



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

RFP No.      **19-06 Banking Services**  
DATE:        **Thursday, November 8, 2018**  
RE:          **ADDENDUM NO. 4**

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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](mailto:purchasingdeptstaff@rps205.com).

**CLARIFICATIONS**

This addendum includes responses to Requests for Information submitted to date.

ROCKFORD BOARD OF EDUCATION

By: Dane Youngblood  
Director of Purchasing

## CLARIFICATIONS

The following questions were submitted to the District as of November 8, 2018. Responses follow in red.

- Does Rockford Public Schools current have a P-Card program?
  - Yes.
- How many cards does the district anticipate needing?
  - 50-150 depending on whether or not we incorporate our current fuel card spend as well.
- What is the anticipated annual spend?
  - \$300,000-\$480,000 depending on whether or not we incorporate our current fuel card spend as well. The District may also look to increase our current spend through a rebate program.
- What credit limit per card are you seeking?
  - We currently have limits ranging from \$2,000/mo to \$25,000/mo.
- What is the current process for travel expenses?
  - Most travel expenses are charged to the Director of Purchasing's card.
- What are the average expenditures/transaction sizes?
  - Most expenditures/transaction sizes are less than \$1,000.
- What are your typical payment terms to suppliers?
  - 45 days, shorter turnaround if paid via E-Pay.
- Maximizing rebate is key. With that, can you provide your current supplier/vendor list in the attached format? We will be able to provide you with a list of matched vendors already using our program or of other vendors known to accept credit cards for a Virtual Card program.
  - This information is not readily available.
- Garda - Where are they dropping? Cash Vault or branch?
  - Branch.
- Do you deposit remotely (scan)?
  - No.
- Can we get a current analysis statement?
  - This was provided in addendum three.
- Is there a merchant processing component to the RFP?
  - No.
- Currently using ACH and Check Blocks and Filters?
  - Yes.
- Current Day detail and summary needed on all accounts? If not, which accounts?
  - Yes.
- How do you view ARP?
  - This is not a function we utilize.