

**Pikes Peak Library District  
RFP for Banking Services  
Questions and Answers  
December 7<sup>th</sup>, 2016**

- **Term of Contract.** Are you looking for 3 years of contract pricing or 4 years? We've noticed some discrepancies in the RFP.
  - **The contract term is 3 years (2017-2019) with two annual renewal options.**
  
- **Electronic Receipt of Final Proposal.** Can/will the district accept secure encrypted email/documents? Chase uses Voltage encryption.
  - **PPLD doesn't have currently a secure encrypted email/documents connection. We are planning to have one next year.**
  
- **Employee Payroll.** Approximately how many employees will require check cashing arrangements at local branches?
  - **PPLD currently produces about 40 manual checks each payroll. We do not know the exact number of employees that would cash their check at a local branch versus depositing in their own bank account.**
  
- **Proposal Cover Sheet – Section II (f).** The Firm carries all required insurance and licenses as outlined in *Section I.A.7. of the RFP*. We do not see this section listed in the RFP. Could you please provide?
  - **Please ignore the reference to *Section I.A.7. of the RFP*. The correct paragraph is: “The firm carries all required insurance and licenses as is generally customary and expected of a financial services organization with public sector customers.”**
  
- **Introduction - Section B(2).** When you refer to the *two (2) employee health insurance accounts*, are these simply checking accounts used for this purpose or are they actually ERISA accounts?
  - **One is checking and one is for savings. They are not for ERISA.**
  
- The October 2016 analysis statement posted on your website reflects a number of differences from the RFP/Addendum B/May 2016 data. The average collected balance is \$1,652,904.19 and additional services include CEO (online information reporting), ACH initiation, online wire transfers, full ARP (account reconciliation) and cash/coin orders. **Please confirm that we should use the October analysis statement data for our pricing proposal:**
  - **Yes, use the October statement.**
  
- **Smart Decision ACH Transit.** Please define this.
  - **Streamline current check deposit processes by transforming paper checks into electronic payments using the best clearing method for a given payment at a given time.**
  
- **Would you like a merchant card services** (acceptance of credit card payments) proposal as part of our RFP response? If so, will you post a recent statement showing transaction totals and dollar volume?
  - **Merchant card services (assume P-card) are not required but optional.**
  - **If referring to credit cards, we currently use 13 cards with limits ranging from \$1,000 to \$20,000. Each card is billed on a separate statement. Individual card**

**usage varies greatly by month.**