



36739 S.R. 52, Suite 108, Dade City Florida 33525

## ADDENDUM NO.2

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### PCHA Request for Proposals 2018-03 Banking Services

Date: January 31, 2019

The following changes, additions, and/or deletions are hereby made a part of the Documents for the above noted Request for Proposals, fully and completely as if the same were fully contained therein. All other terms, conditions, and specifications of the original Request for Proposals, remain unchanged.

This addendum must be acknowledged in the space provided on the Schedule of Addenda. The Submittal Date and Time has been changed to: **February 15, 2019 2:00 PM EST.**

#### **Banking Services and Treasury Questions**

1. Who is the current incumbent or Banking Service Provider for the Pasco County Housing Authority?

Answer: The current incumbent is First National Bank of Pasco County

2. Please provide three (3) months of analysis statements.

Answer:

3. How much cash does the Authority deposit on a monthly basis?

Answer: Approximately \$1,250,000

4. How often does the Authority visit the bank...on a weekly basis?

Answer: About once a week

5. Does the Authority currently use remote deposit for depositing checks?

Answer: Yes.



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6. If no has the Authority explored the use of remote deposit?

Answer: N/A

7. If scanners are used for depositing checks, how many would be needed and would it be at one location?

Answer: We have 7 FRED machines each at separate locations.

8. How many employees does the Authority have on direct deposit?

Answer: 32 employees use direct deposit and 1 employee receives a check

9. Does the Authority have Positive Pay?

Answer: Not currently, but we are interested in it for 1 bank account that issues about 100 checks a month.

10. If so, does the Authority use Payee Match with Positive Pay?

Answer: N/A

11. Does the Authority currently have full reconciliation?

Answer: No but we are interested in possibly using it if compatible with our software.

12. Will the Authority consider the use of a courier to deliver deposits to a vault rather than a branch?

Answer: Yes, we would consider it, we have used a courier in the past.

13. Is it mandatory that the Proposer have a Branch location in Dade City?

Answer: No.

14. Does the Authority originate ACH for payroll and direct deposit?

Answer: Yes

15. Does the Authority pay accounts payables and vendors via ACH?

Answer: Only for a few administrative vendors. We do for our landlord payments for rent on our voucher program.

16. Are there any ACHs where they debit the Authority or they push the button for?

Answer: If you are referring to demand debits yes, we have demand debit but we push button.



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17. Does the Authority process payroll in-house or use a vendor?

Answer: We use a vendor.

18. How often does the Authority pay payroll; weekly or bi-weekly?

Answer: Bi-weekly

19. When making a deposit at the branch, it is via teller window or through a night drop?

Answer: We see a teller inside the bank.

20. Does the Authority have sufficient balances to cover banking services charges with the incumbent or is there a certain hard charge each month for services... if so, what is that amount?

Answer: Yes, we have sufficient balances. No fixed fee per month.

21. What interest rate and current ECR is the Authority being paid by the incumbent bank?

Answer: Believe it is .1%

22. Are there minimums in place to cover that?

Answer: Don't understand the question.

23. Will the Authority consider staying with the incumbent bank despite the RFP results?

Answer: We will rate each respondent's submission and select the proposal that best fits with the Authority's needs as stated in the RFP Scope of Work.

24. Is the Authority being charged for FDIC insurance?

Answer: Not to our knowledge.

25. Can you please describe in more detail what your current and anticipated lending needs may be?

Answer: We are a provider of affordable housing which is currently very dependent up on the government for funding. We are looking for lending that will allow us to expand our affordable housing portfolio and reduce dependency on the government to the extent possible. We are also renting office space at a cost that would enable us to pay a mortgage rather than rent. So we would like lending assistance to purchase an office building accordingly.

26. To what extent would you like us to show our appetite for your lending/line of credit needs?

Answer: Certainly, we would like to know you are hungry to lend money to our organization. We would like to know that with \$15MM flowing through the successful proposer's coffers would place us in a position of serious consideration as a stable and successful borrower.



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27. On page 7, the RFP mentions that Tab U contains the Bid Form (for pricing), but Tab U is actually Business Continuity. There is no Bid Form located in the RFP. Are we missing documents?

