

**COUNTY OF ERIE
OFFICE OF COMPTROLLER
RFP06038VF**

**95 FRANKLIN STREET
BUFFALO, NY 14202**

**Erie County, New York
Banking, Merchant Card Processing, Purchase Card Processing,
and Investment Custody Services**

The Erie County Comptroller is seeking proposals from qualified banks (banks, trust companies or national banking associations) located and authorized to do business in the State of New York, to provide banking, merchant card processing, purchase card processing and investment custody services. The RFP (#06038VF) can be found at <http://www.erie.gov/comptroller/pdfs/2006BankingServicesRFP.pdf> and a complete copy of the package can be obtained by contacting Deputy Comptroller Gregory G. Gach at 716-858-8968.

All correspondence, communications and/or contact with the County in regard to any aspect of this proposal shall be with Deputy Comptroller Gach or his designated representative. Prospective proponents, or their representatives, shall not make contact with or communicate with any representatives of the County, including employees and consultants, other than the designated Deputy Comptroller, in regard to any aspect of this proposal.

A pre-proposal conference will be held on August 28, 2006 at 1:00 pm (EDT) in the Erie County Comptroller's Office at 95 Franklin Street, 11th Floor, Buffalo, NY 14202. Final sealed proposals are due to the Erie County Comptroller at the same address by 4:00 pm (EDT) on October 6, 2006.

Erie County reserves the right to reject any and all proposals and waive any informality.

Mark C. Poloncarz
Erie County Comptroller



ERIE COUNTY

BANKING SERVICES
REQUEST FOR PROPOSAL (RFP)

**MARK C. POLONCARZ, ESQ.
ERIE COUNTY COMPTROLLER
EDWARD A. RATH COUNTY OFFICE BUILDING
95 FRANKLIN STREET
BUFFALO, NEW YORK 14202**

**COUNTY OF ERIE, NEW YORK
REQUEST FOR PROPOSALS (RFP)
FOR BANKING, MERCHANT CARD PROCESSING,
PURCHASE CARD PROCESSING
AND INVESTMENT CUSTODY SERVICES**

I. INTRODUCTION

The County of Erie, New York (the “County”) is currently seeking proposals from qualified banks (banks, trust companies or national banking associations located and authorized to do business in the State of New York, to provide banking, merchant card processing and investment custody services. The County will only contract with firms that do not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation or citizenship status.

Erie County, located in Western New York State, has 950,275 residents as of the 2000 census. The County has approximately 7,000 full-time employees. The Erie County Comptroller’s Office is located in the Edward A. Rath Office Building, 95 Franklin Street, Buffalo, New York 14202. Annual appropriations for all operating funds are approximately \$1.1 billion per year.

The County makes extensive use of banking services to concentrate, manage and disburse funds. The County intends to select one or more financial institutions to provide these banking services. Firms may propose to provide one or more of the service groups below. A description of the required services is included in Section III.

- 1: General Banking Services
- 2: Payroll Processing and Employee Banking
- 3: Merchant Card Processing
- 4: Lockbox
- 5: Security Safekeeping and Custody
6. Purchasing Card Program
7. Other Treasury Alternatives

Banks must be designated by the County Executive to receive County funds as required by Article III Section 302(g) of the Erie County Charter. Banks that are not already designated depositories should send a written request to the Erie County Comptroller with a statement of qualifications to serve in this capacity.

The County prefers to receive bids as a whole service provider and encourages all interested bidders to respond to all parts of the RFP. It is very possible that multiple bidders may be awarded specific sections of the RFP.

II. PROPOSAL PROCEDURES

A. ANTICIPATED SCHEDULE OF PROPOSAL

Issue RFP: August 11, 2006

Pre-Proposal Conference: August 28, 2006 1 p.m.

Proposals Due: October 6, 2006 4 p.m.

Oral Presentation, if necessary: 15 days after as scheduled

Selection Made: Fifteen Days After

Contract Signed: ASAP

Conversion Date: ASAP

B. PRE-PROPOSAL CONFERENCE

The County will hold an optional pre-proposal conference, on August 28, 2006, at 1 p.m. in the County Comptroller's Conference Room, located at the address below. Questions should be submitted in writing prior to the pre-proposal conference to the Deputy Comptroller at the address listed below. Oral questions will be entertained at the pre-proposal conference. Written responses to questions will be distributed to all vendors who attend the pre-proposal conference and to those who submit a written request for the responses.

