

AUGUSTA COUNTY SERVICE AUTHORITY

18 Government Center Lane
PO Box 859, Verona, Virginia 24482-0859
(540) 245-5670, FAX (540) 245-5684



REQUEST FOR PROPOSAL

Issue Date: January 24, 2014

RFP NO. 1719

Project Title: RFP for Banking and Credit Card Services

Sealed Proposals Will Be Received Until **2:00 p.m. on February 21, 2014** for the furnishing the Services described herein. No Public Opening will be Held.

Where to submit Proposals by mail:

Augusta County Service Authority
PO Box 859
Verona, VA 24482

Proposals may be delivered in person or by courier to:

Augusta County Service Authority
18 Government Center Lane
Verona, VA 24482

Requests for specific information should be submitted on the Pre-bid Question Form in Attachment A and directed to:

Brent Canterbury, CPA
Director of Finance
18 Government Center Lane
Verona, VA 24482
bcantebury@co.augusta.va.us
(540)-245-5672

Or;

Oscar Beasley
Deputy Executive Director
18 Government Center Lane
Verona, VA 24482
obeasley@co.augusta.va.us
(540) 245-5680

Signature Sheet

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in RFP # 1719.

My signature warrants that I have not employed or retained any firm or person other than a bona fide employee working solely for the firm to solicit or secure this contract and have not paid or agreed to pay any firm or person other than bona fide employees working solely for the firm any fee, commission, percentage, brokerage fee, gifts or other consideration contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty, the Authority shall have the right to annul or void this Contract without liability or in its sole discretion, to deduct from the contract price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the Augusta County Service Authority, and that there are no principals, officers, agents, employees or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to the Augusta County Service Authority, pertaining to any and all work or services performed as a result of this request and resulting contract with the Augusta County Service Authority.

My signature certifies that our firm is a Qualified Public Depository under the Virginia Code.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Legal Name of Firm: _____

Federal ID Number: _____

Virginia License Number*: _____

Name (type/print): _____

Title: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Signature: _____ **Date:** _____

To receive consideration for award, this signature sheet must be returned as part of your proposal.

*Please note that state law requires most business entities to register with the Commonwealth of Virginia's State Corporation Commission to obtain legal authorization to transact business in Virginia.

REQUEST FOR PROPOSAL
RFP #1719

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I. PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals from qualified sources for providing the banking services described in more detail below. The initial contract will be for a period of three (3) years with an option to renew for up to six (6) additional one-year periods.

II. BACKGROUND

To aid the Authority in achieving its mission of safeguarding the Authority's assets, the Authority seeks to establish a contract for banking services, which is in compliance with the Virginia Public Procurement Act for periodically seeking updated pricing in the marketplace.

A. General:

1. The Authority is a tax exempt, non-stock public corporation, which is an Authority under the Laws of the Commonwealth of Virginia. The Authority generates funds from services and fees, grants, bonds, and from time to time additional reimbursements by FEMA or similar agencies of state, federal and local government. Daily operations entail a low volume of currency and coin.
 2. Authority banking activities fall into two basic categories: those involving deposits to the Authority's accounts and other activities involving fiscal agency "Authority (Local) funds." Currently, Authority funds are deposited in one deposit account, dispersed from one dispersal account and excess funds are swept into a concentration account.
 3. The Authority has 110+ employees active on the payroll system and pays bi-weekly. All employees are required to participate in direct deposit as a condition of employment by the Authority. Minimal exceptions occur from time to time for temporary employees.
- B. Approximately 15,750 customers are enrolled in water and/or sewer service connections throughout Augusta County. Bills are paid by cash, check, credit/debit card, ACH direct debit and third-party bill payment services from a variety of financial intermediaries, all of which are deposited into a single, deposit-only account.

III. STATEMENT OF NEEDS

A. Bank Requirements:

1. The bank must have a full service branch in the city of Staunton (24401) or Town of Verona (24482), Virginia.
2. The bank must be federally insured under the Federal Depository Insurance Corporation and not on the FDIC "problem list".
3. The bank must be in good standing on the Approved List of SPDA Depositories by the Treasurer of Virginia under the Virginia Security for Public Deposits Act. Accordingly, all funds deposited by the Authority must be collateralized to the extent required under the provisions of the Act.

4. The bank must request and maintain an exemption from reporting requirements of currency transactions involving cash deposits of \$10,000 or more for the Authority.
5. The bank shall not refuse to pay on demand any Authority check or ACH payment because of insufficient funds. It is anticipated that daily balances will be sufficient to cover daily presentation of checks and ACH transactions; however, under no circumstances should the Offeror refuse to pay any party when presented with a valid Authority check or draft. Any circumstance of non-sufficient funds will be corrected through a transfer of funds by intra-bank transfers or by fed wire. No overdrafts are anticipated or have occurred in the past five years, however, due to funding delays from other parties, typically federal grants, there may be an anticipated wire transfer of funds from such agencies which do not get transferred as expected, requiring the movement of funds from other ACSA accounts. The bank should provide the cost of such services in their pricing schedule.
6. The bank must have the ability to provide to the Authority secured, encrypted web based, on-line reporting of daily balances and transactions.
7. The bank must comply with all federal and state regulations, including but not limited to 15 U.S.C. §§ 6801 of the Gramm-Leach-Bliley Act and the Fair and Accurate Credit Transactions Act, adhering to the guidelines promulgated by the issuing federal or state agencies.

