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| **Office of the Vice President** | 971 Elmore Drive |
| **and Chief Financial Officer** | PO Box 115250 |
| *Procurement Services* | Gainesville, FL 32611-5250 |
| https://procurement.ufl.edu/ | (352) 392-1331 Fax 352-392-8837 |

August 13, 2019

**ADDENDUM #1** to the University of Florida ITN20LD-113 Banking Services previously scheduled to be opened on August 29, 2019 at 3pm at the University of Florida, Elmore Hall Conference Room, Radio Road, Gainesville, Florida.

This addendum shall be considered part of the Contract Documents for the above mentioned **ITN20LD-113** as though it had been issued at the same time and incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original document, this addendum shall govern and take precedence. All other terms, conditions, and regulations will apply.

**This addendum consists of:**

- Revised Section 3.0, Schedule of Events;

  **ITN Closing (Opening of Proposals) will now take place on 09/6/2019 at 3:00 PM**

- Answers to questions asked prior to the deadline of 5pm, August 1, 2019 for **Lot 3, PCard**

Questions regarding the other lots will be answered in Addendum #2, scheduled to be issued August 14 or earlier.

Sincerely,

Lisa Deal
Asst. Vice President & Chief Procurement Officer

**Please acknowledge receipt of Addendum #1 by signing below, and returning this addendum with your proposal. Failure to include addendum with your proposal may result in rejection.**

_____ _____
Signature                                                        Company Name

_____ _____
Company Address                                               City/State/Zip

1: In section 1.2.3.1, the University is requesting Purchasing Card References; however, the number of references required is not stated. How many Purchasing Card References should we provide?
A:  Three (3) references

2:  Will UF provide a sample date file that is utilized to feed PeopleSoft daily?
A:  Yes, further along in the solicitation process.

3. Does UF utilize Works only for Administrative purposes?  In other words, is all other information captured in UF's PeopleSoft system (Review, Reconciliation, Allocation, etc.)?
A: Works (the Bank of America PCard management tool) is used only for administrative purposes

4. How much international spend runs through the program on an annual basis?
A: Approx 5,200 transactions totaling $3.2 million FY 2018;
Approx 6,000 transactions totaling $3.2 million FY 2019

5. What are the fraud write offs that Bank of America has absorbed each year over the last five (5) years?
A: FYE 2015 - 550 trans totaling $217,367;
FYE 2016 - 497 trans totaling $74,939;
FYE 2017 - 436 trans totaling $75,796;
FYE 2018 - 405 trans totaling $70,142;
FYE 2019 - 521 trans totaling $76,435;
Total - 2,409 trans totaling $514,679; does not include any write offs that may not have been posted to UF's financial system for any of the years

6. Have UF cardholders utilized the Insurance or Emergency Services in the last three (3) years?
A:  UF is not aware of any other use of insurance or emergency services in the last three years. There was a claim in 2017 for $15,390 for employee card misuse as a result of collusion in a department.

7. What type of mobile alerts are being utilized today?  All cardholders, Text, email, multiple recipients of each alert or are only supervisors/managers receiving alerts?
A:  UF's central PCard Administration does not manage or mandate the use of mobile alerts.  Information about accessing mobile alerts is on UF's PCard website.  To-date there is limited adoption by cardholders who self-subscribe to this service.

8.  How many different logo cards are utilized by the program today?
A:  Only one (1)

9. UF Purchasing "PCard" Program Current Program Overview states:  Current basis points 212 (based on combined spend of consortium members).  Who are the consortium members? Please provide the spend details for each consortium member
A:  University of Central Florida - CY 2018 - $44,242,501;
Florida Atlantic University - CY $12,700,020
10.  What Travel & Expense Management system(s) is UF considering implementing?
A:  Concur

11.  What are their current statement cycles?
A:  7 days, with 3 days grace

12. To earn the 209 basis points that UF currently earns, does this require a specific statement/payment cycle?
A:  Yes

13.  Is there a preferred statement/payment cycle by the University?
A:  The cycle is negotiable

14. What is PeopleSoft being utilized for?
A: Processing transactions; adding descriptions, supporting documentation and chartfield information

15. Are there any cardholders residing outside of the US?
A: Not at this time

16: Can you please provide a vendor file with a breakdown of vendor / ePayables spend along with address and zip code to allow for a vendor match?
A: UF may provide this information to the awarded supplier. UF has gone through a vendor-match analysis at least once during the last 5 years and does not want to pursue that course of action at this time.

