

July 17, 2018

Subject: Request for Proposals #1525-P: Purchasing Card Services – Addendum 1

Gentlemen/Ladies:

Below, please find responses to questions, clarification, or additional information for the above referenced Request for Proposals. You will need to consider this information when preparing your proposal.

1. What is the platform of the County's current card program (Amex, Visa, and MasterCard)?

Visa

2. Who is the current provider of the County's card program?

Bank of America

3. How many cardholders are in the County's card program?

84

4. What is the annual spend of the program?

- FY16 \$550k
- FY17 \$600k and
- FY18 \$750k

5. In addition to the MUNIS system, does the County employ any additional expense reporting software?

No.

6. What, if any, rebates and incentives does the County currently have with the existing program?

There is a rebate program. Currently, we receive an annual check.

7. What are the payment terms and credit line currently in place?

Net 15 days.

8. What are the likes/dislikes with the County's current card program?

The County would like to move towards automating the entire Purchasing Card process from statements to receipt submittal and journal entries. Also, there have been issues with card being declined due to the various limits within the current program.

9. Does the County utilize an e-payables program? If so, who is the provider of the program and what is the monthly/annual volume of spend? If an e-payables program is not currently in place would this be something the County is interested in?

The County participated in an E-payables program a few years ago and we have no interest in that program.

10. Could the County please complete the attached Supplier Match template and please be sure to fill out the items highlighted in yellow (must have for optimal results)?

Unfortunately; we do not have access to all of the information requested. Fayette County will work with the successful proposer to provide data element matches, if needed.

11. Does the County have a separate Purchasing Card and Corporate Card program or is Purchasing and Corporate (Travel & Entertainment) all under one card program?

The County's existing Purchasing Card program encompasses all; however, we are open to separate programs.

12. Does the current card program allow for cash access?

No and the County does not want to allow that function.

13. Is all of the County's spend in US Dollars and, if not, how much of the spend in Non-US dollars?

Very rarely are charges in Non-US Dollars.

14. How does the County perform monthly reconciliation for card charges? Do the cardholders perform employee expense reporting online or through a paper-based system? If online, what is the name of the employee expense reporting system?

Currently, it is a paper-based system and the County would like to move towards an automated system.

15. Number of expected transactions?

Average for FY2018 is 4,400.

Received by _____ Company _____

Note: Please sign and return this addendum with your submitted proposal. Any responder not returning a signed addendum will still be responsible for compliance with any requirements, specifications, or changes contained in the addendum.

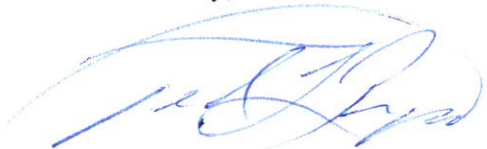
Questions regarding this solicitation will be accepted until 3:00pm, Tuesday, July 31, 2018. After that, we will not be able to respond to any inquiries about this procurement.

The opening date for this Request for Proposal has not changed. **The opening date is: 3:00pm, Tuesday, August 7, 2018.** Proposals must be received in the Purchasing Department at the address above in Suite 204 on or before the opening date and time.

If you have already submitted a proposal, it will be opened and responding company name read on the opening date. If you would not like your proposal opened or should you desire to submit a new proposal, your original proposal must be picked up, or you must notify the Fayette County Purchasing Department **in writing** to, email address: tbarwicks@fayettecountyga.gov or fax to (770) 719-5515 of your desire to not have your proposal opened.

Thank you for your attention to this matter.

Sincerely,



Ted L. Burgess
Director of Purchasing

Attachments