B. Description of Services:

The bank should provide at a minimum, the banking services described below:

The Authority has a need for separate demand deposit accounts: a depository account for general operations, a controlled disbursement account for payroll and accounts payable and a consolidation of funds account into which excess funds are swept daily. Please include fee structure and charges/minimums for interest bearing accounts. The Authority reserves the right to establish additional accounts at the contracted rates should operational needs change.

Attachment C presents activity in the two primary accounts: deposit and disbursement based on a 12 month period from July 2012 through June 2013.

1. The following cash management services associated with the above accounts are required:
 - a) Earnings credits on available investable balances as an offset to any fees or charges.
 - b) Secured, encrypted, on-line, web-based balance reporting which includes Positive Pay, summary information for computing daily investable balances and detail information on daily deposits, wire transfers, ACH/EFT credits and debits, credit card deposits, ACH/EFT return or notice of change reports, and other types of paperless transactions. This service must have multiple security layers available to Authority for accomodating internal control needs such as segregation of duties, dual control and approval authorities for on-line activities.
 - c) Account analysis - The bank shall provide monthly account analysis statements for all bank activity/services for the Authority's main bank accounts, both deposit and disbursement accounts, and separate analysis statements for all other bank accounts. *The analysis statements must include a detail listing of each service,*

as well as unit prices and charges for each service and/or item rendered as well as a line total for each service which has incurred a charge.

- d) Deposit processing – The Authority requires bank deposit slips containing its name and the MICR line of the deposit slip to identify each separate account. Pricing and fee schedules should identify the costs associated with this requirement.
 - (1) The bank shall initially provide at no cost, pre-printed deposit slips for all ACSA accounts. For subsequent orders, the bank will provide deposit tickets at a negotiated cost to the Authority. Reorders of deposit slips must be delivered to ACSA within ten working days. Quality control of the deposit slips is required of the bank to ensure the name is correctly listed as well as the correct combination of numbers in the MICR encoded location code.
 - e) The bank shall, under NO circumstances, alter any ACSA deposits, including those to the State Treasurer’s account. An error correction shall be processed on the next business day. A copy of any debit /credit advice shall be sent to the Authority Finance Office promptly by email or fax. Any debit or credit advices must be sufficiently detailed to identify the transaction to which it belongs, including the original deposit total, date of the deposit and any other identifiable information which will facilitate a clear understanding of the debit/credit advice by our staff and our outside auditors. Any additional research on deposit adjustments requested by ACSA should be completed within two business days and transmitted electronically or mailed to Authority Finance Office.
 - f) ACSA receives checks from different countries from time to time. The bank shall provide detailed procedures and on-site training for ACSA employees related to the handling of foreign items. As an example, ACSA will need to know what kinds of money orders or checks are accepted. ACSA staff will need to clearly understand the following: what items are considered “foreign” and must be sent for collection and for which items will we receive immediate credit. The bank will be required to include on all credit advices for collection the original check total as written, date of deposit, and the original amount stated in US Dollars if stated on the item in another currency.
2. Investment Custody Services – Cash Management Services - The offeror, at a minimum, shall provide *as an option* to the Authority, the following, related to “managed automated short-term investment custody services.”
- a) Management of short-term funds in excess of those required to meet outstanding obligations on its demand deposit accounts. These services shall be managed daily to take advantage of varying levels of cash needed in the Authority’s accounts and to respond to changes in capital markets.
 - b) Automatic investment services that provide full credit analysis of prospective investments so as to minimize risk on the deposited funds. In managing the Authority’s excess cash, the following short-term investments (not to exceed six months in maturity) shall be acceptable for investment:
 - (1) U. S. Treasury Issues
 - (2) Repurchase Agreements (physical possession must be taken)
 - (3) A1/P1 Commercial Paper
 - (4) Money Market Funds

- (5) U. S. Government Agency Securities
- (6) Certificates of Deposit
- (7) Bankers Acceptances
- (8) Bank Master Notes
- (9) High Grade Corporate Notes and Debentures (A or better)