C. PREPARATION OF PROPOSAL

Each proposal shall be prepared simply and economically avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate, and reliable presentation. For ease of review, the proposals must follow the outline in Section IV of this RFP. Each response should be clearly numbered and the full question listed.

D. NUMBER OF PROPOSAL COPIES

Six (6) copies of the proposal should be submitted.

E. INQUIRIES AND SUBMISSION OF PROPOSALS

Questions about the RFP and submission of proposals shall be directed to:

Deputy Comptroller Gregory G. Gach
County of Erie
Office of Comptroller
95 Franklin Street
Rath Building 11th floor
Buffalo, New York 14202
Phone: 716-858-8968
Fax: 716-858-7404
Email: gachg@erie.gov

All proposals must be delivered to the above office on or before October 6, 2006 at 4:00 p.m. **Proposals received after the above date and time will not be considered.** The County is under no obligation to return proposals.

F. TIME AND LOCATION OF PROPOSER'S PRESENTATION

Selected proposers may be requested to provide oral presentations. Those proposers will be notified to arrange specific times.

G. EFFECTIVE PERIOD OF PROPOSALS

All proposals must state the period for which the proposal shall remain in effect (i.e. how much time does the County have to accept or reject the proposal under the terms proposed). Such period shall not be less than 180 days from the proposal date.

H. RIGHT OF REJECTION BY THE COUNTY

Notwithstanding any other provisions of this RFP, the County reserves the right to award this contract to the financial institution(s) that best meet the requirements of the RFP and not necessarily, to the lowest bidder. Further, the County reserves the right to reject any or all proposals prior to execution of the contract for any or no reason and without penalty to the County.

I. AWARD OF CONTRACT

The County shall select a firm by means of a Notice of Award issued by the RFP evaluation committee. Neither the selection of a firm nor the issuance of a Notice of Award shall constitute the County's acceptance of the proposal or a binding commitment on behalf of the County to enter into a services contract with the firm, as any binding arrangement must be set forth in definitive documentation signed by both parties and subject to all requisite approvals.

J. CONTRACT NEGOTIATIONS

After issuance of the Notice of Award, the County intends to enter into contract negotiations with the winning financial institution(s) who shall be required to enter into a written contract or contracts with the County for banking, merchant card processing, purchase card processing and/or investment custody services in a form approved by legal counsel for the County. This RFP and the proposal, or any part thereof, may be incorporated into and made a part of the final contract(s). The County reserves the right to negotiate the terms and conditions of the contract(s) with the selected proposer(s). These negotiations could include all aspects of services and fees.

K. CONTRACT TERM

It is the intent to award contract(s) for an initial three-year period with the option to renew it for two, one-year periods for a possible total contract term of five years. The decision to renew the contract(s) will be at the sole discretion of the County.

L. LEGISLATIVE APPROVAL

The County reserves the right to require that acceptance of any proposal and the execution of the contract are and shall be expressly subject to the approval of the Erie County Legislature.

Structure of Erie County’s Treasury Organization:

- Two Primary Banks – Consisting of six Controlled Disbursement Accounts, one Accounts Payable Account, one Payroll Account, one Trust Account and three Social Services Accounts.
- Five Secondary Banks – Used for specific department operations.
- One Secondary Bank – Used for Court account(s).
- Investment Portfolio managed by Erie County Comptroller – Portfolio consists of Repurchase Agreements, Money Market Account(s), and Certificates of Deposit.
- Decentralized units of the County that will be using the requested services:

Department of Finance Department of Parks, Recreation and Forestry.

Department of Social Services Buffalo & Erie County Public Library

- Volume – Current and anticipated monthly processing volumes remain relatively consistent year over year. Statistics (dollars and items) on the primary accounts are as follows:

	<u>Items</u>	<u>Dollars</u>
Payroll*	19,222	\$18,937,079
Accounts Payable	2,160	\$37,872,924
Trust	281	\$17,383,327
Department of Social Services**	1,220	\$12,645,080
Social Service Trust	2,725	\$ 1,939,879
Lockbox Weights & Measures	149	\$ 60,092
Lockbox Retiree Health	948	\$940,457
Lockbox Housing Loan	77	\$ 8,882
Lockbox Youth Services	31	\$ 45,215
Lockbox Property Tax***	10,733	\$3,182,728

*Approximately 68% of County Employees are on direct deposit.
 ** Three Public Assistance accounts combined
 *** Property Tax Average is for the first three months of the year, balance of year is minimal
 Seasonality of banking activity is minimal, other then noted Property Tax Lockbox.

