



Office of Information Technology Services

# CERTIFICATION OF AWARD

**THIS IS NOT A PURCHASE ORDER**

**BID / FILE NUMBER:** Agency RFP #14-008474 (ITS-008474)

Please reference this Bid Number for any Purchase Order, Invoice or Correspondence

**TO: Anne Godwin, CPA**  
**Deputy State Controller - Statewide Accounting -**

**DATE: December 4<sup>th</sup>, 2014**

**REQUISITION NO.: Agency-reference**

**PURCHASING AGENCY: Office of the State Controller**

**DELIVERY: FOB Destination**

In accordance with the requirements of General Statutes 147-33.95, OITS certifies a contract for that described below is awarded by the respective Agency. Issue the order immediately and directly to the vendor listed, giving complete shipping instructions. Order only the services described, item(s) listed, and the quantity(ies) as stated in the contract document. Price(s) includes delivery to destination. It is incumbent on all parties to read the contract in its entirety including its respective Terms and Conditions to be aware of any action necessary.

Commodity Description:

**Merchant card services processing**

Vendor:

**SUNTRUST MERCHANT SERVICES**

Award Type:

**AGENCY SPECIFIC TERM** contract  
(i.e., mandatory agency-use for an indefinite quantity or volume)

Award Term:

**Five (5) years with two optional 1-year renewal periods,**  
Starting on or about 2014-Dec-05 (as shall be directed by the Purchasing-Agency's order).

**Cumulative, Authorized Value during original Award Term**

(for estimated/indefinite volume of service): **\$558,000.00**

No changes to scope, the term, or the value shall be allowed without prior written approval from OITS.

Malynda Sue Higgins, CPPB  
State Purchase Administrator  
Strategic Sourcing – Statewide IT-Division – Office of Information Technology Services

**INSTRUCTIONS TO VENDOR(S):**

1. **THIS IS NOT A PURCHASE ORDER.** Do not make shipment until you have received an official order from the using agency.
2. Invoices must be made to the Purchasing Agency and forwarded directly to it for payment
3. Only the exact items certified and ordered must be shipped; no substitutions shall be made without prior written approval from the Purchasing agency.
4. Applicable North Carolina sales and use tax shall be added to invoices as a separate item.
5. Note that the award description above is only a portion of the contract, rather than the complete contract document.