



February 24, 2020

ADDENDUM NO.: One

TO ALL OFFERORS:

REFERENCE: Request for Proposal No: **RFP# LMF-1066**
Dated: **January 23, 2020**
Commodity: **University Banking Services**
RFP Closing On: **March 12, 2020 @ 2:00 PM**

Please note the clarifications and/or changes made on this proposal program:

Service Group 1: Comprehensive Banking Services

- 1. Q. In section 2, Account Structure, page 3, it is noted the University has several ZBA accounts. Can you provide the number of ZBA sub accounts?**

A. Yes, there is one ZBA sub account.

- 2. Q. Please explain how JMU uses services EDI Payment Services listed in Service Group 1. What are your requirements?**

A. The current EDI services used are related to remitting/reporting outsourced university vendor payments via check, ACH and virtual card payment methods. The requirements are already addressed in the Services Group 1.

- 3. Q. Can you provide the definitions for services listed in Service Group 1?**

A. AFP Codes and generic naming have been provided in the pro-forma to assist in comparing services to the bank's internal service names. A question on a specific service can be submitted for response, but we will not provide definitions for every service included in the pro forma.

- 4. Q. Section 5, Check Disbursements (page 5) – “The printing of payroll, supplemental retirement and other miscellaneous checks is performed in-house. Accounts payable check printing is outsourced as described below.” Question – Please confirm the reference to the outsourcing of accounts payable checks is specific to the process described in section 7, Accounts Payable.**

A. Yes, the reference is specific to the process described in section 7, Accounts Payable.

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5. **Q. Section 5, Check Disbursements , Item (e)(page 5)- “Provide a mechanism that limits the dollar amount of checks that can be cleared on JMU accounts and cap the amount of checks that can be cashed by a bank teller.” Question – Would the University please expand upon the current application of this requirement?**
- A. JMU currently has fraud controls on all accounts including maximum check amount limit and teller check cashing limits.
6. **Q. Section 8, Electronic Transfer of Funds, Incoming Funds (page 8) – “The University receives approximately 700 ACH credit transactions, 10 incoming domestic fed funds wires and one international wire per month. The incumbent bank provides a receivables matching service with multiple “account numbers” that assists with the identification of incoming payments.” Question – Would the University provide additional information regarding the application of this incoming transaction matching service? For example, are University staff afforded the opportunity to confirm the application or credit of funds resulting from this matching service?**
- A. The current service allows JMU to assign unique identifying numbers to each of the organizations that send funds to the University. The incumbent bank offers a service that reports on the funds received by the unique ID number. This allows the University easily identify the source of incoming credit transactions.
7. **Q. 10(e) (page 21) – “Does the bank offer Universal Payment Identification codes (ability to mask account numbers to reduce the risk of unauthorized credits) or a comparable service? Question - Does the University currently utilize *Universal Payment Identification codes* or a comparable service?**
- A. Yes, JMU uses the incumbent bank’s solution, which is similar to UPIC.
8. **Q. Is not having a local branch presence within Harrisonburg city limits a disqualifying factor? Are we able to propose our suite of integrated solutions as an alternative and/or for areas where a branch is not needed?**
- A. The proposer having a branch within Harrisonburg city limits is only a requirement for Service Group 1: Comprehensive Banking Services. It is not required if the proposer is proposing on any of the other service groups. The university needs to deposit cash/coin daily and may need change funds or to purchase foreign currency. Offerors that do not have a local branch should clearly explain how they propose to meet the university’s local banking requirements.

9. Q. 3. Deposit Services Please break down by day the amount of currency and the amount of coin deposited per day.

A. One bulk coin ‘post-verify’ deposit per day from parking meters; \$193/average, largest single coin deposit \$467, total parking coins FY19 \$28K. Other breakdowns are not available for cash deposits.

10. Q. 4. Other Bank Services: What types of foreign currency are typically ordered?

A. In the past three years, only Japanese Yen has been ordered.

11. Q. How long has JMU been offering Virtual Card as a payment type? What had been identified as projected Virtual Card annual volume by the incumbent?

A. Virtual Card was originally implemented in 2009, and the University upgraded to the current solution in 2012. The incumbent’s analysis forecast an 18 month projection of \$21MM.

12. Q. Are Virtual Card payments offered with unique single use 16 digit card numbers for each vendor payment today?

A. Yes.

13. Q. How many active Purchasing cards are in places today?

A. The University has approximately 1,000 Purchasing Cards in place today.

14. Q. What is the total annual spend volume on Purchasing Cards?

A. Annual spend volume is approximately \$2.37 million

15. Q. Would JMU be willing to award PCard with Virtual Card to achieve higher rebate returns?

A. The University is required to use Commonwealth of Virginia Small Purchase Charge Card as the primary SPCC for the University. The University is only seeking an alternative for current commercial card declining balance cards and anonymous prepaid cards, and is open to proposals to facilitate this function.

