



County of Fairfax, Virginia

ADDENDUM

DATE: December 23, 2015

ADDENDUM NO. 2

TO: ALL PROSPECTIVE OFFERORS
REFERENCE: RFP2000001824
TITLE: Procurement Card Services
DUE DATE/TIME: January 13, 2016 @ 2 P.M. EST (Revised)

The referenced request for proposal is amended as follows:

1. The due date/time has changed to January 13, 2016 at 2:00 P.M EST.
2. Please note additional information provided by Fairfax County Public Schools (FCPS) in regard to Question #9 and Question #16 that were answered in Addendum #1, published on December 16, 2015.

Q9, Addendum 1:

A9: FCPS indicates that monies collected for school activity fees are deposited into FCPS controlled bank accounts. A large portion of band fees are collected through an eCommerce system. The fees collected through this method are deposited directly into a FCPS controlled bank account. Booster organization volunteer services may include ministerial acts pertaining to the collection and disbursement of student fees. To protect FCPS in the event of losses, Fidelity/Crime insurance coverage is procured.

Q16, Addendum 1:

A16: FCPS indicates that there has been no employee fraud over the past three years. To protect FCPS in the event of losses, Fidelity/Crime insurance coverage is procured.

3. Refer to Attachment 1 for answers to questions received on or after December 10, 2015.
4. Refer to Attachment 2 for the Attendance Sheets for the pre-proposal conference held on December 9, 2015.

All other terms and conditions remain the same.

Jamie Pun, VCO
Contract Specialist II

Department of Purchasing & Supply Management

12000 Government Center Parkway, Suite 427

Fairfax, VA 22035-0013

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Phone (703) 324-3201, TTY: 1800- 828-1140, Fax: (703) 324-3681

THIS ADDENDUM IS ACKNOWLEDGED AND IS CONSIDERED A PART OF THE SUBJECT REQUEST FOR PROPOSAL. A SIGNED COPY OF ADDENDUM MUST BE RETURNED PRIOR TO DUE DATE/TIME OR MUST ACCOMPANY PROPOSAL. SIGNATURE ON THIS ADDENDUM DOES NOT SUBSTITUTE FOR YOUR SIGNATURE ON THE ORIGINAL PROPOSAL DOCUMENT. THE ORIGINAL PROPOSAL DOCUMENT MUST BE SIGNED.

Name of Firm

(Signature)

(Date)

Attachment 1

Q1: DOES THE COUNTY RECEIVE ONE REBATE PAYMENT FOR COMBINED SPEND OF COUNTY AND SCHOOLS OR DO EACH RECEIVE A SEPARATE PAYMENT?

A1: County and FCPS receive separate checks, which are then deposited into their respective general funds.

Q2: WOULD COUNTY CONSIDER REMOVING LASF CARDS FROM RFP AS THEY ARE FOR NON APPROPRIATED FUNDS? NO BANK WILL BE ABLE TO ISSUE CARDS WITHOUT CREDIT QUALIFYING SOMEONE AND IF EACH INDIVIDUAL SCHOOL ROLLS UP TO COUNTY'S FINANCIAL WE WOULD BE FORCED TO CREDIT QUALIFY AN THEREFORE COUNTY WOULD HAVE TO BE RESPONSIBLE FOR PAYMENT IF SCHOOL DIDN'T PAY BILL OR WOULD BE DEDUCTED FROM REBATE?

A2: The County will consider and evaluate all offers. Scores will be assigned in accordance with section 16.6, "Proposal Evaluation Criteria." Also, see Addendum 1, Q&A 9, and this Addendum 2, clarification by FCPS at the top of Attachment 1.

Q3: WOULD COUNTY AND SCHOOL ACCEPT AN INDUSTRY STANDARD FILE THAT CONTAINS MORE DATA THE YOU USE TODAY THAT SAP ACCEPTS VERSUS AN EDI?

