

Arlington County, VA

RFP for Comprehensive Banking Services

Questions and Answers (1st Window) – June 13, 2023

General

1. In Section VI (Proposal Requirements) of the RFP, Item 1 states that the Offeror's proposal must not exceed the stated page limitations, but we do not find specific page limitations stated within the RFP document. Are there page limitations for this proposal, and if so, are they by service group? If we've overlooked the requirement, please point us to the correct section.

Answer: There are no page limitations for this RFP.

2. It is our assumption based on the prior Treasurer's Office RFP for Enterprise Payment Services Solutions that the current RFP would not seek information and proposals for merchant services solutions? Please confirm if our assumption is correct.

Answer: Confirmed. Merchant services solutions is out of scope of this RFP.

3. What weight is placed on the ability of the offerors in providing the services requested in the New Services Section of the Cost Proposal?

Answer: The new services listed in the cost proposal are services the County Entities are interested in exploring through this RFP. The ability to offer these services will be evaluated under Operational Requirements, which has an overall weight of 30%.

4. Will the offeror be required to disclose third party vendor affiliations for white labelled products and will that affect your decision process?

Answer: The offeror should disclose third-party vendor affiliations for white-label products.

5. Will you consider utilizing a core processor such as FIS or a third party vendor of the banking institution for services not directly offered by the institution?

Answer: The County Entities will consider utilizing a core processor or a third-party vendor. Please disclose the core processor or third-party vendor that will be utilized for the services not directly offered by the institution.

6. Page 7. #19 . Please provide more clarification about Key Personal Changes Advance Notice?

Answer: If key personnel are expected to be replaced or substituted at any point during the contracted period within reason, the change must be submitted in writing, and the Treasurer's Office must approve this change.

Arlington County, VA

RFP for Comprehensive Banking Services

Questions and Answers (1st Window) – June 13, 2023

7. Item 24 – Estimated Quantities/Non-Exclusivity of Contractor, RFP page 8: Is the scope of availability under other Treasurer or County contract(s) for Arlington County only or other counties and government entities throughout the State of Virginia?

Answer: Please refer to Item 25 which states the Treasurer extends the resultant contract(s), including pricing, terms and conditions, to all public entities under the jurisdiction of the United States of America and its territories.

8. Item 24 – Estimated Quantities/Non-Exclusivity of Contractor, RFP page 8: Where it states “the Treasurer does not guarantee that the selected contractor will be the exclusive provider...” does that indicate Arlington County may leverage other county contracts or select multiple providers for the same work outlined in this RFP? (For example: Will Arlington County possibly consider two lockbox providers?)

Answer: Under Section II., Item 9 of the RFP, the Treasurer reserves the right to reject any or all offers, to award in whole or part, and to waive minor immaterial defects in offers. The Treasurer may consider, at its sole discretion, any alternative bid. The County may leverage other county contracts, however, will not likely select multiple providers for the same work outlined in the RFP

9. Background/Purpose of Solicitation, RFP page 11: Will Arlington County evaluate Offerors differently depending on the service groups the Offeror proposes?

Answer: The Treasurer’s Office will consider Offerors’ ability to supply each of the Service Groups independently but also any cost or operational benefits to the Treasurer’s Office of awarding multiple services to a single Offeror.

Service Group 1: General Banking Services

10. Will consideration be given to offerors who may not be able to provide all of the services as outlined in Service Group 1 – General Banking Services – Required Services?

Answer: Yes. The offeror should indicate which services they are not able to provide.

11. Please provide additional details on your integrated receivables process.

Answer: The County Entities are currently using integrated receivables for only ACH-related activity and ACH addenda reporting. The County Entities are interested in exploring the full range of integrated receivables services through this RFP. If there are new services and ideas to further enhance the County Entities’ use of integrated receivables, these can be described under V. Information Requested, 7. New Services & Ideas.

Arlington County, VA
RFP for Comprehensive Banking Services

Questions and Answers (1st Window) – June 13, 2023

12. Is the County receiving a daily transmission or an online banking report of combined EDI information for incoming ACH items, and if so, is there a particular file format that this is provided in?

Answer: Yes, the County receives a daily online banking report of combined EDI information for incoming ACH items.

13. Is the County being provided reconciliation tools for the Integrated Receivables file?

Answer: No.

14. Are Integrated Receivables services considered a requirement by the County for the General Banking Services section of the RFP?