16. Q. Regarding ACH limit of \$15MM: Of the limit of \$15MM, how much of that is dedicated to ACH Credit transactions and how much for Debit transactions?

A. All of the \$15MM is ACH Credit transactions.

17. Q. Regarding ACH limit of \$15MM: In the normal course of business, why are the funds being sent and is JMU originating the transactions on behalf of themselves or another party?

A. JMU is originating all of the transactions. The transactions are used for Payroll, employee reimbursements and retirement transactions.

18. Q. If items listed as requirements in Service Group 1 for Banking Services cannot be met, whether it's products or online archiving capabilities, will those proposals automatically be disqualified, or will JMU be willing to consider alternatives?

A. Refer to the RFP, *Section V. A. 3.d.* on Page 41:
As used in this RFP, the terms “**requirement(s)**”, “**must**”, “**shall**”, “**should**” and “**may**” identify the criticality of requirements. “**Must**” and “**shall**” identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as “**should**” or “**may**” are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual “**must**” and “**shall**” items may not be fully satisfied, but it is the intent to satisfy most, if not all, “**must**” and “**shall**” requirements. **The inability of an offeror to satisfy a “must” or “shall” requirement does not automatically remove that offeror from consideration; however, it may seriously affect the overall rating of the offeror’ proposal.**

Service Group 3: Pre-Paid Debit Cards

19. Q. (page 13) “i) Provide a monthly download of transaction data, including Level 3 data for reloadable cards.” Please clarify what ‘Level 3 data’ means to JMU.

A. Level 3 data consists of transaction details to include not only amount, customer code, sales tax but also quantity, description, unit price, extended price, unit of measure, etc. when passed by merchants.

20. Q. (page 12) “JMU currently uses credit cards and pre-paid cards to support the needs of students staff and faculty. Through this RFP the University would like to find a single solution to replace the existing mix of services.” Question – Would the University consider a consolidated commercial credit card solution incorporating both traditional and declining balance and controlled-value cards?

A. Prepaid cards are preferred for single-use scenarios such as research incentives. A consolidated card proposal will be reviewed for compatibility with needs.

Service Group 4: International Payments

21. Q. In which countries or currencies would JMU like to take physical delivery and what is the volume?

- A. JMU would like the ability to take physical delivery in all of the international short-term program and international research destinations indicated in the currency chart on page 14 of the RFP.

22. Q. Attachment I: Please clarify International Wire volume, why so many?

- A. The university has 80-90 international programs internationally in 35-40 countries and initiates multiple wires/program.

General Terms and Logistics

23. Q. Is Paragraph U of Section VII (General Terms and Conditions) – “eVA Business to Government Vendor Registration, Contracts, and Orders” applicable to this RFP such that WUBS would have to register and pay the registration fee?

- A. Prior to award of a contract, the successful offeror must be registered in eVA. There are no fees to the vendor for registering in eVA. However, eVA fees outlined in Section VII, Paragraph U will apply for each purchase order issued against the contract.

24. Q. Can you please explain the intent of Paragraph X of Section VII (General Terms and Conditions) – “E-Verify Requirement of Any Contractor” and how it applies with respect to this RFP? What information and work authorization would need to be verified, and what does “newly hired employees” mean?

- A. The e-verify requirement is part of the Code of Virginia. The employer (*contractor*) would need to check e-verify to ensure that any new employee is eligible for work in the US. The website to enroll in E-Verify is at: <https://www.e-verify.gov/employers/enrolling-in-e-verify>

This T&C pertains to any contractor entering into a contract with JMU (*Commonwealth of VA*) and specifically for any employer that has had an average of over 50 employees in the previous 12 months and if the contract value is in excess of \$50,000.

§ 2.2-4308.2. Registration and use of federal employment eligibility verification program required; debarment.

- A. For purposes of this section, "E-Verify program" means the electronic verification of work authorization program of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (P.L. 104-208), Division C, Title IV, § 403(a), as amended, operated by the U.S. Department of Homeland Security, or a successor work authorization program designated by the U.S. Department of Homeland Security or other federal agency authorized to verify the work authorization status of newly hired employees under the Immigration Reform and Control Act of 1986 (P.L. 99-603).

- B. Any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with any agency of the Commonwealth to perform work or provide services pursuant to such contract shall register and participate in

the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to such public contract.

