



**STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING**

**NOTIFICATION OF STATEWIDE CONTRACT**

February 5, 2016

**CONTRACT TITLE: PURCHASING CARD AND BUSINESS TRAVEL CARD SERVICES**

**CURRENT CONTRACT PERIOD: FEBRUARY 29, 2016 THROUGH JULY 31, 2016**

**BUYER INFORMATION:** Stacia Dawson  
(573) 522-3052  
[Stacia.Dawson@oa.mo.gov](mailto:Stacia.Dawson@oa.mo.gov)

RENEWAL INFORMATION	Original Contract Period	Potential Final Expiration
	March 1, 2007 through February 28, 2012	July 31, 2016

ALL PURCHASES MADE UNDER THIS CONTRACT MUST BE FOR **PUBLIC USE ONLY**.  
PURCHASES FOR PERSONAL USE BY PUBLIC EMPLOYEES OR OFFICIALS ARE PROHIBITED.

THE USE OF THIS CONTRACT IS **PREFERRED** FOR ALL STATE AGENCIES.  
This contract has been established for the convenience of state agencies. Local Purchase Authority may be used to purchase supplies/services included in this contract from an alternative source at the discretion of the agency.

*~ Instructions for use of the contract, specifications, requirements, and pricing are attached ~.*

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/WBE	COOP PROCUREMENT
C307039001	4401941800 3	UMB BANK 906 GRAND, SUITE 800 KANSAS CITY, MO 64106 Phone No.: (816) 843-2261 Email: Ron.Sager@umb.com	No	Yes

## STATEWIDE CONTRACT HISTORY

The following summarizes actions related to this Notification of Statewide Contract since its initial issuance. Any and all revisions have been incorporated into the attached document.

Contract Period	Issue Date	Summary of Changes
02/29/16 – 7/31/16	02/05/16	<b>Extended the contract thru July 31, 2016</b>
03/01/14 - 02/28/15	01/17/14	Corrected the Current Contract Period on page one of this Statewide Notice.
03/01/14 - 02/28/15	01/13/14	Renewal
02/29/12 - 02/28/14	11/30/11	Renewal
03/01/07 - 02/28/12	11/16/11	Updated Buyer Information on page 1. Included rebate schedule for Cooperative Procurement on Pricing Page.
03/01/07 - 02/28/12	03/01/07	Corrected vendor number for contractor on page 1.
03/01/07 - 02/28/12	01/23/07	Initial issuance of new statewide contract

<h3 style="margin: 0;">CONTRACTUAL REQUIREMENTS APPLICABLE TO BOTH THE PURCHASING CARD AND THE BUSINESS TRAVEL CARD</h3>
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#### 1. CONTRACTUAL REQUIREMENTS

##### 1.1 General Requirements:

- 1.1.1 The contractor shall develop, implement, and administer the purchasing card and business travel card programs for any state agency of the State of Missouri in accordance with the provisions and requirements set forth herein.
- 1.1.2 The contractor shall perform all services to the sole satisfaction of the State of Missouri.
- 1.1.3 The State of Missouri, Office of Administration shall be the administrative state agency through which the contractor shall coordinate all services provided under the contract.
- 1.1.4 Unless the contractor was providing a purchasing card and business travel card program for the State of Missouri prior to the award of the contract, the contractor must issue a purchasing card and/or business travel card to each employee participating in the State of Missouri purchasing card and/or business travel card program prior to the award of the contract, in accordance to process stated in the contractor's awarded proposal. The contractor must have all such cards issued by March 1, 2007 and such cards must be activated March 1, 2007.
- 1.1.5 The contractor shall provide services on an as needed, if needed basis. The State of Missouri does not guarantee any usage of the contract whatsoever, including quantity of cards, specific level of card activity, or number of transactions. However, estimated annual volumes for the purchasing card and the business travel card are listed in Attachment 1.
- 1.1.6 Any state agency needing the services shall be required to use the contract unless an exemption is granted by the Division of Purchasing and Materials Management. The contractor shall agree and understand that the contract shall not be construed as an exclusive arrangement and if it is in the best interest of the State of Missouri and

approved by the Division of Purchasing and Materials Management, a state agency may obtain alternate services elsewhere.

- a. The contractor shall agree and understand that the extent of utilization of the purchasing card and/or business travel card shall be at the sole discretion of the State of Missouri, its agencies, and when authorized by the state agency, the individual employee.
- b. The contractor shall agree and understand that any employee authorized by a state agency may apply to participate in the purchasing card and/or business travel card program. However, participation in the program is not mandatory for any employee.

