

General Questions

1. Who is issuing this RFP?
Nassau County Treasurer's Office.
2. What is the purpose of this RFP?
Nassau County is currently seeking proposals from financial institutions located and authorized to do business in the State of New York to provide general banking services. The purpose of the RFP is to provide Nassau County with proposals and recommendations to productively utilize new cash management technologies, enhance financial securities, increase interest income within investments, and maximize a higher level of service and internal controls.
3. When are proposals due? When is the award date?
Proposals are due on Tuesday March 1, 2022, by 4:00pm EST. The award date is May 2, 2022.
4. Is local branch presence a mandatory qualification?
Location of branches will be taken into consideration during the evaluation process. Local presence is necessary for the County's collection and deposit needs, including but not limited to, employee payroll deposits.
5. We see that the County is requiring 10 paper copies and one original copy. We have an initiative to reduce emissions and be more eco-friendly. Would the county consider a paper original copy and one electronic copy for distribution in lieu of the 10 paper copies?
No, we are requiring all paper copies.
6. Is your work currently provided by a single financial institution or multiple? Is your goal to consolidate banking partners?
The work listed under the RFP is currently being provided by one financial institution. We are not looking to consolidate banking partners.
7. Section E. Mandatory Proposal Response Requirements, Page 11 – Please clarify if the additional information starting at "General Banking Information" should be incorporated into our Response to **Appendix B Program Description and Staffing** OR if this information should be responded to separately from Appendix B.
This can be incorporated into your response to Appendix B.
8. Page 18, Sec. I 2, RE: Living Wage; page 24, Appendix D, Sec. 3(b), RE: Living Wage; page 58, Contract Appendix L
 - A. Please confirm if the living wage sections are applicable to this RFP based on the services the Bank will be providing?
The County abides by living wage requirements, and proposers should as well.

9. In order for each bank to submit a price proposal that can be accurately evaluated by your team, we ask that the County please share detailed product level information. It's recommended that the County provide a REDACTED ANALYSIS statement from your current bank/banks. Is a bidder allowed to add a category of 'Other' for those items that do not fit into the categories provided? *Refer to Appendix A for account analysis statement for an average month. Yes, bidders are allowed to add their own categories in the cost proposal.*
10. Does the County have fraud controls in place on every account? Examples: Positive Pay, Payee Name verification, ACH Blocks or ACH Positive Pay, State dating for checks our Auto Check returns. *Yes, we have a full range of fraud controls on our accounts.*
11. If the Bank does not offer Safekeeping/Custodial services, will the County consider entering into multiple contracts (i.e., one with a Bank for Banking Services and one with a Custodian for safekeeping services)? *Yes.*
12. Given the anticipated proposal schedule stated within the RFP and the Award Date of May 2, 2022, can you advise as to when the County would like to implement services with the selected vendor should a new vendor be awarded the business? *As soon as possible, after all necessary County approval steps have been taken.*
13. Is it the County's intention for the banks to accept/agree to use your existing Account Terms and Service Terms in Appendix E? *Yes.*
14. Can financials be submitted electronically (referring to a hyperlink)? *Yes, hyperlink may be provided for financial statements in the proposal.*
15. What software system is the County currently using? *PeopleSoft – Payroll. In house software MainFrame NIFS – vendor disbursements. Bottom Line – check printing.*
16. How many files is the County currently sending per month? What method is the County using to transmit and receive files? *Approximately 32 files sent electronically.*
17. Does the County currently have a credit facility for their ACH Credit Originations, or is there a Pre-funding agreement in place? *The County does not pre-fund.*
18. Can the County provide frequency of overdrafts and amounts for traditional overdrafts and for daylight overdrafts? Are there seasonal fluctuations? *The County has little to no overdraft.*
19. Please specify what types of documents require electronic storage a desired retention period. *Checks and Bank Statements for seven calendar years.*

20. Please provide an overview of the reconciliation services that you have set-up on each account (No recon, Partial, or Full).
Payroll and Vendor – full reconciliation. All other accounts are partial.
21. Does Nassau County currently use BAI reporting?
Yes.
22. Can Nassau County provide a current bank statement to allow a bidder to see true volumes and processing requirements?
The County is unable to divulge this bank statement request, however, volumes can be seen in Appendix A.

