

ADDENDUM #2
RFP #2022-03
Banking and ATM services for
Charlottesville Albemarle Airport Authority
November 30, 2021

Several submissions of questions were received. All are included here:

Submission #1:

Pg 15 Stop Payment Services- **Confirmation Requirements?** Please explain this. **How does the bank confirm the stop payment occurred? Online? Email? Etc.**

Pg 15 **How will the Authority be notified of rejected items?....** can you clarify what you mean by “rejected items”? **This is related to positive pay services. How will we be notified of rejected disbursements from our account(s)?**

Pg 16 **Are there any of the services listed above that the offerors cannot provide?** Is the authority referring to the immediate above with “Reporting” and “ACH” or everything before in section 5? **Everything before in Section 5. Is there anything your bank offers as a service that was not touched on in the RFP questions that you would care to present?**

Pg 17 **Is an expedited availability offered?** Can you clarify on what you referring to with the expedited availability? Is this in reference to deposited checks or just the sweep funds? **Both**

Submission #2:

Page 14, how many credit cards do you currently have? **Currently 15 employees have a company bank credit card.** What is the average/peak month spend? **For FY22 so far the average monthly spend was \$11,500.** What is the average weekly or monthly A/P? **For normal operating expenses an average monthly A/P is \$550,000.**

Page 16, ACH services, what payment types are you currently originating ACH files for? **Mainly benefit payments including payroll, debt service payments, a few utility and vendor payments.** What is the frequency and average/peak dollar of files transmitted? **The payments happen monthly (bi-weekly for payroll expenses) and average \$335,000 a month.**

Page 16, What Accounting or ERP system does the Authority use or would use to download bank files? **Quickbooks**

Which Fraud prevention solutions does the Authority currently utilize? **The Authority currently uses Positive Pay with regards to fraud prevention.**

Exhibit A, Page 37, does “checks cleared” represent the checks issued on the account? **Yes** Do you have the volume of checks deposited through Remote Deposit? **For FY22 the average number of checks deposited using remote deposit is 25 per month and the average dollar amount per remote deposit total is \$53,000**

Are cash only ATM’s acceptable, or is the authority looking for full service ATM’s that would accept deposits etc.? **Cash only. We are not looking for full service ATMs.**

Are you able to provide pre covid ATM volumes for the machines? **Yes. These will be in a link with this addendum.**

Are you able to provide the rent currently received by the Authority for the 2 existing ATM’s. **\$623 per month**

Submission #3:

General RFP

1. Can you supply the RFP in its original MS Word format? **Yes, it will be a link with this addendum.**
2. Can you supply Account Analysis statements for each account? **One will be included in this addendum that summarizes the few accounts with the most activity. Most of our accounts are holding accounts and we currently only write checks out of 3 of our accounts.**

Banking Services

3. ACH Origination
 - a. The RFP notes that Payroll is completed by a third party. Just to confirm, will this setup continue, or is CHO looking to process payroll in-house? **This will continue with a third party.**
 - b. Outside of Payroll since that is handled by a third party vendor, are there any other payment types is CHO using ACH origination for? **See previous question in Submission #2**
 - i. Is CHO submitting a NACHA formatted file today to process ACH origination? **No, we use a template**
 - ii. If yes, how often is a file submitted? **N/A**
 - iii. What is the volume of ACH origination transactions/file or per month? **See previous question in Submission #2**
4. Remote Deposit Capture
 - a. If Analysis statements are not provided, can you please provide the average number of checks in each remote deposit? **The average number of checks deposited in each remote deposit is 3.**
 - b. How many scanners is CHO using today? **1**
5. Coin & Currency
 - a. What is the anticipated monthly coin & currency deposits that would be handled at the local branch? **It is very rare to have a coin deposit. We physically go to the bank and make cash deposits twice a week. If cash is received by our parking department, we make up a separate deposit ticket per day.**
6. Can you please clarify what Fraud Protection services you are requiring and on which accounts?
 - a. Check Positive Pay
 - i. Which Accounts? **Revenue Fund, CFC General Fund and Capital Fund**
 - ii. Payee Verification? (recommended if not using today) **Yes, we use that with our Positive Pay function**
 - b. ACH Fraud Protection
 - i. ACH Positive Pay
 1. Which Accounts? **Same as above**
 - ii. ACH Full Debit Block
 1. Which Accounts? **We currently do NOT have this set up on any of our accounts.**

Credit Cards

1. What is your anticipated annual charge volume? **Estimated to be under \$200K for an annual amount.**
2. How many cardholders do you have a need for? **See previous question in Submission #2**

3. Are you looking to set spending controls for cardholders (monthly spend limits, prevent purchases of specific commodities and services) **Yes**
4. Do you have a need to import your card transactions into your general ledger system? **We are not currently doing that, but would entertain that idea.**

Terms & Conditions

7. May we submit a red-lined version of the General Terms and Conditions, or can they be negotiated once an offeror has been selected? **You can submit a red-lined version with your submission and they will be renegotiated with the successful offeror.**

Can you provide account analysis statements? **See #2 above in Submission #3**

Regarding the ATM currently in place (to provide a comparison of what you have now vs Fulton product)

Type of Machine currently in place? As a reminder, **as part of this RFP, if a different institution is the successful offeror, new machines would be put in place by the successful offeror and they would be responsible for any servicing, replenishing and network issues.** We currently have an NCR SelfServ22e.

Vendor who services the ATM (for hardware problems) **NCR**

Vendor who replenishes cash in the ATM **Loomis**

Network that drives the ATM (STAR, NYCE, etc) **Cardtronics**

In regards to the specific accounts of Cares Fund, CRRSA Fund, and ARP Fund; can these funds be interest bearing? **Yes.** And what is the timeline for use of these funds? **As per the legislation associated with these grants they have to be drawn down within 4 years.**

Exhibit C, "Investment Policy" states that annually, an Investment Plan is made. Can you send a copy of the current and/or upcoming approved Investment Plan? **Currently, there is no investment plan. All monies are maintained in checking or money market accounts. We encourage institutions to suggest and illustrate investment options within their proposal that adhere to the Investment Policy except as noted below.**

Regarding the Investment Policy, Section E states that a final maturity shall be limited to 12 months or less. If the RFP includes a proposal for investments without any fixed maturity date, but with the recognition that it would yield a higher return the longer the monies are in place, is that acceptable to propose? **Yes that is acceptable. The Investment Policy can be amended by the Board as they see fit.**