

**Request for Proposal: Lockbox and Banking Services VRS
Virginia Department of the Treasury**

**RFP CMI 09-008
Issued November 25, 2008**

**Addendum 1
Issued January 9, 2009**

This Addendum incorporates certain general comments, general corrections to the RFP, and answers to questions posed during the optional pre-proposal conference held on January 6, 2009.

The above is changed to read as stated below:

1. Page 4, Item 6 – Change to read: The Contractor shall provide the VRS images of paid checks via a daily upload to Treasury using a file transfer protocol of FTP over VPN. The Department of the Treasury maintains the Image Retrieval System for all check disbursing state agencies. Daily paid check image files are loaded into an image retrieval system provided by Yojna, Incorporated. **Appendix E** incorporates the specifications for the Yojna system.

If the Contractor's image system is not compatible with Yojna, describe how your image retrieval system works addressing specifically how current images are accessed on line and the length of time the images are available.

The contractor shall implement a quality control program internally that ensures the quality and accuracy of the images.

The Contractor shall provide check copies at no charge when the image is not available on line. This will apply only to specifically requested check copies, which are generally low in volume.

2. Page 5, Item 11- Change to read: The contractor shall provide a file transmission to a secure website or through e-mail to the Department of the Treasury utilizing the most current Treasury Management Association (TMA) service codes. This file is in addition to the hard copy report.

3. Page 14, Section VI, Item E - Delete
4. Pages 28-32, Section X, Replace Pricing Schedule in its entirety with below Pricing Schedule.
5. Page 38, Appendix C, Item 7 – Delete
6. Page 40, Item 7 – Delete

For Informational Purposes Only:

Questions and Answers

1. Must the post office box be located in Virginia?

The RFP does not require the post office box be located in Virginia but it is strongly desired.
2. Who is the current contractor?

Wachovia Bank
3. How is the volume different during the month?

The volume is generally higher around the 10th of the month.
4. How are death benefits currently paid?

They are currently paid by check.
5. How are the death benefits currently recovered if overpaid?

Notices are sent to survivor to recover the funds.
6. Are checks currently cashed with no fee?

Yes

7. Section VI, Page 14, Item F. What type of BAI transmission is requested?

We are requesting a daily BAI file transmission to Treasury of all detail debits and credits not including individual checks paid. This is data from the contractor and not from collective banks.

8. Can you provide analysis statements to including account balances?

Yes, please contact Kelley Denton at 804-786-4741 for information.

9. In reference to the lockbox procedures, page 38, are the fields currently scanned or keyed.

The fields are currently keyed.

Section X Pricing Schedule

VRS RFP - Account ending in 65650 - Master
Addendum Update : January 9, 2009

	Annual Volumes	Unit Price	Extension
General Services			
Master Account Maintenance	12		\$0.00
Account Maintenance	12		\$0.00
Deposits	750		\$0.00
Deposited Items	2,000		\$0.00
Checks Paid	60		\$0.00
Checks Returned with Monthly Statement/Monthly Fee	12		\$0.00
Total General Services			<u>\$0.00</u>
Returns			
Returns Special Instruction-Complex/Non-Standard	15		\$0.00
Total Returns			<u>\$0.00</u>
ACH			
Miscellaneous Items paid	540		\$0.00
ACH Return -Paper Report	2,280		\$0.00

File Processed	250		\$0.00
Block ACH Transactions	12		\$0.00
Addenda originated	350		\$0.00
Deposits	200		\$0.00
Maintenance	12		\$0.00
ACH Recall	10		\$0.00
ACH Returns	950		\$0.00
Reversal Request per File/Item	35		\$0.00
ACH Unauthorized Trans-Returned	60		\$0.00
ACH Originated Items - PPD Debit	100		\$0.00
ACH Originated Items - PPD Credit	1,600,000		\$0.00
ACH Originated Items - CCD Credit	350		\$0.00
ACH Management Maintenance	12		\$0.00
Notifications of Change	2,800		\$0.00
Control Total Entry	72		\$0.00
Total ACH			<u>\$0.00</u>
Data Exchange			
BAI Data Direct to Customer/Item	2,500		\$0.00
BAI Transmission	12		\$0.00
Total Data Exchange			<u>\$0.00</u>
Image Services			
Paid Checks Images	25		\$0.00
Paid Checks Maintenance	12		\$0.00
Paid Checks Viewed in Online Banking System	10		\$0.00
Total Image Services			<u>\$0.00</u>
Account Reconciliation			
Outstanding Issue Items on File	5		\$0.00
Positive Pay Monthly Maintenance	12		\$0.00
Full Reconciliation per Item	25		\$0.00
Account Recon Output Transmission	12		\$0.00
Account Recon Additional Report Copies	12		\$0.00
Full Recon Monthly Maintenance	12		\$0.00
ARP Payee Match Positive Pay/Per Item	25		\$0.00
Outgoing Transmission Detail/Per Item	25		\$0.00
Stop Payments – Manual			\$0.00
ARP Internet Access Maintenance	12		\$0.00
ARP Notification Service/Monthly Fee	12		\$0.00

