

Fairfield County, Ohio
James N. Bahnsen, Treasurer
Request for Proposal (RFP)
October 3, 2024

INTRODUCTION

General Information

The Treasurer of the County of Fairfield (the "County") invites the commercial banking institutions (the "Bank"), who possess the capability, expertise, and experience to provide various banking services, to submit a response in accordance with the stated requirements and as provided for in Chapter 135 of the Ohio Revised Code.

The County employs over 900 regular staff and approximately 50 part time staff. The County's main operating account processes approximately 50 deposits and 6,000 items per month. In addition, the County has, a payroll, an accounts payable, a main checking and a sweep account. All employees are on payroll direct deposit. The County may award active/interim deposits to more than one institution.

The purpose of the request is to obtain quality banking services at competitive market pricing for a term of four (4) years commencing February 1, 2025. It is the intent to maintain banking services with one (1) banking institution.

The Treasurer reserves the right to award some banking services to more than one (1) institution.

Estimated Key Dates:

The following are the estimated key dates associated with the RFP process. Bids received after 4:00PM EDT on the Proposal Due Date (as defined below) will not be considered.

PUBLICATION DATE:

INQUIRY PERIOD:

Questions must be emailed to James N. Bahnsen at jim.bahnsen@fairfieldcountyohio.gov
The email subject line should be PUBLIC DEPOSITORY RFP QUESTIONS. Questions will be answered during this period and responses to any questions will be shared with all of vendors who requested the RFP.

PROPOSAL DUE DATE:

Upon receipt of the proposals by the Proposal Due Date, the proposals will be scored based on the criteria set forth below. The highest ranked proposal's bank will be invited to interview and to negotiate contract terms with the County Treasurer. If the County's contract negotiations are

unsuccessful with the highest ranked bank, the next highest ranked proposal's bank will be interviewed. This process will continue until a contract is successfully negotiated and entered into by the County.

Evaluation Criteria

The total monthly service charge fees will NOT be the sole determining factor in designating the financial institution. The criteria for evaluating the proposals will be based upon a combination of the factors listed below and are not listed in any order of importance.

1. Location and credit quality of financial institution and location of local banking office.
2. Ability of financial institution to provide required banking services.
3. Ability to provide additional banking services which may financially benefit the County.
4. The required number of references and their feed-back.
5. Quality and extent of automated on-line cash management banking services.
6. Overall cost of banking services for like services.
7. Earnings credit capability and methodology of rate determination.
8. Timelines of daily and monthly banking services and reports.
9. Cyber security programs.
10. Response time by financial institution.

Term of Banking Services Agreement

The term of the Banking Services Agreement shall commence on February 1, 2025 through January 31, 2029 with an option to renew for additional periods with the mutual agreement of both parties. All bidders will be notified of the County's designation of award of Banking Services Agreement on or about December 6, 2024.

The Banking Services Agreement may be cancelled by the County with ninety (90) days written notice for just cause (i.e., non-adherence to required qualifications, poor response time, security concerns, etc.).

Proposal Response

Proposals must be received in the office of the Treasurer by 4:00 p.m. EDT on November 1, 2024.

Two (2) copies are to be submitted in a sealed envelope bearing the name and local address of the banking institution and labeled "Request for Proposal for Banking Services". The proposals may be mailed, or hand delivered to:

James N. Bahnsen
Treasurer Fairfield County
210 East Main Street, Room 105
Lancaster, OH 43130

If the proposal is mailed, the same deadline applies. The County will not be responsible for proposals that are delivered after the deadline.

Required Qualifications of Financial Institution

The following qualifications must always be met to maintain the Banking Services Agreement in good standing.

