October 15, 2014

RFP #Y15-103-LC
PROCUREMENT CARD SERVICES

TERM CONTRACT

ADDENDUM NO. 1

The Request for Proposals is changed as follows:

1. Front page, first paragraph **RFP opening date** is changed to:

    The Orange County Board of County Commissioners, Orange County, Florida, invites interested parties to submit proposals **no later than 2:00 PM, Thursday, October 30, 2014**, for providing Procurement Card Services to the Board of County Commissioners.

2. Page 2, **Instructions to Proposers** is changes to read:

    Firms or companies desiring to provide services, as described in the Scope of Work, shall submit sealed proposals, one (1) original, eight (8) copies and one (1) electronic copy on CD or USB drive not later than **2:00 PM local time Thursday, October 30**, **2014** to the Orange County Procurement Division, Internal Operations Centre II, 400 E. South Street, 2nd Floor, Orlando, Florida 32801, (407) 836-5635.

3. Page 4, Section 6 Insurance, Required Coverage: Commercial General Liability first sentence is changed to read:

    Commercial General Liability - The Vendor/Contractor shall maintain coverage issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with a limit of liability of not less than $500,000. per occurrence.

This part or the addendum is issued to provide clarifications/response to questions received.

1. Does your system offer on line canceling of Purchase Cards that are lost, stolen, or not returned by employees? _____ _____

    Answer: The Program Administrators shall have the ability to access an online system that will permit us to cancel/suspend a card immediately for various reasons, request replacement cards due to name change or damage and enter the online application information to order a new card. It is not feasible for the Program Administrators to spend all day making phone calls to effectively manage our program.

2. Does your system have the ability to notify the card holder and Administration when a card has reached 80%of its limit? _____ _____

> Answer: We do not require an email alert, but the cardholder shall have the ability to see a real time account balance when logging onto the online system for their account. This will enable them to determine their available credit limit against their preset monthly credit limit by the county. The scheduling of a daily report that is available to the Program Administrators identifying all cards that have exceeded x% of the credit line is acceptable, but there shall be some type of indicator that the cardholder can see other than a report.

3. How should we handle the forms that we feel are inapplicable? For example, there are multiple forms regarding subcontractors, which we will not use as part of this offering. Are we allowed to ignore those forms or should we mark them a certain way?

> Answer: Submit them, marked with N/A.

4. Are we to provide pricing on a E-Payables/Single Use Account program? If yes, what is the volume that we are to use for pricing purposes? If we are to include this program in our response, may we add additional tiers to the rebate grid structure proposed by the County in the RFP?

> Answer: No

5. Page 13, #3 Billing and Reporting - List the number of levels of both detail and summary reporting

> Answer: When speaking of levels of both detail and summary reporting we are referring to vendor level of information provided for each transaction such as description, quantity, line item detail. We are also looking for levels of criteria that can be selected to customize reporting per cardholder, hierarchy, merchant/vendor, mcc code, ect. When referring to Weekly/Bi-Weekly/Monthly frequency reporting we are looking for real time reports as well as the ability to schedule various canned or customized reports to run automatically.

6. Page 23, #3 Technical Requirements – Can the County define "pyramiding"?

> Answer: When referring to "pyramiding" we are looking for system indicators that will flag transactions that are to the same vendor in the same day or within a few days of each other. This may indicate that the cardholder has tried to split up a transaction that exceeds the single transaction amount set by the county, therefore known as pyramiding.

7. Page 26, Section A Rebates and Large Ticket Items – Does the County currently have a established consortium? If so, who are the current participants on said consortium? Please provide a list of participants, number of cards participants spend and aggregate spend of the overall consortium.

        Answer: Our current contract permits "piggy backing" to establish a consortium. The following entities have elected to participate.

        UWF: Bob Pacenta
              Phone: (850) 474-2627
              rpacenta@uwf.edu

        Halifax: Kathleen Dulko
               Phone 386.226.4594
               Kathleen.dulko@halifax.org

        SFCC: Anita Kovacs
              Phone 863.784.7275
              kovacsa@southflorida.edu

8. Page 26, Section: A. Rebates Please provides a copy of the County's current procurement card contract to include rebate schedule.

        Answer: The current contract Y9-1036 can be reviewed at http://apps.ocfl.net/OrangeBids/Termcontracts/listtermcontract.asp?ID=64081&CT=application/pdf&FN=Y9-1036.pdf

9. Who is your current purchase card provider?

        Answer: The current contract Y9-1036 can be reviewed at http://apps.ocfl.net/OrangeBids/Termcontracts/listtermcontract.asp?ID=64081&CT=application/pdf&FN=Y9-1036.pdf

10. Please provide your current rebate schedule.

        Answer: The current contract Y9-1036 can be reviewed at http://apps.ocfl.net/OrangeBids/Termcontracts/listtermcontract.asp?ID=64081&CT=application/pdf&FN=Y9-1036.pdf

11. What are your payment terms?

        Answer: The current contract Y9-1036can be reviewed at http://apps.ocfl.net/OrangeBids/Termcontracts/listtermcontract.asp?ID=64081&CT=application/pdf&FN=Y9-1036.pdf

12. What is the current expense management process? Do cardholders reconcile their transactions?

        Answer: Yes

13. Are receipts required for all transactions? If not, when are receipts required?

        Answer: Yes, receipts are required for all transactions.

