



COLLIN COUNTY

Office of the Purchasing Agent
2300 Bloomdale Road
Suite 3160
McKinney, Texas 75071
www.collincountytx.gov

COLLIN COUNTY, TEXAS

ADDENDUM No.Three (3)

RFP No. 2022-083

REQUEST FOR PROPOSAL

FOR

COUNTY DEPOSITORY

DATE: FEBRUARY 25, 2022

NOTICE TO ALL PROSPECTIVE BIDDERS:

PLEASE MAKE THE FOLLOWING CHANGES TO THE REQUEST FOR PROPOSAL:

ADD DOCUMENT: BID ATTACHMENT – BID QUESTIONS AND COUNTY RESPONSES
ADDENDUM 3

DELETE DOCUMENT: BID ATTACHMENT – SPECIAL CONDITIONS AND SPECIFICATIONS
1.12.22

REPLACE WITH: BID ATTACHMENT – SPECIAL CONDITIONS AND SPECIFICATIONS
2.25.22

ADD ATTRIBUTE: #24 – ADDENDUM NO. 3 ACKNOWLEDGEMENT

ALL OTHER TERMS AND CONDITIONS OF THE BID AND SPECIFICATIONS REMAIN THE SAME.

SINCERELY,
MICHELLE CHARNOSKI, NIGP-CPP, CPPB
PURCHASING AGENT

BID QUESTIONS AND COUNTY RESPONSES ADDENDUM 3

- How many check files are issued each month?
-The County issues approximately 45 check files monthly.
- How does the County issue check files? Upload online portal, or direct send file to bank?
-The County issues check files through both uploads and direct files sent to the bank.
- For the accounts using full recon - how many checks are issued on those accounts each month?
-The County issues approximately 4,000 checks monthly on those accounts.
- Is the County using payee name verification for checks and if so, how many are issued each month with this fraud protection?
-The County does not use payee name verification for checks.
- How many accounts are using Positive Pay services? -
-The County is using positive pay on approximately 10 accounts.
- Does the County have any controlled disbursement accounts? If so, how many?
-The County has no controlled disbursement accounts.
- Does the County prefer to offset banking fees using compensating balances, or prefer to pay hard dollar, or a combination of the two?
-The County prefers utilizing compensating balances.
- What is your current ECR?
-The current ECR for the County is .15%.
- Does the County pay for any banking fees? What billing cycle are you on (e.g. monthly, quarterly, etc.)
-The County does not pay for banking fees and therefore not on a billing cycle.
- Monthly totals: ACH Origination - do you originate your files through a direct send or host-to-host file transmission to the bank? If so, how many files and transactions per month?
-The County does not use direct send or host to host file transmission.
- Monthly totals: ACH Origination - do you originate your files through online portal upload? If so, how many file and transactions per month?
-The County uploads ACH Origination through an online portal. Approximately 8,000 transactions monthly.

- Online banking: what is the current data retention period for your online transactions reported?
(e.g. 45 days, 90 days, 1 year, 2 year)
-The current data retention policy is 18 months.
- Remote deposit desktop capture: how many checks are deposited each month?
-The Remote Deposits vary throughout the year. Monthly total is approximately 4,300.
- How many remote deposit scanners does the County currently have?
-The County has approximately 10 Remote Deposit scanners.
- Does the County deposit coin via the branch(es), if so, how much per month?
-The County does deposit coin via the branches, but does not have an estimate for the small amount of coin deposited at the bank branch.
- Does the County deposit coin via vault, if so, how much per month?
-The County does not deposit coin via vault.
- If the County is depositing to local branches, how many deposits are being made per month?
-The County makes about 500 deposits monthly at a local branch.
- If the County is depositing cash to local branch(es), is it being made via night drop or over the counter?
-The County is depositing cash over the counter
- Does the County use local branches for cash deposits, if so, how much is being deposited per month?
-Yes, the County uses local branches for cash. The County deposits vary from \$3-9 million monthly.
- How many deposits are made each month to the vault?
-The County does not make deposits to a vault.
- How much cash (\$) is deposited via vault services each month?
-The County does not make deposits to a vault.
- Who is the County using as the courier/carrier for vault deposits?
-The County does not use an outside courier service, nor does the County make any vault deposits

