STATE OF HAWAII

STATE PROCUREMENT OFFICE

HONOLULU, HAWAII

MARCH 1, 2019

ADDENDUM 3

TO

REQUEST FOR PROPOSALS

SOLICITATION NO. RFP-19-003-SW

PURCHASING CARD PROGRAM

FOR THE STATE OF HAWAII

Responses to HIePRO Questions

Answers to Questions for Solicitation: P19000942
Purchasing Card Program for the State of Hawaii

1. Page 2 OFFER CHECKLIST 1. Would the state consider expanding the page requirement for the Technical Submittal? Technical Submittal (Not to exceed 12 pages)

The State will expand the page requirements for Technical Submittal from Not to exceed 12 pages to Not to exceed 18 pages.

2. Page 2 OFFER CHECKLIST 2. Would the state consider a smaller font size for the RFP response?

No.

3. Page 2 OFFER CHECKLIST 3. Would the state consider expanding the page limit for the Management Submittal?   Management Plan Submittal (TOTAL Not to exceed 16 pages, excluding resumes and auditors report)

No.

4. Page 2 OFFER CHECKLIST 4. Would the state consider expanding the page requirement for the training requirement? C. Training Requirements (Not to exceed 3 pages)

The State will expand the page requirement for the training requirement from Not to exceed 3 pages to Not to exceed 5 pages.

5. Page 2 OFFER CHECKLIST 5. Would the state consider expanding the page requirement for the cost proposal?

There is no page requirement for the Cost Proposal.

6. Page 4. 1.2 Background Does the City have a brand preference – Visa or Mastercard?

The State does not have brand preference.

7. Page 4. 1.2 Background Does the City receive Large Ticket rebate today for your Card program? If yes, please provide the Large Ticket volume for 2017.

The State does not receive a separate rebate for Large Ticket items.

8. Page 4. 1.2 Background Does the state receive rebate on Level III and MPP transactions? Can the state please provide 2017 volume for Level III and MPP transactions?

The State does not have levels for the rebates.

9. Page 4. 1.2 Background Does the City have a standard PCard today or does the City have a One card product in place today? What is the City's preference One Card or Purchasing Card?

Currently the City and County of Honolulu is part of the State of Hawaii's pCard Program. The current pCard issuer is First Hawaiian Bank using a Mastercard product. The State's preference is a Purchasing Card.

10. Page 4. 1.2 Background Each department within the participating jurisdiction receives the rebate in the form of a check based on the departments prorated percentage of spend. Can the state elaborate on the structure of your program in place today? Is a department defined as the agency located on each island?   Or is the jurisdiction an island and the allocation is to each department of each agency for each island?

There are currently 18 Purchasing Jurisdictions, throughout the entire island chain, that are part of the existing pCard program, with approximately 3,700 cardholders. Within each Jurisdiction is a department and within a department there are agencies, which may be on each island.

11. Page 27.5.2.1 Rebate Information 11. Based on the pre-proposal call, we understand that the state would like to expand the card use by implementing a virtual card solution. Can the state provide at least two AP files from the largest of your agencies to help us in projecting potential volume spend and rebate potential by having us analyze the AP spend? Here is the information we are seeking for the analysis: • Vendor name • Twelve months of standard AP spend • Payment type (check, ACH,

wire, etc.) • Supplier address • Tax ID# (optional) • Transaction count (how many payments a year) • Excel format

This information is not available.

12. Page 16, MINIMUM REQUIREMENTS 5.2.1   1. Minimum Requirement 1 – Card Issuance Card Issuance requires the approval of the department's/jurisdiction's pCard administrator. The awarded contractor shall incur all costs associated with card issuance, including but not limited to the production of the card and any delivery method proposed. Can the state elaborate on this requirement? What is the preferred delivery method for your cards? In a calendar year, how many cards were needing to be expedited/rushed?

The awarded contractor shall incur all costs associated with card issuance, including but not limited to the production of the card and any delivery method proposed.
Currently 2-5 rush card requests monthly.

13. Page 16, MINIMUM REQUIREMENTS 5.2.1 Minimum Requirement 2 – Card Format/Design The Offeror must provide customized card designs created specifically and exclusively for the State of Hawaii Purchasing Card Program.   Emergency Cards – Does the state require these cards to be red or can they be a different color than the state's standard cards?

The Emergency Cards do not need to be red. They need to be significantly different & distinguishable from the standard pCard.

14. Page 27 5.4.1 EVALUATION CRITERIA 3: REBATES/INCENTIVES The State currently receives, from the card issuer, quarterly rebates based on total dollar transaction. Each department within the participating jurisdiction receives the rebate in the form of a check based on the departments prorated percentage of spend. 13. Can the state clarify this requirement? Does the state receive rebate on total volume spend of all transactions or average transaction size?

Currently each department receives, from the card issuer, a quarterly rebate based on the quarterly spend.

15. Page 27 5.4.1, Page 27 Rebate Information Does the state have a minimum tier required for rebate?

No.

16. Page 27, 5.4.1 Incentive Information Offeror shall describe any incentives associated with the rebate program. Is the state seeking an upfront incentive payment as part of the financial offer?

Offeror shall describe any incentives associated with the rebate program, which will be evaluated

17. Page 18, 5.2.1 Minimum Requirements K. Minimum Requirement 11 – Rebate Transmission The State requires the Offeror to electronically transmit the quarterly rebates earned to each participating department/jurisdiction that is capable of receiving electronic deposits. If any State or County is unable to receive an electronic transfer, the Offeror shall offer an alternative method, including remittance by paper check. Can the state please clarify this requirement? Is the state looking to have

each agency receive their own quarterly rebate? Is the state looking for reports to show which departments have qualified for rebates under the participating agencies?

Yes, the State is looking to have each department/jurisdiction receive their own quarterly rebate. Yes, the State would like a report of the department/jurisdictions rebate information.

18. In General Conditions, section 2(e)'s discussion of the excise task license, does the State believe this is applicable to the services (credit extension) provided under this contract?

This would not be applicable unless the business has a presence in Hawaii.

19. As a national association, do we need to register with the State of Hawaii? (reference RFP, section 7.5.3)

Yes.

20. Does the State anticipate section 7.9 (Tax Liability) of the RFP as being relevant to this relationship?

Yes, if applicable.

21. In General Conditions, section 9 (Liquidated Damages), there's a reference to an amount Contractor would owe, if any, the State set forth in the Contract. Is this section applicable? If so, where can we find the amount?

Not applicable on this contract.

22. In General Conditions, section 26 (Ownership Rights and Copyrights), does the State think this is applicable to the relationship? If so, can the State describe what materials it would be entitled to under this Contract?

Not applicable.

23. In section 19(c) (Agency procurement office) – can the State explain what it means by "changes in the work within the scope of the Contract" and "changes in the time of performance of the Contract" as it relates to the credit extension relationship?

This does not apply to credit extension relationships.

24. Does the State believe that section 29 (Cost or Pricing Data) and section 30 (Audit of Cost or Pricing Data) apply to the credit extension relationship?

Yes.

25. Page 3 SECTION 1: GENERAL INFORMATION 1.2 BACKGROUND Purchasing Jurisdictions Question: Can you please provide • Which entities are billed directly and responsible for their own credit card bills? • Which entities are billed directly to the State of Hawaii and secured/guaranteed solely by the State? • What is the estimated spend of each self-supporting entity? Depending on size, some of

these entities might require approval from TTS Risk rather than FIRM. • Are there any purchasing jurisdictions that do not produce a CAFR? • Did all Purchasing Jurisdictions receive a rebate in the past 12 months.

Each department/jurisdiction is responsible for their own credit card bills.
Please see Attachment 1 for FY2018 quarterly breakdown.
No, all purchasing jurisdiction produce a CAFR.
Yes, all Purchasing Jurisdictions received a rebate in the past 12 months.

26. Page 10 SECTION 3: REQUIREMENTS 3.3 INSURANCE To be eligible for award, the Offeror agrees to acquire insurance from an insurance carrier or carriers licensed to conduct business. Question: Can banks provide self-insurance for Liability Insurance certificates (Commercial, Auto, Professional & Technology Based Services, Network/Cyber.

