



## **Washoe County School District**

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**Purchasing Department • 14101 Old Virginia Road • Reno, NV 89521**  
**Phone (775) 850-8025 • Fax (775) 857-3175**

### **ADDENDUM #1 QUESTIONS & ANSWERS**

#### **COMMERCIAL PURCHASING CARD PROGRAM RFP #21-004**

**April 22, 2021**

The following information, clarifications, changes, and modifications are by reference incorporated into the Request for Proposal (RFP) document for the above referenced project. Any work item or contract provision not changed or modified will remain in full force and effect. It is the prospective Proposer's responsibility to read the entire RFP and all appendices and to respond to all requirements completely.

All prospective Proposers should acknowledge receipt of this Addendum by signing this document and returning it with the RFP submission. Failure to acknowledge receipt of this Addendum may result in a rejection of RFP submission.

**Question 1:** For financials - Is it possible to provide a weblink to provide our Annual Reports?

**Answer:** The District does not have a weblink to provide financial information. The financial documents must be submitted as specified in Section 1.1.4 of the RFP document.

**Question 2:** Do you require a wet ink signature on the original "MASTER" version of the RFP?

**Answer:** Wet ink signatures and printed copies with certified electronic signatures (i.e DocuSign, Adobe) will be accepted.

**Question 3:** Due to the extensive paper that would be required and our green initiative, are we able to provide links to our financials, in lieu of paper, in the body of the bid? Or a USB in a separate sealed envelope?

**Answer:** Financial information will be accepted on a USB in a separate sealed envelope.

**Question 4:** Due to the COVID environment and for the safety of our print team, we ask to submit the proposal electronically. Is this an option?

**Answer:** Per Section 1.3 of the RFP document, proposals submitted by telephone, telegraphic notice, email, and/or facsimile will NOT be accepted. Proposals must be submitted via mail to the address notated in Section 1.4 of the RFP document.



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**Question 5:** The RFP states that a fee is charged to WCSD on a per user basis. How much is WCSD charged for the prepaid debit cards?

**Answer:** The District is currently charged \$3 per month per card.

**Question 6:** Who is WCSD's current purchasing card provider?

**Answer:** The District's current purchasing card provider is Commerce Bank.

**Question 7:** Does the purchasing card provider also provide the e-payables program? If not, who is the e-payables provider?

**Answer:** The purchasing card provider provides the e-payables program as well.

**Question 8:** Does WCSD require the purchasing card provider to also provide the prepaid debit card program or are you open to selecting more than one provider?

**Answer:** The District is requiring the purchasing card provider to also provide the prepaid debit card program.

**Question 9:** Is Washoe County School District's current rebate received in Cash or Points?

**Answer:** The District's current rebate is received in cash.

**Question 10:** What automation does Washoe County School District currently have in place for their P-Card Program?

**Answer:** The District utilizes an electronic routing system for approvals of transactions and monthly reports provided by the current provider.

**Question 11:** How is your spend allocated? (T&E, Procurement, A/P)

**Answer:** The spend is approximately 28% Purchasing and 72% Accounts Payable.



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**Question 12:** Is Sponsorship a deciding factor in the RFP decision?

**Answer:** No, Sponsorship is not a deciding factor in the RFP decision.

**Question 13:** What is the WCSD ERP system?

**Answer:** The District's ERP system is PowerSchool BusinessPLUS.

**Question 14:** What is your current process for reconciling monthly statements?

**Answer:** All purchasing card transactions are imported from the current provider into the District's ERP system weekly. The transactions totals are reconciled to payments made to the current provider monthly. All cardholders and their supervisors are required to review and approve all transactions on a weekly basis for their credit limit to refresh.

**Question 15:** Are you able to accept an electronic RFP due to COVID?

**Answer:** See answer to Question 4.

**Question 16:** For the prepaid cards for students, what is the purpose for the cards?

**Answer:** The prepaid cards are for students who qualify for free/reduced meals under the NSLP program who attend a magnet high school located at a local community college.

**Question 17:** Is WCSD looking for alternatives to prepaid card for the student expense card?

**Answer:** No, the District is not looking for alternatives at this time.

**Question 18:** Is WCSD looking for any specific controls around the prepaid card solution?

**Answer:** There are not specific controls regarding this program.



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**Question 19:** Would the district be willing to extend the deadline for the RFP submission?

**Answer:** No, the District will not be extending the deadline. Proposals are due on May 4, 2021 at 2:00 p.m. (local time).