A3: It is premature for the County to know if an offeror's proposed alternative file would be compatible with the County's SAP financial system. The County will consider and evaluate all alternative approaches in accordance with section 6.3, "Treatment of the Issues."

Q4: HOW DOES THE COUNTY ENSURE PAYMENTS ARE NOT PUT ONTO THE CARD IF NO APPROPRIATIONS HAVE BEEN MADE? THE ASSUMPTION IS CARDS ARE USED ONLY IF THE COUNTY HAS APPROPRIATIONS AND BE ABLE TO PAY THE OUTSTANDING BALANCES?

A4: Refer to section 3.2 "Contract Period and Renewal." All current and past obligations of monies due to contracted vendors will be paid. The County budget is approved and published in April of each year for the new fiscal year beginning July 1.

Q5: \$613MM/3300 PO's is 185,758 per PO. How many of these are within the DPSM's delegated authority that are not being captured on the card today?

A5: Those statistics are for purchase orders only. The FY15 p-card spend total is \$98 million. All spend is under the delegated authority of the County and FCPS.

Q6: DECLINING BALANCE CARDS: HOW MANY OF THESE ARE TYPICALLY ISSUED PER YEAR AND WHAT IS THE AVERAGE LIMIT PLACED ON THESE?

A6: For FY2016, FCPS has 53 active declining balance p-cards. In FY2015, July 2014 to June 2015, 15 new cards were opened, but 31 cards were closed due to project completion. Cards are set at limits based on the size of the renovation project. At the present time, the card with the lowest limit is set at \$5,000 and the card with the highest limit is \$3,335,000. This data is informational only and offerors must understand that these figures can vary from year to year.

Attachment 1

Q7: OF THE 26 JURISDICTIONS, CAN WE GET A BREAK-DOWN OF EACH OF THESE ENTITIES TO UNDERSTAND THE NUMBER OF CARDS AND SPEND PER ENTITY? ARE ALL OF THESE CENTRALLY MANAGED AS WELL?

A7: See Addendum 1, Q&A 29 and Q&A 30, and Attachment 2. The County is not party to any management of accounts for the participants.

Q8: CHIP & PIN: DO YOU HAVE MANY DEPARTMENT CARDS? WE ISSUE CHIP/PIN CARDS AND USAGE WITHIN A DEPARTMENT MEANS A SHARED PIN.

A8: The quantity of department cards can range from 40% to 60% of the total, depending on the date. In accordance with section 5.3.b "Issuance of p-cards," if the offeror is proposing chip technology, the offeror shall describe how the chip being offered might impact the County program. Also reference section 5.7 "Cardholders."

Q9: EXPIRATION DATES: WE HAVE 3-4 YEAR RANDOMLY ASSIGNED EXPIRATION DATES TO CUT DOWN ON FRAUD POTENTIAL... NEVER THE SAME.

A9: The County will consider and evaluate all offers.

Q10: SECTION 5.3.D - THE OFFEROR MUST DESCRIBE ITS REQUIREMENTS FOR DEVELOPING PASSWORDS FOR NEW P-CARDS AND SPECIFY IF THE COUNTY CAN USE ITS OWN NAMING CONVENTION FOR SELECTING PASSWORDS FOR EACH P-CARD - PLEASE FURTHER ELABORATE ON THIS QUESTION - DO YOU MEAN SELECTING PASSWORDS ON THE BANK'S ONLINE SYSTEMS OR IS THERE ANOTHER PASSWORD YOU ARE REFERRING TO?

A10: See Addendum 1, Q&A 23.

Q11: MAY WE REQUEST AN EXTENSION OF 2 WEEKS MEANING A SUBMISSION DATE OF JANUARY 19TH 2016?

A11: The proposal due date has been extended to January 13, at 2:00 P.M.