Yes. The CONTRACTOR is permitted to use a self-insurance program in lieu of a general liability insurance issued by an insurance company as described in Special Conditions no 5. provided the CONTRACTOR agrees at the discretion of the State of Hawaii to participate in a financial feasibility assessment no less than every three (3) years during the life of this contract.

27. PAGE 7 SECTION 2: SOLICITATION INFORMATION 2.3 ELECTRONIC PROCUREMENT 2.3.3 As part of this procurement process, Offerors are informed that awards made for this solicitation, if any, shall be done through HIePRO and shall therefore be subject to a Minimum .75% (.0075) transaction fee, not to exceed $5,000, for the total contract term. • Can the State clarify the method of payment for the transaction fee (check, wire, ACH, other)? • Will this fee be paid as part of the annual rebate?

Transaction fee may be paid by credit card, echeck or subscriber account.
This fee will not be part of the annual rebate.

28. Page 27 5.4 EVALUATION CRITERIA 3: REBATES/INCENTIVES 5.4.1 REBATE INFORMATION The Offeror shall provide a plan for the quarterly earned rebate to the State of Hawaii based on the aggregate volume of purchases from all agencies during a standard payment cycle. • Question, Can the State provide a tiered rebate template. This may be helpful to compare rebates by banks. • How will the State score sign-on bonuses? If a sign on bonus contains a clawback provision will the State accept this? • Is there a minimum spend that is not entitled to a rebate. i.e., if the purchasing jurisdiction's calculated quarterly rebate is less than $100 for example; can the jurisdiction be made ineligible for a rebate? • Would the State be amendable to the rebate paid directly to the State for distribution to the participating jurisdictions?

The State does not have a tiered rebate template.
There is no minimum spend for the rebate.
The rebates must be able to be paid directly to each department/jurisdiction.
The State will not be amendable to the rebate being paid directly to the State for distribution to participating departments or jurisdictions.

29. Section 5.2.2, Evaluation Criteria, Page 18: Given the number of questions and the detailed response that is required for the section, is there flexibility on the page number max beyond 12 pages? If so, what is the max number of pages that the State will accept?

The State will expand the page requirements for Technical Submittal from Not to exceed 12 pages to Not to exceed 18 pages.

30. RFP-19-003-SW - P.16/Sec 5.2.1.B, c: TAX EXEMPT AND TAX ID – Would the Tax Exempt and Tax ID number differ by department/jurisdiction? Or, is there one Tax Exempt / Tax ID number for all accounts?

The State of Hawaii is not Tax Exempt.

31. RFP-19-003-SW - P.17/Sec 5.2.1.C, b & c: MCC GROUP TEMPLATE & MERCHANT BLOCKING – Does merchant blocking mean merchant specific or MCC specific?

MCC specific.

32. RFP-19-003-SW - P.18/Sec 5.2.1.H & P.23/Sec 5.2.1.T: VERBIAGE CLARIFICATION – P.18 "The State of Hawaii shall not be liable for unauthorized or fraudulent transactions posting to an account, including accounts that have been closed, or from lost or stolen cards." VS P.23 "Liability – The State shall be liable for all valid transactions not exceeding the single purchase card limit which are initiated with the control restrictions in effect at the time of the transaction. The State shall not accept liability for unauthorized use of purchasing cards, fraudulent use, or lost or stolen cards that are reported in accordance with the contractor's policies…." - Different language pertaining to the same topic – which is correct?   Is "fraudulent use" same as "fraudulent transaction posting to an account…"?

"fraudulent use" and "fraudulent transaction posting to an account…" is used interchangeably.

33. RFP-19-003-SW - P.18/Sec 5.2.1.I, a: DATA TRANSMISSION AND CONNECTIVITY – Is the transaction activity being transmitted at least once per day M-F only for posted transactions from the previous day?

Currently the transmission is once a week.

34. RFP-19-003-SW - P.18/Sec 5.2.3.A: TRANSACTION VOLUMES – What is inferred by "handling" – in what way? Initiating purchases, taking in data, reviewing/allocating transactions, processing payment? Can the State provide more context or details?

Handling - Initiating purchases, taking in data, reviewing/allocating transactions and processing payment.

35. RFP-19-003-SW - P.19/Sec 5.2.3.D, b: MOBILE PROCESSING CAPABILITIES – What are the State's expectations for "mobile processing capabilities"? Ex. See billing information? Make payments?

Mobile processing capabilities for billing account creation and maintenance.

36. RFP-19-003-SW - P.19/Sec 5.2.3.D, d: WORKFLOW APPROVAL AND MAXIMUM… – What are the State's expectations for "workflow approval" – to make payments? To approve cardholder transaction reconciliation?

The State's expectations for "workflow approval" are approvals to make payments, to approve cardholders reconciliations and other approvals necessary.

37. RFP-19-003-SW - P.20/Sec 5.2.3.H, c: SECURE FILE UPLOAD CAPABILITIES – Does "secure file upload" mean that the State is looking to upload files for card requests/card issuance? Like a form or data file? Is there an example of what type of files the State would need to upload for processing card issuance?

"Secure file upload" means data or a file which information needs to be transmitted or uploaded securely to our financial system or other platform as dictated by the State.

38. RFP-19-003-SW - P.22/Sec 5.2.3.Q: CHANGES IN PROGRAM COORDINATORS/ADMINISTRATORS – Is the automated process to maintain program coordinators/administrators referring to how the State will notify the Issuer of new program coordinators/administrator? Or, after the Issuer is notified… is the automated process referring to maintaining program coordinators/administrators on an online tool?

Yes, referring to the process of how the State will maintain and notify the Issuer of new program coordinators/administrators.

39. RFP-19-003-SW - P.21/Sec 5.2.3.K, b: EMAIL – Is the State referring to an Email link or PDF?

As stated, offeror shall describe available options for statement delivery to include but not limited to…

40. RFP-19-003-SW - P.21/Sec 5.2.3.L, a: SOFTWARE SOLUTION'S AND OPERTAIONAL REQUIREMENTS – Software solution's capabilities and operational requirements appears to be an overarching ask to the below break out as "L" is asking about the software solutions capabilities under the reconciliation/reports umbrella – so is part "a" also limited in scope to include capabilities related just to this topic or more broad? Or is "a" meant as a lead-in to "b" and "c" except for the operational requirements which should be answered in part "a" – in other words the "capabilities" are further laid out in "b" and "c" so is a more general answer expected outside of the reconciliation/reports categories listed below?

Section 5.2.3.L is asking the overall capabilities of the software the offeror is proposing to include, but not limited to the features described in section a through e.

41. RFP-19-003-SW - P.23/Sec 5.2.3.R, g: MOBILE TECHONOLOGY CAPABILITIES – Please clarify what secure data transmissions the State is looking to do via mobile device (uploading/downloading files; accessing or viewing data; etc). Define mobile device (phone, tablet, laptop, etc).

As stated, "The Offeror shall describe the methods of securely transmitting the data file to the State, including but not limited to:…"
Offeror should describe what type of secure data transmission via mobile technology capabilities.

Offeror should describe type of mobile devices that are capable of mobile technology capabilities.

42. RFP-19-003-SW - P.24/Sec 5.2.4.E, 4: UNIQUE DOCUMENT IDENTIFIER – What is an example of a Unique Document Identifier?

A unique identifier could be the number associated with a specific transaction.

43. RFP-19-003-SW - P.24/Sec 5.2.4.E, 2: SPLIT FUNDING – Is "split funding" referring to being able to split or allocate portions of each transaction to specific budget codes/GL accounts?

Yes, the system must allow buyers to be able to split or allocate each transaction amount to specific budget/GL accounts.

44. RFP-19-003-SW - P.26/Sec 5.3.2.1.B. b,3,:THE NUMBER OF POSITIONS THAT WOULD BE ASSIGNED TO THE STATE'S PURCHASING CARD ACCOUNT… - Are the number of hours each position will spend on implementation and on-going operations for the duration of the contract, per week or total hours per each position?

Offeror to provide information what they feel applicable to each position.

