



SEDGWICK COUNTY, KANSAS

DIVISION OF FINANCE

Purchasing Department

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<http://sedgwickcounty.org/finance/purchasing.asp>

**ADDENDUM #2
RFP #22-0081
BANKING SERVICES**

January 6, 2023

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for Banking Services for the Finance Department.

Questions and/or statements of clarification are in **bold** font, and answers to specific questions are *italicized*.

- 1. On the RFP regarding V.A.12.ii Virtual Vaults on page 6, is the county interested in utilizing smart safes on site for managing cash?**

Answer: Possibly.

- 2. Request Bank Account Analysis statements for accounts listed in the RFP.**

Answer: Not at this time.

- 3. Only six (6) total accounts are listed, Main Operating, Controlled Disbursement ZBA, Payroll ZBA, District Court ZBA, Petty Cash, and Custodial. What are the other 10 "various" accounts the county mentions?**

Answer: General Checking, COMCARE Adult Services, Controlled Disbursement, Detention Inmate Account, District Court, Juvenile Services, Operating Account, Payroll, Repo Agreement, Sedgwick County Park, Tax Account.

- 4. On a monthly basis, what were the average collected balances for all the county's accounts in 2022?**

<i>General Checking</i>	<i>\$7,524.39</i>
<i>COMCARE Adult Services</i>	<i>\$3,724.30</i>
<i>Controlled Disbursement</i>	<i>(\$130,381.33)</i>
<i>Detention Inmate Account</i>	<i>\$206,663.01</i>
<i>District Court</i>	<i>(\$31,207.99)</i>
<i>Juvenile Services</i>	<i>\$3,256.21</i>
<i>Operating Account</i>	<i>\$14,094,011.29</i>
<i>Payroll</i>	<i>(\$77,843.64)</i>
<i>Repo Agreement</i>	<i>\$79,092,386.18</i>
<i>Sedgwick County Park</i>	<i>\$2,682.07</i>
<i>Tax Account</i>	<i>\$3.98</i>

- 5. The county says it would like all but one (1) account to be interest bearing. Which account should not be interest bearing?**

Answer: The Controlled Disbursement account should not be interest bearing.

6. Controlled Disbursement account – how and at what time does the county prefer to receive their files by each day?

Answer: Sedgwick County will take into consideration any time advantage or limitation described in your proposal.

7. Banking Services, Online Banking Services - EDI/Agenda reporting:

a. Are transactions in questions where EDI/addenda information is received related to incoming payments to one (1) or more lockboxes?

Answer: EDI has not been implemented, please detail your proposal for our future reference.

b. How does the county currently receive EDI/addenda information?

Answer: EDI has not been implemented, please detail your proposal for our future reference.

c. How many accounts would be set up with EDI/addenda information?

Answer: EDI has not been implemented, please detail your proposal for our future reference.

d. Which accounts?

Answer: Answer: EDI has not been implemented, please detail your proposal for our future reference.

8. Please provide examples of when the county has had daylight overdraft occurrences in the past or anticipated occurrences that might happen in the future or on a regular basis.

Answer: We have not had any daylight overdrafts occur and we do not anticipate any in the near future. We keep enough cash in our operating and sweep accounts to cover any cash flow needs other accounts may need, and we do not expect this to change.

9. Does the county have a preference as to when and how statements are received – both account statements and analysis statements?

Answer: Sedgwick County prefers to download statements at month end and as needed, both in PDF and CSV formats.

10. Please describe current reconciliation process.

Answer: Manual reconciliation of prior day activity is downloaded to a CSV file, then uploaded to SAP/ECC.

a. Is the county currently utilizing full or partial reconciliation?

Answer: Pull all account reports daily and reconcile by hand.

b. Is this process currently automated?

Answer: No.

c. Fully or partially automated? What file types is used if so?

Answer: No.

d. Are there file specifications?

Answer: N/A

11. The county specified interfacing Remote Deposit with SAP, OnBase, and Thompson Reuters GRM – how does the current Remote Deposit software interface? i.e. API or File Transmission?

Answer: By text file from in-house remittance processors and bank owned RP's that deposit directly into the operating account.

a. Are there file specifications that can be provided to ensure accommodation?

