



# City of Kingman

310 NORTH FOURTH STREET • KINGMAN • ARIZONA • 86401 • (928)753-5561  
[www.cityofkingman.gov](http://www.cityofkingman.gov)

## CITY OF KINGMAN

### **NOTICE OF REQUEST FOR PROPOSAL** **PAYCARD PROGRAM FOR** **THE FINANCE DEPARTMENT**

**Project Description:** The City of Kingman is requesting proposals for Payroll Cards.

By submitting a proposal, the proposer (“Proposer”) represents that they have thoroughly examined and become familiar with the requirements under this Request for Proposals (“RFP”) and that they are capable of providing the product to achieve the City’s objectives.

Requests for clarifications, questions and comments must be clearly labeled “**Written Questions: RFP – Pay Card Program for the Finance Department, RFP No. FIN20-003**”. The City is not responsible for failure to respond to a request that has not been appropriately labeled, and addressed to Jennifer Wheeler, Payroll Specialist, City of Kingman.

Responses from the City will be posted on the City’s website no later than 72 hours prior to the submission deadline. Proposers may download responses from the City’s website at [www.cityofkingman.gov](http://www.cityofkingman.gov).

**Please submit one (1) original unbound and two (2) unbound copies of its proposal in a sealed package. The package should bear the Proposer’s name and address and be clearly marked as follows: “RFP – Pay Card Program for the Finance Department, RFP No. FIN20-003”**

The City of Kingman will accept sealed proposals from qualified firms at the **office of the City Clerk at 310 North 4th Street, Kingman, AZ 86401**, until **3:00 PM** Local Time on **July 09, 2020**. Proposals will be opened at that time. Any proposal received after 3:00 P.M. on the above stated date will be returned unopened.

The full and complete request for proposal may be obtained by visiting the City of Kingman website, <https://www.cityofkingman.gov/government/advanced-components/list-detail-pages/rfp-posts-list>, contacting Jennifer Wheeler, Payroll Specialist, at (928) 753-8047 or [jwheeler@cityofkingman.gov](mailto:jwheeler@cityofkingman.gov), or visiting 310 N 4<sup>th</sup> Street, Kingman, AZ 86401.

The City’s timeline for implementation of a pay card program would be by early August 2020.

During the evaluation process, the City of Kingman reserves the right, where it may serve the City’s best interest, to request additional information or clarifications from proposers. At the discretion of the City of Kingman, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.



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The City of Kingman reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted, and confirmed in the contract between the City of Kingman and the firm selected.

**The City reserves the right to reject any and all bids.**

Posted: June 10, 2020

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