

RFP #4805, Purchasing Card Services

Questions and Answers

November 20, 2017

1. In order to know how to reply, we need to know the following:
 - annual spend
 - number of cards issued

Answer: The County currently has forty-seven (47) cardholders. The spend for last Fiscal Year was \$565,000. Currently, Purchasing Card use is restricted to purchases where traditional purchase orders cannot be used. However, County Commission has approved the expansion the Purchasing Card Program to include other purchases. The County's total Purchase Order spend last Fiscal Year was \$24,210,000.

2. In section 1.36, the RFP states Anderson County may elect to host a pre-bid conference. Please confirm if a pre-bid conference will be held for the Purchasing Card Services bid.

Answer: A pre-bid conference is not scheduled.

3. Anderson County indicates a current purchase card solution is utilized to process transactions with vendors who do not accept traditional Purchase Orders. Please provide the following information:

- a. Current volume of annual transactions processed (number of transactions and annual spend volume).

Answer: Please see the answer to question #1. The County used the Purchasing Card for 1,087 transactions last Fiscal Year.

- b. Indicate in annual volume and number of transactions Anderson County has historically experienced as a result of fraudulent transactions.

Answer: The County does not have this information but fraudulent transactions have been minimal with no known occurrences since at least April of 2017.

- c. Number of cards currently issued under Anderson County's existing purchase card program.

Answer: Please see the answer to question #1.

- d. Type of commercial cards currently utilized – Travel & Expense and/or Purchase Cards.

Answer: The County uses the Purchasing Card for purchases of Commodities, Services and Travel. Allowable card usage is determined by Merchant Category Codes. Separate cards do not exist for travel and commodities/services.

4. Please describe the existing expense report or reconciliation process currently utilized to manage existing purchase cards.

Answer: Currently, Cardholders send in paper statements and receipts to the County's Accounting Office for reconciliation at the end of each month.

5. Indicate the overall goals and objectives of the Purchasing Card Services RFP.

Answer: The County intends to evaluate options available to create electronic approval flows and expand the PCard program in order to leverage efficiencies and improve internal controls.

6. Are there any existing pain points or specific areas of improvement Anderson County would like to accomplish as a result of the Purchasing Card Services RFP?

Answer: Opportunities to improve efficiencies (eg., utilizing electronic workflows), improve reporting tools and capabilities and capture savings occur at multiple stages of the current Purchasing Card process.