TRAVEL EXPENSE MANAGEMENT SYSTEM

REQUEST FOR PROPOSAL NO. 17P0002JH
Dated: November 15, 2016

ISSUED TO:
All Prospective Offerors

The following are UAF’s answers to questions received from potential offerors regarding the above referenced solicitation:

2.1 QUESTION: Do you have any non-employee reimbursements? If so, are they included in the 13,000 number?

ANSWER: Very Seldom. They are not included in the 13K number.

2.2 QUESTION: Are Cash Advances included in the 13,000 expense report number? If not, how many do you estimate that you do annually?

ANSWER: Cash advances are rare. They would be included in the 13K number since the advance is reconciled during the expense reporting process.

2.3 QUESTION: Does the University have a travel card program? If so, which bank is the provider?

ANSWER: Yes. JP Morgan.

2.4 QUESTION: Are travel card charges included with the expense report estimate or is there a separate card reconciliation process?

ANSWER: Yes they are included. There is no separate reconciliation process.

2.5 QUESTION: Does the University have a procurement card program? If so, which bank is the provider?

ANSWER: Yes. JP Morgan.
2.6 **QUESTION:** Are both travel and non-travel charges allowed on the procurement card?

**ANSWER:** Yes.

2.7 **QUESTION:** How many card holders do you have?

**ANSWER:** 1927 of which 386 are individual pay cards.

2.8 **QUESTION:** Are you interested in reconciling p-card charges through the expense management system?

**ANSWER:** Yes.

2.9 **QUESTION:** If so, how many times per month would you like to reconcile the cards?

**ANSWER:** We would be interested to know the recommendation or industry best practices.

2.10 **QUESTION:** RFP page 17, Item B, Technical Evaluations states that offerors are to provide a list of at least five current or former contracts, who are to be provided UAF’s past performance questionnaire. When are past performance questionnaires due to UAF?

**ANSWER:** The questionnaires will be provided by UAF after the submittal deadline. The sample was provided in the RFP only so that offerors could see the questions we would be asking of their contractors.

2.11 **QUESTION:** RFP page 17, Item B, Technical Evaluations Offerors states “For the project manager position, provide a curriculum vitae describing his or her’s experience.” Would a resume suffice, or is full curriculum vitae required? Could UAF detail the information required on the curriculum vitae?

**ANSWER:** Resume is sufficient.

2.12 **QUESTION:** RFP page 30, Item A. Scope of Work, states that the University “seeks a modern toolset to support the critical function of travel and expense management.” However, there are several desirable elements expressed in Attachment A that would lend themselves to a total travel and expense management service to include both online and offline transactions. Would UAF be open to a proposal for both travel management and expense management services?

**ANSWER:** CTM-GetThere is currently used by the State of Alaska it is likely that the university will ride the State’s contract. Therefore we have requested that offerors provide solutions that are compatible with CTM-GetThere.

2.13 **QUESTION:** The effective delivery of travel and expense management will require integration with the servicing Travel Management Center (TMC). Can UAF provide the name and contact information for the current TMC?

**ANSWER:** We will likely be riding the states contract with Corporate Travel Management (CTM) GetThere.
2.14 **QUESTION:** RFP page 30, Item A. Scope of Work, states that a successful toolset will integrate with the university’s ERP system (Banner). How does UAF receive product and integration support for the Banner ERP system? Is this support provided directly by Banner or does UAF have a contractor or organic support team working in support of this system?

**ANSWER:** Our ERP system is supported by in-house support team. Vendors will most likely be working with our Banner Team on integration related activities.

2.14 **QUESTION:** What data formats does the Banner ERP system use in support of financial data exchange (i.e. XML)?

**ANSWER:** Answer forthcoming

2.15 **QUESTION:** Will the use of the travel and expense management system be mandatory?

**ANSWER:** Yes.

2.16 **QUESTION:** RFP page 41, Attachment A, System Requirements, Q19 states that offerors should “explain your solution’s ability to handle HIPAA protected data. How would you deploy the solution?” We understand that HIPAA (Health Insurance Portability and Accountability Act) protects against the use or disclosure of Protected Health Information (PHI), but we are not clear on what PHI we would be receiving under this contract for a travel expense management system. Could UAF clarify how HIPAA comes into play under this contract?

**ANSWER:** Please disregard this question.

All other terms, conditions, and specifications of the original Request for Proposals, including the submittal deadline of December 13, 2016, remain unchanged.

University of Alaska Fairbanks,

John A. Hebard, C.P.M.
Director of Procurement and Contract Services

The Amendment becomes part of the Request for Proposal and modifies the original RFP document. This Amendment shall be acknowledged by signing below and returning it by mail prior to the submittal deadline, or by indicating acknowledgment on your proposal cover sheet.

**ACKNOWLEDGEMENT**

________________________________________
Company Name

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Authorized Signature and Date

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Name and Title (Print or Type)