

# City of Ashtabula RFP: Purchasing Card Program

## Questions and Answers

Deadline for submission of Questions August 28, 2020

**Q.**

1. What is your estimated annual spend on the P Card program?
2. How many cards to you need?

**A.** The estimated annual spend is \$900,000 - \$1,200,000. Currently, we have 18 cardholders, plus virtual cards.

**Q.**

Would the City give any thought to accepting electronic (emailed) submission of RFP responses? With the pandemic we are doing limited in-person deliveries.

**A.** Yes

**Q.**

Where is the City of Ashtabula's current Purchasing Card Program established today or will this be the first for the City?

**A.** The City of Ashtabula's purchasing card program is now with Huntington Bank.

**Q.**

Approximately how many cards will be issued?

**A.** Currently we have 18 card holders plus virtual cards. I expect one more department card to be issued in the near future.

**Q.**

What is the estimated total monthly or annual spend? Are spend volumes consistent or seasonal?

**A.** The estimated annual spend is \$900,000 - \$1,200,000 and is usually fairly consistent each month.

**Q.**

Does the City want one consolidated bill each month to pay (with individual detail), or make multiple individual card payments?

**A.** We prefer individual statements for departments /cardholders, and one consolidated bill each month for Accounts Payable to pay to the bank.

**Q.**

How is expense reimbursement handled at the City? Do you use an expense reporting system? If so, which one?

**A.** Accounts Payable books the expense and revenue through our Finance Software, Software Solutions-VIP. Government Fund Accounting is used to expense purchases and book revenue for rewards.

**Q.**

Deposit Account - ERIEBANK Purchasing Card Program normal policy/operating procedures require guarantors to establish and maintain a deposit account(s) equal to compensating balances with regard to monthly/or annual spend projections.

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**A.** Question for you- would monthly transfers to an account maintained with the Bank to cover monthly purchases fulfill this requirement? Is there a minimum balance to maintain an account for transfer?

**Q.**  
What challenges do you have with your current program?

**A.** The fees can be reduced and the cash rebates can be increased.

**Q.**  
What do you like about your current program? Is it MasterCard or VISA?

**A.** The purchasing card program is very user friendly and meets all of our needs. It is a MasterCard.

**Q.**  
How are virtual cards used? Are these typically the department cards and/or used to pay certain routine vendor payments?

**A.** Virtual cards are used for convenience, telephone orders, one-time purchases, or to reduce risk of disclosing a MasterCard Account number. V-cards are assigned by MasterCard and distributed to suppliers via secure email.

**Q.**  
Do you receive a daily file of card transactions today?

**A.** I believe this is possible. However, we have not had the need to do so.