

CITY OF CHARLOTTESVILLE
PROCUREMENT AND RISK MANAGEMENT



DATE: March 2, 2020
ADDENDUM NO. #1
NUMBER OF PAGES: 2
SOLICITATION REFERENCE: RFP#ELECTRONIC INVOICE PROCESSING
TITLE ELECTRONIC VENDOR INVOICE PROCESSING AND IMPLEMENTATION
BIDS/PROPOSALS DUE: MARCH 13, 2020

This addendum has been issued to address the following questions:

1. What is the current ECM solution that the City uses? The City does not have a current ECM solution.
2. What is the expected growth of data in the next 5 years? Growth in the data/invoices is not expected to increase substantially, if at all
3. Is the hardware for scanning system also required as part of the proposal response? It can be included for information purposes only, but is not required. It is anticipated that departments will use the scanners on the copiers in their offices, or have the vendor email electronic copies of the invoices to the City.
4. For the optional service of digitization of old invoices, what is the volume? We are seeking to digitize the prior year's invoices. We store 35-40 Banker's Boxes of documents per year. These boxes are 0070403 size (Letter) 10 inches high and 24 inches in length. This service is optional.
5. What portion of the vendor invoices use purchase orders? Approximately 70% of the invoices are tied to a Purchase Order.
6. What portion of the PO invoices use receipts for a three way (versus no receipt for a 2 way) match? Currently, all of them do.
7. The ability to view 3 way matched documents is mentioned as a requirement- should the proposed solution be able to create these documents (purchase orders or receipts)? Or is it expected that these will be provided to the proposed solution from SAP? We hope to use the documents already produced by SAP. Utilizing those already in the system is key.
8. Is the preference of the City to purchase a tool that allows City personnel to OCR and process invoices digitally OR to use a service that performs the OCA, QA and matches the invoice to SAP through integration for processing within SAP to City personnel? The City hopes that the OCR and matching will be part of the proposed solution. Once OCR has occurred, then the integration with SAP will begin, with errors addressed by personnel.
9. For the typical invoices, on average how many line items does an invoice contain? An average count revealed 1.4 line items from a low of one line to a high of 146 lines. 85% of these had one line.

Note: A signed acknowledgment of this addendum must be received at the location indicated on the solicitation either prior to the solicitation due date and hour or attached to your bid/proposal. Signature on this addendum does not substitute for your signature on the original bid/proposal document. The original bid/proposal document must be signed.

Respectfully,
Corey S. Richie
Corey S. Richie, VCO
Contracting Specialist

Name of Bidder/Offeror

Signature & Title

Date