The County will entertain converting selected check issuance to the use of a debit card in lieu of checks as well as implementing electronic deposit processes. We welcome and encourage proposals to this effect.

The County currently maintains banking relationships with eight different banks with a total of 53 different bank accounts. Each of these relationships varies in the degree of services provided.

III. SCOPE OF SERVICES

Service Group 1: General Banking Services – As noted above the County currently maintains various demand deposit accounts. The number of accounts will be reduced over the next year as part of an overall streamlining of Treasury operations. Further, the accounts receive regular deposits of cash and checks from various County sources.

The following services will be required:

- Establish demand deposit accounts as may be necessary to meet the banking requirements of the County. Maintain accurate records of activity in those accounts.
- Process disbursement checks per month as noted above.
- Provide stop payment services.
- Provide controlled disbursement services on selected accounts.
- Provide positive pay services on selected accounts.
- Provide automated or on line balance reporting services including serial number sorting and subtotaling on disbursement checks.
- Provide CD-ROM imaging (front and back) of disbursement checks.
- Disburse funds via wire transfer upon request of an authorized person or provide a secure electronic method for wiring funds.
- Provide a secure electronic method for initiating intra-bank transfers between County accounts.
- Accept and send ACH transactions.
- Process the deposit of cash and checks at branch locations and credit funds to specified accounts.
- Provide account reconciliation services (full, partial or positive pay, depending on account).
- Collateralize all collected balances, in excess of balances insured by the FDIC, as per the collateral requirements shown in Attachment I to this RFP.

- Provide investment service suggestions for excess cash balances in the demand deposit accounts. A list of securities permitted for overnight investment is provided in Attachment II to this RFP.
- Provide monthly activity statements and reports for all accounts by the 10th day of the following month.
- Provide a monthly analysis statement showing charges for all account services.

Service Group 2: Payroll Processing and Employee Banking – The County has approximately 7,000 full-time employees. Employees are paid bi-weekly on different schedules for various departments and bargaining units. Approximately 68% of employees currently receive direct deposit of payroll.

The following services will be required:

- Establish one or more demand deposit accounts for County payroll. Maintain accurate records of activity in those accounts.
- Process disbursement checks per month as noted above.
- Process direct deposit of payroll.
- Provide stop payment services.
- Provide automated or on-line balance reporting services.
- Provide CD-ROM check imaging (front and back) of disbursement checks.
- Disburse funds via wire transfer upon request of an authorized person or provide a secure electronic method for wiring funds.
- Provide a secure electronic method for initiating intra-bank transfers between County accounts.
- Accept and send ACH transactions.
- Cash employee payroll checks.
- Provide positive pay services.
- Collateralize all collected balances in excess of balances insured by the FDIC, as per the collateral requirements shown in Attachment I to this RFP.
- Provide investment suggestions for excess cash balances in the demand deposit accounts. A list of securities permitted for overnight investment is provided in Attachment II to this RFP.
- Provide a package of employee banking services to those County employees that use direct deposit for their payroll.

- Provide monthly activity statements and reports for all accounts by the 10th day of the following month.
- Provide a monthly analysis statement showing charges for all account services.

Service Group 3: Merchant Card Processing – The County is interested in examining accepting credit cards for payments. In addition to on premises payments the County would like to accept payments via the Internet and by telephone.

The following services will be required:

- Process electronic credit card payments (MasterCard, American Express, Visa, and Discover).
- Transfer funds to designated County accounts.
- Provide automated or on line reporting services including information on chargebacks.
- Provide a monthly analysis statement showing charges for all account services.

Service Group 4: Lockbox – The County uses lockboxes to process the receipt of payments for the various funds and departments.

The following services will be required:

- Operate lockboxes.
- Capture images of checks and other remittance documents.
- Capture and transmit remittance detail.
- Deposit funds to designated County accounts.
- Disburse funds via wire transfer upon request of an authorized person or provide a secure electronic method for wiring funds.
- Provide automated or on line balance reporting services.
- Collateralize all collected balances, in excess of balances insured by the FDIC, as per the collateral requirements shown in Attachment I to this RFP.
- Provide an overnight investment service (sweep) for excess cash balances in the demand deposit accounts. A list of securities permitted for overnight investment is provided in Attachment II to this RFP.
- Provide monthly activity statements and reports for all accounts by the 10th day of the following month.
- Provide a monthly analysis statement showing charges for all account services.

