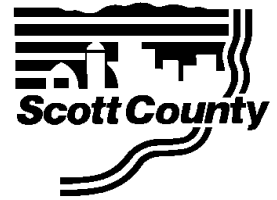


Administration

Purchasing Division

600 West Fourth Street

Davenport, Iowa 52801-1030



Ph: (563) 326-8793 Fax: (563) 328-3285

Email: purchasing@scottcountyiowa.com

September 20, 2019

#19480 Banking and Related Services

Addendum #1- Questions and Answers

Please find attached the list of 1-30 questions that have been submitted by vendors, for the Banking and Related Services proposal request.

The questions and answers, listed on the addendum, are the same as, listed individually, on www.publicpurchase.com, in the question and answer area.

Question #1

Good Morning - we have a few questions about some of the requirements. Would it be possible to talk with someone to make sure what your asking is something we can offer. Thanks

Answers

Thank you for your interest in doing business with Scott County.

As indicated in the request, at this time, please address your questions here for requirement clarification. You can separate each question individually and they will be forwarded to the proper person for a response. You may ask as many questions as needed and the more detailed the better.

Question #2

The RFP mentions 25% of the selection criteria will be based on the ability to provide all banking and related services. It later references "Other Services" that are not required... Can we have clarity if all the items on the spreadsheet are what they are expecting as table stakes or are some of those "Other Services"?

Are Cash Vault Services a must have? We don't run a centralized cash vault for deposits or where coin and cash orders can be ordered with short notice. We would have to accommodate at a branch and would likely need a heads up days ahead of time.

Cleared Warrant Images - Can we clarify what these are? Are they just checks written off a specific account? We'll easily be able to provide data on cleared items and their images, but I want to make sure that's what this is.

Answers

The items shown on the spreadsheet are the main items used for the evaluation of this criteria. The County is just asking for a listing of any other services that could be provided that might be beneficial for the County in the future.

Centralized Cash Vault Services are not mandatory but please explain in your response how the deposits and coin/cash orders would be handled including the branch location to be used. The County currently has a standing weekly cash order.

Yes, these are the checks written by the Auditor's office.

Question #3

File Integration with New World -> I doubt we'll have direct integration, but we can accept various file types in if New World can export them. Is this a considerable option?

Image File Import - Is it required that all images are passed through a data file, or would having the ability to get to them online suffice?

Wire Transfers - It is not our practice to allow clients to have wire profiles with assigned PINs. Is it possible they could move all wire transfer processing online?

Controlled Disbursements - Can this be addressed with an on or off balance sheet sweep instead?

Are the Smart Decision Electronic Checks just a representation of check items Scott County converts to an ACH for processing?

Answers

This would be considerable. The County currently exports the cleared check file each day from the bank as a .csv file to upload into New World. The files export from New World that are uploaded to the bank are currently .txt files. The New World system has standard imports and exports for each process. Variance from the standard import / export system will be considered and consultation with both vendors for ease of data transmission through the standard import / export or customization.

Online access could suffice depending on how long those images would be available. Please indicate in your response the length of time the images would be available to retrieve.

All wires initiated by the County (both incoming and outgoing) are currently scheduled through the online client portal. In your response, please provide details for a backup system should the online wire transfer system be unavailable.

Possibly as long as the sweep meets the County's Investment Policy and State Code requirements. The County would still need to have 2 accounts for check writing from 2 different offices. Also, the County would still need to be able to download a .csv file with the cleared checks to upload to the accounting systems.

Yes

Question #4

1. Positive Pay - Does the County use Same Day Positive Pay or Previous Day Positive Pay to review Warrants?
2. Do you review all warrants daily for payment or only Positive Pay Exceptions?
3. Does the County review all images daily prior to paying Warrants from the daily Image file? Or is this file for archive purposes only?

Answers

The County uses Same Day Positive Pay

The County only reviews warrants for payment that have exceptions

The daily image file is for archive purposes should the County need to go back and look at the front and/or back of the cleared check.

Question #5

Could you please provide a historical look at the average monthly balances maintained within the 4 primary accounts for the past year on a month by month basis?

Answers

see Addendum 2

Question #6

What would you estimate as the maximum dollar amount on deposit within a given year?

Answers

Please see Question #5

Question #7

1. Remote Deposit Capture - Do the County utilize a third party software and scanner for creating an X9 file which you submit directly to the Bank?
 2. Are there specific reports the County is looking for in addition to the Primary Account's Detailed Report and Cleared Warrant Images as outlined in the RFP? If so, please provide a description of the report(s) outlining the type of information needed and reporting period.
 3. Web Services - Could you please elaborate on the desired functionality of the web service section?
 1. Yes the County utilizes a third party software and scanner to create the X9 file submitted to the bank
 2. The County currently utilizes the following reports which are produced on a daily basis:
 - a. Report showing all previous day transactions including detail. This report is
-

- produced in both a PDF format and an Excel format.
- b. Report listing all checks clearing that day with check number and amount. This report is produced in both a PDF format and a CSV file.
 - c. Report showing all current day transactions including detail. This report is produced in a PDF format.
3. The web services should include all items in the online banking section as well as the ability to query various transactions and produce the reports listed above.
-

Question #8

Could you please provide an estimated schedule for standard and non-standard Currency & Coin Order requests? Please also include the anticipated volume of Currency & Coin Furnished per request.

