

HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO  
PROCUREMENT AND CONTRACTS DEPARTMENT  
715 E. BRIER DRIVE, SAN BERNARDINO, CA 92408  
(909) 890-0644 FAX (909) 890-2349  
<http://ww2.hacsb.com/business>

**ADDENDUM #1 FOR RFP PC#963 – BANKING SERVICES**

The following addendum to this Request for Proposal is hereby incorporated into the bid process.

**PLEASE NOTE:**

**Questions and Answers:** The following questions and answers were asked. Please review the responses and include them in your proposals.

1. Can the HA provide volumes for bid sheet or a sample AA statement for all respondents to utilize?

**See Question 21.**

2. Is there a reason that the bid sheet has Bank of the West service descriptions while you are currently at Bank of America? Do you have an existing relationship with Bank of the West?

**We do not have an existing relationship with Bank of the West.**

3. What is the frequency of the HA ACH file submission? What is the peak amount per file?

**In general, the ACH is weekly. First week of the month the average ACH is \$7 million and the peak average for the remaining weeks in the month is about \$91K.**

4. How many locations prepare a deposit? What is the average physical make-up of the deposit (checks, coin, and cash)? Is HA staff making the deposit at the branch? Does the HA use an armored car service?

**There are 10 locations that prepare deposits. The majority of the deposits are checks, an estimated 95%. The Authority's staff do make deposits at bank branch locations. The Authority does not use an armored car service.**

5. Does the HA use remote desktop image deposit service? How many locations?

**The Authority does not use desktop image deposit service.**

6. Does the HA use sub-accounting for property specific activity?

**The Authority does not use sub-accounting.**

7. What is the HA's current DOD line amount? What is the HA's needs for DOD? How frequently is it utilized?

**The Authority does not have a DOD line and does not have a need for it.**

8. What is the average HUD account collected balances? What is the average HA's account collected checking balances? Does the HA utilize Money Market accounts?

**The monthly average collected from HUD is approximately \$12.6 million a month of which most is received via ACH. The average HA's account collected is an estimated \$13 million a month through various bank accounts. The Authority does not utilize Money Market Accounts**

9. Is same-day ACH required for Section 8 payments? What is the count and amount of volume per month?

**Same day ACH is not required. The estimated average of Section 8 ACH payment is approximately \$6 million.**

10. Can HACSB clarify the "Term of Contract"? On page 7, it states a three year with an option to renew for an additional two years. However, on page 12, it states "a period of two years with three one-year extensions

**The contract term is five years, please see page 3 of the RFP document.**

11. Can you confirm . . . Should there be a Section VII? Section VI (Scope of Work) and Section VIII (Information Requested). Should there be a Section VII?

**No, I apologize for the typo. The section VI was just missed in the numbering of the sections.**

12. On page 12 of the RFP, it references "Exhibit C" as the pricing schedule; however, Exhibit C is actually the references. Does HACSB mean Exhibit B?

**Yes, Exhibit B is the pricing schedule.**

13. Can HACSB provide Exhibit B (Proposal Form) in an Excel format?

**Unfortunately, we currently do not have this proposal form in and Excel format at this time.**

14. Please provide a recent AAA bank statement for review. The AAA bank statement will provide volumes needed to complete the blank Exhibit B – proposal form. Or, please provide the estimated monthly average units you wish to have us propose.

**Please see question #21.**

15. Who is your current armored transport carrier? Do you require transport bids? If so, please provide address for pick up, preferred times and dates, and liability amounts. Do you pay your transport directly?

**The Authority does not use an armored car service.**

16. Please confirm that the following statement is acceptable to HACSB:

***MUFG Union Bank, N.A. ("Bank") is pleased to respond to the RFP of the Housing Authority of San Bernardino County ("HACSB"). The Bank has provided all of its responses to the technical components of the RFP here and has also attached its standard account documentation for the accounts and products requested. With respect to contract terms, upon award of business, Bank will negotiate a mutually acceptable agreement with HACSB based on its standard account documentation and the contract terms of the HACSB, as applicable. Accordingly, the fact that Bank has not responded with a specific exception to any contract term included in the RFP should not be considered a waiver of Bank's right to negotiate any such contract term. The Bank looks forward to working with HACSB.***

**Once awarded, HACSB will provide our contract for the bank's approval and acceptance.**

17. Does HACSB currently have a purchasing card program in place? If so, how many cards and what is your annual spend? Do you wish us to include information on credit cards?