Service Group 5: Security Safekeeping and Custody – The County currently maintains one fixed-income portfolio with assets of \$200-\$300 million, and eight (8) third-party collateral accounts totaling approximately \$2-\$5 million each. The custodian bank will have no responsibility for investing or reinvesting these monies except for providing an overnight investment vehicle.

The following services will be required:

- Maintain one or more accounts within the bank's Trust Department for the cash and securities owned by the County.
- Maintain separate custody accounts for securities pledged as collateral on County deposits by other financial institutions.
- All securities and cash held by the custodian shall be segregated from the assets of others and shall be and remain the sole property of the County. The custodian shall have only the bare custody thereof. The securities held by the custodian shall, unless payable to the bearer, be registered in the name of the County, or in the bank's nominee name. Securities delivered to the custodian, except for bearer securities, shall be in due form for transfer or already registered as provided above.
- Process security trades per instructions received by authorized persons.
- Collect all coupons and other periodic income on securities held and process per instructions received by authorized persons.
- Create, maintain and retain all records relating to securities held in custody in County accounts to meet the requirements and obligations under generally accepted accounting principles.
- Provide a short-term investment vehicle for uninvested balances in Trust accounts. (A list of securities permitted for overnight investment is provided in Attachment II to this RFP.)
- Provide monthly activity statements and reports including the market value of all portfolio holdings.
- Provide a monthly statement showing charges for all account services.

Service Group 6. Purchasing Card Program – The County will select a vendor to provide purchasing cards for use by County employees. The purchasing card program will include the Purchasing Department.

Service Group 7: Other Treasury Alternatives – Please provide the County with any other pertinent suggestions to streamline our operations that fit within our Initiatives Matrix.

IV. INFORMATION REQUESTED

A. QUALIFICATIONS AND EXPERIENCE - All proposers must provide this information.

1. Provide a general overview and brief history of your organization, including parent and/or subsidiary companies and the number of employees, including the number of employees working in Erie County.
2. If proposing to provide any service where it will have County funds on deposit, confirm that the bank has been designated by the County governing body as a depository eligible to receive County funds. Banks that are not already designated depositories should send a written request to the Erie County Comptroller with a statement of qualifications to serve in this capacity.
3. Provide the address of the office location that will service the account.
4. Describe the experience of the financial institution in providing similar banking, merchant card processing and/or investment custody services for public agencies.
5. Provide ratings for the bank and/or bank holding company from two of the following agencies: Standard & Poor's, Moody's, Thomson BankWatch, Sheshunoff, or LACE. If the proposer is not rated by two of these rating organizations, provide other evidence of the institution's credit quality.
6. Include copies or Internet links to the two (2) most recent audited annual financial statements.
7. Provide a copy of the bank's most recent Community Reinvestment Act (CRA) Report.
8. Provide a map showing the location of the bank's branches and ATMs located within Erie County.
9. Provide a list of the firm's holidays.

B. PERSONNEL - All proposers must provide this information.

1. Provide the name, title, address, telephone number, fax number and email address of the primary contact person assigned to this account.
2. Provide biographical information on senior staff that will be directly involved in the management of the County's account, and what, if any, experience these employees have in working with public agencies. Describe the proposed role of each with regard to the County's account.
3. For each key person, show the number of years of experience in this field and the number of years with your firm.

C. SERVICE GROUP SPECIFIC QUESTIONS – Proposers should provide the requested information only for the service categories for which they are proposing.

Service Group 1 - General Banking Services

1. Describe the financial institution's ability to provide the general banking services listed above in Section III (1.) Scope of Services.
2. Deposit Processing:
 - a. What is the ledger cut-off time for deposits?
 - b. Are night drop, vault, remote and branch service options available? Is pricing different for utilizing these different deposit options?
 - c. Do you accept loose and/or rolled coin for deposit at vault, branch and night drop locations? Is there a fee for depositing loose or rolled coin?
 - d. Can return items be automatically redeposited? If so, how many times?
3. How do you determine and calculate availability of deposited items?
 - a. Do you give immediate availability for on-us items?
 - b. Do you calculate availability by item or formula?
 - c. Provide a copy of the availability schedule you propose to use for the County. Is this your best schedule? If not, quantify the difference and explain how we can obtain your best availability schedule. Describe the extra charge, if any, for obtaining your best availability schedule.
4. By what methods can the County be notified of the amount of checks to be charged to its accounts? Does the method selected affect the notification time? Please describe.
5. Describe the bank's ability to provide Positive Pay services.
 - a. What types of medium (i.e. magnetic tape, data transmission) can the bank accept?
 - b. What is the deadline for the transmission of check issuance files to the bank?
 - c. How much time will the County have to review discrepancies and notify the bank to reject?
 - d. Are controlled disbursement customers required to purchase Positive Pay?
6. Describe the bank's ability to provide controlled disbursement services.
 - a. How long has your bank offered this service?
 - b. Specify the number of corporate/business customers using this service.
 - c. What are the average daily total dollars and total items presented to the bank's controlled disbursement site?
 - d. Where will the point or points for the County's proposed disbursement account be located? What is its relationship to your organization: main office, branch, affiliate, correspondent,

