

City of San Antonio

ADDENDUM II

SUBJECT: Request for Proposals for Corporate Purchasing Card Account Services, (RFP 13-100), Scheduled to Close: December 13, 2013; Date of Issue: November 18, 2013

FROM: Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator

DATE: December 3, 2013

THIS NOTICE SHALL SERVE AS ADDENDUM NO. II - TO THE ABOVE REFERENCED REQUEST FOR PROPOSALS

THE ABOVE MENTIONED REQUEST FOR PROPOSALS IS HEREBY AMENDED AS FOLLOWS:

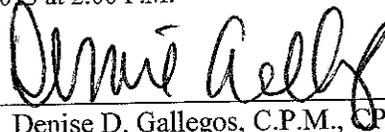
1. Add: Pre-Submittal Conference SBEDA Presentation, this document will be posted as a separate file.
2. Add: Exhibit 6 – Current rebate schedule

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS ON COMMUNICATIONS:

- Question 1: What is your average monthly spend per program? What is the average ticket item?
Response: The City of San Antonio average monthly spend is approximately \$250,000.00. The average ticket item is approximately \$236.00 per transaction.
- Question 2: What was your total annual spend in 2012?
Response: The total annual spend for fiscal year 2012 is \$2.8 million.
- Question 3: Who is your current corporate purchasing card account services program with? Is it with Visa or Mastercard?
Response: Bank of America currently services the City's purchasing card account services program with Mastercard.
- Question 4: How many days are in each account's billing cycle?
Response: The 3 accounts have different billing cycles and they end on the 9th, 18th and 27th of each month.
- Question 5: Does the City currently use or has considered an electric payables solution to pay vendors via virtual credit card?
Response: There is a separate process in place to handle payment of invoices.
- Question 6: What are the City's priorities regarding functionality for the purchasing card program?
Response: The goal is to have an electronic, online based system that has the ability to review, approve and audit transactions.
- Question 7: What is the rebate schedule for the current purchasing card program?
Response: See Exhibit 6 posted as a separate document.
- Question 8: Does the City plan to reduce, maintain or expand the purchasing card program?
Response: The City of San Antonio expects the purchasing card program to moderately grow.

- Question 9: Can you explain the statement rotating billing cycles? Is it November 1 – November 30 then 10 days later payment is due? Or is it November 15 – December 15? Do you settle each program on a weekly, bi-weekly or monthly cycle? Is the settlement customer initiated or bank initiated?
- Response: Currently there are 3 statement periods which end on the 9th, 18th and 27th of each month. Payment is due 30 days after the statement close date. The financial institution sends a statement to the City's point of contact and the City sends payment via ACH.
- Question 10: What are the standard reports that are utilized on a monthly basis?
- Response: The reports include spend reports by cardholder and group or department, decline information and approval tracking.
- Question 11: Are the employees responsible for completing expense reports?
- Response: Employees are responsible for detailing expenses and submitting them to their manager. The manager is responsible for verifying and approving those expenses.
- Question 12: What reporting system do you currently utilize?
- Response: SAP
- Question 13: How many checks are you writing per month to your vendors?
- Response: The City issues approximately 3,000 checks to vendors in an average month.
- Question 14: (1) Do you have Travel and Entertainment (T&E) cards? If so, how many and the annual spend? (2) What type of liability program do you have in place for the T&E program? (3) Do you have the need to issue cards to international travelers? (4) Fuel cards? If so, what is the annual spend?
- Response: (1) We do have T&E specific cards that are under a separate contract and managed by a different Division.
 (2) See answer to #1.
 (3) Some of our cardholders do occasionally travel out of the country on City business.
 (4) We do have fuel cards, which are also under a separate contract and managed by a different Division.
- Question 15: Will the City of San Antonio provide us a vendor file to identify projected spend? If so, we will provide the file.
- Response: We have provided total and monthly spend, but will not be providing a list by vendor.
- Question 16: What are you looking to "fix" by going out to bid that your current provider is not doing?
- Response: The current contract is expiring and the City is required to go out for bid at the conclusion of the current contract.
- Question 17: The City of San Antonio is requesting three references at this time, if those are not provided will this deem our proposal non-responsive?
- Response: The proposal will not be deemed non-responsive. However, should information requested in the RFP be incomplete, the City will request that the firm provide the references. The information obtained from the references is factored into the score for Experience, Background and Qualifications as part of the evaluation process.
- Question 18: How are receipts handled today?
- Response: We require detailed receipts that include the vendor name, a listing of what was purchased, the price for each line item, and proof of the total paid on the credit card. These receipts are submitted to the cardholder's manager each month for approval and funding information. They receipts are kept for 3 years, plus current, according to the City's records retention requirements.
- Question 19: How do you expect to handle receipts with a "new" card program?
- Response: The requirements would not change, however if we are able to receive electronic receipts with the same level of detail, there may be opportunity to move toward an electronic records retention option.
- Question 20: What rebate tiers will you like to see with a "new" card program?
- Response: We expect potential contractors to submit a proposal that is reasonable.
- Question 21: Will the Attachments be posted in a Word Format?
- Response: Attachments A – F are now available in Word format and can be obtained through the RFP website.
- Question 22: Can you provide a name and telephone number of a City representative who will be accepting the proposals?
- Response: Francisco Molina or Rachel Salazar are the City representatives and their phone number is 210-207-6937.

