

**COLUMBUS METROPOLITAN HOUSING AUTHORITY**

**880 East 11th Avenue**

**COLUMBUS, OHIO 43211**

**DATE: April 8, 2021**

**RFP# 2021-002**

**TO ALL BIDDERS:**

**The specifications are hereby amended and supplemented by this addendum, which will form a part of the contract documents and should be considered in preparation of bid.**

**ADDENDUM # 1**

1. Would you please provide volumes/services for banking services as well as the procurement cards so that we can provide the Housing Authority with the most accurate pricing (Attachment D Fee Sheet)?
  - a. This information is listed on (attachment D fee sheet)
  - b. And editable excel spreadsheet is available by email request, [aguinichett@cmhanet.com](mailto:aguinichett@cmhanet.com)
2. Can you provide additional details surrounding the Security Deposit Accounts (SDA pg.5)?
  - a. This account will be used to hold tenant security deposits for properties. Funds will be deposited when a tenant moves in and withdrawn when they move out.
3. What are the requirements for maintaining these accounts? (specified account type/functionality)?
  - a. This would be basic cash account. The account should allow for deposits, and the ability to submit check or ACH payments for the refund of tenant security deposits on move out.
4. The following Form have a different bid # on them (Attachment E: HUD Depository Agreement Sample), should we complete them as is or modify, Bid # is on pages 26-31?
  - a. Please use the revised or updated RFP documents
5. Please confirm if we are permitted to submit the entire response as all electronic or do we need to provide both electronic and printed bound submissions?
  - a. Electronic Copy is preferred.
  - b. A physical copy is **not** required.
6. Are the volumes provided on the CMHA fee sheet annual or monthly?
  - a. Annual estimates
7. Will the Housing Authority allow the use of the financial institution's branded Request for Proposal submission if the questions and forms are outlined as requested in 3.0 Proposal Format section?
  - a. Yes, you may create your own documents.
  - b. A word document is available by request.
8. Form HUD-5369-C is referenced as "Attachment B." Please confirm HUD-5369-C is Attachment B. Or, is HUD-5369-C a separate form to be completed?
  - a. Please disregard the reference
  - b. Electronic copies have been provided

- c. Place these documents under tab 2
- 9. Has the decision date been moved out as well, Is May still the plan?
  - a. CMHA plan to submit selected branches to May Board.
- 10. Will the HA consider accepting emailed responses only?
  - a. Electronic copy is preferred.
- 11. Will the HA extend the due date of the RFP so we can provide a more thorough response?
  - a. RFP response has been extended to April 30, 2021 @ 2:00pm.
- 12. Will the Housing Authority accept electronic signatures for the “hard copy proposal”?
  - a. Yes
- 13. Where can we provide insight/recommendations to the HA? Is this most appropriate under Section 2.1.34?
  - a. Yes
  - b. Place under tab #4
- 14. Does the HA use multiple providers today?
  - a. Yes
- 15. How many? Can you name the providers?
  - a. US Bank
  - b. PNC Bank
  - c.
  - d. Key Bank
- 16. Is the HA using earnings credits today? Is the HA earning hard interest on any balances?
  - a. Yes
- 17. How are deposits made today?
  - a. Manual deposit. We are planning to convert to electronic deposit.
- 18. What is the mix of check writing versus ACH?
  - a. 50/50
- 19. Does the HA have a strategy to move to electronic forms of payment and away from checks?
  - a. Yes
- 20. Please provide annual average balances for all accounts.
  - a. \$13M
- 21. How many bank accounts does the HA have today?
  - a. Around 30
- 22. Can you provide a listing of the names or purposes of the accounts?
  - a. Construction cash accounts, Section 8 cash accounts, operating cash accounts
- 23. Why does the HA have 2 accounts payables bank accounts?
  - a. different funding sources
- 24. Would the Housing Authority be willing to use the financial institution’s agreement if they can be negotiated by both parties? Would the sample of the financial institution’s agreement be appropriate to include in section 3.1.4.8?
  - a. No
- 25. On the pricing spreadsheet, how should we add additional lines not listed that would be charged through our institution?
  - a. Please highlight any additional line, evaluators need to distinguish the differences.
- 26. The successful proposer will be required to present proof that it is an FDIC insured institution.” Would a copy of the FDIC membership of the financial institution be sufficient as proof? Would the Housing Authority like to see this document as part of the RFP submission, as part of an “Appendix” section?
  - a. This will be requested from awardees
- 27. Question Section 2.1, page 4

