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EXECUTIVE DIRECTOR OF PROCUREMENT & ACCOUNTS PAYABLE

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SUPERINTENDENT

DATE: 3/19/2025
RFP NUMBER: 25-063 CG
RFP TITLE: Invoice Data Entry
ADDENDUM NUMBER: 1

Extension to deadline to submit offers.

The RFP deadline to submit offers has been extended to March 26, 2025 at 3pm local(Mountain) time.

Questions and Answers:

1. It was not mentioned anywhere in the RFP, but I do not want to assume. Is the school district accepting "Cloud/Hosted" software offerings?
   Response: No

2. Our software solution combines the best OCR and AI technology available to practically eliminate human-driven data entry. Can you provide a current Flow Chart of your workflow for invoice approval and data entry? This will help us either mirror your existing process and provide options for how our solution can coincide for easy adoption and/or provide recommendations for improved efficiency.
   Response: APS is not interested in an OCR/AI technology-based solution for this RFP

3. Invoice Data Entry…
   a. What is your expectation for submitting invoices into our system to initiate data entry?
      i. Will your staff at each school be manually scanning or electronically uploading invoices to our system?
         Response: The successful vendor will be sent or given access to the invoices that come into the Accounts Payable department
      ii. We can monitor folders and/or email address for more automated capture of invoices.
         Response: Not a question
      iii. Or will we receive a batch of already approved invoices from your APS Accounting department?

      Response: Invoices may be pre-approved depending upon the goods and/or services. Data Entry only of invoices entering the system.
   b. "other relevant information"… Does this include line-item data?
      Response: yes

4. Verification and Reconciliation… "verifying data against purchase orders and other documentation as required"…

a. Will these additional documents be submitted into our system or provided via other methods?
   Response: The successful vendor will be sent or given access to this information from APS.
b. Do you require human verification from our end or would you still want to verify the data on your side before the data is sent to Infor Lawson.
   Response: The successful vendor will be sent or given access to data to enter and verify. Discrepancies will be reported to the Accounts Payable Manager and/or designee.

5. Handling Exceptions…
   a. In rare instances of exceptions, what is your expectation for how the APS Accounts Payable Manager is notified?
      Response: The successful vendor will email Accounts Payable Manager and/or designee.
      i. Is there only "one" of these managers for the entire district? Or would you expect certain managers to be notified based on criteria of the invoice?
         Response: APS has one Accounts Payable Manager but additionally has other designees as backup.

      ii. If utilizing our software the defined manager could be notified of the exception in which the manager could access software and make a determination instantly.
         Response: Not a question; APS not looking for a software solution

6. Turnaround Time…
   a. "within 5 days of receipt of the invoices"…
      i. Can you explain your expectation of this in your workflow?
         Reponse: The successful vendor will be sent vendor invoices, given access to data to enter and verify against the PO and will ensure invoices are keyed into Lawson system within five days.
      ii. With our offering instead of "sending the invoices to us", your staff would send the invoices to the software system. The system could process them immediately, within minutes.
         Response: Not a question.

Technology Requirements…
   a. "integrating with our current Infor Lawson ERP system"… "or be open to using our specified tools"
      i. Can you explain your expectation of this in your workflow? This question ties into #4 mentioned previously.
         Response: Reference RFP scope.
      ii. We do not currently have an integration from our software product to Infor Lawson, however we could provide a quote for professional services to develop that direct connection.

         1. We would request assistance of a contact at Infor Lawson to gather necessary information to provide this line-item quote (a one-time fee, if applicable).
            Response: APS is not looking for software solution

iii. What other specified tools are available for integration of data?
Response: Refer to RFP scope of work

8. Will APS allow us to use offshore resources to perform the data entry? All data would reside in the US.

Response: APS does not desire to utilize services owned or performed outside the US.

9. Does APS have a current vendor?
Response: No

10. If a current vendor exists, why is this going out to bid?
Response: No current vendor

11. How many pages per invoice on average?
Response: varies

12. Are there line items that need to be captured for each invoice? if so, how many?
Response: varies

13. Do the invoices have any attachments?
Response: Possibly but the PO needs to be verified against the PO at a minimum.

14. What are all of the possible fields that need to be captured from an invoice?
Response: Basic fields are described in RFP but additional fields may be needed depending upon the goods and/or services delivered.

15. Do you have an existing vendor?
Response: no

16. Is there any invoice scanning from paper records involved in this service?
Response: Any scanning of invoices coming to APS will be scanned by APS.

17. Can you share any samples of the invoices that need to be processed?
Response: This information will be given as needed and required to successful vendor to this RFP.

18. What is Albuquerque Public Schools currently using to process vendor invoices?

Response: APS Accounts payable staff and the Lawson ERP

19. Of the 81,000 annually processed Invoices, what is the break breakdown of PO vs. Non PO?
Response: All invoices processed under this RFP should be associated with a PO

20. What percentage of invoices are paper vs email?

Response: varies

21. What is the breakdown of Capital vs. Operating?
    Response: Varies

22. Does Albuquerque Public Schools currently use web services when integrating with your current ERP?
    Response: NA to the RFP services requested

23. Does Albuquerque Public Schools have a dedicated staff to assist with implementation?
    Response: APS will set up the vendor with appropriate access to Lawson screens for data entry. Any costs from the vendor must be included in the price proposal

24. Is there a PR/PO system that you plan on using going forward, or would you prefer this process to take place in the same platform as Invoice reception?
    Response: APS is currently using Lawson for the services included in this RFP

25. Invoices are often itemized. How many line items would you say are on each invoice, on average?
    Response: Varies

26. Does Albuquerque Public Schools intend on matching invoices to purchase orders?
    Response: Yes, reference the scope of the RFP

27. Will matching to receipts also be needed?
    Response: No, reference the scope of the RFP
28. Can you provide sample invoices?
    Response: This information will be given as needed and required to successful vendor to this RFP
29. Can you provide a complete list of data elements to capture?
    Response: Basic fields are described in RFP but additional fields may be needed depending upon the goods delivered.

30. Will our operators login to your servers? How?
    Response: This information will be given as needed and required to successful vendor to this RFP.

31. Can you provide screen shots or a demo of Infor Lawson?
    Response: This information will be given as needed and required to successful vendor to this RFP

32. Can you provide reports samples?
    Respose: This information will be given as needed and required to successful vendor to this RFP

33. Please list all of the data validations vendor is required to perform when reviewing and entering invoice data

Response: Basic fields are described in RFP but additional fields may be needed depending upon the goods delivered.

34. How will our operators access the invoice images?
Response: This information will be given as needed and required to successful vendor to this RFP

35. This line made me think you would only score proposals within these categories.
Points will be awarded in compliance with NMSA 1978, §13-1-21, for New Mexico In-State Resident Business, Native American Resident Business, New Mexico Resident Veteran Business or Native American Resident Veteran Business.

Response: State of New Mexico procurement code allows preference that meet this criteria. APS does not desire services to be performed or company owned or operated from outside the US.

35. Is there an incumbent contractor performing the work?
Response: no

36. If yes, who is the contractor?
Response: NA

37. If yes, what is the contract number?
Response: NA

38. If yes, what does the incumbent charge for these services?
Response: NA

ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL:
Addenda not signed and returned may consider the RFP non-responsive and may be rejected.

_____
COMPANY/FIRM NAME

_____
SIGNATURE

_____
DATE