

August 2, 2018

Subject: Request for Proposals #1525-P: Purchasing Card Services – Addendum 2

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 percentage of transactions that are greater than \$6,944?

We have no single transactions above \$6,944 because that is higher than the departments are allowed to charge.

2. How many copies of the price schedule should be included within the additional opaque sealed envelope? Should a copy of the price schedule be included on the flash drive?

The requirement for price schedules to be submitted has been removed and is not required.

3. Does the County use the procurement card to pay approved PO's/Invoices? If so what is the annual dollar amount?

No. The procurement card is used to pay face to face or point of service transactions.

4. Is the county currently uploading transaction reporting into the GL after posted transactions have been reconciled? If so, how often?

Entries are loaded into the financial software system on the same frequency as the statements, twice a month.

5. May the offeror provide financial statements for the past two fiscal years electronically and or via a website address in lieu of paper copies?

Yes.

- 6. Please provide a vendor report from MUNIS that contains at least the name of the vendor, address, Tax ID (if possible), total dollars spent over last 12 months, and number of transactions?**

Fayette County processed 9,063 checks and 16,349 invoices during Fiscal Year (FY) 2018. FY 2018 Vendor Summary Report is available for download from the Fayette County website at http://www.fayettecountyga.gov/purchasing/bids_and_proposals.htm.

- 7. Clarify / provide details around your overall goals for a Purchasing Card program? Please include what factors are most important to you, e.g. efficiency, rebate, cash flow/float, etc. Provide details about the type of purchases you currently make e.g. travel, in-person small purchases, etc. How do you primarily envision the program growing to benefit the County?**

Efficiency and automation are the driving factors for the County. The rebate is definitely a plus. The FY 2018 Merchant Report is available for download from the Fayette County website at http://www.fayettecountyga.gov/purchasing/bids_and_proposals.htm.

- 8. Clarify / provide details pertaining to your request for automation around your pcard program.**

Automation can include many levels but at a minimum the County would like for the cardholders to be able to log in to the program / website and upload receipts, confirm purchases, enter accounting codes (or default), then that information would be provided to the Program Administrator(s) in the Finance Department and the expenses would hit our financial software system. We are open to further automation.

- 9. You mentioned the County Administrator / Steve has a certain limit he imposes for availability to the card program. What is the current amount? Depending upon the deliverables for the program, can that be increased to accommodate additional spending?**

Attached is the County's current Purchasing Card Policy. At this time, we are not sure if the limits could be increased but the policy may be reviewed in the future.

- 10. Could a demonstration be done to share the platform/ procedures, etc. for the developing and maintaining of an efficient and beneficial payables platform?**

If Fayette County conducts interviews with firms as described in the RFP #6. Interviews, this will be the opportunity for the interviewee to demonstrate the items proposed.

- 11. Volumes/ average monthly spend?**

For Pcard – Average is \$31,000 per month and 365 transactions.

12. Top 10 suppliers/vendor ranked by spend volume. If we could get a spend file that would be nice?

The AP file and Merchant Report for FY2018 are available for download from the Fayette County website at

http://www.fayettecountyga.gov/purchasing/bids_and_proposals.htm.

13. Does the county foresee or has it approved any major projects coming up in the next 3 years (city planning, building, construction, etc.) that would cause them to go beyond their normal spend pattern?

The County's five-year Capitol Improvement Projects (CIP) has large projects; however, the 5-year CIP normally has large projects and these projects would not cause the County's spending to go above our normal limits.

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.

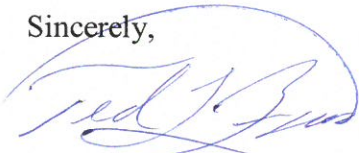
The opening date for this Request for Proposal has changed. **The new opening date is: 3:00pm, Tuesday, August 21, 2018.** Proposals must be received in the Purchasing Department at the address above in Suite 204 on or before the new opening date and time.

So that this procurement process can be completed in a timely manner, the time for submitting questions has expired.

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

TLB\tcb

Attachment

**FAYETTE COUNTY
POLICIES AND PROCEDURES**

**OPERATIONAL FUNCTIONS
Purchasing Card Program
210.01**

PURPOSE

The purpose of this policy is to provide guidelines by which Fayette County employees can participate in a purchasing card program as an efficient and cost effective means to purchase job related goods and services.

