



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE
Purchasing Department
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**ADDENDUM 1
RFP #20-0052
PURCHASING CARD PROGRAM**

October 1, 2020

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for *Purchasing Card Program* for the *Division of Finance*.

Questions and/or statements of clarification are in **bold** font, and answers to specific questions are *italicized*.

Question 1: Due to COVID 19 and the health concerns surrounding it, we would like to see if the requirement for a mail-in response could be changed to a secured email response instead?

Answer: Electronic proposal submission will be accepted by email to Josh.Lauber@sedgwick.gov with the email Subject titled, "20-2052 Purchasing Card Program BID SUBMISSION" sent and received prior to RFP submission due date and time as specified in the RFP document. Additionally, subsequent printed copy with included flash drive as instructed in RFP document submittal instructions will be physically delivered shortly after electronic submission to ensure acceptance of proposal response. As long as the electronic OR print copy of a bid submission is received prior to the indicated submission due date a vendor's response will be accepted.

Question 2: Is the county still utilizing SAP for the ERP system? If so, are you also utilizing Concur for travel expense management?

Answer: Yes, we are still using SAP but we are not using Concur as it is not a part of our current services.

Question 3: Can the county provide the breakdown of spend Travel vs. PCard on an annual basis?

Answer: Our "travel" cards are basically the same as our regular Purchasing cards but instead of having a specific name on it, like "John Smith"; it has a generic name like "Travel Card 10" and is checked out to employees who made need them for a rare travel trip. However, if an employee already has a purchasing card for everyday use and goes on a trip, they will just use their own card and won't need to check out a card. That being said, the amount we spent on our purchasing cards for travel purposes are as follows:

2016 - \$334,943
2017 - \$418,076
2018 - \$451,760
2019 - \$462,842

Question 4: Is the county interested in automated Virtual Card payments? If so, can the county please provide a copy of Supplier A/P file (no payroll) in the attached format?

Answer: No.

Question 5: Can the county share who the current provider is and the current rebate structure?

Answer: The Central Trust Bank dba Central Bank. The current rebate structure is 1% Standard, 0.6% for Level 3 Transactions and 0.4% for Large Ticket Transactions.

Question 6: Can the county share what the typical payment date after statement is?

Answer: Two (2) weeks.

Question 7: Can the county share Contract #44-4808-11- County Purchasing Cards?

Answer: Please find attached.

Question 8: How has your current provider worked with the county to promote greater efficiencies in your payment process using purchasing card?

Answer: N/A; Does not apply.

Question 9: What have they done to encourage greater use of the purchasing card?

Answer: N/A; Does not apply.

Question 10: What has the county done over the past three (3) years to encourage greater use of the purchasing card program?

Answer: Due to Charter 68, our purchasing card expenditure is limited. Departments are supposed to follow strict policies on what may be purchased on a Purchasing Card and what should be purchased through our PPS system on a Purchase Order. We don't encourage our cardholders to increase their use, rather, we encourage them to use it at appropriate times for appropriate reasons.

Question 11: According to a recent report by the U.S. Financial Crimes Information Network, payment fraud has cost \$9B since 2016 and is growing amongst government entities. Card based payments are an effective way to reduce the risk of fraud? How have you incorporated card-based payments into your payment alternatives?

Answer: If departments are in need of a more "urgent" purchase or are looking to only pay a business unregularly, then we encourage them to make those payments via purchasing card.

Question 12: Given recent events, businesses are looking to move to faster payments including increased card acceptance. What is your strategy to address these preferences?

Answer: If a business does not wish to work with our net 30 turnaround then depending on what we are purchasing and how often we plan to purchase it, we may allow the department to pay them with the purchasing cards. If it is something we are really needing to use our shopping cart system for, we will encourage the department to find another business to work with.

Question 13: What programs does the county's current purchasing card rebate support?

Answer: When the rebate is given to the county, it is moved to general revenue. There is no specific use for it.

Question 14: Are you also entertaining paying Sedgwick County vendors via a Purchasing Card Program?

Answer: No.

Question 15: If so, would it be possible to get a vendor match done to assess the potential?

Answer: N/A.

Question 16: Are you currently using a card program?

Answer: Yes.

Question 17: If Bank of the West is unable to perform on several requests (FX fee waiver, adding the phrase "For Official Use Only; Sales Tax Exempt under K.S.A. 79-3606."), are those deal killers?

Answer: No.

Question 18: Why is the county going out for bid (Contract end, customer satisfaction, pricing, or other)?

Answer: Contract end and customer satisfaction.

Question 19: Would the county provide a vendor list in the attached format for our review and analysis?

Answer: No; we are not wanting to inquire about e-payables.

Question 20: What is the county's current ERP/finance software?

Answer: PPS.

Question 21: Does the county still have an interest in using E-payables, integrated payables, or accounts payable automation technology?

Answer: No.