- Monthly totals: Transit items: Are these physical paper checks deposited through branch or vault?
-The County deposits checks at a branch.
- Monthly totals: On us deposited items: Are these physical paper checks deposited through branch or vault?
-The County deposits checks at a branch.
- Monthly totals: Image cash letter - how many check images are sent to the bank each month?
-The County does not use image cash letters.
- Monthly totals: Image cash letter - how many files are you sending to the bank each month?
-The County does not use image cash letters.
- Monthly totals: What department(s) is using the BP Consolidator service?
-The County does not use BP Consolidator.
- Monthly totals: For the BP Consolidator service, are you receiving a daily file?
-The County does not use BP Consolidator.
- Monthly totals: For the BP Consolidator service, how many transactions do you receive each month?
-The County does not use BP Consolidator.
- Additional clarification needed on 6.6.1. It refers to bank services. The Q/A points us to Exhibit A section IV; however, that information is related to investing and not traditional bank services. Can the County provide any further clarification?
-In addition to traditional banking depository services, the proposal must include investment related services per section IV of Exhibit A.
- Special Conditions & Specifications 6.8.2 Can the County describe or expand on what alternative proposals would be?
-Proposers may present any additional information relevant to the proposal that could benefit the County which is not specifically outlined in the specification as an alternate. Alternates will be evaluated under the same criteria against all other proposals.

4.0 EVALUATION CRITERIA AND FACTORS
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- 4.1 The award of the contract shall be made to the responsible proposer whose proposal is determined to be the best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other factors set forth in the Request for Proposal (RFP) in accordance with Vernon's Texas Code Annotated, Local Government 262.030.

The Evaluation Committee will review all proposals received by the closing date and time as part of a documented evaluation process. For each decision point in the process, the County will evaluate proposers according to specific criteria and will elevate a certain number of proposers to compete against each other.

The County will use a competitive process based upon "selection levels". The proposer recognizes that if it fails to meet expectations during any part of the process, the County reserves the right to proceed with the remaining proposers or to elevate a proposer that was not elevated before. The selection levels are described in the following sections.

LEVEL 1 – CONFORMANCE WITH MANDATORY REQUIREMENTS

The first part of the elevation process is to validate the completeness of the proposal and ensure that all the RFP guidelines and submittal requirements are met. At the County's discretion, proposers may be contacted to submit clarifications or additional information within two (2) business days. Criteria assessed during Level 1:

- Conformance with RFP guidelines and submittal requirements.
- Submit completed Attachment A: Requirements, Attachment B: Cost Proposal, and Attachment C: Certified Check.

LEVEL 2 – DETAILED PROPOSAL ASSESSMENT

The Evaluation Committee will conduct a detailed assessment of all proposals elevated to this level. Proposers elevated to Level 2 may be asked to respond in writing to issues and questions raised by the County, as well as any other cost and implementation planning considerations in the proposal. Criteria evaluated in Level 2:

Points	Evaluation Criteria
30	Response and compliance with Attachment A: Requirements (Minimum Qualifications and Required Bank Qualifications) (6.6, 6.7)
30	Firm Overview and Staff Experience (6.4, 6.5, 6.8)
5	Documentation Samples Section (6.9)
65	Total Points

It is anticipated that the Evaluation Committee will elevate proposals scoring at least 45 points (70%) to Level 3.

LEVEL 3 – PRICING

Proposers who are elevated to Level 3 will have their pricing compared and evaluated.

Points	Evaluation Criteria
35	Total cost - Attachment B: Cost Proposal (6.11)

LEVEL 4 – REFERENCES, DEMONSTRATIONS, AND INTERVIEWS

The Evaluation Committee may hear oral presentations (if desired). Proposers are cautioned, however, that oral presentations are at the sole discretion of the committee and the committee is not obligated to request a demonstration or interview. The oral presentation is an opportunity for the Evaluation Committee to ask questions and seek clarification of the proposal submitted. The presentation is not meant as an opportunity for the proposer to simply provide generic background information about the corporation or its experience. Thus, the time will be structured with a minimum time for the proposer to present and the majority of time dedicated to addressing questions from the Evaluation Committee. The oral presentations, if held, will be scheduled accordingly and all presenting proposers will be notified of time and date. The County reserves the right to bypass Level 4 in the evaluation process and move directly to Level 5.

