

## U.S. Bank<sup>®</sup> SmartPay<sup>®</sup> 1 to SmartPay 2 Everything You Need To Know about SmartPay 2

### Overview

The current GSA SmartPay<sup>®</sup> Master Contract expires on November 29, 2008. The future program is referred to as GSA SmartPay 2 (SP2). This document concentrates on questions program participants may have about the transition to the new contract.

#### 1. What is the GSA SmartPay Master Contract?

The GSA SmartPay program enables Federal agencies/organizations and other authorized users to obtain Purchase Card products and services through Master Contracts GSA has established with selected banks. Agencies/Organizations issue task orders against these existing Master Contracts to obtain Purchase Card products and services.

#### 2. Who was the Master Contract awarded to?

- Citibank N.A of Sioux Falls, SD
- JPMorgan Chase N.A. of New York, NY
- U.S. Bancorp of Minneapolis, MN

#### 3. When will SmartPay 1 (SP1) end and when will SP2 begin?

The current contract (SP1) will end on November 29, 2008 at 11:59 PM EST and the SP2 contract will begin on November 30, 2008 at 12:01 AM EST.

#### 4. Can account numbers remain the same and be carried over to the new contract?

No. To separate charges under the current Master Contracts from charges under the SP2 contracts, all Cardholder accounts established under SP1 must be deactivated at the end of the contract. Managing account numbers will remain the same.

#### 5. What can I do to make sure all the current cards / accounts are deactivated?

Agencies/Organizations should follow the deactivation procedures established under the current task order(s). Additionally, A/OPCs should provide guidance to their cardholders on how to dispose of the cards, and remind them to cancel all recurring charges (e.g., magazine subscriptions).

#### 6. What type of data cleansing should we do before transition?

Depending on the state of your agency's electronic data files, it may be necessary to clean and validate your program master file data before transmitting it from to the contractor's system. For example, it may be necessary to remove illegal characters, standardize data formats, delete invalid data, etc. Furthermore, it may be required to review cardholder data (e.g., names, addresses) to verify that this data is current.

#### 7. What type(s) of guidance will I need to provide to cardholders?

A/OPCs will need to make cardholders aware that they will need to:

- dispose of their current Purchase Cards
- cancel all recurring charges
- arrange for new card issuance
- activate their new cards
- complete training (if required)
- reconcile all transactions with the current contractor
- add their new account(s) to their existing Access Online User ID

#### 8. Will the new SP 2 plastic card look the same as the SP 1 plastic card?

No, the cards will have an entirely different look to them. Additionally, there will be a toll-free number on the face of the card to report any suspected misuse.

 GOVERNMENT SERVICES

Once again, thank you for your partnership. The A/OPC role in the GSA SP1 to GSA SP2 transition process is a critical one and U.S. Bank appreciates your time and effort. With your assistance, the DoD transition project will be very successful.

### **For More Information**

If you have questions regarding any of the information above, please submit them to:

USAF send to [SP2AF@usbank.com](mailto:SP2AF@usbank.com)

Defense Agencies send to [SP2DA@usbank.com](mailto:SP2DA@usbank.com)

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