

**Intent to Negotiate  
Refund Disbursement Services  
27-2015/2016**



**Negotiation Notice & Request for Additional Information**

The following firms are selected to proceed to negotiations and shall supply the following information.

Blackboard
Higher One

Responses Due: 4/29/2016 @ 2pm, local time

Respond to: [Purchasing@PensacolaState.edu](mailto:Purchasing@PensacolaState.edu)

**Provide your best offer of fee/pricing structure and responses to the following questions.**

- Question: If using the card option, what is the length of time between the College issuing the disbursement until the funds are available on the student's card? Are you able to provide same day processing?
- Question: Outline the process for stale dated checks.
- Question: Outline the process for checks issued with bad addresses. Does your firm have the ability for these checks not to be returned to the College?
- Question: Does your firm have the ability for the College to provide the check number for each student issued check or is this number solely generated by your firm?
- Question: Should your firm have a letter from the Department of Education regarding the status of compliance, please provide. (Example: comfort letter, etc.)
- Question: If issues arise whereby there are questions regarding checks, etc. will the College be required to interface with a third party outside of your firm or will you handle these issues directly through your firm?
- Question: Does your firm have the ability to generate an "instant check" whereby the College can simply print a check if there is an immediate need?