Request for

Proposal

(RFP)for

Deposit and Banking Services

Issue Date:	June 7, 2021
Issued By:	Delaware County Treasurer's Office
Inquiries:	Treasurers Office treasurer@co.delaware.oh.us 740.833.2480
Information Due:	12:00 PM, Friday, June 18, 2021 Letter of Qualification To Provide Deposit Services
	12:00 PM, Friday, June 25, 2021 Banking Services Proposal

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Request for Proposal

Deposit and Banking Services

Section 1 – Introduction

A. Summary of RFP

Delaware County is currently seeking proposals from qualified financial institutions interested in providing comprehensive banking services. Delaware County intends to maintain all banking services with one institution in order to maximize its cash flow as well as to minimize its administrative costs. The primary objective of requesting proposals is for Delaware County to determine which bank can offer the highest quality of service at the most reasonable cost. This process also provides Delaware County Treasurer the opportunity to explore alternative procedural methods that could improve its banking, cash management and customer service capabilities that are in alignment with Ohio Revised Code and the County Treasurers Policies and best practices.

The format must be consistent with the requirements for the RFP (address qualifications and each of services needed in a separate section. Delaware County Treasurer desires:

- Checking account services
- ACH services
- Positive pay for checks and ACH transactions
- Onsite cash depository
- Sweep accounts to maximize the interest earnings for the County.
- Domestic wire services with dual approval
- Options for remote deposit for property tax collections
- Multiple user system with definable security roles

If you believe that your proposed solution or services would be beneficial to the County, we invite you to offer them. Please provide options that may create efficiencies, make improvements, and take advantage of new, applicable technologies.

Delaware County intends to establish a three-year contract, with an additional one or three-year renewal option. The conditions of the proposal must remain valid for a minimum contract term of three years. As a matter of policy, the

County may issue a RFP for banking services after the second full-year of the agreement. Either party may cancel the contract for any reason with 90 days written notice.

Electronic proposals will be accepted until 12:00 p.m. on or before Friday, June 25, 2021. Responses must address all of the items listed in this request for proposal and submitted via email with the subject line "Banking Services Proposal" to treasurer@co.delaware.oh.us as a single PDF document.

Questions or request for clarification may be directed to County Treasurer at (740) 833-2480 or treasurer@co.delaware.oh.us.

B. Governmental Background

Located in the heart of Ohio, Delaware County is where flourishing farmland meets suburban comfort and urban amenities. It's where smart-growth policies create safe, healthy communities for all our residents, business owners and visitors. The total population of Delaware County as of 2019 was estimated at 209,177 people and been growing at approximate 1.9% per year.

Delaware County is comprised of two cities (Delaware and Powell) and portions of another three cities (Columbus, Dublin and Westerville); five villages (Ashley, Galena, Ostrander, Shawnee Hills and Sunbury); 18 townships (Berkshire, Berlin, Brown, Concord, Delaware, Genoa, Harlem, Kingston, Liberty, Marlboro, Orange, Oxford, Porter, Radnor, Scioto, Thompson, Trenton, Troy) and a portion of one township (Washington).

Delaware County has 15 elected officials including the three County Commissioners, Treasurer, Auditor, Prosecutor, Engineer, Corner, Recorder, Sheriff, Clerk of Courts, and four Common Please Court Judges.

The legislative authority of Delaware County resides with the County Commissioners and managing the County Commissioners Office is the County Administrator.

Delaware County key financial highlights include:

- The County receives over $528 million in 2019
- The total net position of the County increased $36.7 million. Net position of governmental activities increased $21.3 million, which represents a 7.36% increase from 2018's net position.
- Net position of business-type activities increased $15.4 million, which

represents a 5.36% increase from the 2018's net position.

- General revenues accounted for $124.8 million or 66.28% of total governmental activities revenue. Program specific revenues accounted for $63.5 million or 33.72% of total governmental activities revenue.