service bureau, other? How are the points classified – city, Regional Check Processing Center (RCPC) or county?

- e. At what time will the County be notified of presentment items? Specify 1st and 2nd presentment times.
7. How soon after the cut-off date will bank statements, CD-ROM of cancelled checks, and reconciliation information be sent?
 - a. For full reconciliation
 - b. For partial reconciliation
 - c. For positive pay
 8. Is interest assessed on overdrafts and if so, how is that rate calculated?
 - a. Is there a fee per check or per occurrence when there is an overdraft?
 - b. Is there a daily cap on fees?
 9. Can stop payments be placed on-line? What is the deadline for same day action? How long will the stops remain in effect?
 10. What short-term investment vehicles do you propose to use for excess funds?
 11. Balance Reporting:
 - a. Will the detailed account reporting system provide beginning and ending ledger (book) balances, collected balances, available balances, and float assignment?
 - b. What current-day reporting is available through the reporting system?
 - c. Can the reporting system provide serial number sorts on disbursement items for purposes of identifying different County departments or agencies?
 - d. What time is data available each day?
 - e. How many business days is data stored on the reporting system and available for customer access?
 - f. Is specific software required to communicate with the bank's system? Is there an extra charge for this software?

Service Group 2 - Payroll Processing and Employee Banking

1. Describe the financial institution's ability to provide the banking services listed above in Section III (2.) Scope of Services.
2. By what methods can the County be notified of the amount of checks to be charged to its accounts? Does the method selected affect the notification time?

3. Is interest assessed on overdrafts and if so, how is that rate calculated?
 - a. Is there a fee per check or per occurrence when there is an overdraft?
 - b. Is there a daily cap on fees?
4. Describe in detail the bank's ability to offer Positive Pay Services.
 - a. What types of medium (i.e. magnetic tape, data transmission) can the bank accept?
 - b. What is the deadline for the transmission of check issuance files to the bank?
5. How soon after the cut-off date will bank statements, CD-ROM of cancelled checks, and reconciliation information be sent?
6. Describe in detail the package of employee banking services that you propose to provide to County employees that use direct deposit for their payroll.
7. Confirm that your bank has a branch located within two (2) miles of each office where County employees are located as shown in Attachment IV to this RFP.

Service Group 3: Merchant Card Processing

1. Describe the financial institution's ability to provide the merchant card processing services listed above in Section III (3.) Scope of Services.
2. Provide information on the daily volume processed by the financial institution for all clients.
3. What differentiates your service from that of other providers?
4. Can your system accommodate Internet and telephone transactions? If so, describe your capabilities and outline the security measures in place for the protection of sensitive information.
 - a. Is there a different fee schedule associated with these transactions?
 - b. Can fees be passed on to the customer? Are there any limitations or requirements related to the payment of fees by the customer?
5. Describe the authorization method you recommend for the County. List and describe alternatives.
6. What are the procedures to reverse an incorrect authorization?
7. Provide a funds availability schedule by card type. Is it negotiable?
8. Is settlement made by ACH or Fedwire?
9. Are settlement amounts listed separately on the bank statement or will they appear as one lump sum?
10. Will you provide a designated contact person or a department to help the County manage chargebacks?

11. Do you have the capability to store and retrieve transaction information, including signatures for bankcard transactions and non-bank card transactions? If so, do you have a system that would enable the County to retrieve and receive this information on-line?
12. Describe your debit card processing capabilities.
13. Provide your average response times for dial and lease-line authorization methods for both peak and normal periods.