**Question 20:** Due to the ongoing novel coronavirus, many Offerors have yet to return to the office and continue to work from home, and many commercial businesses remain indefinitely shut down. Because of these unusual circumstances, will WCSD consider removing the hard copy requirement and instead allow Offerors to submit responses via email submission?

**Answer:** See answer to Question 4.

**Question 21:** Should WCSD still require hard copies of Offeror responses, will WCSD confirm that it will accept digital blue-ink signatures on the original response of the Technical and Cost Proposals, as many Offerors cannot obtain wet signatures in light of current COVID-19 restrictions. Additionally, the Global and National Commerce Act (ESIGN Act) confirmed that electronic signatures have the same legal standing as “wet ink” signatures under U.S. federal law.

**Answer:** See answer to Question 2.

**Question 22:** Should WCSD still require hard copies of Offeror responses, will WCSD amend the requirement for flash drives/CDs and accept electronic response. For the required submission forms 5.0 and 5.2 would the district accept electronic signatures.

**Answer:** See answer to Question 2.

**Question 23:** We consider this information to be proprietary, would WCSD accept a live demo with our company to review the following requested internet screens:

- Posted transactions
- Approval/review of transactions
- Reporting screens
- Statements
- Recent activity
- User administration
- Notifications
- File uploads

**Answer:** The District will not be able accept a live demo in lieu of providing the above-mentioned information in the proposal. If you are including information in your proposal that you deem as proprietary, please mark it as such. Refer to NRS 332.061.



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**Question 24:** Regarding 46.0 and 47.0, please clearly define the order of the proposal submittal sections and your preferred final response to best facilitate your evaluation process.

**Answer:** The order of the proposal submittal can be determined by the Proposer as long as all the requirements in Sections 46.0 and 47.0 are addressed.

**Question 25:** Regarding section 43.4, can the district please clarify the following fees listed:

- i. Desktop reporting packaging
- ii. Technology

**Answer:** Those fees may not be applicable to every company or program. If those fees are not applicable to the program being proposed, they can be disregarded.

**Question 26:** Regarding section 43.5 revenue share and incentives, to help us build a competitive pricing model for the district, can you please provide the following:

- a. Large Ticket transactions for 2019 and 2020

**Answer:** See Attachment A and Attachment B of this Addendum for the 2019 and 2020 transactions.

**Question 27:** Does the district receive rebate on Level III and VPP transactions? Can the district please provide 2019 and 2020 volume for Level III and VPP transactions?

**Answer:** The District does receive a rebate on Level III or VPP transactions.

**Question 28:** Does the district have a preference regarding brand – Visa or MasterCard?

**Answer:** The District would prefer Visa.

**Question 29:** What is the target date for implementation for the new provider?

**Answer:** The target date for implementation for the new provider is July 1, 2021.

**Question 30:** 7.4 Regarding Loss of Contract and/or Inability to Fulfill Requirements

If Proposer has had a contract terminated, or has a pending termination, or a settlement to avoid litigation or termination for default during the past five (5) years, all such incidents must be described.

Our question: Is WCSD looking for information related to any litigation enterprise-wide at the bank or specifically our related business line – Corporate Payment Systems?



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**Answer:** Information provided for Section 7.4 should be provided for the Proposer’s entire enterprise.

**Question 31:** Due to impacts of Covid-19, would it be possible to only provide the proposal in electronic format? If yes, what guidelines need to be followed? Also, please provide the submission contact information.

**Answer:** See answer to Question 4.

**Question 32:** [We] offer additional products that could provide cost reductions and increase revenue share. These programs include other payment types which would incur fees. In order for us to provide accurate pricing, we would like to receive this information no later 4/22/21. If you are unable to provide the requested information but are interested in exploring the Payment Hub ACH product, if awarded the RFP, [we] can provide a demo and accurate pricing at Washoe’s request.

1. Total amount for payments made in the last 12 months
2. Total # of invoices in last 12 months
3. Total # of payments by payment type in last 12 months

**Answer:** Those products are outside the scope of this RFP and will not be considered at this time.

**Question 33:** We are very interested in submitting a response to the RFP what can I do so without some kind of NDA in place as we do not publicly share our cash incentives, acceptance data etc. Can you please advise if an NDA is possible?

**Answer:** The District will not sign an NDA. If you are including information in your proposal that you deem as proprietary or confidential, please mark it as such. Refer to NRS 332.061.

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**ACKNOWLEDGEMENT OF RECEIPT**

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
PROPOSING FIRM NAME

\_\_\_\_\_  
TITLE