



April 10, 2019

**TO ALL PROSPECTIVE RESPONDENTS:**

**Subject:** Request for Proposals (RFP):  
19-PR-CFO-17

**Addendum Number:** 1  
**For:** Banking Services  
**Closing Date:** April 16, 2019

The subject RFP 19-PR-CFO-17, Banking Services, was issued March 18, 2019 with a closing date of April 16, 2019. This addendum is being issued on April 10, 2019 to revise Attachment D, Special Provisions, 14. Data Protection, 14.1 Data Ownership below and answer questions submitted by the deadline of March 29, 2019 as follows:

**14. Data Protection:**

**14.1 Data Ownership**

Information, including Personal and DC Water Data, collected by the Contractor in connection with providing the Services to DC Water, whether in existence as of the Effective Date or compiled thereafter in the course of performing the Services, shall be and remain, and shall be treated by the Contractor as, the exclusive property of DC Water. The Contractor expressly disclaims and shall not possess or assert any lien or other right against or to Personal or DC Water Data. Personal or DC Water Data shall be made available to DC Water upon its request in such form and format as reasonably agreed to by the Parties. The Contractor shall not withhold any Personal or DC Water Data as a means of resolving any dispute. Personal or DC Water Data shall not be utilized by the Contractor for any purpose other than the performance of Services under this Agreement. DC Water shall have reasonable access to all files containing Personal or DC Water Data. At no time shall such files be withheld from DC Water or otherwise disguised or encoded in a manner inconsistent with the purpose and intent of providing full and complete DC Water access.

**Question 1.** The subject RFP 19-PR-CFO-17 does not appear to include accounts payable disbursements within the scope of services. Does DC Water currently utilize an automated or integrated payables service and, if so, should a responder include specifics around those services within our response?

**Answer 1.** DC Water does not have automated Payables, but Payables is not a requirement to submit a response for this RFP.

**Question 2.** Would DC Water provide a list of all vendors and associated payments over the most recent 12-month period facilitating a detailed analysis identifying the most cost-effective payment channel, including virtual card payments, providing DC Water enhanced payment efficiencies and revenue opportunities?

**Answer 2.** This information will be provided to the successful firm.

**Question 3.** Exhibit 3, DC Water Statement of Investment Policy, Alternative Investment (I), Permits investment in the Certificate of Deposit Account Registry Service (CDARS). Would DC Water

further consider permitting the Insured Cash Sweep (ICS) as an authorized alternative investment vehicle?

**Answer 3.** Our investment policy does not prohibit DC Water from investing in ICS accounts. Therefore, DC Water may consider allowing investments in ICS accounts.

Question 4. DC Water would like to receive their monthly deposit statements by the 5th of the month. Would DC Water require their Analyzed Deposit statements be provide by the 5th of the month as well?

**Answer 4.** No. Analyzed deposit statements may be provided by mid-month or by the 15th of every month.

Question 5. Would DC Water consider City First Bank of DC as a Certified Minority and Women Owned Bank under the District of Columbia's Department of Human Rights and Local Business Development?

**Answer 5.** No. The District of Columbia Department of Human Rights and Local Business Development does not have a certification program recognized by DC Water. For clarification, for firms to be recognized as a local or local small business enterprise (L/LSBE), the firm must be principally domiciled within the DC Water user jurisdiction and have a current certification by one of the following:

1. District of Columbia Department of Small and Local Business Development's "Certified Business Enterprise" Certification Program;
2. Montgomery County's "Minority, Female and Disabled Business Enterprise" Certification Program;
3. Prince George's County Supplier Development and Diversity Division's "County Based Business" Certification Program;
4. Virginia Department of Small Business and Supplier Diversity's "Small, Women and Minority Owned Business" Program as accepted by Fairfax and Loudoun Counties;
5. Maryland Department of Transportation Certification for firms principally located in Montgomery and Prince George's Counties; and
6. Other certification programs recognized by the District of Columbia or a DC Water user jurisdiction and meet the District of Columbia's or user jurisdiction's criteria for local and local and small business enterprise.

