

June 28, 2023

To: All Potential Respondents  
From: Jonathan Koele, Accountant 2  
Subject: 2023-008

### **Addendum Three**

**Please amend the subject RFP to include answers to the following timely received questions:**

- Q1. Where are the Vendor details stored currently?  
A1. Vendor details (e.g. , name, mailing address, phone number, email address, etc.) are currently stored in a database maintained by the Agency. Agency staff extract relevant data into a CSV file and upload this file to our current check processor's web portal.
- Q2. Who maintains the Vendor Details in the current system?  
A2. Agency staff maintain the database and are responsible for uploading relevant data to the check processor's web portal.
- Q3. Will the Agency sharing the Vendor list CSV be normalized?  
A3. We currently perform basic data normalization for our vendor list CSV. So, data normalization would be possible depending on the specifics.
- Q4. Could the Agency provide the Personal Information (PI) details like Contact Number, and email address of the approved Vendors in the Approved Vendor list CSV if the proposed system meets the HIPAA compliances?  
A4. This is possible and would be dependent on a data-sharing agreement.
- Q5. What will be the shares of Cell phone number and Fixed phone number in the contact Numbers provided by the Vendors?  
A5. Unknown. We ask our vendors (farmers) for a primary and secondary phone number, and do not ask them to distinguish between cell and landline phone numbers.
- Q6. Does the proposed system need to initiate the ACH transfer for the Farmers?  
A6. Yes
- Q7. Does the proposed system need to initiate the ACH transfer of the unspent Dollars of WIC and Senior FMNP Account?  
A7. Not necessarily. Transfer of unspent funds back to the agency will occur once annually for the WIC and Senior programs. This does not necessarily have to be an ACH transfer, for example mailing a paper check would be acceptable.
- Q8. Does the Agency have a physical Bank A/C for the FMNP program?  
A8. There are bank accounts for the WIC and Senior funds which have been established and held by our check processing contractor.

- Q9. Does the Agency have separate Physical Bank A/C for the WIC and Senior program and who will be holding the account?  
 A9. Yes, there are separate accounts for the WIC and Senior programs. The contractor would establish these accounts.
- Q10. If the scope of ACH transfer is not of the proposed system who will flag the transfer status in the proposed system  
 A10. We do not understand this question. The contractor should handle all transfers other than distributions to the holding accounts.
- Q11. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)?  
 A11. Yes, as long as the contractor operates within the Department work schedule.
- Q12. What are the Payment processors the Agency currently uses or plan to use?  
 A12. RP Solutions is our current payment processor. They are currently processing via paper checks.
- Q13. What does the payment mode Agency expect to be outgoing to the vendors?  
 A13. Farmers should be paid for redeemed vouchers via a bank transfer, such as ACH
- Q14. Could Agency Provide more clarity on how the payments are expected to be made via the Agency portal, i,e is via a bank transfer, cheque creation for the vendors?  
 A14. Farmers should be paid for redeemed vouchers via a bank transfer, such as ACH.
- Q15. What will be the Timeline for Requirement Gathering and System Study for the Proposed Project?  
 A15. This would be included in our app development section of the timeline. The timeline is flexible as long as completed in time for a 2024 roll out.
- Q16. What is the regulatory security compliance (if any) needed for storing this financial information?  
 A16. Refer to 4.1.5.1 and 4.1.6
- Q17. Is 1099K this to be coded into the web application or is this would be handled manually.  
 A17. This may be done manually or automated via the app.
- Q18. Is this to track the farmer who was redeemed, the actual WIC/FMNP Beneficiary, or both?  
 A18. The farmer. There will not be access to who the beneficiary is.

**Please acknowledge receipt of this addendum by signing in the space provided below, and return this letter with your offer (do not send back separately).**

I hereby acknowledge receipt of this addendum.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Typed or Printed Name