Answer: Integrated Receivables services are preferred but are not a requirement.

15. Can the Smart Safe service be processed by a vendor other than Loomis?

Answer: The Treasurer's Office currently contracts with Loomis to supply armored carrier and smart safe services. If the offeror has an alternative solution for smart safes, provide this solution as part of your proposal response.

- a. If so, can the deposits be made to a bank that is not the bank providing General Banking Services?

Answer: The County Entities are open to considering this option.

16. Would the County be willing to accept proposals for General Banking Services that dictate that in order to accommodate Outsourced Check Printing, then Integrated Receivables would need to be awarded to the responder as well?

Answer: Outsourced check printing and integrated receivables are both services that fall under Service Group 1: General Banking Services.

17. Can the County provide a breakdown of the check volume for payment types used in Outsourced Check Printing (IE vendor payments, tax reimbursements, etc.)?

Answer: This information will not be provided.

18. Are any of the Outsourced Check Printing checks related to Payroll?

Answer: Yes, some APS payroll checks are included.

Arlington County, VA

RFP for Comprehensive Banking Services

Questions and Answers (1st Window) – June 13, 2023

19. Is Controlled Disbursement a requirement or can paid check totals and details be provided the following morning?

Answer: Controlled Disbursement may be preferred but is not a requirement.

20. Why does the County and APS have some accounts on Positive Pay and other accounts on Payee Positive Pay? Said another way, why aren't all accounts on Payee Positive Pay?

Answer: Payee positive pay is set up on all check writing accounts. The County Entities' current banking provider does not charge a separate fee for payee positive pay maintenance. Payee positive pay maintenance is bundled under positive pay maintenance. If the offeror charges separately for payee positive pay maintenance, provide this in the Additional Services Necessary to Meet Core RFP Requirements section of Attachment A: Cost Proposal with volumes.

21. Outsourced Check Print Services – Would these checks be part of the Integrated Payables file or a process separate from Integrated Payables?

Answer: This process is currently separate from Integrated Payables.

22. Is the County doing batch wire processing?

Answer: No.

23. The County will be using their own RDCs or they will need the bank equipment?

Answer: The type of RDC equipment the County Entities will use is dependent on whether the current equipment is compatible with the selected provider for Service Group 1.

24. For Cash Deposits: Will be in the branch or using the Night Drop?

Answer: A majority of the County Entities' cash is processed through smart safes and vaults, with some cash deposited at the branch. There are no night drop deposits.

25. Please provide more clarification on Check Printing Services?

Answer: It is unclear what this question is specifically asking.

26. Is Payroll Outsourced? Is it funded as a drawdown wire?

Answer: Payroll services are provided by the County Entities' current banking provider.

Arlington County, VA

RFP for Comprehensive Banking Services

Questions and Answers (1st Window) – June 13, 2023

27. The County will continue to use Loomis for Smart Safe?

Answer: The Treasurer's Office currently contracts with Loomis to supply armored carrier and smart safe services. If the offeror has an alternative solution for smart safes, provide this solution as part of your proposal response.

28. What do you mean by Non-standard Coin Bags?

Answer: The non-standard coin bags are used for parking deposits. Non-standard coin bags are loose coin deposits that do not conform to the Federal Reserve's specifications for "standard bag." A partial/mixed coin bag contains either a non-standard amount of one denomination or mixed denominations.

29. Item B – Deposit Services, RFP page 12/13: What is prohibiting APS from depositing the 600 checks via RDC versus the branch?

Answer: Not all APS locations currently have an RDC scanner. Some APS locations are currently located near a branch and also collect cash, so the use of a branch is needed.

30. Item B – Deposit Services, RFP page 12/13: Is the \$99,000 deposited by APS separate from the \$569,000 deposited by County Entities?

Answer: Yes.

31. Item B – Deposit Services, RFP page 12/13: What are the primary barriers for APS using smart safes or armored couriers?

Answer: It is not cost effective for an armored carrier to make pickups across all school locations, especially since the volume of cash is limited.

32. Item B – Deposit Services, RFP page 12/13: Who is the current third -party lockbox provider?

Answer: Moore RMG (formerly Merkle RMG).

33. Item C – Check Disbursements, RFP page 13: Will Arlington County provide a volume breakdown of A/P versus APS payroll checks?

Answer: APS payroll checks are minimal.

