

Written Questions: RFP – Pay Card Program for the Finance Department, RFP No. FIN20-003

Question 1:

For the Transmittal Letter, can the document be signed using an electronic signature via docusign?

Answer 1:

Yes, the original document being submitted may have an electronic signature that must have the verification information for authenticity.

Question 2:

There are two RFPs being submitted by separate banks using the same card vendor. Is this allowed?

Answer 2:

Yes, the bank entities are separate and submitting their own RFP. The card vendor duplicate is permissible.

Question 3:

Is it correct that there should be no bindings on the original and two copies?

Answer 3:

Correct, no bindings. We will be scanning and copying the documents. They may be separated by a folder, but nothing that binds the pages together.

Question 4:

How many cards will you activate?

Answer 4:

The general information is in the packet. Initially, we will implement for summer temps, but it may grow.

Question 5:

How long is the temporary summer program?

Answer 5:

The summer programs will run through September but some programs run year round.

Question 6:

How long will the cards be in use?

Answer 6:

The cards will be kept by the employees for the returning seasons.

Question 7:

Can you send me your questions in Excel so we can respond to the RFP?

Answer 7:

Yes, I have a copy of the questions which can be used but the format guides must be followed for submitting the RFP. Feel free to email me for the excel version of questions.

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Question 8:

The summer season has already started and will be over by the time of implementation, do you still want to have a RFP?

Answer 8:

Yes, we would like to offer to all employees. The main thrust was the summer temporary help but we will be offering to everyone. Having the pay card program in place will allow for new employees to avoid a paper check as well.

Question 9:

Given the modified work arrangements due to COVID-19, would the City be willing to accept an electronic copy of an RFP response?

Answer 9:

We are not accepting electronic copies of the RFP. If you need to use electronic signatures, they must be verified and we will accept them as original. Again, we will only accept the printed originals as stated in the Request.