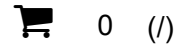


Texas Comptroller of Public Accounts



Contract Details: # 946-M4

Number	946-M4
Description	Charge Cards
Category	Managed
Type	Term
Start Date	3/1/2025
End Date	3/31/2027
Purchase Category Code (Agencies Only)	PCC B (Purchases made with a State of Texas Retail Fuel Card) PCC H (Purchases in any category, except PCC B, paid for with a payment card)
Optional Renewal Terms	April 1, 2027, through March 31, 2028 April 1, 2028, through March 31, 2029 April 1, 2029, through March 31, 2030 April 1, 2030 up to one (1) additional year
Purchase Orders	Purchase orders are not required for this contract. Refer to the Contract Items and Pricing section below for additional details.
NIGP Codes(s)	94635 ; 94670
CPA Contract Management	Questions regarding contract management issues, price changes, amendments or other post-award concerns should be directed to: SPD Contract Management (SCM) Texas Comptroller of Public Accounts (CPA) Phone: (512) 463-3034 option 3 Email: spd.cmo@cpa.texas.gov (mailto:spd.cmo@cpa.texas.gov)

Contract Items and Pricing

COMMERCIAL CHARGE CARD (PCARD) CONTRACT INFORMATION

U.S. Bank will transition all existing credit cards and travel cards to the new contract 946-M4 Charge Cards. There will be no interruption in services during the transition period. Transitioned customers have received their new U.S. Bank cards. Cards should be activated upon receipt using the following instructions: U.S. Bank Card Activation (<https://www.txsmartbuy.gov/Contract%20Attachments/U.S.%20Bank%20Card%20Activation.pdf>).

Payment instructions for state agencies have been updated. Instructions are available at the link below:

Fiscal Management Payment Instructions (<https://fm.x.cpa.texas.gov/fmx/login.php?page=/fmx/notices/fm05/43/index.php>)

For questions about using the correct vendor number in the state’s Uniform State Accounting System (USAS), state agencies can contact the Expenditure Assistance section at expenditure.assistance@cpa.texas.gov (<mailto:expenditure.assistance@cpa.texas.gov>)

Rebate Structure

A rebate is paid to the Customer when the file turn average is 45 days or less. File turn days are the average number of days between a charge posting and payment for that charge posting. Mathematically, file turn = sum of daily balances for the rebate period divided by the total spend for the rebate period.

- Large Ticket volume rebate: 0.80%
- The standard volume based rebate for all other transactions, based on net charge volume for the entire program (including large ticket volume), per the chart below.

Rebate Schedule		Average Transaction Size														
	\$0-\$99	\$100	\$150	\$200	\$250	\$300	\$350	\$400	\$450	\$500	\$550	\$600	\$650	\$700	\$750 +	
Semi-Annual Spend (\$ Million)	\$0-\$399	1.51%	1.51%	1.51%	1.51%	1.51%	1.51%	1.51%	1.51%	1.51%	1.51%	1.51%	1.51%	1.51%	1.51%	
	\$400	1.66%	1.66%	1.66%	1.66%	1.66%	1.66%	1.66%	1.66%	1.66%	1.66%	1.66%	1.66%	1.66%	1.66%	
	\$450	1.67%	1.67%	1.67%	1.67%	1.67%	1.67%	1.67%	1.67%	1.67%	1.67%	1.67%	1.67%	1.67%	1.67%	
	\$500	1.68%	1.68%	1.68%	1.68%	1.68%	1.68%	1.68%	1.68%	1.68%	1.68%	1.68%	1.68%	1.68%	1.68%	
	\$550	1.69%	1.69%	1.69%	1.69%	1.69%	1.69%	1.69%	1.69%	1.69%	1.69%	1.69%	1.69%	1.69%	1.69%	
	\$600	1.70%	1.70%	1.70%	1.70%	1.70%	1.70%	1.70%	1.70%	1.70%	1.70%	1.70%	1.70%	1.70%	1.70%	
	\$650	1.71%	1.71%	1.71%	1.71%	1.71%	1.71%	1.71%	1.71%	1.71%	1.71%	1.71%	1.71%	1.71%	1.71%	
	\$700	1.72%	1.72%	1.72%	1.72%	1.72%	1.72%	1.72%	1.72%	1.72%	1.72%	1.72%	1.72%	1.72%	1.72%	
	\$750	1.73%	1.73%	1.73%	1.73%	1.73%	1.73%	1.73%	1.73%	1.73%	1.73%	1.73%	1.73%	1.73%	1.73%	
	\$800	1.74%	1.74%	1.74%	1.74%	1.74%	1.74%	1.74%	1.74%	1.74%	1.74%	1.74%	1.74%	1.74%	1.74%	
	\$850	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	
	\$900	1.76%	1.76%	1.76%	1.76%	1.76%	1.76%	1.76%	1.76%	1.76%	1.76%	1.76%	1.76%	1.76%	1.76%	
	\$950	1.77%	1.77%	1.77%	1.77%	1.77%	1.77%	1.77%	1.77%	1.77%	1.77%	1.77%	1.77%	1.77%	1.77%	
	\$1,000	1.78%	1.78%	1.78%	1.78%	1.78%	1.78%	1.78%	1.78%	1.78%	1.78%	1.78%	1.78%	1.78%	1.78%	
	\$1,100	1.79%	1.79%	1.79%	1.79%	1.79%	1.79%	1.79%	1.79%	1.79%	1.79%	1.79%	1.79%	1.79%	1.79%	
	\$1,200	1.80%	1.80%	1.80%	1.80%	1.80%	1.80%	1.80%	1.80%	1.80%	1.80%	1.80%	1.80%	1.80%	1.80%	
\$1,300	1.81%	1.81%	1.81%	1.81%	1.81%	1.81%	1.81%	1.81%	1.81%	1.81%	1.81%	1.81%	1.81%	1.81%		
\$1,400	1.82%	1.82%	1.82%	1.82%	1.82%	1.82%	1.82%	1.82%	1.82%	1.82%	1.82%	1.82%	1.82%	1.82%		
\$1,500 +	1.83%	1.83%	1.83%	1.83%	1.83%	1.83%	1.83%	1.83%	1.83%	1.83%	1.83%	1.83%	1.83%	1.83%		

