



## BOARD OF COMMISSIONERS

# AGENDA REQUEST & STAFF REPORT

**MEETING DATE:** July 23, 2025

**SUBJECT:** Notice of Intent to Award a Contract for the County's Purchasing Card Program via Participating Addendum

**RECOMMENDED MOTION:**

Move approval of Document No. 2025-780, a Notice of Intent to Award a contract for the County's purchasing card program via participating addendum.

**BACKGROUND AND POLICY IMPLICATIONS:**

Deschutes County utilizes a procurement card program as one of the County's payment mechanisms. The program is governed by the procurement laws for the State of Oregon, Deschutes County Code, and Deschutes County Administrative Policy No. F-3. Deschutes County Administrative Policy No. F-3 is currently under revision to bring card usage in line with generally accepted practice.

The Finance Department supports embarking on a new program to offer a better end user experience for both card holders and purchase card administrative staff. In addition to a traditional purchase card program which functions similarly to a credit card program we are exploring moving some vetted payments to virtual cards which will increase our rebate.

The County's Procurement Manager has evaluated the existing Purchasing Card Program for the County in FY25. A request for information process included five vendors that were asked questions on basis points for rebate program, customer service support, and user platform capabilities. The following firms were contacted:

- Bank of America
- First Interstate Bank
- JP Morgan Chase
- Well's Fargo
- US Bank

It was the Department's initial plan to conduct a formal Request for Proposals process. However, in evaluating the information returned from the vendors, staff found the City of Portland's Purchasing Card Consortium Cooperative Agreement satisfactory, and the County has the option of initiating a Participating Addendum to utilize this same agreement.

The Finance Department recommends that the County avail itself of the opportunity to utilize Portland's Consortium Cooperative Agreement and select US Bank as the vendor for this program. The accompanying Notice of Intent to Award will assert the County's intent to award a contract to US Bank and will commence a one-week protest period. If no protests are received during that period, the contract will be awarded administratively.

**BUDGET IMPACTS:**

This program will not affect budget but rather will increase rebates received by utilizing this payment mechanism.

**ATTENDANCE:**

Heather Herauf, Procurement Manager, Finance Department