COUNTY OF MONTGOMERY

PURCHASING DEPARTMENT
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REQUEST FOR PROPOSAL, RFP # 24-09 issued January 12, 2024
ADDENDUM NUMBER 1

DATE: **February 2, 2024**
TITLE: **Banking Services**

Amendments:

1. Section III.B.1 of the RFP is hereby changed to read as follows:

   The County has a need for several separate demand deposit accounts: For Montgomery County a depository account for general operations. In addition, interest-bearing accounts are required from time to time for federal funds. For the PSA depository account and two zero balance accounts for payroll and accounts payable disbursements.

   Attachment C discloses activity in these accounts based on a 12 month period January 2022 through December 2022.

   All deposits should be available for immediate withdrawal without penalty.

   The County and the PSA reserve the right to establish additional accounts at the contracted rates should operational needs change.

2. Montgomery County reserves the right to answer no further questions after the issuance of this addendum.

Clarification:

1. **Question:** Does Montgomery County prefer a fixed interest rate or a variable interest rate?

   Montgomery County Response: The County understands there are pros and cons to both fixed and variable rates. Proposals should clearly state whether offered rate is fixed or variable. Proposals should also clearly indicate to what index the rate will be tied (example: Fed Funds Rate) if a variable rate is offered.

2. **Question:** Is there a portion of the County's balance that the County will expect not to earn interest? If so, what is the ratio?

   Montgomery County Response: This is negotiable.

3. **Question:** What is your average monthly balance?

Montgomery County Response: The average monthly balance for the General Fund for Calendar Year 2022 was $100,072,416.67.

4. **Question:** Is Brinks a service you currently use or is this a new requested service?
   Montgomery County Response: The County does not currently have courier service for cash deposits. We would like to have courier service mainly for peak times, around June 5th and December 5th. The courier does not have to be Brinks, but proposals should indicate what courier would be used.

5. **Question:** Do you enter your own stop payments? If so, what is your volume of stop payments and how often do you enter them?

   Montgomery County Response: We do enter any Stop Payments. They are entered when requested. The volume varies, but generally no more than 5 are entered per month. The largest amount we enter is for the Unclaimed Property process. Those stop payments are entered in August and there are over 200 of those each year.

6. **Question:** For the PSA lockbox, please provide the billing software for confirmation of integration of the extract file.

   Montgomery County Response: Tyler Technologies Munis

7. **Question:** For the PSA lock box, please provide the number of items processed by the lockbox as well as volumes on any peak dates.

   Montgomery County Response: Approximately 2,000 items per month. 200 to 300 are the most received in one day, which is normally closer to the billing due dates of the 5th and 20th of each month.

8. **Question:** For the PSA lockbox, it is my understanding the current lockbox items are addressed to Charlotte, however the RFP states "must be a Christiansburg address." Will no other mailing addresses be considered?

   Montgomery County Response: The County's preference would be a PO Box within Montgomery County, Virginia. Proposals should include the city, state, and zip code of the bank's lockbox address.

9. **Question:** It is stated on Page 8 Item P, "the County will have the option to add lockbox services for other accounts at a later date" Are there anticipated check/coupon volumes available? If not, what accounts would be considered for additional lockbox services?

   Montgomery County Response: There are no anticipated additional lockbox services at this time, however the County would like the option to add additional lockboxes services at a later date should the need arise.

10. **Question:** Please share details on how Atlantic Union currently provides PSA Branch Payments (page 5, item # 7 of the RFP).

a. What payment methods are accepted in person at the 4 participating branches?
b. Please share the average number of transactions processed, daily or weekly at Atlantic Union branches for PSA payments.
c. Are payment dates staggered? If not, please share peak dates.
d. How is individual payment information provided to the PSA for reconciling to billing software?

Montgomery County Response:
a. Checks and Cash
b. 2 to 3 daily
c. Due dates are the 5th and 20th of each month
d. Emailed copy of PSA invoice and check or cash receipt via PDF file to psapayments@montgomerycountyva.gov. PSA processes payment in billing system

11. **Question:** Attachment E- please provide 3 months of credit card statements for analysis or at a minimum the average ticket and total dollar volume processed on referenced months for Credit Card and eCheck provided in Attachment E. This will assist in providing a quote for cost analysis.

    Montgomery County Response: Attachment E is provided for information only. Montgomery County currently contracts with CSG Forte as a third-party credit card processor. Credit card services are not part of this RFP.