Additional Incentives and Enhancements

Speed of Payment: An additional 0.01% rebate for each day gained to be added to the volume rebate incentives, assumes payments within 45 file turn days or less.

- 45 file turn days: 0.00%
- 44 file turn days: 0.01%
- 43 file turn days: 0.02%
- And so on

Fees

- Late payment:

1. Texas Prompt Payment Act determines the late payment interest that can be charged under this Contract to governmental entities and state agencies as defined in Government Code, Chapter 2251.

2. Delinquency Fee (Individual Bill Accounts only): 2.5% (minimum \$2.00). Fees are not assessed until payment is 60 days past due

- Foreign exchange fee: 1%
- Non-sufficient funds fee: \$15.00
- Cash Advance Fee (for local government entities only): 2.5% (minimum \$2.00)
- Convenience Checks (for local government entities only):

1. Transaction fee: 2.5% (minimum \$2.00)

2. Stop payment fee: \$15.00

3. Check copy fee: \$2.00

4. Returned convenience check fee: \$15.00

- Fully customized plastic (for local government and higher education entities): scoped and invoiced but no greater than \$5,000.00 per 1,000 cards (fees waived for custom logo cards with a minimum of 4 colors with 4th line embossing of tax exemption information). Production timeline for first order only : 20 to 24 weeks.
- No other fees.

U.S. Bank Account Management Team:

Texas SmartBuy/Higher Education - Contracting and program questions

Leslie Massey (leslie.massey@usbank.com (mailto:leslie.massey@usbank.com)/805-591-7255)

State Agency Adoption/Implementation questions

Tatiana Caguenas (tatiana.caguenas@usbank.com

(mailto:tatiana.caguenas@usbank.com)/612-556-6606)

Ryan Schweiger (ryan.schweiger@usbank.com (mailto:ryan.schweiger@usbank.com)/414-429-2802)

U.S. Bank Program questions

Courtney Hoppe (courtney.hoppe@usbank.com (mailto:courtney.hoppe@usbank.com)/310-363-5850)

Kara L Walsh (kara.walsh@usbank.com (mailto:kara.walsh@usbank.com)/651-216-2547)

Amy Delaney (amy.delaney1@usbank.com (mailto:amy.delaney1@usbank.com)/530-641-7457)

FUEL CARD CONTRACT INFORMATION

1. Form of payment for fuel, oil, maintenance, repairs and roadside assistance
2. Net-out taxes for applicable fuel card purchases
3. Fuel payments covered under a single invoice
4. Retail fuel cards can be tailored to meet the needs of State Agencies, Higher Education and Local Governments (e.g. cards can be issued and assigned to drivers or vehicles).
5. Online program management system and reporting capabilities
6. Semi Annual Rebate based on every dollar spent. Account must be paid within 30 client held days to qualify for the volume rebate
7. No fees with the exception of the Mastercard foreign exchange fee of 1%
8. Fraud losses are absorbed by U.S. Bank National Association.
9. Free training for program administrators
10. Texas Prompt Payment Act determines the late payment interest that can be charged under this Contract to governmental entities and state agencies as defined in Government Code, Chapter 2251.
11. Credit losses are deducted from the rebate.

