CLARK COUNTY

TO: Holders of Specifications Relating to: RFP: 691-Point of Sales Cashiering Application

DATE: April 24, 2015
FROM: Mike Westerman, CPPO

SUBJECT: Corrections to Specifications

ADDENDUM #1

Please note the following changes to specifications for RFP #691. The following changes, additions and/or deletions to the RFP hereby become a part of the contract documents.

**Acknowledge receipt by signing where indicated on Attachment A: Cover Sheet.**

Under Part I – Proposal Requirements - Section IA: General Information
5. Timeline for Selection

 REMOVED the current Page 6
 REPLACE with the attached new Page 6 highlighting date changes.

Under Part II - Section IIA – Pre-Submittal Meeting / Clarification
1. Optional Bidders Conference

CHANGE DATE:

There will be an optional bidders conference held from 10:00 am to 12:00 pm on Thursday, May 7, 2015 to answer questions and provide clarification of our expectations. All questions and answers will be made available in writing to all respondents

- Included with this Addendum #1, general questions in Excel for your use.
RFP # 691 - Point of Sales Cashiering Application

- Reduce the training time for cashiers
- Reduce the amount of time to balance and prepare (automate) the deposit to the bank for the cashiers.
- Ensure efficient daily banking processing of cashier reconciliation and deposits within current cash management process and system.
- Identify any operational efficiency for back office reconciliation of deposits from the system to the bank and the GL.
- Provide reporting of payment activities from a variety of perspectives: by Cashier, Department, Office, Channel, System, and Tender
- To implement up to 50 cashiering stations where stations may include, for example, the following peripheral equipment: scanner, receipt printer, OCR reader, electronic cash drawer and credit/debit card reader, with the application capable of supporting an unlimited number of concurrent cashiering workstations simultaneously.

4. Project Funding  Allocation of funds for this RFP will be established based on the funds requested in the selected proposal.

5. Timeline for Selection  The following dates are the intended timeline:

- Distribute the Request for Proposal  Wednesday, April 22, 2015
- Questions from Vendors accepted starting:  Friday, April 24, 2015
  All potential vendors will receive the County’s response. Please address questions to:  Steve.Dahlberg@clark.wa.gov
  
- Optional Bidders Conference  May 7, 2015 - 10:00am - Noon
  See section IIA for details
- Last day to submit any remaining questions  May 15, 2015
- Proposals due  May 22, 2015
- Proposal review/evaluation period  May-July
  - Demonstration of top 2-3 vendors  July 15-17, 2015
- Top Vendor selected (on or before)  July 31, 2015
- Contract negotiation/execution timeframe  Aug-Sep
- Contract intended to begin  October 1, 2015