Collection/Deposit Services

1. What is your total yearly balance maintained for your demand deposit accounts? Are there seasonal highs?
The County's demand deposit accounts have a 2020 year-end balance of approximately \$1.1 billion comprised of DDA accounts and CDs. Yes, there are seasonal fluctuations.
2. It's mentioned that there are 100 demand deposit accounts. Are these accounts all part of this RFP? Are these Deposit only accounts?
No, these accounts are not all part of the RFP and they are not deposit only accounts.
3. What is the frequency of vault pickups? What is the average amount for each location picked up?
Daily pickups from various County locations depending upon season.
4. Is the County using a smart safe?
No.
5. How many remote deposit scanners are required?
Refer to Appendix A.
6. How many scanner locations do you currently have?
Refer to Appendix A.
7. Do you own your own scanners and if so, please list the make and model of each scanner?
Scanners are provided to us by the current bank.
8. Would the remote deposit process be used for more than depositing to one account? If so, how many accounts?
Yes, approximately eight accounts.
9. Can you share volume and schedule information for Branch deposits?
Refer to Appendix A.
10. Are these night drops or in-branch deposits?
In-branch deposits.

11. What are your coin & currency requirements? Can you share volume and schedule information for coin & currency orders?
Minimal orders, if any.
12. Is the transportation vendor cost to be paid by the bank? If yes, what is approximate monthly cost?
No.
13. Can vault deposit of checks be eliminated in favor of Remote Deposit Capture?
No.
14. What is the volume of employee check cashing at banking center locations?
Varies. Refer to Appendix A.
15. Do you use both depository and change order services?
No.
16. What is the average number of surety/bail checks cashed?
Bail checks are processed as part of vendor payables. Refer to Appendix A.

Safekeeping/Custodial Services

The County does not currently use safekeeping & custodial services for operating purposes; however, custodial services are required for securities.

Collateralization of Deposits

1. Please confirm collateral requirements.
Currently eligible securities are listed below along with the collateral margin required for each security type:
 - i. *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. (105%)*
 - ii. *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 guaranty. (105%)*
 - iii. *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. (102%)*
2. Will the approximate \$1.3 billion collateralized with securities held in possession of the municipality or agent require safekeeping services or will this be held in a DDA?
Held by a third-party
 - a. If safekeeping services are required, how many custodial accounts will be required?
One.

- b. How long do these accounts typically remain open (should the custodial accounts be needed)?
As long as needed.
- 3. The RFP references that Nassau County maintains over 100 demand deposit accounts. As well as eleven FDIC insured accounts totaling \$2.8 million. What are the average dollars that will need to be collateralized daily?
The amount fluctuates daily.
- 4. Will the County accept Federal Home Loan Bank Irrevocable Letters of Credit as collateral?
Yes, however, the County would prefer having a third-party collateral agreement.

General Disbursement Services

- 1. Do you use controlled disbursement accounts?
Yes.
- 2. Do you use ZBA structures?
Yes.
- 3. Are all check disbursement accounts on payee positive pay?
Yes.
- 4. How do you transmit check issue files?
Electronically.
- 5. Do you have accounts with Check Block?
Yes.
- 6. Do you use NACHA or other file format for payroll and vendor ACH payments? Do you include addenda records for vendor payments?
Yes.
- 7. Do you enter internal book transfer and wire transfer payments online or do you upload files?
Yes, entered online.
- 8. Can you accept an electronic ARP output file?
Yes.
- 9. Do all accounts use either ACH Block or ACH Positive Pay/Filters?
Yes.
- 10. How is the County sending wires today? Is this done individually through your online banking service or do you send via a file? If you send via a file, please provide transmission method and file format.
Individually – one wire at a time.

11. How is the County sending ACH files today? What is your current file format? Does the County submit their own files or use a 3rd party?
Electronically.
12. For vendor payments, what are the average total ACH Credit amounts and transactions and ACH Debit amount and transactions? Is there seasonality of payments?
Approximately two ACH transactions occur each week. Each transaction is an average of \$13.7 million per transmission file and an average volume of 315 individual payments to vendors. We have no ACH debits to our accounts. Yes, there is seasonality of both ACH and check payments to vendors.
13. For vendor payments, what are the average total check amounts and transactions?
Approximately three check transactions occur each week. Each transaction is an average of \$5.5 million per transmission file and an average volume of 682 individual payments to vendors.
14. Positive Pay – does the County also have Payee Name Verification services?
Yes.
15. Positive Pay – how are files being transmitted today?
Electronically.
16. Is the County now using an electronic vendor solution such as ePayables for card based or ACH based transactions?
Not currently.
17. For each operating fund please describe the check account requirements (i.e., A/P disbursements, credit card, payroll)
Some accounts will require checks, while others will only require wire/ACH.
18. How many Stop Payments are issued per month?
Refer to Appendix A.

