

MONTGOMERY COLLEGE • OFFICE OF BUSINESS SERVICES  
REQUEST FOR PROPOSAL TITLE: PURCHASING & CORPORATE CREDIT CARD PROGRAM  
RFP NUMBER: E523-010  
RFP CLOSING DATE AND TIME: MARCH 3, 2023 @ 3:00 PM



**ADDENDUM #3**

Issued: February 20, 2023

**ADDENDUM FOR THE PURPOSE OF:**

- To provide the attached questions & answers.

**All other specifications, terms and conditions remain unchanged.**

A handwritten signature in black ink, appearing to read 'Patrick Johnson', written over a horizontal line.

**Patrick Johnson, MBA  
Director of Procurement**

Please **sign** below to acknowledge receipt of this Addendum and return with the proposal. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

**NOTE:** All proposals MUST BE RECEIVED **electronically** by 3:00pm Eastern Standard Time on **March 3, 2023**.

Electronic proposal and addendum or addenda shall be sent to the following email address prior to the submittal deadline date and time at [vendor.proposals@montgomerycollege.edu](mailto:vendor.proposals@montgomerycollege.edu). **No responses will be accepted after this date and time.**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed/Typed Signature

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Vendor Questions	MC Response
1. Do you use CentreSuite today for Expense Management or just admin/reporting?	CentreSuite supplication is used only for administration and reporting. The expense management is integrated into our financial system, Workday.
2. Are you using receipt management for expense management?	Yes.
3. Are you using and coding for expense management?	Yes.
4. Can you provide a vendor file with vendor ID, name, address, and spend per vendor ID?	This information is not available at this time.
5. Can you provide an estimate of the percentage of transactions that are large ticket or level 3?	College purchasing cards are not used to buy large ticket items.
6. Is the current program corporate pay/corporate bill?	The current card provider adheres to a consistent billing and payment cycle.
7. Will not having the exact payment terms and rebate schedules requested, disqualify our response?	No.
8. Are you willing to accept alternative rebate schedules and billing cycle/payment terms?	The College is willing to consider alternative rebate schedules and billing cycle/payment terms.
9. Please describe your current cardholder application action process.	The applicant has to fill out an internal application and bank agreement form, which has to be approved and signed by the applicant's department manager. The application is then reviewed and approved by the college purchasing card plan administrator.

\*\*\*\*\* End of Questions & Answers \*\*\*\*\*