



March 7, 2023

To All Proposers:

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

**ADDENDUM NO. 2**

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.

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

**General:**

1. Please provide a monthly account analysis statement, if possible, for all accounts linked to Analysis. **We have provided an annual transactional history as part of the RFP.**

**Lockbox:**

1. Please provide sample remittance coupons for each tax payment – **We are not providing samples.**
2. Would a PO Box located in Boston be acceptable to the City? – **Yes.**
3. Provide the current processing instructions for the lockbox(s)? **Please see RFP.**
4. Please describe what types of payments are processed through the Wholesale Lockbox. **Checks.**
5. Please explain requirement for pick up at City offices for lockbox items?  
The bank will pick up the mail at least one (1) time per day from Post Office Box and City Hall Treasurer and Collector's Office. **Payments mailed or delivered to the City must be delivered to the bank. If bank branch is within walking distance to City Hall (3 blocks), City will deliver mail. If bank branch is beyond that range the bank must provide daily insured armored services to pick up and deliver deposits.**

**ACH Origination Services**

1. What is the total dollar amount, over a 3 day period, of ACH Credit files transmitted to the bank for payroll, or vendor payments? **Anywhere from \$10M-\$30M dependent on pay cycle and warrants.**
2. How often are those files sent to the bank? **Vendor Payments – 3x a week; Payroll 3-5x a week dependent on runs. Max 5 uploads per week not including any special pays.**
3. Are the files sent via Direct transmission or imported online via dual control? **Online via dual control**



4. Does the City require ACH debit origination to pull funds into City accounts, from another banking institution? **No.**
5. If so, how often are ACH Debit files transmitted? **N/A.**
6. What is the total dollar amount, per file transmission? **Amount varies.**

### **Remote Capture**

1. Is the City currently scanning payment coupons **and** checks received in the Tax Collector offices for remote deposit? Or just the checks? **No – coupons and checks are delivered to the bank for scanning.**
2. If scanning both, is scanning the coupon a requirement? **Yes.**
3. How many scanners does the City need? **Four if scanning were to be done at City Hall, plus potentially more for departmental deposits.**
4. Does the City deposit any checks at a branch? **Yes – all.**

### **Coin Processing:**

Please provide additional information on coin deposit amount volume. **Volume is minimal according to recent history.**

Does the City currently contract with an Armored Car vendor that will be picking up coin to process in money vault? **No.**

If so, which company is the City contracted with for this service? **N/A.**

### **Zero Balance Accounts:**

Referencing Exhibit 1 in the Appendix, does the City currently utilize automatic nightly Zero Balance account sweeps? **No.**

If so, please provide the number of accounts that utilize that service.

Please provide clarification on the service below noted in the price listing:

Br Tax Pmt - File Transmission 24

Br Tax Pmt - Per Item Processed 16,057

**The above represent branch transactions.**

### **Additional Questions:**

1. Can you share average balance across all accounts that are within the scope of this RFP? **Amount varies. See RFP.**



2. In reference to CD Rom as a requirement through this RFP for all paid checks, reports etc. Would the City consider another more modern, secure, faster, etc. delivery mechanism such as image transmission; or would this be a disqualifying factor? **No, we answered this in addendum # 1.**
3. Would the City consider contracting with an armored car provider for Depository Services? **No, this is the responsibility of the bank awarded the contract. (refer to page 9 of the specifications)**
4. What ERP software does the City utilize, along with Collections? **Workday, Tyler, Vertex One, ViewPermit, Homegrown.**
5. Does the City offer ACH to vendors as a form of payment or are all vendors primarily paid via check? **Check.**
6. Is the City open to additional ways to manage Account Payables? **No.**
7. Does the City have Positive Pay or Payee Positive Pay on their checking writing accounts? **Yes.**

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