



**CITY OF EAST PROVIDENCE  
BANKING SERVICES  
ADVERTISEMENT  
REQUEST FOR PROPOSAL  
RFP NO. EP20/21-25  
BID OPENING THURSDAY, SEPTEMBER 30, 2021 AT 11:00 AM**

**ADDENDUM #1  
12 MONTHS BANKING ANALYSIS, QUESTIONS & ANSWERS AND REVISED BID FORM**

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1. Can the City please clarify how the bidder should include their cost proposal? The RFP states that a monthly analysis statement should be provided but the Bid Form asks for the bank's required monthly fee for banking services for each of the years of the contract. The City's account activity and balances fluctuate month to month so it wouldn't be cost effective to the City to have a set monthly fee.  
**Please use August 2021 in the banking analysis attached as a guide. We would like you to provide us the bank charges if we had a zero balance in the account and then how much do we need to keep in the bank as a minimum so there will be no bank charges.**
2. On page 7 of the RFP it states that credit card and lockbox ACH deposits are made daily. Are the credit card services in scope for this RFP? If so, can you please provide additional details on where and how credit cards are collected? Could you also please provide a merchant service statement?  
**The credit card is not in the scope.**
3. The RFP states that there are an average of 800 checks issued out of the general fund, 50 from payroll, 200 from Water Fund, 50 from the Sewer Fund but the Webster analysis only reflect 567 checks paid in May. Can you please explain the difference in the volumes? We want to make sure the pricing we provide reflects the most accurate usage by the City.  
**Please see the 12 months of our banking analysis. It does fluctuate from month to month. The average range is 500-700 a month.**
4. ADP typically draws payroll from client's accounts days before payroll and issues the direct deposit and payroll checks off of an ADP account. Does the City have direct deposit and payroll checks going through a City account or out of an ADP account?  
**ADP has an account for direct deposits but checks are cleared from the City's Payroll Account. ADP sweeps the direct deposit from the account.**
5. We'd like to formally request a copy of your current analysis statement.  
**Please see the attached 12 month banking analysis.**

6. The Proposal and Contract Form is attached. This form is supplied by the City and shall be used for this agreement. Q. Can you please provide a copy of the Contract Form?  
**Please refer to page 13 & 14 in the scope.**
7. Can you please provide volumes regarding checks vs. credit cards payment please?  
**Credit cards are processed through a third party vendor and are not part of this RFP.**
8. What does the acronym CDM stand for (e.g., the bank will provide a CDM module)?  
**CDM stands for Client Decision Module. It is for us to decide & review any items rejected during lockbox processing.**
9. This contract will include daily armored car pickup for City deposits. The selected company must meet the requirements of the City concerning the timing and procedures involved in the daily transfer of funds. The cost for this service will be included in the monthly banking service fee. What are the requirements of the City concerning the timing the change orders and daily pickups? What are the City's procedures involving in the daily transfer of funds that we are required to meet? What are the average daily deposits of checks and cash please? Lastly, we know you are open 8:00 am to 4:00 pm. Are there any time restrictions as it relates to pick up?  
**The City is open Monday through Friday from 8am-4pm. Pick-ups are daily between 9:30am-4pm. Funds are to be processed and posted in the account by the next day.**
10. The applicant must submit proof of the following: Certification to do business in the State of RI, a Collateral Certificate, a copy of the bank's investment portfolio, and a Certificate of Insurance with FDIC. We are not familiar with a Collateral Certificate. Would a copy of our existing tri-party collateral agreement with the City of East Providence suffice?  
**Yes.**
11. For Lockbox - Does the City require a Post Office address in Providence?  
**No, as long as the City receives the "rejected" items the next day. We would prefer the PO Box is located in the same city as the processing center.**
12. Do you require a physical copy of the banks financials or is a link ok to provide in the RFP?  
**The link would be fine.**
13. Do you participate in the Ocean State Investment Pool?  
**Yes.**
14. Is a Providence PO Box required for your lockbox?  
**See question 11.**
15. What is your current rate of interest on your investments and or excess funds?  
**0.02% or less.**
16. Can you explain the ZBA Concentration and why you use it?  
**The bank uses it to sweep funds overnight and invests the funds and returns it back into the account the next morning. Therefore, there are no fees charged to us because they using our funds for investments.**

