

The following information is presented by CreditCardProcessing.cc as a sample of information needed when filling out an RFP (request for proposal) for credit card processing on state, city, and municipal services.

Requests for proposal may be sent out at any time by government entities and may represent a lucrative opportunity for processing companies and ISOs. Note that government merchant services differ from consumer credit card processing in that local laws may require Independent Sales Agents and Acquirers to move away from boilerplate contracts to customized work orders.

The bidding process for Card Processing Service typically requires the following information on behalf of the processor/ISO. Failure to include complete information on an RFP generally will lead to a bid not being considered.

Data Required for Merchant Services RFP:

Organization Name:	
Address:	
City/State: Zip:	
Telephone No:	
Facsimile	
No:	
Federal Tax I.D.#:	
Submitted By:	
SIGNED:	
(I certify that I am authorized to execute this proposal and commit the bidding firm)	
Proposed Fees:	
Minimum Monthly Discount Fee/Minimum Account Billing	
Credit Card Transaction Fee	
Assessment Fee	
Debit Card Transaction Fee (with PIN)	
Debit Card Transaction Fee (without PIN)	
Debt Card Network Fee	
Proprietary Card Transactions	
Discount Rate - Qualified	
Discount Rate - Non-Qualified	
ACH Fees	
Per Authorization Fee	
Voice and VRU Authorization	
Dial Up	
Leased Line	
ISDN	
Wireless	
Processing of Amex and Discover	
Address Verification	
Chargebacks	

Statement Fee	
Application Fee	
Daily Close-out Fee	
Non-Qualified Surcharges	
Processor Levied Fees Subtotal \$ -	
Pass-through Fees Proposed Fee	
Interchange Fees	
based on type capture and merchant category code	
Assessment Fees	
Visa per transaction	
Mastercard per transaction	
Access Fee per Transaction	
Visa per transaction	
Mastercard per transaction	
Discover per transaction	
Switch Fees (PIN debit cards)	
Pass-through Fees Subtotal \$ -	
Common Payment Service Fees Proposed Fee	
Transaction Fees	
Common Payment Service Fees Subtotal \$ -	
American Express Fees Proposed Fee	
Discount rate - Amex cards	
Discount rate - Prepaid cards	
Split transaction fee	
American Express Fees Subtotal \$ -	
Discover Fees Proposed Fee	
Discount rate	
Discount rate - Prepaid cards	
Discover Fees Subtotal \$ -	
Online Reporting Fees Proposed Fee	
By reporting firm/service	
Online Reporting	
Online Reporting Fees Subtotal \$ -	
Terminal and PC Services (Specify Equipment Manufacturer and Model) Proposed Fee	
Equipment Fees (POS Terminals)	
Terminals	
Lease/Purchase	
Printers	
Lease/Purchase	
Pin Pads	
Lease/Purchase	
Software	
Reprograming of System Owned Equipment	
Terminal and PC Services Subtotal \$ -	
Account Opening and Maintenance Services Proposed Fee	

Set-up - Installation Fees	
On-site implementation Fee	
Bank Set-up Fee	
Program Maintenance	
Reporting Maintenance	
Interface Software Fees by product	
Interim Account Opening Fees	
Maintenance and Prior Day Reporting	
Maintenance and Same Day Reporting	
Reprogramming Services	
Technical Support	
Supplies	
Consulting Services	
Account Opening and Maintenance Services Subtotal \$ -	
Training Proposed Fee	
On-site Training	
Telephone Training	
Phone Re-Training	
Additional On-going Training	
Training Subtotal \$ -	
Grand Total \$ -	