- C. Any such employer who fails to comply with the provisions of subsection B shall be debarred from contracting with any agency of the Commonwealth for a period up to one year. Such debarment shall cease upon the employer's registration and participation in the E-Verify program.

25. Q. If the vendor has exceptions to the Terms and Conditions presented within the RFP for further discussion, please confirm where JMU would like these to be presented within the vendors response?

- A. James Madison University is an agency of the Commonwealth of Virginia and as such, terms and conditions of the Commonwealth are included in our RFPs and subsequent contracts. We discourage any exceptions being taken to the terms and conditions. Should an exception be taken; however, the offeror should identify objections at the end of the relevant section. Proposal sections shall be organized in the order in which the requirements are presented in the RFP (reference Section V.A.3.C.).

26. Q. RFP Page 46, Section J, #2 To Subcontractors: & 3 and Page 6, Attachment B – Please confirm these provisions and forms are not applicable if we are not subcontracting

- A. This is specifically in reference to subcontracting and applicable when subcontractors are used by the contractor. Section 3 applies only when the contractor is utilizing SWAM subcontractors and has submitted a SWAM procurement plan.

27. Q. RFP Page 54, Section Q – Confidentiality of Personally Identifiable Information- Please clarify where you are sourcing the information that you believe is Federal Tax Information.

- A. We have not specifically sourced information we believe is FTI, rather we are stating that information and data collected is to be held confidential in accordance with these rules, which includes FTI.

28. Q. Can we please receive a copy of the Audit for period ending 6/30/19?

- A. The Commonwealth of Virginia Auditor of Public Accounts (APA) is currently conducting the FY19 audit, expected to be completed and presented at the JMU Board of Visitors 4/24/20 meeting. APA will provide the audited statements for publishing approximately 4 weeks after this date.

Previously audited statements are available at:

<https://www.jmu.edu/financeoffice/accounting-reporting/financial-reporting/annual-financial-statements.shtml>

University budget information and statistics is available at:

<https://www.jmu.edu/budgetmgmt/university-budget-info.shtml>

29. Q. With regard to the submission instructions, we understand that JMU would like to receive 1 x Original signed copy and all attachments, and 7 x additional copies and all attachments. As an environmentally conscious company, we request that JMU considers accepting: 1 x color copy of the response + Attachments and all associated Appendices

7 x black and white copies of the response, without Appendices

An electronic copy of all appendices located within our secure document storage platform, Box, or a copy via encrypted email, if file size permits.

Please confirm your agreement.

A. All offerors are to submit their proposal as outlined in the RFP – see Section V. “*Proposal Preparation and Submission*”.

30. Q. Due to security reasons, our company policy prohibits us submitting files via an electronic device such as flash drives/CDs. Could you confirm that you are happy to accept the electronic submission of the RFP through “Box”, our secure document storage platform or an encrypted email?

A. All offerors are to submit their proposal as outlined in the RFP. Offeror may choose to encrypt the data on a USB key and provide the password within the proposal document.

31. Attachment D:

a. Q. Is the Primary Liquidity Portfolio considered to be the only balance exceeding approximately \$10 million?

A. No, the university’s primary concentration depository account balance, student concentration account and state clearing accounts all may exceed this threshold at various times throughout the year. These account balances vary seasonally relative to the academic calendar.

b. Q. Does Assistant Vice President for Finance and Finance Staff follow diversification policy printed in General Account Investment Guidelines adopted by the Treasury Board on December 20, 2017?

A. AVP for Finance and Finance Staff follow the JMU Statement of Investment Policies and Goals included as Attachment D in the RFP, which is based on the General Account Investment Guidelines adopted by the Treasury Board.

- c. **Q. If no, what asset mix restrictions are placed on Primary Liquidity Portfolio?**
 - A. As outlined in the JMU Statement of Investment Policies and Goals.
 - d. **Q. If yes, can deviations granted to Assistant Vice President for Finance and Finance Staff exceed stated maximums in this document?**
 - A. The university will continue to maintain an investment policy that conforms with the Investment of Public Funds Act of the Code of Virginia.
 - e. **Q. Are there additional investment responsibilities/investment manager responsibilities beyond those mentioned in Attachment D of RFP?**
 - A. The JMU Investment of Policies and Goals and the General Account Investment Guidelines adopted by the Treasury Board should be sufficient.
32. **Q. Can we get an ending balance each month for 12 months in the fiscal year (to help with portfolio construction for balance over \$10 million)?**
- A. Portfolio construction and investment services are not included within the scope of this RFP.

Signify receipt of this addendum by initialing “*Addendum # 1*” on the signature page of your proposal.

Sincerely,



Leah Frank
Procurement Manager
Phone: (540-568-3134)