



MORIN BUILDING  
8570 EXECUTIVE PARK AVENUE  
FAIRFAX, VIRGINIA 22031

May 7, 2020

To: All Prospective Offerors

Issued by: Donald R. Legg, CPPO, Procurement Manager **DRL**

Subject: Addendum # 1, RFP 20-026 – Banking Services

The purpose of this addendum is to answer questions submitted by the specified deadline.

**I. General**

The deadline for submitting proposals remains unchanged as 2:00 p.m., Friday, May 29, 2020. All other terms conditions and specifications remain unchanged.

Change Section 1.4.a “Term” to read as follows:

**Term:** The initial term of the contract will be for five years, covering the period from January 1, 2021 through December 31, 2025 with the option to renew the contract for up to five additional one-year periods, for a maximum total of ten years.

**II. Questions and Answers**

See the attached for answers to questions received on this RFP.

**NO OTHER QUESTIONS WERE RECEIVED**

**III. Acknowledgement**

Acknowledge your receipt of, and compliance with, this Addendum by either signing the attached acknowledgement, or referencing its receipt and your compliance, in your bid.

**RFP 20-026**

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM # 1**

I certify that the information contained in the proposal submitted on behalf of the below named firm incorporates any and all changes to the original specification. I further certify by my signature below, that I am fully authorized to acknowledge receipt of the above addendum and also bind the below named firm to the terms, conditions and specifications of the RFP and any changes thereto made by this addendum.

**ACKNOWLEDGED BY:**

**FOR:** \_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Printed/typed name

\_\_\_\_\_  
Title

**Questions and Answers  
Fairfax County Water Authority  
RFP 20-026  
May 7, 2020**

**General**

1. Pg. 42 - The imbedded link to the Pro Forma document does not seem to work. Would you please provide the Pro Forma Excel document?

These materials can be found under the Fairfax Water Procurement website for this solicitation. A link to the website is below:

<https://www.fairfaxwater.org/index.php/do-business-with-us/procurement/contracts-solicitations-award/banking-services>

2. Would Fairfax Water be willing to provide 3 months of Account Analysis Statements?

No. The Pro Forma spreadsheet provides average transaction volume over a 12 month period.

3. There is a Link on page 51 #4.18-A - "Virginia Public Procurement Act";

<https://law.lis.virginia.gov/vacodepopularnames/virginia-public-procurement-act/>

We are unable to agree to a customer's terms/policies via a link within an RFP because when terms change on the link we may not have the ability to know of such changes. Would it be acceptable to the Authority to review and discuss the terms upon award of the contract?

Fairfax Water is governed by the Virginia Public Procurement Act (VPPA) therefore the RFP and resulting contract is governed by the VPPA. Amendments and/or changes to the VPPA typically occur during the legislative session of the Commonwealth of Virginia.

4. Would a link to the annual report suffice as an electronic copy?

Yes.

5. Can offeror propose lockbox and disbursement services?

Offerors may propose to one or more Service Groups included in the RFP. The offeror must respond to the entire Service Group.

6. What will drive the Water Authorities decision making process with regard to award (i.e. pricing, functionality, proximity, financial stability, business continuity, etc.)

Below is the evaluation criteria included in the RFP.

Criteria
<b>Operational Requirements</b> <ul style="list-style-type: none"><li>▪ Understanding of the needs and operational requirements of Fairfax Water</li><li>▪ Location of nearest bank branch or lockbox facility</li><li>▪ Scope of services offered including degree of automation</li></ul>

**Questions and Answers  
Fairfax County Water Authority  
RFP 20-026  
May 7, 2020**

<b>Firm Experience</b> <ul style="list-style-type: none"><li>▪ The experience, resources, and qualifications of the firm and individuals assigned to this account.</li><li>▪ Relevant experience managing similar account relationships with other public utility entities.</li></ul>
<b>Financial Strength, Security and Regulatory Compliance</b> <ul style="list-style-type: none"><li>▪ Financial strength of the proposing firm</li><li>▪ Adequacy of financial controls, security and protection against loss</li><li>▪ Compliance with all applicable state and federal regulations for the services proposed</li></ul>
<b>Transition</b> <ul style="list-style-type: none"><li>▪ Quality and scope of conversion/implementation plan</li><li>▪ The value of any new product or service suggestions or other new ideas and enhancements</li></ul>
<b>Compliance with the requirements of this RFP and quality of proposal</b>
<b>Fees</b> <ul style="list-style-type: none"><li>▪ Proposed fees, compensation and earnings rates (Although fees and compensation will be an important factor in the evaluation of proposals, Fairfax Water is not required to choose the lowest cost firm.)</li></ul>

7. You state that physical copies will still need to be submitted as required due to Virginia procurement guidelines. We just submitted a proposal to Fairfax County via online submission with no hard copies provided, so we wanted to confirm that requirement and ask that you accept an email submission in light of COVID 19 regulations.

Fairfax Water recognizes and acknowledges the challenges with submitting physical copies amid the Covid-19 pandemic. However, physical copies will still need to be submitted.

8. For the email version that you request, is Fairfax Water amenable to using voltage for secure email delivery?

Yes.