- c) Upon written approval of the Authority's Treasurer or Director of Finance (or their designee), additional investments may be authorized, maturity limits may be modified, or other changes may occur; however, such investments that the Offeror may make should at all times be in compliance with applicable laws and in conformity with Authority investment policies at the time of the investment. If investments do not comply with the laws and guidelines identified above, the bank shall be held responsible notwithstanding the said approval.
3. Secured, encrypted On-Line and Voice Wire Transfers - Confirmation on all wires shall be made available, online, to the Authority Finance Office. The bank shall provide ACSA the ability to have detailed on-line descriptions of all (incoming and outgoing) wires. ACSA also requires the ability to send wire transfers in foreign currencies via the internet and/or by phone through the bank's wire transfer service with adequate security and control measures.
 4. Secure Debit and Credit ACH/EFT - The bank shall provide for ACH/EFT transfers to and from ACSA. Information related to returns and corrections shall be provided on-line. The credit ACH transfers are direct deposit of Payroll and Accounts Payable. The bank shall have system checks in place to catch an incorrect effective date in a file or if a file was not received as scheduled based on the Authority's ACH calendar. The bank must be able to identify and report any returned debits. Additionally, the bank should:
 - a) Provide a contact name and phone number for ACH emergencies and transmissions outside the regular ACH schedule and;
 - b) Serve as Originating Depository Financial Institution (ODFI) and perform the ACH services in accordance with the rules of the National Automated Clearing House Association (NACHA).
 5. Account Reconciliation - The Authority desires a full check and deposit reconciliations service. This service should be coordinated with the Positive Pay.
 - a) The bank shall provide to ACSA monthly bank statements reporting all debits, credits and checks paid, sorted by check number and deposits. The monthly statements will be mailed to the Authority as well as a secured, encrypted online, web-based version being made available. Such statements shall have an end of the month cut-off as agreed to in advance with the Authority.
 - b) A monthly file transfer listing of all checks paid by check number compared to checks issued, and a monthly file transfer listing all deposits is required. Such file transfers shall have a month end cut-off, which ACSA may change with advance notice. The monthly file transfer should be received by the Authority by the 3rd business day of the following month.
 6. Check Imaging Capabilities - The bank should have the ability to provide check imaging on-demand by the Authority.
 7. Positive Pay - The bank must be able to offer this security measure to prevent check fraud.

8. ACH Fraud Control - The bank must be able to provide varying levels of ACH fraud control (ACH debit and credit block, ACH debit and credit control, ACH debit and credit control with positive pay) on all bank accounts.
9. Online Stop Payment and Check Copy Requests –The bank must have the ability to provide an online process for entering stop payments. Stop payments should be in effect for one year after the stop is issued.
10. Cashier’s Checks - The Authority occasionally has the need to request cashiers checks from the local branch. The cost of the cashier’s checks must be charged to the Authority on the account analysis statement rather than debited directly to the Authority’s general account.
11. Bank Bags - The bank shall initially provide five locking bank bags, capable of being deposited in the local branch’s night deposit drop, at no cost to ACSA. Any subsequent orders will be provided at the cost provided in the negotiated fee schedule. The bank shall provide, at no cost, four zippered bank bags for miscellaneous ACSA use capable of being deposited in the local branch’s night deposit drop.
12. Coin Wrappers, Change Envelopes, and Currency Straps. - The bank shall provide ACSA with such coin wrappers, change envelopes, and currency straps as ACSA may request from time to time at no cost.
13. Research - The bank should provide, at no cost, research related to reconciliation problems, various bank-generated adjustments, and paid checks. In many cases this will require copies of the adjustments or checks. This research should be completed and necessary documents faxed or mailed within two business days. Deposit validation errors should be researched and resolved within two business days regardless of the branch location making the error or the amount of the error.
14. Returned Checks - For any checks accepted by ACSA and returned to the bank for nonpayment, the bank shall process a second time prior to returning them to the Authority. In the event of a second nonpayment, the bank shall debit the account to which the check was deposited* and send the check and debit memorandum in the bank bag to the Authority Finance Office. These items must not be returned to any other department within the Authority. The debit advice should list each returned check amount by payor, or if this cannot be done, there should be a separate debit advice made for each returned check.

*If the check was deposited into the Treasurer of Virginia bank account, the bank shall debit the Authority’s concentration depository account and not attempt to debit the Treasurer of Virginia’s account.
15. Safe Deposit Boxes – the Authority requires a minimum of one (1) of the branch’s largest safe deposit boxes. This must be invoiced once annually or offset by earnings allowances on the analysis statement. The Authority reserves the right to increase/decrease the quantity of safe deposit boxes required, based on availability within the bank.
16. Quarterly Reports of Public Funds - The bank shall file quarterly reports with the Commonwealth’s Auditors of Public Accounts or as otherwise required by state law.
17. Audit Requests - The bank shall furnish to ACSA’s independent Auditors such year-end information and statements as requested by the auditors for determining deposit balances, transaction histories, credit card reconciliations, etc. There should be no cost to either ACSA or the independent auditing firm.

