

Purchasing Department
1320 West Main Street, Suite 202
Franklin, TN 37064-3700
Phone (615) 472-4010



**WILLIAMSON COUNTY SCHOOLS
REQUEST FOR PROPOSALS
RFP#1373 WCS DISTRICT P-CARD PROGRAM
Released on Wednesday, June 24, 2026**

Williamson County Schools is accepting proposals from qualified financial institutions to provide a district wide purchasing card program. Sealed proposal documents must be mailed or hand delivered to Williamson County Schools, Central Office, 1320 West Main Street, Suite 202, Franklin TN 37064, Attn: Kirk Elliott, by or before the deadline of **10:30am on Tuesday, July 14, 2026** at which time they will be publicly opened. Please note this is a rescheduled date from the proposal opening date previously advertised in the Tennessean on June 4, 2026. Submissions will be time stamped for authenticity by WCS Purchasing Department. Emailed or faxed submissions will not be accepted.

Sealed proposals must be marked “RFP #1373 WCS District P-Card Program.” Providers may include any related literature, brochures, or other proposal materials pertinent to the proposal submittal if they wish. Absolutely no submissions will be accepted after the deadline of 10:30am on Tuesday, July 14, 2026.

THE FOLLOWING INFORMATION MUST BE PRINTED ON THE OUTSIDE OF THE SEALED PROPOSAL ENVELOPE:

- WCS RFP #1373
- Company Name
- Company Address
- Date and Time of Proposal Opening (10:30am Tuesday, July 14, 2026)

THE FOLLOWING MUST BE INCLUDED INSIDE THE SEALED PROPOSAL ENVELOPE:

- Drug Free Workplace Affidavit (signed)
- Criminal Background Check Affidavit (signed)
- Certificate of Iran Divestment Act (signed)
- Certificate of Non-Boycott of Israel (signed)
- Signed and Dated Qualification Cover Sheet

Background

Williamson County Schools (WCS) is a tax-exempt public school district with approximately 6,800 employees and 41,000 students. WCS has fifty-two (52) school sites for which a single p-card per school will be issued. The district is also comprised of several operational departments which include Maintenance, Transportation, Food Service, School Ages Child Care (SACC), and Information Technology. Depending on the success of the school p-card project, it is possible that p-cards may be issued to certain departments of the central office at a later date.

Services Requested - Scope of Work

WCS seeks proposals from qualified providers experienced in public sector purchasing card programs and financial transaction management.

Scope of services should include:

- Provide a comprehensive P-Card (credit **NOT** debit cards) program for district-wide use
- Offer secure, user-friendly card issuance and online management systems (portal)
- Provide customizable spending controls by employee, department, and vendor category
- Deliver robust reporting tools for transaction tracking, auditing, and compliance
- Provide fraud detection, prevention tools, and liability protections
- Offer integration capabilities with existing financial/accounting systems
- Provide training materials and onboarding support for staff
- Deliver ongoing customer service and program management support including a dedicated experienced account manager for our program
- Provide rebate or incentive structures based on program usage (if applicable)
- Ensure compliance with public sector procurement regulations and best practices

The selected vendor shall provide:

- A fully implemented and operational P-Card program
- Administrative and user training materials
- Online reporting dashboards and financial tracking tools
- Ongoing customer support and program management services with a dedicated and experienced account manager assigned to our account
- Program implementation timeline and milestones
- Recommended best practices for program governance and compliance
- A single consolidated and itemized statement invoice to be submitted electronically monthly for payment by WCS by EFT.
- A 20-day grace period for payment by WCS after successful drop date of the monthly statement. Each school (and possibly central office departments at a later date) will make individual payments by EFT for their respective purchases.
- WCS will appoint an administrative super user from the central office to oversee and manage the program, conduct transactions on behalf of schools as needed, monitor compliance with WCS policies, and ensure timely payment is made by all schools under the program.

- To reiterate, we anticipate a master “parent” account for which WCS Central Office can manage the program and the individual schools will be subaccounts under the master and responsible for their own payments. WCS Central Office will ensure the schools make their payments but is **not** a co-signer.