Answer: We apologize for the confusion. The Bid Form is not required for an RFP.

28. Tab J states "intentionally left blank". Should we still include a Tab J, and just state the same?

Answer: Yes please.

29. Tab M and Q are duplicates, as are Tab O and S, and P and T. How should we organize?

Answer: We are uncertain how this happened and apologize for any confusion. Please answer the questions in the first Tab where they are mentioned (M, O and P) and then mark Tab Q as see Tab M and Tab S see Tab O and then Tab T see Tab P.

30. Can you please confirm that Tab P is the preferred place the Authority would like us to describe solutions that can help automate and add efficiencies to your current processes?

Answer: Yes.

31. Tab J – can you please confirm that you do not expect a response in this Tab, as you indicate "intentionally left blank"

Answer: That is correct see 28 above

32. Tab Q – This looks like a duplication of Tab M – can you please confirm if this should be removed, and if so, should all tabs be renamed? Or should we leave this blank?

Answer: See 29 above

33. Tab S – Looks like a duplicate of Tab O - can you please confirm if this should be removed, and if so, should all tabs be renamed? Or should we leave this blank?

Tab T – duplicate of Tab P – same as above

Answer: See 29 above

### Merchant Solutions Questions

1. What is the Authority's anticipated annual merchant card processing dollar volume?

Answer: We don't currently use them. We have no idea how many residents would participate or of the cost of offering the service would prevent us from implementing.



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2. What is the Authority's anticipated average transaction amount, and the high anticipated individual transaction amount?

Answer: \$10 to \$500

3. How many locations will require card processing solutions?

Answer: Mostly likely 7 locations

4. Will there be card payments for rent only?

Answer: Rent and other tenant charges.

5. If no, what other types of services/fees will the Authority be accepting cards for?

Answer: Other tenant charges to include maintenance charges, late fees, etc....

6. Will the Authority require the ability to process in person and online?

Answer: Both

7. What kind of point of sale hardware/equipment are you seeking?

Answer: Card processing machines only

**Second set of questions:**

*Please accept the following questions as Fifth Third's submission. Could you also confirm when we could expect the answers to be posted? Thank you again for the opportunity.*

- Is the Award of the RFP contingent on the Financing?  
Answer: No.
- How long have you been with your incumbent Bank?  
Answer: Five or more years
- Have you been satisfied with the relationship with your incumbent Bank?  
Answer: Yes, but please note that does not mean they have any advantage in the bid process.
  - Is there anything with regard to your relationship with your incumbent Bank that you would change?  
Answer: Nothing specific.
- Are all accounts under the Same TIN?  
Answer: No. We currently operate under three (3) TINs



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- Do Balances need to be Collateralized?  
Answer: Yes, as government funds, we must collateralize all of our deposits over the FDIC insurance limit on a perpetual basis.
- Will they provide analysis statements for all accounts?  
Answer: See attached.

If can't provide statements we would need the following information per account, per month:

1. How many deposits?  
Answer: Approximately 425 to be deposited monthly
2. How many checks per deposit?  
Answer: Varies however, the approximate total is 425 deposits.
3. How many ACH credits and debits received?  
Answer: Approximately twenty
4. Average monthly collected balance?  
Answer: 2.5 Million across thirty-six bank accounts.
5. Any incoming or outgoing wires? Answer: yes.
6. How much cash is deposited?  
Answer: Average of \$1.2 Million per month.
7. Do you need change orders? If so, how much in coin and currency per month?  
Answer: No.

For Merchant Services:

1. What would be the average ticket size?  
Answer: \$10-\$500
2. Will you be accepting cards in person or over the phone?  
Answer: If we decide to go forward it would be in person or online.
3. Will you have reoccurring transactions?  
Answer: If the tenant determines they wish to have recurring debits, then yes.

Tabs M, N, O, P are the same questions as Tabs Q, R, S, T? Are these supposed to be duplicated? Do these need to be answered twice?

Answer: See 29 above

What accounting software does PCHA use?

Answer: Lindsey Public Housing Software

Tab G, numbers 4, 5, 6 are identical to numbers 7, 8, 9? Are these supposed to be duplicated? Do these need to be answered twice?

Answer: No – please just reference “see 4 or see 5 etc.”