



Business & Financial Services Department
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July 13, 2010
File: 02-0775-50-3910/Vol 01

Dear Sir/ Madame,

Re: Addendum Five – 3910P Request for Proposal Payment Processing Services

This Addendum includes items of clarification, forms part of the Contract Documents and shall be read, interpreted and coordinated with all other parts. Please review and consider the following information in the preparation of your proposals:

I. Clarifications:

1. Clarification on the "transaction qualifications" in Section 7 (Project Background) of the original RFP:
 - a. Standard transactions are those that are manually keyed, either on a device, online, or over the phone (i.e. card not present)
 - b. Electronic transactions are those that are conducted face-to-face, where the credit card is present and is swiped or inserted into the device for processing (i.e. card present)
2. Clarification on Question Two of Addendum One:

The card present (60%) and card not present (40%) breakdown was provided based on the City's total card processing activities, thus debit transactions were actually included in the total and the card present category. To get a breakdown of the credit card transaction types, please refer to breakdown provided in section seven (7) of the Request For Proposal.

Yours truly,

Kerry Gillis, for S. Dosanjh
Buyer II - Contracting Specialist
City of Richmond

pc: Venus Ngan, CA, Manager, Treasury