November 28, 2023

POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA

ADDENDUM #1
RFP 24-023, Banking Services

This addendum is issued to clarify, add to, revise and/or delete items of the RFP Documents for this work. This Addendum is a part of the RFP Documents and acknowledgment of its receipt should be noted on the Addendum.

Contained within this addendum: questions and answers

Ken Brush
Procurement Contracts Manager
Procurement Division

This Addendum sheet should be signed and returned with your submittal. This is the only acknowledgment required.

Signature: _____

Printed Name: _____

Title: _____

Company:_____

1. Can you provide the detailed evaluation and scoring metrics for each tab 2 and Tab 3? What methodology is being used to assess points for each section?

   Answer: The evaluation criteria and selection process can be found on page 39 of the RFP documents. It states the amount of the point allocation and the criteria in which the committee members will base their scores on.

2. What is your targeted transition date?

   Answer: The County will work with the selected provider(s) to establish a targeted transition date.

3. What types of payments is the County using "Payment Manager" for? Does the County currently send the bank a consolidated payment file that includes wires, ACH, Zelle and Real-time?

   Answer: This service is only used for ACH. The County does not use and is not interested in a consolidated payments file.

4. Explain in detail how the County views check images captured by the Polk County Tax Collector.

   Answer: The Tax Collector uses Falcon scanners and Opex openers to scan the mail. The Tax Collector uses Mavro Imaging to create a file of what was received. A report is created and is sent to the Board.

5. Explain in detail how Image Cash Letter files are being sent to the Bank? Does the Polk County Tax collector scan the checks and generate the ICL file, then manually place the file in a folder, for Wells to pick it up? Or is there a web portal that the Polk County Tax collector logs into, and uploads directly to Wells Fargo, or does the County handle that process?

   Answer: The file is uploaded through the incumbent bank's portal.

6. Does the RFP include accounts for the Clerk or just the Board? Who does the Clerk currently bank with?

   Answer: This RFP only includes accounts for the Board. The Clerk's current banking services is not relative to this RFP.

7. Please provide three recent account analysis statements.

   Answer: This information will not be provided. All the information needed for services and volumes are already provided in the pricing pro forma.

8. Can you please provide a description of lockbox "Paid in Full Review"?

    Answer: Per item fee for verifying and reviewing checks for "paid-in full" notations.

9. Can you please provide a description of lockbox "Special Handling"?

    Answer: Per item fee for performing special handling of monetary instruments and/or associated documents in accordance with client lockbox instructions.

10. Can you please provide a description of "RDC Report per Item"? What type of data do you receive in this report?

    Answer: For each item that appears on any report pulled via the remote deposit capture service, a volume of one will be made. Charge is incurred each and every time the report is pulled. This report contains general deposit information (including deposit amount, number of checks included, and submission date) and item details (including item amount, item status, and check number) for each deposit completed within the past 90 days.

11. What data is included in the Payment Manager file?

    Answer: ACH payments and addendum.

12. Who is the incumbent bank?

    Answer: Wells Fargo and Truist

13. What is the County's current ECR or Earnings Credit Rate with the incumbent bank?

    Answer: This information will not be provided.

14. What amount is the County being paid on excess deposits with the incumbent?

    Answer: This information will not be provided.

15. Is the County being charged for FDIC insurance?

    Answer: This information will not be provided.

16. Why is the County changing banks and when does your current contract expire?

    Answer: The County is conducting this RFP process on behalf of the Polk County Clerk of Circuit Courts to competitively bid services and explore enhancements in the market. The County may not necessarily change banking partners through this RFP process.

17. What is the County's goal/strategy around the overall AP process?

    Answer: This information is not relevant for this RFP.

18. Would the County consider a fully integrated payables solution for all payment types (card/ACH/check)?

    Answer: No.

19. What is the County's overall annual AP spend (minus payroll)?

    Answer: This can be estimated using the information on page 12 of RFP.

20. What portion of AP spend is international? What countries?

    Answer: None

21. Will the County provide a full year vendor history file including spend, transaction volume, payment method per vendor for full analysis?

    Answer: This information will not be provided.

