



TARRANT COUNTY
PURCHASING DEPARTMENT

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RFP NO. 2020-103

RFP FOR PROCUREMENT CARD SERVICES

QUESTIONS AND RESPONSES

1. How many entities of the purchasing cooperative are currently on your procurement card pricing?

Response: This is a new contract for Tarrant County; therefore, we do not know how many entities might be interested in utilizing the Tarrant County contract. Tarrant County takes a lead role in providing cooperative contracts to other entities. Currently we have 527 participating entities registered. We prefer to be able to offer this contract to our participating government entities. A list of current participating entities can be found on Tarrant County's website at http://www.tarrantcounty.com/content/dam/main/purchasing/Cooperative_Purchasing/ParticipatingEntities.pdf.

2. Is the pricing based on an aggregate spend of all entities for the earned rebate?

Response: Yes, we would prefer a rebate for the host entity (in this case Tarrant County) based on the overall spend of all participating entities, and a rebate for each participating entity based on the individual entity's expenditures.

3. What is the annual volume for all participating entities on the purchasing card consortium?

Response: Unknown currently. See response to Question 1.

RFP FOR PROCUREMENT CARD SERVICES

QUESTIONS AND RESPONSES, continued

4. Please clarify monthly spend of Tarrant County on the current purchasing card contract?

Response: Monthly expenditures for FY2019 averaged approximately \$30,000.

5. What mix of spend makes up the annual spend for Tarrant County, travel/entertainment, purchasing and/or accounts payable?

Response: Tarrant Counties Annual Spend is as follows:

Travel	\$120,000
Meeting	\$ 11,000
Education	\$108,000
Other	\$122,000
Total	\$361,000

6. On page 32, would you clarify what needs to be provided for the DUNS Number and CAGE Code? As a public entity, are we able to provide our TIN for this page instead?

Response: If you do not have a DUNS Number or CAGE Code, you do not have to provide. You may provide a TIN number if available.

7. Due to current social distancing orders that may still be in effect when the RFP is due, will the County accept an emailed copy instead of printed copies? If so, we can provide printed copies at a later date when social distancing orders have been lifted.

Response: We cannot accept an email submission. Please submit hard copies by the due date. You may have the documents delivered by U.S. Postal Service or other carriers (ex. UPS, FedEx).

8. Would you provide an updated 12-month vendor payables file? If so, can we email an excel template for file format?

Response: No.

9. How do your cardholders reconcile their card statements each month?

Response: Each cardholder receives a monthly statement, verifies each transaction, and secures his/her approving supervisor's approval within two (2) working days of receipt. Approved monthly statements and appropriate logs and documents are forwarded to the Procurement Card Coordinator.

QUESTIONS AND RESPONSES, continued

10. Do you require cardholders to receive individual paper statements or have the ability to access their statement online with the ability to download?

Response: The cardholders currently do not have the ability to access their statement on-line. Currently, cardholders receive individual paper statements. The County is interested to see what technology is available to track and control credit card purchases.

11. Do you utilize a third-party expense tool such as Extensity or Concur?

Response: No.

12. Do your buyers purchase from an eProcurement catalogue? If yes, what is the e-Procurement solution?

Response: No.

13. Under the statement of work heading, it is outlined that the annual procurement card expenditures are \$300,000 with 200 cards. Is there any other card volume within the County that would be considered as part of the bid? For example, would the County incorporate the payables and/or T&E program as part of the RFP process? If so, what are those expenditures and number of cards?

Response: We have not considered other processes at this time. However, you may submit additional information and processes available for Tarrant County's consideration. Tarrant County is not obligated to accept the additional processes.

14. If the RFP is only specific to the statement of work and nothing more; would the County consider extending an RFP for expenditures related to the payables program or Travel & Entertainment (T&E) solutions? If so, when would that time frame occur?

Response: You may submit additional information and processes available for Tarrant County's consideration. However, Tarrant County is not obligated to accept the additional processes.

15. What are the number of entities actively participating?

Response: This is a new contract, so currently none. Currently, Tarrant County is using the City of Fort Worth's contract.

RFP FOR PROCUREMENT CARD SERVICES

QUESTIONS AND RESPONSES, continued

16. What is the total combined spend on an annual basis?
Response: Tarrant County's spend is approximately \$300,000 annually. See Section I on page 15 of the RFP document.
17. What is the number of total cards issued?
Response: Currently, approximately 200 cards. See Section I on page 15 of the RFP document.