Purchasing Office
191 South East St
Frederick, Maryland 21701
301-644-5116 phone
301-644-5213 fax

FCPS
Frederick County Public Schools
Reach. Challenge. Prepare.
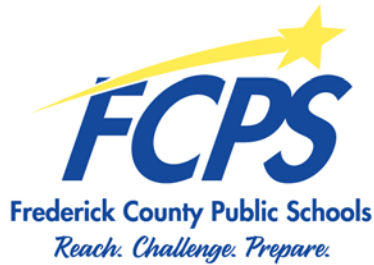
Kerrie Koopman CPPB, CPPO,
Purchasing Manager
Kim Miskell, CSBO, Assistant Purchasing
Manager
**Bill Meekins CPPB, CSBO, CPCP,
Purchasing Agent**
Shane Ryberg, Purchasing Agent

October 17, 2019

ADDENDUM 4
RFP 20MISC2, Banking and Direct Deposit Services

DUE DATE: October 21, 2019, at 2:00 P.M.

We are providing a general questionnaire to assist suppliers with additional information.

We have received the following questions in regards to the RFP:

Q1.   On the Appendix A- Volume/Transaction
   Under Information Services-
   1.   Event Notification Text- what types of notices?
   2.   On-line Account Transfer Reject?
   3.   On-line Module Fees?

A1.   1.   Text is sent when a balance falls below a predefined threshold and for overdraft notices.
   2.   Rejects on transfers between accounts that were initiated on-line.
   3.   The on-line banking we use has different capabilities for example; ACH, Wire Transfer, Information Reporting. There is a charge for using some of the modules.

Q2.   On the Appendix A - Account balance fee – Is this FDIC Fee? If not, what does this represent?
A2.   Yes, the FDIC fee.

Q3.   In the Q&A Addendum 3 – Question 10 – Fees are directly debited for your Public Funds Banking Account- Correct?
A3.   Yes, that is correct.

Sincerely,

Bill Meekins

Bill Meekins CPPB, CSBO, CPCP
Purchasing Agent
billy.meekins@fcps.org

BM/kl

Attachment: General Program Questionnaire

cc: Melissa Rollison, Financial Reporting Manager
   Amanda Baugher, Accounting Department Manager
   Bid File

GENERAL PROGRAM QUESTIONNAIRE

GENERAL	
1. Provide a summary overview of your operating entities if more than one.	Please refer to RFP 20MISC2, Scope of Services, Section III.

2. Technology Systems:
  A. ERP / Accounting System
  B. Settlement / Closing system
  C. Other?
  D. Requisition / Purchase Order (PO) system
  E. Delivery / receipt system
  F. Invoice Imaging system
  G. E-Invoicing / Supplier Network
  H. Invoice Workflow system
  I. Treasury Workstation
	A. People Soft Financial 9.2
	B. N/A
	C. N/A
	D. People Soft Financial 9.2
	E. People Soft Financial 9.2
	F. N/A
	G. N/A
	H. People Soft Financial 9.2
	I. N/A

ACCOUNTS RECEIVABLE (BILLING)	
1. How many invoices are billed monthly? How are they billed and how frequent are your bill runs (paper, EDI, e-mail, website, etc.)?	Approximately 550 invoices are billed monthly. Billing is done by mail and on a daily basis.
2. Do you Print Invoices in-house or is the printing outsourced?	Print in-house.
3. If you mail invoices do you send returnable tear off invoice or coupon?	Send a tear off invoice.
4. What are the standard payment terms?	Either a Net 30 or Net 10 payment term.

ACCOUNTS RECEIVABLE (RECEIPTS)	
1. How many checks are received per month? What is the average dollar amount of each check? What is the average number of invoices paid by each check? How is invoice data retrieved to post and close open invoices in your ERP? What are the checks for and who do they typically come from? *Separate responses if there is a different process based on what incoming payment is for.*	• 650 checks are received per month. • The average dollar amount of each check is $685.00. • Invoice data is retrieved and posted manually. • Checks are for use of facilities, insurance payments and occasionally salary overpayments. • The checks typically come from individuals.
2. How many ACH payments are made per month? What is the average dollar amount of each ACH payment? Is invoice information included with ACH payments? How is invoice data retrieved and posted to close open invoices in your ERP? What are the ACHs for and who do they typically come from? *Separate responses if there is a different process based on what incoming payment is for.*	• 6 ACH payments are made per month. • Average dollar amount of each ACH is $21,000. • Company Name and ID is included. • Invoice data is retrieved and posted manually. • Facilities use, warehouse items and postage metering, mostly from the City and County Governments.
3. How many wire payments are received? What is the average dollar amount of each wire payment? Is invoice information included with wire payments? How is invoice data retrieved and posted to close open invoices in your ERP? What are the Wires for and who do they typically come from? *Separate responses if there is a different process based on what incoming payment is for.*	We do not receive wire transfers for accounts receivable.
4. Can your customers make payments to your company via an Electronic Invoice Presentment and Payment website? If yes, can they pay via ACH and Credit Card? What are the total # of payments and total $ amounts by each type? How is invoice data retrieved and posted to close open invoices in your ERP? What are the online payments for and who do they typically come from? *Separate responses if there is a different process based on what incoming payment is for.*	Not at this time.
5. What is your current DSO? How many days are unapplied payments left outstanding?	1 business day.
6. What percentage of your payments includes invoice data? What percentage of payments can be applied successfully with the invoice data from the payment?	80% - 90%
7. Can you break down AR / Billing FTEs by primary function?	2 FTEs

