



CITY OF ALBANY, OREGON
FINANCE DEPARTMENT

RFP #240210, Banking, Merchant, Procurement Card Services
Request for Proposals, Addendum 3

March 28, 2024

The purpose of this addendum is to modify the RFP documents only to the extent indicated herein. All other areas not changed or otherwise modified by other addenda, shall remain in full force and effect. This addendum is hereby made an integral part of the original Project Documents.

1. Section 2.2 - RFP Schedule has been modified. The due date for Proposal Responses has been changed to April 4, 2024, at 2:00 p.m. See modifications to the Schedule below.

RFP Advertised	February 26, 2024
Date to Submit Changes or Solicitation Protests	March 7, 2024, 2:00 p.m.
Optional Preproposal Meeting	March 14, 2024, 2:30 p.m. – 3:30 p.m.
Last Day to Submit Questions	March 29, 2024, 12:00 p.m.
Last Day for Addenda Issued	April 1, 2024, 12:00 p.m.
Proposal Due Date	April 4, 2024, 2:00 p.m.
Evaluate Proposals	April 4 – April 5, 2024
Presentations, Demonstrations and Interviews	April 8 – 12, 2024
Optional Post Demo Technical Presentation(s)	April 15, 2024
Notice(s) of Intent to Award	April 16, 2024
Protest period(s) end (seven calendar days)	April 23, 2024, 12:00 p.m.
Council Contract(s) Awarded	May 8, 2024
Contract(s) begin	May 2024

2. Will follow up questions be allowed once answers are provided from City of Albany?

Answer: Responses are being provided as timely as possible. A cutoff must be made in order to respond to extensive questions. See revised Schedule above.

3. What are the key goals for the City of Albany’s banking relationship over the next 1 year, 3 year, and 5 years, if known?

Answer: Key goals for the City's banking relationship would include: a continuous and developing understanding of unique banking needs to meet the City's goals of security, as well as the short- and long-term financial goals. We hope to have a team committed to understanding our unique challenged needs and concerns. Within the first year the City would like to evaluate opportunities to use new technology to reduce costs and increase business efficiency and effectiveness without the loss of integrity or security. The next few years the City would like to implement any of these opportunities, while continuing to mitigate threats against the City's assets and continue to build upon financial goals. By the fifth year, we would hope to have a well-established relationship with communication between the banking team and the City and continue to monitor the City's needs for improvement and security.

- 4. Is your courier service an armored courier or a transport service? If it is an armored service, can you please name the service provider?**

Answer: Courier services are provided by a transport service, Valley Merchant Police. It is not an armored courier.

- 5. In terms of equipment, what scanner is City of Albany using for remote deposits (make and model)?**

Answer: Our Munis cashiering software uses a TM-S9000 to capture check data. For Utility Billing checks, we use a software called RemitsPlus from Jack Henry to generate a file of checks for "upload" to the bank for a remote deposit. Utility Billing is the only department that utilizes this service.

- 6. How many accounts are enrolled in Remote Deposit?**

Answer: Currently the City's Utility Billing services uses Remittance Plus for remote deposit which also provides an upload to the Utility Billing system of detailed customer payments. Other departments within the city deposit checks picked up by a courier service and taken to the local bank for deposit.

- 7. How does City of Albany reconcile accounts today (bank statements, specific reports, automation)?**

Answer: To reconcile the City's accounts, we currently import a BAI file into our ERP system to match debit and credit activity. We also use various reports within our system and in an external Excel tracking document to reconcile the activity.

- 8. Does City of Albany have any specific reports to help with reconciliation (i.e. Paid Checks report)?**

Answer: After the BAI file is imported into the City's ERP system, we run reports of uncleared and cleared outgoing payments. We utilize a bank activity download, that we perform daily to match deposits against cashiering activity in our Tyler cashiering system. This report is then used to assist with reconciling deposits cleared and uncleared for reconciliation purposes.

- 9. Describe how City of Albany is providing direct deposit/ACH information to the bank (i.e. NACHA file, online portal, etc.)?**

Answer: The City uploads a NACHA file to the banking online portal in order to process any direct deposit/ACH transactions. One user uploads the file, then a member of management logs in and approves the batch prior to processing.

- 10. How does City of Albany receive ACH reporting for ACH Returns, ACH Notification of Change, etc. (fax, email, online portal)?**

Answer: The City receives notification of ACH reporting for ACH returns and ACH notification of changes in multiple forms of communications. Daily the City downloads the activity of banking to an Excel workbook and also downloads the banking activity recorded in the ERP system, then we combine the data to cross match activity and reconcile. The City uses an option to receive email notification of returns, along with notifications of returned or corrected items via mail through the USPS.

11. For Attachment E, can we provide our own table/excel in similar format to this document to present pricing, or are we required to use Attachment E?

Answer: Proposer can supply their own table in Excel in a similar format as long as the City is able to interpret the data and compare it to other financial institutions for the cost proposal score.

Questions regarding Attachment H

12. Do the volumes provided in this document include your current provider combined with your local community bank? If the volumes are combined, should our cost presentation incorporate volumes as presented in Attachment H, or specifically to the potential usage at our institution to ensure a like-for-like comparison? Are you planning to consolidate some of the volumes with this RFP or keep your local community bank?

Answer: The document provided in Attachment H is our current provider, who is our only banking provider for banking purposes outside of our Local Government Investment Pool (LGIP) accounts, which are not included in this proposal.

13. Section 5.4 Additional clarification on response submission. Per Addendum 1, item # 3 – does the city prefer to receive 3 separate submission per Category (Banking Services, Merchant and Procurement Cards)?

Answer: Yes, three separate submissions.

14. Section 5.4 Can we label the subject line as 1 of 3, 2 of 3 OR the category title will suffice?

Answer: Please label it by the category title you are responding to.

15. Merchant Services Letter D Item #4 Page 31 - Please provide the 3 months' worth of merchant statement from BridgePay including the City's existing terminals to answer the question on Section D, Item # 4.

Answer: See Appendices E, F, and G - BridgePay Statements (aka Automated Merchant Systems Incorporated), dated December 2023, January 2024, and February 2024, respectively.

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