

Addendum 2

RFP for Banking and Cash Management Services

Contract Number DSU20091516-BANKSVC

Questions and Answers

The work/ clarification/ answers listed in this addenda shall be considered part of the Bid/ RFP document for the referenced project/ product/ services, etc.

Below are questions and answers regarding subject RFP. All questions are written in black color font and the answers are provided in red color font.

1. University Acct Description, Activity and Services – Section 2A – Page 39

Please provide a listing of average collected balances for all accounts including the sweep account.

Answer: \$ 4,869,907.79

2. Disbursement Account – Section 2A – Paragraph Disbursement Account – Page 39 – *This account is used for check clearing*

On average, how many checks clear the Disbursement Account each month?

Answer: 570

3. Reserve Account - Section 2A – Paragraph Reserve Account – Page 40 – *The account is used money that has restriction of usage.*

How many withdrawals will be processed from the Reserve Account per month?

Answer: Maybe 2

4. Download – Section 2B – Paragraph 4 – Page 40 – *Download of bank transactions for electronic reconciliation.*

Please indicate the format you will require for the reports provided for reconciliation.

Answer: DAT file for cleared checks, Excel file for all other reports.

5. Banking and Cash Management Services– Section 2B – Paragraph 5c – Page 40 – *Provide an acknowledgement to the University that the file has been received and successfully loaded.*

Please provide more information on how you would like to receive acknowledgement that your Positive Pay file has been successfully loaded.

Answer: Email confirmation is fine

6. Manual Stop Payments – Section 2B – Paragraph 8f – Page 41 – Provide written confirmation to the university within three business days of the stop payment rescission request

Would an email confirmation be acceptable for Manual Stop Payments?

Answer: Yes

7. Photocopies –Section 2B – Paragraph 9d – Page 42 – Provide upon the University’s request, letters of guarantee on its endorsement and the previous endorsement.

Please provide more details on your request for letters of guarantee of endorsement.

Answer: A letter from the bank upon request confirming that the bank will uphold a check or other instrument.

8. ACH Transfers Outgoing- Manual – Section 2B – Paragraph 11b – Page 42 – Establish repetitive ACHs...

Please clarify “repetitive”. Do you require reoccurring ACH transactions that can be initiated once and reoccur at a set interval without having to be reinitiated?

Answer: Yes

9. ACH Transfers Outgoing – Manual - Section 2B – Paragraph 11c – Page 42 –initiated by the University between 8:30 and 5:00 PM

Do you require ACH transactions initiated after 3:00 to be processed and transferred on the same day?

Answer: Not required but preferred

10. Wires Transfers Outgoing – Automated – Section 2B – Paragraph 14a – Page 43 – Provide direct on-line computer terminal or internet access...

Does the University initiate International Wires through online banking?

Do you have the need for future dated wires?

Answer: Yes, we initiate all wires through online banking. We do not have need for future dated wires.

- 11.** Section # n/a, Paragraph # 1, Page # 1, Text of Passage. The file containing your response to RFP must not be password protected. Deviation from file size limit or its protection through password will be an automatic cause for rejection of your response. **Question-** For security reasons, our organization sends email communication using encryption. The email will require a password to open, but the file contained within will not require a password. Please confirm this is acceptable to DSU.

Answer: No.

12. Section # III - PROPOSAL FORMAT AND CONTENT, Paragraph # 2, Page # 5-6, Text of Passage. Proposals shall be organized into the sections identified below. The content of each section is detailed in the following pages. It is strongly suggested that Offerors use the same numbers for the following content as are used in the RFP.

- Transmittal Letter
- Executive Summary and Proposal Overview
- Signed Authentication of the Proposal including attachments, bid submission form, etc.
- Items listed in the following table in the evaluation criteria and scope of work.

Question- Our interpretation of the submission requirements are that Appendix A – Scope of Work and Appendix B – Cyber Responsibilities, Liabilities, and Insurance are provided for informational purposes and bidders are not expected to provide responses line-by-line for these appendices. Is this correct? We will plan to submit the following:

Bid Form

Attachment 1

Attachment 2

Attachment 3

Attachment 4

Attachment 5

Attachment 6

Technical Requirements (items A through I)

Is this considered a full proposal? If no, please clarify what else is expected.

Answer: For scope of work, wherever information is requested please provide that. Cyber Responsibilities is part of contract and you are accepting all of its terms and conditions. For rest of the RFP, kindly provide information whatever and wherever it is requested.