Answer: SAP prefers delimited text.

- b. Does SAP, OnBase, and Thompson Reuters GRM host their own server, or does the county? Or is that service hosted by your current financial institution?**

Answer: SAP – ECC – We host.

SAP – BYD – We will NOT host this when we go live 1/1/2024.

GRM - We host.

OnBase – We host.

- c. How often do transmissions occur currently?**

Answer: Accounts Payable ACH are initiated on Tuesdays and Thursdays.

- d. Could you describe your current transmission process?**

Answer: Sedgwick County uploads a NACHA file to the incumbent bank website.

- 12. If possible could the county provide their Lock Box procedures to help us better understand the county's needs?**

Answer: Please refer to RFP section D.1. xiii for the county's lockbox procedures.

- a. Will the county accept PDF reports (searchable) of document/check images that can be printed locally? The RFP requires "photo copy/reassociation/return for EMS, COMCARE, and Finance work".**

Answer: Sedgwick County does not accept PDF reports of document/check images that can be printed locally.

- b. What are the percentage of tax payments (Treasurer) that are multi's:**

i. Single check/multiple coupons/statements

ii. Multiple checks/single coupon/statement

iii. Multiple checks/multiple statements

Answer: It is hard to pinpoint as all are possible and could be the leading item for deposit.

- c. As "stops" are mentioned in the RFP, are automated "stop" files available from the county's accounting system?**

Answer: Sedgwick County will consider any advanced "STOP" features described in your proposal.

- d. Does your current lockbox provider use "Caller Box" service or individual PO boxes for each payment source?**

Answer: Caller Box service and individual PO boxes are not currently utilized for lockbox services.

- e. What is the first time available for mail pickup in the morning? The last pickup time?**

Answer: Please describe any mail pickup i.e. morning, evening, and/or "last pickup" services you provide.

- f. Would having intra-day access to "check only" payment images be of value?**

Answer: Please describe your intra-day access to images in your response.

- g. Does the county offer "drop boxes" for payments? If so, how are these payments processed (i.e. are they collected and sent to the bank lockbox, processed/deposited manually, RDC)?**

Answer: In-person payments are collected by the Sedgwick County Treasurer.

- h. Will all payment sources utilize SAP Financial for receiving payment data files?**

Answer: Treasure taxation software imports payment files utilizing the Sedgwick County SFTP website.

- i. **Do you currently utilize scannable coupons/statements (OCR or Barcode) for all payment types or just the Treasurer's Office (taxes)? Please provide an example of types of coupons used. If not, what is amount of keystrokes per month?**

Answer: Treasurer will be the most common barcoded statement.

- j. **Will the county allow the Lock Box's to be implemented in phases? Example: implement Emergency, COMCARE and Finance together and then Treasurer's box?**

Answer: Lockbox services must be implemented immediately and entirely, not in phases.

- k. **What is your expectation or requirement timeline for full Lockbox account conversion completion?**

Answer: Sedgwick County needs lockbox service conversion completed one (1) day prior to implementation of new service.

- l. **Who currently owns the PO Boxes, the county or the incumbent bank?**

Answer: PO Boxes are owned by the incumbent bank.

13. Required Response Content

- a. **What is the county looking for in question #1 that differs from question #7?**

Answer: Question #7 asks for size, nature and description of services offered, whereas question #1 focuses on the general profile of the institution.

- b. **What is the county looking for in question #20 that differs from question #12?**

Answer: The focus of question #20 is a bank reference statement whereas question #12 focuses on audited financial statements.

- c. **What is the county looking for in question #21 that differs from question #3?**

Answer: Question #3 is looking at a project area, and since there is not geographic component to this particular RFP it is not applicable, other than the specific request for actual financial conflicts. Question #21 requests disclosure of conflicts of interest or potential conflicts of interest.

14. **There are line items with Lockbox Postage listed, 2021 volumes with two (2) lines listing five (5) units and three (3) units for the third. Is there a fourth that should be listed?**

Answer: Your proposal should detail postage fees for lockboxes with monthly volumes of six (6), nine (9), and 12.