Question 6. There are only a few Certified Minority and Women Owned Banks in the District of Columbia. The incumbent bank has a Certified Minority Bank as their partner. Could a responder reach out to partner with that same Certified Minority Bank to partner?

**Answer 6.** DC Water has no restrictions regarding whom firms may use as a partner.

Question 7. Does Attachment B (Excel doc) need to be signed along with Attachments E, F, G, H, I, & L as noted on page 4 of 12 of the RFP?

**Answer 7.** Follow the instructions under Attachment B.

Question 8. Can we submit our sample agreements (Master Services Agreements) as 1 combined PDF document or must they be in Word format as noted in Attachment B?

**Answer 8.** The Master Services Agreement(s) must be submitted in Word.

Question 9. Can you provide a sample of your current coupon(s) with us?

**Answer 9.** A sample coupon is currently posted as Exhibit 2.

Question 10. Are you open to making changes to your current coupon, if recommended by new provider for optimal processing?

**Answer 10.** There could be the potential for changes. Any possibility of changes would need to be submitted to our Customer Experience department for review. Upon review, changes may or may not be granted.

Question 11. Are you open to a PO Box location outside of the DC area?

**Answer 11.** Yes.

Question 12. Questions on your current billing volumes:

- a. Please explain why two sections titled "Retail Lockbox Services" and "Online Images Cost for Retail Lockbox Services", do you have two lockboxes?
- b. What volume does it represent under "Web Data Definition language (Ddl) Processed Items"?
- c. Volumes listed with "Deposit", are these per check volumes?
- d. What is the difference between these two and volumes listed under "Item Processing"?
- e. Define the "Internet Payments Received" service, is this Automated Clearing House (ACH) pre-authorized automatic debit or does it refer to Internet On-line Banking Billpay collections?

**Answer 12.** a. No. There is one lockbox. Retail lockbox services are the general lockbox services. The online image costs are in regards to all online managed services.  
b. Web Ddl volumes are in regards to our PO Box payments received via check.  
c. Association for Financial Professionals (AFP) Code 10101 for "Deposits Processed" represents manual checks processed by DC Water's Accounts Receivable staff.  
d. Item Processing volumes are in regards to our PO Box payments received via ACH.  
e. "Internet Payments Received" volumes are in regards to our automated file for Web ACH payments received.

Question 13. 3.3.5.f – Look-up capabilities – would you have the capability to provide a read-only file of your accounts for provider to perform this service?

**Answer 13.** No. Currently, DC Water does not have this capability, but seeks options from banks to provide.

Question 14. 3.3.5.f – SPLASH contributions – can you explain more about these? Are these separate remittance documents? Is this a write in on your coupon?

**Answer 14.** Yes. The SPLASH contributions are (1) one time contributions or (2) round-up contributions located on DC Water coupons. Refer to Exhibit 2A.

Question 15. 2.2.8 – Can you explain what is expected regarding a "receipt to the customer for the amount of the collection"?

**Answer 15.** DC Water requests to receive a receipt/email stating the dollar/payment amount of the file collected and deposited to the bank.

Question 16. 2.2.9 – Consolidated report – are you asking that both your Lockbox and ACH payments be combined in your data transmission payment file?

**Answer 16.** Yes. Consolidate both lockbox and ACH payments into one data transmission file.

Question 17. Does DC Water utilize a service that converts online banking bill payments to an electronic transaction, thereby eliminating the paper checks going to lockbox? (electronic lockbox)

**Answer 17.** Yes. ACI Worldwide/Official Payments (formerly known as Online Resources-ORCC).

Question 18. 2.1.10 Straight Through Processing (STP) – Can you provide the file formats used for the file upload to your system? In addition, what file formats are used by DC Water’s 3rd party vendor to send the transaction information?

**Answer 18.** Currently, DC Water does not have STP. File formats would be at the recommendation of the bank in accord with DC Water’s IT department.