18. Credit Card Processing:

- a) The bank should have the ability to provide Payment Card Industry Data Security Standard compliant bank/merchant card processing services or contract with a third party processor. Credit card payments (Visa, MasterCard and Discover) are accepted in some departments within the Authority.
- b) The bank shall also provide a separate merchant statement for each department accepting credit card payments. Statements should be mailed in a single envelope to the Authority Finance Office if web-based statements are not available. Please state the day of the month these statements should be received by the Authority.
- c) No application fee or add on fee shall be charged if any additional departments choose to accept credit cards.
- d) If the Authority wishes to use their existing equipment, it is desired that no programming fee be charged.
- e) Any purchase of new equipment should be invoiced directly to the Authority and not automatically debited from the Authority's bank account.
- f) ACSA requires a bank representative be assigned to its account to contact for research, discount or charge-back questions and to assist as needed for set-up and programming of new Authority merchants and related equipment (terminals.)
- g) Any charge-back documentation or request for information shall be faxed or mailed directly to the Authority Finance Office and not the individual department.
- h) See Attachment D for volume and average transaction amount for each department for credit card activity. Volumes are subject to change due to economic conditions.
- i) Identify bank fraud security contact to work closely with the ACSA Accounting staff to manage international program activity relating to the VISA cards.

19. Disaster Recovery Plans - The bank shall have a current and tested disaster recovery plan in the event of a systems failure at the bank's primary processing site and the retail lockbox site.

- a) Comprehensive information security program/plan – The bank shall have a comprehensive written security program/plan that can be reviewed/assessed by the Authority. The security program/plan shall address: system access controls; controls and procedures to prevent unauthorized access to Authority data; physical security of data centers and storage facilities; segregation of duties and employee background checks for those with access to Authority data; monitoring systems and procedures to detect unauthorized access to Authority data; response systems that specify actions to be taken when the bank suspects or detects that unauthorized individuals have gained access to Authority information; and, measures to protect against destruction, loss or damage of Authority information.
- b) Secure data transmission/storage – The Authority requires secure transmission of all transaction data and all data available via online display or online reports. The bank shall have the ability to encrypt all Authority data while in transit or in storage on the banks network. The bank shall encrypt all Authority data that can be accessed by unauthorized personnel. Describe the encryption capabilities that are supported by the bank for the secure, encrypted transmission of data between the bank and the Authority. Advanced notification of technology changes and ability to support testing – The bank shall describe their process/procedures to provide notification of technology, file content/structure, and new/modified data availability/reporting changes to the Authority. The bank shall provide advanced notification of changes such that the Authority has time to assess and implement the associated changes to Authority systems. The bank shall provide the ability

for the Authority to test changes prior to the Authority placing those changes into production.

20. New & Emerging Services –The Authority encourages proposal of new services (for example, due to technological enhancements.) The Authority is interested in banking industry “best practices” as they are developed. Accordingly, the Authority desires that its financial institution be proactive in potential provision of such new services, including those which would result in cost or time savings to the Authority or would be more convenient for the Authority. The Authority is also looking for innovative enhancements to improve current methods of conducting business and will look to its financial institution to keep it abreast of market developments and opportunities for efficiency.
21. The Authority may acquire other goods or services that the supplier provides than those specifically solicited. The Authority reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the terms and conditions and to make modifications or enhancements to the existing goods and services. Pricing of additional goods and services shall be negotiated at the time of such request. Such additional goods and services may include other products, components, accessories, subsystems, or related services that are newly introduced during the term of this Agreement.
22. Dedicated bank representative – Authority requires bank to identify one specific individual and provide current contact information. Authority will expect this person to serve as liaison for all services, inquiries and urgent situations that may arise during the term of the contract.
23. Describe bank’s ability to provide retail lockbox – should allow next day delivery of payment documents to the Authority and a tested backup plan to ensure guaranteed delivery of daily payment file transmission by 2pm Monday through Friday.

IV. PROPOSAL PREPARATION AND SUBMISSION

A. GENERAL INSTRUCTIONS:

1. RFP Response: In order to be considered for selection, offeror must submit a complete response to this RFP. One (1) original and four (4) copies of each proposal must be submitted to the Authority. No other distribution of the proposal shall be made by the offeror.

To ensure timely and adequate consideration of your proposal, offerors are to limit all contact, whether verbal or written, pertaining to this RFP to the contacts listed on the first page of this proposal, for the duration of the Proposal process. Failure to do so may jeopardize further consideration of Offeror’s proposal due to oral statements.

2. Proposal Preparation:
 - a. Proposals shall be signed by an authorized representative of the offeror. All information requested should be submitted. Failure to submit all information requested may result in the a request for prompt submissions of missing information and/or the giving a lowered evaluation score for the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the purchasing agency. Mandatory requirements are those required

by law or regulation or are such that they cannot be waived and are not subject to negotiation.

