



RFP No. 2025-11
ADDENDUM NO. 1
ISSUE DATE: November 4, 2024

County of Bedford, Virginia

<https://www.bedfordcountyva.gov/government/departments-and-offices-e-n/finance/solicitations>

Solicitation Number: 2025-11

Solicitation Name: Purchase Card (Pcard) Program Services

Due: November 22, 2024, by 4:00 PM, local time (Unchanged)

This Addendum supplements or modifies the original Solicitation noted above and is made part of the above-identified solicitation. This Addendum consists of four (4) pages.

Note the following and prepare your submittal accordingly:

1. Question: The County currently has 389 active cards, so is the County's express goal to change its current card provider and move to a new one?

Answer: No, our goal is to find one who can satisfactorily meet the requirements outlined in the scope, whether that be the current provider or a new provider.

2. Q: Can we send alternate proposals, especially if the County is possibly considering to retain the current card provider?

A: Yes, alternate proposals are welcome to be sent.

3. Q: Do you currently use any Purchasing Cards? If yes, who is the card provider? If yes, what benefits, if any, do you get for current vendor and/employee spend?

A: Yes, we currently use Purchasing Cards. Truist is the card provider. We receive an annual rebate based on total spend.

4. Q: Can you briefly describe your current approval workflows involved in the purchasing process → payment approval → disbursement? Please also highlight any specific challenges in the current process.

A: For Munis Pcard transactions (used by all entities except the Bedford Regional Water Authority), statement information is received from the vendor and uploaded into Tyler Munis. The department's end users update the General Ledger code, attach supporting documentation (statement and invoice/receipt), and release the transaction into a workflow for approvals. A request is sent to the Treasurer's office to process an ACH payment

to the Pcard vendor. For Great Plains (used by the Bedford Regional Water Authority), each transaction is manually entered which is challenging.

5. Q: How does your current process reconcile your purchasing spend in your Financial Accounting system.

A: Need additional information.

6. Q: Do you currently use or plan to use Virtual cards?

A: No, we do not currently use Virtual cards but are open to exploring them as an option. We would not be interested in Virtual cards being a requirement or the only option.

7. Q: Do your employees spend and claim reimbursements including travel? How do you approve, control & account for it?

A: Yes, employees must submit a reimbursement request with supporting documentation for approval. The department's end user enters the transaction into Tyler Munis and releases it for workflow similar to the process described in number 4 with the exception of checks being cut and mailed.

8. Q: Do you currently perform a 2-way or 3-way match for vendor payment?

A: No. We do not use POs for small dollar purchases.

9. Q: How many employee reimbursements are done on a monthly basis, if any? Please also indicate the \$ value spend. It can be a range and does not have to be an exact number.

A: We do not track employees' reimbursements versus other payments separately, so this information is not available.

10. Q: Do you experience rogue or ghost spending? i.e. spending that is only found much after it has already been incurred?

A: Charges have shown up on the statement that we cannot account for due to fraud.

11. Q: Do you have a Spend Analytics process?

A: No.

12. Q: Financial Accounting System that you have is Great Plains. What are the other FMS's being used by other entities? Please indicate what integration capabilities do those FMS offer and if possible please provide the billing data file required for them.

A: The Water Authority is the only entity that uses Great Plains. The other entities all use Tyler Technologies Munis. Tyler Technologies Munis can receive an upload of statement transactions into their system. The billing data file may only be shared with the awarded Offeror.

13. Q: Who was involved in the preparation of this RFP? Were there parties external to the County that participated in its preparation

A: The County prepared the RFP with assistance from the entities. No external parties participated in its preparation.

14. Q: Is this project budgeted and approved? What are the projected decision timelines?

A: The project is approved but there is no budget as there is currently no expense associated with it. The evaluation panel plans to review the proposals shortly after the due date has passed but there are no specific decision timelines currently.

15. Q: Are there any specific dates/timelines that are critical to the successful launch and completion of this project?

A: No

16. Q: Which of the below features are mandatory on the card design:

The approval entity logo

The phrase FOR OFFICIAL USE ONLY

Entity Name

Employee Name

Card Number

Expiration Date

Tax Exempt Status Identifier

The Offeror's toll-free "help" telephone number

Confidential Identification Number, commonly referred to as the CID, CIN, or CVV

A: The following features are mandatory:

- Entity Name
- Employee Name
- Card Number
- Expiration Date
- Tax Exempt Status Identifier
- The Offeror's toll-free "help" telephone number
- Confidential Identification Number, commonly referred to as the CID, CIN, or CVV

17. Q: Would the County be open to accepting a debit card option, with the same features as requested in the RFP?

A: The County is not open to a debit card option currently.

18. Q: Is the County able to submit a vendor spend file upon award?

A: Yes.

19. Q: Are you requesting that the County's seal be included on the card?

A: The County's seal is a highly desired feature that would help differentiate between the other entities' cards.

20. Q: Pages 23 & 24 of the RFP state that the Offeror is responsible for confirming that the size of files can be electronically transmitted and received by the County. Can you please confirm the maximum file size accepted via email?

A: The County has recently increased the size of emails received to 35 megabytes (MB). This size includes the file as well as the body of the email. For anything larger, please request that a LiquidFile be sent to respond to.

END OF ADDENDUM CHANGES

To certify the information contained in this Addendum is incorporated in your submittal, this Addendum should be completed and returned sealed to the issuer in the manner as specified in the original solicitation document.

Company Name: _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

This Form Must Be Signed.

Prepared By: Heather Knight/Procurement Manager