Card Services

1. Please clarify if this section is addressing a solution for processing credit cards (merchant services) or paying your invoices with a credit card (purchasing card)?
This section is addressing a solution for processing credit cards.
2. What payment types does the County accept today? What is the average annual sales volume by card type? What is the annual number of credit card transactions processed by card type?
 - *Visa: Approx. \$31.3 million/ Approx. 143,000 transactions*
 - *MasterCard: Approx. \$13.4 million/ Approx. 73,000 transactions*
 - *Discover: Approx. \$267,000/ Approx. 5,000 transactions*
 - *ACH: Approx. \$56.9 million/ Approx. 50,000 transactions*
 - *Amex (Parks): Approx. \$1.8 million / Approx. 25,000 transactions*
3. What is the estimated average ticket and annual credit card sales for each department planning to accept credit cards? Please break down the figures based on each department.
Treasurer – Delinquent Taxes

- *Average ticket: Approx. \$3,000*
- *Average annual sales: Approx. \$31.1 million*

Treasurer – Hotel/Motel/Entertainment Tax

- *Average ticket: Approx. \$18,000*
- *Average annual sales: Approx. \$4.1 million*

Department of Health/Purchasing/Consumer Affairs

- *Average ticket: Approx. \$75 - \$560*
- *Average annual sales: Approx. \$49,000 - \$1.4 million*

Assessment

- *Average ticket: Approx. \$650*
- *Average annual sales: Approx. \$57 million*

Parks

- *Average ticket: Approx. \$50*
- *Average annual sales: Approx. \$9.9 million*

- Are you currently accepting credit cards online and/or over the counter?
Online and point-of-sale.
- Are you interested in charging your residents a convenience fee?
The County currently charges a convenience fee on credit card payments.
- Are you interested in accepting ACH payments online? Do you require next day funding?
Yes.
- Is invoicing for merchant processing fees a requirement or do you allow fees to be automatically debited from your account?
Invoicing for merchant processing fees is preferred.
- Do you process recurring transactions?
No.
- Is your merchant account integrated into your billing system?
Yes.
- How many locations require card processing solutions?
Approximately 45 locations.
- How many merchant IDs do you have?
80 merchant IDs.
- What kind of hardware/equipment are you seeking?
A current, up-to-date POS system.
- Do you use Commercial Card for Vendor Payments?
Not at this time.

Lockbox Services – for Traffic and Parking Violations Agency

1. Is there a need for Remote LBX, are there customized fields required for upload, or are scanners for checks only?
Checks only.
2. How many lockboxes are required?
We currently have two separate PO Boxes, but this can be reduced to one.
3. Where are the current lockboxes located?
New York City.
4. Can the County provide a sample coupon for their Lockbox(s)?
See Appendix B.
5. Is there a requirement as to the location of the lockbox (Nassau County, NYS)?
Preferably closer to the County.
6. Do you own the existing PO Boxes?
Lockboxes are currently leased to the County as instructed by the current bank.
7. For the Traffic and Parking Violations Agency, are the remittance documents for both scannable coupons with an OCR-A scanline?
TPVA received two different documents via lockbox. One is electronically issued parking tickets and the other is TPVA billing. TPVA is recreating all its notices including billing documents. TPVA can add OCR or any other type of barcode or QR code as needed on the billing form. We are unable to modify the parking tickets form at this time, as they are preprinted by different vendors for different jurisdictions.
8. Does the County send the lockbox a lookup or stop file to process their payments? If yes, can you describe how they are being used?
No.
9. Does the County require a Posting file of payments received?
Yes.
10. Is all the data needed for the posting file contained within the scanline of the coupons/remittance documents? If no, what additional data fields are required to be manually keyed?
Where payment for electronic tickets are remitted – the ticket number is scanned/keyed by the bank. Where payment from TPVA notices are remitted – the statement number is keyed by the bank. If the electronic ticket or remittance stub are not included with the payment, then the check is forwarded to the Agency to research and process manually.
11. Are there many check-only payments received through the lockbox?
A few a week.
12. Can the County provide monthly volumes for each box? Are there seasonal spikes?
There are no seasonal spikes, however, there may be period spikes due to various initiatives. From the period 1/1/18 through 12/31/19 there were a total of 16,245 parking payments (6,007 billing notices and 10,238 tickets) and 3,378 traffic payments (billing notices).

