



## REQUEST FOR PROPOSAL

Procurement  
8600 University Blvd  
Evansville, IN 47712-3597

### Commercial Card Program

<b>Proposal No:</b>  26-5-10001-03090  <b>Due Date / Time:</b> 9-23-25 / 2PM/Local Time	<b>Instructions:</b>  Please see attachments for RFP specifications.	<b>Return to:</b>  Jeff Sponn, Director of Procurement University of Southern Indiana Procurement <a href="mailto:jsponn@usi.edu">jsponn@usi.edu</a>
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#### GENERAL INSTRUCTIONS TO PROPOSERS

USI Proposal form must be returned to:  
Jeff Sponn, Director of Procurement  
Email: [jsponn@usi.edu](mailto:jsponn@usi.edu)  
PROCUREMENT, Support Services Building

- Non-sealed proposal form to be emailed by due date/time.
- Late submissions will NOT be considered in bid analysis.

#### RFP SCHEDULE

Fri Aug 15		RFP Issued to Financial Institutions
Tue Sep 2 2PM/Local Time		RFP Questions Due to Jeff Sponn, Director of Procurement ( <a href="mailto:jsponn@usi.edu">jsponn@usi.edu</a> )
Tue Sep 9		RFP Question Response Distribution
Tue Sep 23 2PM/Local Time		Deadline for the Agencies to Submit Proposals to Bid to Jeff Sponn, Director of Procurement ( <a href="mailto:jsponn@usi.edu">jsponn@usi.edu</a> )
Tue Oct 7	Tentative	Selection of Finalists
Mon Oct 20 to Fri Oct 31	Tentative	Finalist Presentations

Insurance Certificate naming USI as "Additional Insured", General Liability, Workers Compensation Liability, Auto Liability, and Employers Liability coverage is to be included in bid package.

For proposal results please view our website at:

<https://www.usi.edu/procurement/purchasing/suppliersvendors/competitive-bids-and-results>

**A. General Terms and Conditions**

1. Prices to include F.O.B. University of Southern Indiana
2. Freight or other costs will not be allowed unless included in your proposal.
3. Unless otherwise understood, there are no restrictions on the number of items or quantity that may be ordered.
4. If alternates are offered, full descriptive information and literature must be submitted with proposal.
5. The University of Southern Indiana is a political subdivision of the state of Indiana and is not subject to state sales tax. A tax exemption certificate will be sent upon request.
6. Material Safety Data Sheets are to be submitted with your proposal for any applicable items or products.

**B. Terms/Shipping (VENDOR: PLEASE COMPLETE THE FOLLOWING)**

1. Prices are firm for \_\_\_\_\_ days
2. Expected terms are Net 30, if not, please indicate here: \_\_\_\_\_
3. Shipment to be made from \_\_\_\_\_ within \_\_\_\_\_ days

**C. Minority Business Information (VENDOR: PLEASE COMPLETE THE FOLLOWING)**

1. Is your business a certified minority?  
Yes \_\_\_\_\_ No \_\_\_\_\_
2. If yes, how certified: \_\_\_\_\_

Company Name: \_\_\_\_\_

Authorized company signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

For questions arising from this proposal request, please complete:

Contact Person Name: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_

Contact Person Telephone: \_\_\_\_\_

Nondiscrimination and affirmative action. This contractor and its subcontractor(s), if any, shall abide by the requirements of Indiana Civil Rights Act, IC 22-9, Executive Order 11246 and the Equal Opportunity clauses as set forth in 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals with respect to his hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. As used herein, "contractor" shall be deemed to mean "Vendor" or "Supplier" and "contract" shall be deemed to mean this Agreement. The contractor will also comply with all applicable affirmative action reporting requirements. In addition, the contractor shall cause the Equal Opportunity clause references to be included in their subcontracts or purchases orders hereunder unless exempted by rules, regulations and orders of the Secretary of Labor issue pursuant to Section 201 of the Executive Order 11246 and 11375 as amended.

Signature:  \_\_\_\_\_  
Jeff Spohn, Director of Procurement

Date: 8-15-25