



March 13, 2023

To All Proposers:

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

ADDENDUM NO. 4

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:**

Escrow File, what is expected from the vendor, is it separate? – The escrow accounts are for holding funds the City has received from 3rd parties, however all funds are held under the City's tax ID and there are no services required of the vendor.

Can you define the 5 Lockboxes please and what they are specifically for?

- Lockbox – Payments returned to PO Box based on remittances.
- Vanco – At home banking – taxpayer who initiates through online banking option.
- Branch – Taxpayer who visits a branch, including remit.
- Unibank – Online payment portal.
- Kelley & Ryan – Payments received via deputy collector Kelley & Ryan.

Are any specifically HIPPA related? No.

Is BAI2 format required for Lockbox? 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