

RFP Banking Questions and Answers

As of 1/28/2020

Posted on 1/29/2020

EMW

Please see RFP Questions below:

1. Currently we do not offer controlled disbursement accounts. Can ZBA accounts be setup in place of controlled disbursement accounts?

Yes, ZBA accounts can be used. The District currently has four ZBA accounts to one master general account. We also have five additional stand alone accounts. (School Nutrition, School Activity, SPLOST 2011, SPLOST 2016, and Contingency).

2. How many RDC scanners are needed?

40

3. #10 – ACH for Payroll: how do you currently transfer your Payroll?

Accounting sends an electronic NACHA file to our bank. We then do an ACH control verification through the bank software platform within the hour of the file transmission of the NACHA file. This verification includes the dollar amount of the payroll wire to be submitted. Finally, we do an ACH wire for the amount of the payroll. All three are matched by the bank before release.

4. # 18 - Accounts payable automated vendor invoice payment system – could the School District please explain their process when transferring data from Tyler's Munis System to their current ACH Processor?

For the ACI payments, vendors enroll to receive payments via a "ghost" card in lieu of a check. An exported file from Munis is sent to the our bank for current invoices to be paid. The vendor draws the money down through the use of their card number from the bank. The District pays the processed amount twice a month. All other invoices currently are being paid by check. However, we are considering offering ACH payments to some vendors not willing to enroll in ACI.

Do you currently transfer dollar amounts to your ACH Payment System to pay your employees?
See answer to question 3. Direct deposit is a mandated requirement.

- a. Would the school district be able to share a test file?

No we could not share a file before a contract is signed with an institution.

5. Limit needed for credit card?

\$50,000 for corporate card and \$1,000,000 for the ACI vendor payments.

6. Does the School District have a corporate credit card program today?

a. If yes, how many cards and what are they used for?

The District has two corporate credits cards. One is for the use of the Superintendent and Board Members. The second one is held by Accounting for emergency transactions.

The District also utilizes purchasing cards through a separate state contract.

b. What is your current annual spend?

Average of \$200,000 on the corporate cards.

c. Would the school district be willing to share the most recent card statement?

No we would not be able to share an actual statement.

d. Does the school District utilize cards for vendor payments today?

See the answer to #4 above.

e. If yes, what is the process?

See the answer to #4 above.

f. Would the school district be willing to share your vendor file?

We would not share our file before a contract is awarded.

g. Does the School District receive any rewards or rebates back today?

Yes we do receive revenue sharing from our current program.

7. Could the School District provide an excel with Appendix III information so that we may fill in information?

Yes, we can provide an excel file with Appendix III information

8. Could the School District provide an analysis statement?

No we would not share another bank's fee structure

1. With regard to the A/P Automated Vendor Invoice Payment System, do you already have a definitive process in mind, or would you be open to a process driven collaboration to identify areas of potential efficiency in payments?

Currently for the ACI vendor payments, vendors enroll to receive payments via a “ghost” card in lieu of a check. An exported file from Munis is sent to the our bank for current invoices to be paid. The vendor draws the money down through the use of their card number from the bank. The District pays the processed amount twice a month. All other invoices currently are being paid by check. However, we are considering offering ACH payments to some vendors not willing to enroll in ACI. Our current credit limit for ACI is \$1,000,000.

The District is open to reviewing any proposals for efficiency in payments.

2. Can you elaborate or provide examples of additional services needed (page 12, item 21)?

For example, the District is looking for a solution to on line payment collections through credit cards, debit cards, and automatic check deposit. Schools and accounting collect cash for athletic events, fundraisers, fees, donations, etc. We are looking to reduce the amount of cash being handled.

3. Can you please clarify if you currently utilize Controlled Disbursement Account services and if so, on how many accounts? Your fee schedule does not reflect charges for the service.

The District currently has four ZBA accounts to one master general account. We also have five additional stand alone accounts. (School Nutrition, School Activity, SPLOST 2011, SPLOST 2016, and Contingency).

Thank you for the opportunity to submit our questions for the above bid.