- The County had $166.9 million in expenses related to governmental activities; $63.5 million of these expenses were offset by program specific charges for services, grants or contributions. General revenues (primarily taxes) of $124.8 million were adequate to provide for these programs.

- The General Fund, the County's largest major governmental fund, had revenues and other financing sources of $113.8 million in 2019. The General Fund had expenditures and other financing uses of $104 million in 2019. The net change in fund balance was an increase of $9.8 million or 15.97% from 2018 to 2019.

- The County's Developmental Disabilities fund, a major governmental fund, had revenues and other financing sources of $27.7 million in 2019. The Developmental Disabilities fund had expenditures of $19.8 million in 2019. The net change in fund balance was an increase of $7.8 million or 41.29% from 2018 to 2019.

- The County's Auto and Gas fund, a major governmental fund, had revenues and other financing sources of $14.9 million in 2019. The Auto and Gas fund had expenditures of $18.3 million in 2019. The net change in fund balance was a decrease of $3.4 million or 15.83% from 2018 to 2019.

- Net position for the business-type activities, which is made up of the Delaware County Regional Sewer District fund, Delaware County Transfer Station fund and Storm Water Systems fund, increased in 2019 by $15.4 million or 5.36% from last year's net position.

- In the general fund, the actual revenues and other financing sources exceeded final budgeted revenues by $6.1 million. Final appropriations were $14.4 million greater than actual expenditures. These variances are a result of the County's conservative budgeting process and prudent financial management.

C. Timeline for Procurement Process

The following is the RFP Schedule & Key Dates

TIMELINE	
Advertisement of the RFP	June 7 – June 15, 2021
Distribution of RFP	June 7 – June 18, 2021 (12:00 p.m.)
Deadline to submit qualification as a Delaware County Depository	**June 18, 2021 (noon)**
Pre-Proposal Questions Accepted	June 7 – June 21, 2021 (10:00 A.M.)
Response deadline by the County to Questions	June 24 (12:00 p.m.)
Proposal Submission	***June 25, 2021 (Noon)***
Interview top 3 Banks	July 19-23, 2021
Final Selection	August 2, 2021
Implementation	Sept. 1 – Dec. 31, 2021

D. Minimum Bank Qualifications

The following is a list of the County's minimum requirements in order for a bank to be considered:

a. Authority to offer banking services. The Institution must hold a charter from either the UnitedStates Government or the State of Ohio and meet the requirements in Ohio Revised Code sections 135.31 to 135.40. No bank shall receive or have on deposit at any one time public moneys, including public moneys as defined in section 135.01 of the Ohio Revised Code

b. Access to the Federal Reserve System. Institution must be a member of (or have access to) the Federal Reserve System and have access to all Federal Reserve System services.

c. Legal Compliance. Institution must be in compliance with all applicable laws, rules, regulations and ordinances of the County, the State of Ohio, and the United States.

d. Local banking office. Institution must have an established office or local branch within the County.

e. Collateral. Institution must be able to provide collateral on all deposits in compliance withOhio Revised Code Chapter 135 requirements.

f. Comply with all provisions of Chapter 135 of the Ohio Revised Code, Uniform DepositoryAct.

g. Provide assigned individual and direct customer service and account management staff to work with the County Treasurer's Office, Auditor's Office and other authorized County Departments and Agencies.

Section 2 – Scope of Banking Services

A. Banking Needs

It is the County's intent to select a bank that can provide high-level banking services at the most reasonable cost. The selected institution shall be designated as the County depository for an initialthree (3) year term which is anticipated to commence November 1, 2021. The contract shall contain an optional renewal clause which may be used for an additional three (3) year period under the same terms and conditions, thereby providing for six (6) years of depository and banking services. The contract shall provide that the County reserves the right to terminate the contract at any time upon 90 days prior written notice.

