January 28, 2020

Bibb County School District
Procurement Department
Attn: Elaine Wilson, Procurement Director
4580 Cavalier Drive
Macon, GA 31221

Subject: "Bid 20-16"- Questions

1) On page 11, item 17, employee payroll cards are referenced. Can you estimate how many payroll cards are needed?

   At any given point in the year, the number of cards required would vary. For instance in September when we have the largest number of new hires, roughly 450 cards could be needed. Whereas in December 2019, we had 148 employees without active bank accounts.

2) Please estimate how often checks are disbursed for accounts payable and payroll.

   Accounts payable checks are scheduled to be processed every Tuesday and Thursday. Additional checks may be processed at anytime on any day if needed.

   Payroll checks are scheduled to be processed according to an approved published payroll calendar. Semi-monthly payrolls are normally processed on the 15th of the month and on the last working day of the month. Monthly payrolls are processed on the last working day of the month. Substitute payrolls are processed on the last working day of the month. An exceptions payroll is processed within five days after each of the semi-monthly, monthly, and substitute payrolls to issue checks for items received after deadlines for "regular" payrolls or for errors on the payrolls. Additional checks may be processed at anytime if needed. The dates may vary depending on holidays, weekends, school closings, etc.

3) When paying vendors by check, is any additional documentation included and how many pages on average?

   Invoice numbers and invoice amounts being paid on the check are listed on the stub. For certain checks such as registrations, dues, travel, etc., additional pages may be included which identify the particular individual or event for which the check is written. On an average no more than two additional pages would be added. The majority of checks have no additional pages.

4) On page 16, item J, "Technical Proposal" is referenced. Are you expecting this to be an additional proposal with cost proposal sealed separately or are you okay with one technical response? Please elaborate more if possible.

   The District is okay with one inclusive response.

5) On page 12, item 18, please elaborate on BCSD need for electronic invoicing?

   This item refers to paying vendors who enroll for "virtual or ghost" payment cards to be used to draw down District payments of verified invoices directly from the bank instead of receiving paper checks from the District. Our software and staff would continue to handle the process of identifying the invoices and

amounts to pay the vendors through this method. The bank would help identify, communicate, and enroll our vendors in the program.

6) On page 12, item 20, you are asking for detailed information on deposits. Would these be deposits or incoming credits made electronically (ACH/Wire)?

   This would refer to incoming credits made electronically.

7) On page 19, 4th bullet point from top, you have asked, "can the bank establish automated ACH transfers from BCSD accounts in outside banks to BCSD accounts in your bank?" Are you referring to ACH debit origination where BCSD would have the ability to debit other accounts by ACH and then credit a specific BCSD account?

   This questions is asking if we were to utilize an additional bank for another service, would we be able to have automated ACH transfers between the two banks.

8) Does BCSD have the intent to assign credit cards to individuals traveling on behalf of the school district?

   The District is considering offering purchasing cards to individuals traveling on behalf of the school district. Currently, the District is utilizing a purchasing card through another bank that holds the state contract for the purchasing card program. We would like information on fees for this service for comparison and potentioal decision making purposes.

Regards,
 Patricia Ballard, Relationship Manager
 Email: Patricia.Ballard@SunTrust.com