



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

JENNIFER BERTINO-TARRANT
WILL COUNTY EXECUTIVE

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2023-87 Procurement Card Services Addendum #1

We received the following questions regarding this RFP:

Question #1: Can proposals be submitted electronically?

Answer #1: Will County does not accept electronic bid submissions at this time.

Question #2. Can the County please confirm the annual spend (\$) on your existing Purchasing Card program?

Answer #2: 10.5-11 Million annually.

Question #3: Can you confirm your existing payment or settlement terms?

Answer #3: We are billed on a 21-day cycle.

Question #4: Can you share your existing rebate grid?

Answer #4: We will not disclose current terms as we are looking for your best proposal.

Question #5: Does the County have an AP spend file it can share? The bank can analyze your vendor payments and recommend how our card solution can modernize your AP process.

Answer #5: We do not wish to consider this as part of our RFP solicitation.

Question #6: Who is your current card provider?

Answer #6: BMO

Question #7: Does the County receive a cash-back rebate? If so, would you provide the program requirements and the basis points earned from your last rebate period? Is your rebate paid annually?



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Answer #7: Annual rebate around 100k.

Question #8: • Are there any pain points with your current credit card provider &/or features you wish were available?

Answer #8: No.

Question #9: The County shared in its proposal their program structure requirements. Does the County currently utilize that structure today or is the County looking to enhance and streamline some processes and functionality not utilized today?

Answer #9: Currently use that structure.

Question #10: How are you using your credit cards? (types of purchases-For Ex: Travel & Expense, Office expense, etc.)

Answer #10: Cards used for travel and daily expenses.

Question #11: How are cardholders added / managed today?

Answer #11: Through an administrator for the program housed in the Auditor's office.

Question #12: What types of functionality do you use? Online card maintenance, any automated processes such as virtual payments, GL integration, etc.?

Answer #12: Use on-line card maintenance, would like g/l integration moving forward.

Question #13: At the end of the month how do you get the accounting information from your employees into Microsoft Dynamics 365?

Answer #13: Through journal entry manually.

Question #14: Does the County use a 3rd party vendor such as Expensify or Concur for their employees expense reporting?



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Answer #14: No

Question #15: How many departments utilizes the card program today?

Answer #15: All of our departments have cards, 180 current cardholders.

Question #16: How does the County pay it's bill? (one bill where all department spend rolls up under the main billing account or does each department pay its own bill directly to the card provider?)

Answer #16: one bill paid via automatic debit.

Question #17: Fleet services: What reporting detail/data from these types of transactions does the County require to be captured?

Answer #17: The county doesn't use this very much.

Question #18: Travel & Lodging expenses: Does the County use a travel agency or is each cardholder responsible for their own travel bookings?

Answer #18: No, a travel agency is not used.

Question #19: Does the County have any employees that are non-cardholders that report expenses (on a regular basis or infrequently)?

Answer #19: We have admin people in departments without cards that take care of admin duties on the bank website.

Question #20: How do you currently manage your payables process including approvals? Please explain

Answer #20: Manually approved on paper, see above for D365 info.



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Question #21: Centralized / decentralized process, invoicing process, approval process, etc

Answer #21: Starts with centralized process on the bank website then moves to individual departments for g/l coding and approvals.

Question #22: Total annual amount in all payables (excluding payroll)

Answer #22: This information is not readily available.

Question #23: Payment method (check, ACH, wire, card – what percentage of each)

Answer #23: ACH.

Question #24: Do you pay vendors with P-Card or Virtual card today? If so, please describe

Answer #24 Use p-card for some expenses.

Question #25: Would the County be willing to provide your list/AP file for us to analyze the potential opportunity for payment via card?

Answer #25: Not at this time.