The following criteria will be used to evaluate those proposers elevated:

Points	Evaluation Criteria
10	Client references: Proposer's past performance in providing similar services Section (6.10)
35	Demonstration/Interview (optional)
45	Total Points

Proposals may be re-evaluated based upon criteria in Levels 2 and 3.

LEVEL 5 –BEST AND FINAL OFFER

Proposers who are susceptible of receiving award may be elevated to Level 5 for Best and Final Offer. Proposers will be asked to respond in writing to issues and questions raised by the County, as well as any other cost and implementation planning considerations in the proposal, and may be invited to present their responses on-site. Proposals may be reevaluated based upon criteria in Level 2, 3, and/or 4.

Based on the result of the Best and Final Offer evaluation, a single proposer will be identified as the finalist for contract negotiations. If a contract cannot be reached after a period of time deemed reasonable by the County, it reserves the right to contact any of the other proposers who have submitted bids and enter into negotiations with them.

5.0 SPECIAL CONDITIONS AND SCOPE OF SERVICES

- 5.1 **AUTHORIZATION:** By order of the Commissioners Court of Collin County, Texas, sealed proposals will be received for **RFP 2022-083, County Depository**.
- 5.2 **INTENT OF REQUEST FOR PROPOSAL:** The intent of this Request for Proposal (RFP) is to describe the services required for the contracting of a depository and relevant services.
- 5.3 **TERM:** Provide for a contract commencing upon Notice to Proceed and continuing through and including ~~May 31, 2025~~ May 31, 2026. During the final two (2) years of the initial contract, the County may negotiate new interest rates and financial terms. The County may choose to terminate the contract if the parties cannot agree upon new interest rates and financial terms upon thirty (30) days' notice. The contract may be renewed for an additional two (2) year term through ~~May 31, 2027~~ May 31, 2028 and the County may negotiate new interest rates and financial terms for the renewal term.
- 5.3.1 **TRANSITIONAL PERIOD:** Upon normal completion of this contract, not to include termination for default, and in the event that no new contract has been awarded by the original expiration date of the existing contract including any extension thereof, it shall be incumbent upon the vendor to continue the contract under the same terms and conditions until a new contract can be completely operational. At no time shall this transition period extend more than ninety (90) days beyond the original expiration date of the existing contract and any extension thereof.
- 5.4 **CONFIDENTIALITY:** All completed and submitted proposals become the property of Collin County. Collin County may use the proposal for any purpose it deems appropriate. Prior to Collin County approval, the proposal material is considered as "draft" and is not subject to the Texas "Public Information Act", Texas Government Code Chapter 552. After approval by Collin County, the proposal material becomes part of the contract between the vendor and Collin County. Upon signing of a contract, proposals and contracts are subject to the State of Texas "Public Information Act". If any information is to be considered proprietary, the proposer must clearly indicate each and every section to which this applies. It is not sufficient to preface the entire proposal with a proprietary statement. The State of Texas Attorney General retains the final authority as to the extent of material that is considered proprietary or confidential.
- 5.5 **BINDING EFFECT:** This resulting agreement shall be interpreted and enforced under the laws and jurisdiction of the State of Texas. Collin County's RFP, the proposer's proposal in response to the RFP, and any additional negotiated conditions reduced to writing will become part of the final contract between the successful proposer and Collin County. This agreement then constitutes the entire understanding between the parties and is not subject to amendment unless agreed upon in writing by both parties hereto. By mutual agreement, the parties may, from time to time, promulgate scope of service documents to define the scope of services. Such scope of service documents will be incorporated into the contract agreement. Proposer acknowledges and agrees that it will perform its obligations hereunder in compliance with all applicable state, local, or federal laws, rules, regulations, and orders.
- 5.6 **PERMITS, TAXES, AND LICENSES:** The vendor is responsible for all necessary permits, licenses, fees, and taxes required to carry out the provisions of the RFP. The financial burden for such expenses rests entirely with the company providing the service under the contract.
- 5.7 **PRICE REDUCTION:** If during the life of the contract the vendor's net prices to its customers for the same product(s) and/or services shall be reduced below the contracted price, it is understood and agreed that the County shall receive such price reduction.
- 5.8 **FUNDING:** Funds for payment have been provided through the Collin County budget approved by the Commissioners Court for this fiscal year only. State of Texas statutes prohibit the County from any obligation of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the current Collin County fiscal year

shall be subject to budget approval.

