

<b>AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT</b>		1. Solicitation Number  CFOPD-22-R-015		Page of Pages 1   1 (with attachments)	
2. Amendment/Modification Number  Amendment No. 2	3. Effective Date  See Box 16C	4. Requisition/Purchase Request No.	5. Solicitation Caption  Banking Consultant		
6. Issued by:  Office of the Chief Financial Officer (OCFO) Office of Contracts 1100 4 <sup>th</sup> Street SW Suite E620 Washington, DC 20024		Code	7. Administered by (If other than line 6)		
8. Name and Address of Contractor (No. street, city, county, state and zip code)  <b>ALL POTENTIAL OFFERORS</b>		Code	Facility	9A. Amendment of Solicitation No. CFOPD-22-R-015	
				9B. Dated (See Item 11) January 20, 2022	
				10A. Modification of Contract/Order No.	
				10B. Dated (See Item 13)	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15 and returning a <u>1</u> written copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. Accounting and Appropriation Data (If Required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14					
A. This change order is issued pursuant to (Specify Authority):					
B. The above numbered contract/order is modified to reflect the administrative changes.					
C. This supplemental agreement is entered into pursuant to authority of:					
D. Other (Specify type of modification and authority)					
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return 1 copy to the issuing office.					
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)					
a. The proposal due date and time for the subject solicitation is hereby <b>extended</b> to <b>Wednesday, February 23, 2022, by 2:00pm (EST)</b> .					
b. The above referenced solicitation to provide a Banking Consultant is hereby amended to provide the OCFO responses to Offeror questions (See Attachment A), and incorporate changes to the solicitation (See Attachment B).					
<b>ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED</b>					
Except as provided herein, all terms and conditions of the document is referenced in Item 9A or 10A remain unchanged and in full force and effect.					
15A. Name and Title of Signer (Type or print)			16A. Name of Contracting Officer		
			Anthony A. Stover, CPPO		
15B. Name of Contractor		15C. Date Signed	16B. District of Columbia		16C. Date Signed
(Signature of person authorized to sign)					Feb 10, 2022
			(Signature of Contracting Officer)		

## Amendment 2 – Attachment A

### CFOPD-22-R-015 – Banking Consultant

Set forth below are the District’s responses to Offeror questions:

1. Equal Employment Opportunity Employer Information Report. Does the Office of the Chief Financial Officer (OCFO) require two (2) copies to be sent directly to the Office of Contracting and Procurement? If yes, what is the due date? If yes, should they be mailed or submitted electronically?

**Response:** The District requires one copy of the Equal Employment Opportunity Employer Information Report to be submitted with the official RFP response. The District will be responsible for submitting the information to the appropriate agency upon award.

2. Equal Employment Opportunity Employer Information Report. Shall one (1) additional copy be submitted as part of the official RFP response via the online portal?

**Response:** See response to Question #1.

3. Required professional designations reference the CTP, formerly named CCM. Does OCFO follow the AFP’s view of equivalence of these designations?

**Response:** See revision to Section C.3.3 per Attachment B. The Office of Finance and Treasury generally follows AFP’s standards in treasury management. However, the CTP credential is not an OFT policy requirement. We expect any bidder to demonstrate extensive knowledge of treasury management and banking services.

4. In the pricing proposal the third bullet includes a list. Of the three (3) options it is acceptable to provide one (1) of the three (3)?

**Response:** The District requires the offeror to provide all three items for CLIN 003.

5. What is the accepted way to acknowledge the forms J.1: Wage Determination 2015-4281; Rev 21; December 27, 2021 and J.2: Bidder/Offeror Certifications?

**Response:** Submission of the executed Section K of the solicitation with the official RFP response, covers the acknowledgement of Attachments J.1 (Wage Determination) and Attachment J.2 (Doing Business with Integrity). Attachment J.3 (Bidder/Offeror Certifications) shall be executed and submitted with the official RFP response.