45. RFP-19-003-SW - P.32/Sec 6.4: NUMBER OF TRAINING SESSIONS PROVIDED BY AGENCIES – Are the training sessions over the implementation timeframe or does the State desire to have periodic on-site, on-demand training available on an ongoing basis during the life of the contract?

The State desires to have both on-site and on-demand training as needed throughout the duration of the contract.

46. Section 1.2 Background Please provide the spend limits on the eight emergency Pcards.

There are spend limits on Emergency pCards. The spend limits vary from department to department. Some limits be set as low as $1 until a State of Emergency is declared, or it can remain at a permanently set higher limit.

47. Section 1.2 Background Please describe the three hierarchy levels of the existing program.

TSYS hierarchy levels are reporting units that enable certain accounts to be grouped together for tracking purposes. The "top level" unit is always the parent account, other units following the top level unit further defines how the department wants to group their employees. There are up to 8 levels of Hierarchy Units. The various departments range from using only 1 level hierarchy to perhaps 3 levels of hierarchy. For example:
Hierarchy Unit: 1XXXXXXX 2XXXXXXX 3XXXXXXXX
1XXXXXXXX = DOT
2XXXXXXXX = DOT HR
3XXXXXXXX = DOT HR Employee Benefits

If a cardholder has all three units on their account, they would be part of the DOT HR Employee Benefits reporting group. If DOT only wants reporting as far as DOT HR, then they would only assign 2 units, etc…

48. Section 1.2 Background Is there an overall administrator at the top level that has access across the program?

Yes, the contracts pCard administrator shall have access across the entire program.

49. Section 1.2 Background Are you able to provide annual spend volume and cardholder count by the 18 purchasing jurisdictions?

See Attachment 1 for FY18 quarterly breakdown.

50. Section 1.2 Background Do you have an overall program spend/credit limit? If yes, what is that limit?

Credit limits are established by each department and/or jurisdiction.

51. Section 1.2 Background Does the State have a maximum spend/credit limit?

Credit limits are established by each department and/or jurisdiction which determines the spend limit for each department or jurisdiction.

52. Section 1.2 Background Do all the jurisdictions roll-up under one spend/credit limit? Or, are there separate spend limits for the jurisdictions that aggregate to a level equal to or less than the program limit.

There are spend limits set by each Department/Jurisdiction.

53. Section 1.2 Background Are spend/credit limits set at the jurisdiction level and billing account level. If yes, what are the current limits?

Yes, they are set at the Department/Jurisdiction level.
The current limit information is not available.

54. Section 1.2 Background Can you please provide a breakdown of cardholders / monthly spend by purchasing jurisdiction?

See Attachment 1 for FY18 quarterly breakdown.

55. Section 1.2 Background Are any cardholders members of multiple purchasing jurisdictions?

No.

56. Section 1.2 Background Do you intend to sign one master agreement that covers all jurisdictions?

There will be one master agreement to cover all participating jurisdictions.

57. Section 1.2 Background Are you agreeable to signing a borrowing resolution?

No.

58. Section 3.5 Payment 1. For the current program, what is the billing cycle and number of days after the end of the billing cycle that that payment is due? Is this a workable timeframe?

Billing cycles vary from department to department. Some have cycle 04, 14, or 28. Payment is due 30 days from end of billing cycle. Yes, this is a workable timeframe.

59. Section 3.5 Payment Does each jurisdiction and agency submit payments or is there one payment to cover the amount due for the entire program?

Each Department/Jurisdiction submits their own payments.

60. Section 3.5 Payment How is each payment made, check, ACH, wire, other?

Currently all payments made by check.

61. Section 3.5 Payment Has there been a late payment? If yes, please provide the best estimate of the dollar amount of late payments for FY 2015, FY2016, and FY 2017.

There were no late fees assessed for FY2017and FY2018.

62. Section 3.6 Payment To Hawaii Information Consortium LLC (HIC) If the contract value input is $1.00, does that mean the offeror awarded the contract will pay HIC less than $1.00?

No. Section 3.6 PAYMENT TO HAWAII INFORMATION CONSORTIUM, LLC (HIC) HIC shall invoice the Contractor directly for payment of transaction fees for the first year of the contract, not to exceed $5,000. Invoice will be based on quarterly sales reports.

63. Section 5.2.1 Minimum Requirements Section H. Lost/Stolen Cards Please provide the dollar amount of fraudulent transactions for FY 2015, FY 2016, and FY2017.

FY 2017 - $47,325.58
FY 2018 - $33,299.90

64. Section 5.2.1 Minimum Requirements Section I. Data Transmission and Connectivity Regarding the daily transmission of accounts and transaction activity, please describe how this information is used and what system or systems receive and warehouse this information.

The two systems that receive pCard data are FAMIS and Datamart.

FAMIS is the State's accounting system that is used to process the pCard transactions and generate the payment to the bank.
State departments have access to the pCard system via the internet where they verify, add data, change data, etc.

On a monthly basis, the departments download their transactions from the current vendor's system to their pcs.
From their pcs, the departments transfer the pCard transactions to FAMIS for processing.

Datamart is the data warehouse system that receives pCard data from the current vendor.
The transmission is currently done through a SFTP site provided by the current vendor.
The current schedule is a Weekly file typically provided on Mondays.
There is no requirement for a particular time of day or day of week. We just need a file at least weekly.
The new vendor would have to provide a SFTP site accessible by the State or use the State's Axway SFTP site.
The file placed on the SFTP site should be encrypted with a Public Key protocol.

65. Section 5.2.1 Minimum Requirements Section J. Rebate Documentation Please provide the number of quarterly rebate checks received each quarter in FY2017.

FY2017 Q1 – 48, Q2 – 45, Q3 – 45, Q4 - 45

66. Section 5.2.1 Minimum Requirements Section J. Rebate Documentation Does your current documentation include Level 3 spend?

Information not available

67. Section 5.2.3 Project Goals and Objectives D. Billing Accounts Can you please help us to understand what defines a billing account? Is a billing account per department/agency?

A billing account may be a department/jurisdiction.

68. Section 5.2.3 Project Goals and Objectives D. Billing Accounts Does each billing account receive a rebate?

Yes, if there is a spend amount.

69. Section 5.2.3 Project Goals and Objectives D. Billing Accounts Please advise your current workflow approval process and if there are limitations.

Currently the state does not have automatic approval process, the process is manual.

70. Section 5.2.3 Project Goals and Objectives D. Billing Accounts Please advise how long you retain images of expense reports and charge slips on your current system.

Retention of Bank Statements and Related Records is 3 years if audited, otherwise 6 years.

71. Section 5.2.3 Project Goals and Objectives E. Card Format/Design How many different card designs does the State have today?

The State currently has 4 different designs.

72. Section 5.2.3 Project Goals and Objectives F. Card Controls and Restrictions Do you use a pre-approval process that routes transactions to approvers before the purchase?

The State does not currently use an automatic approval process before a purchase can be completed.

73. F. Card Controls and Restrictions Do you have purchases automatically coded based on MCC and other factors?

Purchases are not automatically coded, but some agencies have elected to have default codes

74. Section 5.2.3 Project Goals and Objectives F. Card Controls and Restrictions What is your current process for adding/removing an MCC to a card/MC group?

An approved form SPO-035 is submitted to First Hawaiian Bank for unblocking of MCC. See Attachment 2 for sample of SPO-035.

75. Section 5.2.3 Project Goals and Objectives I. Cardholder Account Maintenance Can you please clarify Card demographic modifications by describing desired demographic fields?

Cardholders are spread across the island chain, therefore, each jurisdiction may have fields unique to their jurisdiction.

76. Section 5.2.3 Project Goals and Objectives I. Cardholder Account Maintenance Do you have an administrator or administrators that view a summary listing of all cards issued in the program?

Each department's or jurisdiction's administrator is responsible for a listing of all cards in their respective program. The contract administrator shall also have the ability to view all cards in the State's program.

77. Section 5.2.3 Project Goals and Objectives I. Agency Billing/Payment Cycles What are the current Billing Cycle Days / Payment Term Days on your existing program, and are you satisfied?

Billing cycles vary from department to department. Some have cycle 04, 14, or 28. Payment is due 30 days from end of billing cycle.

