



AUDIT COMMITTEE MEETING

INDIVIDUAL POST-SOLICITATION BRIEFING FOR DEPOSITORY BANKING AND LOCKBOX SERVICES

May 30, 2017

**Troy Elliott, CPA
Deputy Chief Financial Officer
Finance Department**

Solicitation Overview



Originating Department: Finance



Solicitation Type: Request for Proposals (RFP)



High Profile Designation: Complex terms and conditions



Estimated Value: \$145,000 annually / \$725,000 total



Current Contract Status: Expire on June 30, 2017



Proposed Term: 3 Years with 1, 2 year option to renew

Project Timeline

Pre-Solicitation

Audit Committee
Pre Solicitation
Briefing:
▪ January 17, 2017

Release RFP:
▪ **February 6, 2017**

Solicitation

Pre-Submittal
Conference:
▪ February 13, 2017

Deadline for
Questions:
▪ February 17, 2017

RFP Due:
▪ **March 8, 2017**

Post – Solicitation

Evaluation
Complete:
▪ May 24, 2017

Contract Negotiated:
▪ May 25, 2017 –
June 2017

**Audit Committee
Post Solicitation
Briefing:**
▪ **May 30, 2017**

Finalization

**City Council
Consideration:**
▪ **June 2017**

Contract Start Date:
▪ July 2017

Project Scope

Depository Banking Services

- Respondent will:
 - Provide collection and disbursement services
 - Maintain collateral for deposits
 - Provide cash management and investment services
 - Assist in enhancing security measures and increasing efficiency
 - Provide custodial services related to investment transactions

Lockbox Services

- Respondent will:
 - Collect, process, and deposit receivables from a designated post office box
 - Accelerate cash flow and improve the efficiency of deposit processing
 - Utilize technology to provide detailed reporting, images, and electronic remittance services

Solicitation Requirements



Evaluation Criteria Depository Banking Services

- Experience, Background, Qualifications: 30 Points
- Proposed Plan: 40 Points
- Pricing: 15 Points
- SBEDA Program: SBEDA Waiver Approved
- Local Preference Program: 10 Points
- Veteran Owned Small Business Preference Program: 5 Points



Evaluation Criteria Lockbox Services

- Experience, Background, Qualifications: 30 Points
- Proposed Plan: 30 Points
- Pricing: 25 Points
- SBEDA Program: SBEDA Waiver Approved
- Local Preference: 10 Points
- Veteran Owned Small Business Preference: 5 Points

Project Evaluation Committee Members

Voting Members	Advisory Members
Ben Gorzell, Chief Financial Officer	Alejandro Tijerina, Financial Manager
Troy Elliott, Deputy Chief Financial Officer	Robert Nordhaus, City Attorney's Office
Kevin Goodwin, Interim Chief Technology Officer/Director	Linda Patterson, Patterson and Associates
Margaret U. Villegas, Assistant Finance Director	Amanda Lopez, Banking Officer
Cappi Arriola, Financial Management Administrator	
Shannon R. Albert, CPS Energy, Senior Director, Capital Markets & Cash Management	

Score Matrix – Depository Banking

RFP Depository Banking Services RFP 17-053 Score Summary	Maximum Points	Vendor A	Vendor B	Vendor C
A - Experience, Background, Qualifications	30	28.17	24.67	20.33
B - Proposed Services	40	35.17	32.17	29.83
C - Price Schedule	15	7.95	14.36	15.00
D - Local Preference Program	10	10.00	5.00	5.00
E - Veteran-Owned Small Business Preference Program	5	0.00	0.00	0.00
TOTAL SCORE	100	81.29	76.20	70.16
RANK BASED ON TOTAL SCORE		1	2	3

Score Matrix – Lockbox Services

RFP Lockbox Services RFP 17-053 Score Summary	Maximum Points	Vendor A	Vendor B	Vendor C
A - Experience, Background, Qualifications	30	28.33	25.17	22.50
B - Proposed Services	30	29.00	23.17	21.50
C - Price Schedule	25	17.14	25.00	10.41
D - Local Preference Program	10	10.00	5.00	5.00
E - Veteran-Owned Small Business Preference Program	5	0.00	0.00	0.00
TOTAL SCORE	100	84.47	78.34	59.41
RANK BASED ON TOTAL SCORE		1	2	3

Procurement Overview - Due Diligence

Number of vendors notified:	43
Number of vendors at pre-submittal conference:	3
Number of responses received:	3
Results of Minimum Requirements Review	
Results of Due Diligence Review	No Issues
Respondent Background Check	No Issues
Financial Statement Review	No Issues
References, Proof of Insurability Review and Litigation Disclosure	No Issues
Contracts Disclosure Form	No Issues

Procurement Overview - Due Diligence

City Auditor Briefing on Due Diligence Review



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