

New Jersey Department of the Treasury
Office of Management and Budget
Cash Management Unit

Department of the Treasury
Disbursement Services
Request for Proposal

February 27, 2019

To: All Interested Respondents

Re: RFP – Department of the Treasury

Addendum #1

The following constitutes Addendum #1 to the above referenced solicitation.

- 1) Responses to Questions: Please see attached

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Page # RFP Section	Question	Answer
Pg. 12 J. Length of Contract Bank of America Merrill Lynch	1. We understand the bank may not close accounts until officially notified by the Department of the Treasury but will the State take the suggestion of the bank to close an account for Fraud or Anti Money Laundering purposes.	Yes, the State will consider the suggestion of the bank to close an account for Fraud and Anti Money laundering purposes. The bank may not close an account until it receives official notice from the Department of Treasury.
Pg. 17 W. Accounting Records Bank of America Merrill Lynch	2. Please clarify what records must be made available to the State as accounting records. Do these records need to be in hard copy (original) form or can these documents be maintained on in image archive system so the bank can provide them as needed?	Accounting records include documentation needed for the execution of any and all contracts, including but not limited to: addendum(s), the RFP, and the bank's proposal. These records can be in either hard copy form or maintained as an image by the bank and provided to the State upon request.
Pg. 18 Y. Indemnification Bank of America Merrill Lynch	3. Please confirm if our calculation is correct for the vendor's liability to the State for actual, direct damages resulting from the vendor's non-performance assuming annual fees of \$100,000. $\$100,000 * 4 \text{ years} * 500\% = \$2,000,000.$	Your calculation is correct. As stated on page 18 of the RFP, "The Vendor's liability to the State for actual, direct damages resulting from the Vendor's performance or non-performance, or in any manner related to the contract, for any and all claims, shall be limited in the aggregate to 500% of the value of the contract." The State defines the value of the contract as the estimated annual fees multiplied by the contract term. Contract extensions are excluded from this calculation.
Pg. 20 BB. Public Records Bank of America Merrill Lynch	4. In the second to last paragraph on the page, in the second sentence it states: 'The price lists and/or catalogs must be accessible to State using agencies and cooperative purchasing partners and thus have to be made public to allow all eligible purchasing entities access to the pricing information.' Does the OMB intend to make this contract available to other State Agencies or cooperative purchasing partners? If not, can this sentence be removed?	No, it is not currently the intention of OMB to make this contract available to other State Agencies or cooperative purchasing partners.

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<p>Pg. 40 C. 4. ACH Fail Requirements</p> <p>Bank of America Merrill Lynch</p>	<p>5. Does the State have any insight on the number of ACH Fails (Returns)? For example are they the result of bad data provided by the payee or data being mis-keyed into the State's system?</p>	<p>The State does not track the root cause of ACH Fails (Returns).</p>
<p>Pg. 40 D. ACH Transaction and Transmission Requirements</p> <p>Wells Fargo Bank, N.A.</p>	<p>6. How many ACH addenda records, if any, are sent with each account associated with the five accounts that will disburse ACH: Income Tax Refund Account, Primary (A) ACH Account; Homestead, Saver and Property Tax Rebate Account; General ACH Disbursement Account; Payroll ACH Disbursement Account?</p>	<p>As specified on Exhibit I <u>General Treasury Disbursement Services Account Structure and Funds Flow</u> of the RFP, the State will transmit ACH files in one of the approved NACHA formats. The specific ACH file format to be used for each ACH disbursement account is shown on Exhibit I.</p> <ul style="list-style-type: none"> • For accounts sending a PPD formatted ACH file the bank should be able to accept the maximum addenda record available for that ACH format. Currently no addenda records are being sent with these files. • For the account sending a CCD+ formatted ACH file the bank should be able to accept one addenda record <u>per detail record</u>. Recently a file was sent with 4,758 addenda records. • For the account sending a CTX formatted ACH file (Child Support payments) the bank should be able to accept 9,999 records. Recently a file was sent with 1,495 records.
<p>Pg. 45 E. 5. Paid Check Imaging and Imaging, Storage and Retrieval Services</p> <p>Bank of America Merrill Lynch</p>	<p>7. The last paragraph states "State of New Jersey employees must have immediate access to paid images and outstanding checks via the bank's Web-based Inquiry/Communication System." Please define immediate. Timing of receiving images of paid checks is often contingent on the web browser being used. Does the State agree to use an up to date versions of the browser during the life of the contract? Typically, outstanding checks are checks that have not been presented to the bank. Therefore we will not have images of the item to provide you. Please provide additional information on what you are looking for.</p>	<p>As stated on pages 96 and 97 of the RFP, the State defines immediate access to paid check images that have been stored by the bank as follows:</p> <ul style="list-style-type: none"> • within 20 seconds for items paid within 180 days of the inquiry date • within 40 seconds for items paid greater than 180 days from the inquiry date <p>Yes, the State will make every attempt to use an up-to-date version of web browser.</p> <p>The State is requesting that the details regarding outstanding checks (i.e. check date, dollar amount, etc.) are available via the bank's Web-based Inquiry/Communication System. No image of the outstanding item is required.</p>

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<p>Pg. 57 H. 2. Heating Energy Assistance Program Account</p> <p>Bank of America Merrill Lynch</p>	<p>8. The table containing volume information for the Heating Energy Assistance Program shows no activity for the months of September, October and November. Is that an anomaly or just the timing of when people apply for assistance?</p>	<p>The monthly volumes of Heating Energy Assistance Program checks are generally seasonal. The table on page 57 is not an anomaly but illustrates the typical disbursement flow for this program.</p>
<p>Pg. 75 A. Prepaid Payroll Card</p> <p>Wells Fargo Bank, N.A.</p>	<p>9. What information does the State collect from individuals to register for the payroll cards?</p>	<p>The information required for Payroll Card enrollment is:</p> <ul style="list-style-type: none"> • Social Security Number • Employee Full Name • Birth Date • Mailing Address • Phone Number(Home, Mobile, or Work) • E-mail Address • Country of Citizenship • Country of Residence
<p>Pg. 75 A. Prepaid Payroll Card</p> <p>Wells Fargo Bank, N.A.</p>	<p>10. Is the State flexible in their existing process for enrolling individuals for payroll cards?</p>	<p>The State reserves the right to accept any minor deviations if it is deemed to be in the best interest of the State. Key elements of the enrollment requirements that the State is <u>not willing</u> to modify are:</p> <ul style="list-style-type: none"> • An employee's ability to submit required enrollment applicant information via a State-maintained and secure application (NJ Employee Self Service application) • The State's ability to transmit to the chosen vendor an enrollment file for new card applicants on a bi-weekly basis, and the vendor's ability to accept such a file as initiation of the enrollment process

Written responses contained in the Addendum will amend the RFP and control. Vendors must sign this addendum below and submit it with your bid proposal. Proposals are due on March 25, 2019 by 4:30 p.m. E.T.

Authorized Signature

Date

Print Name

Date