78. Section 5.2.3 Project Goals and Objectives I. Agency Billing/Payment Cycles If the business was awarded to a new provider, would you expect these terms to stay the same?

A new provided will be able to offer their own billing cycles, but the State does expect to have multiple cycles.

79. Section 5.2.3 Project Goals and Objectives I. Agency Billing/Payment Cycles Do all purchasing jurisdictions currently cycle on the same day of the month? If so what day is it (Ex. Last day of month, 25th, 27th)

Billing cycles vary from department to department. Some have cycle 04, 14, or 28. Payment is due 30 days from end of billing cycle.

80. Section 5.2.3 Project Goals and Objectives   K.   Account Statement Delivery In addition to card holder statements what other statements are provided? For example, is there a statement for each billing account? Is there a statement for each jurisdiction?

Currently, there is a billing statement for each billing account and individual memo statements for each cardholder account.

81. Section 5.2.3 Project Goals and Objectives L. Reconciliation/Reports Please advise how many drop down selections there are available to you to code transactions. For example, funding codes, object codes, cost center.

There are no drop down selections. There are 13 fillable code transaction fields.
Example: Fund, Fiscal Year, Appn Acct, Dept, Object Code, Cost Center, Proj, etc.

82. Section 5.2.3 Project Goals and Objectives Please advise the approximate number of accounts in your chart of accounts.

Total Accounts – 6,166
Active Accounts – 2,487

83. Section 5.2.3 Project Goals and Objectives N.   Program Optimization Are any Purchasing Jurisdictions looking to implement an Automated Accounts Payable Solution within the next 12-24 months?

Not determined at this time.

84. Section 5.2.3 Project Goals and Objectives N.   Program Optimization Can you please provide vendor files for each Purchasing Jurisdiction?

Information not available as each jurisdiction is on a different financial system.

85. Section 5.2.3 Project Goals and Objectives N.   Program Optimization Can you please provide your internal estimate for cost of processing / mailing out a check?

Information is not available.

86. Section 5.2.3 Project Goals and Objectives N.   Program Optimization How many A/P checks in total does the SOH currently mail?

In FY 2018, a total of 730,931 checks were processed. Not all are mailed as department/agencies will ask to handle it.

87. Section 5.2.3 Project Goals and Objectives N.   Program Optimization What is your percentage breakdown for Check, ACH, and Wire today for your Accounts Payable?

There were 35 wires for vendor-type payments in FY2018.

88. Section 5.2.3 Project Goals and Objectives P. Card Cancellation What are the process steps for how SOH would cancel/close a card today?

The State of Hawaii will send in a Maintenance Request Form to First Hawaiian Bank to cancel/close a card. First Hawaiian Bank will process the request and reply to the pCard Admin that the closure has been completed.

89. Section 5.2.3 Project Goals and Objectives R. Secure Data Transmission Are the requirement is this section addressing the same data as Minimum Requirement 9? If not the same, please expand on the differences.

Yes.

90. Section 5.2.3 Project Goals and Objectives R. Secure Data Transmission Are you able to provide the data formats you have now for us to evaluate if we can provide the required information in the same format – thus minimizing changes.

Fixed length, .txt file

91. Section 5.2.3 Project Goals and Objectives Regarding section f, how many master accounts do you have now?

98 accounts

92. 5.3.2.2 Transition/Implementation Plan Would SOH look to implement by Purchasing Jurisdiction, or would SOH look to utilize a full conversion immediately following contract signing?

Offer shall explain how/when they plan to convert each department/jurisdictons in their Implementation plan.

93. 5.5.2 Past Performance If the purchasing card is offered through strategic partnership with another institution, will consideration be given to the experience and relationship of both entities with the State of Hawaii and government agencies in reviewing the submission?

Yes, all consideration will be made. However, the State will look to the offeror as the primary responsible party.

94. 6.5 Post Award Deliverables Will separate policies for Bankers Professional Liability (for E&O) and Cyber (Network) Liability coverage meet the requirements for "Technology-based services coverage" (tech E&O) (section 3 and mentioned in section 4 of the RFP if the required limits are met?

Yes.

95. 7.17 Liability Insurance Is broadcaster's liability insurance a requirement of this RFP? If yes, why?

No.

96. 7.17 Liability Insurance Will the State of Hawaii agree to some dollar limit on the liability of the winning bidder?

No.

97. General Conditions Will the State of Hawaii be amenable to executing some form of contract containing the necessary operational terms?

The contract will consist of the RFP and response of the awarded contractor including all attachments, exhibits.

98. FAMIS and DataMart Systems   Is there a specific file format your systems require in order to reconcile card transactions?

Please see Attachment 3 PVSNet Mapper for FAMIS.
Please see Attachment 4 pCard Data File Map for Datamart.

99. RFP p. 16-18, section 5.2.1, Minimum Requirements Should the bidder address Minimum Requirements A-L specifically and in detail, or simply complete Offer Form OF-2 to acknowledge and accept each of the minimum requirements. If we are to respond to Minimum Requirements A-L specifically, is there a page limit for our response to section 5.2.1?

The minimum requirements should be included in your proposal. Offer Form OF-2 is Offeror's Acknowledgement & Acceptance of Minimum Requirements.

100. RFP p. 19, section 5.23., Project Goals and Objectives, item B. Worldwide Transaction Is the State inquiring about worldwide card acceptance here? Do you anticipate that State cardholders will be using the card abroad?

The State expects to have worldwide card acceptance. Occasionally the card may be used outside the United States.

101. RFP p. 2, Offeror Checklist, No. 6, Management Plan Submittal and RFP p. 25, section 5.3.2, Management Plan Submittal Should bidder address/respond to the bullets listed in section 5.3.2 specifically, or do we respond to sections 5.3.2.1, 5.3.2.2 and 5.3.2.3 to demonstrate how we meet the bulleted specifications listed in section 5.3.2? If we are to respond to the section 5.3.2 bullets specifically, is there a page limit (in addition to the 8 pages for 5.3.2.1, 5 pages for 5.3.2.2 and 3 pages for 5.3.2.3) to this section?

For Management Plan Submittal the TOTAL NOT to exceed 16 pages which includes Section 5.3.2.1 not to exceed 8 pages, excluding auditors report, Section 5.3.2.2. not to exceed 5 pages, excluding resumes, Section 5.3.2.3 not to exceed 3 pages.

102. RFP p. 27, section 5.3.2.3, Training Requirements, item i) Is it the State's intent to use contractor provided training materials on internal State websites only?

Training materials may be posted on the States websites which are public.

103. General Is the State willing to provide their current rebate schedule?

Rebates are calculated on quarterly spend based on a fiscal year (July 1 to June 30)

104. RFP p.3, 1.1 Are there are any specific pain points with the current system/provider that the State wishes to improve upon?

The State wishes to have more insight into types of purchases to conduct strategic sourcing.

105. RFP p.3, 1.2 • Please provide a breakdown of spend by Purchasing Jurisdiction • If available, please provide a percentage breakup (or actual $ amount) of international spend on the program • As part of the RFP process, will all participants /purchasing jurisdictions be mandated to move to the new provider? • What is the end date of the current contract?

See Attachment 1 for FY2018 quarterly breakdown.
Information is not available for percentage breakup of international spend on the program.
All executive branch agencies will be required to transition to the new provider. All other purchasing jurisdictions have indicated their intent to participate.
The end date of the current contract is 8/27/2019.

106. RFP p.7, 2.3.3. Does the $5,000 cap run through the contract term with renewal periods?

The Cap only applies to the first year of the contract.

107. RFP p.25, 5.3.2 Please provide an AP file that reflects all payments made to your suppliers with payment method, supplier name, supplier address and dollar amount for calendar year 2018.

Information not available.

108. General Given the page limitations that are part of this solicitation, does the bidder need to state each question/requirement in full, and then provide a response to each question/requirement, or can we, instead, just provide the heading for each question/requirement (less the detailed requirement) and then provide our response?

A mirrored response of the RFP with no descriptive clarification or substantive statements to validate response will be considered high risk and will receive a degraded point score.

109. Section 1.2 Background, Page 3 For FY 2017, what is the top 10 PCard suppliers by total spend?

Information not available.