- b. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
 - c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at the appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
 - d. As used in this RFP, the terms “must”, “shall”, “should” and “may” identify the criticality of requirements. “Must” and “shall” identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as “should” or “may” are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual “must” and “shall” items may not be fully satisfied, but it is the intent to satisfy most, if not all, “must” and “shall” requirements. The inability of an offeror to satisfy a “must” or “shall” requirement does not automatically remove that offeror from consideration; however, it may seriously affect the overall rating of the offeror’s proposal.
 - e. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume with the exception of a cover/transmittal letter.
 - f. Ownership of all data, materials and documentation originated and prepared for ACSA pursuant to the RFP shall belong exclusively to ACSA and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by the offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protection of Section 2.2-4342.2 of the Code of Virginia, in writing, either before or at the time the data is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret materials submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection and return of the proposal.
3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their qualifications to provide the services described in their proposal to ACSA. This provides an opportunity for the offeror to

clarify or elaborate on their proposal. This is a fact finding and explanation session only and does not include negotiation. ACSA will schedule the time and location of these presentations. Oral presentations are at the option of the Authority and may or may not be conducted. Therefore, proposals should be complete as submitted.

B. SPECIFIC PROPOSAL INSTRUCTIONS:

Proposals should be as thorough and detailed as possible so that ACSA may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following items as a complete proposal:

1. Return RFP signature sheet and all addenda acknowledgments, if any, signed and filled out as required.
2. Offeror Data Sheet, included as Attachment A to the RFP, and other specific items or data requested in the RFP.
3. A written narrative statement to include:
 - a. Experience in providing the goods/services described herein.
 - b. Names, qualifications and experience of personnel to be assigned to the project.
 - c. Resumes of staff to be assigned to the project.
4. Specific plans for providing the proposed services including:
 - a. List of proposed equipment/goods and approach to providing any service including a proposed work plan.
 - b. What, when and how services will be performed.
 - c. Time frame for implementation/completion.
 - d. Identify Authority's role and responsibilities for implementation/conversion.
5. Proposed Unit Cost by product or service.

V. EVALUATION and AWARD CRITERIA

A. EVALUATION CRITERIA:

Proposals shall be evaluated by ACSA using the following criteria:

<u>Criteria</u>	<u>Points</u>
1. Plan for providing bank services	30
2. Qualifications and experience of Offeror	25
3. Price	25
4. Implementation, Planning and Services	10
5. References	<u>10</u>
	100

B. AWARD: Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the

evaluation factors included in the Request for Proposals, including price. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The Authority may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Code of Virginia*, § 2.2-4359.D). Should the Authority determine, in its sole discretion, that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Contractor's proposal as negotiated.

- C. **MULTIPLE AWARDS TO MULTIPLE OFFERORS:** The Authority reserves the right to make multiple awards as a result of this solicitation.

VI. GENERAL TERMS AND CONDITIONS

- A. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Authority and the Contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). The Contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- B. **ANTI-DISCRIMINATION:** By submitting their proposals, offerors certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the Virginia Public Procurement Act (VPPA). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body.

In every contract over \$10,000 the provisions in 1 and 2 below apply:

- 1. During the performance of this contract, the Contractor agrees as follows:
 - a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor

agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.

c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.

2. The Contractor will include the provisions of 1 above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

C. **ETHICS IN PUBLIC CONTRACTING:** By submitting their proposals, offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

D. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By entering into a written contract with the Augusta County Service Authority, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

E. **DEBARMENT STATUS:** By submitting their proposals, offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

F. **ANTITRUST:** By entering into a contract, the Contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Augusta County Service Authority under said contract.

G. **MANDATORY USE OF ACSA FORMS, TERMS AND CONDITIONS:** Failure to submit a proposal on the official forms provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Authority reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

H. **CLARIFICATION OF TERMS:** If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the buyer whose name appears on the face of the solicitation no later than ten working days

before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

- I. **QUALIFICATIONS OF OFFERORS:** The Authority may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services/furnish the goods and the offeror shall furnish to the Authority all such information and data for this purpose as may be requested. The Authority reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The Authority further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Authority that such offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
- J. **TESTING AND INSPECTION:** The Authority reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications and are actually usable for its banking needs.
- K. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the Contractor in whole or in part without the written consent of the Authority.
- L. **CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:
 - 1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
 - 2. The Authority may order changes within the general scope of the contract at any time by written notice to the Contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed and the place of delivery or installation. The Contractor shall comply with the notice upon receipt. The Contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Authority a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the Contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the Contractor's records and/or to determine the correct number of units independently.
- M. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Authority, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Authority may have.
- N. **INSURANCE:** By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following

insurance coverages at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the Code of Virginia. The bidder or offeror further certifies that the Contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

O. **MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED:**

1. Workers' Compensation – Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Authority of increases in the number of employees that change their workers' compensation requirement under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.
2. Employer's Liability - \$1,000,000.
3. Commercial General Liability - \$1,000,000 per occurrence, aggregate to not be less than \$5,000,000. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Augusta County Service Authority must be named as an additional insured and so endorsed on the policy.

