



Administered by University of Maine System
Office of Strategic Procurement
Request for Proposal (RFP)

Comprehensive Banking Services
RFP #07-17
Addendum #3

Response Contact Information:

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Clarifications

1. On page 7 of the RFP, item 1.1.4.1.1, requirement f; there are 19 demand deposit accounts, not 17 as shown.
2. Addendum #2 provides details about current cash collection processes that were omitted from the RFP for security reasons.
3. Addendum #2 includes a list of cash collection sites. Respondents for Service Group 1 will need to complete this table as part of their response to RFP question B.2 on page 57 of the RFP.
4. The response listed for Addendum #1, question 157 was misstated. The average payment amount for full-time employees is \$754.25 for biweekly and \$3,790.82 for monthly employees.

Questions from Pre-Bid Conference

5. **The RFP states that the electronic copies of the proposals need to be submitted by the end of day on September 26. What is the deadline for submission of the paper copies?**

Answer: Paper copies must be submitted to the addresses listed in the RFP by the same date and time.

6. **Will the announcement of contract award and scoring information be available at the same time?**

Answer: The award will be announced after the scoring is completed. The scoring will be available at that time, upon request.

7. **In the proposal, it acceptable to answer multiple questions together?**

Answer: For ease of review and clarity, respondents should answer each question in order.

8. **In Addendum #1 there were several questions about obtaining access to vendor files, but the answers were slightly different. Will UMS be releasing a detailed vendor file?**

Answer: No, UMS will not be releasing the detail vendor file at this point in the evaluation process because of confidential information contained in the file.

9. **Addendum #1, question 164 requested the average transaction size for purchasing and travel cards. The answer did not include this information. Is it available?**

Answer: The average transaction size for purchasing cards is \$120. The average transaction size for the travel card program is \$150.

10. **Addendum #1, question 104; the table does not include volume information for the UMS Foundation and UM Foundation MIDs. Can you provide this information?**

Answer: These are new MIDs, so historic information does not exist. However, the volume is likely to be comparable to the activity listed for the Development Off/Web MID (#1080024275349).

11. Addendum #1, question 68; is the Verifone 520 terminal locked or can software be downloaded?

Answer: The Verifone 520 terminal is locked. However, it is possible to send the terminals back to the service provider for reset to factory settings. There is a small fee for the reset.

12. Addendum #1, question 5; is UMS looking for proposers to sign the contract included in the RFP?

Answer: No, respondents do not need to sign the contract at this time. UMS is looking for respondents to highlight and red-line any areas where they would be looking for exceptions from the contract.

13. Addendum #1, question 132; does the current processor provide training to UMS staff.

Answer: No

14. Addendum #1, question 152b; does UMS intend to eliminate paper checks at the state of the new payroll card contract or will this occur later?

Answer: Checks will not all be eliminated at the start of a payroll card contract. During the initial year, we will explore options and consider how the payroll card can be used. It would be implemented later. UMS will need to work with seven collective bargaining units on the rollout. Because of some employees being grandfathered, it is unlikely that UMS will be able to completely eliminate payroll checks.

15. Addendum #1, question 152a; if a provider can't comply with Title IV requirements, should they not propose for Service Group 2: Payroll Card?

Answer: The payroll card must be able to meet Title IV requirements, so a respondent unable to comply with these requirements would not be awarded the contract.

16. Addendum #1, question 152; is UMS looking for one card product for Title IV and payroll?

Answer: Yes

17. Addendum #1, question 12; is it acceptable to add additional value added services to the pricing pro forma?

Answer: Yes, respondents may add additional services and should clearly identify those services that are *required* to meet UMS's requirements and those services that are *optional*.

18. Addendum #1, question 148; are there any seasonal peaks in the volume of vendor payments?

Answer: The volume tends to be fairly flat with a slight increase at calendar and fiscal year-end.

19. Addendum #1, question 88; is a PCI questionnaire completed for each MID or is a single umbrella questionnaire used?

Answer: Questionnaires are completed for each MID, except for dining services. Because dining services use the same system, they are grouped together.

20. Addendum #2; what is the source of the \$780,000 of cash deposited to branches?

Answer: Funds are primarily from bookstores, dining services and athletics.

21. Addendum #2; Does UMS pay “detail fees” to local police for pick up and deliver cash and checks to bank branches?

Answer: No, UMS does not pay detail fees for police pick up and delivery. Most campuses use local police to transport cash and checks to the banks; they are not paid. On campuses without a police force, deposits are transported by an employee.

22. Addendum #2; can you provide a list of the current banks used for deposit processing at the campuses?

Answer: The table below shows the banks used for the physical deposits of checks and currency. Three locations (University of Maine, University of Maine at Farmington and the System office) also deposit checks by remote deposit capture.

UMS Location	Local Depository Bank
University of Maine at Augusta	Kennebec Savings Bank
UMA – Bangor	TD Bank
University College of Bath/Brunswick	Bank of America
University College at East Millinocket	Bangor Savings Bank
University College at Ellsworth	Key Bank
Houlton Higher Education Center	Key Bank
University College at Norway/South Paris	Key Bank
University College at Rockland	The First
University College at Rumford/Mexico	Key Bank
University College at Saco	Bank of America
University of Maine at Farmington	TD Bank
University of Maine at Fort Kent	Key Bank
University of Maine at Machias	Machias Savings Bank
University of Maine (Orono)	Bangor Savings Bank
Coop-Ext Ellsworth	Camden National Bank
Coop-Ext Dover Foxcroft	Camden National Bank
Highmoor Farms	Camden National Bank
Coop Ext-Houlton	Key Bank
Coop Ext-Fort Kent	Key Bank
Coop Ext-Falmouth	Key Bank
Coop Ext-Augusta	Key Bank
Coop Ext-South Paris	Key Bank
Coop Ext-Skowhegan	Key Bank
Coop Ext-Waldo	Key Bank
Coop Ext-Springvale	Key Bank
Coop Ext-Bryant Pond	Key Bank

Coop Ext-Lincolntville	Key Bank
Coop Ext-Machias	Machias Savings Bank
Aroostook Farm	TD Bank
Coop Ext-Lisbon Falls	TD Bank
Coop Ext-Presque Isle	TD Bank
Coop Ext-Farmington	TD Bank
Coop Ext-Bangor	TD Bank
Darling Center	First National Bank
Coop Ext- Waldoboro	First National Bank
University of Southern Maine	Bank of America
Gorham Campus	Key Bank
University of Maine at Presque Isle	TD Bank
University of Maine System	Camden National Bank

23. With regard to the payment of bank fees, if balances are insufficient to cover fees, would UMS add balances?

Answer: The amount of money held in the account will be based on the earnings credit rate.

24. Can we get a copy of current analysis statements?

Answer: No. Details from the analysis statements, including services used, AFP codes and volume are included in the pro-forma.

25. What do employees do with payroll checks if there isn't a Bank of America branch nearby?

Answer: We don't have statistics to answer this question.

26. Can responses to Appendices K and L that deal with IT security be marked as confidential?

Answer: Yes.