1.1.7 Cooperative Procurement Program - If the contractor has indicated agreement on the Pricing Page with participation in the Cooperative Procurement Program, the contractor shall provide purchasing card and business travel card services as described herein under the terms and conditions, requirements and specifications of the contract, including prices, to other government entities in accordance with the Technical Services Act (67.360 RSMo, which is available on the internet at: <http://www.moga.mo.gov/statutes/c000-099/0670000360.htm>.) The contractor shall further understand and agree that participation by other governmental entities is discretionary on the part of that governmental entity and the State of Missouri bears no financial responsibility for payments due to the contractor by such governmental entities.

- a. For any governmental entity that participates in the Cooperative Procurement Program, the volume of purchases from the governmental entity shall be incorporated into the State of Missouri's rebate calculation. However, the contractor shall provide the appropriate rebate amount directly to such governmental entity.

1.1.8 The contractor's purchasing card program and business travel card program shall use a brandmark card which has achieved worldwide recognition and has active cardholder accounts worldwide.

1.1.9 The contractor shall agree and understand that cancellation, termination, or expiration of the contract shall constitute automatic and immediate cancellation and ability to incur charges on all purchasing cards and business travel cards. The contractor shall allow a period of sixty (60) days for payment of outstanding balances.

1.1.10 The contractor shall develop, maintain, and continuously update a contractor hosted website for the purchasing card program and the business travel card program that is linked to administrative state agency website.

- a. The contractor's website shall be informational in nature and shall include, but not be limited to the following:

1) Miscellaneous forms, including:

- Interagency Agreement.
- Cardholder Agreement.
- Vendor Dispute Form.
- Transaction Log.
- Purchasing Cardholder.
- Account Action Request.
- Vendor Non-Acceptance Form.
- Purchasing Card Acceptance Form.

2) Policy and procedures manual.

3) Frequently asked questions.

4) Updates to the programs.

5) Links to management reports available through the contractor.

6) Point of contact for questions.

1.1.11 Unless otherwise specified herein, the contractor shall furnish all necessary labor, forms, equipment, supplies, written and visual aids, literature, and related information to perform the services required herein at no cost to the State of Missouri and its employees.

## CONTRACTUAL REQUIREMENTS APPLICABLE TO THE PURCHASING CARD ONLY

### 1.2 Specific Requirements for Purchasing Card:

- 1.2.1 Each state agency electing to use the purchasing card shall provide a program coordinator responsible for the operation of the purchasing card program for their state agency. The purchasing card program shall be available for use by individual state employees within state agencies. Issuance of the card to any employee requires prior written approval of the individual state agency program coordinator.
- 1.2.2 The contractor's purchasing card program shall be a program under which plastic and non-plastic purchasing card accounts are issued to state agencies for distribution to a state agency cardholder.
- 1.2.3 The administrative state agency has developed a policy manual (Attachment #4) regarding the procedures for issuance, security, and operation matters related to the purchasing card program. Upon request, the contractor shall assist the administrative state agency with program development, implementation, modification, and enhancement of the purchasing card program.
- 1.2.4 The contractor shall agree and understand that State of Missouri employees (hereinafter referred to as a cardholder) may use the purchasing card for:
  - a. Payment of business related expenses.
  - b. Payment of travel related expenses by central travel desk employees.
  - c. The State of Missouri reserves the right to request purchasing cards that allow cardholders to charge their own travel related expenses.
- 1.2.5 The contractor shall provide a purchasing card specifically designed for the State of Missouri. At a minimum, the card shall include the following:
  - a. "STATE OF MISSOURI PURCHASING CARD" shall be printed on the front of the card.
  - b. The seal of the State of Missouri shall be included on the front of the card.
  - c. "FOR OFFICIAL USE ONLY" shall be printed on the front and back of the card.
  - d. "PURCHASES MADE WITH THIS CARD ARE SALES AND USE TAX EXEMPT UNDER TAX EXEMPTION NUMBER 12602515" shall be printed on the back of the card.
  - e. The contractor's toll free "help" telephone number shall be printed on the back of the card.
  - f. There shall be no reference to Automatic Teller Machines (ATM's) included on the card.
  - g. The name of the state agency and the cardholder's name shall be embossed on the face of the card.
- 1.2.6 The contractor's purchasing card program shall allow for the state agency to specify, but not be limited to the following information, on a per card basis:
  - a. Single transaction dollar limits for each cardholder, not to exceed \$1,000.00, unless otherwise specified by the state agency and approved by the administrative state agency.
  - b. Monthly transaction dollar limits for each cardholder, not exceed \$3,000.00, unless otherwise specified by the state agency and approved by the administrative state agency.
  - c. Number of purchasing transactions per day and/or per pay cycle.
  - d. Dollar limits per pay cycle.
  - e. Restrictions on vendor type for which the card may be used.
  - f. Restrictions on certain merchant category codes.
- 1.2.7 The contractor's purchasing card program shall not allow cash advances.
- 1.2.8 Upon request by a state agency, the contractor shall make changes to cardholder's account which may include but not be limited to card expenditure limits, transaction limits, purchase restrictions, cardholder billing address and phone number, and termination or non-renewal of a cardholder's account.

