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**





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

**Solicitation** 

#### Post – Solicitation

Audit Committee Pre Solicitation Briefing: January 17, 2017

Release RFP: February 6, 2017 Pre-Submittal Conference: February 13, 2017

Deadline for Questions: February 17, 2017

RFP Due: March 8, 2017 Complete: May 24, 2017

**Evaluation** 

Contract Negotiated: May 25, 2017 – June 2017

Audit Committee Post Solicitation Briefing: • May 30, 2017 City Council Consideration: June 2017

Contract Start Date: July 2017

**Finalization** 

## **Project Scope**

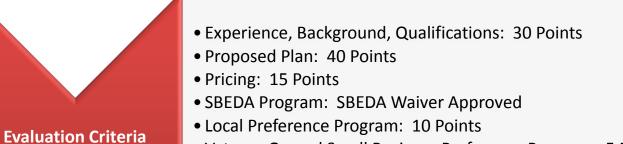
Depository Banking Services

- 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**



• Veteran Owned Small Business Preference Program: 5 Points

•Experience, Background, Qualifications: 30 Points

• Proposed Plan: 30 Points

•Local Preference: 10 Points

- Pricing: 25 Points
- •SBEDA Program: SBEDA Waiver Approved

Evaluation Criteria Lockbox Services

Depository Banking Services

•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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