110. Describe the current card distribution process for the Emergency P- Card program?

Department/Jurisdiction must submit a request to the Administrator of the State Procurement Office to initiate an Emergency pCard Program. The request must include the purpose, their Emergency pCard program description and procedures, and instructions on how to obtain an Emergency pCard. Once the request has been approved the pCard Administrator will notify First Hawaiian Bank of the

Department/Jurisdiction approved. The Department/Jurisdiction's pCard Administrator will then work with First Hawaiian Bank to issue the Emergency pCards.

111. What is the current billing terms for the State of Hawaii's P-Card program? Please include statement and grace periods in your response.

Billing cycles vary from department to department. Some have cycle 04, 14 or 28. Payment is due 30 days from the end of the billing cycle.

112. Section 3.5 Payment – states that "The State of Hawaii shall have thirty calendar days from receipt of invoice or satisfactory delivery of goods to make payment. For this reason the State will reject any offer submitted with a condition requiring payment within a shorter period". If a provider can demonstrate an advantage in terms of rebate offered for prompter payment (e.g. 7 days or 14 days) would these offers be rejected automatically?

A proposal may describe the benefits/advantages of prompt payment. However, the State may still choose to make payment 30 days from receipt of invoice. Any proposal that does not accept this requirement will not be considered for award.

113. Minimum Requirement 3 references Merchant Blocking. Is this requirement referencing the capability to block a specific merchant, (e.g. Staples) or merchant category, (e.g. Office Supplies Provider)

At minimum merchant blocking is at the category stage. Offeror may also offer to block specific merchants.

114. Minimum Requirement 9 - Data Transmission and connectivity – Please expand on the following: •   Transmission protocol requirements • System receiving the data •   Time of day for transmitting

Datamart is the data warehouse system that receives pCard data from the current vendor.
The transmission is currently done through a SFTP site provided by the current vendor.
The current schedule is a Weekly file typically provided on Mondays.
There is no requirement for a particular time of day or day of week. We just need a file at least weekly.
The new vendor would have to provide a SFTP site accessible by the State or use the State's Axway SFTP site.
The file placed on the SFTP site should be encrypted with a Public Key protocol.

115. On average, what is the percentage of large ticket purchases that the State of Hawaii would experience in a typical year?

Information not available

116. What is the total organization limit for the State's P-Card program per month?

Each department and jurisdictions set their own spend limits.

117. What percent of the total spend is attached to T&E Expense?

Information is not available as it is not separated.

118. What percent of the total spend is attached to Vendor Payment Expense?

We do not have this information.

119. What percent of the total spend would be outside of the United States, or require the ability to transact in currencies other than USD?

Information not available.

120. Goals & Objectives- Billing Accounts Section – What Mobile processing capabilities does the State currently have with its current card program?

Any capability available on the full site is available on the mobile friendly site. There is no true mobile app available at this time.

121. Does the state experience peak purchasing months or seasons? If so, please describe month over month fluctuations.

The State spend is fairly even throughout the year.

122. How many users interface with the Expense Reporting functions in terms of Cardholders, Admins, and Approvers?

Currently there are 3,552 users.

123. Other than Admin and cardholder, what hierarchy levels does the State currently have? What is the maximum number of levels required?

There are currently three levels, but there is no maximum.

124. How does the State currently modify blocked Merchants?

The State does not currently block Merchants only Merchant Category Codes

125. What is the required time frame for delivery of new and replacement cards?

Section 5.2.3 G Card Issuance The Offeror shall provide description of card issuance and specify the time frame and delivery method options to include but not limited to…

126. 5.2.3 PROJECT GOALS AND OBJECTIVES T. Liability Will the State accept liability for employee(s) unauthorized or unapproved pCard purchase(s)?

No.

127. 5.2.3 PROJECT GOALS AND OBJECTIVES T. Liability Since neither Mastercard or Visa's Zero Liability program extend to Commercial/Corporate pCards, will the State be amicable to following the card brand liability policy that is the same for all card issuers?

The State currently does have zero liability with the commercial/corporate cards.

128. Page 18 SECTION 5.2.2 EVALUATION CRITERIA 1: TECHNICAL SCOPE OF WORK Question: The RFP states that the response to Section 5.2.3, Project Goals and Objectives, should not exceed 12 pages. Considering the page limitations, can we include additional details to our response in an Appendix?

The State will expand the page requirements for Technical Submittal from Not to exceed 12 pages to Not to exceed 18 pages.

129. Page 4 1.2 BACKGROUND Please provide the annual breakdown of Large Ticket spend by Purchasing Jurisdiction?

Information not available as we don't differentiate by regular and large ticket items.

130. Can you share your current Hierarchy on the TSYS System and include all three levels of hierarchy?

TSYS hierarchy levels are reporting units that enable certain accounts to be grouped together for tracking purposes. The "top level" unit is always the parent account, other units following the top level unit further defines how the department wants to group their employees. There are up to 8 levels of Hierarchy Units. The various departments range from using only 1 level hierarchy to perhaps 3 levels of hierarchy. For example:
Hierarchy Unit: 1XXXXXXX 2XXXXXXX 3XXXXXXXX
1XXXXXXXX = DOT
2XXXXXXXX = DOT HR
3XXXXXXXX = DOT HR Employee Benefits

If a cardholder has all three units on their account, they would be part of the DOT HR Employee Benefits reporting group. If DOT only wants reporting as far as DOT HR, then they would only assign 2 units, etc…

131. 5.5.2 PAST PERFORMANCE As the requirements set forth in section 5.5.2 provide the current provider an advantage over other Hawaii Financial Institutions and hinder the State's ability to consider pCard offers by other Hawaii Financial Institutions based on product, process improvement, and pricing - would the State consider excluding Hawaii based financial institutions from the aforementioned section?

No.

132. 5.5.2 PAST PERFORMANCE If the purchasing card is offered through a strategic partnership with another financial institution, will a government reference for the strategic partner satisfy the reference requirement given that First Hawaiian has been the past provider for the State of Hawaii.

An evaluation will be made based on the merits of the proposal.

