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#### ADDENDUM

To: All Interested Proposers

From: Roxie Samaniego, CFO

Date: May 1, 2018

Subject: **Banking Services RFP #18-003** **Addendum IV**

**This addendum includes responses to all questions submitted as of Tuesday April 27, 2018.**

**Except as otherwise stated below and by any previous and subsequent Addenda, the above referenced Request for Proposal (RFP), remains unchanged. Furthermore, this Addendum is hereby made part of the contract documents.**

**Reminder: the bid submission date remains unchanged:**

**May 4, 2018 by 3:00 p.m. Mountain Time**

**All bids submissions must be received via email at rfp@ehnelpaso.org before 3:00 p.m. Mountain Time, May 4, 2018 (“Submission Deadline”). Email attachments shall not exceed 150 MB per email.**

**Any questions or additional information required by interested vendors must be emailed to** [**bidquestions@ehnelpaso.org**](mailto:bidquestions@ehnelpaso.org) **. RFP number and title must be on the “Subject Line” of the email. Attempts to circumvent these requirements may result in rejection of the proposal.**

**RFP No. 18-003**

**Banking Services**

**Q&A**

The queries raised by the bidders via subsequent emails up till April 25, 2018 and clarifications with regard to bid documents for the procurement of Banking Services are given as under:

Question 1:

RFP pg. 6 Letter G. Collateral- Will EHN accept Federal Home Loan Bank Letters of Credit as collateral in lieu of bonds/securities?

Yes, the Federal Home Loan Bank Letters of Credit are a permissible form of collateral.

Question 2:

RFP pg. 4-8 Banking Needs- The RFP references, volumes, however there is no dollar figures. In efforts to properly quote the Bid, could EHN provide the account analysis statements for the past 3 months?

Please see documents below.

Question 3:

RFP pg./ 8- Letter M. Additional Services (optional)- will EHN be able to accept a separate bid for the services listed in this section? Example, a Separate Purchasing Card Services bid. If so, what is the average monthly spend?

Average monthly spend on P-Card Services is $55k-$80k.

Question 4:

Will EHN be able to provide a copy of the RFP in a Word Document?

Please see separate link on www.emergencehealthnetwork.org under the procurement link at the bottom of the page.

Question 5:

Is the “pledging of collateral” absolutely necessary?

Yes, it’s absolutely necessary.

Question 6:

What is the preferred method of transmission for ACH and positive pay (i.e. direct transmission, online, or other)?

Online

Question 7:

What will the estimated balances be in non-interest bearing accounts?

$1,000-$800,000

Question 8:

And the average balance in the interest-bearing accounts?

$100,000-$14,000,000

Question 9:

In regard to Sweeps will they need to be with a 3rd party?

No.

Question 10:

Please clarify cash handling equipment needed?

Check deposit machine/scanner.

Question 11:

In the supplemental section please clarify rep payee services

Account is needed to receive social security funds for clients that need assistance in managing their monies. These monies must be kept in a separate account that earns interest. Ability for client to be able to cash their checks and not be charged a fee with possibility of bank offering reloadable debit cards for each individual.

Question 12:

With ACH debits- are you referring to transferring between accounts or debiting client accounts?

Neither, this is to pay our vendors.

Question 13:

On page 2 you state the right to terminate is 90 day and then on page 13 it states it is 90. Could you please clarify which notification we should go by?

Please excuse the error, it should read 180 days.

Question 14:

On page 34 it looks to be a merchant form. In order to properly bid for merchant could you provide 2 months of merchant statements?

This form is for services not included in cost Exhibit A.

Question 14:

RFP pg. 8 Optional Services. Please describe services requested for Payment Card Services and Electronic Payments to Vendors.

For payment card services please identify additional benefits available such as rebates, rewards, airline mileage, etc. In addition, is there the availability of reloadable Visa/Mastercard debit cards instead of checks so these can be issued to our consumers?

For Electronic Payments to vendors utilize ACH rather than paper checks.

Question 15.

RFP pg. 5-6 E. Monthly Statements and Account Analysis: “Also, provide a full range of modes of communication possible with your product” (Which product? Reconciliation?) “and any enhancements that are available to reduce time and/or costs, improve check fraud prevention, streamline data presentation, etc.” (Could you provide additional clarification on the types of services you’re requesting?)

Ability to provide monthly statements and analysis for all of the bank accounts and in addition provide bank reconciliation file for upload into Accounting system for reconciliation of accounts.  Ability to upload positive pay file into bank system to prevent check fraud.

Question 16:

Under H. Online banking services, please describe the requirement “remote collection” (of what -- Payables, receivables, data – please clarify) and “confirmations availability and format” (of what – confirmations of transactions such as wires?)

Ability to view and download all types of activity being conducted such as wires, deposits, withdrawals, cleared checks, etc.

Question 17:

Will you please repost Addendum 1 to include the even-numbered pages of the Account Analysis Statements – they were omitted.

Please refer to Addendum V posted on website.

Question 18:

Can we add our comments to the Scope of Services within our response? In certain sections, you request that the info be in a separate addendum. It would be easier and cleaner if we can include everything in one place, following the order in which you have laid it out.

Yes.