Question 1

Approximately how many cards do you currently have?

What is the number of cards that will need to be issued initially?

Response

Approximately 100 cards. Usually issue about 10-15 cards annually due to employee turnover.

Question 2

What is your annual spend, approximately?

Response
Approximately $800,000 a year.

Question 3

What is the credit limit you will need/currently have?

Response
Current limit is $425,000 and meets our current needs.

Question 4

Please provide vendor list?

Response
See Exhibit A

Question 5

What card brand(s) does Airport currently use (MasterCard, Visa, AMEX)?

Who is the provider for the current Purchase Card Program?

Response
MasterCard through Fifth Third Bank

Question 6

What Expense Reporting Program/Software does the airport utilize?

What is the software the airport uses for accounting and expense management? Are you wanting the purchasing card program to integrate with either program?

Response
Abila MIP Fund Accounting, would like to integrate if possible. At the very least would like to be able to download a report(excel,csv) so we could upload into our system.

Question 7

Does the Airport currently use an e-payables program? If so, who is the provider of the program and what is the monthly/annual volume of spend?

Response
No

Question 8

Does the Airport currently use Ghost/Lodged Cards (cards you exclusively use for one particular vendor i.e. Verizon)? If so, what is the spend attached to their use?

Response
Not currently

Question 9

How much of the current Purchasing Card Program annual spend, if any, is in Non-US dollars?

Response
N/A - have not made purchase outside of US in a couple of years.

Question 10

What is your foreign transaction fee for Non-US Dollar Spend?

Response
N/A do not have any foreign transaction fees.

Question 11

What are the current program payment terms (pay in full or revolving), payment cycle + grace period, and credit line for the Purchasing Card?

Response
Current cylce ends on the 25th of every month. Payment is due in full by the 21st of each month which is processed through one ACH payment for all accounts.

Question 12

What, if any, rebates and incentives does the Airport currently have with its existing program?

Response
Current rebate percentage received last year was 1.0875%

Question 13

Tell me what you like about your Current Card Program?

Response
Ability for card holders to enter information about expenses such where expenses get coded and details of expenses(such as travel dates, location,etc.)

Question 14

What pain points are you currently experiencing with your existing Card Program? (i.e. what do you dislike/what does not work well with your existing Card Program)?

Response
Would like to the ability to upload invoices and receipts into software and have managers approve online.

Question 15

With regards to your payables file submission process, is it a single file submission or are you sending separate files?

Response
We do not process payables through file submission process.

Question 16

Do you have a need for cash access on the Purchasing Card?

Response
No

Question 17

How are you cost-allocating your Purchasing Card expenses?

Response
This is a manual process where employees are required to go online and enter expense code for expense to be charged to.

Question 18

Could you provide an overview of what type of spend is included in the current $800,000 of spend that is noted in the RFP?
Could you provide your average transaction size?

Response
Average transaction amount is about $240. P-Cards are given to employees to use for travel expense and to also purchase items such as supplies and equipment. Employees are encouraged to use P-Card rather than to pay with check.

Question 19

Are there fuel expenses for aircrafts? If so could you provide the volumes and amounts?

Response
Just started a new operation and right now we aren't sure what those amount will be.

Question 20

Are there fuel expenses for vehicles? If so what data would you need to capture for vehicles fuel spend?

Response
No