The County currently has a weekly standing order for currency and coin orders. The total requested each week is \$16,000 which is \$15,692 in currency and \$308 in coin. It is very rare to have any other requests other than this standing order.

Question #9

A copy of the annual financial report for the past two (2) years.

<Question> Are links to the report within the response OK?

Links to the report within the response are acceptable.

Question #10

Given the dynamic global economic environment and the impact on the local economy and specifically time deposit rates, please share the County's rationale for incorporating time deposit rates in the overall selection criteria rating for the General Banking services when other investments options and strategies are potentially more beneficial to the County and its taxpayers than time deposits? Is the county expecting a committed rate for time deposits over the life of the banking contract? What dollar amount and time period is the County planning to deposit into time deposits? Is the County committing to only place time deposits with the General Banking awardee for the life of the contract?

The inclusion of time deposit interest rates in the selection criteria rating gives the selection committee an idea of what interest rates the institution has been paying. In this please include any interest rates that would be paid on checking, savings and/or sweep accounts, as well as time deposits. The County is not expecting a committed rate of the life of the contract. The County does request bids for all CD and investment opportunities so we are not committing to only placing time deposits with the General Banking awardee. The dollar amount and time period varies based on the availability of funds to deposit and invest.

Question #11

Where would you like to see fees for optional, but not required services disclosed? Should we create an optional field at the bottom of the Excel document?

You may show fees for optional services at the bottom of the Excel document. Please label the new section as such.

Question #12

It does not appear that this RFP includes P card. Can you please confirm?

Correct, the RFP does NOT include P-card. This is an additional service that will be considered at a

future time.

Question #13

In the General Attachments on the Public Purchase website, is a PDF an option for an upload?

Answers

Yes

Question #14

What file formats does Tyler Technologies accept/produce. CSV,BAI,TXT etc.

Please see Addendum #3

Question #15

Does the County currently see detail on all items posted daily, or do you see a total for paid items through the online portal?

The County currently sees detail on all items posted on a daily basis. Please see the answer to question #7 that lists the reports needed daily.

Question #16

With regard to deposit balance and account activity, when are the peak times of year?

Please see answer to question #5

Question #17

Can you provide a historical look at the average balances for each of the 4 accounts?

Please see answer to question #5

Question #18

What services do you expect the FI to provide with regard to Positive Pay?

Currently the County uploads a .txt file to the banking institution each time we issue checks. When one of the County issued checks is presented for payment the bank will compare it to the file we uploaded. The County will get an alert if the payee or amount on the presented check does not match the information in the uploaded file. The County will review the mismatch and then either approve or deny payment. The County would expect a similar scenario with the FI chosen.

Question #19

What is the term of the contract related to this RFP?

The term of the contract is 5 years.

Question #20

Is it possible for you to please describe the current use of banking services via ChexStor?

The current use of ChexStor is for check image retrieval.

Question #21

Which accounts are included in this proposal?

Please see answer to question #5

Question #22

What are the average balances of the accounts included in the proposal?

Please see answer to question #5

Question #23

Is there a need for business credit cards or merchant services?

Please see answer to question #12

Question #24

Is it possible to have a description of the frequency and details of the cash vault services including the number of locations and addresses?

Please see answer to question #8. Money is picked up and delivered to 1 location in Davenport.

Question #25

Would you be willing to share an analysis statement?

The Excel spreadsheet that accompanied the RFP was prepared from the County's analysis statement showing the activity for 12 months for each category.

Question #26

We are unable to access the investment policy at the county website. Can you please provide that to us for review?

The investment policy link is not broken. It is pdf format. http://www.scottcountyiowa.net/hr/pub/policies_general/18_Investment_Policy.pdf

Question #27

Consolidated Account Structure".

Is there 4 primary accounts in addition to the master consolidation account or 4 total? You also mentioned 2-ZBA accounts. If there are 4 total, one master and 2-ZBAs, what type of account do they want for the 4th one. If is 4 in addition to the master, we need to know what the other two will be.

Please see answer to question #5

Question #28

Standard Deposit Services:"

o It mentions guaranteeing immediate credit of US Treasury "Checks," but our system would be a next day credit of even treasury checks. Can you provide clarification on frequency, or is it ACH and not checks?

It is ACH and not checks.

Question #29

Online Banking" - bullet # 5:

o It mentions transmitting files as ".txt and .bin. Can you please provide more clarification on the .bin file format? What is it used for? Is it a CD Rom?

The .bin is our X9 file that is created from our third party Remote Deposit Capture scanner and software.

Question #30

"Cash Vault Services:"

o Brinks will be the cash vault provider going forward, and they would not return the deposit ticket from the deposit to the client. However, the client will be able to view/print an image of the deposit slip from Business Express Online Banking the day after the deposit is processed. They would receive a report of differences in deposits from Brinks if there are any discrepancies in deposits they receive. Is this acceptable?

Yes, this would be acceptable.