12. **Question:** Please provide an Account Analysis Statement(s). This will assist in providing a quote for cost analysis.

    Montgomery County Response: See Attachment D of the RFP.

13. **Question:** From A. Bank Requirements, e., are debit EFT's needed for consumer (PPD), business (CCD), or both?

    Montgomery County Response: Both.

14. **Question:** The RFP indicated two controlled disbursement account for payroll and accounts payable. Controlled disbursement is not indicated on attachment D. Are these truly controlled disbursement accounts? As controlled disbursement accounts, the County would receive a report of the check funding requirement each morning. Is this the case? If so, at what time(s) are the check presentments received?

    Montgomery County Response: These are zero balance accounts. See Amendment 1 above.

15. **Question:** Would you please provide average balances (ledger and collected) in each account that holds a balance? Does attachment C indicate deposits or average balance?

    Montgomery County Response: Attachment C indicates deposits made to the General Fund Account.

Below are the average balances for Montgomery County:

	Average Balance 2023	Average Collected 2023
General Fund	$116,205,631	$115,932,771
Special Welfare	$16,313	$16,313
Flexible Benefits	$532,249	$532,249
Volunteer Montgomery Fundraising	$18,905	$18,905
Law Library Savings	$74,762	$74,762
Federal Asset Seizure	$34,105	$34,105
Café Pre-Pay	$62,148	$62,148

Below are the average balances for the Montgomery County Public Service Authority:

	Average Balance 2023	Average Collected 2023
PSA	$3,139,102	$3,132,805

16. **Question:** On attachment D with the billing line-item code descriptions, would you please provide more information regarding:
    a. OBT (code 47013)
    b. ACH Medical Payment Credit   (code 2195)
    c. Please differentiate 47004 ACH originated-credit/ 47005 ACH Originated-Debit -vs- 93138 ACH Originated debit & credits.

    Montgomery County Response: Per Atlantic Union Bank
    a. Online Book Transfer, any wire transfers that are sent to another Atlantic Union account
    b. Any ACH items we receive that show as coming from a Medical provider
    c. 47004: Any ACH credits originated by the County; 47005: Any ACH debits originated by the County; 93138: Any ACH items originated by the County

17. **Question:** Is any date exchanged via SFTP transmission? i.e.:
    a. Account date for recon
    b. ACH
    c. Lockbox (image and/or data)
    d. Positive pay issue files

    Montgomery County Response: These items are currently received from Atlantic Union Bank through secure sites that we can access.

18. **Question:** Does the positive pay account use payee match protection?

    Montgomery County Response: Yes.

19. **Question:** Are credit card payments accepted via lockbox? Please describe that process.

Montgomery County Response: Credit card payments are <u>not</u> accepted via lockbox for the Treasurer's Office or the PSA.

20. **Question:** Would the County be open to the concept of using smart safe technology in lieu of daily armored car service? Info provided in this link: https://www.loomis.us/products/smart-safes [loomis.us]

    Montgomery County Response: The County is not interested in this option.

21. **Question:** Do the following two line-items include over the counter? Lockbox? Can you provide a breakdown?

    a. 47001-Non Atlantic Union items deposited, Volume-4312
    b. 47003-on us items deposited, Volume-897

    Montgomery County Response: Line items would include both over the counter and lockbox. We do not have a breakdown on those numbers.

22. **Question:** What is the average ticket amount of credit card receipts?

    Montgomery County Response: Credit card receipts are not a part of the scope of this RFP.

23. **Question:** Do the County and the PSA have the same or different Federal ID number?

    Montgomery County Response: The same Federal ID number.

24. **Question:** May we use the County's logo/seal on our proposal?

    Montgomery County Response: You may use the County logo or seal in your proposal, however you must obtain written permission from the County Public Information Office to use the County seal or logo in any other document, or for any purpose other than to submit a response to this RFP.

<div align="center">**ACKNOWLEDGE ON NEXT PAGE**</div>

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ACKNOWLEDGE RECEIPT OF ADDENDUM # 1:

COMPANY/FIRM NAME AND ADDRESS: SUBMITTED BY:

_____   NAME: _____

<div align="right">(print)</div>

_____   SIGNATURE: _____

_____   TITLE: _____

_____Zip Code_____   DATE: _____

Telephone Number: (_____)_____   Email: _____