

Subject – Answer questions received regarding Banking Services RFP. The following answers all questions received by November 8, 2017 by 5:00 p.m.

RFP Addendum #2

1. Question: Does the city's policy allow for cooperative contracts if vendor is able to provide a recent comparable government contract?
Answer: The City may be willing to consider allowing a cooperative contract as long as it meets all requirements of the RFP.
2. Question: Is the city willing to extend the deadline date?
Answer: No, due to time restrictions we are unable to extend the deadline.
3. Question: Is the city able to accept electronic proposals in lieu of paper proposals?
Answer: The City requires all to respond per the RFP and provide the number of copies stated.
4. Question: Please provide more detail on what the Lee Charity Account and the Police Trust Account is. For example, does the Trust account require custody services?
Answer: These two accounts do not require custody services.
5. Question: Please provide the average balance in the General Operating account.
Answer: Approximately \$5 million
6. Question: It is stated that 6,000 checks are received/issued annually. Please confirm how many of these are received (deposit items) how many are issued (paid) items. The attached analysis has a one month volume of almost 10,000 deposited items but no paid check volume.
Answer: See addendum #1, Question 8
7. Question: Please further define branch use. Frequency of branch use and for what purposes is the branch used.
Answer: Deposits, deposit bag orders, change requests.
8. Question: Please provide volume details on approximate number of branch deposits, if any, including volume of cash/coin and how the city currently uses branches – % branch deposits vs. % ATM vs. % night/day drop
Answer: 100% Branch deposits. Approximately 5 deposits daily (Monday through Friday). The annual dollar volume of cash/coin is approximately \$700k.

9. Question: Is the City looking to have an Earnings Credit Rate applied to balances that will be used to offset fees and/or looking for interest earned on those balances? Does the city use its balances to offset fees or for operational needs only?
Answer: The City is expecting an Earnings Credit that offsets fees. Balances are used for operational needs and to cover fees.
10. Question: Does the city currently work with an armored car provider for vault deposits? What is the approximate volume (check/cash/coin) deposited at a vault through armored car? How many?
Answer: Refer to Addendum #1, Question 14. The annual dollar volume of check/cash/coin is approximately \$40m.
11. Question: Through what channels are cash, checks and coin deposited today?
Answer: Deposits are delivered to the branch.
12. Question: How much coin is included in your cash deposits?
Answer: Approximately \$30.00 per month is deposited in coin.
13. Question: How is the coin prepared for deposit, rolled, separated by denomination or in mixed bags?
Answer: Coins are in an envelope inside the deposit bag.
14. Question: For the 3 locations that are in scope for merchant services, please list the locations by name and how many merchant numbers each location utilizes.
Answer: All locations are in Petaluma, one merchant number for each location.
15. Question: What is the annual dollar volume and annual number of credit card transactions processed at each location?
Answer: See Addendum #1, Question 36. We are unable to provide the dollar volume and volume by location.
16. Question: Please list the terminals, point of sale and/or gateways utilized to process credit card transaction at each of the 3 locations. Does the City own all current equipment?
Answer: See Addendum #1, Question 36.
17. Question: Does the City currently integrate credit card transactions with Active Networks and Eden Accounting? If yes, what gateway is used to send the transactions to the current processor?
Answer: See Addendum #1, Question 36.
18. Question: Can the city please provide a current credit card processing statement?
Answer: We are unable to provide copies of credit card processing statements.

19. Question: Please clarify the third party vendors collecting and remitting electronic payments. Who are the third parties? Are they using remote deposit scanners via RemitPlus? What are they collecting for? Where are they located? How are the items being received by the third parties? Is this indeed via Remote Deposit Capture or this an Image Cash Letter?
Answer: See Addendum #1, Question 36.
20. Question: How many Remote Deposit Capture items are processed monthly?
Answer: Approximately 8,000 Remote Deposit Capture items are processed monthly.
21. Question: Are both checks and remittance material imaged and transmitted for Remote Deposit Capture?
Answer: See Addendum #1, Question 36.
22. Question: In what format and file type are electronic credits transmitted from Remote Deposit Capture?
Answer: See Addendum #1, Questions 28.
23. Question: Can the City please confirm that the Pay Pros and Info Send processing volume is not in scope for this RFP?
Answer: Pay Pros and Info Send processing volume is not in the scope of this RFP.
24. Question: Please provide volumes on RDC/lockbox.
Answer: Annual volume is approximately 90,300.
25. Question: When do the RDC contracts with third-parties expire? Is the city considering incorporating these services into the contract as an add-on upon expiration of current contracts with vendors?
Answer: The contracts with third parties are in automatic renewal status and the City is not considering incorporating these services into the contract as an add-on upon expiration of current contracts with vendors.
26. Question: What is the approximate volume on the stop payments? Does the city anticipate any increases to the stop payment volume?
Answer: See Addendum #1, question 25
27. Question: Please provide clarity on if the City anticipates holding Finalist presentations.
Answer: The City will contact finalists if a presentation is desired and/or needed.
28. Question: Please further define: Maintenance Fee and Report Services
Answer: Report Services Fee is for daily and monthly cash activity reporting as required in the RFP and the Maintenance Fee is for monthly account maintenance.
29. Question: Are the volumes a single month? Annual average? Peak period or low period?
Answer: The sample statement included in the RFP as Attachment 1 represents monthly volume for both the General Operating and Payroll Accounts.