ARP Paper Reports	12		\$0.00
Total Account Reconciliation			<u>\$0.00</u>
Internet Online Capabilities			
Viewing Prior Day Account Activity			\$0.00
Viewing Current Day Account Activity			\$0.00
Stop Payments – Terminal Based	5		\$0.00
Stop Payment Activity	5		\$0.00
Stop Payments Removed – Terminal Based	5		\$0.00
Viewing Check Status	25		\$0.00
Total Internet Online Capabilities			<u>\$0.00</u>
Wire Transfers			
Domestic Wires	250		\$0.00
Book Transfers	50		\$0.00
Incoming Wires	400		\$0.00
Outgoing Non-Repetitive Wires	10		\$0.00
Book Transfer Credits	160		\$0.00
Wire Template Storage	150		\$0.00
Debits Posted	300		\$0.00
Deposits	480		\$0.00
Total Wire Transfers			<u>\$0.00</u>
Wholesale Lockbox			
Standard Item Processing	2,500		\$0.00
Check Image/Photocopy	2,500		\$0.00
Correspondence/Unprocessables	115		\$0.00
Deposit Prep Charge	250		\$0.00
Monthly Maintenance	12		\$0.00
MICR Data Capture Charge/Per Line	2,500		\$0.00
Value Added Keying	25,000		\$0.00
Monthly Transmission Maintenance	12		\$0.00
Hardcopy Report	24		\$0.00
Non-Truncated Lockbox Pkg Prep Mailout	12		\$0.00
Check and Document Association	2,500		\$0.00
Lockbox Deposited Items	25,000		\$0.00
Total Wholesale Lockbox			<u>\$0.00</u>
Wholesale Lockbox			

Scannables Single Full Pays	18,000		\$0.00
Scannables Muti Pays	11,000		\$0.00
Monthly Lockbox Maintenance	12		\$0.00
Correspondence and Unprocessables	1,500		\$0.00
Checks	22,000		\$0.00
Deposit Prep Charge	250		\$0.00
In-Bound Overnight Payments	40		\$0.00
Transmission Maintenance	12		\$0.00
Remittance Package Prep Mailout	12		\$0.00
Courier Charges	12		\$0.00
Minimum Volume Fee	18,000		\$0.00
Coupons Returned	18,000		\$0.00
Total Wholetail Lockbox			<u>\$0.00</u>
Grand Total Costs			<u>\$0.00</u>

Department of the Treasury

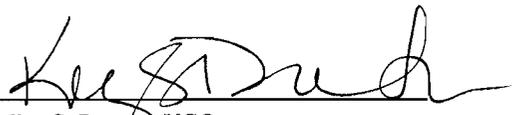
VRS RFP - Account ending in 5342 - Checking

	Annual Volumes	Unit Price	Extension
General Services:			
Account Maintenance	12		\$0.00
Sub-Account Maintenance	12		\$0.00
Two Year Stop Payment	12		\$0.00
Account Analysis Statement	12		\$0.00
FDIC Assessment	12		\$0.00
Weekly Statements	52		\$0.00
Non-Depositor Check Cashing Fee	1,900		\$0.00
Checks Paid	145,000		\$0.00
Total General Services			<u>\$0.00</u>
ACH			
Block ACH Transactions	12		\$0.00
Total ACH			<u>\$0.00</u>
Paper Disbursements			
Paid Item Rejects	600		\$0.00
Returned Drafts - Per Item	5		\$0.00

Total Paper Disbursements			<u>\$0.00</u>
Data Exchange			
Balance Inquiries	12		\$0.00
BAI Data Direct to Customer/Per Item	950		\$0.00
BAI Transmission	12		\$0.00
Total Data Exchange			<u>\$0.00</u>
Image Services			
Paid Checks Maintenance	12		\$0.00
Paid Checks Images/Per Item/Internet	145,000		\$0.00
Paid Checks Daily ImageTransmission	145,000		\$0.00
Paid Checks Viewed in Online Banking System	300		\$0.00
Total Image Services			<u>\$0.00</u>
Account Reconciliation			
Outstanding Issue Items on File	3,000		\$0.00
Positive Pay Monthly Maintenance	12		\$0.00
Full Reconciliation Per Item	150,000		\$0.00
Account Recon Output Transmission	12		\$0.00
Account Recon Monthly Maintenance	12		\$0.00
ARP Payee Match Positive Pay/Item	150,000		\$0.00
Positive Pay Exception Item Image	25		\$0.00
Postage/Mailing-1st Class UPS/Priority	12		\$0.00
Outgoing Transmission Detail per Item	150,000		\$0.00
Positive Pay Exceptions	25		\$0.00
Stop Payments – Manual	5		\$0.00
ARP Internet Access Maintenance	12		\$0.00
ARP Notification Service	12		\$0.00
ARP Paper Reports	12		\$0.00
Total Account Reconciliation			<u>\$0.00</u>
Internet OnLine Capabilities			
Viewing Prior Day Account Activity	12		\$0.00
Viewing Current Day Account Activity	12		\$0.00
Stop Payments – Online	350		\$0.00
Stop Payments Removed – Online	15		\$0.00
Viewing Check Status	800		\$0.00
Total Internet OnLine Capabilities			<u>\$0.00</u>

Note: A signed acknowledgment of this addendum must be received by this office either prior to the proposal due date and hour or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

Sincerely,



Kelley S. Denton, VCO
(804) 786-4741

Name of Firm

Signature/Title

Date