P. **ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract, as a result of this solicitation, the Authority will publicly post such notice on the eVA Business Opportunities website, ACSA's web site (www.acsawater.com) and on the Augusta County Government Center Procurement Bulletin Board.

Q. **DRUG-FREE WORKPLACE:** During the performance of this contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each sub-contractor or vendor.

R. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a Contractor, the employees of who are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

S. **NONDISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or Contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational

status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

- T. **COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS AND FEDERAL IMMIGRATION LAW REQUIRED:** The contractor does not, and shall not during the performance of any contract resulting from this RFP, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- U. **COMPLIANCE WITH STATE LAW; FOREIGN AND DOMESTIC BUSINESSES AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH. -- A.** All public bodies shall include in every written contract a provision that a contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 or as otherwise required by law.
- a) Pursuant to competitive sealed bidding or competitive negotiation, all public bodies shall include in the solicitation a provision that requires a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 to include in its bid or proposal the identification number issued to it by the State Corporation Commission. Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.
 - b) Any bidder or offeror described in subsection a. that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the Director of the Department of General Services or his designee or by the chief executive of a local governing body.
 - c) Any business entity described in subsection A that enters into a contract with a public body pursuant to this chapter shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract.
 - d) A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

- V. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the Augusta County Service Authority shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

VII. SPECIAL TERMS AND CONDITIONS

- A. **NON-MANDATORY PRE-PROPOSAL CONFERENCE:** An optional preproposal conference will be held at **1:30 P.M. (EDT) February 4, 2014** at the **Augusta County Service Authority's Administrative Offices, 18 Government Center Lane, Verona, VA 24482**. The purpose of this conference is to allow potential bidders/offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

While attendance at this conference will not be a prerequisite to submitting a proposal, offerors who intend to submit a proposal are encouraged to attend. Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

- B. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment. The Augusta County Service Authority, its authorized agents, and/or its auditors shall have full access to and the right to examine any of said materials during said period.
- C. **ADDITIONAL INFORMATION:** ACSA reserves the right to ask any offeror to submit information missing from its proposal, to clarify its proposal and to submit additional information which ACSA deems desirable.
- D. **CANCELLATION OF CONTRACT:** ACSA reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- E. **CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION:** The Contractor assures that information and data obtained as to personal facts and circumstances related to this proposal will be collected and held confidential, during and following the term of this agreement, and will not be divulged without the individual's and the Authority's written consent and only in accordance with federal law or the Code of Virginia. Contractors who utilize, access, or store personally identifiable information as part of the performance of a contract are required to safeguard this information and immediately notify the Authority of any breach or suspected breach in the security of such information. Contractors shall allow the Authority to both participate in the investigation of incidents and exercise control over decisions regarding external reporting.
- F. **INSURANCE, MONEY AND SECURITIES:** **INSURANCE, MONEY AND SECURITIES:** The Contractor should maintain a Broad Form Money and Securities

Insurance Policy obtained from an insurance company licensed to conduct crime insurance business in the home state of the Contractor and which has earned an A.M. Best Company, Inc. rating of A or better, as reflected in their most current publication, covering all money and property entrusted to the Contractor by the Augusta County Service Authority, with limits of coverage of not less than \$1,000,000.00 for Loss Inside the Premises Coverage and not less than \$1,000,000.00 for Loss Outside the Premises Coverage, naming ACSA as additional named insured with respect to this contract. Certificate of such protection must be presented to ACSA prior to the start of the service showing name of insurance company, limits and type of coverage, term of coverage, additional insured provision and name and address of licensed insurance agent. The Contractor agrees to maintain such policy until the completion of the contract and all money and property of the Authority is remitted to the Authority/ACSA.

- G. **IDENTIFICATION OF PROPOSAL ENVELOPE:** The signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

From: _____	<u>February 21, 2014</u>	<u>2:00 PM (EDT)</u>
Name of Offeror	Due Date	Time Due
_____		<u>RFP #1719</u>
Street or Box No.		Solicitation Number
_____	<u>Augusta County Service Authority Banking Services</u>	
City, State, Zip Code	RFP Title	
ATTN Purchasing Officer:	<u>Oscar Beasley</u>	

The envelope should be addressed as directed on the title page of the solicitation.

