

Arlington County, VA

RFP for Comprehensive Banking Services

Questions and Answers (2nd Window) – June 27, 2023

General

1. In reviewing the proposal, line item 20 indicates that the Offeror should be organized to conduct business in the Commonwealth but does not reference if the Offeror should reside or have an operation established in the County in order to bid on services. Are we able to submit an RFP at this stage as we continue to pursue our entry into the Arlington market for our second home?

Answer: See page 12 of the RFP, IV. Scope of Services, 1. Service Group 1: General Banking Services, Section A. General Requirements, Requirement 3.

Service Group 1: General Banking Services

2. What armored carrier service is the County currently using?

Answer: Loomis (see page 13 of the RFP).

3. Does the County contract directly with the armored carrier?

Answer: Yes (see page 13 of the RFP).

4. Regarding branch locations in Arlington County, is this a requirement firm for the contract award?

Answer: See page 12 of the RFP, IV. Scope of Services, 1. Service Group 1: General Banking Services, Section A. General Requirements, Requirement 3.

5. If the bank does not have the requested branch capability does this disqualify the bank from a potential contract award?

Answer: See page 12 of the RFP, IV. Scope of Services, 1. Service Group 1: General Banking Services, Section A. General Requirements, Requirement 3.

6. Regarding branch deposits, is the County open to utilizing a courier service for the County, APS and any other locations that require deposit processing?

Answer: The County Entities are open to exploring; however, the firm must maintain at least one deposit-taking branch within the limits of Arlington County (see page 12 of the RFP).

7. Are there other capabilities that the County would consider in lieu of physical branch location? i.e. petty cash accounts at other financial institutions, etc.

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Answer: *The County Entities are open to exploring; however, the firm must maintain at least one deposit-taking branch within the limits of Arlington County (see page 12 of the RFP).*

Service Group 2: Lockbox Processing Services

8. Lockbox #1 (Utilities), is the County able to modify the OCR scanline to include a check digit?

Answer: *The County Entities are open to exploring all options; however, the County Entities may not be able to modify the OCR scanline. The County Entities will discuss required modifications to the OCR scanline with the firms invited for finalist presentations.*

9. For Lockbox #2 (Parking Tickets), which fields from coupon/invoice need to be included in the payment data file?

Answer: *The County Entities will discuss payment data file requirements with the firms invited for finalist presentations.*

10. For Lockbox #3 (Taxes), which fields from coupon/invoice need to be included in the payment data file?

Answer: *The County Entities will discuss payment data file requirements with the firms invited for finalist presentations.*

11. For Lockbox #4 (Delinquents), which fields from coupon/invoice need to be included in the payment data file?

Answer: *The County Entities will discuss payment data file requirements with the firms invited for finalist presentations.*

12. For Lockbox #5 (Commissioner of Revenue), which fields from coupon/invoice need to be included in the payment data file?

Answer: *The County Entities will discuss payment data file requirements with the firms invited for finalist presentations.*

13. For Lockbox #7 (Parking Permits), which fields from coupon/invoice need to be included in the payment data file?

Answer: *The County Entities will discuss payment data file requirements with the firms invited for finalist presentations.*

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14. For Lockbox #8 (Solid Waste), which fields from coupon/invoice need to be included in the payment data file?

Answer: *The County Entities will discuss payment data file requirements with the firms invited for finalist presentations.*

Service Group 3: Integrated Payables Services

15. Would the County be able to provide a vendor history file for analysis with vendor name, address, number of payments, payment method, and spend amount?

Answer: *Separate AP vendor files for the County and APS will be provided to the firms invited for finalist presentations (see page 22 of the RFP).*

16. Regarding the Card Program [PCard, Virtual Card]:

Clarification: **The County and APS are not procuring purchasing card services through this RFP but are interested to learn more about the Offerors' purchasing card programs (see page 22 of the RFP, Informational Purposes Only).**

For the Offerors' virtual card solutions, the County and APS are interested in learning more about all options (see page 22 of the RFP).

- a. Would you prefer a Visa or MasterCard branded card?

Answer: *Purchasing card is not in scope. For virtual cards, the County and APS have no preference and are open to exploring all options.*

- b. What percentage of overall spend is with non-US based merchants, if any?

Answer: *This information will not be provided.*

- c. What is the current billing cycle and days to pay? (ex. Monthly + 14 days to pay). Would you be interested in more frequent settlement for greater rebate or less frequent settlement for greater working capital?

Answer: *Purchasing card is not in scope. For virtual cards, the County and APS have no preference and are open to exploring all options.*

- d. Does the County and APS use their card provider's expense management software to reconcile user expenses or is a third party like Concur used?

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Answer: *Purchasing card is not in scope. For virtual cards, the County and APS are interested in exploring the bank's platform for expense reconciliation.*

17. Regarding Integrated Payables:

- a. Would you prefer housing your vendor account information in your ERP or with your banking provider?

Answer: *Currently, the County and APS have no preference and are open to exploring all options.*

- b. How are remittances distributed for ACH and wire disbursements? For vendors that would like emails, are emails manually generated or automated?

Answer: *Currently, the County Entities are manually generating remittances via email in some cases. The County Entities are interested in exploring any automated remittance options.*