Service Group 4: Lockbox

1. Describe the financial institution's ability to provide the retail lockbox services listed above in Section III (4.) Scope of Services.
2. How long has your organization offered retail lockbox service?
3. What were the average monthly volumes for your retail locations during the last twelve months (items, dollars, number of lockboxes and number of customers)?
4. What is the ledger cut-off time for lockbox deposits for the bank of first deposit? Include weekends and holidays. What is the latest mail pickup to be included in the last deposit? Will you process and deposit all of the County's payments on the same ledger day as received? If not, when are these items deposited?
5. Describe the lockbox department's processing workflow. Highlight your quality control checkpoints and the components that are directly controlled by the lockbox manager. Include a schematic or flow chart of the processing procedures.
6. List your procedures for the control and processing of cash received in remittance envelopes. Is there dual control? Do you have security equipment within the lockbox area?
7. Provide a copy of the availability schedule you propose to use for the County. Is this your best retail schedule? If not, quantify the difference and explain how we can obtain your best availability schedule. Describe the extra charge, if any, for obtaining your best availability schedule.
8. Describe your procedures for the capture and transmission of remittance detail such as account or invoice number. In what standard formats does the bank transmit? Will you customize?
9. Can you provide daily images of all checks and remittance advices? If so, in what formats (e.g., on-line, PC bank software, CD-ROM).
10. For a given day's lockbox activity, at what time of day can you report the total amount that will be credited to the County's account?
12. May the County select which bank receives its deposits? Is there an additional fee if the County chooses to have funds deposited to its concentration bank?

Service Group 5: Security Safekeeping and Custody

1. Describe the financial institution's ability to provide the security custody services listed above in Section III (5.) Scope of Services.

2. Describe your organization's commitment to providing custody services.
3. Briefly describe how your bank handles securities processing on behalf of its clients for each of the items listed below. Where automated processing is available, indicate the nature of the automation and level of availability.
 - a. Receipt of trade instructions including same-day (cash trades)
 - b. Affirmation processing (DTC)
 - c. Notification of settled trades, failed trades, available balances, etc.
 - d. Securities position reporting and reconciliation
 - e. Reporting of income on securities held
 - f. Trade discrepancies (e.g. bad money, DKs)
6. Are security transactions settled on an actual or contractual basis? How will you compensate the County for fail float?
7. When do you credit interest and dividends?
8. Provide a listing of cut-off times for notification of securities transactions. Please specify if the cut-off times vary for different types of securities.
9. Describe any sub-custodial arrangements that would be used for securities belonging to the County. Include a description of the arrangements used for the delivery of physical securities.
10. Do you provide custodial information to clients through an on-line inquiry/reporting service?
11. What source do you use for market valuation of securities?

Service Group 6: Purchasing Card Program

1. Describe the financial institution's ability to provide purchasing card services. Provide information on the daily volume processed by the financial institution for all clients.
2. What differentiates your service from that of other providers?
3. What issues should the County consider if it decides to institute a purchasing card program?
4. What card platform(s) does your program employ (e.g., MasterCard, Visa, American Express or other)? Why? If more than one is used, which would you recommend for the County and why?
5. Discuss settlement terms.
 - a. What billing cycles are available?
 - b. How will the County receive billing statements?
 - c. What are the payment terms from "statement date"?

6. Describe the card controls and usage restrictions supported by the issuer's program:
 - a. Company level restrictions
 - b. Cardholder level restrictions
 - c. Department level restrictions
 - d. Merchant Category Code/Standard Industry Classification (MCC/SIC) restrictions
 - e. Cash advance restrictions
 - f. Dollar limits
7. What are the liabilities of the County and employees in the event of fraud, abuse or loss of a card?
8. Can the issuer reproduce lost charge slips? Is there a charge for reproduction? What is the typical turn around time for the issuer to provide copies of charge slips?

Service Group 7: Other Alternative Treasury Suggestions

A. Control - All proposers must provide this information.

1. Describe the electronic and/or manual system used to provide the proposed services along with backup and recovery capabilities.
2. Describe the types of insurance and bonding carried.
3. Include a copy of your most recent report issued in accordance with the Statement of Auditing Standards-70 (SAS 70).

B. Conversion - All proposers must provide this information.

1. Describe a conversion plan to transition the County's use of this service to your financial institution.
2. What lead-time do you expect will be necessary before the conversion begins?
3. Indicate your plans for educating and training County employees in the use of your systems.