_____
BONNIE KAHAKUI
Procurement Officer

STATE OF HAWAII FY 2018								
	1st Quarter Total		2nd Quarter Total		3rd Quarter Total		4th Quarter Total	
Executive Branch Departments	Net Spend	Rebate Amt	Net Spend	Rebate Amt	Net Spend	Rebate Amt	Net Spend	Rebate Amt
Dept of Accounting and General Services	$ 828,046	$ 11,593	$ 908,488	$ 12,719	$ 998,076	$ 13,973	$ 1,192,570	$ 16,696
Dept of Agriculture	$ 322,357	$ 4,513	$ 307,616	$ 4,307	$ 349,269	$ 4,890	$ 354,736	$ 4,966
Dept of Attorney General								
Dept of Attorney General	$ 148,150	$ 2,074	$ 213,912	$ 2,995	$ 133,962	$ 1,875	$ 154,164	$ 2,158
Dept of Attorney General - CPJA	$ 26,815	$ 375	$ 29,299	$ 410	$ 39,188	$ 549	$ 31,732	$ 444
Dept of Attorney General - HCJDC	$ 14,050	$ 197	$ 23,076	$ 323	$ 11,450	$ 160	$ 16,523	$ 231
Dept of Attorney General - MID	$ 20,032	$ 280	$ 15,593	$ 218	$ 11,338	$ 159	$ 28,005	$ 392
Dept of Attorney General - CSEA	$ 92,693	$ 1,298	$ 91,892	$ 1,286	$ 105,150	$ 1,472	$ 94,422	$ 1,322
TOTAL DEPT OF ATTORNEY GENERAL	$ 301,740	$ 4,224	$ 373,773	$ 5,233	$ 301,089	$ 4,215	$ 324,847	$ 4,548
Dept of Budget and Finance								
Dept of Budget and Finance	$ 60,236	$ 843	$ 43,586	$ 610	$ 56,368	$ 789	$ 47,256	$ 662
Employees Ret Sys - SOH	$ 26,654	$ 373	$ 29,221	$ 409	$ 27,365	$ 383	$ 20,274	$ 284
HI Employer - Union TF	$ 30,568	$ 428	$ 17,557	$ 246	$ 20,755	$ 291	$ 59,428	$ 832
TOTAL DEPT OF BUDGET AND FINANCE	$ 117,459	$ 1,644	$ 90,364	$ 1,265	$ 104,488	$ 1,463	$ 126,958	$ 1,777
Dept of Business Economic Dev & Tourism								
Hawaii Tourism Authority	$ 33,700	$ 472	$ 52,569	$ 736	$ 43,700	$ 612	$ 47,317	$ 662
Dept of Business Economic Dev & Tourism	$ 250,383	$ 3,505	$ 197,668	$ 2,767	$ 164,462	$ 2,302	$ 219,735	$ 3,076
Hawaii Community Development Authority	$ 27,682	$ 388	$ 23,831	$ 334	$ 22,267	$ 312	$ 49,706	$ 696
DBEDT - HHFDC	$ 28,111	$ 394	$ 35,125	$ 492	$ 40,662	$ 569	$ 29,181	$ 409
TOTAL DBEDT	$ 339,876	$ 4,758	$ 309,193	$ 4,329	$ 271,090	$ 3,795	$ 345,939	$ 4,843
Dept of Com and Con Affairs	$ 248,712	$ 3,482	$ 250,059	$ 3,501	$ 241,912	$ 3,387	$ 234,920	$ 3,289
DCCA - PUC	$ 78,512	$ 1,099	$ 80,423	$ 1,126	$ 100,994	$ 1,414	$ 118,277	$ 1,656
Dept of Defense	$ 652,363	$ 9,133	$ 571,375	$ 7,999	$ 670,364	$ 9,385	$ 848,731	$ 11,882
Dept of Hawaiian Home Lands	$ 218,082	$ 3,053	$ 178,157	$ 2,494	$ 234,765	$ 3,287	$ 252,241	$ 3,531
Dept of Health	$ 3,316,983	$ 46,438	$ 2,914,983	$ 40,810	$ 3,368,392	$ 47,157	$ 4,331,365	$ 60,639
Dept of Human Resources & Development	$ 37,930	$ 531	$ 32,639	$ 457	$ 35,440	$ 496	$ 38,503	$ 539
Department of Human Services								
Dept of Human Service - BESSD	$ 361,770	$ 5,065	$ 452,193	$ 6,331	$ 490,564	$ 6,868	$ 385,626	$ 5,399
Dept of Human Service - MQD	$ 182,868	$ 2,560	$ 175,879	$ 2,462	$ 204,265	$ 2,860	$ 198,537	$ 2,780
Dept of Human Service - VRSBD	$ 590,608	$ 8,269	$ 430,999	$ 6,034	$ 393,696	$ 5,512	$ 293,981	$ 4,116
Dept of Human Service - SSD	$ 520,837	$ 7,292	$ 514,513	$ 7,203	$ 546,756	$ 7,655	$ 537,267	$ 7,522
Dept of Human Service - OYS	$ 108,102	$ 1,513	$ 93,739	$ 1,312	$ 90,760	$ 1,271	$ 103,026	$ 1,442
Dept of Human Service - Staff Offices	$ 81,548	$ 1,142	$ 118,114	$ 1,654	$ 82,696	$ 1,158	$ 102,876	$ 1,440
Dept of Human Service - HPHA	$ 630,423	$ 8,826	$ 611,930	$ 8,567	$ 549,549	$ 7,694	$ 660,213	$ 9,243
TOTAL DHS	$ 2,476,155	$ 34,666	$ 2,397,366	$ 33,563	$ 2,358,285	$ 33,016	$ 2,281,527	$ 31,941
Dept of Labor & Ind Rel	$ 474,734	$ 6,646	$ 465,614	$ 6,519	$ 348,786	$ 4,883	$ 1,707,112	$ 5,852
Dept of Land & Natural Resources								
Dept of Land & Natural Resources	$ 603,998	$ 8,456	$ 571,070	$ 7,995	$ 603,119	$ 8,444	$ 752,207	$ 10,531

	Net Spend	Rebate Amt	Net Spend	Rebate Amt	Net Spend	Rebate Amt	Net Spend	Rebate Amt
DLNR - Boating Division	$ 207,570	$ 2,906	$ 193,498	$ 2,709	$ 194,096	$ 2,717	$ 203,097	$ 2,843
DLNR - Dept of Forestry & Wildlife Division	$ 932,223	$ 13,051	$ 793,375	$ 11,107	$ 931,143	$ 13,036	$ 981,251	$ 13,738
DLNR - DOSP	$ 431,665	$ 6,043	$ 246,184	$ 3,447	$ 275,160	$ 3,852	$ 307,434	$ 4,304
TOTAL DLNR	$ 2,175,455	$ 30,456	$ 1,804,127	$ 25,258	$ 2,003,518	$ 28,049	$ 2,243,990	$ 31,416
Dept of Public Safety								
SOH - PSD - HPA (HI Paroling Authority)	$ 39,464	$ 553	$ 29,125	$ 408	$ 47,011	$ 658	$ 49,606	$ 694
Dept of Public Safety	$ 1,079,817	$ 15,117	$ 1,140,965	$ 15,974	$ 1,242,059	$ 17,389	$ 1,202,944	$ 16,841
Total PSD	$ 1,119,281	$ 15,670	$ 1,170,090	$ 16,381	$ 1,289,070	$ 18,047	$ 1,252,550	$ 17,536
Dept of Taxation	$ 164,132	$ 2,298	$ 121,557	$ 1,702	$ 165,327	$ 2,315	$ 588,409	$ 1,924
Dept of Transportation								
Dept of Transportation - Administration	$ 70,740	$ 990	$ 63,092	$ 883	$ 80,088	$ 1,121	$ 349,372	$ 1,896
Dept of Transportation - Harbors	$ 114,540	$ 1,604	$ 117,010	$ 1,638	$ 111,128	$ 1,556	$ 463,126	$ 1,686
Dept of Transportation - Airports	$ 725,590	$ 10,158	$ 636,488	$ 8,911	$ 785,718	$ 11,000	$ 3,051,224	$ 12,648
Dept of Transportation - Highways	$ 238,656	$ 3,341	$ 182,668	$ 2,557	$ 246,118	$ 3,446	$ 902,116	$ 3,285
Oahu Metro Plan Org	$ 11,969	$ 168	$ 13,412	$ 188	$ 14,157	$ 198	$ 50,344	$ 151
Dept of Transportation - Highways	$ 603,056	$ 8,443	$ 579,972	$ 8,120	$ 512,669	$ 7,177	$ 2,241,476	$ 7,641
Dept of Transportation - Highways	$ 303,624	$ 4,251	$ 306,320	$ 4,288	$ 329,610	$ 4,615	$ 1,275,831	$ 4,708
Dept of Transportation - Airports	$ 68,338	$ 957	$ 71,767	$ 1,005	$ 77,896	$ 1,091	$ 335,005	$ 1,638
Dept of Transportation - Airports	$ 728,892	$ 10,204	$ 811,219	$ 11,357	$ 812,054	$ 11,369	$ 3,078,271	$ 10,165
Dept of Transportation - Harbors	$ 120,412	$ 1,686	$ 126,393	$ 1,770	$ 106,454	$ 1,490	$ 122,910	$ 1,721
TOTAL DOT	$ 2,985,816	$ 41,801	$ 2,908,342	$ 40,717	$ 3,075,893	$ 43,063	$ 11,869,675	$ 45,540
Hawaii State Public Library Sys	$ 125,714	$ 1,760	$ 171,343	$ 2,399	$ 167,186	$ 2,341	$ 173,707	$ 2,432
Office of the Governor								
Office of the Governor	$ 48,467	$ 679	$ 39,195	$ 549	$ 58,795	$ 823	$ 70,355	$ 985
Office of the Governor - Healthcare	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL OFFICE OF THE GOVERNOR	$ 48,467	$ 679	$ 39,195	$ 549	$ 58,795	$ 823	$ 70,355	$ 985
Office of the Lt Governor	$ 11,620	$ 163	$ 12,641	$ 177	$ 27,694	$ 388	$ 52,138	$ 730
Office of Information Practices	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
SUBTOTAL	$ 16,043,435	$ 224,608	$ 15,107,343	$ 211,503	$ 16,170,434	$ 226,386	$ 28,408,548	$ 252,723