1.2.9 The State of Missouri shall inform the contractor within a reasonable period of time when an employee who participates in the contractor's purchasing card program is no longer employed by the State of Missouri. Upon such notification, the contractor shall discontinue providing purchasing card services for the said former employee.

- a. The State of Missouri and the contractor shall mutually agree upon what constitutes "a reasonable period of time." However, in the case of a disagreement, the State of Missouri's decision shall govern.

1.2.10 The contractor shall have and operate an established program to recruit new businesses for inclusion in the purchasing card program. When notified by a cardholder that the contractor's card is not accepted by a particular business, the contractor shall contact such business and attempt to include the business as a business that will accept the contractor's card.

### **1.3 Statement and Payment Requirements for Purchasing Card:**

1.3.1 Immediately upon award of the contract, the contractor needs to submit or must have already submitted a properly completed State Vendor ACH/EFT Application, since the State of Missouri intends to make contract payments through Electronic Funds Transfer.

- a. If not already submitted, the contractor needs to obtain a copy of the State Vendor ACH/EFT Application and completion instructions from the Internet at:

<http://www.oa.mo.gov/purch/vendorinfo/vendorach.pdf>

- b. The contractor must submit statements on the contractor's original descriptive business statement form and must use a unique invoice number with each statement submitted. The unique statement number will be listed on the State of Missouri's EFT addendum record to enable the contractor to properly apply the state agency's payment to the statement submitted.

1.3.2 Statements – On a monthly basis, the contractor shall submit an itemized statement to each state agency program coordinator and each cardholder utilizing the purchasing card during the previous month.

- a. The contractor shall submit the monthly statement on a cycle as requested by the state agency.
- b. The contractor's monthly statement shall list the each purchase including the purchase date, the merchant, and the purchase amount. The contractor's monthly statement shall also include all other information as described in the contractor's awarded proposal.
- c. The contractor shall provide electronic statements if such services are requested by the state agency.

1.3.3 Payments - The contractor shall agree and understand that the state agency will pay the monthly statements less any disputed charges.

- a. Disputed charges shall be paid as soon as practicable after resolution, if not resolved in favor of the state agency.
  - 1) A disputed charge is considered a disagreement between the cardholder and the merchant regarding items appearing on the cardholder's monthly statement. The contractor shall assist the state agency with statement disputes upon the state agency's request.
  - 2) Should a disputed charge occur, the contractor shall attempt to complete the following within twenty-four (24) hours of notice from the state agency. If disputed charges not completed within twenty-four (24) hours, the contractor shall complete the following as soon as possible and within a reasonable period of time:
    - Resolve questioned or disputed charges appearing on the statement.
    - Credit the state agency's account, pending the resolution of the questioned or disputed item.
    - Process refunds for items resolved in the state agency's favor.

- b. Late payment penalties shall be governed by RSMo. 34.055 which can be found at the following website: <http://www.moga.mo.gov/statutes/c000-099/0340000055.htm>
- c. The contractor shall understand that each state agency utilizing the purchasing card shall be solely responsible for payment for the purchases made by that state agency.
- d. The state agency shall make payment of purchasing card statements from current fiscal year appropriations only, and the State of Missouri shall not be obligated to make any payments beyond such current fiscal year. The obligation of the State of Missouri to make any and all such payments shall be subject to annual appropriations of the General Assembly. Amounts charged on the purchasing card shall not be considered debt or liability of the State of Missouri for purposes of any statutory or constitutional debt limitation or restriction. Neither the full faith and credit of the State of Missouri nor the taxing power of the state agency shall be pledged to make such payments.