Interested firms must submit a proposal including:

- Company overview and experience with public sector clients (preferably K-12)
- Description of proposed P-Card program and technology platform
- Implementation plan and timeline
- Fee structure (including rebates, incentives, and costs)
- Dedicated rep and customer service model and support structure
- Reporting and integration capabilities
- At least two client references (including public sector or K-12 clients)

Evaluation Criteria

WCS will establish a committee to evaluate proposals received on the following criteria:

Category	Points Available	Vendor Score
Cost and Financial Benefit	40	
Program Quality and Controls	30	
Technology and Reporting	20	
Implementation and Support	10	
Total	100	

- WCS reserves the right to accept, negotiate, and/or reject any or all proposals. The WCS evaluation committee will make decisions on the P-card program as it determines are in the best interest of the district.
- Each WCS school (52) will be issued one school p-card. The credit limit for each school card must be a minimum of \$35,000. It is possible that over time, this credit limit will need to be increased.
- The total annual spend for the entire WCS p-card program described in this document is estimated to be approximately \$1.25m - \$1.5m.
- All proposals are to be complete in every detail as required by WCS. Proposals that are incomplete (as deemed by WCS) or contain irregularities or are not in accordance with specifications may be rejected. WCS reserves the right to waive any formalities to accept any proposal in whole or in part, split proposal and or reject or accept any individual item or items within a proposal – as we deem to be in the best interest of WCS.
- If and once this project is awarded, the program term will be 6 years, under the following provisions: The terms, conditions and price structure shall remain fixed for 6 years unless WCS authorizes any changes. The initial award period will be 1 year. WCS will then reserve the right to extend the annual option to renew at the anniversary date of the agreement for an additional 5 one-year periods, not to exceed a total of 6 years.

- If a proposer has engaged or conducted business with WCS in the past then this direct experience shall also be taken into consideration during this RFP process.
- The terms, conditions and language of this WCS RFP shall supersede and take precedence over any resulting contract / agreement and shall be binding unless mutually amended by WCS and the awarded proposer. Any disputes or legal matters will be litigated in Williamson County or Middle District of Tennessee.
- WCS reserves the right to cancel this program without financial penalty at any time with 30 days written notice.
- The awarded proposer should abide by and comply with the true intent of the specifications of this RFP and not take advantage of any unintentional error or omission but shall fully address the full intent and meaning of each aspect of our specifications. WCS reserves the right to waive any technicalities, formalities or informalities.
- It is the awarded proposer's responsibility to comply with all local, state and federal laws, regulations, codes, licensing, and other requirements. The proposer must be prepared to substantiate compliance upon request by the Board's representative. In the event a proposer fails to perform, WCS reserves the right to begin negotiations for re-award purposes – with the next best proposer. In addition the failing proposer will forfeit future business with WCS.
- **INDEMNIFICATION / HOLD HARMLESS:** The awarded proposer shall indemnify, defend, save and hold harmless Williamson County Schools, its officers, agents and employees from all legal suits, claims, actions or damages of any nature brought because of, arising out of, or due to breach of agreement by vendor, its subcontractors, suppliers, agents or employees or due to any negligent act or occurrence or any omission or commission of vendor, its subcontractors, suppliers, agents or employees.

**WILLIAMSON COUNTY SCHOOLS
REQUEST FOR PROPOSALS
RFP #1373 – WCS DISTRICT P-CARD PROGRAM**

This Cover Sheet must be attached as the first page of the submitted RFP packet.

I, _____ (print name), _____
(title), verify that I have carefully read the specifications, terms, conditions and instructions contained within this document and that I understand, acknowledge and agree to all the language set forth within. By signing this document and submitting my proposal in a sealed envelope with Williamson County Schools, I fully acknowledge and accept the language contained within this RFP document.

Notice: If you find any of the language, terms, conditions or specifications unacceptable, then please do not submit your respective proposal for this project.

Signature: _____ Date: _____

Print Name and Title: _____

Company Name: _____

Address: _____ City _____ State ____ Zip _____

Phone Number: _____ Email: _____

Please attach relevant information pursuant to the requests detailed above. Including this cover page and required completed affidavits, it is requested that submissions be no more than 20 pages in total.

Please provide financial information regarding any costs to WCS for the program and any rebates/incentives provided or indicate the information is attached herein.

DRUG-FREE WORKPLACE AFFIDAVIT

STATE OF _____

COUNTY OF _____

The undersigned, principal officer of _____, an employer of five (5) or more employees contracting with Williamson County government to provide construction services, hereby states under oath as *follows*:

1. The under signed is a principal officer of _____ (hereinafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 50-9-113, which requires each Employer with no less than five (5) employees receiving pay who contacts with the state or any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the *Tennessee Code Annotated*.
3. The Company is in compliance with T.C.A. § 50-9-113.

