REQUEST FOR PROPOSALS NO. PS20190184

PROVISION OF A TREASURY MANAGEMENT SYSTEM

QUESTIONS AND ANSWERS NO. 2

ISSUED ON FEBRUARY 18, 2019

Q1	How many System Users does the City require?
A1	For the Treasury Department alone, there will be four (4) core users. However, the number of core users may increase, and the number of non-core users (e.g. users only needing to view reports) is currently unknown at this time. Therefore, proponents should provide unit pricing for each incremental user over and above the four (4) core users.
Q2	In reference to requirement CM 1.3 of the 'Functional Requirements' tab of the separate file, *PS20190184 – Requirements*: Which banks would the City like the Treasury Management System ("TMS") to connect with, for balance & transaction reporting?
A2	The City does not require electronic (automatic) connectivity between the TMS and any of the City's bank accounts. Treasury expects to start each business day with staff manually uploading standard BAI files with account transaction details into the TMS, then the TMS will extract the information from the daily BAI upload files to identify and report the cash balances by business and currency.
Q3	In reference to requirement CM 2.4 of the 'Functional Requirements' tab of the separate file, *PS20190184 – Requirements*: Does the City want to process payment through the TMS to the bank? If so, which banks would the City want the TMS to connect with for payment processing?
A3	The City does not require the TMS to process any payment automatically. Any TMS functionality (e.g. target balancing) will use information from BAI files that are uploaded manually by Treasury staff. Treasury expects that the TMS will provide analytical tools that would indicate any recommended cash transfers based on the TMS analytics. Therefore, there is no requirement to connect directly with banks. Any cash transfers will be processed manually by Treasury staff.
Q4	In reference to requirement CM 2.5 of the 'Functional Requirements' tab of the separate file, *PS20190184 – Requirements*: The RFP states that no integration with SAP is required. However, CM 2.5 asks if the TMS has the ability to interface with SAP A/R systems and A/P systems to feed cash forecasting capabilities. Does the City require an A/R and A/P import from SAP into the TMS for forecasting?
A4	SAP integration is not required; however, some form of A/R and A/P file import from SAP into the TMS for cash forecasting purposes is required. Treasury staff will manually upload the SAP file into the TMS. Proponent's response to CM 2.5 will provide the City with an indication of the proposed solution's ability for a potential upgrade of functionality if the City determines that integration into SAP is required in the future.

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QUESTIONS AND ANSWERS NO.2

Q5	In reference to requirement CM 2.6 of the 'Functional Requirements' tab of the separate file, *PS20190184 – Requirements*: Does the City need the TMS to: a) perform true bank-to-book reconciliation; <u>OR</u> b) perform only daily Treasury reconciliation (comparing what actually happened at the bank, to what was forecasted to happen at the bank)?
A5	b)
Q6	In reference to requirement CM 2.9 of the 'Functional Requirements' tab of the separate file, *PS20190184 – Requirements*: Does the City require the TMS to tag bank, debt, and investment transactions with journal entries, then export the journal entries to the SAP GL?
A6	The TMS is not required to integrate into the SAP GL system. Treasury expects the TMS to automatically generate GL entries (based on standard events such as new debt, investments, etc.) into a user-defined GL excel template. Treasury staff will then export from TMS, then manually upload the excel template into SAP for reporting.