Q12: SECTION 4.2 SPECIAL PROVISION STATES "THE COUNTY AND FCPS TOGETHER EXECUTED OVER 200,000 P-CARD TRANSACTIONS WITH AN AGGREGATE SPEND OF APPROXIMATELY \$98 MILLION". SECTION 4.5 STATES THAT AT THIS TIME, 26 JURISDICTIONS IN THE METROPOLITAN WASHINGTON D.C. AREA AND FOUR JURISDICTIONS IN SOUTHERN VIRGINIA ARE RIDING THE CURRENT COUNTY CONTRACT. OVER THE LIFE OF THIS CONTRACT THE AGGREGATE SPEND OF THESE JURISDICTIONS PLUS FAIRFAX COUNTY/FCPS HAS INCREASED FROM \$64 MILLION IN 2006 TO \$288 MILLION IN 2014. DOES THE \$288 MILLION MENTIONED IN SECTION 4.5 INCLUDE THE \$98 MILLION FROM THE COUNTY AND FCPS DISCUSSED IN SECTION 4.2?

A12: Yes.

Q13: WHAT IS THE TOTAL NUMBER OF CARDHOLDERS IN THE 26 JURISDICTIONS IN THE METROPOLITAN WASHINGTON D.C. AREA AND FOUR JURISDICTIONS IN SOUTHERN VIRGINIA?

A13: The County does not know the details of any agreements between the current Contractor and the participants.

Attachment 1

Q14: DUE TO THE COMPLEX NATURE OF THIS RFP, AND THE UPCOMING HOLIDAYS, WOULD THE COUNTY CONSIDERING EXTENDING THE DUE DATE OF PROPOSALS BEYOND JAN. 5, 2016?

A14: THE proposal due date has been extended to January 13, at 2:00 P.M.

Q15: SECTION 4.3 SPECIAL PROVISION STATES THE LSAF P-CARDS MENTIONED ABOVE ARE ISSUED FOR USE BY STUDENT ACTIVITY GROUPS AT 196 SCHOOLS, USING NON-APPROPRIATED FUNDS. EACH SCHOOL MANAGES, RECONCILES AND PROCESSES PAYMENTS ON A MONTHLY BASIS, PAYING THEIR BILLS SEPARATELY AND DIRECTLY TO THE CURRENT P-CARD PROVIDER.

SECTION 5.22. ADMINISTRATIVE FEES, P-CARD FEES, AND OTHER FEES STATES THE COUNTY WILL NOT PAY OR BE LIABLE FOR ANY FEES INCURRED AGAINST THE LSAF P-CARDS (REFERENCE PARAGRAPH 4.3). IF FEES WILL BE CHARGED DIFFERENTLY FOR THEIR P-CARDS, THAT MUST BE INCLUDED IN THE PROPOSAL. THE COUNTY DOES NOT ASSUME LIABILITY FOR LSAF P-CARDS.

SECTION 5.25. STATES THE COUNTY WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LATE FEES INCURRED AGAINST THE LSAF PCARDS (REFERENCE PARAGRAPH 4.3). IF LATE FEES WILL BE ASSESSED DIFFERENTLY FOR THEIR P-CARDS, THAT MUST BE INCLUDED IN THE PROPOSAL.

THESE REQUIREMENTS POSE A CHALLENGE FOR RESPONDENTS, AS BANKS ARE UNABLE TO CREDIT QUALIFY THESE CARDS WILL THE COUNTY ASSUME LIABILITY FOR THESE PAYMENTS AND LATE CHARGES, IF THE SCHOOL DOES NOT PAY THEIR BILL?

A15: The County Government does not assume this liability. See Addendum 1, Q&A 9, and this Addendum 2, clarification by FCPS at the top of Attachment 1.

Q16: IS THE SSAE16 IS A REQUIREMENT OF MAY WE SUBMIT OTHER INTERNAL AUDIT INFORMATION TO FULFILL THIS REQUIREMENT?

A16: In regard to section 5.27, "Independent Audits," the County will consider and evaluate offers that propose other independent audit reports as long as it meets the same intent as SSAE16.