15. **There are three (3) line items with Lockbox Base Fee, 2021 volumes of 12, nine (9) and six (6). Please describe the differences in volume? Should there be a fourth line item?**

Answer: Your proposal should detail base fees for lockboxes with monthly volumes of six (6), nine (9), and 12.

16. **How does the county handle their cash deposits today?**

Answer: GARDA picks up from Treasurer's Office daily.

17. **Is earnings credit something that the county is interested in earning on their operating account to help mitigate fee expense?**

Answer: Please describe earning credit offerings in your response, if applicable.

18. **Does the county purchase their treasury notes and government bonds through their bank or are they purchased through an outside broker which then settle at the bank?**

Answer: Sedgwick County participates in securities markets through various brokers with settlement via Safe Keeping.

19. Will the county provide 12 months average collected and ledger balances for all accounts?

Answer: Please see answer in question #four (4).

20. Lockbox Postage – are you wanting the PO Box rent or the mail delivery?

Answer: Mail delivery.

21. Lockbox Base Fee listed three (3) times – once with a volume of six (6), once with the volume of nine (9), and the other 12. Please confirm.

Answer: It is listed multiple times due to different fee levels. Your proposal should detail base fees for lockboxes with monthly volumes of six (6), nine (9) and 12.

22. How does outgoing wire – internet (volume 4) and bus online per outgoing wire (volume 28) differ?

Answer: They are the same charge for the same amount, it just showed differently on the account's analysis statements.

23. Does the county currently or are open to engage the services of a 3rd party vendor to deliver deposits or pick up currency and coin? Or do you prefer to deliver/pick up at a branch location?

Answer: Currently have GARDA pick up all deposits.

24. For currency deposits, please provide the following

a. Average # of checks deposited monthly

Answer: \$6,000.00

b. Average # of cash/coin deposits monthly

Answer: One (1) per day, five (5) days a week.

c. Average amount of cash and loose coin deposited monthly

Answer: \$20,000.00

d. Average # of coin bags deposited monthly

Answer: N/A

25. Are there seasonal variances in deposits? If so, expand on this (for example, Oct - March the entity receives property tax checks)

Answer: Yes. Twice a year we collect taxes around November/December and May/June.

26. If deposits are received after 4:00pm, is next day processing acceptable?

Answer: Yes.

27. The payroll ZBA indicates a daily deposit (Section 5. A. 1.iii). Is this brought to the branch daily? If so, by whom?

Answer: The deposit is done electronically as a transfer from the operating account.

28. Is there a need for weekly need for cash and coin orders? If yes, please provide the following:

a. What is the weekly average currency order?

Answer: \$1,300.00

b. What is the weekly average coin order?

Answer: \$200.00

c. Are orders picked up by courier/armored car or the county?

Answer: Yes, GARDA.

29. Does the county require free check cashing for non-accountholders? If so, what is the average number of checks issued that may be cashed at a branch?

Answer: No.

30. Other Accounts (Section 5.A.1.V). Would you provide additional information for other accounts, especially the Petty Cash account - such as amounts they would withdrawal, who would have authority, frequency?

Answer: Other accounts include department specific accounts like EMS, Tax account, Parks, Juvenile Detention, Inmate, Payroll, etc. Each respective department has employees with varying levels of authority and varying levels of frequencies of transactions. There is not a specific account for Petty cash, it is deposited into our operating account as collected.

31. Is commercial card separate from this RFP?

a. *Answer: Yes. We utilize a separate vendor for purchasing/commercial cards.*

32. Would the county consider proposals for banking services even if the bank is unable to fulfill lockbox requirements?

Answer: No. Lockbox requirements are mandatory as we utilize them heavily.

33. Additional insurance requirement.

Answer: Bankers Professional Liability in the amount of \$1,000,000.00

Firms interested in submitting a *proposal*, must respond with complete information and **deliver on or before 1:45 pm CST, January 24, 2023**. Late *proposals* will not be accepted and will not receive consideration for final award.

“PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE *PROPOSAL* RESPONSE PAGE.”



Theresa Rhodes
Purchasing Agent

TR/ks