13. Are there any special sorting requirements/processing instructions?
No.
14. What kind of exceptions would lockbox receive?
No remittance or ticket to go with the check. These instances would be forwarded to the Agency for processing.
15. Will the County require any re-association of work and mailing the work back? In lieu of re-association and mailing, would the County utilize the lockbox online for research and archival purposes?
Online research and archival for retrieval of checks processed through the lockbox may be necessary. We will need to see the check, stub/ticket, and envelope via online portal.
16. What type of Traffic and Parking Violations tickets are you issuing?
Violations of parking and traffic laws and ordinances.
17. Will you send an electronic file of the outstanding tickets for receivables matching?
No – this is not currently done.
18. Do you require online payment capabilities?
No.
19. What types of output file(s) is required? Are all the lockboxes consolidated to a single file or sent individually? Can you share the file format(s)?
Format can be shared upon request.
20. Are there any mandated specific cutoff times for file transmission and exception processing?
Date of transaction is date received by bank (part of the date sent with the file).
21. What is the account and box structure for the service? Single box /multi accounts, multiple boxes/ single account?
Two PO Boxes that both deposit to one bank account.
22. Are all payments C2B Retail?
Yes, it is believed that payments are retail, as they are remitted by the end user (violation).
23. What % of your retail payment volume is single check with single OCR scannable coupon?
Greater than 90%.
24. Do you provide remitters with an envelope to use to mail in their lockbox payments?
This was previously done, but is not currently, however, we may provide envelopes again in the future.
25. Do the lockboxes accept credit card payments?
No.
26. Does the County have any lockbox transmissions?
TPVA does not send any files to the lockboxes.

Appendix A

ACCOUNT ANALYSIS STATEMENT - FOR AN AVERAGE MONTH

Account Services	Volume
Negative Collected Bal. Fee	1
Account Maintenance	60
Cash Concentration MainMaster&Sub	2
Debit and Credit Posted - Electronic	2,469
Account Statement Paper	9
Overdraft NSF Item Paid	4
Banking Center Services	Volume
Branch Credit Posted	344
Night Drop Cash Verification	96,303
Teller Line Cash Verification	181,319
Branch Order Currency Strap	54
Branch Order Processed/Coin Roll	28
Vault Services	Volume
Vault Deposit	390
Vault Deposit Per \$1,000	762
Vault Deposit Adjustment	7
Wholesale Lockbox	Volume
Lockbox Maint.	2
Wholesale Item	194
Paper Delivery Prep	9
No Check Item	26
Incoming Courier Package	1
WNLB Balancing	194
Document Image Capture	465
Check MICR Capture	194
Data Capture	2,550
Deposit Preparation	27
Postage	9
Unprocessable Item	9
Check Clearing	194
Depository Services	Volume
Credits Posted	481
Check Deposited - On Us and Transit	5,627
Return Item	38
Return Item Redeposit	35
Return Detail Reporting	72
Return Mail Notification	37
Return Multiple Locations	10
Remote Deposit Capture Maintenance	6
Remote Deposit Capture Item	3,194
Disbursement Services	Volume
Check / Debit Posted	4,904

Exception Notification - Acct	11
Stop Payment Electronic	30
Stop Payment Manual	1
Check Cashing - Non Acct Holder	81
Image Storage per Item	5,280
Check Inquiry Maintenance	14
Reconciliation Services	Volume
PP Non Recon Maintenance	18
Payee Name Verification	4,833
Exception Item	10
Check Exception Return	5
Image Capture Per Item	5,281
CD Rom Per CD	1
Full Reconcilement - Maint	4
Full Reconcilement - Per Item	4,806
Issue Input Without Recon	2
Issue Input File With Recon	13
Data Entry Manual	5
Output File	2
Wire - US	Volume
Electronic FED Debit S/T	21
Electronic FED Debit Repair	7
Electronic Book Debit S/T	8
FED Credit S/T	41
CHIPS Credit S/T	6
FW Surcharge \$10 million + D/C	6
Fed Transfer Fee	69
Automated Clearing House	Volume
ACH Maintenance	10
Debit Originated	1,235
Credit Originated	28,188
Debit/Credit Originated - Other	3,207
Addenda Record Originated	2,663
FED Clearing Originated Item	22,364
FED Clearing Addenda	2,030
Debit Received	83
Credit Received	1,400
Return Item Redeposit	3
Return Notification - Email	21
ACH Batch File Processed	18
Deletion/Reversal - Elec	1
Transaction Block Maintenance	58
ACH Trans Block Authorized ID	36
Notification of Change - Email	4