C. Reporting - All proposers must provide this information.

1. Describe the frequency and format of reports that you would provide to the County.
2. Include sample reports and records.
3. Is the firm willing/able to develop customized reports? If so, please provide specific pricing information below.
4. Can you provide automated reporting services? How would the County access the reporting service (i.e. dial-up, direct line, internet)?

D. Pricing And Account Analysis - All proposers must provide this information.

1. Provide a complete fee schedule for all of the services described in your proposal using TMA Service Codes. Include any one-time or set-up charges, research fees, minimum fees and all other fees that will be charged. Include any incentives or price breaks offered based on volume, timeliness of payment, rebates or other measures. Fees for each Service Group must be presented separately. Banks proposing for Service Groups 1 and 2 should also list fees for providing preprinted check stock to the County.
2. Will the bank cash the County's payroll checks without charge, regardless of the bank on which the check is drawn? If not, what is the charge? Is a check cashing agreement required? If yes, include a copy.
3. Does the County have the option of compensating your bank on either a fee or balance basis? Is the price the same for either option? If not, what is the difference? If on a fee basis, can excess balances be used to partially offset activity charges or carried forward?
4. Will you accept non-interest bearing certificates of deposit for compensation? If so, will the County receive full benefit of the reserve requirement reduction? Specify the differential in reserves.
5. Please provide a sample analysis statement for the County account. How soon after month-end is the analysis statement mailed?
6. How is your earnings credit determined, adjusted, and applied? Please include in your explanation the impact of your reserve requirement, your formula for converting service charges to balance requirements and a listing of your earnings credits and reserve requirements for the twelve-month period.
7. What time frame does your bank use when reviewing balances for deficiency or excess (e.g. rolling twelve month average, calendar quarter, calendar year, etc.)?
8. Describe the bank's policies concerning daylight and end-of-day balance overdrafts. Indicate whether this is applied to each individual account or across all accounts of a client relationship.
9. Is the bank willing to guarantee the proposed fees for the entire term of the contract (up to five years)? If not, for how long are the fees guaranteed?

E. REFERENCES - All proposers must provide this information.

1. Provide names, addresses and phone numbers of three references (public agency references, if possible), which are currently using the services for which you are proposing. Select a mix of long-standing and recent customers.

F. SAMPLE CONTRACT - All proposers must provide this information.

1. Provide a sample of a proposed contract for your firm's services.

G. LOCAL LAWS

By submitting a proposal, the firm represents and warrants that it is familiar with the local laws and ordinances, and will conform to all local, state and federal laws, including but not limited to workers' compensation and all anti-discrimination laws.

V. EVALUATION AND AWARD CRITERIA

This RFP seeks financial institutions to provide banking, merchant card processing, purchase card processing and investment custody services to the County. Selection will be made from a short list of proposers deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors listed below:

- Understanding of the needs and operation requirements of the County.
- The experience, resources, and qualifications of the financial institution and individuals assigned to this account.
- Relevant experience managing similar account relationships with public agency clients.
- Bank and branch locations
- Scope of services offered including degree of automation.
- Financial strength of proposing institution.
- Adequacy of financial controls and protection against loss.
- Quality and scope of conversion plan.
- The value of any new product or service suggestions or other new ideas and enhancements.
- Compliance with the requirements of this RFP and quality of proposals.
- The bank's commitment to economic development in County of Erie.

Proposed fees and compensation. (Although fees and compensation will be an important factor in the evaluation of proposals, the County is not required to choose the lowest bidder.)

Attachment I: Collateral Requirements

Monies of the County shall only be deposited in a bank with which the County has entered into a written security agreement. Such security agreement shall require the bank to secure all County deposits, in excess of the amount insured by the Federal Deposit Insurance Corporation, in the manner required by General Municipal Law (GML) Section 10, and the County's Investment Policy. Eligible securities are listed below along with the collateral margin required for each security type:

1. Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.
2. Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, and the African Development Bank.
3. Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the market value of the obligations that represents the amount of the insurance or guarantee.
4. Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of the State of New York or obligations of any public benefit corporation which under a specific New York State statute may be accepted as security for deposit of public moneys. These obligations must have a minimum rating of BAA (Moody's) or BBB (S&P and Fitch).

Further, banks are not permitted to act as custodian of any securities pledged by such bank to secure County deposits.