The County's cash management system manages all government funds with a sweep account system checking, depository, and investment accounts. The County has need of a central operating checkingaccount, a payroll account, a potential self-insurance checking account, and a credit/debit card 3rd party deposit account. The institution will furnish the County with additional accounts as needed. The County currently utilizes, and intends to continue utilizing, positive pay services for check protection and remote deposit for checks collected.

The following sections will outline the various services desired by the County (denotedin terms of **required** and **optional**). For the understanding of proposing banks, the County will outline average account volumes for existing services by the County [Table 1]. Any additional services or products the banking institution may provide that are not specifically outlined withinthis Request for Proposal and/or recommendations regarding alternative and innovative approaches that would enhance operational efficiency should be included in the proposal.

Table 1 Account Activity Summary 2021 and 2021 YTD

Summary		
	2020	**2021 YTD**
Items Deposited - On us	8130	3857
Items Deposited - Not us	94067	41410
Returned deposit items	288	0
Deposit Tickets	291	99
ACH Credits Received	80	43
ACH Debits Received	247	91
ACH Items Returned	11401	132
ACH Origination Files	0	18429
Coin/Currency deposited	$ 968,010	$ 589,277
Wire - Domestics	44	6
Sweep-LOC Investment - Fixed	12	4
Average Daily Ledger Balance	$ 21,163,105	$ 26,579,944

Table 2 Account Activity By Month

Account xxx30																
Period	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21
Items Deposited - On us	1496	1372	361	279	332	804	906	1087	354	359	301	479	1240	1719	504	394
Items Deposited - Not us	17310	14784	4346	3158	3633	10597	9906	13553	3853	3789	3415	5723	13843	18480	5272	3815
Returned deposit items	26	64	164	2	2	8	1	21	0	0	0	0	0	0	0	0
Deposit Tickets	26	23	25	24	23	25	25	26	25	24	21	24	23	23	26	27
ACH Credits Received	5	10	5	4	7	6	1	9	6	10	9	8	5	12	14	12
ACH Debits Received	2	0	5	6	2	1	7	3	3	6	89	123	89	1	1	
ACH Items Returned	3	9	6	4	7	7	9	2	2	5	2204	9143	4	13	115	
ACH Origination Files													3898	4011	6882	3638
Coin/Currency deposited	$ 184,852	$ 240,002	$ 52,841	$ 4,468	$ 17,559	$ 66,215	$ 108,700	$ 141,736	$ 34,604	$ 39,802	$ 36,010	$ 41,221	$ 176,530	$ 268,842	47730	96175
Wire - Domestics	7	6	4	5	11	6	0	0	0	0	3	2	3	1	0	2
Sweep-LOC Investment - Fixed	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Average Daily Ledger Balance	$ 19,332,543.37	$ 26,192,019.21	$ 8,276,092.14	$ 7,119,725.65	$ 8,023,060.49	$ 15,407,666.86	$ 21,855,310.41	$ 25,206,953.59	$ 19,530,880.91	$ 29,072,525.15	$ 47,769,872.75	$ 26,170,609.53	$ 38,657,541.10	63162839,85	$ 47,025,313.03	$ 20,636,922.39

B. Wire Transfer Services (required)

The County wires funds online on a repetitive and non-repetitive basis to other banks. The County requires online outgoing wire transfers and confirmations to be provided. Wire Transfers ordered by the County and not received by the destination party will be traced from origin to destination to ascertain the party responsible for delaying the transfer.

Please describe the following services:

- Policy on daylight overdrafts, including aggregation of accounts and wire deadlines.
- Ability of government to initiate and monitor wire transfers online.
- Ability to create and store recurring/repetitive wire instructions/templates.
- Ability to create and store future-dated wire instructions.
- Security measures for wire initiation and approval.

C. ACH (required)

Proposing banks must provide ACH services for both debit and credit transactions. The County requires the ability to generate ACH transactions for employee payroll and reimbursements, vendor payments and provider transmittals. In addition, The County requires all proposing banks toprovide the County with an in-depth, monthly statement of all ACH transactions, via PDF.