6. What significant changes with the banking processes or bank relationships have occurred during the past five (5) years?

**Response:** During the past five years, banks have become less willing to provide lockbox services, especially if clients require customization in payments processing. The District has some lockbox applications that require customization, and we are seeking expertise to help ensure that our agencies continue to receive the lockbox services they need.

Our banking partners have developed and been able to offer more electronic payment options (e.g, web portal payments, Zelle, PayPal, etc.) These payment options may be most valuable to the District as we move forward.

7. Are there custody or investment services in scope for this RFP? If yes, please give a brief description of services and expectations.

**Response:** No.

8. Are you using the BAM module to compare bank fee contract pricing to actual pricing?

**Response:** No.

9. How many banking relationships are currently in place? Can you break them out with primary services provided?

**Response:** The main relationships are with Wells Fargo, Citibank, and JPMorgan Chase. Wells Fargo and Citibank provide general banking services, including lockbox, and JPMorgan Chase is our merchant processor.

10. When was the last bank pricing and service review completed?

**Response:** The last extensive bank pricing and service review was at the beginning of the current contracts, which have been in place since December 2010. There have been several price schedule modifications to the contracts since the award.

11. Are there any credit card services in scope for this RFP? If yes, please give a brief description of services and expectations.

**Response:** No, we already have a credit card service contract with another bank.

12. Provide a list or copy of any current state or federal regulations which require compliance for banking services at the time project is awarded.

**Response:** See below:

1. The Community Development Amendment Act of 2014, effective March 11, 2015 (D.C. Law 20-226; D.C. Official Code § 26-431.05)
2. The district's collateralization rules cited in "The Financial Institution Deposit and Investment Amendment Act of 1997" (the "Depository Act"), DC Law 12-56, Section 47-351.8
3. See also the accompanying Cash & Investment Management – Investment Policy

13. Are any banking services required outside of North America? If yes, please list the country and primary services.

**Response:** No.

14. How are the banks currently connecting to Kyriba? SFTP, SWIFT, Aggregator, etc.?

**Response:** They are connected via the provision of BAI files

15. Are G/L entries currently passing from Kyriba to ERP? If yes, is the conversion to feeding to Oracle part of the scope of this project for existing or new banking services? If no, confirm the scope for project is connectivity for data to Kyriba for data and not G/L feed to Oracle.

**Response:** No, the conversion mentioned in this question is not part of the scope of this project. Connectivity to Kyriba is achieved via provision of BAI files.

16. Are there known blackout periods which would impact the various phases of the project?

**Response:** No.

17. Approximately how many staff currently make up the District's treasury group?

**Response:** There are three (3) treasury staff members on this project.

18. Is there a minimum number of potential bidders required?

**Response:** No.

19. C.3.6.1 – Are you including investment and risk management service capabilities as part of the RFP process for banking services? Any other capabilities such as merchant card, check printing, etc. or do these services fall into the standard banking services such as remote deposit, lockbox, controlled disbursement, coin and currency processing, cash concentration, etc.

**Response:** No, we are not including investment or risk management services in the banking contract. All other services are included in the standard banking services.

20. C.3.6.1 – Are you requiring a full business process review or only a review and impact analysis of those that are directly related to the banking services?

**Response:** The District is requesting only a review and impact analysis of those that are directly related to the banking services.

21. C.3.6.1 – Can you please clarify the following process areas:

- Information Services – Does this refer to banking transactions or does it include other information services such as market rates, current values of investments
- Reporting & Metrics – Does this refer to the provider’s reporting and performance metrics or is this internal DC reporting and metrics?
- Performance Analytics – Is this DC performance or banking fee provider performance?
- Document Retention Requirements – Does this refer to DC document retention requirements or the banking service provider document retention?
- Administrator and employee online access – Does this refer to access to banking systems or some other systems??
- Security requirements – Does this refer to the requirements of the supplier of banking services, internal DC systems, or the access to the banking systems?
- Cash forecasting – Is this a review of the DC cash forecasting business process?
- Internal Controls Structure – Is this the internal controls over access to banking services or does this include payment and receipt processing controls by non-treasury functional areas such as AP and AR?
- Risk Management – Is there more detail about the scope of Risk Management that can be provided?
- Investment management – Is this the short-term investment processes associated with daily cash positioning or is this associated with all investment management activities? Are these being put out to bid as well?
- Staffing & Organization – Is this the Treasury organization only or does it include other areas such as AR, AP, and GL groups?

