

Request for Information (RFI) #3150001957
Addendum 1
Questions and Answers

Solicitation:	Request for Information (RFI) #3150001957 Electronic Payment and Invoicing Solution
Introduction:	Issued on: Tuesday, February 19, 2019 This document answers vendor questions received. With the exception of removing specific vendor names, the questions are exactly as received. The State is publishing all questions / answers to provide all potential vendors the same information.

Question 1	
Vendor Question:	The RFI notes that there is currently as system for payments and invoicing used by state agencies. Was this system provided by a vendor? Or developed in house? If it was provided by a vendor, could I inquire the vendor name, and contract number, start, and end date?
State Answer:	Bank of America is the current provider. The contract information is available in the State's Transparency website.
Question 2	
Vendor Question:	Is this considered to be an urgent need for the state? Is there an expected timeframe for project start or implementation? If there may be a formal solicitation later released, does the Department have an estimate as to when that might take place?
State Answer:	The State must have a solution to process vendor payments. Pending the outcome of the RFI, DFA may issue a formal solicitation in Spring 2019.
Question 3	
Vendor Question:	Has funding been secured at this point for this project?
State Answer:	Yes
Question 4	
Vendor Question:	Who many invoices is the State processing per month?
State Answer:	There is an average of 350 invoices and 21,000 payments processed in the current system each month.
Question 5	
Vendor Question:	How many staffers are assigned to processing invoices?
State Answer:	The 120+ State agencies process their own invoices; therefore, DFA does not know the number staff that process each agencies respective invoices.
Question 6	
Vendor Question:	What is the average number of line items per invoice?
State Answer:	DFA cannot provide the average number of line items per invoice; however, the accounting system allows up to 1,000 line items per document.

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Question 7	
Vendor Question:	Is the State also interested in outsourcing check printing
State Answer:	No, the State is currently not interested in outsourcing check printing.
Question 8	
Vendor Question:	Is the State interested in including wires as part of a consolidated payables program?
State Answer:	No, the State is currently not interested in this process.
Question 9	
Vendor Question:	Will there be any international payments made?
State Answer:	The State does have international vendors; therefore, the system must be able to make payments to these vendors.
Question 10	
Vendor Question:	Please provide details around the mix of POs vs Non PO invoices on a monthly basis.
State Answer:	There is an average of 40,000 non-PO and 16,000 PO invoices each month.
Question 11	
Vendor Question:	Is today's invoice approval process centralized or decentralized today?
State Answer:	The approval process is decentralized.
Question 12	
Vendor Question:	What kind of remittance is the State passing to vendors today?
State Answer:	The following information is currently on the remittance file: record type, business area number and description, warrant number, amount, vendor number and name, general ledger code, line and reference text, PO information, state account number, invoice number, line number, reference key.
Question 13	
Vendor Question:	Since they talked about housing ACH financial information, we would be looking at PMP or Enhanced Payment Manager.
State Answer:	The State believes this is a vendor statement not a specific question for the State to answer.

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Question 14	
Vendor Question:	Do you have any vendors today that require a PDF to be sent for remittance?
State Answer:	DFA does not send any attachments in the remittance file.
Question 15	
Vendor Question:	Will the State provide a vendor file?
State Answer:	The State will provide a daily file of vendor payments that need to be processed. The State will send new vendors as well as vendor changes on a daily basis, but the State does not house banking information in the accounting system.
Question 16	
Vendor Question:	Did the State award the 2017 PCard RFP and if so, to whom?
State Answer:	DFA/Mississippi Management and Reporting System (MMRS) is not involved in the PCard process.