

**RFP 17-024P Banking and Related Financial Services
ADDENDUM No. 2
March 20, 2017**

Questions and Answers

A. Scope of Services

A.1 **Question:** Page 7 2.9 – General Banking Services
Does the email notification include items that are being re-deposited?

Answer: No

A.2 **Question:** Page 8 2.9 – General Banking Services
Is PSTA currently initiating stop payments individually or via a transmission?

Answer: PSTA currently initiates stop payments individually transmitted electronically through online banking.

A.3 **Question:** Page 9 2.11 - Availability of Funds
Is PSTA currently receiving same day deposit availability for coin Deposits? Is this a requirement? Would PSTA consider the downloading of a secure browser and deposit scanner drivers as “hosting a system”?

Answer: No, we do not receive the same day deposit for coins. This is not a requirement.

A.4 **Question:** Page 10 2.15 - Integration with Existing Accounting Software
Can PSTA import a BAI2 or CSV file?

Answer: PSTA can import CSV File.

A.5 **Question:** Page 11 2.17 Reporting
What type of report does PSTA require? Will you please include an example?

Answer: See attached for minimum requirements (File name: Sample bank report headings).

- A.6 **Question:** Page 11 2.18 Monthly Statements
Is it a mandatory requirement to have the analysis statements on the 1st day of each month?
- Answer:** No.
- A.7 **Question:** Page 16 2.21 Required Bank Service
What does PSTA currently utilize as a “deposit envelope”?
- Answer:** Deposit envelopes are used for small Currency and/or coin deposits on a weekly basis.
- A.8 **Question:** What accounting software is PSTA currently utilizing?
- Answer:** PSTA currently uses Fleet-Net software.
- A.9 **Question:** Please confirm that you require a payee match on your positive pay. Would a match on amount and check number be sufficient?
- Answer:** Yes, we would prefer payee match in addition to the amount and check number match.
- A.10 **Question:** Do you require Desktop Quickbooks access?
- Answer:** No
- A.11 **Question:** Do you require Online Quickbooks access?
- Answer:** No
- A.12 **Question:** Do you currently utilize Promontory Services for investing?
- Answer:** No
- A.13 **Question:** Are you opposed to Promontory Services for accounts?
- Answer:** No
- A.14: **Question:** Are employees required to have a checking account with PSTA’s bank of choice?
- Answer:** No
- A.15 **Question:** On page 6 of the RFP you talk about the reports that you will need. Are you opposed to running reports versus the bank supplying them?
- Answer:** No, we would like the ability to run our own reports.
- A.16 **Question:** On page 6 - H it states that Proposer shall include 2 of the 3 ratings firms. We have a Fitch Rating and are a Bauer 5 star rated bank as well as #10 of top 100 banks in America from Forbes. Is it possible to only need one of the three?
- Answer:** Yes

- A.17 **Question:** On page 10 2.16 we need the following (Armored Car Service):
- A. Who is the current carrier?
 - **Answer:** Dunbar
 - B. How long is the contract?
 - **Answer:** 3 Years with option to extend 2 years
 - C. Can you estimate daily coin currency breakdown?
 - **Answer:** See attached (File Name: Coin and Currency breakdown)
 - D. What is the current pickup time?
 - **Answer:** 8-9 am
 - E. What days are you receiving pickup services?
 - **Answer:** Monday – Friday, excluding holidays.

Question: Who is your current armored car service with?

Question: What company does the Authority currently contract with for Armored Car Transportation service if any?

Question: How often does the Armored Car pick up cash and deliver to the vault, daily, weekly, etc.?

Answer: Dunbar. The Cash is picked up daily, Monday – Friday.

- A.18 **Question:** Are you receiving actual credit daily or provisional credit daily for your cash/coin pick up via the armored car?

Answer: For currency we receive the same day credit. For coins we receive the next day credit.

- A.19 **Question:** How often is change order placed?

Answer: Rarely, almost never.

- A.20 **Question:** What's the typically amount for change order?

Answer: Varies.

- A.21 **Question:** Is it pick up at the branch or delivered by the armored car?

Answer: The delivery is made by the armored car at the bank secure vault locations.

- A.22 **Question:** Does the armored car deliver deposits to the branch or the vault?

Question: Does the armored vendor take deposits to a secure processing vault or a bank branch?

Answer: The delivery is made by the armored car at the bank secure vault locations.

- A.23 **Question:** Page 14 – B, number 7. Can you please provide more explanation as to what specifically stale-dating of checks means to them as it pertains to executing transactions.

Answer: If a check is stale dated (over a predetermined number of days) we would not want it cashed. Usually it's over 90 or 180 days.

- A.24 **Question:** What is your current ECR rate?

Answer: 0.25%

A.25 **Question:** What is your current Interest Rate on funds?

Answer: As of December 31st on our Quarterly report, the weighted average interest rate is 0.74%, including the ECR accounts.

A.26 **Question:** What is the total amount of your AP file minus payroll?

Answer: Varies.

A.27 **Question:** What is the average size check you write?

Answer: Varies, \$2.00 – \$4.5 Million

A.28 **Question:** Does the Authority use remote deposit? If so how many scanners do you have?

