



MEMORANDUM

To: Government Operations Committee

From: Rick Snyder, Director of Finance

Date: August 29, 2017

Subject: Update on Procurement Card (P-Card) RFP

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I wanted to update the Government Operations on the progress that has been made on the Procurement Card (P-Card) RFP and the upcoming selection of a P-Card vendor. The Purchasing Division has prepared a Status Report which appears on the next page.

Background

The Finance Department, after extensive research, determined that it would be in the County's best interest to evaluate competitive proposals for a new Procurement Card (P-Card) Program.

This Program is intended to reduce the costs affiliated with the purchasing and accounts payable processes by streamlining the purchases therefore issuing less requisitions, purchase order, and checks. The Finance Department will continue to oversee the Program to ensure that County Policies and Procedures are followed in the acquisition of goods and services.

A Procurement Card (P-Card) Program is intended to save the County money because the various programs offered by banks offer **rebates** to the County for purchases made on the P-Card. (See attached SAMPLE Rebate Schedule.)

Benefits to the County

- Reduction in procurement and payment paperwork for both the requesting department(s) and the Purchasing and Accounting Divisions;
- Rebate on 100% of the money spent with vendors that accept the card vs. the **zero rebate** we receive currently (current vendor: Elan Financial Services, Fargo, ND);
- Expedited payments to the vendors (24-48 hours vs. net 30) potentially reducing the need for manual checks;
- Zero liability to the County for lost or stolen cards.

Tompkins County Procurement Card (P-Card) Program Status Update

Activity	Notes/Comments
RFP Released	July 27, 2017
Email Notifications of Specification Availability Issued to Vendors	July 27, 2017 - Vendors: TCTC Chemung Canal KeyBank First National Bank of Groton First National Bank of Dryden Tioga State Bank Community Bank JP Morgan Chase M & T Bank (web contact form) PFM Financial Services (NYSAC endorsed)
Vendors who Downloaded Specifications	JP Morgan Chase Capital One Bank of America Mastercard PFM Financial Services KeyBank
RFP Due	August 25, 2017 - Five Responses Submitted: KeyBank Capital One JP Morgan Chase PFM Financial Services Bank of America
Review Committee	Rick Snyder, Finance-Accounting Donna Shaw, Finance-Accounting Julie Fergus, Finance-Accounting Lisa Hall, Finance-Purchasing Greg Potter, ITS Katy Prince, ITS Jackie Kippola, Administration
Vendor Demonstrations	October 10 - 13, 2017
Award Recommendation to Committee	November 1, 2017
Legislature	November 9, 2017
Contract Commencement	January 1, 2018

To summarize, the Procurement Card (P-Card) RFP has gone out and the Purchasing Division received 5 responses. The Review Committee will evaluate these 5 responses and compare them to the NYS State Contract vendor, Citibank. Two or three of the top banks will be selected to give Vendor Demonstrations to the Review Committee during the week of October 9th, 2017.

We plan to bring this back to the Government Operations Committee on November 1, 2017, for approval of the Award Recommendation. It will be forwarded on to the Legislature for their approval at the November 9, 2017, Legislative Meeting. Concurrently, my staff plans to complete work on a P-Card Procedures Manual and associated forms prior to rolling out the new Procurement Card (P-Card) Program to the departments. Please do not hesitate to contact me with any questions you may have.

cc: Joe Mareane, County Administrator