ACCOUNTS PAYABLE (INVOICE PROCESSING)	

1. Invoice Receipt:
  A. Centralized or Decentralized?
  B. Total Monthly Volumes:
    • Paper:
    • Email:
    • Fax:
    • EDI:
    • Other:
  C. PO vs Non-PO %?
	A. Centralized
	B.
	  Paper: 1,000
	  Email: 1,000
	  Fax: 50
	  EDI: None
	  Other: None
	C. PO 72%; Non-PO 28%

GENERAL PROGRAM QUESTIONNAIRE

2. Image and Data Capture and Approvals:
   A. How many people are required to process invoices?
   B. How are invoices details captured and entered into your AP system?
   C. What OCR/IDR technology are you currently using for data extraction from invoice documents?
   D. Are invoices being imaged on either the front or back end of the process?
   E. What work flow technology are you currently using for invoice preparation and / or approval routing?
   F. Does Accounts Payable do general ledger coding for Non-PO Invoices?
	A. 3
	B. Entered manually into system.
	C. None
	D. Invoices are imaged on the back end.
	E. People Soft Work Flow
	F. Yes

3. What type of challenges do you currently face with processing an invoice at your Company?
   A. Inability to accurately forecast liabilities
   B. Lost or missing invoices
   C. Lack of visibility across invoice-to-pay process
   D. Routing of invoices for approval
   E. Resolving errors and exceptions
   F. Manual entry
   G. Other?
	B.
	E.
	F.

4. Can you break down the AP FTEs by primary function?	Yes, 4

ACCOUNTS PAYABLE (PAYMENTS)

1. How many checks are paid each month? What is the average dollar value? How are checks printed and mailed? How often do you schedule check runs?	• 680 checks monthly averaging $14,000/check. • 114 Single Use Account payments made monthly averaging $5,300/ea. • 680 checks are printed and mailed monthly. • Check runs are scheduled weekly.
2. How many ACH payments are made each month? What is the average ACH payment amount? How often do you schedule ACH payments? Do you initiate payments via web site or transmission?	FCPS does not currently make ACH payments to vendors. However, FCPS does initiate ACH payments via web site for payroll, payroll related items, and legal garnishments.
3. How many wire payments are made each month? Do you initiate payments via web site or transmission?	4 to 5 wire payments are made each month. They are initiated via web site.
4. How are accounts reconciled for Checks and ACH?	An electronic file sent from bank is uploaded into our accounting system for use in the reconciliation process.
5. What fraud prevention services are utilized for Checks, ACH?	Positive Pay
6. Can you break down the AP FTEs by primary function?	Yes, 4

COMMERCIAL CARD PROGRAM

1. Do you have an Accounts Payable Card program (ie. Single Use Ghost Account, Push/Pull Payments to your vendors? If yes, explain how this program is utilized.	FCPS has an single-use account through our pcard provider. We work with the provider to add vendors to the system.
2. Do you have a Purchasing Card program and mandate use for purchases under a specific dollar amount? What type of goods are purchased with a purchase card? How many cardholders do you have and what is the estimated annual spend? What is the reconciliation and receipt management process? What are your billing and payment terms?	FCPS has a pcard program. It is not mandated in use. We purchase commodities and services for the majority of purchases. We have approx. 600 cardholders with an approx. $6M in spend annually. We reconcile the program electronically inside our ERP, and digital upload invoices for backup. Our current billing terms are 30/25, however we pay twice a month.
3. Do you have a Travel and Entertainment Card (Corporate Card) program? Do you and mandate use of the card? How many cardholders do you have and what is the estimated annual spend? What is the reconciliation and receipt management process? Individual Bill or Corporate Bill? If Individual Bill, Corporate or Individual Pay? What are your billing and payment terms?	No. FCPS has a One Card program with T&E MCCs added to select cards.