Question 22: Does the county plan to migrate to a 3rd party expense management software, or plan to continue to use the expense management software offered by the card program?

Answer: No.

Question 23: What are areas for improvement for the current card program provider?

Answer: Their online portal does not run the reports that they claimed they could run. We cannot pull the data we need from their system to monitor our card usage. Their online portal does not work as the company says it will and when we ask why there are issues are why the system isn't working we just get "I don't know" with no real resolution.

Question 24: What aspects to you enjoy the most of your current P-Card provider?

Answer: They do a good job at protecting us from fraudulent activity.

Question 25: Is Sedgwick County willing to accept a PDF of our response via email instead of a hard copy and flash drive?

Answer: In light of COVID-19, electronic proposal submission will be accepted by email to Purchasing@sedgwick.gov and cc'd Josh.Lauber@sedgwick.gov with the email Subject titled, "20-2052 Purchasing Card Program PROPOSAL SUBMISSION" sent and received prior to RFP submission due date and time as specified in the RFP document. Additionally, subsequent printed copy with included flash drive as instructed in RFP document submittal instructions will be physically delivered shortly after electronic submission to ensure acceptance of proposal response. Award will not be presented to any respondent who does not submit a physical proposal copy as instructed in the RFP document. As long as the electronic OR print copy of a proposal submission is received prior to the indicated submission due date a vendor's response will be accepted at Bid Opening October 13, 2020.

Question 26: Which section would you prefer to have us list our value-add services that are not included in your scope of work?

Answer: Respondents can add/list value-added services not included in the proposal document's scope of work towards the end after Scope of Work item 13, "Card Account Capabilities" if wanted included by a respondent.

Question 27: Will Sedgwick County charge any international transactions? If so, how many transactions per year and would you know the estimated amount per year?

Answer: Yes, the county averages 32 international transactions a year. The average spent is \$400 total.

Question 28: Do you want to restrict international transactions with the card?

Answer: No.

Question 29: In reference to, "B. Minimum Firm Qualifications, bullet 6," Does this question, pertaining to the capacity to acquire all bonds and escrows as outlined in the terms of this RFP, apply to this RFP? We could not locate any additional references in the RFP.

Answer: If no bonding or escrow requirements are outlined in the RFP document then none are required. However, all Insurance Requirements are outlined in Section F., "Insurance Requirements."

Question 30: In reference to, "B. Minimum Firm Qualifications, bullets 7-10," Do these minimum qualifications apply to this RFP? Are the qualifications for only general construction and maintenance projects?

Answer: No, these are generally focused towards construction and maintenance projects. However, proper supervision toward completion and project management for the contract duration will be expected.

Question 31: Does Workers' Compensation Liability Insurance pertain to this RFP? If so, please explain so we can gather a better understanding of the requirement related to the purchasing card program.

Answer: The workers compensation is not a concern as long as the employees of the vendor awarded contract will not be on country property for any reason.

Question 32: Does the Commercial General Liability Insurance pertain to this RFP? If so, does general aggregate per project and personal injury pertain to this RFP?

Answer: The per project aggregate is not applicable to this agreement. The personal injury portion is a coverage built into a standard CGL policy.

Question 33: Does Automobile Liability Insurance pertain to this RFP? If so, please explain so we can gather a better understanding of the requirement related to the purchasing card program.

Answer: Similar to question 31, this will not be applicable as long as the awarded vendor will not be driving to Sedgwick County property for any reason as it relates to this agreement.

The county has found in review of previous proposals historically, credit card companies have provided the county and its staff auto insurance when the card is used for car rentals. The county is interested in know if a respondent provides this and if so, what does it cover.

Question 34: Would you please provide your latest full year vendor payment file that includes the vendor name and address, number of payments made along with the total amount paid?

Answer: The county is not interested in using purchasing cards for Accounts Payable purchases at this time. We have a PPS/SAP system that we are required to do most of our spending out of. Our purchasing cards are mainly used for travel purchases, emergency purchases and for when we will only be using a specific business every once in a while instead of on a regular basis.

Question 35: Section V (Scope of Work) – Can you clarify if the county would prefer us to restate the scope of work and provide answers to the statements there as a part of Section VIII (Required Response Content)?

Answer: Yes, the county would prefer if you addressed the scope of work and let us know if you are able to provide the requested services or not in your response.

Question 36: Are the Insurance requirement due at time of response or if we move to contracting stage?

Answer: Certificate of Insurance and all Insurance Requirements must be completed prior to any award is presented to a vendor. The county will not award any vendor contract without Insurance Requirements being met. If vendors wish to provide this if confirmed as recommended for award this would be acceptable.

Firms interested in submitting a *proposal*, must respond with complete information and **deliver on or before 1:45 pm CDT, October 13, 2020**. Late *proposals* will not be accepted and will not receive consideration for final award.

“PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE *PROPOSAL* RESPONSE PAGE.”



Josh Lauber
Senior Buyer

JL/ch