1. The institution must comply with all provisions of the Chapter 135 of the Ohio Revised Code, the Uniform Depository Act.
2. Designation of one (1) local public funds officer who can bind their financial institution on all matters pertaining to the maintenance and servicing of the accounts of the County.
3. The Bank shall provide an Internet-based information reporting system including balance and transaction detail. The Bank shall provide by 7:00 a.m. all prior day account information via their internet reporting system. Both account balance and detail shall be included. An account statement either in print or electronic format, showing all the related activity in the accounts shall be delivered to the Treasurer within three (3) business days of the end of the month.
4. Account analysis statements in either print or electronic format, shall be delivered to the Treasurer within fifteen (15) days of the end of the month.
5. Collateral is to be pledged in accordance with the Ohio Revised Code and Ohio Pooled Collateral System (OPCS) at **102%** prior to commencement of the Banking Services Agreement.
6. The financial institution must address (be working to resolve any issues pertaining to banking services) within two (2) banking days.
7. The Treasurer's office must be notified or receive confirmation via fax or email of all corrections including ACH credits and debits within forty-eight (48) hours.
8. The successful bidder will furnish a listing of the names, telephone numbers and email addresses of the bank staff and their areas of responsibilities. (e.g., wire transfers, deposit corrections, cash management operational problems, etc.). This listing must always be kept current.
9. The deposits must be credited the same banking day.
10. All banking service charge fees for the required and additional banking services are to be explicitly detailed on the Banking Services Bid Form. The County will not pay any fee that is not listed on the bid form (except for services initiated after the bid process).

FORMAT OF PROPOSAL

All proposals should be submitted in the following format to expedite the review and selection process.

1. Cover Letter
2. Equal Opportunity Employment Practices
3. Executive Summary
4. Required Banking Services

5. Additional Banking Services and Data
6. References
7. Banking Services Bid Form
8. Examples
 - A. Bank Statement
 - B. Analysis Statements
 - C. Historical Sweep Rates and Rate Index
 - D. Earnings Credit Rate and Compensating Balance if required
 - E. Applicable Reports
 - F. Financial Statements

Detailed below is a brief description for each of the above requirements to assist with the content of each topic.

1. Cover Letter

This section requires the name and address of the local financial institution, and the name, address, and direct telephone number of staff members who are authorized to respond to operational, pricing, and technical questions.

2. Equal Opportunity Employment Practices

Enclose an Equal Opportunity Employment / Affirmative Action Certification for the Lancaster / Fairfield County area signed by an authorized human resources representative.

3. Executive Summary

A brief and concise description of each required banking service with statement of compliance with the proposal for banking services.

4. Required Banking Services

Do not include any banking service in this section that is not detailed in the Required Banking Services section.

5. Additional Banking Services and Data

Detail additional banking services and other data that will benefit the County, as it pertains to the description of County's current and potential future activity section.

Be brief and concise in presenting the data. Service charge fees, if any, are to be detailed as Additional Banking Services on the Banking Services Bid Form.

6. References

Provide a minimum of two (2) public entities in Central Ohio that have been customers for a minimum of four (4) years. Include the names of the political subdivision, treasurer, telephone number, email address and listing of banking services provided each subdivision. Please note the length of time serving each public entity.

7. Banking Services Bid Form

A price per item of banking service, monthly minimum fees, if applicable, and monthly maintenance fees are to be detailed in Required Banking Services of the Banking Services Bid Form.

Failure to include a fee for a banking service will indicate that a portion of the banking service will NOT incur a fee. It is the responsibility of the financial institution and the local primary account officer to include ALL service charge fees under the appropriate banking service.

8. Examples as required.

Copies of all reports your institution will be providing the County.

The Treasurer, at his option, will pay for monthly service charges or utilize a compensating balance or a combination of both alternatives.

REQUIRED BANKING SERVICES

1. The County requires four (4) accounts. These include one (1) main account to process daily deposits, ACH and wire payments and transfers; two (2) ZBA accounts for warrant checks and payroll; and, finally, one (1) interest bearing sweep account.
2. The financial institution shall provide the required amount of coin and bill wrappers at no cost to the County.
3. Detail a sweep account for the General Fund and state if the daily report is available on-line. The County also requests the daily amount invested and the amount of the daily interest be included in the balance information system.
4. Balance information reporting should be an on-line system that is accessible 24/7. The minimum service should include all ledger activity and collected balances - i.e. daily deposits, checks paid, ACH transactions, the above sweep account requirements, ability to transfer funds between accounts, online wire transfers, etc.
5. A monthly bank statement and cleared items will be issued for each account.
 - a. Enclose a sample of a bank statement as Example A - Bank Statement. Confirm the receipt of cleared items with the bank statements.
6. The monthly analysis statement for each account shall detail the banking service, per unit cost, number of transactions, and the cost for each banking service.