#### **1.4 Fee Requirements for Purchasing Card:**

- 1.4.1 The contractor shall not charge administrative fees for any purchasing card program services provided to the State of Missouri.
- 1.4.2 The contractor's purchasing card program shall have no interest or carrying charges on balances less than thirty-one (31) calendar days old except as otherwise covered by RSMo. 34.055.
- 1.4.3 The contractor's purchasing card program shall have no interest or carrying charges for purchases/charges in dispute.

#### **1.5 Reporting Requirements for Purchasing Card:**

- 1.5.1 Upon state agency request, the contractor shall provide a wide range of reports including, but not be limited to, state agency specific data of: total monthly charges, account aging data, individual spending and payment totals, listing of current cardholders, and twelve-month payment history, purchasing card usage, and average monthly charges.
- 1.5.2 The contractor shall provide a mechanism for a state agency to receive a copy(s) of any transaction upon state agency request. The copy(s) should show the amount of the purchase, the signature of the individual receiving the merchandise, and the date of purchase.
- 1.5.3 Upon state agency request, the contractor shall assist the State of Missouri to identify sales and transactions with State of Missouri, Office of Supplier and Workforce Diversity certified minority or women business enterprises. The State of Missouri will provide a list of certified minority and women business enterprises to the contractor upon request.
- 1.5.4 Upon approval of the Qualified Purchasing Card Agent (QPCA) program by the Internal Revenue Service, the contractor shall become QPCA qualified and begin providing such service to the State of Missouri. In conjunction with QPCA, the contractor shall provide an annual file to the State of Missouri reporting accurate and up-to-date identification and amount of payments to vendors with whom the State of Missouri transacts purchasing card purchases that are classified as 1099 reportable vendors.
- 1.5.5 The contractor shall provide reports in either a paper or electronic format, as specified by the state agency. In addition, the contractor shall provide the state agency online account access and account administration/management capability.
  - a. The online account data shall be capable of being organized for customized managerial reporting, either directly or through a downloadable feature.

- 1.5.6 The contractor shall provide a purchasing card activity data file that is available for download into the State of Missouri's automated accounting system, currently SAM II. The data file shall be provided in a mutually accepted schedule and format.
- a. Should an upgrade to the automated accounting system occur, the contractor shall support modifications to the data file in order to continue data downloading into the automated accounting system.

**1.6 Lost, Stolen, or Terminated Card Requirement for Purchasing Card:**

- 1.6.1 The state agency or cardholder will immediately notify the contractor of lost or stolen card(s). The contractor shall provide for immediate cancellation and emergency issuance of a replacement card.

**1.7 Assistance and Training for Purchasing Card:**

- 1.7.1 The contractor shall provide a dedicated fax number and except as provided elsewhere herein must provide a dedicated, twenty-four (24) hour, toll-free telephone number to serve as a help line, and, both for use by state agency program coordinators and cardholders to report problems and emergencies or to request assistance with the purchasing card program.
- 1.7.2 If requested by the state agency, the contractor shall provide initial training and any follow-up training needed for all participating state agencies at no cost. The contractor should provide the training within three (3) to five (5) business days after state agency request. The contractor shall provide such training by telephone and/or in person as determined by state agency need.
- 1.7.3 The contractor shall educate the state agency program coordinators of the benefits and features of the purchasing card program in accordance with the educational program stated in the contractor's awarded proposal.
- 1.7.4 The contractor shall coordinate with the state agency program coordinator(s) to develop applicable statement cycles and explain billing procedures.
- 1.7.5 The contractor shall provide an annual one-day educational forum in the Harry S. Truman building located at 301 W. High St., Jefferson City, MO.
- a. The educational forum will include various attendees from state agencies and other entities utilizing or interested in the use of the procurement card.
  - b. The contractor shall provide a meal for forum attendees. The State of Missouri will provide the contractor with the number of estimated attendees.
  - c. The contractor shall provide the annual one-day education forum in accordance with what is described in the contractor's awarded proposal.

<p><b>CONTRACTUAL REQUIREMENTS APPLICABLE TO THE BUSINESS TRAVEL CARD ONLY</b></p>
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**1.8 Specific Requirements for Business Travel Card:**

- 1.8.1 The contractor shall provide a business travel card for business related travel expenses for State of Missouri employees who request such card. If the contractor desires, the contractor shall be permitted to allow the State of Missouri employees to also use the business travel card for personal charges.
- 1.8.2 Prior to issuing a business travel card to any state agency employee, the contractor must have received from the administrative state agency the employee's completed business travel card application.
- a. The contractor shall distribute an adequate supply of business travel card application forms to the payroll and personnel officials of each state agency. Each state agency will forward completed applications to the administrative state agency.
  - b. The contractor's business travel card application must also be available on the contractor's hosted website.