Proposals should include information regarding ACH:

- Methods of transmission
- Cut-off times
- Same day ACH
- Security features related to processing direct deposits
- Pre-notification policy and cost
- Re-presentment of checks (RCK) through ACH on specific date
- ACH Debit blocking program

D. Availability of Funds (required)

The County expects all banks to submit a funds availability schedule. The bank must guarantee availability of funds to the County on terms at least as favorable as stipulated on the funds availability schedule. Furthermore, banks should describe one day, two day availability and wirerequirements. The Bank must provide an availability schedule for funds deposited via cash deposit, wire transfer, checks, and ACH credit. The proposing bank's application should include information on the Bank's policy regarding receiving same day credit for

deposits. Furthermore,please describe whether expedited availability is offered.

E. Monthly Statements and Account Analysis (required)

The County requires monthly account statements that show a listing of deposits and withdrawalswith detail and the amount of interest earned on interest-bearing accounts per month within two (2) business days after month end.

Additional requirements:

- Numeric check sorting will be completed by the bank
- Imaging of cancelled checks (front and back)
- If the bank has a standard reconciliation product, please provide a detailed description aswell as any differentiating characteristics.
- Also, provide a full range of modes of communication possible with your product and any enhancements that are available to reduce time and/or costs, improve check fraud prevention, streamline data presentation, etc. *This information should be submitted as a separate addendum to the application.*

The County requires a full account analysis on a monthly basis. The format for the analysis should be designed to accommodate the information contained in the contract. The analysis must identify the quantity, unit charge, and extended price for all items charged.

Please describe the following account services:

- What is the proposing bank's resolution process?
- What is the duration report images are maintained online?
- When will reports be made available and through what medium (e.g. online, email)?

F. Collection and Deposit Services (required)

Deposits are made daily. The method of securing deposits will be required as an addendum to the proposal. Banks shall furnish deposit tickets and master keyed night deposit bags to the County.The appropriate deposit slips provided by the Bank will accompany each deposit.

Deposits will consist of currency, and coin. Currency will be bundled and coin will consist primarily of pre-counted coinage in a bag as collected from parking

meters.

All checks are deposited remotely using remote check processing.

The County deposits an average of approximately $65,343.01 per month via cash daily deposits and deposits an average of approximately $10,745,063.76 per month electronically.

G. Collateralization of Deposits (required)

All financial institutions acting as a depository for County funds must agree to pledge collateral to secure all uninsured County funds in accordance with Ohio Revised Code Chapter 135. The County maintains a preference to have the bank collateralization rate to be situated at 102%.

H. Online Banking Services (required)

The County requires a full array of on-line banking services such as the ability to view the status of checks, stop-payments, on-line wire transfers, etc. The system should be secure, easy to use and web-enabled.

Furthermore, all proposing banks must include information on how banking data can be interfaced with the County's financial management system, and what support (i.e. – online servicestraining) would be available under the contract.

In addition, The County requests that banks provide a detailed description of their online services and their ability to provide the following basic services:

a. Reporting
    - Daily balance reporting – summary
    - Daily balance reporting – detail (with check detail and images)
    - Daily ACH and wire with full addenda information
    - Current day reporting
    - Intra-day reporting (real time or delayed), optional
    - Automated email delivery of reports

b. Execution of Transactions
    - Transfers between accounts
    - Initiation of wire transfers
    - Initiation of stop payment orders
    - Positive pay actions including time requirements
    - Initiation of ACH transactions; recurring ACH debit collection or credit transactions

- Maintenance of wire transfer templates
- Stale-dating of checks
- EDI services, remote collection, controlled disbursement
- Confirmations availability and format

c. Internal Controls
   - Online cleared check information and images
   - Multi-level security administration requirements
   - Positive pay reports (including imaging of exception items)
   - Management access training for The County's system administrator

I. Remote Branch Property Tax Collections (optional)

The Office of the Treasurer has the desire to increase the level of service and convince for the residents of Delaware County to pay property taxes in person. Today, the Treasurer's and Auditors' office utilize MVP software system for the management of property tax and generation and processing of tax bills. As an optional service, please provide your capability to accept property tax payments and other County payments at your Delaware County Branch banking centers. Please describe how electronic check and bill images will be processed and at what time daily transaction will be available and funds transferred to the County Treasurer's account?

