 1 mobile device. Proposers should provide per-device pricing, as the quantity of devices may change.

5.5. Question: Can you provide a breakdown on the MIDS needed? The RFP states that 5 locations will be needed, each with its own separate ID. Does Plug n Play currently have you set up with a separate retail MID and card-not-present/ecommerce MID for each location or do you have only 1 MID at each for both retail and CNP transactions?

Answer: The District currently has 1 MID for each physical location (District Office, Juniper Swim and Fitness Center, Larkspur Community Center, and the Pavilion), and 1 MID for all ecommerce transactions, for a total of 5. We may have need for 2 additional MIDs, for installment billing, and for internal office staff use.

– END OF ADDENDUM –