- 5.9 APPROXIMATE USAGE/VALUE: Approximate usage does not constitute an order, but only implies the probable quantity the County will use. The estimated value of this contract is \$300,000 annual spend. Approximate value does not constitute an order.
- 5.10 PROPOSAL SECURITY: Each proposal is to state the amount of paid-up capital stock and permanent surplus of the bank making the proposal, and there is to be furnished with the proposal a statement showing the financial condition of the bank at the date of the proposal.

Each proposal is to be accompanied by a Certified Check for \$1,220,058.43 payable to Collin County, tendered as per L.G.C. §116.023(b)(2), conditioned that if the bank is accepted as a depository, it will file within the time prescribed by law, a pledge contract in the form and in the amount and manner required by law, accompanied by securities acceptable to Collin County. Such initial pledge contract will not exceed \$35,000,000.00, as the County will elect to exercise other legally provided statutory investment options. The County does not anticipate having more than \$150,000,000 on deposit at any one time during the contract period. However, during peak collection periods, this contract will require additional pledges as required by law. In considering the proposals, the County reserves the right to select the proposal(s) most advantageous to the County.

- 5.11 PURPOSE/SCOPE OF WORK: The County is soliciting proposals for banking services from all banks with home offices or branch facilities within the boundaries of Collin County, Texas, that are desiring to be designated the depository for County funds. The depository law is covered by Local Government Code (L.G.C.) § 116.001 et seq., L.G.C. § 117.001 et seq., and L.G.C. § 2256.001 et seq. The applicant(s) selected as a depository may also be the depository for trust funds of the County and District Clerks as governed by L.G.C. §117.001 et seq., as well as the depository for all district, county, and precinct officials as provided by L.G.C. §113.001 et seq. and L.G.C. §116.001 et seq.

This RFP covers general banking services, safekeeping services, merchant credit card services, and purchasing cards.

The County reserves the right to select more than one depository. The County reserves the right to reject any or all proposals and the right to request additional information and/or clarification of items submitted in the proposal.

This RFP does not include any investment management services.

The County encourages all eligible and qualified bank representatives to examine this RFP carefully. Qualified banks are requested to submit proposals to provide banking services as defined in this RFP. The County expects the selected bank to be a leader and an innovator in the development and execution of financial products and services, and expects these services to be of the highest quality. Refer to L.G.C. § 116.001 et seq. for the definition of a bank as a qualified depository.

- 5.11.1 REQUIREMENTS: This section lists the minimum qualifications and criteria for a bank's proposal to be eligible for consideration and evaluation. Subsections are detailed in the response form Attachment A. Specific responses to each requirement must be provided in the accompanying response form.

5.11.1.1 MINIMUM QUALIFICATIONS: See Attachment A. This section lists the minimum qualifications and criteria for a bank's proposal to be eligible for consideration and evaluation. Specific responses to each requirement must be provided in the accompanying response forms.

5.11.1.2 REQUIRED BANK QUALIFICATIONS: See Attachment A. The requirements listed in this section shall be met at all times by the bank(s) in order to maintain the depository agreement in good standing.

5.11.13 DETAILED RESPONSE REQUIREMENTS: See Attachment A. Please respond to each item.

5.11.14 PLEDGE SECURITY REQUIREMENTS: As required under L.G.C. § 116.051, within fifteen (15) days after the selection of the depository, the bank(s) selected must qualify as a County Depository. Per L.G.C. § 116.054, the Commissioners Court has selected the form of securities pledge contract as the method of securing the funds of the County, with the exception that the County will not accept mortgage-backed securities. The pledge contract for securities is to be conditioned on the faithful performance of all the duties and obligations devolving by law on the depository. The pledge contract must be approved by the bank's Board of Directors or a designated committee in compliance with the Financial Institutions Reform, Recovery, and Enforcement Act of 1988, and continuously made an official record of the depository.