- 1.8.3 Upon receipt of an employee's completed business travel card application, the contractor must issue a business travel card to any employee that does not have a negative credit history. However, the contractor may issue a business travel card to an employee with a negative credit history provided such employee satisfies the criteria (if any) specified in the contractor's award proposal.
- a. The contractor shall use the methods stated in the contractor's awarded proposal for determining positive or negative credit history.
  - b. The contractor must issue new business travel cards within thirty (30) days following the receipt of the application.
- 1.8.4 The contractor shall issue the business travel card directly to the employee.
- a. The contractor shall mail the business travel card to the employee's home address as shown on the employee's application form.
  - b. Each business travel card must bear the employee's name, the State of Missouri name, the employee's individual account number, and the expiration date of the business travel card.
- 1.8.5 The contractor shall cancel a cardholder's business travel card if the criteria for cancellation as stated in the contractor's awarded proposal is met.
- a. In addition, the contractor must immediately cancel a cardholder's business travel card if requested by the State of Missouri or the individual cardholder.
- 1.8.6 The contractor shall not offer extra incentives or rewards (e.g. flyer miles, cash back, etc.) to cardholders.
- 1.8.7 If the contractor requires notification of terminated employees from the State of Missouri, the contractor shall provide a monthly file of current cardholders to the administrative state agency. The administrative state agency will use this file to match state payroll file and provide a listing of terminated cardholders to the contractor.

## **1.9 Statement Requirements for Business Travel Card:**

- 1.9.1 The contractor shall understand and agree that the using cardholder shall be solely responsible and liable for any and all charges incurred through utilization of the business travel card and for all resultant payments due the contractor.
- a. The contractor must expressly and explicitly understand and agree that the State of Missouri does not and shall not accept any liability or financial responsibility whatsoever for any charges incurred by its cardholders or for any payments due the contractor.
- 1.9.2 The contractor must utilize an individualized statement system whereby the contractor shall bill all charges incurred through use of the business travel card directly to the using cardholder. However, the contractor shall not bill any cardholder more than once per month. The contractor shall understand and agree that the total of all charges incurred through use of the business travel card must be due and payable upon receipt of the contractor's statement.
- 1.9.3 The contractor shall not assess any cardholder a finance/interest/penalty charge of any kind on current account balances due nor charge any kind of card service fee.
- a. Any finance/interest/penalty charge assessed on overdue account balances, must be assessed as stated in the contractor's awarded proposal.

## **1.10 Cardholder Education Requirements for Business Travel Card:**

- 1.10.1 The contractor must provide periodic cardholder education materials to cardholders in accordance with that stated in the contractor's awarded proposal. At a minimum, the contractor shall provide educational materials to any new cardholder at the time the business travel card is issued.

- 1.10.2 The contractor must develop cardholder education materials in such a manner as to provide employees with the following:
- a. Information regarding the business travel card's availability, its benefits, and its features;
  - b. The procedure for obtaining a business travel card;
  - c. Information on proper use of the business travel card;
  - d. Allowable personal charges, if any;
  - e. An explanation of how the cardholder is billed, what the cardholder's liabilities and financial responsibilities are, and the contractor's procedure for handling overdue account balances.
- 1.10.3 The contractor must also establish a method which allows cardholders the opportunity to ask questions and obtain information about the contractor's business travel card.
- 1.10.4 In the event the contractor performs presentations for cardholder education of the business travel card program, the contractor shall agree and understand that such presentations and all informational materials provided by the contractor must be conservative and professional with emphasis on factual representation of the business travel card program. No sales pressure or emotional appeal in any form may be used by the contractor.
- 1.10.5 The contractor shall understand and agree that the general manner in which all cardholder education is conducted and the basic content of such education shall at all times be subject to the prior written approval of the administrative state agency.
- a. The contractor shall submit to the administrative state agency for approval all written and visual aids, literature and related information prior to their use by the contractor.