POLICY

This policy will apply to all employees participating in the purchasing card program and is intended to provide flexibility to make small dollar purchases as well as travel arrangements and seminar/conference reservations when needed. The purchasing card program is intended to reduce the use of petty cash and small dollar purchase orders. Goods requiring solicitation of bids should be directed to the Purchasing Department.

Note: The policy and procedures herein do not apply to the Sheriff's Office when using confiscated funds for such purchases.

PROCEDURES

A. Issuance of P-Cards

Purchasing cards shall be issued to employees only by the direction of their Department Head.

Elected Officials and the County Administrator may request cards for themselves. P-Cards shall be surrendered and accounts closed upon termination of employment with the County for any reason.

B. Transaction Limits

The following limits shall apply in regards to purchases made with County P-Cards:

1. Dollar limit per transaction - \$500
2. Billing cycle dollar limit - \$5,000

Transactions for travel such as hotel stays covering multiple days which exceed \$500 must be approved by the Department Head prior to travel. Other transactions not meeting the limits outlined within this policy must be approved by the County Administrator prior to purchase.

C. Purchases

Under no circumstances is a purchasing card program participant permitted to use the P-Card for personal purchases. All P-Card transactions shall be related to official County business. Purchases shall not be split to stay within the limits established. Allowable purchases include, but are not limited to, employee travel and training, seminars, professional membership dues, building supplies, cleaning supplies, vehicle or computer parts, safety supplies, shipping/postage, office supplies and emergency purchases. Prohibited purchases include, but are not limited to, alcoholic beverages, cash advances, gifts, gift cards, legal services, medical services, computer hardware and software,

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personal items and unbudgeted items. In the case of non-travel meals, expenses should be limited to the following events:

1. A meeting hosted by the County Administrator or the Board of Commissioners.
2. A meeting required by law or authorized by a department director which is anticipated to last more than four (4) hours and which, is scheduled through normal meal times.
3. A business meal with someone other than another County official or employee in order to discuss a specific item of county business. Receipts are required for such meals and should detail the nature of the meeting and the number of persons in attendance.

D. Roles and Responsibilities

1. *P-Card Program Administrator* will serve as the liaison with the Bank handling the County's program by coordinating the issuance of cards, maintaining card limits, cancelling cards as necessary and ensuring balances due are paid in a timely manner. The Program Administrator will also monitor the timely receipt from departments of the transaction logs, record each transaction within the accounting system, publish the annual due date schedule for completed transaction logs, assist in maintaining the program policy and procedures, provide training as needed, any preform any other task related to the P-Card program as assigned by the CFO.

2. *P-Card Holder or Department Designee* as assigned by the Department Head will be responsible for securing account numbers, expiration dates, and security codes for all purchasing cards assigned to self or to the Department, ensuring only job-related goods or services allowed under the P-Card program are purchased and the purchasing card biweekly billing statement is reconciled. The reconciliation will be considered complete when a completed transaction log is submitted to Finance by the scheduled due date with an itemized receipt or invoice for each transaction attached confirming state sales tax has not been charged (exception-meals). The transaction log must be signed by the card holder or department designee and the Department Head.

3. *Department Heads/Elected Officials* are responsible for determining which employees will be issued a purchasing card, notifying Finance when such employee terminates employment with the County, approving and signing each billing statement transaction log for their department's purchases and verifying funds are available in the department's budget. In addition, any suspected abuse should be reported to the CFO immediately.

E. Audit

The Finance Department Accounting Analysts will review their departments' P-Card transaction logs and verify the receipts submitted did not charge sales taxes (exception-meals), the amounts charged reconcile to the billing statement and the accounting codes assigned are accurate. The CFO or their designee will conduct a bi-weekly audit to verify

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the spending activity relative to the established guidelines and compliance with the P-Card policy. The audit will be no less than ten percent (10%) of the number of cards with activity but no less than two (2) cards. The selection process will be based on a random selection process using RANDOM.ORG. The County Administrator, CFO and assigned financial analyst will conduct spot audits of all transactions that warrant a further review or explanation.

F. Violations

Failure to comply with the P-Card policy will be considered a violation of the program with the follow actions and / or disciplinary action as appropriate.

1st Violation 30 day P-card suspension

2nd Violation Removal from the P-card program