

CLERK & COMPTROLLER, PALM BEACH COUNTY
Banking Services RFP Questions & Responses
Branch Banking & Trust

Bank / Ref #	RFP Section	Proposer Inquiry	Clerk & Comptroller Responses
BB&T #1	BOARD	<p>Please confirm the number of accounts you require as the information provided stipulates different numbers:</p> <p>BOARD - 11 & 12 CLERK – 17 & 20</p>	<p>BOARD: 12 Accounts.</p> <p>CLERK: 20 Accounts.</p>
BB&T #2	BOARD	<p>Please provide the total dollar amount and frequency of payment for the following so that we can establish an ACH Limits: Payroll, Vendor Payments and Preauthorized drafts.</p>	<p>BOARD: With respect to Board Payables, there are no vendor payments processed via ACH currently. We have one weekly payment that is an EFT/EDI payment that averages approximately \$471,000.00/week. Payroll has the following ACH payments: Palm Tran Payroll, bi-weekly, averaging \$560,000.00 Board Payroll, bi-weekly, averaging \$8,900,000.00 Commissioners Payroll, twice a month, averaging \$18,000.00</p> <p>CLERK: Payroll has the following ACH payments: Clerk Payroll, bi-weekly, LVG \$932,000.00</p>
BB&T #3	BOARD	<p>What is the name of the Armored Courier Service you presently utilize and do you intend to continue with this company?</p>	<p>BOARD: Currently we use Brink's Inc. Effective 10/1/11 we will be using Dunbar Armored Inc.</p> <p>CLERK: Currently we use Brink's Inc. Effective 10/1/11 we will be using Dunbar Armored Inc.</p>
BB&T #4	BOARD	<p>Does the Armored deliver deposits to the Armored Courier's Processing Center or the branch?</p>	<p>BOARD: Both.</p> <p>CLERK: The deposits are delivered to the Banking partner's money center.</p>
BB&T #5	BOARD	<p>Does the courier pick up checks and if so please clarify the volume of checks processed via courier.</p>	<p>BOARD: Yes, large volumes. (Refer to B of A #1 – Bank Analysis)</p>

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			<p>CLERK: The courier doesn't process our checks. The checks are processed at the Banking partners' money center. The three month average volume is 40,592.</p>
BB&T #6	BOARD	<p>Please clarify amount of cash deposited via courier on a monthly basis via Armored Car Courier and the calculation method utilized by your present bank for the cost associated with processing the cash.</p>	<p>BOARD: Amount of cash deposited is not substantial. Any cost associated with the process of cash would be on the bank account services analysis – see Form C on the Clerk's website.</p> <p>CLERK: Amount of cash deposited is not substantial. Any cost associated with the process of cash would be on the bank account services analysis – see Form C on the Clerk's website.</p>
BB&T #7	BOARD	<p>Please provide the total dollar amount of coin deposited per month if applicable.</p>	<p>BOARD: Unable to determine due to multiple locations.</p> <p>CLERK: Amount of coin deposited is minimal.</p>
BB&T #8	BOARD	<p>Please provide the total dollar amount and frequency of coin orders if applicable.</p>	<p>BOARD: Unable to determine due to multiple locations.</p> <p>CLERK: The frequency is 28 per month, based upon a three month average.</p>
BB&T #9		<p>Does the courier pick up checks to be processed if so are these the Deposited Items (65) noted on page 36 under General Banking Services?</p>	<p>BOARD: N/A</p> <p>CLERK: "Deposited Items" are per item charges for each paper check deposited to an account. This is different than cash deposits "per \$100".</p>

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BB&T #10		<p>What Accounting systems, ERP, and/or Treasury Workstation systems do you use for Payables or Receivables services?</p>	<p>BOARD: The Board uses Advantage Financials, release 3.8.0.1</p> <p>CLERK: The Clerk uses PeopleSoft FMS, release 9.0</p>
BB&T #11		<p>Do you currently have the system capability to create payables file in NACHA format? Or EDI format?</p>	<p>BOARD: The Board can generate ACH, PPD, CCD and CCD+ files. We have third party software that we use to generate EDI 820 X12 files</p> <p>CLERK: The Clerk can generate ACH, PPD, CCD and CCD+ files. We have third party software that we use to generate EDI 820 X12 files</p>
BB&T #12		<p>Do you currently submit information to the bank, or receive information from the bank, using data transmissions, or do you instead upload using a web-based portal? For example, your ACH payables, your Positive Pay Check Issues, or your Account Reconciliation from the bank?</p>	<p>BOARD: The Board receives and sends information from/to the Bank mostly using FTP data transmissions. Occasionally transactions may be submitted via web based portal.</p> <p>CLERK: The Clerk receives and sends information from/to the Bank mostly using FTP data transmissions. Occasionally transactions may be submitted via a web based portal. We submit Positive Pay Check Issues files to the Bank and import the Bank statements using data transmission.</p>
BB&T #13	3.8	<p>Please expand on this:</p> <p>To facilitate the bank reconciliation process, the Clerk is requesting the Proposer to supply a list of all Clerk's and Board merchant account numbers and the corresponding department names. It will be required that the Proposer update this list periodically as new merchant accounts are added.</p>	<p>BOARD: The Board has multiple departments with credit card activity and requires the Proposer to maintain an updated list of individual Merchant numbers and corresponding department names.</p> <p>CLERK: We do not use the Bank reconciliation process.</p>

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BB&T #14	3.10	<p>Imaging -- all available via CMOL?</p> <p>Please provide the percentage of transaction images such as paid checks, deposited items and or returned items that are accessible on-line through the initial scanning process and the procedure to include those transactions not captured through the original scanning.</p>	<p>BOARD: 100%</p> <p>CLERK: The average number of transaction images is 44,629, based upon a three month average which includes deposited items, returned items and paid checks. It is the expectation that all items will be imaged.</p>
BB&T #15	LOCKBOX	<ol style="list-style-type: none"> 1. What types of payments are being received through the wholesale lockbox? 2. Are the payments received with any type of coupon? 3. If yes, can we receive a sample? -What is being received through the "ebox"? Are these online bill payments? If yes, what are these payments? 4. There are fees also associated with a cash letter. Is the County processing payments internally and if yes, what are those payments for? 	<p>BOARD:</p> <ol style="list-style-type: none"> 1. Refer to PNC #3 2. Refer to B of A #7 3. Refer to PNC #4 4. No <p>CLERK: N/A</p>
BB&T #16		<p>Under wholesale lockbox, there is a high number of correspondence/unprocessables. What is being returned to the County?</p>	<p>BOARD: All correspondence plus items which cannot be processed.</p> <p>CLERK: N/A</p>
BB&T #17		<p>It appears the County is still receiving all of their paper back- is this going to be a continued requirement versus accessing detail through the Image Viewer?</p>	<p>BOARD: By Florida Law the Clerk is required to maintain a record/master copy (paper or electronic format).</p> <p>CLERK: By Florida Law the Clerk is required to maintain a record/master copy (paper or electronic format).</p>

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BB&T #17	3.16	3.16 C states they receive "an electronic file of lockbox information". But Form B makes no mention of Data Keying, nor Data Transmissions. Please confirm.	BOARD: Yes, the county requires an electronic file of lockbox information. CLERK: N/A
BB&T #18		Please provide three months analysis bank statements from your current provider.	BOARD: Refer to B of A #1. CLERK: Refer to B of A #1.