

Addendum to Request for Proposal for Banking Services**1. State Requirements. Does KTA require their depository bank to be a State-approved QPD? Or can we just agree to follow the state statutes?**

KTA will follow State statutes 9-1401, which guides banking and deposit of public funds. Additionally, proposers must have a branch office in the State of Kansas.

2. Statement Request. Is KTA able to provide a current bank analysis statement as well as merchant statements?

KTA has provided a bank analysis statement and merchant statements in Exhibit C.

3. RFP Section 2.13. PROPOSAL SUBMITTAL DEADLINE. Please provide the format and number of books, etc. needed for the proposal submission or confirm only one hard copy proposal book is required. Are there any other format instructions?

- a. Emailed proposals will not be accepted. All Proposals must be mailed or hand delivered to the west entrance of the main headquarters building, located at 9401 E. Kellogg Dr., Wichita, KS 67207.
- b. KTA will require 1 original and 5 copies of the proposal (bound or unbound), along with 1 electronic copy provided on a flash drive.
- c. Follow the sequence that is outlined in Table 1-2 Proposal Content Checklist, in Section 2.12, with the exception of Exhibit B – Price Proposal Sheet.
- d. Pricing information: All price information including Exhibit B – Price Proposal Sheet, should be included in a separately sealed envelope and labeled as “RFP 140-210826 – Cost Proposal.”
- e. Non-cost information: Any additional proposal content that does not provide pricing information shall be placed in a separately sealed envelope.
- f. Confidential information: Refer to question 4 below.

4. RFP Section 2.17. Per 2.17. KTA Property and Kansas Open Records Act (KORA), directions for marking confidential information are provided in Section IV Proposal Contents and Submission. But Section IV is not located in the RFP. Please provide instructions for how to mark confidential information.

The reference in 2.17 should be directed to Section 2.12. PROPOSAL CONTENT CHECKLIST. Any confidential information as determined by KORA regulations, must be sealed in a separate envelope and clearly marked with “RFP #140-210826 – Confidential Information.” KTA does not recognize pricing as confidential material.

5. RFP Section 5.1.4. COMMERCIAL VALUT SERVICES. Correction: Please change the following information for the second bullet point:

- For Commercial Vault deposits KTA monthly averages are:
 - Dollar amount: \$3.4 million
 - Envelope Deposits (one declared deposit per collector / per day): 1,200.
 - Deposits: 254

- Currency Notes Deposited: 487,000
- Equivalent of a Fed bag loose coin deposit: 32

- a. **Please confirm whether credit card receipts and receipts from KTA’s merchant services provider that are deposited into the main revenue account are one in the same. If they are different, please describe the difference.**

These are deposited into the Revenue fund (main account).

- b. **Please describe the electronic check software process and describe how the software is used to make daily deposits to the main revenue account.**

Currently, KTA receives checks at the KTA headquarters which are then endorsed and deposited directly to a local depository.

6. **RFP Section 5.2. MERCHANT SERVICES.**

- a. **What payment types does KTA accept from travelers through the lanes currently?**

Customers can pay by cash or credit/debit card.

- b. **How does KTA handle billing/invoicing travelers for video enforcement?**

KTA has an internal program that captures the information to be billed and then information is sent to a 3rd party to produce and mail the bills to customers.

- c. **What payment types does KTA accept from travelers for video enforcement currently?**

Check, credit/debit card payments.

- d. **What payment types does KTA accept from travelers online currently?**

Only credit/debit card payments, and ACH payments can be setup on KTAG accounts through the online portal.

- e. **What payment types does KTA accept from travelers through KTAG customer service currently?**

KTAG customers can put their bank account information on file through the KTA online portal. A customer service representative can process credit or debit card payments, but cannot add or take a payment via bank account/ACH. KTAG retail centers can also process cash or check payments.

7. **RFP Section 5.3 LOCKBOX SERVICES.**

- a. **Please provide a sample of the Wholesale Remittance document that’s used for purposes of collection of billed KTAG payments.**

All sample documents are included in Exhibit C.

- b. **Please provide a sample of the Wholesale Remittance document that’s used for purposes of collection of billed violation payments.**

All sample documents are included in Exhibit C.



- c. **Given the expected increase in Lockbox volume as a result of the shift to the cashless billing model, would the Authority consider a redesign of its document to include a scanline for optimal processing?**

Yes, KTA would consider a redesign.

