



**ROCKFORD BOARD OF EDUCATION
REQUEST FOR PROPOSAL ON SUPPLIES, MATERIALS, EQUIPMENT OR
SERVICES FOR SCHOOL DISTRICT NO. 205
ROCKFORD, ILLINOIS**

RFP No. **19-10 Procurement Card Program**

DATE: **Wednesday, November 21, 2018**

RE: **ADDENDUM NO. 1**

To All Bidders:

Included are modifications, clarifications and/or corrections for the Project Manual and are hereby made a part of the contract documents. Please attach this addendum to the Project Manual(s) in your possession. Please note the receipt of this addendum on the bid form. Bidders shall review changes to all portions of this work as changes to one portion may affect the work of another.

If you plan to hand deliver your RFP submission on the due date, please note you must check in on the 2nd floor prior to coming to the bid opening. Please allow time for this as late submission will not be accepted.

Refer all questions relative to the business aspect, Instructions to Bidders, Special Conditions, and questions concerning the technical aspect of the documents to the Director of Purchasing by email at purchasingdeptstaff@rps205.com.

CLARIFICATIONS

This addendum includes responses to Requests for Information submitted to date, additional clarifications and the Pre-Bid Sign-In Sheet.

ROCKFORD BOARD OF EDUCATION

By: Dane Youngblood
Director of Purchasing

CLARIFICATIONS

The following questions were submitted to the District as of November 21, 2018. Responses follow in blue.

1. Will RPS share its list of suppliers paid today (supplier list to include those paid by check, ACH, wire and credit card). Spreadsheet to include supplier name, the annual amount paid to each supplier and the payment method for each.

The District will not be compiling and providing a list of current suppliers.

2. Are there any pain points with your current program &/or features you wish were available?

There are not any "pain points" with the current card program.

3. What is the total annual spend of the program (combined both payables and T&E, if applicable)?

The District's total P-card spend for the previous fiscal year was \$309,402. The District is considering merging its current fuel card program into the new P-card program. The total fuel card spend for the previous fiscal year was \$158,022.

4. If the District is considering expanding the number of suppliers to pay more via credit card, what does the District anticipate the annual spend to be estimated at?

The District cannot give an estimate at this time. The District is reviewing and considering expanding the number of cardholders under the program which should increase the annual spend.

5. Do you receive a rebate or earn points? If so, would you be willing to provide the program requirements and the basis points earned from your last rebate period? Is your rebate period annual?

The District does not receive a rebate from the current card provider.

6. Have you reviewed your suppliers with whom you currently pay via other payment methods (Check, ACH or Wire), to identify those that could be paid via card?

The District has not conducted this review.

7. What types of functionality do you use? Online card maintenance, payables, etc.

Functionality used includes online card maintenance, i.e., terminating cardholder accounts, setting up new cardholder accounts, setting credit limits, etc.

8. What type of reporting data would the District like to receive?

The District is interested in receiving a wide range of reporting data such as a daily transaction summary, activity report, cardholder report, spend report, transaction listing report, account statement, detail spend analysis by account, spend analysis by transaction category, spend analysis by merchant, supplier transaction detail report and daily transaction summary, to name a few.

9. Is the District using an expense reporting tool?

No, but the District would be interested in doing so.

10. What accounting software does the District use?

PowerSchool Business Plus.

11. If P-Card provider were to have a strategy to pay single use vendors with virtual credit cards would the District consider it?

Yes.

12. Is the Exxon Mobile card used as a Fleet Program?

Yes.

PRE-BID CONFERENCE OPENING STATEMENT

Welcome to the mandatory pre-bid conference for RFP 19-10 Procurement Card Program for the Rockford Public Schools.

The purpose of this meeting is to receive input, comments, questions, clarifications and suggested changes relative to this solicitation. As a reminder, the only acceptable changes to the Bid/RFP are formal Addendums published by the RPS Purchasing department. Additionally, the Addendum may address other issues identified by the School District.

The goal of today's meeting is to increase your knowledge of the solicitation as it is written and provide an information mechanism in which you may advise the School District of any changes it should make. Consequently, any changes you wish the Rockford Public Schools to consider must be submitted in writing to the Purchasing department before the deadline as expressed in the solicitation.

We will try to answer as many of the questions as possible. If we cannot answer a question today, we will defer that answer to the published Addendum. Additionally, minutes from this pre-bid conference will be published in the Addendum.

- Bid Opening is scheduled for December 4, 2018 at 2:00 pm Rockford Board of Education, 6th floor Conference Room. Late bids will not be accepted. Faxed or emailed bids will not be accepted.
- Board Approval January 22, 2019.
- Bid RFI Procedures - All written correspondence during the bid process **MUST** be sent to Dane Youngblood, Director of Purchasing, via email at PurchasingDeptStaff@rps205.com. Last RFI will be accepted until November 27, 2018 at 12 pm. Last addendum will be issued by November 29, 2018 at 4:30 pm.
- Addendums will be emailed to all attendees at the pre-bid conference, posted on the RPS website and Demand Star.
- **PLEASE** reference the **REQUIRED FORMS CHECK LIST** for all documents that **must** be submitted with your bid offer form. All forms must be properly completed, signed and submitted or your bid will be deemed non-responsive.



PRE-BID MEETING SIGN-IN SHEET
 RFP 19-10 Procurement Card Program

PLEASE WRITE EMAIL ADDRESS SO THAT IT IS LEGIBLE IN ORDER TO RECEIVE ADDENDUM INFORMATION

| | Printed Name | Company Name | Company Address | Telephone | E-mail |
|---|-------------------|--------------|---|--------------|---------------------------|
| 1 | Joseph Howell | PNC Bank | 1 N. Franklin Chicago IL 60606 | 312-338-2240 | Joseph.howell@pnc.com |
| 2 | NICK Candis | PNC BANK | 1 N. Franklin Chicago, IL 60606 | 312-838-2277 | nicholas.candis@pnc.com |
| 3 | GLEN KIRSCHMAN | U.S. BANK | 1107 EAST STATE ST. ROCKFORD, IL 61104 | 815-987-2217 | glen.kirschman@usbank.com |
| 4 | | DALE | | | |
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ROCKFORD PUBLIC SCHOOLS
 RFP 19-10 Procurement Card Program
 Pre-Bid Meeting Sign-In Sheet
 November 21, 2018 at 2:00 p.m.

| Printed Name | Company Name | Company Address | Telephone | E-mail |
|----------------|-----------------------|---|----------------|-------------------------------------|
| 9 Tom Kress | Associated Bank | 612 N. Main St Rockford, IL 61103 | 815-987-3555 | Thomas.Kress@ ASSOCIATEDBANK.COM |
| 10 Robin Scott | Illinois Bank & Trust | 6885 E. Riverside Blvd. Rockford, IL 61114 | (815) 837-7028 | rscotte@illinoisbank.com |
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