17. Can you clarify the Contract Call Domestic Non-Rep under wires?  
**We would expect a call if something isn't repetitive on a daily, monthly or weekly basis.**
18. The accounting software called MIP is this comparative to Sage?  
**We are not sure. Your bank needs to be compatible with our POS standard layout.**
19. In the RFP you reference that the town does not use high speed scanners what would the scanners be for?  
**It would be for processing checks but we currently do not have any. It is done manually in batches. You would need to supply the scanners.**
20. In the Information Reporting WIRE TRANSFER ON WEB-LINK MTHLY MAINT it list 13 at \$35.00 yet you are only charged once what is this for, does it have to do with additional users?  
**We have thirteen accounts setup for wires but we only use one account.**
21. In the Deposit-Link Services LOCATION-USER GROUP CHARGE it list 22 at \$15.00 yet you are only charged once what is this for, does this have to do with additional users?  
**This was setup but it's not being utilized.**
22. Please explain the City's use of Image Cash Letter services (ICL)? What types of checks are being scanned for file transmission/deposited and who is sending the ICL file to your current bank?  
**We don't have ICL services.**
23. Does the City need the ICL service if deposits can be made directly to the City's main bank via remote scanner, branch or lockbox?  
**Please note we have no scanners.**
24. Does the City need ACH debit capability to pull in funds via ACH from other banking institutions or taxpayers?  
**Yes.**
25. Where are cash and coin deposits processed for deposit? Courier/Brink's vault location or delivered to the local branch for deposit?  
**95% Brinks 5% local**
26. Does the City deposit bags of coin with Brinks?  
**No.**
27. If yes, how many bags of coin per month gets deposited? Are bags of coin in Fed ready denominations?  
**N/A**
28. What dollar amount of coin is deposited monthly?  
**Approximately between \$50-\$75 per month.**
29. How many remote deposit scanners does the City require?  
**The City would need between five to ten scanners.**
30. Except for checks deposits via LBX, are all other checks deposited using the scanner? If not, how are

check deposits made?

**We have no scanners. Check deposits are made with a deposit ticket and batched with no more than 150 checks in each batch and picked up by Brinks.**

31. Does the City require the PO Boxes be located in Providence?  
**See question #11.**
32. Does the City own the PO Boxes or does the Bank?  
**The bank currently provides the PO Box.**
33. What is the location of your lockbox processing center?  
**It is located in Canton, MA.**
34. Would the City provide samples of the tax and water coupons processed through the lockbox. The RFP reference PDF samples, however they do not seem to be attached.  
**Yes. Copies are on the City's Website. The Controllers Office located at East Providence City Hall has the originals that you may pickup.**
35. What type of transactions are being presented for decision? What information is the City providing for the lockbox to accept the transaction?  
**Correspondence are sent back for non-exact multiples such as checks that have missing account numbers, missing stubs or no information provided.**
36. What type of information is being manually captured/keyed by the lockbox?  
**Nothing is manually captured or keyed by the lockbox. Anything that needs to be hand keyed is sent back to us.**
37. Please provide additional information regarding the MICR lookup requirement.  
**The summary total matches the file total.**
38. Please describe the matching process against the City receivable file. a. Please provide reasons why transactions fail and how they are handled.  
**It is returned to the bank.**
39. What information do you need in the transmission file (columns of information) and is all this information in the scan line?  
**We need dollar amount and account number.**
40. What constitutes an exception item to the City?  
**Please see questions 35 & 36.**
41. How many correspondence items (letters, notes etc) is received by the City?  
**Less than five a day is the average.**
42. Are you currently receiving any paper back from your lockbox provider? a. What are you receiving? i.e. correspondence, unprocessed transactions, processed coupons? b. How is the package being sent? i.e. first class, overnight courier, other?  
**a. Rejects. Please see questions 35 & 36.**

**b. Packages are sent FedEx overnight.**

43. Is the City willing to share the Lockbox processing instructions currently in place for each lockbox?  
**Please see attachment for the processing instructions. Please note water bills are currently a monthly billing.**