

AUGUST 8, 2016
RFP 2016-101 BANKING & LOCKBOX SERVICES
ADDENDUM #4 – FINAL CLARIFICATION RESPONSES



Regarding Pro Forma Item 010307

1. **How many paper deposit statements do you receive?**
The City currently receives 7 deposit statements.

Regarding Pro Forma Item 100004

2. **Is the deposit bag charge for new deposit bag orders?**
Yes, this is for new deposit bags.

Regarding Pro Forma Item 100010

3. **How much loose coin are you depositing per month? The worksheet has a monthly average volume of 2. Does this mean only \$2? Where are you depositing this loose coin?**
The \$2 monthly average is included in City Hall's deposits that are taken to a local branch. Coin is deposited nearly every day by other locations and is included in the mixed deposits picked up by courier. We do not have a breakdown of how much loose coin is deposited from the other locations.

Regarding Pro Forma Item 100115

4. **Is the Curr Deposited Standard Fee per \$100 related to cash vault deposits?**
Yes

Regarding Pro Forma Item 100103

5. **Can you elaborate on what the mixed deposit fee is?**
This is a charge per-deposit for depositing a mixed bag of checks and currency.

Regarding Pro Forma Item 200221

6. **Can you describe what the previous day detail items service is? How is this different from Input Issue Electronic (200201)?**
200221 is a charge for reporting previous day debit and/or credit transaction detail. 200201 is a charge for handling and processing check issuance information supplied to the bank via transmission.

Regarding Pro Forma Item 250501

7. **How is ACH File Upload Items different from the ACH Debit/Credit Transactions processed?**
250501 ACH File Upload Item is the charge for processing ACH transactions uploaded to the bank's online platform. The 250100 & 250101 codes are for ACH items sent by transmission.
8. **How many accounts initiated ACH transactions?**
Only one account initiates ACH transactions.

Regarding Pro Forma Item 400002

9. **Is the Online Banking Monthly Fee the per account charge for previous day reporting?**
Yes, the AFP code is defined as "a charge for providing previous day summary level (ledger, collected, etc.) balance and debit and/or credit transaction detail reports via terminal or network."
10. **How many employees are cashing their payroll checks at banking center?**
Less than five employees are currently cashing their payroll checks at a local banking center.

11. **What is the annual card spend going thru the AP/Vendor side?**

The City has a small purchasing and travel card program with approximately \$2 million of annual spend. In total, the City's Accounts Payable office disburses over \$115 million each year.

12. **What is the average ticket for each: card in wallet spend and the AP/Vendor spend?**

All purchases on the CalCard would be considered "card in wallet" and the average ticket size is \$314. Invoices are not paid with the CalCard through AP.

13. **Is the current rebate structure earned considered public record?**

Yes, this is considered public record and can be found on the California Department of General Services Procurement Division's website.

14. **How would you like us to present services not described in Attachment 13, for example stop payments?**

If there are any additional services not included in Attachment 13, please provide them in the Pro Forma document at the bottom under a heading "Additional Services".

15. **Will you require the winning bank to fill out a Statement of Economic Interest (Item 17, pg 59)? If so, which form?**

The City does not anticipate requiring a signed Statement of Economic Interest (Form 700) for the banking services contract, however final determination will be made during contract negotiations.