- a. The monthly Summary Analysis Statement shall include the total of collected ledger balances, total cost of all banking services, amount and rate of earnings credit, and the net service charge credit or amount of fees due.
 - b. Enclose a sample of an individual and summary analysis statement as Example B - Analysis Statements.
 - c. Any service charge fee not listed on the Banking Services Bid Form **will not be paid**. Credit will be given to adjust the daily ledger and collected balances and the amount of the earnings credit will be adjusted accordingly if erroneous charges appear.
7. Provide historical monthly interest rates for a bank sweep account and separate Insured Cash Sweep Account (ICS) for the last twelve months with collected balances of eight million dollars (\$8,000,000) to forty million dollars (\$40,000,000).
- a. Describe the index utilized to provide the monthly rate.
 - b. Supply the earnings credit rate for the same period noted above and determine a compensating balance using the average earnings credit rate with annual anticipated service charge fees of fifteen thousand dollars (\$15,000.00).
 - c. Briefly describe your method for direct deposit and any related cost. The County has mandatory direct deposit for all its employees. The County uses a bi-weekly payroll system, with a total of 26 pays per fiscal year. The average payroll is approximately \$1,100,000.

Fairfield County Banking Bid Form October 3, 2024

Required Banking Services - Monthly

***The Volume column is the 13-month average volume for the period 07/01/2023 to 07/31/2024**

Activity	Volume*	Unit Price
Daily Operating		
Checks Cleared		
ACH Credit	170	
ACH Debit	9	
Deposit	140	
Deposited Items	5,539	
Deposited Items Returned	15	
Stop Payment	7	
ACH Debits Originated		
ACH Credits Originated	1,973	
Wire Transfer in	20	
Wire Transfer out	6	

Accounts Payable

Checks Cleared	2,110	
ACH Credit	446	
ACH Debit	20	
Deposit		
Deposited Items		
Deposited Items Returned		
Stop Payment	7	
ACH Debits Originated		
ACH Credits Originated		
Wire Transfer in		
Wire Transfer out		

Activity	Volume*	Unit Price
Payroll		
Checks Cleared	100	
ACH Credit		
ACH Debit	2	
Deposit		
Deposited Items		
Deposited Items Returned		
Stop Payment	0	
ACH Debits Originated	52	
ACH Credits Originated	2,315	
Wire Transfer in		
Wire Transfer out	30	

Overall Account Maintenance

Account Maintenance		
Auto Sweep		
Zero Balance Master Account		
Zero Balance Sub Account		
Positive Pay Per Item – Additional Security	ALL	
Positive Pay Exceptions	ALL	
Positive Pay Monthly Maintenance		
Fed Credit S/T		
Direct Delivery Wire Notify		
ACH Maintenance		

Miscellaneous Optional Services:

Full Check Reconciliation Maintenance _____

Full Check Recon per check paid _____

Basic Recon Maintenance _____

Basic Recon per check paid _____

Miscellaneous Supplies:

Bank Bags

Deposit Tickets

Additional Banking Services

Check Management Image Positive Pay _____

Check Management Image Per Item _____

Positive Pay Return _____

Lock Box Seasonal Services:

Services required during first and second half collections for approximately six (6) weeks each period. Anticipated volume 37,000 for first half (January-February) and 32,000 for second half (June- July).
List the remit to address.

Please see attached schedule of additional fees that may be incurred.

Earnings Credit Rate
(please provide any tier detail that is applicable) _____

Current Overnight Sweep Rate _____

Proposed Total Monthly Fees _____

Proposed Total Annual Fees _____

Required Compensating Balance _____