**HACSB does not have a purchasing card (P-card) program.**

18. Does HACSB use merchant services- credit card processing?

**HACSB does not accept credit cards.**

19. Please provide all copies of all HACSB's rental coupons for lockbox service options. How many payment coupons are mailed out each month- 2514 housing units?

**HACSB does not send out rental coupons or statements. Tenants send payments to the appropriate offices on a monthly basis.**

20. Does HACSB use remote scanning/check 21 for check deposits?

**Remote scanning is not currently being used.**

21. Will you provide either a copy of a current analysis statement from your current bank or populate the monthly volumes on the Exhibit B – Proposal Form? It will be most helpful if we all the banks are able to bid on the same volumes of service to be provided.

**Statement provided. Please see attachment.**

22. Can HACSB share a current account analysis statement that shows services and volumes but not pricing?

**See question #21.**

23. How many Demand Deposit accounts are maintained by HACSB? If more than one, is the \$50MM balance referenced in the RFP a cumulative balance from all of the accounts?

**As noted in Exhibit F, the Authority has 12 Demand Deposit accounts. The reference to the \$50 million is overstated and should have been \$25 million.**

24. Will Bank of America remain as an option, or will HACSB definitely move their banking services?

**Several banks were invited to submit a proposal and Bank of America was sent an RFP.**

25. Regarding ACH transactions, Can you please share the total amount of Credit and Debit exposure needed from your bank?

**The ACH activity is listed on Exhibit F and would reflect the estimated future activity.**

26. Will HACSB be providing a copy of the current bank analysis statement so we can determine volumes for the price schedule? We will need more information of the volumes for all activity on the accounts, and an analysis statement would assist with the true numbers.

**See question #21.**

27. The RFP mentions HACSB would consider a lockbox. Can you please provide an estimate for the number of items that would be processed through a lockbox? In addition:

- Do the coupons currently have an OCR scanline? Can you also provide a sample of the invoice that would be received.
- Are windowed envelopes currently being used for the return envelopes?

**HACSB does not send coupons or invoices to tenants. Tenants send payments to the appropriate office on a monthly basis. The potential amount of activity that would be processed through a lockbox would be reflected at Exhibit F.**

28. Page 10- ACH files. Do you send your ACH files same day currently, or is this an option you want to enhance? Do you ever send files prepaid by 1 or 2 business days?

**ACH are typically sent 1-2 days prior and we are not looking to change this process.**

29. Page 10 #3- Are you requesting that the bank provide deposit slips at no charge? Run through analysis? How many deposit slips would you typically order in a 12 month period? How many checks do you order in a 12 month period?

**We have estimated at Exhibit F that the physical deposits made on an annual basis is 1,427. Currently our current bank processes charges for items like this through the Analysis Statement. HASCB orders checks through another vendor.**

30. Page 12- Pricing Schedule- It states that no other forms or formats would be accepted. Is it permissible to include a pro-forma document in addition to the Exhibit B price schedule? The pro-forma document includes balances, and how those are used to offset during an analysis period.

**Yes, please include any additional sheets if needed.**

31. Do you have word versions of the exhibits required in the RFP?

**Unfortunately I am unable to give the protected PDF forms.**

32. On Exhibit F- Can you clarify the information about the ACH volumes? Are those all monthly/annual volumes? Are the payroll direct deposit files also handled by a 3<sup>rd</sup> party, or will you need the bank to originate those files?

**The amounts reflected on Exhibit F are annual amounts. The payroll direct deposit files are handled by a 3<sup>rd</sup> party and we do not require our bank to originate those files.**

In order to reduce the collateral cost associated with the HUD General Depository Agreement (GDA) collateral requirements, would the Authority be interested either of the following collateral options?

33. Utilize the State of California Local Agency Pool

34. Accept a Federal Home Loan Bank of Atlanta Letter of Credit

**For questions #33-#34, any changes to the requirements on HUD's GDA agreement must be approved in writing by HUD.**

35. Does the requirement for "no additional charge to the Authority" on page eight (8), apply to simply signing the document or the administration of the HUD accounts?

**HUD's GDA agreement requires that all of the Authority's funds be collateralized and that HUD have some administrative control of the Authority's bank account. HACSB requirement for "no additional charge..." for any requirements listed on the GDA form in order to comply with HUD's requirements as outlined on the form.**