The offeror takes the risk that if the envelope is not marked as described above, it may be inadvertently opened and the information compromised, which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

- H. **LATE PROPOSALS:** To be considered for selection, proposals must be received by the issuing office by the designated date and hour. The official time used in the receipt of proposals is local Verizon wireless time. Proposals received in the issuing office after the date and hour designated are automatically non-responsive and will not be considered. The Authority is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or any other mail system. It is the sole responsibility of the Offeror to ensure that its proposal reaches the issuing office by the designated date and hour.
- I. **UNDERSTANDING OF REQUIREMENTS:** It is the responsibility of each offeror to inquire about and clarify any requirements of this solicitation that is not understood. The Authority will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation. Therefore, all inquiries deemed to be substantive in nature must be in writing and submitted to the responsible buyer in the

Procurement Services Office. Offerors must ensure that written inquiries reach the Director of Finance at least ten (10) days prior to the time set for receipt of offerors proposals. A copy of all queries and the respective response will be provided in the form of an addendum to all offerors who have indicated an interest in responding to this solicitation. Your signature on your Offer certifies that you fully understand all facets of this solicitation. These questions may be sent by Fax to 540/ 245-5684 or by email to obeasley@co.augusta.va.us.

- J. **QUALIFICATIONS OF OFFERORS:** ACSA may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the required services and the offeror shall furnish to ACSA all such information and data for this purpose as may be requested. ACSA reserves the right to inspect the offeror's capabilities. ACSA further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy ACSA that such offeror is properly qualified to carry out the obligations of the contract and to complete the required service(s) contemplated therein.
- K. **RENEWAL OF CONTRACT:** This contract may be renewed by the Authority for a period of six (6) successive one year periods under the terms and conditions of the original contract except as stated in 1. and 2. below. Price increases may be negotiated only at the time of renewal. Written notice of the Authority's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.
1. If the Authority elects to exercise the option to renew the contract for an additional one year period, the contract price(s) for the additional one year shall not exceed the contract price(s) of the original contract increased/decreased by no more than the percentage increase/decrease of the SERVICES category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
 2. If during any subsequent renewal periods, the Authority elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the SERVICES category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
- L. **PCI DSS COMPLIANCE:** ACSA requires that the Contractor shall at all times maintain compliance with the most current Payment Card Industry Data Security Standards (PCI DSS). The Contractor may be required to provide written confirmation of compliance. Contractor acknowledges responsibility for the security of cardholder data as defined within the PCI DSS. Contractor acknowledges and agrees that cardholder data may only be used for completing the contracted services as described in the full text of this document, or as required by the PCI DSS, or as required by applicable law. In the event of a breach or intrusion or otherwise unauthorized access to cardholder data stored at or for the Contractor, Contractor shall immediately notify Brent Canterbury, CPA, Director of Finance at: (540) 245-5672, 18 Government Center Lane, Verona, VA 24482 (fax (540) 245-5684) to allow the proper PCI DSS compliant breach notification process to commence. The Contractor shall provide appropriate payment card companies, acquiring financial institutions and their respective designees' access to the Contractor's facilities and

all pertinent records to conduct a review of the Contractor's compliance with the PCI DSS requirements.

In the event of a breach or intrusion the Contractor acknowledges any/all costs related to breach or intrusion or unauthorized access to cardholder data entrusted to the Contractor deemed to be the fault of the Contractor shall be the liability of the Contractor.

- M. **CONTRACT PARTICIPATION/COOPERATIVE PROCUREMENT:** Under the authority of the Code of Virginia 2.2-4304 Cooperative Procurement, it is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement. Accordingly, any public body may access any resulting contract if authorized by the Contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor(s), the resultant contract(s) will be extended to the public bodies indicated above to purchase at contract prices in accordance with contract terms. The Contractor shall notify the lead-issuing institution in writing of any such institutions accessing the contract. No modification of this contract or execution of a separate contract is required to participate. The Contractor will provide semi-annual usage reports for all entities accessing the Contract. Participating entities shall place their own orders directly with the Contractor(s) and shall fully and independently administer their use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from the lead-issuing institution. ACSA shall not be held liable for any costs or damages incurred by any other participating public body as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that the lead-issuing institution is not responsible for the acts or omissions of any entity and will not be considered in default of the contract no matter the circumstances.

Use of this contract(s) does not preclude any participating entity from using other contracts or competitive processes as the need may be.

VIII. METHOD OF PAYMENT

The Contractor will be paid on the basis of invoices submitted in accordance with the RFP and negotiations.

IX. PRICING SCHEDULE

The Contractor shall provide pricing for all products and services included in proposal indicating one-time and on-going costs, as unit costs.

X. ATTACHMENTS

- Attachment A: Offeror Data Sheet
- Attachment B: Banking Services Price List
- Attachment C: Account Activity
- Attachment D: Payment Card Activity

ATTACHMENT A

**OFFEROR DATA SHEET
TO BE COMPLETED BY OFFEROR**

- 1. QUALIFICATIONS OF OFFEROR: Offerors must have the capability and capacity in all respects to fully satisfy the contractual requirements.
- 2. YEARS IN BUSINESS: Indicate the length of time you have been in business providing these types of goods and services.