The selected depository or depositories shall provide the County with a copy of the appropriate document approving the contract. Such pledge contract must total the amount of the deposits to be identified by the County, which may be up to an initial maximum of \$35,000,000.00. The amounts of the securities to be pledged shall be based on fair value as of May 1, 2021, and shall be determined by a list of identifying numbers, including type, par value, fair value, and portion of fair value pledged in Collin County's name by security. Such list shall be furnished to and approved by the County Auditor prior to the signing of the depository contract and this list will become part of said contract.

Whenever there shall accrue to the County, or any subdivision thereof, deposits in excess of the amount of securities pledged, the depository is to immediately make additional pledges, approved in advance by the County Auditor, in amounts sufficient to cover the increased deposits. Correspondingly, when County funds shall be reduced below the amount of securities pledged, the depository may, with the County Auditor's approval, withdraw securities in the amount of such excess fair value. The total fair value of pledged securities must exceed the total deposits of the County and all subdivisions thereof at all times. Pledged securities will be held by the Federal Reserve or other approved third-party in the name of Collin County.

5.11.15 INVESTMENT SERVICES REQUIREMENTS: The County requests that the primary depository act as a clearing and safekeeping agent for securities purchased and held by the County. The types of securities purchased are defined in the investment policy adopted annually by Commissioners Court in compliance with Title 10, Chapter 2256, et seq. Vernon's Texas Code Annotated. A copy of the current investment policy is provided as Exhibit A. All security purchases are on a delivery versus payment basis. Investment settlement information will be provided by fax on date of purchase outlining the investment, settlement date, entity making the purchase, and account number to provide funding. Confirmation of settlement and notification of any settlement problems should be made to the County Auditor immediately. Written confirmation in the form of a safekeeping receipt is required within three (3) working days of settlement. Interest payments due on securities in the portfolio must be posted on the due date along with the written credit advice provided within three (3) working days. The County should be notified of any securities in its portfolio called prior to maturity. The depository must provide a monthly portfolio report listing all securities held in safekeeping. The report must include the purchase cost, fair value percentage and extended fair value as of the monthly closing date. The County is also interested in establishing procedures for sweeping the primary demand accounts nightly, on weekends, and on holidays.

5.11.2 INVESTMENTS & DEMAND DEPOSITS: The Commissioners Court shall determine and designate through the investment officer, from time to time, the character and the amount of County funds which will be deposited by it in the depository that shall be "demand deposits", and similarly

the character and amount of funds which shall be “time deposits”. The County may contract with the depository or other approved agency in regard to the payment of interest on investments at such a rate or rates as may be lawfully contracted and/or indicated on the proposal of the depository or depositories selected. The term “demand deposits” and “time deposits” as used herein shall mean the same as set out in L.G.C., Chapter 116. The County does not anticipate certificates of deposit will be the primary method of investing. We do anticipate the capability to sweep the primary demand accounts on a daily, weekend, and holiday basis to invest in fully collateralized repurchase agreements. Collin County reserves the right to invest in any of the instruments listed in V.T.G.C., Title 10, § 2256.001 through 2256.016 and L.G.C. § 116.112 or any other investment instrument authorized by law, either through the designated depository, through legally authorized dealers or brokers, and/or directly with authorized agencies, including but not limited to TEXPOOL and TexSTAR investment pools authorized by V.T.G.C. Title 10, § 2256.016 through 2256.019.

As of January 1, 2021, Collin County had total deposits and investments (unaudited) of approximately \$250,425,738.78. We currently maintain 65 demand accounts, of which 36 are interest bearing, and multiple trust accounts which are court ordered to be interest-bearing accounts, all of which are invested in certificates of deposit at various banks. Collin County reserves the right to open and maintain any number of accounts as may be needed during the contract period.