- d. **Can we get a remittance coupon for Lockbox?**

Yes, please 10.b.

- e. **On Lockbox, are you currently getting information through a posting file?**

Yes.

- f. **Does the Lockbox Services need to be located in Kansas?**

KTA would prefer that the Lockbox Services are located in Kansas.

- g. **Can you send us historic volumes for the current lockbox service?**

Average is approximately 45k per year

8. **Exhibit A – RFP Questionnaire, Section 5.2. Merchant Services contains the following questions. Would KTA clarify and provide details on the desired goal regarding the questions below?**

- a. **Question #7: Are fees passed on to the credit card holder or to the Treasurer's Office?**

No.

- b. **Question #8: Can 1 division pass on fees to card holder while another division absorbs it?**

KTA does not pass fees onto customers for processing payments.

9. **Exhibit A – RFP QUESTIONNAIRE, SECTION 5.2. Question #4. Please provide a list of the hardware in use today, including the make, model and quantity.**

There is no hardware that would affect a firm's proposal.

10. **Exhibit A – RFP QUESTIONNAIRE, SECTION 5.2. Question #26. Please provide a list of the gateway and software names and version numbers that are used for accepting card payments.**

JDE version 9.2 is used for accounts payable and payroll transactions. KTA develops and uses in-house software that can be adapted to the Contractor's systems.

11. **Exhibit B Pricing Sheet – Commercial Vault Services. Please describe the make-up of the Envelope Deposits line of 4,545 – how are they prepared and in what form are they delivered to the vault? Bags within bags, per deposit slip, etc.? At what level do you receive discrepancy information, bag-level or envelope-level?**

After a KTA collector counts a deposit, they place the deposit in a deposit bag along with deposit slip. The collector then drops the deposit bag into the vault. The KTA tellers check the deposit bag list against the bag physically to verify accuracy. They then place deposit bags on the armored vehicle and deliver to the KTA vault for final verification. Once all deposits have been collected and verified, the deposit bags are taken to the bank

where the bank again checks the list and verifies. The KTA tellers are given forms which they deliver to HQ the following run day.

12. Exhibit B – RFP Pricing Sheet: SECTION 5.2. – MERCHANT SERVICES. If we need to include fees in addition to those included in the spreadsheet, should we add rows to the spreadsheet or submit the additional fees in our own format?

It is preferred that proposers include all pricing on the RFP Pricing Sheet. New lines may be created for any additional fees that are not already listed. Any clarifications, notes, or comments may be listed in column F.

13. Exhibit B – RFP Pricing Sheet: Section 5.1. – MERCHANT SERVICES. Commercial Vault Services. Does the Currency Deposit line item of 487,178 represent a dollar amount or number of individual bills?

Please refer to number 6 above.

14. Exhibit C – IMAGE OF REMITTANCE ADVICE.

Exhibit C will be provided along with this addendum.

15. Remote Cash Safe. What company are you using for Remote Cash Safe?

We do not currently use remote cash safe.

16. Positive Pay. Can you define electronic transmission on Positive Pay? Do you need images?

KTA currently uploads a txt file for the check information. When the check clears, a digital copy of the cleared check is attached to the record.

17. Account Average Balance. Please provide average balances for each of the Authority’s accounts.

KTA will manage balances to maximize investment earnings or earnings credit from the bank. Below are the average balances:

	Average
Employee Benefit	\$ -
General Fund	\$ 10,062,825.92
Health Savings Account	\$ 3,078.78
Operations Fund	\$ 2,925,026.76
Operations Checking	\$ 603,751.04
Replacement Reserve	\$ 732,478.69
Revenue Fund	\$ 5,518,505.39
Spending Account	\$ 7,279.82

18. ACH Breakdown. Can you breakdown the number of ACH’s originated between credits and debits please?

On average, there are 28k credits and 1k debits monthly.

19. Armored Courier Service. Will the Authority need the bank to provide armored car courier service or will you contract directly or use internal transporters? If transportation is needed, please provide the address locations for each site and pick up frequencies.

At this time, KTA will provide transportation of funds to/from the bank.

20. Separate service. Do we need to submit a proposal for all services or can we submit a proposal for separate services?

A firm may choose to submit any or all of the three sections as stated in Section 1.2. SCOPE OF WORK – OVERVIEW of the RFP; General Banking Services, Merchant Services, and Lockbox Services.