Answer: No, but we would like to explore the possibility.

A.29 **Question:** How much cash is deposited at the branch if any? How much cash is deposited monthly?

Answer: We do not make any deposits at the branch. All our deposits are sent via our armored car carrier. The amount of the cash and checks deposited in the bank varies but it could be from \$1 million to – 2 million a month.

A.30 **Question:** How does the authority currently receive deposit adjustment notice from SunTrust?

Answer: Daily email notification for all deposits including the adjustments.

A.31 **Question:** Who is the incumbent bank?

Answer: SunTrust Bank.

A.32 **Question:** Please confirm PSTA's payroll is bi-weekly.

Answer: Yes, PSTA payroll is bi-weekly.

A.33 **Question:** Will the concentration account need to be an overnight investment sweep account?

Answer: Yes for our Operating, Payroll and Liability account.

A.34 **Question:** On Page, #8 "EDI Services, remote collection, controlled disbursement", please define how PSTA defines "Controlled Disbursement"?

Answer: Controlled disbursement is used to regulate the flow of checks through the banking system on a daily basis, usually by mandating once-daily distributions of checks (usually early in the day.) This is done in order to meet certain investment or fund management objectives.

A.35 **Question:** Does the authority utilize CCD for corporate payments, as well as, consumer PPD?

Answer: Yes

A.36 **Question:** Please confirm ACH payroll files are formatted in a NACHA file format.

Answer: Yes, the ACH payroll files are formatted in a NACHA file format.

A.37 **Question:**

Are ACH payroll files automatically uploaded from PSTA's accounting software to the bank or does PSTA manually up-load the ACH payroll file online?

Answer: PSTA manually uploads the ACH file, which is NACHA formatted, onto the SunTrust website.

A.38 **Question:** Are incoming wires domestic or international? Are wires received in US dollars or foreign currency?

Answer: Domestic. US dollars.

A.39 **Question:** Are outgoing wires domestic or international? Are wires sent in US dollars or foreign currency?

Answer: Domestic. US dollars.

A.40 **Question:** Please confirm if mailed paper statements are desired in addition to online statements for Checking Account Statements, Analysis Statements and Account Reconciliation Statements.

Answer: Yes

A.41 **Question:** Does PSTA subscribe to ACH Fraud Control Filter for all accounts? Do any accounts subscribe to ACH Fraud Block?

Answer: Yes, ACH Fraud Control for all accounts. No, we do not subscribe to ACH Fraud Block.

A.42 **Question:** How many accounts subscribe to Positive Pay?

Answer: None, but we would like to utilize this option in the future.

A.43 **Question:** Does PSTA presently subscribe to Payee Verification for Positive Pay?

Answer: No, but would like to utilize this option in the future.

A.44 **Question:** Please confirm that two accounts require monthly reconciliation files.

Answer: We write checks on multiple accounts.

A.45 **Question:** Does PSTA presently receive one file with all Accounts Receivable transaction information?

Answer: Need clarification on this question.

A.46 **Question:** Does PSTA presently subscribe to Electronic Data Interchange? If so, how many accounts subscribe and how is reporting received?

Answer: No

A.47 **Question:** Does PSTA presently subscribe to Controlled Disbursement services? If so, how many accounts subscribe?

Answer: No

B. Merchant Services

B.1 **Question:** Does PSTA also accept American Express Cards?

Answer: No

B.2 **Question:** Can PSTA provide volume estimates to include average ticket, annual volume, % of card present versus card-not-present activity or provide a statement in lieu of this?

Answer: The statements are attached.

B.3 **Question:** Does PSTA assess Service or Convenience Fees to its payors?

Answer: No

B.4 **Question:** Does PSTA require an IVR for phone payments?

Answer: No

B.5 **Question:** How many merchant locations would be required?

Answer: PSTA requires 9 Merchant locations.

B.6 **Question:** Can PSTA provide the name of the gateway being used today?

Question: What Gateway software do you currently use?

Answer: Credit card terminals – SunTrust bank
<http://Store.psta.net> online store - First Data Global Gateway

B.7 **Question:** Is this gateway integrated with an accounting system for posting of cardholder payments?

Answer: No

B.8 **Question:** Does PSTA use wedge readers for the gateway?

Answer: We don't use wedge readers for the gateway.

B.9 **Question:** Can PSTA provide the name of the credit card terminals being used and whether or not they are owned or rented?

Answer: FD 130 DUO, owned.

B.10 **Question:** How many Merchant Id's or Accounts do you currently have?

Answer: PSTA has 9 Merchant IDs.

B.11 **Question:** What POS Software do you currently use?

Answer: Productive Solutions

B.12 **Question:** What is the total number of Annual Transactions?

Answer: Around 30,000 credit card annual transactions.

B.13 **Question:** What is the Annual total of Sales? Can you please breakdown by the following?