- a. Provide detail related to the services your firm provides.
- 28. Should each point simply be affirmed? Or do you want detail?
  - a. Provide the information the best way your firm can deliver.
- 29. What sample forms is the housing authority looking for when asking for the submittal of sample forms?
  - a. Whichever forms you will require CMHA to use if doing business with you.
- 30. What is the difference between deposit tickets (DT) and deposit slips (DS)?
  - a. They are the same.
- 31. How many general fund accounts (GFA) exist?
  - a. Approximately 30 accounts
- 32. Are these all at one bank today?
  - a. No
- 33. Does the HA choose the bank or does the Housing Program choose?
  - a. HA
- 34. Do you mean that payroll is handled by another bank? Or a third-party provider?
  - a. Yes
- 35. Is payroll processing a part of this RFP?
  - a. No
- 36. Will the payroll checks be drawn on the HA's bank provider?
  - a. No
- 37. Does the HA use direct deposit for payroll?
  - a. N/A. Payroll processing is not part of this RFP.
- 38. What is the existing annual spend on the p-card program?
  - a. Approximately \$200,000
- 39. How is the existing program used today?
  - a. Mainly for travel, training and purchasing time sensitive items
- 40. Is a rebate provided back to the HA today? If yes, can you tell us what that rebate is?
  - a. Yes. The rebate is tiered depending on usage.
- 41. Can we receive a vendor listing to analyze and determine what AP payments are cardable?
  - a. No
- 42. What is a security deposit account (SDA)?
  - a. Refer to #2
- 43. What does the HA do with the cancelled checks that are returned with the monthly statement?
  - a. They are kept at our bank's website business portal and retrieved as needed
- 44. 3.1.2 Form HUD-5369-C is referenced as "Attachment B." Please confirm HUD-5369-C is Attachment B. Or, is HUD-5369-C a separate form to be completed? If a separate form, can the Housing Authority provide this document?
  - a. Typo
  - b. Documents have been provided in electronic form
- 45. 3.1.6 "The proposer shall submit a list of former or current clients." In place of a listing, would the Housing Authority accept three (3) current client references that include contact information (Client Name/Contact Name/Phone/Email/Description of Services)?
  - a. Yes
- 46. Will the Housing Authority allow the use of the financial institution's branded Request for Proposal submission if the questions and forms are outlined as requested in 3.0 *Proposal Format* section? Or, is the Housing Authority requiring the completion of the document as provided; if yes, can the Housing Authority provide a word document of the Request for Proposal?
  - a. Yes
  - b. A word document is available by request.

47. Where in the Request for Proposal response shall the exceptions document be included? Would the Housing Authority accept as part of an "Appendix" section?
  - a. Yes
48. Will the Housing Authority accept "strikethrough" notations on the forms if explained in more detail in the exceptions document?
  - a. No
49. These items don't seem to apply to this RFP. How should we respond?
  - a. It does, this tab 4 where all of your firms services should be under
50. This is not applicable – how should we indicate that?
  - a. This is applicable,
  - b. how staff are retained, screened, trained and monitored?
51. There is no proposed quality control program – how should we indicate that?
  - a. ?
52. What forms are you referring to here?
  - a. Whichever reports your firm use.
53. What is the HA asking for here? The bank has hundreds of offerings that cannot all be included here.
  - a. Whichever services you think may benefit the HA
54. What does "proposed costs to complete the required work" mean? We charge monthly fees for subscribed services.
  - a. Refer to CMHA fee sheet
55. What does "proposer's demonstrated understanding of the requirement" mean? Are we just confirming that we understand the scope of services? How do we confirm? This is mentioned in section 3.1.4.1
  - a. Yes,
56. What is the HA looking for here? This doesn't appear to apply to a banking services relationship. How should we answer? This is mentioned in 3.1.4.2.
  - a. If it does not apply, you are not required to respond.
57. What is the HA looking for here? This doesn't appear to apply to a banking services relationship. How should we answer? This is mentioned in 3.1.4.3.
  - a. If it does not apply, you are not required to respond.
58. Is this a requirement for this RFP bid? If yes, is the \$50,000 for one year or the entire 5-year contract? How can we request written exception as mentioned in the RFP?
  - a. Bond is not required.
59. HUD 5369-A is requested to be included under "Tab 2"; can the Housing Authority provide this document, as it was missing from the RFP?
  - a. Forms have been emailed to proposers.
60. "All proposers are required to attach to the proposal packet a list of all principals, partners or proprietors of the company" As a national banking association, will the Housing Authority accept a Directors/Officers Report of the principal banking subsidiary that will be responding to the services in the RFP to satisfy this request? Would the Housing Authority accept as part of an "Appendix" section?
  - a. Yes
61. Submission of Proposal – Will the Housing Authority accept any supporting documentation as part of an "Appendix" section?
  - a. Yes
62. Minority and Female Business Enterprise Policy – Please confirm there is no direct/indirect participation goals for this contract. Would the Housing Authority accept an overview of the financial institution's supplier diversity program?
  - a. There are no direct goals.

- b. Yes, please provide the supplier diversity program information.
63. For the CASH DEPOSITED line, the volume given is 5 – what does that 5 represent? Can you provide the total cash in dollars deposited?
- a. 5 manual deposits per month. Amount varies widely per deposit.
64. For the MAINTENANCE – PARTIAL and PARTIAL POSITIVE PAY line items, what are you using this service for on the AP and Payroll accounts?
- a. On A/P. Payroll processing is not part of this RFP.
65. Why don't you have Full Reconciliation and Positive Pay on these accounts? Is this Reverse Positive Pay? Please explain how it works.
- a. Banks use **positive pay** to match the checks a company issues with those it presents for **payment**. Any check considered suspect is sent back to the issuer for examination.
66. What is BASIC POSITIVE PAY EXCEPTIONS?
- a. **Positive Pay** requires the company to send (transmit) a file of issued checks to the bank each day checks are written. When a check is presented that does not have a "match" in the file, it becomes an "**exception** item". The bank sends an image of the **exception** item to the client.
67. What is CHECKS PRINTED? Is the current banking provider printing checks on the HA's behalf?
- a. ?HA prints checks in-house