#### **1.11 Reporting Requirements for Business Travel Card:**

- 1.11.1 The contractor must provide complete management reports to the state administrative agency in either printed or on-line form on a monthly basis at no cost to the State of Missouri. The reports must contain, at a minimum, the information listed below, or an acceptable equivalent, and must be organized and presented as a summary of activity statewide and by state agency.
- a. A monthly account listing which displays all individual accounts.
  - b. Monthly account activity which lists for each account number all credits and charges for that month and the current and previous account balance.
  - c. Monthly individual charge activity, including both the current month and year-to-date totals.
  - d. A monthly exception report which identifies accounts of lost, stolen, or cancelled cards that have current use and/or past due balances.
  - e. A monthly airline credit report which identifies all credit transactions, including refunds.
- 1.11.2 The contractor shall develop procedures and education materials for state agency financial management personnel relating to the use of management reports and administrative practices necessary for the operation of the business travel card program within the state agency.

#### **1.12 Additional Requirements for Business Travel Card:**

- 1.12.1 The contractor shall provide emergency card replacement in the event of a lost or stolen card within the timeframe stated in the awarded proposal. For non-emergency card replacement, the contractor shall replace lost or stolen cards within ten (10) calendar days following notification by the cardholder to the contractor.
- a. Classification of an "emergency" shall be determined by the State of Missouri.
  - b. The contractor shall provide a toll-free number that must be available twenty-four (24) hours a day for reporting lost or stolen cards.

- 1.12.2 The contractor must provide cardholders with a toll-free telephone number, available twenty-four (24) hours a day, for general and billing related questions. If proposed in the contractor's awarded proposal, this number can be the same as the toll-free number provided for the purchasing card program required herein.
- 1.12.3 If the State of Missouri develops an Automated Expense Account System, the contractor shall provide an automatic electronic data feed of expenses from the business travel card into such system.

<p style="text-align: center;"><b>CONTRACTUAL REQUIREMENTS APPLICABLE TO BOTH THE PURCHASING CARD AND THE BUSINESS TRAVEL CARD</b></p>
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**1.13 Rebate Requirements:**

- 1.13.1 The contractor shall use the sum of purchasing card and business travel card purchases, including purchases made by participating governmental entities, less any refunds, to determine the rebate amount based on the rebate schedule listed on the Pricing Page.
- a. In addition, the contractor shall use the method stated in the contractor's awarded proposal when calculating the dollar amount for rebate checks (e.g. quarterly rebate checks based on actual expenditures for the quarter and projected annual purchasing volume, prompt payment, new accounts, etc.).
- 1.13.2 Within fifteen (15) days after the end of each quarter, the contractor shall either overnight a rebate check to the following location or shall make electronic payment to the administrative state agency at the administrative state agency's discretion.

Office of Administration  
Division of Accounting  
Attn: Purchasing/Travel Card Administrator  
301 W. High St., Room 579  
Jefferson City, MO 65101

- 1.13.3 For any rebate amount applicable to a participating governmental agency, the rebate shall be paid directly to such participating governmental agency.

**PRICING PAGE**

**Rebate Schedule -**

Annual Volume	Original Period					First Renewal		Second Renewal	
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9
\$0.00 to \$15,000,000.00	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %
\$15,000,000.01 to \$20,000,000.00	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %
\$20,000,000.01 to \$25,000,000.00	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %
\$25,000,000.01 to \$30,000,000.00	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %
\$30,000,000.01 to \$35,000,000.00	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %
\$35,000,000.01 to \$40,000,000.00	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %
\$40,000,000.01 to \$45,000,000.00	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %
\$45,000,000.01 to \$50,000,000.00	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %
\$50,000,000.01 to \$55,000,000.00	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %
\$55,000,000.01 to \$60,000,000.00	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %
\$60,000,000.01 to \$65,000,000.00	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %
\$65,000,000.01 to \$70,000,000.00	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %
\$70,000,000.01 to \$75,000,000.00	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %
Over \$75,000,000.00	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %	1.44 %

**Rebate Schedule for Cooperative Procurement**

Annual Volume	
\$0.00 to \$99,999.00	0.40%
\$100,000.00-\$349,999.00	0.51%
\$350,000.00-\$999,999.00	0.57%
\$1,000,000.00-\$1,499,999.00	0.59%
\$1,500,000.00-\$2,999,999.00	0.65%
\$3,000,000.00-\$5,999,999.00	0.70%
\$6,000,000.00-\$9,499,999.00	0.75%
\$9,500,000.00-\$10,999,999.00	0.85%
\$12,000,000.00-\$13,499,999.00	0.90%
\$13,500,000.00-\$14,999,999.00	1.00%