34. Item C – Check Disbursements, RFP page 13: What percentage of checks are issued to individuals?

Arlington County, VA

RFP for Comprehensive Banking Services

Questions and Answers (1st Window) – June 13, 2023

Answer: This information will not be provided.

35. Item C – Check Disbursements, RFP page 13: What is the average amount of the check? For A/P and payroll separately if available.

Answer: This information will not be provided.

36. Item C – Check Disbursements, RFP page 13: Will Arlington County provide a vendor file for A/P checks?

Answer: Separate AP vendor files for the County and APS will be provided to the firms invited for finalist presentations.

37. Item G – Bank Balances, RFP page 16: Is the overnight money market sweep automated from the bank account or actively managed by Arlington County?

Answer: The overnight money market sweep is automated from the bank account.

38. Item G – Bank Balances, RFP page 16: Will you provide a copy of your current investment policy?

Answer: Yes. Refer to the Treasurer's website for the investment policy.
<https://www.arlingtonva.us/files/sharedassets/public/taxes/documents/treasurers-office/investmentsfinance-board/investment-policy-revised-april-072017.pdf>

Service Group 2: Lockbox Processing Services

39. How long does the County have access to Lockbox images online?

Answer: The County Entities store lockbox images using Hyland OnBase and does not rely on the provider's online platform.

40. What is OnBase?

Answer: OnBase is a content services platform that organizes, manages and optimizes content, processes and cases. <https://www.hyland.com/en/products/onbase>

Service Group 3: Integrated Payables Services

41. Is the County willing to provide a year-to-date vendor file so that responders can provide spend analyses and pricing?

Arlington County, VA RFP for Comprehensive Banking Services

Questions and Answers (1st Window) – June 13, 2023

Answer: Separate AP vendor files for the County and APS will be provided to the firms invited for finalist presentations.

42. What is the County's best guess estimate on the number of Checks, ACH, Wire, and Card payments sent as part of an Integrated Payables file?

Answer: This information will be determined upon the implementation and utilization of integrated payables services.

43. How does the county currently pay Vendors?

Answer: The County and APS currently pay vendors via ACH, check, and occasionally by wire.

44. What are the spend amounts for paying vendors and can the County provide a vendor list with spend amounts?

Answer: Below is a summary of accounts payable spend by payment type for both the County and APS:

County	
Payment Type	Annual Dollar Volume
ACH	\$459.1 million
Check	\$92.0 million
Total	\$551.1 million

APS	
Payment Type	Annual Dollar Volume
ACH	\$28.5 million
Check	\$91.4 million
Total	\$119.9 million

Separate AP vendor files for the County and APS will be provided to the firms invited for finalist presentations.

Arlington County, VA

RFP for Comprehensive Banking Services

Questions and Answers (1st Window) – June 13, 2023

45. Item 3 – Service Group 3: Integrated Payables Services, RFP page 21: Will Arlington County provide a vendor file in Excel format including vendor name, payment type (ACH or check) and average spend?

Answer: Separate AP vendor files for the County and APS will be provided to the firms invited for finalist presentations.

Attachment A – Cost Proposal

General Banking

46. Online Sweep Maintenance – what type of investment vehicle is the County sweeping into?

Answer: The Treasurer's Office is sweeping funds into a government money market fund.

47. Pricing – Paper Disbursement Services, RFP page 82: Please define the Check Block – Payment Authorization Max Check Dollar Amount Block and Checks Paid to Individuals Block service. What is the associated service for the volume of 18 and 1 respectively?

Answer: Check Block – Payment Authorization Max Check Dollar Amount Block: monthly per account fee when accounts are setup to block checks written after a certain maximum amount.

Checks Paid to Individuals Block: charge for providing fraud control service disallowing cashing of checks to individuals at the branch.

Lockbox Processing

48. Please explain what these 3 services are:

Lockbox Check 21 File Posting Fee
Lockbox Check 21 Physical Deposit of Checks
Lockbox Check 21 Certified Shred Destruction

Answer: Lockbox Check 21 File Posting Fee: fee to send the check posting ICL file from the lockbox provider to the banking provider.

Lockbox Check 21 Physical Deposit of Checks: fee for the mailing of physical checks back to the bank for the deposit of the checks.

Arlington County, VA
RFP for Comprehensive Banking Services

Questions and Answers (1st Window) – June 13, 2023

Lockbox Check 21 Certified Shred Destruction: fee for the destruction of checks and documents received in the lockbox.