**Service Group 1: General Banking Services**

9. Are they contracted with Brinks or any other armored carrier currently?

Fairfax Water is currently in the process of setting up a relationship with an armored carrier.

10. What is the average amount of currency deposited per month, excluding coin?

On average, Fairfax Water receives approximately \$66,300 per month in coin and currency. Coin volume is minimal.

11. Will coin deposits also go to the vault for processing?

Yes.

12. What is the average amount of coin deposited per month?

**Questions and Answers  
Fairfax County Water Authority  
RFP 20-026  
May 7, 2020**

Specific details on the volume of coin deposited per month is not available.

13. How is the coin prepared for deposit?

a. Bagged in Fed-standard bags?

No, because volumes are too minimal.

b. Bagged in Subject-to-Count bags?

No.

14. How many remote deposit locations/scanners do you currently use?

2 TellerScan TS240 check scanners.

15. How many deposits per day on average do you make using Remote Deposit Capture? Per location?

On average, 920 checks are deposited per month (42 items) between the 2 scanners.

16. Are there any special processing requirements or validations for processing e-Lockbox payments?

None that we are aware of, but we are interested in learning how your solution may minimize the number of unprocessable transactions.

17. Does Fairfax Water need the ability to review and/or repair e-Lockbox transactions before being processed?

Yes.

18. Does Fairfax Water require or desire a consolidated receivables file that includes paper, ACH and wire payments?

A consolidated receivables file is not required. In your proposal, please discuss the benefits of a consolidated receivables file and how it may be advantageous for Fairfax Water.

**Service Group 2: Lockbox Processing Services**

19. Page 10 – The imbedded links are not working. Can you provide sample water bill/envelope received thru the lockbox?

These materials can be found under the Fairfax Water Procurement website for this solicitation. A link to the website is below:

<https://www.fairfaxwater.org/index.php/do-business-with-us/procurement/contracts-solicitations-award/banking-services>

20. How often do you bill your customers?

Customers are billed quarterly.

21. Are there peak periods when lockbox will expect to see more volumes in some months versus others? Can you provide volumes by month?

**Questions and Answers  
Fairfax County Water Authority  
RFP 20-026  
May 7, 2020**

No, because customer bills are sent monthly. Over a 12-month period, the number of payments ranged from 24,743 to 32,041 per month with an average of approximately 28,272.

	# of Lockbox Payments Transmitted
Feb-19	27,435
Mar-19	32,041
Apr-19	30,600
May-19	29,040
Jun-19	26,915
Jul-19	29,553
Aug-19	27,205
Sep-19	27,976
Oct-19	27,437
Nov-19	24,743
Dec-19	29,164
Jan-20	27,152
Average	28,272
Minimum	24,743
Maximum	32,041

22. Do you have a scannable coupon with an OCR line using OCRA font?

Yes.

23. Is all the data needed for the posting file contained within the OCR Line?

Yes.

24. Is there any manual Data Entry need in addition to the OCR line information?

Yes, on exception items.

25. Does this bill include any other types of utility services, i.e. sewer bill? If so, are there any special processing requirements for handling the payments for the different services?

No.

26. Are there any special requirements for handling residential payments versus commercial payments?

No.

27. RFP indicates that you are currently using online decisioning, can you provide details as to what types of transactions are sent to online decisioning portal? i.e., Check Onlys with no account number written on the check? What kind of exceptions would lockbox receive?

Check only payments with no account number or partial account numbers.

28. Do you expect e-lockbox payments to be incorporated into the lockbox posting file?

No. A separate file for e-lockbox can be transmitted.

**Questions and Answers  
Fairfax County Water Authority  
RFP 20-026  
May 7, 2020**

29. Can you confirm lockbox payment volume is approximately 28K per month?

Yes. Over a 12-month period, the number of payments ranged from 24,743 to 32,041 per month with an average of approximately 28,272.

30. If P.O. Box for remittance is required to be in Virginia, would Fairfax Water consider using USPS reship to a box outside of Virginia?

A Virginia P.O. Box is NOT required for remittance. Currently payments are sent to North Carolina.

31. Please describe what documents you'd like to search.

Checks, remittance documents, and correspondence.

32. Do you desire any information captured from the correspondence (no check items) received?

No, correspondence only needs to be scanned and imaged.

33. Are you being charged for the destruction of each check and document imaged? If so, what is the retention period before destruction?

Yes, a \$0.001 per item fee. 60 days.

34. How long are images archived?

7 years.

**Service Group 3: Purchasing Card/Electronic Payables Services**

35. What is Fairfax's goal/strategy around the overall AP process?

Currently, the AP process is paper centric. Fairfax Water is looking for a partner that will migrate more vendors to electronic transactions (either virtual card or ACH).

36. What is your overall annual AP spend (minus payroll)?

\$151.2 million

37. Will you be open to providing a full AP file including supplier names, addresses, annual payment amounts, and methods of payment for analysis?

At this stage in the RFP process, Fairfax Water has elected not to provide a list with detailed vendor information and number and type of payments.

38. Does the AP consist of any international payments? If so, to what countries, what payment method is used and what is the approximate annual \$ amount?

No.

39. What are typical payment terms with suppliers?

Net 30.