	Quarter Total		Quarter Total		Quarter Total		Qaurter Total	
The Jurisdictions	Net Spend	Rebate Amt	Net Spend	Rebate Amt	Net Spend	Rebate Amt	Net Spend	Rebate Amt
Department of Education								
Dept of Education - OBS School Support	$ 1,722,470	$ 24,115	$ 1,774,023	$ 24,836	$ 2,530,428	$ 35,426	$ 2,487,537	$ 34,826
DOE Declining Balance	$ (216)	$ (3)	$ 2,976	$ -	$ 149,538	$ 2,135	$ 23,093	$ 323
TOTAL DOE	$ 1,722,253	$ 24,112	$ 1,776,999	$ 24,836	$ 2,679,966	$ 37,561	$ 2,510,629	$ 35,149
Office of Hawaiian Affairs	$ 91,253	$ 1,278	$ 91,399	$ 1,280	$ 84,759	$ 1,187	$ 125,165	$ 1,752
Legislature								
Hawaii State Ethics Commission	$ 11,607	$ 162	$ 10,331	$ 145	$ 8,029	$ 112	$ 31,000	$ 434
Hawaii State House of Representatives	$ 45,175	$ 632	$ 55,048	$ 771	$ 62,501	$ 875	$ 48,422	$ 678
Office of the Ombudsman	$ 908	$ 13	$ 4,135	$ 58	$ 3,712	$ 52	$ 10,009	$ 140
Office of the Auditor	$ 17,759	$ 249	$ 12,323	$ 173	$ 18,397	$ 258	$ 32,379	$ 453

Legislative Reference Bureau	$ 25,194	$ 353	$ 37,397	$ 524	$ 30,355	$ 425	$ 39,690	$ 556
Hawaii State Senate	$ 32,029	$ 448	$ 25,614	$ 359	$ 28,593	$ 400	$ 15,848	$ 222
TOTAL LEGISLATURE	$ 132,672	$ 1,857	$ 144,848	$ 2,028	$ 151,587	$ 2,122	$ 177,348	$ 2,483
Hawaii Health Systems Corporation								
Hawaii Health Systems Corporation	$ 13,358	$ 187	$ 5,129	$ 72	$ 7,498	$ 105	$ 5,820	$ 81
TOTAL HHSC SYSTEM	$ 13,358	$ 187	$ 5,129	$ 72	$ 7,498	$ 105	$ 5,820	$ 81
The Judiciary								
Judiciary - 1st Circuit	$ 3,525	$ 49	$ 3,385	$ 47	$ 3,275	$ 46	$ 5,484	$ 77
Judiciary - 2nd Circuit	$ 45,134	$ 632	$ 37,966	$ 532	$ 46,291	$ 648	$ 33,904	$ 475
Judiciary - 3rd Circuit	$ 33,629	$ 471	$ 28,159	$ 394	$ 45,112	$ 632	$ 36,871	$ 516
Judiciary - 5th Circuit	$ 23,545	$ 330	$ 29,159	$ 408	$ 34,195	$ 479	$ 35,623	$ 499
Judiciary - Admin	$ 20,033	$ 280	$ 21,150	$ 296	$ 23,481	$ 329	$ 17,623	$ 247
Judiciary - Supreme Court	$ 2,490	$ 35	$ 2,998	$ 42	$ 3,026	$ 42	$ 2,336	$ 33
TOTAL JUDICIARY	$ 128,356	$ 1,797	$ 122,817	$ 1,719	$ 155,380	$ 2,175	$ 131,841	$ 1,846
Counties								
County of Kauai	$ 291,763	$ 4,085	$ 184,225	$ 2,579	$ 260,745	$ 3,650	$ 314,706	$ 4,406
County of Kauai	$ 739,082	$ 10,347	$ 772,887	$ 10,820	$ 788,427	$ 11,038	$ 1,074,537	$ 15,044
City and County of Honolulu	$ 6,547,205	$ 91,661	$ 6,082,748	$ 85,158	$ 6,388,417	$ 89,438	$ 7,320,046	$ 102,481
City and County - City Auditor	$ 10,087	$ 141	$ 4,268	$ 60	$ 12,586	$ 176	$ 14,900	$ 209
County of Maui	$ 1,113,279	$ 15,586	$ 978,849	$ 13,704	$ 1,212,210	$ 16,971	$ 1,045,898	$ 14,643
County of Hawaii	$ 284,810	$ 3,987	$ 241,779	$ 3,385	$ 291,155	$ 4,076	$ 396,523	$ 5,551
TOTAL COUNTIES	$ 8,986,226	$ 125,807	$ 8,264,755	$ 115,707	$ 8,953,540	$ 125,350	$ 10,166,611	$ 142,333
Board of Water Supply	$ 869,209	$ 12,169	$ 830,103	$ 11,621	$ 868,103	$ 12,153	$ 920,612	$ 12,889
County of Hawaii - Dept of Water Supply	$ 124,239	$ 1,739	$ 126,705	$ 1,774	$ 145,649	$ 2,039	$ 221,519	$ 3,101
Kauai Dept of Water	$ 9,433	$ 132	$ 30,366	$ 425	$ 24,473	$ 343	$ 40,769	$ 571
Protocol Accounts								
Hawaii Tourism Authority	$ 878	$ 12	$ -	$ -	$ 1,306	$ 18	$ -	$ -
Dept of Health - included with DOH accounts	$ -	$ -	$ -	$ -	$ -	$ -		$ 31
Dept of Transportation - included with DOT Ad	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL PROTOCOL ACCOUNTS	$ 878	$ 12	$ -	$ -	$ 1,306	$ 18	$ -	$ 31
SUBTOTAL	$ 12,077,879	$ 169,090	$ 11,393,121	$ 159,462	$ 13,072,261	$ 183,053	$ 14,300,315	$ 200,204

Emergency PCards

Dept of Accounting and General Services	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Dept of Agriculture	$ -	$ -	$ 47	$ 1	$ -	$ -	$ -	$ -
Dept of Transportation Admin - Cycle 2	$ -	$ -	$ -	$ -	$ -	$ -		
Dept of Transportation - Airports	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Dept of Transportation - Harbors	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Dept of Transportation - Highways	$ -	$ -	$ -	$ -	$ -	$ -	$ 38,370	$ 537
Dept of Public Safety	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,119	$ 58
Dept of Health	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Dept of Attorney General	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-
Judiciary - Admin	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-
Judiciary - Supreme Court	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-
Judiciary - 1st Circuit	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-
Judiciary - 2nd Circuit	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-
Judiciary - 3rd Circuit	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-
Judiciary - 5th Circuit	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-
Dept of Defense Emergency Pcard	$	-	$	-	$	-	$	-	$	-	$	-	$	270,768	$	3,791
County of Maui Emergency	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-
Dept of Human Services	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-
SUBTOTAL	**$**	**-**	**$**	**-**	**$**	**47**	**$**	**1**	**$**	**-**	**$**	**-**	**$**	**313,258**	**$**	**4,386**
GRAND TOTAL	**$ 28,121,313**		**$ 224,608**		**$ 26,500,511**		**$ 370,966**		**$ 29,242,694**		**$ 409,439**		**$ 43,022,120**		**$ 457,313**	

STATE PROCUREMENT OFFICE
Request To Use Purchasing Card
For Blocked Purchase
(To be submitted 7 calendar days prior to effective date)

TO: Chief Procurement Officer

FROM: _____
Name of Requesting Department

1 Cardholder Name(s):	2 pCard Number(s) (last four digits only):

3 Expense Description: _____

4 Merchant Category Code: _____ 5 Effective Date(s): _____

6 Justification: (include authority to purchase blocked items; i.e. Rules, Comptroller approval, etc.)

7 Direct questions to: _____ Phone: _____ Email: _____

8 Dept. pCard Administrator Recommends Approval.

Name: _____ Title: _____

_____   _____
Signature of pCard Administrator   Date

I certify that the information provided above is to the best of my knowledge, true and correct, and understand that all approvals/requirements for these expenditures are the responsibility of the department.