Years _____ Months _____

- 3. REFERENCES: Indicate below a listing of at least five (5) organizations, either commercial or governmental/educational, that your agency is servicing. Include the name and address of the person the purchasing agency has your permission to contact.

CLIENT	LENGTH OF SERVICE	ADDRESS	CONTACT PERSON/PHONE #

- 4. List full names and addresses of Offeror and any branch offices which may be responsible for administering the contract.

- 4. **RELATIONSHIP WITH THE COMMONWEALTH OF VIRGINIA:** Is any member of the firm an employee of the Augusta County Service Authority who has a personal interest in this contract pursuant to the CODE OF VIRGINIA, SECTION 2.2-3100 – 3131?

YES NO

IF YES, EXPLAIN: _____

- 6. Be sure authorized signature appears on signature page.

*****RETURN OF THIS PAGE IS REQUIRED*****

ATTACHMENT B

BANKING SERVICES PRICE LIST

Account Maintenance	ACH Originated Items-PPD Debit
Security Safekeeping Maintenance	ACH Miscellaneous Items Paid
Controlled Disbursement Maintenance	ACH Deposits
Controlled Disbursement First Account	ACH Returns
Controlled Disbursement Additional Accounts	ACH Reversals & Deletions
Average Negative Collected	ACH Return Paper Report
Deposits	Notifications of Change
Deposited Items	Retail Lockbox per Item
Deposit Corrections	Retail Lockbox Monthly Maintenance
Cash Deposit Fee	Monthly Transmission Maintenance
Checks Paid	Retail Lockbox Un-processable Items
Miscellaneous Items Paid	Scannable Multiples
Paid Check Image - Maintenance	Retail Lockbox Direct Transmission
Paid Check Image - CD ROM Per Item	Retail Lockbox Deposited Items
Paid Check Image - CD ROM Per CD	Retail Lockbox Deposited Items Exchanges
Paid Check Image - Item Internet	Overnight Package Payments per Item
Deposited Items - Charged Back to Account	First Class Postage
Re-deposited Items	Non Truncated Lockbox Pkg Prep Mailout
Returns Special Instruction	Online Stop Payments
Check Returns	Online Inquiries
Checks Returned with Statements	Online Wire Transfers
NSF Charge	Online Check Photocopy
Deposit Bag Processing	Online Package/Software
Lockable Night Bags	Online Package Accounts
Disposable Night Bags	Online Pervious Day Reporting
Official Checks	Online CD CCF Summary Reporting
Multiple Statements	Online ACH Reporting (Returns/Pre-notes)
Research Request	Incoming Wire with Mailed Advice
Non-Standard Cash Processing	Outgoing Repetitive Wires
Coin Deposit Processing	Online Domestic Wires
Deposit Reconciliation per Deposit	Online Treasury Payment
Deposit Reconciliation Monthly Maintenance	Online International Wire
Deposit Reconciliation Postage	Incoming Wire
Partial Reconcilement per Item	Incoming International Wire
Partial Reconcilement Monthly Maintenance	Wire Template Storage
Account Reconcilement Output Transmission	International Book Transfer Credit
Full Reconcilement per Item	Foreign Drafts
Full Reconcilement Monthly Maintenance	Investment Custody Services
Positive Pay Monthly Maintenance	
Positive Pay Exception Item Image	
Outgoing Transmission Detail per Item	
Outstanding Issue Items on File	
Postage or Delivery Charge	
ACH File Processed	
ACH File or Item Update	
ACH Maintenance	
ACH Originated Items-PPD Credit	
ACH Originated Items-CTX Credit	

ATTACHMENT C
ACSA
Account Activity
July 2012 - June 2013

Period	ACH Originated Items	ACH Received	Checks paid	Deposited Items	Incoming Domestic Wires	Outgoing Domestic Wires
July 12	410	109	300	4,224		3
August 12	551	124	488	4,988		8
September 12	413	101	343	3,694		1
October 12	540	123	372	4,746		1
November 12	414	107	364	4,257		7
December 12	542	108	365	3,995	1	2
January 13	408	115	410	4,728		1
February 13	553	106	352	3,955		2
March 13	406	107	374	4,073		6
April 13	848	121	397	4,403		1
May 13	602	117	404	4,293		4
June 13	754	110	366	3,822		1
Totals	6,441	1,348	4,535	51,178	1	37

ATTACHMENT D
Payment Card Activity
July 2012 - June 2013

Month	Item Count	Total Amount
1	150	\$ 13,217.96
2	193	\$ 20,818.82
3	166	\$ 14,611.79
4	172	\$ 16,857.10
5	171	\$ 14,902.79
6	165	\$ 15,860.56
7	172	\$ 16,407.93
8	215	\$ 26,151.43
9	184	\$ 18,778.37
10	208	\$ 22,665.52
11	144	\$ 15,003.78
12	195	\$ 24,228.39
Total	2135	\$ 219,504.44