J. Additional Services (optional)

It is highly encouraged for proposing banks to provide information on other banking services thatmay be made available to the County currently or in the near future. The County is particularly interested in innovative options for processing electronic payments, credit card merchant services, purchasing card services, invoicing automation, print/mail options, electronic depositing, lock box services and any bank related services.

Section 3 – Bidding Instructions

A. Timeline

Delaware County Treasurer encourages banks to submit the most comprehensive and competitive proposal possible.The County reserves the right to retain all proposals submitted and to use any ideas in a proposal, unless protected by copyright, regardless of whether that proposal is selected.

The Delaware County Treasurer reserves the right to reject any and all proposals, cancel all or part of this RFP, waive anyminor irregularities and request additional information from proposing banks. This RFP does notobligate the County to accept or contract for any services.

TIMELINE	
Advertisement of the RFP	June 7 – June 15, 2021
Distribution of RFP	June 7 – June 18, 2021 (12:00 p.m.)
Deadline to submit qualification as a Delaware County Depository	**June 18, 2021 (noon)**
Pre-Proposal Questions Accepted	June 7 – June 21, 2021 (10:00 A.M.)
Response deadline by the County to Questions	June 24 (12:00 p.m.)
Proposal Submission	***June 25, 2021 (Noon)***
Interview top 3 Banks	July 19-23, 2021
Final Selection	August 2, 2021
Implementation	Sept. 1 – Dec. 31, 2021

B. RFP Process

Advertisement of the RFP

The RFP will be emailed to those Bank's which the County has knowledge which may be a qualified depository in Delaware County, provide the RFP on the County's REP website and advertise at least once per week for two consecutive weeks of June 7th and June 14th, 2021 the RFP's availability through the Delaware Gazette Legal Notices page.

Distribution of RFP

The RFP will be emailed to local banks June 7, 2021 and provided to those requesting the RFP through June 15, 2021. Request for the RFP may be made by emailing the Treasurer's Office at treasurer@co.delware.oh.us.

Deadline to submit qualifications as a Delaware County Depository of active funds.

Each Bank Institution that would like to submit a proposal for banking services for Delaware County and the Delaware County Treasurer's Office submit a letter on letterhead signed by an Officer of the Bank that the Bank meets the requirement to provide depository services to Delaware County and the Delaware County's Treasurers Office per Ohio Revised Code. The letter must be emailed to treasurer@co.delaware.oh.us and a hard copies of the letter must be hand delivered or delivered by mail to Delaware County Treasurer's Office at 145 North Union Street, Delaware, Ohio 43015 by **12:00 p.m., June 18, 2021. Any items received after the deadline will not be considered.**

Pre-Proposal Q&A

The County will accept questions and those received prior 10:00 a.m. June 21, 2021 will be responded to generally within in 1-business day but no later than Thursday, June 24, 2021 at 12:00 p.m. via video conference.

Proposal Submission

Proposals must be emailed to treasurer@co.delaware.oh.us and a hard copy of the proposals must be hand delivered or delivered by mail to Delaware County Treasurer's Office at 145 North Union Street, Delaware, Ohio 43015 by **12:00 p.m., June 25, 2021. Any items received after the deadline will not be considered.**

Proposal Review

The County will evaluate all proposals and select at least 3 banks of the highest rated banks to interview in person between the dates of during July 19-23, 2021. The review and evaluation committee will include representatives from the Treasurer's Office, Auditor's Office and Prosecutor's Office.