**Response:** See below:

- Information Services – This includes all the banking information related to banking services.

- Reporting & Metrics – This is internal DC reporting and metrics.
- Performance Analytics – This applies to banking fee provider performance.
- Document Retention Requirements – This refers to the banking service providers’ document retention.
- Administrator and employee online access – This refers to access to banking systems.
- Security requirements – This refers to DC’s internal security requirements and banking systems’ security.
- Cash forecasting – No. This is a service that the financial institution provides to DC to manage the cash forecast using the balances in the accounts.
- Internal Controls Structure – This is internal control over access to banking services.
- Risk Management – Among financially sound institutions, the District’s focus is on operational risk.
- Investment Management – The investment processes are managed by the Cash Management Unit. This is based on the capability from the financial institution to provide various accounts but is not to procure investment management services.
- Staffing & Organization – This includes only the Banking Unit, which is part of the Office of Finance and Treasury.

22. C.3.6.5 – Is this for the treasury organization or does it include other areas within the District?

**Response:** This is for the treasury organization that provides banking services to all the DC agencies.

23. C.3.6.7 – Can you clarify what type of documentation for new policies/procedures? Are you requesting rewriting the policies and procedures?

**Response:** No, the District is not requesting a rewrite of the policies and procedures. The District may find a better way or solution to make thing more efficient using new services, which may require limited revisions to procedures and associated documentation.

24. C.3.7.1 and C.3.7.2 – This refers to a statement of work, pricing structure and evaluation criteria – does this refer to the banking services? Can you clarify a “statement of work” for banking services?

**Response:** Sections C.3.7.1 and C.3.7.2 refers to banking services for the District of Columbia government (District). The statement of work will set forth the banking services requirements for the District.

25. C.3.7.3 – Does this refer to the banking provider’s technical solution capabilities, i.e., their lockbox capabilities for OCR recognition to facilitate automating the cash application process?

**Response:** Section C.3.7.3 refers to development of the criteria that will be used to evaluate a banking provider’s ability to provide the services set forth in the statement of work.

26. C.3.7.4 – Does the District have any regulatory requirements for their banking partners such as physical locations within the district, minimum asset size, community reinvestment scores, etc.

**Response:** See response to Question #12.

27. Does doing this work preclude the firm from implementing the changes/new banking relationships and the sunseting of the old relationships?

**Response:** The District does not require implementing/sunseting services.

28. Does the District have any standard agreements that will need to be provided to the banks for their evaluation i.e., standard lockbox agreements, ACH agreements, controlled disbursement agreements?

**Response:** The Office of Finance and Treasury has standard approved Bank Account Signature cards that are currently utilized.

29. How many banks are going to be involved in the RFP process?

**Response:** This information is not known. The District will not have a limit on the number of banks that can be involved in the RFP process.

30. Are these services for the current environment and processes or in anticipation of a future ERP cloud environment processes and capabilities?

**Response:** These services are for the current environment and processes, but we also expect to integrate with a new ERP system in the future.

[End of Attachment A]

## **Amendment 2 – Attachment B**

### **CFOPD-22-R-015 – Banking Consultant**

**DELETE** Section C.3.3 in its entirety and **REPLACE** with the following:

“C.3.3 At least one team member assigned to the process review and implementation project shall have the Certified Treasury Professional (CTP) designation **or equivalent**. A Project Management Professional (PMP) or Certified Associate in Project Management (CAPM) designation is highly desirable.”

[End of Attachment B]