Online Banking	Volume
Accounts Reported	66
Monthly Service	1
Transactions Reported - 45 Day	27,369
Transactions Reported - 90 Day	3
Extended Transaction Detail	59,891
Acct Transfer Item	491


Appendix B – Remittance Documents

Parking Remittance Sent to the Bank

Value Date: 11/08/2021 Program: 3763 - Brooklyn - NASSAU COUNTY TPVA ELEC PARKING TICKETS Batch Number: 49 Item Number: 1

MID-ISLAND NY 117

3 NOV 2021 PM




02 1P \$ 000.53⁰
0000921336 NOV 02 2021
MAILED FROM ZIP CODE 11791

NASSAU COUNTY DISTRICT COURT / NCTVA

PO BOX 3763

NEW YORK, NY 10008-3763

10008-376363



POLICE DEPARTMENT, COUNTY OF NASSAU, NY
DISTRICT COURT OF NASSAU COUNTY, TPVA
THE PEOPLE OF THE STATE OF NEW YORK
THE REGISTERED OWNER OF THE VEHICLE DESCRIBED BELOW
(DEFENDANT)

TICKET

NUMBER **E2727**

☒ APPEARANCE
☐ TICKET

TO THE REGISTERED OWNER OF THE FOLLOWING VEHICLE			
LICENSE PLATE	STATE	VEHICLE TYPE	
VEHICLE REGISTRATION NUMBER		EXP. DATE	
VEHICLE YEAR	MAKE	MODEL	COLOR

YOU ARE DIRECTED TO APPEAR ON:

[REDACTED] AT [REDACTED]

AT THE N.C. DISTRICT COURT TPVA
35 COOPER STREET WOOD HEMPSTEAD, NY 11550
TO ANSWER THE FOLLOWING CHARGE:

☐ INFORMATION

THE UNDERSIGNED COMPLAINANT ACCUSES THE ABOVE
DEFENDANT OF THE FOLLOWING VIOLATION:

SECTION	FINE
OB-233-17-200 PARKED W/O PERMIT	\$135.00

LOCATION:

[REDACTED]

DATE	TIME
NASSAU COUNTY, NY 11/14/2021	09:25:04

TO WIT: THE UNDERSIGNED COMPLAINANT PERSONALLY OBSERVED
THE ABOVE DESCRIBED MOTOR VEHICLE AT THE DATE, TIME
AND LOCATION SPECIFIED ABOVE:

VIOLATION DESCRIPTION

OB-233-17-100 PARKED W/O PERMIT

ANY FALSE STATEMENTS MADE HEREIN ARE PUNISHABLE AS A CLASS A
MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW

COMPLAINANT'S NAME

[REDACTED]

SERIAL NO.	SIGNATURE

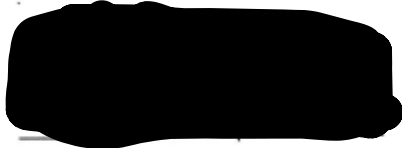
A PLEA OF GUILTY TO THIS CHARGE IS EQUIVALENT
TO A CONVICTION AFTER TRIAL. IF YOU ARE
CONVICTED, NOT ONLY WILL YOU BE LIABLE TO A
PENALTY, BUT IN ADDITION YOUR LICENSE TO
DRIVE A MOTOR VEHICLE OR MOTORCYCLE, AND
YOUR CERTIFICATE OF REGISTRATION, IF ANY, ARE
SUBJECT TO SUSPENSION AND REVOCATION AS
PRESCRIBED BY LAW.

RCP081 Rev 06/2012

Value Date: 11/08/2021 Program: 3763 - Brooklyn - NASSAU COUNTY TPVA ELEC PARKING TICKETS Batch Number: 49 Item Number: 1

Billing Remittance Sent to the Bank

Value Date: 08/09/2021 Program: 3765 - Brooklyn - NASSAU COUNTY TPVA BILLING NOTICE PMTS Batch Number: 655 Item Number: 1



NASSAU COUNTY DISTRICT COURT/
NC TRAFFIC & PARKING VIOLATIONS AGENCY
PO BOX 3765
NEW YORK, NY 10008-3765

Value Date: 08/09/2021 Program: 3765 - Brooklyn - NASSAU COUNTY TPVA BILLING NOTICE PMTS Batch Number: 655 Item Number: 1

Statement No.: 210018468 2 Total Due \$1,264.00 by 06-30-2021

SYS #00175