C. RFP Submissions and Format

Submission of Letter of Qualification as a Designated Depository of Active Funds

To participated in the proposal submission process for providing banking services to Delaware County and the Delaware County Treasurer's office the Bank must first must submit a letter stating it meets the requirements to accept and hold public funds of Delaware County per Ohio Revised Code of up to 150 million U.S. Dollars at any one time. Only proposals submitted where the letter of qualifications have been submitted will be consider. The letter of qualification must be emailed and submitted in hard copy to the Treasurer's Office (treasurer@co.delaware.oh.us) and Delaware County Treasurer's Office, 145 North Union Street, Delaware, Ohio 43015) on or before noon, Eastern Time, June 18, 2021.

Submission Banking Services Proposal

Proposals shall be submitted both as an electronic PDF through email and as three hard copies in three ring binders delivered to the Delaware County Treasurer's Office at 145 North Union Street, Delaware, County, Ohio by **noon, Eastern Time, June 25, 2021**.

The proposals shall be no more than 25 pages in length covering the main services outlined in this request for proposal with four appendixes 1) **Appendix A** containing all fees and rate tables for the respective services required and those optional services that may improve the efficiency and security of the financial operation of Delaware County and the Delaware County Treasurer's Office 2) **Appendix B** showing electronic banking and treasury services user screens, reporting 3) **Appendix C** copy of the submitted depository letter 4) **Appendix D** A copy of the proposed agreement including all Terms and Conditions to be and any exhibits in the agreement to be executed. **IMPORTANT NOTE:** As part of the proposal submission process for providing banking services to Delaware County and the Delaware County Treasurer's office the ***Bank must first must submit a letter stating it meets the requirements to accept and hold public funds of Delaware County per Ohio Revised Code of up to 150 million U.S. Dollars at any one time.*** Only proposals submitted where the letter of qualifications have been submitted will be consider. The letter of qualification must be emailed and submitted in hard copy to the Treasurer's Office (treasurer@co.delaware.oh.us and Delaware County Treasurer's Office, 145 North Union Street, Delaware, Ohio 43015) on or **before noon, Eastern Time, June 18, 2021**.

D. Final Selection

The selection of a depository based on received proposals and interviews will be finalized on August 2, 2021. Finalists may be given an opportunity to adjust their proposals prior to selection. Therating criteria to be used in the final selection of a depository are as follows:

- Qualified depository of funds within Delaware County Per Ohio Revised Code
- Financial strength
- Ability to meet the government's current and projected service requirements over theterm of the banking agreement
- Best availability schedule for deposit items
- Provide a wide range of electronic banking services
- Cost per identified activity, aggregate banking services cost, and correspondingcompensating balances
- Best rate of interest paid historically on accounts
- Best earnings credit rate
- Experience and governmental knowledge of bank team
- Quality of references from other Ohio Counties with equal or larger population

and financials
- Direct customer service and support representatives with availability both during banking hours and after hours
- Completeness of response to all required items on the standard forms provided
- Implementation plan consisting of timeline, key tasks, staff training, and support

E. Terms and Conditions

- The Treasurer reserves the right to reject any and all proposals. The decision of the Treasurer will be final and not subject to review or appeal.
- The Treasurer reserves the right to award this contract to the respondent that best meets the requirements of the RFP. This may be a single firm or multiple firms depending on qualifications and overall strategy.
- The Treasurer may request additional information at any time.
- The Treasurer may revise the schedule or any part of this request at any time.
- The proposal shall be considered an irrevocable offer subject to acceptance by theTreasurer for a period of ninety (90) days.
- The Treasurer will not be liable for any costs incurred in the preparation of a proposal or the proposer's expenses relating to attendance at an interview (travel, accommodations, etc.).
- By submitting a proposal, the respondent certifies that they have fully read and understand this RFP and that they have full knowledge of the scope, nature, quantity, and quality of services to be provided as municipal advisor.
- **The final agreement for Deposit and Banking Services will only be valid once the Bank and agreement have been approved by the Commissioners as County Depository per ORC 135.33.**