Q17: *IN REGARD TO APPENDIX B, RFP PAGE NUMBER 41, CERTIFICATION REGARDING ETHICS IN PUBLIC CONTRACTING:*

THE USE OF "I" IN THE RESPONSE OPTIONS: IS IT THE INTENTION TO CERTIFY THAT THE BIDDER'S REPRESENTATIVE CERTIFIES OR THE FIRM? IF IT IS THE INTENTION FOR BIDDER'S REPRESENTATIVE, WOULD SHOULD WE INCLUDE ALL MEMBERS OF THE *SUCCESSFUL OFFEROR'S** TEAM SUPPORTING FAIRFAX?

*ACTUAL VENDOR NAME IN QUESTION REPLACED WITH: SUCCESSFUL OFFEROR'S

A17: This certification is to be provided by the firm (offeror) and all that comprises the firm including its representatives, in connection with the proposal that will be submitted in response to the RFP2000001824.

Q18: WOULD FAIRFAX CONSIDER MODIFYING THIS DOCUMENT TO INCLUDE LANGUAGE NARROWING ITS SCOPE TO JUST DOING BUSINESS WITH FAIRFAX AND/OR, SIMILAR TO THE DEBARMENT CERTIFICATE, ADDING "TO THE BEST OF ITS KNOWLEDGE?"

A18: No, modifications to the Certification Regarding Ethics in Public Contracting Form are not permitted.

Attachment 1

Q19: DOES THE COUNTY EXPECT THE BIDDER TO CERTIFY COMPLIANCE RELATIVE TO ANY PUBLIC BID, PROPOSAL OR CONTRACT THROUGHOUT THE COUNTY AND/OR POSSIBLY INVOLVING ANY PUBLIC EMPLOYEE OR OFFICIAL? OR, JUST FAIRFAX? PROPER DUE DILIGENCE WITH SUCH A BROAD SCOPE WOULD BE IMPOSSIBLE TO DO FOR ANY FIRM RESPONDING TO THIS PROPOSAL.

A19: This certification is in connection with the proposal that will be submitted in response to the RFP2000001824.

**ATTENDANCE RECORD
 Pre-Proposal Conference**

SOLICITATION: RFP2000001824

DATE/TIME: December 9, 2015 at 11:00 A.M.

NAME	COMPANY NAME	TELEPHONE #	Email address - Print please
Pat Orlando	County Govt	703-324-3208	Patricia.Orlando@fairfaxcounty.gov
Robin Daly	JP Morgan	202-312-1142	robin.r.daly@jpmchase.com
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Marta Johnson	Visa	202-657-2277	mjohnson@visa.com
Jeff Cooney	Citi	703 788 8809	jeffcooney@citi.com
Ron Hallauer	DOT / County	703-324-4575	
Frank Dillow	DMB - FB5G	703-324-3209	
Chris Hunt	Finance - ICM	703-324-2557	
Geetha Sampathkumar	DMB - FB5G	703-324-3153	
Andy Taylor	Citi	703-234-7313	andy1.taylor@citi.com

**ATTENDANCE RECORD
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DATE/TIME: December 9, 2015 at 11:00 A.M.

NAME	COMPANY NAME	TELEPHONE #	Email address
Ethan Carr	MasterCard	202 414 8024	ethan_carr@mastercard.com
Laura Rinfret	Capital One	631.531.2562	laura.rinfret@capitalone.com
Corey Williams	Capital One	571.289.1340	corey.williams@capitalone.com
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Vicki Wilkerson	County - PPSM	703324 8412	Vicki.Wilkerson@fairfaxcounty.gov
Jamie Pun	County - DPSM	703-324-3653	ji.pun@fairfaxcounty.gov

Addendum No. 2
 RFP 200001824
 pg 9.

Attachment 2

**ATTENDANCE RECORD
 Pre-Proposal Conference**

SOLICITATION: RFP2000001824			
DATE/TIME: December 9, 2015 at 11:00 A.M.			
NAME	COMPANY NAME	TELEPHONE #	Email address
Vaseyl Zuk	JPMorgan	201 994 4706	vaseyl.zuk@jpmorg.com
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