

**SUBMITTED BY:** Alejandro Martinez, Finance Director

**MANAGEMENT TEAM REVIEW:** Ana Urquijo, City Manager

**FOCUS AREA:** Other / NA

**ORGANIZATIONAL  
IMPROVEMENTS:**

**SUBJECT:** **CONTRACT AWARD for PURCHASING CARD SERVICES.**

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**EXECUTIVE SUMMARY:**

The City of Douglas recently issued a Request for Proposals (RFP) seeking a qualified vendor to provide a comprehensive purchasing card (P-Card) program. The goal is to streamline our purchasing processes, enhance security, and improve financial controls. The city currently uses Bank of America's for this.

**BACKGROUND:**

The RFP outlined requirements including card issuance flexibility, real-time transaction monitoring, integration with our accounting system (Springbrook), robust reporting tools, fraud prevention measures, and responsive customer support. A rebate on transaction volume was also a key consideration.

We received three proposals—from Wells Fargo, Bank of America (our current provider), and Bill. After a thorough evaluation, the selection committee rated Bill the highest. Their proposal stood out for its advanced technology, including a mobile app that allows users to upload receipts and request changes, as well as stronger backend reconciliation tools. Additionally, Bill offered the most competitive rebate structure.

Staff recommend awarding the purchasing card services contract to Bill and transitioning from the current provider.

**FISCAL IMPACT:**

None.

**Fiscal Year:** 2025/2026

**Amount Requested:**

**Budgeted:** Y / N

**Account (s):**

**“...I MOVE THAT THE MAYOR AND COUNCIL APPROVE THE CONTRACT AWARD TO BILL FOR PURCHASING CARD SERVICES.”**