Question 23: Would the City consider extending the due date of the RFP to allow for additional time to complete the response after the City responds to questions?
Response: At this time the due date will remain December 13, 2013 at 2:00 P.M.



Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator
Finance Department – Purchasing Division

Date _____

Company Name _____

Address _____

City/State/Zip Code _____

Signature

I. **Small Business Enterprise (SBE) Prime Contract Program**

- SBE prime respondents certified with the South Central Texas Regional Certification Agency and headquartered or having Significant Business Presence in the San Antonio Metropolitan Statistical Area (SAMSA) for at least one year proposing at least 51% SBE utilization are eligible to receive twenty (20) SBEDA evaluation preference points.
- No evaluation criteria percentage points will be awarded to non-Small, Minority/Women-Owned Business Enterprises (non-S/M/WBE) prime respondents by subcontracting to certified S/M/WBE firms

II. **Eligibility Criteria**

- Eligibility Certification:
 - SBE
 - Certified through the South Central Texas Regional Certification Agency (SCTRCA)
 - Perform commercially useful function
- Headquartered or demonstrate "significant business presence" (20% of total company employees) regularly based in the SAMSA (Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, or Wilson) for at least one year
- SBEDA staff can assist with priority certification while solicitation is open but this does not guarantee certification by solicitation close date
- For additional information, contact Shuchi Nagpal at 210-207-0071 or Shuchi.Nagpal@sanantonio.gov

III. **Exceptions**

- Respondent may request, for good cause, an Exception to the application of the SBEDA Program by submitting the *Exception to SBEDA Program Requirements Request* form **with the solicitation response**
 - Form available at <http://www.sanantonio.gov/SBO/Forms.aspx>
 - Exception request must fully document why:
 - ◆ Value of contract is below \$50,000;
 - ◆ No commercially-useful subcontracting opportunities exist; or
 - ◆ Type of contract is outside scope of the SBEDA Ordinance
- For Exceptions, contact Shuchi Nagpal at 210-207-0071 or Shuchi.Nagpal@sanantonio.gov

IV. **Certified Vendor Information**

- The City of San Antonio has a new and improved vendor search function. Please visit the COSA Vendor Listing at <http://sanantonio.gov/purchasing/vendorlisting.aspx> to view or to download a listing of certified and non-certified vendors registered with the City.
- For more information, please contact Shuchi Nagpal at 210-207-0071 or Shuchi.Nagpal@sanantonio.gov

V. **Central Vendor Registry (CVR) / San Antonio Electronic Procurement System (SAePS)**

- All contractors/consultants wishing to do business with the City must first register in the CVR / SAePS
- To begin the registration process, please go to <http://www.sanantonio.gov/purchasing/SAePS.aspx>
- For technical assistance please call (210) 207-0118

VI. **SBDC Procurement Technical Assistance Center (PTAC)**

- The University of Texas at San Antonio Small Business Development Center (SBDC) Procurement Technical Assistance Center (PTAC) is a specialty center of the South-West Texas Border SBDC Network. The SBDC PTAC provides assistance to small, minority and/or woman-owned business enterprises to expand their business into federal, state, regional, county, and local markets with government agencies, and military installations. PTAC staff provides advising, training and networking opportunities through specialized classes, monthly networking meetings, matchmaking events, and one-on-one assistance.
- For assistance with bid and proposal preparation, call (210) 458-2458 or email ptac@utsa.edu to make an appointment with a business advisor.

Exhibit 6 – Current Rebate Schedule

Attachment 2

PROPOSED REBATE MULTIPLIER TABLE

Proposed Aggregate Purchase Card Volume Tiers:	With Average Individual Purchase Transaction Amounts:			
	From \$125 to \$174.99	From \$175 to \$224.99	From \$225 to \$299.99	From \$300+
	Proposed Rebate Basis Points:			
From \$1,000,000 to \$1,999,999	0.81%	0.87%	0.89%	0.91%
From \$2,000,000 to \$2,999,999	0.89%	0.93%	0.94%	0.96%
From \$3,000,000 to \$4,999,999	0.96%	0.99%	1.00%	1.02%
From \$5,000,000 to \$9,999,999	0.97%	1.00%	1.01%	1.03%
From \$10,000,000 to \$14,999,999	0.98%	1.01%	1.02%	1.04%
From \$15,000,000 to \$19,999,999	0.99%	1.02%	1.03%	1.05%
From \$20,000,000 to \$39,999,999	1.00%	1.03%	1.04%	1.06%
From \$40,000,000 to \$59,999,999	1.02%	1.05%	1.06%	1.08%
From \$60,000,000 to \$79,999,999	1.04%	1.07%	1.08%	1.10%
From \$80,000,000 to \$99,999,999	1.07%	1.10%	1.11%	1.13%
From \$100,000,000 to \$+	1.09%	1.12%	1.13%	1.15%

***Qualified large ticket interchange transactions will be paid a rebate of 0.40%