VOYAGER CUSTOMER SERVICE

Available 24/7/365

VoyagerState@usbank.com (mailto:VoyagerState@usbank.com)

Phone: 800-987-6591

PAYMENT INSTRUCTIONS

State Agencies: Payments from USAS shall be issued as direct deposit using payee number 13108413686, mail code 12. The 9-digit account number must be referenced in the Invoice Number field.

For questions about using the correct vendor number in the state's Uniform State Accounting System (USAS), state agencies can contact the Expenditure Assistance section at expenditure.assistance@cpa.texas.gov (mailto:expenditure.assistance@cpa.texas.gov)

Direct Deposit:

US Bank

60 Livingston Ave

St Paul MN 55107

For unique situations, additional payment addresses are as follows:

Regular Mail:

U.S. Bank Voyager Fleet Systems, Inc
 PO Box 952818
 Saint Louis MO 63195-2818

Overnight Payment:

Voyager Fleet Systems Processing Center
 12800 Foster St
 Overland Park KS 66213

Local Governments: Contact US Bank if additional payment instructions are required than those noted above.

US Bank does also accept ACH payments. Please contact customer service for ACH setup instructions.

Additional contract documents and information are available on the Retail Fuel Card Webpage

(<https://comptroller.texas.gov/purchasing/programs/travel-management/fuel-card/>)

**Delivery
 Delays by
 Contractor**

If delay is foreseen, Contractor shall give written notice to the Customer and must keep Customer advised at all times of status of order.

Default in promised Delivery Days After Receipt of Order (ARO) without accepted reasons or failure to meet specifications authorizes the Customer to purchase goods and services of this contract elsewhere and charge any increased costs for the goods and services, including the cost of re-soliciting, to the Contractor.

Failure to pay a damage assessment is cause for contract cancellation and/or debarment or removal of the contractor, as applicable, from the State's Centralized Master Bidders List (CMBL).

Contract Performance	<p>The Statewide Procurement Division Contract Management Office (SCMO), a division of the Comptroller of Public Accounts (CPA), administers a vendor performance program for use by all customers per Texas Government Code (TGC), §2262.055, and 34 Texas Administrative Code (TAC), §20.108. The Vendor Performance relies on the customer's participation in gathering information on vendor performance. State agency customers shall report vendor performance on purchases of \$25,000 or more from contracts administered by CPA, or any other purchase of \$25,000 or more made through delegated authority granted by CPA (TAC 20.108), or purchases exempt from CPA procurement rules and procedures. State agencies are additionally encouraged to report vendor performance on purchases under \$25,000.</p> <p>Vendor Performance shall be reported through the CPA VENDOR PERFORMANCE TRACKING SYSTEM (https://www.comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/).</p> <p>The purpose of the Vendor Performance Tracking System is to:</p> <ul style="list-style-type: none"> • Identify vendors that have exceptional performance • Aid purchasers in making a best value determination based on vendor past performance • Protect the state from vendors with unethical business practices • Track vendor performance for delegated and exempt purchases
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Contractors

Contractor VID: 13108413686

Contractor: U.S. Bank National Association

Contact Name:

Mark Hess

Email: Mark.Hess1@usbank.com

Phone: (612) 436-6544

Alternate Contact Name: Customer Support Services

Alternate Phone: (800) 987-6591

Address: 800 Nicollet Mall Minneapolis, MN 55402



Texas Comptroller of Public Accounts

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Link Policy (<https://comptroller.texas.gov/about/policies/links.php>)

Search from the Texas State Library (<https://www.tsl.texas.gov/trail/index.html>)

Texas Homeland Security (<https://www.dhs.gov/see-something-say-something/reporting/texas>)

Public Information Act (<https://comptroller.texas.gov/about/policies/open-records/public-information-act.php>)

Texas Secretary of State (<https://www.sos.state.tx.us/>)

HB 855

Other State Sites

Texas.gov (<https://texas.gov>)

Texas Records and Information Locator(TRAIL) (<https://www.tsl.state.tx.us/trail/>)

State Link Policy (<https://dir.texas.gov/resource-library-item/state-website-linking-privacy-policy>)

Texas Veterans Portal (<https://veterans.portal.texas.gov>)