Further affiant saith not.

Principal Officer

STATE OF _____

COUNTY OF _____

Before me personally appeared _____ with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the forgoing affidavit for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____, 20____

Notary Public _____

My commission expires: _____

CRIMINAL BACKGROUND COMPLIANCE AFFIDAVIT

STATE OF _____

COUNTY OF _____

The undersigned, principal officer of _____, an employer contracting with Williamson County Board of Education to provide services having direct contact with children or access to grounds of a Williamson County public school while students are on grounds, hereby states under oath as follows:

1. The undersigned is a principal officer of _____ (hereafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 49-5-4 13 as amended effective September 1, 2007 for entities entering into contracts with a local board of education where the company's employees will have direct contact with school children or access to the grounds of a school when children are present. It is the duty of the Company to require applicants supply a fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the person to have contact with such children or enter school grounds and to take certain other actions based upon the results of the records check.
3. The Company is in compliance with the terms of T.C.A. § 49-5-413.

Further affiant saith not.

Principal Officer

STATE OF _____

COUNTY OF _____

Before me personally appeared _____ with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the forgoing affidavit for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____, 20____

Notary Public _____

My commission expires: _____

**CERTIFICATION OF COMPLIANCE WITH
THE IRAN DIVESTMENT ACT**

Effective July 1, 2016, this form must be submitted for any contract that is subject to the Iran Divestment Act, Tenn. Code Ann. § 12-12-101, et seq., (“Act”). This form must be submitted with any bid or proposal regardless of where the principal place of business is located.

Pursuant to the Act, this certification must be completed by any corporation, general partnership, limited partnership, limited liability partnership, joint venture, nonprofit organization, or other business organization that is contracting with a political subdivision of the State of Tennessee.

Certification Requirements.

No state agency or local government shall enter into any contract subject to the Act, or amend or renew any such contract with any bidder/contractor who is found ineligible under the Act.

Complete all sections of this certification and sign and date it, under oath, in the presence of a Notary Public or a person authorized to take an oath in another state.

CERTIFICATION:

I, the undersigned, certify that by submission of this bid, each bidder and each person signing on behalf of any Respondent certifies, and in the case of a joint bid or contract each party thereto certifies, as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.

Respondent represents it has the full power, knowledge, and authority to make this Certification and that the signatory signing this Certification on behalf of bidder/contractor has been duly authorized to do so on behalf of the bidder/contractor.

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Printed Respondent Name Printed Name of Authorized Official

Signature of Authorized Official

Date

CERTIFICATE OF NON-BOYCOTT OF ISRAEL

Tenn. Code Ann. § 12-4-119 prohibits public entities from entering into a contract for services, Supplies, information technology or construction unless the contract includes a written certification that the company is not currently engaged in and will not be engaged in for the duration of the contract, a boycott of Israel. This applies to any contract entered into on or after July 1, 2022. The law does not apply to contracts with a value of less than \$250,000 or in contracts where the supplier has less than ten employees.

A boycott of Israel means engaging in refusals to deal, terminating business activities or other commercial actions that are intended to limit commercial relations with Israel, or companies doing business in or with Israel or authorized by, licensed by or organized under the laws of the State of Israel to do business, or persons or entities doing business in Israel, when such actions are taken: (1) In compliance with, or adherence to, calls for a boycott of Israel, or (2) In a manner that discriminates on the basis of nationality, national origin, religion, or other unreasonable basis and is not based on a valid business reason. Tenn. Code Ann. § 12-4-119.

Certification Requirements.

Complete all sections of this certification and sign and date it, under oath, in the presence of a Notary Public or a person authorized to take an oath in another state.

CERTIFICATION:

The Contractor certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel as defined by Tenn. Code Ann. § 12-4-119. This provision shall not apply to contracts with a total value of less than two hundred fifty thousand dollars (\$250,000) or to contractors with less than ten (10) employees.

Printed Name and Title of Authorized Official

Signature of Authorized Official

Date

STATE OF _____

COUNTY OF _____

Before me personally appeared _____ with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the forgoing affidavit for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____, 20____

Notary Public _____

My commission expires: _____