- 5.11.3 DESIGNATING DEPOSITORY: As soon as a contract for pledged securities is given to and approved by the Commissioners Court, an order will be entered upon the minutes of the Court by the County designating the successful applicant as a depository for the funds of the County until ninety (90) days after the time fixed for the next selection of depository. Thereupon, the County and County Officials will place with said depository within ninety (90) days all the funds belonging to the County, except as noted below, as well as all the funds belonging to any District not selecting its own depository, and immediately upon receipt of any money thereafter will deposit it with the depository to the credit of the County or District. The Assessor/Collector of Taxes will immediately deposit with the depository designated by Commissioners Court all taxes and other monies collected by that office. The County and District Clerks will deposit into the depository all funds and fees collected for County and State officials, except trust funds otherwise provided for.

Upon the qualifying of the depository, all securities pledged to the County are to be delivered to the Federal Reserve or other approved third party in the name of Collin County. The County Auditor prescribes appropriate records for the maintaining of the securities. The pledge of securities contract of the depository is to cover all County, subdivisions of the County and trust funds deposited.

- 5.11.4 MULTIPLE DEPOSITORIES: More than one depository may be selected. Should more than one depository be selected, L.G.C. § 116.115 will apply and the Commissioners Court shall designate one of the depositories to act as a clearinghouse for all the others.
- 5.11.5 RETURN OF CERTIFIED CHECKS: When the selection of a depository has been made, the certified check of the applicant whose proposal is accepted will be returned at the time the bank selected as depository enters into and files the pledge contract required, said pledge contract has been approved by the Commissioners Court, and tendered securities have been accepted by the County. The checks of applicants not selected will be immediately returned.
- 5.11.6 RFP QUESTIONS: There will be **no pre-proposal conference**. Questions regarding the RFP, or the services requested should be asked in the “Questions” tab feature in the Collin County e-bidding system. All respondent questions will be accepted through the listed questions deadline. Answers to all respondent submitted questions will be communicated through the Collin County e-bidding system.

6.0 PROPOSAL FORMAT

In accordance with the directions below, Proposer shall provide a response for each item in Sections 6.4 through 6.10 in order and include item numbers in response. Answer all questions fully, clearly, and concisely, giving complete information. Do not skip items. Do not refer to other parts of your proposal for the answers. You may not modify either the order or language of the question. If an item is “not applicable” or “exception taken”, Proposer shall state that and refer to Section 7.0 Exceptions, with explanation.

Proposer shall adhere to the instructions in this RFP for preparing and submitting the proposal. If Proposer does not follow instructions regarding proposal format, points will be deducted during the evaluation process.

6.1 **PROPOSAL DOCUMENTS:** To achieve a uniform review process and to obtain a maximum degree of comparability, the proposal shall, at a minimum, include a Table of Contents detailing sections and corresponding page numbers.

6.1.1 Proposals may be submitted online via <http://collincountytx.ionwave.net> or submitted via CD-ROM or Flash Drive. Electronic submissions are preferred.

6.1.2 If submitting manually, proposal shall be submitted in a sealed envelope or box with RFP name, number, and name of firm printed on the outside of the envelope or box. Manual submittals shall be sent/delivered to the following address and shall be received prior to the date/time for opening:

Collin County Purchasing
Attn: Purchasing, Senior Buyer
2300 Bloomdale Rd, Ste 3160
McKinney, TX 75071

Paper copies shall be printed on letter size (8 ½ x 11) paper and assembled using spiral type bindings, staples, or binder clips. Do not use metal-ring hard cover binders.

Manual submittals shall include an electronic copy in a searchable format.

If submitting hard copies, submit one (1) original and four (4) copies.

It shall be the responsibility of Proposer to ensure that their proposal reaches Collin County Purchasing prior to the date/time for the opening no matter which submission method is used.

6.2 **POINT OF CONTACT:** Information regarding the purchasing process and the contents of this RFP may be obtained online via <http://collincountytx.ionwave.net>, from the Collin County Purchasing Department, or by emailing purchasing@co.collin.tx.us, Senior Buyer. All questions regarding the RFP shall be submitted online.

