
Sponsor: Finance

Meeting Date: 2/22/2022

Title: Professional Services Agreements with Holiday Stationstores and Burlington Stores, Inc. for Gift Cards

File Number: 2022-043

Background and Rationale:

Over the past year, Finance has been working on reviewing policies and procedures and identified a need for a gift card policy. Departments were purchasing gift cards using procurement cards to pay for them. Finance determined that it is not a best practice. As a result, a Request for Proposals (RFP) was issued to solicit gift card services from a variety of businesses. Through the RFP process, two vendors were selected. Although these two providers do not offer all the gift cards Ramsey County distributes, they provide basic needs to residents and community members.

The contract for Burlington Stores and Holiday Stationstores will be utilized mostly within Financial Assistance Services, Social Services and Workforce Solutions departments. The programs within these departments include: child protection, child welfare, children's mental health, adult mental health, adult services, disability services, child foster care, chemical health, foster children in extended care (18 to 21-year-old), and workforce solutions support services programs. Gift cards are used in these areas to provide basic needs and transportation services for clients in an efficient manner. Basic needs include appropriate clothing for interviews, gas cards to allow individuals to meet with family and seek employment.

On June 9, 2021, a RFP was released for advertisement for gift card services. Below is a competitive solicitation summary:

Request for Proposals (RFP Title): Gift Card Services

- RFP Release Date: June 9, 2021
- RFP Response Date: July 1, 2021
- Number of Contractors Notified: 43
- Respondents: Gift Card Services
- Proposal Evaluation Committee: Deputy Director Finance and Cash Management, Investment/Debt Manager
- RFP Evaluation Criteria:
 - Ability to provide gift cards from desired retailers
 - Shipping and processing time
 - Ease of ordering
 - Reporting capacity
- Contractor Recommended: Holiday Stationstores and Burlington Stores

The evaluation team evaluated the proposals based on the criteria identified in the solicitation and is recommending Holiday Stationstores and Burlington Stores as the contractor to provide gift card services.

Recommendation:

The Ramsey County Board of Commissioners resolved to:

1. Approve the selection of and the agreements with Holiday Stationstores LLC, 4567 American Blvd. W., Bloomington, MN 55437 and Burlington Stores, Inc., 1830 US Route 130 N, Burlington, NJ 08016 to provide gift cards to clients and community members for a period of five years in accordance with the rates in the contracts.
2. Authorize the Chair and Chief Clerk to execute the agreements.

A motion to approve was made by Commissioner McGuire, seconded by Commissioner Reinhardt. Motion passed.

Aye: - 7: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

By: 

Mee Cheng, Chief Clerk - County Board