



Terry McKee, IS & Procurement Director
 901 Broadway, N.E. • Knoxville, TN 37917-6699
 865.403.1133 • Fax 865.594.8858
 purchasinginfo@kcdc.org
 www.kcdc.org

Addendum

SOLICITATION NAME	Procurement Card Services Q1535	ADDENDUM NUMBER	2	DATE	07-01-15
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KCDC is using this addendum to answer the questions raised about this solicitation. To aid in readability, the questions are in black, the answers are in bold, and the answers follow immediately below.

Q1	In Submittal Document C, #3: is KCDC asking for details on our back-up/disaster recovery plans? Yes.
Q2	In Submittal Document C, #12: Are you expecting respondents to respond to each item listed in the Scope of Work? For instance, Doc C.12.e refers back to Scope of Work # 7 – do you want us to answer Scope of Work 7.a.-e. in response to Doc C.12.e? Proposers will respond to 12 a, b, c, d, g, h, i, j.
Q3	If the answer to the above questions is “Yes”, what section is respondent supposed to refer to when answering Document C.12.e. and C.12.f? See above but C.12.e and C.12.f are not needed.
Q4	In Submittal Document D.3: Will KCDC accept professional bios of all team members in lieu of personal resume’s which normally have inappropriate information such as home addresses? Yes.
Q5	Please confirm that Submittal Document G.6.a. is intended to only have a 20 day grace period and not a 60 day grace period (after the 30 day billing cycle). See Addendum I.
Q6	Please detail how KCDC current PCard cardholders account for their purchases each month to KCDC (i.e. do they submit receipts with coding on them, submit and electronic spreadsheet with coding, just hand over receipts to someone, online expense reporting, etc.) KCDC cardholders submit the paper receipts with a signature on each one. Additionally KCDC cardholders go online and “approve” each charge, enter the appropriate account code(s) and “approve” the overall statement.
Q7	What does KCDC do (or intend to do), with enhanced data from posted transactions? KCDC wants to track the commodities and services purchased.
Q8	Please provide a copy of the application form referenced in 2. Basic Requirements, b. KCDC’s staff uses this internal form to request a P-Card. KCDC will post the form to its internet page.
Q9	Does KCDC’s Emphasys software accept an import of an Excel or CSV file? Yes into our General Ledge but in a specific format acceptable to the Elite software. The import specifications are definable by KCDC (to some degree).

Q10	Please tell us about KCDC's financial management software system.
	KCDC uses software called Emphasys Elite for its Accounting, Budgeting, Purchasing and Housing management. This is software specifically written for public housing authorities. The accounting portion is written around GAP accounting. It is Windows based.
Q11	What's causing KCDC's management system not to allow uploads?
	KCDC's software does allow uploads within the defined parameters. KCDC will work with the selected vendor to determine their export/import needs and then determine if KCDC's Elite software will accommodate the needs.
Q12	How is KCDC reconcile its monthly PCARD transaction currently?
	Cardholders enter the account codes and approve the charges on line. Paper receipts are signed, attached to the printed statement (also signed) and forwarded to the cardholder's supervisor for approval. After supervisor approval, the statements and receipts are sent to Accounts Payable for processing. The items are then manually entered into our software systems' GL.
Q13	Do cardholders have access to the internet?
	Yes.