Can we get a copy of the County's vendor file so we can properly size the opportunity? At a minimum, we would need a dump from your AP system showing a year's worth of data, including:

Vendor name

Vendor address

Annual spend with each vendor

Number of payments made to each vendor

Any payment discounts

No vendor files will be given out

Is commodity blocking required or would blocking at the merchant category code (SIC) be sufficient?

At the merchant level (SIC) is sufficient

Question 10 – Please explain.

Question 21 – Is it acceptable to the County to receive your invoice via a secure link to our software?

Yes, but hard copy is preferable for our Controller's office

Question 30 (System Integration) – Please explain what you mean by "PCard module" and what type of interface are you looking for?

We're interested in automating as much as possible

Has the County considered using a card program for Travel & Entertainment and for Fuel, or is the intention to only use the cards for Account Payables?

If used for A/P use only, has the County ever done a vendor match by Visa/MasterCard/or Amex?

This is our first look at this type of program, primarily we'll use it for AP

What is the anticipated Monthly/Annual spending on the cards?

As much as possible when we're fully immersed in the program

What would be the Spend Limit?

That would dependent on credit limit and further negotiations

What is the grace period that the County would desire? (5, 10, 15 or 25 days)

The longest grace period possible

How many cardholders?

5-10 cardholders

How many transactions per month?

Dependent on limits

What is the average dollar size of the purchases?

Dependent on limits

What percentage of total spend is qualified as Purchasing Large Ticket transactions (Single purchase transactions > $7,255)

Any significant peaks in spend? If so, how much and when?

This type of analysis hasn't been completed

Does the County use MCC (Merchant Category Classification) code restrictions on their cardholders? Any spend controls required?

We may want to institute this, spend controls would be required

What reporting does the County need and what level of detail is required?

At the very least we'd expect monthly detailed reports with availability of gaining further detail with the use of an online tool

Does the County need data mapping with expense reporting? (SAP, Concur)

That would be very helpful

Are there any challenges with the existing or past card programs with the County?
Supplier adoption?
Too many declined cards?
System constraints (don't/can't upload data to accounting system)?
Internal policies that hinder growth?

This is our first look at a P card program

What is the future growth plans for the Commercial Card program for the County?

The sky is the limit, we're hoping to become as automated and efficient as possible

Will the RFP be made public? If yes, is there a way to insure that American Express' proprietary information can be kept confidential?

If your firm submits a proposal it is considered a public document, I'll review this with our solicitors at the appropriate time

Please provide an exact definition of "Type III reporting" as stated on page five (5), comment number 10: Type III Reporting: Please indicate the vendors that have type III reporting.

Please detail the type of reporting can your firm offer

Please define, or provide details regarding comment pertaining to Mass Notification via email, as stated on page eight (8), comment number 33, "Mass Notification: The ability to notify all cardholders and approvers via E-mail messages as needed."

Should there be an issue with fraud we'd like to have instantaneous communication

Please comment on Lackawanna's openness to AXP providing American Express® Corporate Card and related T&E solutions inclusive of our response to comment number seven (7), page nine (9), "Describe any recommendations or suggestions above and beyond the requirements listed in this request."

Please suggest any and all options for Lackawanna County

Does the proposal submission process/instruction(s) allow for final proposals to be delivered to Lackawanna County and/or to Kevin Mitchell in person by an American Express employee?

The proposals can be either mailed or hand delivered

Is there any opportunity to submit further questions after Friday may 13th should the need arise?

No

The RFP states "The Proposer will provide customized statement printing for Accounts Payable and will be transmitted electronically via an encrypted IP session." If statements are provided to the County electronically via the online card management solution and also provided in hard copy form via mail, can the County clarify what they would want to be electronically transmitted? Is the Country looking for a file with statement data in it or some other form of transaction data that can be integrated with accounting software?

We're looking at all options that may be available, we won't be looking to integrate with our financial system at first, but if it's available it may be something we look at in the future

The RFP states "Pre-Encumbrance of Funds: Please offer suggestions on the best way to pre-encumber the expenses from each transaction and pass them to the general ledger in a timely fashion"   Can you provide an explanation as to the pre-encumbrance of funds? Does this question deal how we will provide expense data to the County?

Yes, disregard the pre-encumbrance of funds, we're looking for the detailed data

Is an email copy of proposal acceptable in lieu of a thumb drive/CD?

We need the hard copies and would prefer a thumb drive

Can you please describe the County's current process for Accounts Payable purchases, i.e. use of Purchase Orders, Post Invoice, etc.

We use automated reqs, PO's to approve purchases

What are some examples of mass notifications the Country is seeking?

An email to all user would suffice

Is the County flexible in regards to payments terms? Would the County be open to discussing rebate tiering with 7, 14, or 25 day terms?

We're open to all options at this time

Will the county have any "proxy" users? Users with no card, but access to the system to code and allocate charges

Yes