Question 19. **Pg. 2, Contract Definition**

- Please provide clarification on the distinction between an "Agreement" and a "Contract"?
- Will the Authority allow Bank Agreements to be put into the "Contract"?
- Can the Bank reserve the right to negotiate the terms of the "Contract"?
- Will exceptions taken to the General Provisions be considered?

**Answer 19.** Responses follow:

- The terms are used interchangeably.
- The specific agreement /contract is subject to negotiations.
- Specific terms and conditions are subject to negotiations.
- Banks can propose exceptions subject to negotiations and acceptance by DC Water.

Question 20. **Pg. 2, Subcontractor Definition**

- Would any third-party vendor be considered a subcontractor even if they provide generalized services which are within the scope of the RFP? By 'generalized services' we mean services that are being utilized by all customers and are not procured specifically to fulfill the obligations requested in the RFP.

**Answer 20.** No.

Question 21. **Pg. 26, Sections 12.2 and 12.3 Federally funded contracts and Authority funded contracts**

- Would this agreement be funded by the EPA or Authority discretionary funds? If so, would you be able to provide relevant details about the EPA's Disadvantaged Business Program as well as the Authority's Local, Small and Disadvantaged Business Enterprise program?

**Answer 21.** This contract will not be funded by the EPA. Accordingly, DC Water’s Fair Share Objectives for DBE participation is not applicable. Instead, this contract will be awarded under DC Water’s L/LSBE program. This Program gives preference points to LBE’s and LSBE’s as part of the evaluation process of the proposals. Detailed information is provided in Attachment G included in this solicitation.

Question 22. Would this subject the Bank to Service Contract Act (SCA) coverage?

**Answer 22.** This contract is exempt from SCA Wage requirements.

Question 23. What will the prevailing wage rate be for the positions that will be assigned to work on the contract?

**Answer 23.** See response to question 22 above.

Question 24. Is there a copy of the wage determinations? If not, will DC provide that after the contract is finalized or will the Bank need to review the DOL Directory of Occupations to try to identify similarly situated roles?

**Answer 24.** See response to question 22 above.

Question 25. Does the DC Water have a way to identify the employees who will be assigned to perform work under the contract to ensure that they receive the appropriate level of pay, benefits, etc. and to monitor any changes to prevailing wages?

**Answer 25.** See response to question 22 above.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**

All offerors responding to RFP 19-PR-CFO-17, Banking Services, must sign and complete the last page, attach copies to the electronic submission to the DC Water POC and return all documents to the email address listed in the RFP for submission of proposals. In the event your proposal had been previously emailed, submit this addendum under a separate email by the deadline. This addendum, together with your proposal and any revisions or changes occasioned by this addendum, must be received prior to the deadline set for submission of proposals.

  
Hildred Pepper  
Senior Sourcing Specialist

**FAILURE TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM MAY BE CAUSE FOR REJECTION OF YOUR PROPOSAL.**

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This addendum is acknowledged and is considered a part of RFP Number 19-PR-CFO-17, Banking Services.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Date



**DISTRICT OF COLUMBIA WATER AND  
SEWER AUTHORITY**

**EXHIBIT 2A**

**GOODS AND SERVICES CONTRACTS**

**DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY**

# Remittance Coupon



**Make a SPLASH to help those in need pay their water bill**

R-Up    R-Up + \$1    R-Up + \$5    R-Up + \$ \_\_\_\_\_    \$ \_\_\_\_\_

**ROUND UP (R-Up)**  
Round your bill up to the next dollar or more\*  
(Starts on next bill, recurring monthly)

**ONE-TIME**  
(Include with payment)

Account Number

[REDACTED]

**Total Amount Due: 4/20/19**

**\$87.97**

**Amount Due After: 4/25/19**

**\$74.77**

**Amount Enclosed**

\$ \_\_\_\_\_

**Please allow time for your payment to reach us.**

**Name and Address**

WASHINGTON DC 20017

Remit payment to:



DC WATER  
CUSTOMER SERVICE DEPARTMENT  
P.O. BOX 97200  
WASHINGTON DC 20090

000013033381 1 0000067979 0000074775