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**Addendum**

<b>Solicitation Name</b>	Banking Services (including Treasury Management and Portfolio Investment Services) Q2015	<b>Addendum Number</b>	4	<b>Date</b>	03/24/2020
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This addendum answers questions raised about this solicitation. To aid in readability, the questions are in black, the answers are in **bolded blue**, and the answers follow immediately below.

Q1	Information provided in the RFP indicates the PCard spend for a recent 7-month period was \$516,085, which comes to \$884,717 when annualized. This is down from the \$1,017,693 spent the year prior. Is this reduction of spend due to a cyclical or seasonal variation? Or is the spend on a downward trend? With that, do you have an estimated annual PCard spend going forward?
	<b>KCDC believes it is just a variation in spending habits. KCDC continues to look for ways to effectively maximize p-card expenditures while capturing the necessary accounting information without overly burdening accounting staff. KCDC is preparing to issue an RFP for new management software. Hopefully the new software, when functional, will ease the upload of p-card information and thus allow for greater usage of p-cards.</b>
Q2	In an effort to increase overall spend on the Card program, would KCDC be willing to provide a Vendor Spend file (list of check-pay vendors, with amount spent over recent 12-month period)? This information will enable us to perform a detailed analysis for a payables program where we can recommend strategies to improve efficiencies as well as KCDC's financials.
	<b>KCDC will make such decisions after the vendor is selected, when deemed in KCDC's best interest at the time.</b>
Q3	<b>Investment Services:</b> Could we have a copy of Statement/List of holdings in the current Suntrust Account?
	<b>Refer to KCDC audit report on KCDC's website.</b>
Q4	<b>Investment Services:</b> Would be able to see the "Distribution Schedule" (Frequency etc.)?
	<b>No. The objective is to ensure availability of resources while maximizing yield. See the audit report on KCDC's website.</b>
Q5	<b>Investment Services:</b> Regarding the "Non HUD" Investment Portfolio that is not specifically being addressed in the RFP but is mentioned as a possible future consideration for Investment Management...Could we see a Statement for that Investment Portfolio or some description of the nature of that account?
	<b>No. As stated, this is a future consideration.</b>
Q6	<b>Depository/Treasury Services:</b> What items are you receiving on the CD Rom? We are unable to match that item count to any others on the Transaction Worksheet.
	<b>It contains past check images and statements as it relates to ARP check services. An example would be an ARP Reconciliation Report.</b>



Q7	<b>Depository/Treasury Services:</b> Are you retrieving the CAR report from a mailbox or is the banking pushing that out to you?
	<b>The incumbent vendor pushes this out to KCDC.</b>
Q8	How many merchant processing accounts does KCDC have?
	<b>KCDC has only one processing account. KCDC accepts credit card payments into this one account only. GovTeller currently deposits into 19 accounts. KCDC will add 3 accounts soon.</b>
Q9	Are the processing and funding of the all transactions directed to KCDC deposit accounts at one institution?
	<b>No, deposits are made by the provider to the operating account associated with the respective tenant's dwelling.</b>
Q10	Do you wish to have the lockbox process credit card payments?
	<b>No.</b>
Q11	Who is the current credit card processor?
	<b>PFM in partnership with BMO.</b>
Q12	<b>Current processing solutions KCDC uses:</b> Retail – Face-to-Face: What are the terminals (manufacturer/model) currently in use?
	<b>KCDC does not take credit cards in the sense of someone walking up to a staff member and the staff member processing a card. KCDC utilizes the services of GovTeller for accepting online payments. There is no cost to KCDC. Users making payments are charged a convenience fee based on the type of payment: E-Check, credit card/debit card.</b>
Q13	<b>Current processing solutions KCDC uses:</b> Retail – Face-to-Face: How many terminals are there?
	<b>KCDC does not utilize any onsite terminals. Onsite credit/debit card payments are still processed through the GovTeller website.</b>
Q14	<b>Current processing solutions KCDC uses:</b> Mail Order/Telephone Order (Remittance or Customer Support 800#): What solutions are used to facilitate payments?
	<b>KCDC does not take credit cards telephone calls. KCDC utilizes the services of GovTeller for accepting online payments (see #12 above).</b>
Q15	<b>Current processing solutions KCDC uses:</b> Internet (Website with payment capabilities): Is there more than one website? Please provide URL's.
	<b>KCDC has one website that residents (or their agents) can go to make payments. KCDC utilizes the services of GovTeller for accepting online payments. The URL is - <a href="https://secure.cpteller.com/portal/?op=5PzgSNeID8BV">https://secure.cpteller.com/portal/?op=5PzgSNeID8BV</a></b>
Q16	<b>Current processing solutions KCDC uses:</b> Internet (Website with payment capabilities): Do you have any plan to replace any of these as part of this RFP process? Please identify in specific.
	<b>No but KCDC would consider the advice of the successful proposer.</b>
Q17	Reporting Solutions: what are the current reports? Please provide samples.
	<b>Detail for the month of Nov 2019:</b> <ul style="list-style-type: none"> <li>• <b>Number of payments received 194</b></li> <li>• <b>Total amount of payments \$35,725.03</b></li> <li>• <b>Number of KCDC accounts deposited to by Gov Teller: 19</b></li> </ul>
Q18	Which credit cards do you accept?
	<b>Discover, Visa and Mastercard.</b>