17: Page 17, can you please define "data analysis program"?
A: To analyze spend patterns and usage; also used for compliance management and audit purposes

18: Page 18, can you please provide an explanation of 'card processor'?
A: TSYS, First Data are examples but our current bank uses TSYS

19: Can UF provide a vendor file of all the AP vendors and total annual spend?
A: UF can provide this information at a later date should UF and the awarded supplier determine that would be of value. See above question #16.

20. What is the current expense management process?
A: UF uses PeopleSoft travel & expense module

21. Are receipts required for all transactions? If not, when are receipts required?
A: Receipts are required for most transactions; Baggage fees, travel agent fees, ground transport under $25 are excluded as well as international transaction fees

22. Are you using receipt imaging or is it all paper based?
A: Using receipt imaging

23. What are the spend amounts for travel cards?
A: UF does not have "travel" cards; spend for travel related activities for FYE 2019 was $23.2 million

24. How many travelers do you have?
A: There are about 4,800 cards with travel capability

25. How many checks are being cut per month?
The PCard program generates 62 payments during the fiscal year. Weekly ACH payments for the VISA program and Monthly checks for Mastercard. DSO partner's payments are consolidated into normal weekly pay cycles and amount to approximately 20 ACH payments per month.

26. Are you using third party software for an expense management tool such as Concur?
A. UF uses PeopleSoft Travel & Expense currently for Travel Authorizations and Expense Reports. See question 10.

27. "The current contract expires 12-31-21 but can be terminated." (page 15): Is it the ultimate goal of the University to have all services listed under this new agreement commence at the same time if more than one Lot is awarded to the same entity?
A: No.

28. "Although UF has only one card for Travel & PCard use, UF is considering implementing a new Travel & Expense management tool and may convert to a two-card system, one for PCard and ePayables (or equivalent) and the other for Travel and expense." (page 15): Is the University currently utilizing an

ePayables solution and therefore considering ePayables to be included in this ITN? If so, would it be possible to receive a copy of your current vendor/supplier file with name, address, vendor number, amount of spend, number of transactions and type of payment (e.g., card, ACH, or check) for the last 12 months?
A:  Yes, UF is currently utilizing an ePayables solution.  See Question 16.

29.  Would it be possible to provide the responders with the volume of purchasing card transactions that are not standard interchange (i.e., Large Ticket, Level II, Level III or any discounted programs such as Visa Prefer Pay)?
A:   For CY 2018 - Large ticket $1.5 million; Alternate Interchange - $6.7 million and "normal" $86.7 million

30.  Please breakdown the estimated annual card spend volume by product as best as possible; (i.e. PCard, T&E and Epayables)
A:  PCard $88.0 Million; ePayables $7.0 million.  Currently UF's PCard includes travel.  UF does not currently have a specific "T&E" card.

31.  For Billing and rebate purposes on the card program, please confirm the statement period and grace period for each of the card programs; (i.e. PCard: 30/14, T&E: 30/25, Epayables: 30/14)
A:  PCard is 7 day cycle with 3 days grace; ePayables is 30 day cycle with 3 days grace

32.  How many individual Direct Support Organizations (DSO) are participating on the card program today? Do they have their only monthly bill and payment arrangement?
A:  There are currently 5 active DSO's spending about $475K for FY 2019.  UF pays the amount due in full each week.  Payments by the DSO's are done as transactions are approved

33. When was the last Vendor Recruitment for Epayables completed? How often has the University allowed the current issuer to conduct recruitment efforts?
A:  UF does not allow the issuer to conduct recruitment efforts. In the past UF has partnered with the issuer to identify potential ePayables participants.  UF is not currently interested in expanding the ePayables portfolio.

34.  Please provide any primary concerns regarding the existing PCard or Epayables program? Anything the University would like to see changed or improved?
A:  This solicitation is an opportunity for potential providers to suggest ways to enhance or improve UF's programs.  UF is pleased with current process and service.

35. Is the University looking to maintain the consortium concept in the selection of a new provider?
A:  UF will consider all options.

36.  Are all consortium members receiving rebate at the 212 bps level?
A:    No.