- A. Visa/ Mastercard, Discover? \$600,000
- B. Pin debit if any? \$300,000
- C. American Express? N/A

Answer: The annual total sales in credit cards are around \$900,000.00

C. P-Card

C.1 **Question:** Page 19 2.30 Optional Service – Procurement Card Service

- A. What is the total credit card dollar limit for PSTA credit cards?
 - **Answer:** PSTA P-Card monthly credit limit for all cards is \$270,000
- B. What is the annual spend? Annual Spend currently? Please provide the total annual spend amount for the existing Purchasing Card Program.
 - **Answer:** PSTA'S spend from 2/1/16 through 2/1/2017 was \$423,667.65 USD
- C. Does PSTA currently earn a rebate? What is your current rebate? Please provide the total amount of any rebate paid if applicable.
 - **Answer:** Yes, 1%
- D. What is the current rebate schedule and payment terms on PSTA credit card program? Please provide the frequency of payment of rebate.
 - **Answer:** The 1% rebate is due in February of each year
- E. Does PSTA utilize on-line access to the cards?
 - **Answer:** Yes
- F. How does PSTA process expense reports?
 - **Answer:** Expense reports are a manual process at PSTA
- G. Please describe your current Procurement and E-Payables system/service?
 - **Answer:** Currently PSTA does not have E-Payables. Procurement ERP system is Fleet-Net

C.2 **Question:** On page 18 you indicate P-Cards are an optional service you are looking at. Is this an absolute or truly just a wish item?

Answer: We have P-Cards now, however, PSTA reserves the right to make separate award for P-Card services.

C.3 **Question:** How many cards do you have?

Answer: 26

C.4 **Question:** If chosen for using the service for fuel what would the annual spend be?

- A. What would the average transaction size be for fuel?

- **Answer:** \$15,000 per day. (each invoice is approximately \$15,000)

B. How many cards would be needed in the field for fuel purchases?

- **Answer:** One card would be needed

C.5 **Question:** With regard to Purchasing Card and anticipated increased spending for fuel, would this be for wholesale or retail purchases?

Answers: Wholesale

C.6 **Questions:** Have you garnered acceptance to use the card for fuel purchases?

Answers: Yes

C.7 **Questions:** Are there any upcoming capital projects on the horizon?

Answers: Yes, but most are funded through grants.

C.8 **Question:** Can you please provide 3 months P-Card statements?

Answer: See attached for summary of P-Card spend from 2/1/16 through 2/1/17

D. Pricing

D.1 **Question:** Will PSTA please provide an electronic copy of the RFP? Preferably both Word and Excel.

Answer: The Cost Proposal Form is provided in Excel as part of this Addendum #2. The RFP will not be available in Word.

D.2 **Question:** Can the Procurement Card Service and Merchant Services be proposed separately?

Question: Please provide a copy of the Excel version of Attachment 3.

Answer: Yes, the Revised Proposal Form attached to Addendum #1 separates the Procurement Card Services and the Merchant Services.

D.3 **Question:** On “attachment 3, Proposal Form”, how is “O/S Bulk Cash Deposits” volume defined? For example Cash deposited per note, per dollar, per hundred, or per thousand.

Answer: “O/S Bulk Cash Deposits” is defined as a charge for processing and verifying currency deposited at the bank’s cash vault facility. The charge is calculated on a per dollar basis.

E. Reports Requested

E.1 **Question:** Will PSTA please provide a copy of the last 3 months bank statements, analysis statements, credit card statements and Merchant statements?

Question: Please provide three 3) months Bank statements & Account Analysis Statement? Please provide three (3) Merchant statements? Please provide three months Bank statements?

Question: Please provide three months of analysis statements.

Answer: Copies of the last three (3) months of statements are attached to this Addendum #2.

E.2 **Question:**

Will PSTA provide three months statements for each of the following?

- Bank accounts
- Analysis statements
- Merchant services
- Purchasing card

Answer: Copies of the last three (3) months of statements are attached to this Addendum #2.

E.3 **Question:** Can you share the last three months of analysis statements?

Answer: Copies of the last three (3) months of statements are attached to this Addendum #2.

E.4 **Question:** Can you share the last two months of merchant statements so that we could do a apples to apples compare?

Answer: Copies of the last three (3) months of statements are attached to this Addendum #2.

E.5 **Question:** Can we please get 3 months Banking statements – Regular and Analyzed – to see the flow of funds and services.

Answer: Copies of the last three (3) months of statements are attached to this Addendum #2.

E.6 **Question:** Can you please provide 3 months of Merchant Services statements – for each Merchant ID or accounts?

Answer: Attached.

F. Contract

F.1 **Question:** Section 6: Contract

14. Indemnification – The Indemnification of the supplier should be limited to “gross negligence”?

Answer: No

All other Proposal terms and conditions originally issued remain unchanged.

REMINDER: Make sure you mark “Addendum No. 2” on Attachment “1” Acknowledgement of Addendum and remember to sign and return Acknowledgement Addendum form with your submittal package. Failure to do so may result in the disqualification of your proposal submittal.

The RFP is revised to the extent specifically amended by this Addendum #2 and previously issued Addendum #1. Otherwise, all provisions of the RFP remain in effect.

Jean Smith
Purchasing Agent III
Pinellas Suncoast Transit Authority
jsmith@psta.net