14. Are you using receipt imaging or is it all paper based?

        Answer: All paper based, but would like the option of receipt imaging.

15. What software do you use for expense management? Manual using Excel? Oracle/PeopleSoft? Concur? Bank platform?

        Answer: Bank Platform, PaymentNet4

16. What is the County's current card program liability? Corporate or individual?

        Answer: See current contract

17. What is the percentage breakdown of AP disbursements through check, ACH, wire, card?

        Answer: The County does not pay any AP with a Pcard.

18. Is the County currently paying vendors with a card? If so, what is the annual AP spend on the card?

        Answer: The County has not implemented e-payables. Cardholders are able to utilize the p-card at point of sale.

19. How is the current program used? Travel (domestic and/or international)& Entertainment? Single use? Purchasing?

        Answer: Purchasing Card and Travel Cards with MCC restrictions.

20. Can the County please share a vendor file of all its vendors and the annual spend for each?

        Answer: Not at this time

21. What will be the purpose for prepaid cards? Approximately, how many prepaid cards need to be issued annually? Will you be using reloadable or one-time use cards?

   Answer: We don't use prepaid cards.

22. Is the County currently receiving a reconciliation file form the card provider? If yes, how are you receiving the file? Via transmission, download, etc.?

   Answer: Yes, via download from Banking website.

23. Insurance (page 3) we already have this type of insurance. What additional insurance do you mean?

   Answer: All insurance requirements are in the RFP.

24. Page 15 – Minority/Women Owned Business Enterprise? PNC is publicly traded. What do you mean by this question?

   Answer: Page 15 provides instruction to proposers on the documentation required to be submitted to be eligible for evaluation points as identified on page 18.

25. Will the County accept our contract for purchase card services? May we attach our contract to the RFP response?

   Answer: You may attach your contract for the County to review.

26. Elaborate on the requirements around reporting for Purchasing Card renewal summary. (Top of page 14 of RFP)

   Answer: A report that details what cards are expiring for a specific date range.

27. Please confirm whether the County reserves the right to require the selected respondent to sign the attached contract in the form it appears in the RFP, without modification, even if the respondent identifies its objections to this contract in its response?

   Answer: Current contract can be reviewed at http://apps.ocfl.net/OrangeBids/Termcontracts/listtermcontract.asp?ID=64081&CT=application/pdf&FN=Y9-1036.pdf

28. What are your preferred payment terms (cycle and grace period)?

   Answer: We have no preference, proposers should identify options in proposal response.

29. Any preference on straight rebate or signing bonus and rebate?

> Answer: We have no preference; proposers should identify options in proposal response.

30. Are there any strategies in place today to grow the procurement card program?

> Answer: Not currently.

31. From pages 13 and 14 of your RFP, can you elaborate on the items below?

- Exceptions/violation attempt reports within 24 hours of transaction

  > Answer: A report of all exceptions/violation cards within 24 hours of transaction.

- Purchasing Card renewal summary

  > Answer: A report that details what cards are expiring for a specific date range.

- Federal excise tax rebate on gasoline

  > Answer: A report of all cards with excise tax rebate on gasoline.

32. Page 29 "Do you have a report that gives the details of all cards that have been declined, to include reason(s) cardholder, vendor and type of purchase?" Can you provide the time period you are looking for this report to cover,

> Answer: We would like to have access to information history that can go back to the last 24 months. The report should offer customized criteria options for date range and billing cycles.

33. I know that I am required to respond to the "Scope of Work" section. Am I also required to respond to the Phase 1 – Evaluation of Proposal section as #1 has many more questions?

> Answer: Response to Phase I at this time.

34. I understand that you need Appendix 1 filled out and signed. However, there are so many forms attached after that I am confused as to if I need to have them all included with the response especially since I am unfamiliar with many of them. For example, the Employment Data for MWOB and the Schedule of Sub-Contracting for SDV and MWOB. I am not sure what I need to do with these items as well as quite a few others that I have never seen before.

> Answer: All forms need to be filled out and signed. If it is non-applicable to your firm mark the form with N/A.

35. Page 14, Section 2- Technical Approach/Transition, letter a.)… Can the County clarify what they are looking for when they ask "various roles and scope of view"?

> Answer: The system needs to provide various roles such as, auditor, transaction approver, cardholder, and administrator. The system should provide a way to customize what each specific role can or cannot access (scope of view) in the system.

ACKNOWLEDGEMENT OF ADDENDA

a.   The bidder/proposer shall acknowledge receipt of this addendum by completing the applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned not later than the date and time for receipt of the bid or proposal.

b.   Receipt acknowledged by:

_____   _____
Authorized Signer   Date Signed

_____
Title

_____
Name of Bidder/Proposer