



February 17, 2023

To All Proposers:

Subject: **RFP #: CR-7954-W3, Banking Services / Treasurer & Collector**

ADDENDUM NO. 1

To Whom It May Concern:

With reference to our proposal request relative to the above subject, please refer to the changes/modifications/clarifications to the original proposal request.

• **PROPOSAL DUE DATE HAS BEEN EXTENDED TO FRIDAY, MARCH 17, 2023 AT 10:00 AM**

• **PLEASE SEE QUESTIONS BELOW AND CLARIFICATION FROM CITY:**

1. Is a secure electronic transmission sent via Biscom SFT acceptable in lieu of a pdf copy of the RFP response on a USB flash drive? Our internal security and privacy policies do not allow us to export information to a flash drive. We will deliver paper submissions as requested, however we do not have the capability to use a flash drive per our safety and security policies.

Answer: Proposers may use means other than flash drive to deliver the PDF copy of the proposal submission. Hard copies must still be delivered as noted in the RFP instructions. Late submissions will not be accepted.

2. Are alternate methods of delivery acceptable to provide copies of canceled checks to the City other than CD-ROM and diskettes?

Answer: No, alternate methods are not accepted.

3. Can we refer to internet sites for our financials?

Answer: Yes, proposers may refer to accessible internet sites for the financials required by this RFP. Proposers must include specific link with submission.

4. Could the City please supply 3 months Account Analysis Statements??

Answer: We have provided annual transactional history as part of the RFP.

5. Is the City currently paying via compensating balance or hard charge?

Answer: Compensating balance.



The City of **WORCESTER**

Administration & Finance – Purchasing Division
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6. Does the City settle its billing monthly, quarterly, or annually?

Answer: Monthly.

7. Is the City currently using Brinks or a similar courier service?

Answer: No.

8. Does the City currently use SmartSafe?

Answer: No.

9. How many payroll checks are issued versus direct deposit?

Answer: Approximately 600-800 physical checks versus 7,500-7,800 direct deposits over four payroll cycles.

10. Does the City make deposits to the branch during normal business hours?

Answer: Yes.

11. Is the city asking for automated stops when voids/cancels are placed via positive pay?

Answer: Yes.

12. Can you confirm who your existing provider is for lockbox?

Answer: M & T Bank.

13. How many lockboxes do you have?

Answer: 5 incoming lock boxes, 3 at out primary bank.

14. Can you confirm if you are using caller boxes?

Answer: two – one for taxes and one for parking tickets.

Proposers are requested to acknowledge and/or include this addendum with submission. All other terms, conditions and specifications remain unchanged.

Very truly yours,

Christopher J. Gagliastro
Purchasing Director