22. How does the County currently handle vendor outreach/onboarding for AP?

    Answer: This information is not relevant for this RFP.

23. Please provide us with 3 months Account Analysis statements for all accounts

    Answer: This information will not be provided.

24. Could you please describe Online Return Item Service and Retrieval on your pricing form? How does this service work?

    Answer: Online Return Item Service Maintenance: Monthly base fee for customers enrolled in the online Returned Item Services module. Online Return Item Retrieval - per Image Retrieved: Fee for each retrieved image of a returned item within the online Returned Item Services module.

25. Does the County currently own or lease the Remote Deposit Capture scanners?

    Answer: Owned.

26. Can the County provide a sample of the Electronic Lockbox posting file?

 Answer: Please see Attachment "A" below.

27. Could the County kindly provide a copy of a representative month of Account Analysis statements?

    Answer: This information will not be provided.

28. What is the current ECR rate the County is receiving for operating account balances?

Answer: This information will not be provided.

29. What is the current rate of Interest the County is receiving for operating account balances?

    Answer: This information will not be provided.

30. What bank are you currently using for the checking accounts?

    Answer: Wells Fargo and Truist.

31. There are several references to block services on non-check writing accounts. What other type of activity do those accounts currently have or what is the anticipated activity?

    Answer: This would be utilized by the County if a non-check writing account was established.

32. The questions related to the EMS payments have an ability to pay them with a credit card. Are you looking for merchant services or will your current provider be updated to your new bank?

    Answer: These services are not within the scope of this RFP.

33. Please identify all separate account managers (if applicable) by firm name.

    Answer: All funds are managed internally by the Clerk's Office.

34. Please identify if there is a particular business day following month end that you would need statement/reporting to be made available.

    Answer: The first business day following month end.

35. Do you require trade date/settlement date reporting?

    Answer: Yes

36. Please identify the current custodian.

    Answer: Truist

37. Will your custody account keep a balance in sweep? If so, do you have an estimated average daily balance?

    Answer: It would be the County's preference to have funds from sales and maturities automatically transferred to the County's depository relationship versus being held in cash or within a money market fund through the institutional custody provider.

38. What is the County's timeframe for moving to a new custodian once selected?

Answer: The County will work with the selected provider(s) to establish a targeted transition date

39. Who is currently providing the institutional trust services?

   Answer: Truist

Attachment A

5.2 DM-2: Wells Fargo Payments Import File

1. The Wells Fargo Payments Import is a fixed length text file containing customer payment transactions.
2. The Wells Fargo Payments Import process will store the customer payments in the CIS Transaction table (BIF956).
3. Payments imported will be assigned a default transaction code preconfigured in the Import Definition Control.
4. This interface will be used for Pre and Post Go Live.
5. The Wells Fargo Payments Import file will be configured with the following layout:

Wells Fargo Field	Start At	Length	CIS Field Name	Notes
Ptype	1	3	N/A	N/A
Pnbr#	4	6	N/A	N/A
Blank	10	12	N/A	N/A
Cust Id	22	8	BIF956.C_CUSTOMER	Customer Id will not include leading zeros. CIS will import customer number in the Transaction record
Loc Id	30	8	BIF956.C_ACCOUNT	Loc Id will not include leading zeros. CIS will import account number in the Transaction record
Blank	38	23	N/A	N/A
String1	61	1	N/A	N/A

Wells Fargo Field	Start At	Length	CIS Field Name	Notes
Payment Amount	62	13	BIF956.N_AMOUNT	Payment Amount will include 2 decimals and the decimal point CIS will import payment amount in the Transaction Amount field
Blank	75	14	N/A	N/A
PayType	89	3	BIF956.M_REASON	CIS will import payment type code in the Transaction Reason field
Blank	92	6	N/A	N/A
Originator Trace Number	98	15	BIF956.M_REASON	CIS will import originator trace number in the Transaction Reason field
Blank	113	142	N/A	N/A
Date	255	8	BIF956.D_PAYDATE	Date will be formatted as YYYYMMDD CIS will import date in the Transaction Date field
String2	263	8	N/A	N/A