6.3 **GENERAL REQUIREMENTS:**

6.3.1 Proposer shall provide a response for each of the requirements in Attachment A: Requirements and Attachment B – Cost Proposal. Any exceptions shall be stated in Section 7.0.

6.3.2 Proposer shall follow the format outlined in Section 6.0 when submitting a response.

6.3.3 **SUPPORTING MATERIALS:** Various questions included in this RFP will be used in making a selection and should be addressed by section and number. Proposer is requested to submit descriptive literature sufficient in detail to enable a comparison of the specifications of the services

proposed with that of the requirements stated herein.

Proposals should not contain promotional or display materials, except as they may directly answer requested information; the section number shall be clearly referenced.

6.4 FIRM OVERVIEW: Proposer is requested to define the overall structure of the firm to include the following:

- 6.4.1 A descriptive background of your company's history, including your company's background in providing these services to governmental organizations.
- 6.4.2 Your principal business location and any other service locations.
- 6.4.3 The address and normal business hours of your local service location and the number of support personnel assigned to location.
- 6.4.4 The state in which you are incorporated to operate and the date of incorporation.
- 6.4.5 Whether you operate independently as a bank or as a holding company affiliate.
- 6.4.6 Your primary line of business.
- 6.4.7 How long you have been providing depository service(s).
- 6.4.8 The range of corporate services performed by the office.

6.5 STAFF EXPERIENCE:

- 6.5.1 Describe the organization of the staff team who will service the contact.
- 6.5.2 Provide a list of the officers of the staff team, including name, title, and length of service with the bank. Remaining staff should be identified by name and title. Additional qualifications and experience on similar projects may be included.

6.6 REQUIRED SERVICES:

- 6.6.1 BANK SERVICES: Clearly describe the scope of the required services to be provided as listed in Section IV. Include a discussion of your bank's approach to be used for compliance with the RFP.
- 6.6.2 SAFEKEEPING SERVICES: The County currently utilizes the depository bank for its safekeeping services. The County wishes to contract for services that provide the maximum amount of safety for physical securities, while utilizing innovative methods to optimize cash flow from investment securities. Please see Section V for services required.

6.7 PROPOSED SCHEDULE OF IMPLEMENTATION:

- 6.7.1 Comment on the bank's ability to meet a ninety (90) day implementation date and present a schedule of when information provided by the County should be made available.

6.8 ADDITIONAL DATA: If there is no additional information to present, please indicate such.

- 6.8.1 ESSENTIAL INFORMATION: Provide any additional information not previously requested but considered essential to the proposal.
- 6.8.2 ALTERNATIVE PROPOSALS: Alternative proposals may be advanced.

6.9 SAMPLE DOCUMENTS: Provide the following documents:

6.9.1 All services agreements the County would be expected to execute

6.9.2 The depository contract

6.9.3 Check clearing availability schedule

6.9.4 Report samples to include, but not limited to:

6.9.4.1 An account analysis statement

6.9.4.2 An account reconciliation statement

6.9.4.3 A bank statement

6.9.4.4 A collateral report

6.9.4.5 A security safekeeping portfolio report

6.9.4.6 A safekeeping receipt

6.9.4.7 Wire transfer advice

6.9.4.8 ACH notification of change

6.9.4.9 ACH notification of returned item

6.10 REFERENCES:

6.10.1 Proposer is requested to include at least three (3) references of comparable size using the bank's services, including the client name, contact person, email address, and phone number.

6.11 PRICING – COST PROPOSAL:

6.11.1 Please see Attachment B: Cost Proposal. Be sure to include all items necessary to perform all services.

6.11.1.1 Add lines to Attachment B as necessary to capture all fees.

6.11.1.2 Fees not noted may not be charged during the contract.

7.0 EXCEPTIONS TO THE RFP

The exception table shall be completed for any exception from requirements identified in this RFP. Please complete the following worksheet listing any and all exceptions from the information requested in the RFP. Attach additional pages as needed. If no exceptions are listed in Section 7.0, it is understood that Proposer has agreed to all RFP requirements. The response will be considered as confirmed even if it is listed elsewhere as an exception.

Section Number/ Question Number	Required Service Proposer is Unable to Perform	Steps Taken to Meet Requirement