



MEMORANDUM

Council Agenda
Item No. IX. AP
12/17/2024

The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Request for Proposals to be advertised, purchasing card services (RFP25801).

Purpose:

To enter into a professional services agreement with a purchasing card service provider to purchase goods and services.

Proposal Receipt Date:

January 15, 2025 - 4:00:00 p.m.

Background:

The City of Oklahoma City and its Trusts are currently using approximately 180 MasterCards issued by Chase Bank. Citywide purchasing volume for fiscal year 2024 was approximately \$29,256,103 with an average purchase amount of \$884 per transaction. The City uses Oracle Cloud as its financial management system. Purchasing card transactions are loaded on a daily basis from an XML file provided by MasterCard.

Source of Funds:

Various funds and accounts

Review:

Finance Department

Recommendation:

Request for Proposals be approved and the City Clerk be authorized to advertise for proposals.