

**ADDENDUM TO
Request for Proposals
Purchasing Card Program
For Minnehaha County**

- 1) Would you be able to inform me if Minnehaha County has a current card provider, who is the provider, what the current spend is, and what if any is the current rebate? *Minnehaha County does not currently have a purchasing card program.*
- 2) What is the anticipated volume for the purchasing card program? *We have not done an analysis of the estimated annual spending. We do plan on beginning the program with a pilot program in several of our Departments.*
- 3) Is the County targeting invoices under a dollar threshold to move to a card program? If so, what is that threshold? *Our threshold is invoices of \$500 and under.*
- 4) How many cards are anticipated? *To begin the pilot program, we estimate that we will issue 15 to 20 cards. When implementing County-wide, Department heads will decide who receives cards within their Departments. Minnehaha County has approximately 500 employees and would anticipate a maximum of 200 cards.*
- 5) Will you need Department and/or Individual Cards? *We may need several Department cards but anticipate most will be individual cards.*
- 6) Our bank offers a traditional purchasing card program and also an automated AP process which has the ability to provide substantially more revenue share (rebate) than just the purchasing card program. Can we provide information about this program along with the RFP? Possibly as an addendum? *You may provide additional options but we may not act on those portions at this time.*
- 7) Would it be possible to request a copy of the RFP in a Word document so that we are able to attach our answers directly to your questions? *Yes, send that request to sroust@minnehahacounty.org or djohnson1@minnehahacounty.org.*
- 8) RFP's are to be submitted by November 3, 2009. When do you plan to award the contract? *Depending on how many responses we receive to the RFP and the number of follow-up questions we may have, we anticipate our review being completed within three to four weeks and presenting information and possible recommendation to the County Commissioners at that time.*
- 9) What accounting software is currently being utilized by Minnehaha County? *Proprietary software developed in-house.*
- 10) What payment cycle/settlement terms will be needed by Minnehaha County? (monthly, weekly, bimonthly, etc.) *We would prefer a monthly payment with cut-off at least 10 days prior to due date.*