

Financial Affairs  
Richard H. Hinds, Chief Financial Officer

**SUBJECT: REQUEST FOR AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSAL (RFP) TO SELECT A PROCUREMENT CREDIT CARD RECONCILIATION SOFTWARE PROGRAM**

The purpose of this RFP is to search for a vendor that can provide or design a software program to automate the procurement credit card reconciliation process. Automating and simplifying the monthly credit card reconciliation is the only part of the Procurement Credit Card Program that could not be implemented at the program's inception. As the Credit Card Program continues to grow, the need for a simplified automated reconciliation method has become critical in order to reduce work load at the school/department level, and provide the necessary internal controls. Personnel from the Office of Information Technology will be responsible for interfacing the new software to our mainframe-based accounting system.

The required software will provide each work location the flexibility to log online all credit card purchases or pending credits, and download an electronic statement, from our credit card vendor, that will be automatically compared to logged purchases.

This automated comparison process will provide the work location with unmatched items that must be researched prior to payment. Once the account is reconciled, the system will automatically generate a purchase requisition to pay First Union Bank for the approved credit card purchases. Although the purchasing card currently saves countless of hours in the procurement process, this enhancement will completely streamline the current manual process by using the computer for non-value added tasks, and improving reconciliation controls.

A copy of the request for proposal will be forwarded under separate cover to the Board Members, the Office of the Recording Secretary to the School Board, and the Citizen Information Center.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, authorize the Superintendent to advertise and distribute a Request for Proposal to seek a vendor that can develop or deliver the required purchasing credit card reconciliation software, and approve the appointment of the Selection Committee to review the proposals in order to present a recommendation to the Superintendent for recommendation to the Board.

RHH:lf