Attachment II: Permitted Overnight Investments

Accounts are subject to the investment restrictions set forth in New York State Statutes and the County's internal investment policy. The following securities are permitted for overnight investment:

1. Special time deposits or certificates of deposit in a bank, trust company or national banking association located and authorized to do business in the State of New York.
2. Obligations of the United States of America.
3. Obligations guaranteed by agencies of the United States of America where the payment of principal and interest is guaranteed by the United States of America.
4. Obligations of the State of New York.
5. Repurchase Agreements secured by obligations of the United States of America and/or obligations guaranteed by agencies of the United States of America where the payment of principal and interest is guaranteed by the United States of America. Obligations purchased pursuant to a repurchase agreement must be held by a custodian, other than the trading partner, pursuant to a written custodial agreement.

Attachment III: County Collection Sites

Erie County Auto Bureau
77 Broadway
Buffalo, NY 14202

Erie County Auto Bureau
2122 George Urban Blvd.
Cheektowaga, NY 14225

Erie County Clerk's Office
92 Franklin Street
Buffalo, NY 14202

Erie County Rath Building
95 Franklin Street
Buffalo, NY 14202

Elma Meadows Golf Course
1711 Girdle Road
Elma, NY 14059

Grover Cleveland Golf Course
3781 Main St
Amherst, NY 14226

Isle View Park
796 Niagara Street
Tonawanda, NY 14150

Alden (Ewell) Free Library
13280 Broadway
Alden, NY 14004

Amherst Public Library
Audubon Branch
350 John J. Audubon Pkwy.
Amherst, NY 14228

Amherst Public Library
Clearfield Branch
770 Hopkins Rd.
Williamsville, NY 14221

Amherst Public Library
Eggertsville-Synder Branch
4622 Main St.
Synder, NY 14226

Amherst Public Library
Williamsville Branch
5571 Main St.
Williamsville, NY 14221

Angola Public Library
34 N. Main St.
Angola, NY 14006

Aurora Town Public Library
550 Main St.
East Aurora, NY 14052

Boston Free Library
9475 Boston State Rd.
Boston, NY 14025

Central Library
1 Lafayette Square
Buffalo, NY 14203

Cheektowaga Public Library
Julia Boyer Reinstein
1030 Losson Rd.
Cheektowaga, NY 14227

Cheektowaga Public Library
Reinstein Memorial Library
2580 Harlem Rd.
Cheektowaga, NY 14225

Clarence Public Library
3 Town Place
Clarence, NY 14031

Collins Public Library
2341 Main St.
Collins, NY 14034

Concord Public Library
18 Chapel St.
Springville, NY 14141

Crane Branch Library
633 Elmwood Ave.
Buffalo, NY 14222

Dudley Branch Library
2010 South Park Ave.
Buffalo, NY 14220

East Clinton Branch Library
1929 Clinton St.
Buffalo, NY 14206

East Delevan Branch Library
1187 E. Delevan Ave.
Buffalo, NY 14215

Eden Library
2901 E. Church St.
Eden, NY 14057

Elma Public Library
1860 Bowen Rd.
Elma, NY 14059

Grand Island Memorial Library
1715 Bedell Rd.
Grand Island, NY 14072

Hamburg Public Library
Hamburg Library
102 Buffalo St.
Hamburg, NY 14075

Hamburg Public Library
Lake Shore Branch
S-4857 Lake Shore Rd.
Hamburg, NY 14075

Lackawanna Public Library
560 Ridge Rd.
Lackawanna, NY 14218

Lancaster Library
5466 Broadway
Lancaster, NY 14086

Marilla Free Library
11637 Bullis Rd.
Marilla, NY 14102

Frank E. Merriweather, Jr. Branch Library
1324 Jefferson Ave.
Buffalo, NY 14208

Newstead Public Library
33 Main St.
Akron, NY 14001

Niagara Branch Library
280 Porter Ave.
Buffalo, NY 14201

North Collins Public Library
2095 School St.
North Collins, NY 14111

North Park Branch Library
2351 Delaware Ave.
Buffalo, NY 14216

Orchard Park Public Library
S-4570 South Buffalo St.
Orchard Park, NY 14127

Riverside Branch Library
820 Tonawanda St.
Buffalo, NY 14207

City of Tonawanda Public Library
333 Main St.
Tonawanda, NY 14150

Town of Tonawanda Public Library
Kenilworth Branch
318 Montrose
Buffalo, NY 14223

Town of Tonawanda Public Library
Kenmore Branch
160 Delaware Rd.
Kenmore, NY 14217

West Seneca Public Library
1300 Union Rd.
West Seneca, NY 14224