_____   _____
Department Head Signature   Date

RESERVED FOR CHIEF PROCUREMENT OFFICER USE ONLY

Chief Procurement Officer (CPO Comments)

☐ APPROVED   ☐ DISAPPROVED   ☐ NO ACTION REQUIRED

_____   _____
Chief Procurement Officer   Date

SPO-035 (Rev. 2/1/2012)   14 Reference No.: _____

PVS Net Mapper Specs

GROUP NAME	Detail Group
RECORD NAME	Detail Record

ELEMENT

#	NAME/DESCRIPTION	SOURCE & FORMAT	TYPE	POS	LEN
1	Transaction ID Number	CID		1	15
2	Card ID	CARDNUMBER (last 3 digits of the card number)		16	3
3	Card First name	FIRSTNAME (ex. John)		19	30
4	Card Last Name	LASTNAME (ex. Miller)		49	30
5	Settlement Amount	AMOUNT (ex. -0000000025.00)		79	13
6	Transaction Date	DATE (ex. CCYYMMDD)		92	8
7	Post Date	POSTED (ex. CCYYMMDD)		100	8
8	Vendor Name	MERNAME (ex. Office Depot)		108	35
9	Vendor Address 1	MRCHADDRES		143	35
10	Vendor Address 2	MRCHADDRE1		178	35
11	Vendor City	MRCHCITY		213	35
12	Vendor State	MRCHSTATE		248	4
13	Vendor Country	MRCHCOUNTR		252	4
14	Vendor 1099	FLAG1099		256	1
15	Business Type	BSNESSTYPE		257	1
16	Business Type Owner	BSOWNRTYPE		258	1
17	Vendor Tax ID Number	TIN		259	10
18	Vendor Tax Exempt	TAXEXEMPT		269	1
19	Vendor Merchant ID	MERCHANTID		270	10

NOTE: Document complex element logic on the Group Information page.

DAGS Net Mapper
ADDENDUM 3

1
Record Layout
ATTACHMENT 3 - 1

Revision Date - 5/31/01
RFP-19-003-SW

PVS Net Mapper Specs

GROUP NAME					
RECORD NAME					
ELEMENT					
#	**NAME/DESCRIPTION**	**SOURCE & FORMAT**	**TYPE**	**POS**	**LEN**
20	Merchant Category Code	MCC			
				280	4
21	Default Card Allocation	CACCTALLOC			
		(pos 1-66)		284	80
22	Billing Statement Number	CALLOCATIO			
		(pos 1-7)		364	7
23	Fund	CALLOCATIO			
		(pos 8)		371	1
24	Fiscal Year	CALLOCATIO			
		(pos 9-12)		372	4
25	Appropriation Account	CALLOCATIO			
		(pos 13-15)		376	3
26	Department	CALLOCATIO			
		(pos 16-17)		379	2
27	Object Code	CALLOCATIO			
		(pos 18-21)		381	4
28	Cost Center	CALLOCATIO			
		(pos 22-25)		385	4
29	Project	CALLOCATIO			
		(pos 26-31)		389	6
30	Project Phase	CALLOCATIO			
		(pos 32-33)		395	2
31	Activity	CALLOCATIO			
		(pos 34-36)		397	3
32	Optional 1	CALLOCATIO			
		(pos 37-46)		400	10
33	Optional 2	CALLOCATIO			
		(pos 47-56)		410	10
34	Optional 3	CALLOCATIO			
		(pos 57-66)		420	10
35	Opt 4	CALLOCATIO			
		(pos 67-76)		430	10
0					
				0	
0					
				0	
0					
				0	

NOTE: Document complex element logic on the Group Information page.

DAGS Net Mapper
ADDENDUM 3

2
Record Layout
ATTACHMENT 3 - 2

Revision Date - 5/31/01
RFP-19-003-SW

#	Name/Description	Source - Format - Example	POS	LEN
Record Name:		**DETAIL RECORD**		
		Source: TB_Card.first name		
		Format: Left Justified pad with blanks		
		Example: Jane		
1	Transaction ID Number	t_Transaction.tran_TP_Transaction_ID	1	15
		Left Justified, blank filled		
2	Card ID	**Blank**	16	3
3	Card First Name	t_Account.acnt_Embossed_Name_One	19	30
		First Name		
		Left Justified, blank filled		
4	Card Last Name	t_Account.acnt_Embossed_Name_One	49	30
		Last Name		
		Left Justified, blank filled		
5	Settlement Amount	t_Transaction.tran_Billing_Amount	79	13
		Right Justified, Zero filled with leading + or - as a D/C indicator, Implied decimal at 2 places		
		Ex: +0000000001234 = $ 12.34		
6	Transaction Date	t_Transaction.tran_Transaction_Date	92	8
		YYYYMMDD		
7	Post Date	t_Transaction.tran_Post_Date	100	8
		YYYYMMDD		
8	Vendor Name	t_Merchant_Short_Name.merc_Short_Name	108	35
		Left Justified, blank filled		
9	Vendor Address 1	t_Fleet.flet_Merchant_Street_Address	143	35
		Left Justified, blank filled		
10	Vendor Address 2	Blank	178	35
		Left Justified, blank filled		
11	Vendor City	t_Transaction.tran_Merchant_City	213	35
		Left Justified, blank filled		
12	Vendor State	t_Transaction.tran_Merchant_State	248	4
		Left Justified, blank filled		
13	Vendor Country	t_Transaction.tran_Merchant_Country_Code	252	4
		Left Justified, blank filled		
		3 letter alpha designation, IE, USA		
14	Vendor 1099	Blank	256	1
15	Business Type	t_Purchase.purc_Business_Type	257	1
16	Business Type Owner	Blank	258	1
17	Vendor Tax ID Number	Blank	259	10
18	Vendor Tax Exempt	Blank	269	1
19	Vendor Merchant ID	t_Merchant_Short_Name.merc_TP_Mer_Short_Name_Id	270	10
		Right Justify, zero fill		

Record Name:		DETAIL RECORD		
#	Name/Description	Source - Format - Example	POS	LEN
		Source: TB_Card.first name		
		Format: Left Justified pad with blanks		
		Example: Jane		
20	Merchant Category Code	t_Transaction.tran_Mcc	280	4
21	Default Card Allocation	**SEE GROUP NOTES	284	80
		Left justify, blank fill, EACH FIELD SEPARATELY		
22	Billing Statement Number	t_Transaction_Allocation.tral_Billing_Statement_Number	364	7
		Left justify, blank fill		
23	Fund	t_Transaction_Allocation.tral_Fund	371	1
		Left justify, blank fill		
24	Fiscal Year	t_Transaction_Allocation.tral_Fiscal_Year	372	4
		Left justify, blank fill		
25	Appropriation Account	t_Transaction_Allocation.tral_Appropriation_Account	376	3
		Left justify, blank fill		
26	Department	t_Transaction_Allocation.tral_Department	379	2
		Left justify, blank fill		
27	Object Code	t_Transaction_Allocation.tral_Object_Code	381	4
		Left justify, blank fill		
28	Cost Center	t_Transaction_Allocation.tral_Cost_Center	385	4
		Left justify, blank fill		
29	Project	t_Transaction_Allocation.tral_Project	389	6
		Left justify, blank fill		
30	Project Phase	t_Transaction_Allocation.tral_Project_Phase	395	2
		Left justify, blank fill		
31	Activity	t_Transaction_Allocation.tral_Activity	397	3
		Left justify, blank fill		
32	Optional 1	t_Transaction_Allocation.tral_Optional_1	400	10
		Left justify, blank fill		
33	Optional 2	t_Transaction_Allocation.tral_Optional_2	410	10
		Left justify, blank fill		
34	Optional 3	t_Transaction_Allocation.tral_Optional_3	420	10
		Left justify, blank fill		
35	Optional 4	t_Transaction_Allocation.tral_Optional_4	430	12
		Left justify, blank fill		
36	Description	t_Transaction_Allocation.tral_Description	442	75
		When no "Description" allocation field is created, then use		
		t_Transaction_Note.trno_Note, first 75 characters		
37	Zip Code	t_Transaction.tran_Merchant_Postal_Code	517	9
0			526	