

**OHIO HOUSING FINANCE AGENCY – REQUEST FOR PROPOSAL**  
**RESPONDENT QUESTIONS**

**Background**

1. Do you have a Commercial Card, T&E, or Purchasing Card program in place today?

*Yes*

2. If so, when did you start using your card program?

*Approximately 8 years*

3. How much has the card program grown in the past three to five years?

*It has not grown significantly*

4. What is your card spend goal?

*N/A*

5. Are you achieving your goal(s)?

*N/A*

6. What is inhibiting more use of the card?

*OHFA's executive leadership and board set the policies related to credit card use.*

7. Who are the major stakeholders in your organization who are responsible for managing/making decisions pertaining to your card program?

*Executive Director, CFO, and Purchasing Supervisor*

**Distributed T&E**

1. What is the amount of spend for the last 12 months on the T&E distributed cards?

*Approximately \$232,454*

2. How many distributed cards do you currently have?

*84*

3. Do you have any cardholders who have international travel requirements?

*No*

4. What types of expenditures are being made on the distributed cards?

*Lodging, meals, incidentals and transportation expenses.*

5. Do you have a need for fleet reporting?

*No*

6. Does your organization have an existing expense report management system in place today? If so, please describe.

*Yes, OHFA uses the Innoprise accounting system for expense management.*

7. What is your current process for expense reporting?

*The credit card information is extracted from the credit card company's secure website and uploaded it into our accounting software.*

8. What enhancements, if any, would you like to make to this process?

*OHFA would like to automate the ACH payment from the Innoprise system to the banking service providers ACH payment system.*

9. Please describe your reporting needs (e.g.: individual card statements, special reports, alerts.)

*OHFA would like to have access to individual card statements, active user list reports, fraud reporting, activity reports for all users, supplier management, expense management, administrative reporting, tax and compliance management, and the ability to create and maintain ad hoc reports.*

#### **Accounts Payable Settlement Card**

1. What is the amount of spend for the last 12 months for the Purchasing card?

*Approximately \$40,612*

2. How many suppliers do you have?

*Approximately 50 vendors*

3. How many of these suppliers accept card?

*OHFA's current preference is to pay most suppliers via check. Therefore, this information is not tracked.*

4. How many payments do you process annually?

*Please see estimated activity on the bidding form.*

5. What is the breakdown of payments among the following payment types: check, ACH w/ or w/o Electronic Data Interchange (EDI), wire, cards?

*Please see estimated activity on bidding form.*

6. What types of reports are currently being used in the company and by whom?

*OHFA currently uses the active user list report, fraud reporting, activity report for all users, supplier management, expense management, administrative reporting, tax and compliance management, and the ability to*

*create and maintain ad hoc reports; reports are used by Purchasing Card holders and the Finance Office.*

7. What happens after an invoice is received?

*The appropriate management staff in each division reviews it for accuracy and approves the invoice for payment*

8. Describe the process and systems used to obtain approval and make a payment.

*Invoices are received by the office who requested the order. A manager of that office will give approval for payment and send it to the Finance office. Finance, will match the invoice to a purchase order and/or receiving document. The invoice is then entered into the accounting system. A check run report is printed each week and then approved by the CFO/Assistant Director of Finance. Checks are then printed and mailed to vendors.*

9. Is a three-way match required (PO, receiving document and invoice)?

*Yes*

10. What approvals are required before a payment is made?

*Division manager approval, as well as approval from the CFO/Assistant Director of Finance to issue payment.*

11. How quickly do you pay suppliers?

*Invoices received by the Finance Office are processed weekly.*

12. What are average payment terms?

*30 days*

### **Policies/Practices**

1. What policies/practices are in place to determine whether cards are being used when and where intended?

*The Agency has both a Purchasing Policy and Credit Card Agreement. The A/P clerk checks credit card logs and supporting documentation to ensure the guidelines are being followed.*

2. Do you integrate card transaction data into your ERP system?

*Yes*

3. What ERP system and version do you currently use?

*Innoprise 1.68*

4. Can you tell the respondents under Section 2.7 Collateralization of Deposits, whether OHFA falls under the Ohio Revised Code or Federal regulations for collateral? Specifically, will OHFA fall under the new Ohio Pooled Collateral System?

*OHFA does not fall under the ORC or any Federal regulations, in regards to Collateralizations of Deposits. OHFA also will not fall under the new Ohio Pooled Collateral System.*