



**REQUEST FOR PROPOSALS (RFP) 2019-001
CAMERON COUNTY REGIONAL MOBILITY AUTHORITY
BANK DEPOSITORY SERVICES**

<u>Solicitation Schedule</u>	<u>Date</u>
Date of Solicitation	December 16, 2019
Deadline for Questions	January 6, 2020
Responses to Questions Posted Deadline	January 8, 2020
Proposal Submittal Deadline	January 21, 2020
Notification of Ranking	January 28, 2020
Award of Proposal and Contract	February 13, 2020

RFP Solicitation Date: December 16, 2019

Due: 4:00 P.M., Central Time., January 21, 2020
RFP Bank Depository Services
Cameron County Regional Mobility Authority
Jesus Adrian Rincones, CPA
Chief Financial Officer
3461 Carmen Avenue
Rancho Viejo, Texas 78575

REQUEST FOR PROPOSALS (RFP) 2019-001
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BANK DEPOSITORY SERVICES

Table of Contents

1.0 INTRODUCTION	3
OVERVIEW	3
2.0 SCOPE OF SERVICES	3
LOCAL PRESENCE REQUIRED	3
PLEGGED COLLATERAL FOR DEPOSITS	4
CONTRACT TERM	4
INTEREST BEARING ACCOUNTS	4
INVESTMENTS MADE OUTSIDE THE DEPOSITORY	4
LOAN AND FINANCING OPTIONS	4
3.0 CONTENT OF THE RESPONSE	5
PLEDGE OF SECURITY	5
EXPERIENCE OF DEPOSITORY SERVICES	5
FRAUD PROTECTION	5
DEPOSIT SERVICES	5
MANAGEMENT	6
PRICING SHEET	6
FINANCIAL INFORMATION	6
CONFLICT OF INTEREST	6
4.0 SUBMITTAL INSTRUCTIONS	6
FORMAT	6
DUE DATE	7
5.0 EVALUATION OF THE PROPOSALS	7
6.0 QUESTIONS ON THIS RFP	8
7.0 MISCELLANEOUS	9
PUBLIC INFORMATION ACT	9
COST OF RESPONSES	9
PROPOSER’S ACKNOWLEDGEMENT	9
ANTI-LOBBYING PROHIBITION	9

EXHIBIT

- A CCRMA INVESTMENT POLICY
- B CCRMA DEPOSITORY PRICING SHEET
- C CCRMA DEPOSITORY CONTRACT (DRAFT)
- D CCRMA CONFLICT OF INTEREST

REQUEST FOR PROPOSALS (RFP) 2019-001
CAMERON COUNTY REGIONAL MOBILITY AUTHORITY
BANK DEPOSITORY SERVICES

1.0 INTRODUCTION

The Cameron County Regional Mobility Authority (the “CCRMA”), a regional mobility authority and political subdivision of the State of Texas governed by the provisions of Texas Transportation Code, Chapter 370 (the “RMA Act”), invites banking institutions to submit proposals to provide depository and various banking services to the CCRMA according to the requirements of this Request for Proposals for Depository Services (the “RFP”). Through this contract the CCRMA intends to minimize banking costs, improve operational efficiency, and maximize investment capabilities. The initial contract period is estimated to begin February 1, 2020 and end February 1, 2023.

All RFP documents will be available through the CCRMA website under the Depository Services RFP link found at www.ccrma.org/procurements

Overview

The CCRMA currently operates with the summarized depository transactions information listed, but not limited to the following:

- A total of six accounts, five operating accounts and one account used for payables
- On average 25-50 deposits on a monthly basis
- On average 50-150 checks are issued on a monthly basis
- Withdrawals include Wires, ACH Payments, Debit Card and Checks
- Deposits include Cash, Checks, ACH, and Wire Transfers
- Average of 1,800-2,000 checks deposited for Toll Payments on a monthly basis
- Average of 45 ACH deposits from Merchant Services from Toll Payments on a monthly basis
- Balances range between \$3,000,000 to \$7,000,000 as a sum of all accounts
- Daily deposits are currently made through Deposit Express feature

2.0 SCOPE OF SERVICES

Local Presence Required

To assure a close working relationship, the proposer must have a local presence near CCRMA headquarters with bank officers capable of servicing the CCRMA’s day to day depository.

**REQUEST FOR PROPOSALS (RFP) 2019-001
CAMERON COUNTY REGIONAL MOBILITY AUTHORITY
BANK DEPOSITORY SERVICES**

Pledged Collateral for Deposits

As security for the deposits of the CCRMA, the selected bank shall pledge securities equal to 102% of market value of principal and accrued interest on the deposits less any amount insured by the FDIC in order to adequately collateralize the funds of the CCRMA according to the Laws of the State of Texas and the CCRMA investment policy and shall continuously remain as such.

Securities pledged may be held by a Federal Reserve Bank or branch of a Federal Reserve Bank, Federal Home Loan Bank, or a third-party bank approved by the CCRMA. If the financial institution uses a Letter of Credit, then the Letter of Credit must be of the United States or its agencies and instrumentalities. **Further, upon selection of the depository, the CCRMA Board of Directors will set the required term for the Letter of Credit, which shall be acceptable to the CCRMA.**

Contract Term

Subject to the terms of the proposal for CCRMA Depository, the undersigned, a banking corporation, association or individual banker doing business in Texas, submits the following proposal for the privilege of acting as Bank Depository for the CCRMA, for the period of three (3) years beginning on February 1, 2020, with the possibility of two (2) one (1) year extensions to be exercised at CCRMA's option. See Exhibit C "CCRMA Depository Contract" for additional terms and conditions.

Interest Bearing Accounts

CCRMA will have interest bearing accounts for all funds deposited with the depository.

Investments Made Outside the Depository

CCRMA reserves the right to make external investments in accordance with the laws of the State of Texas and the CCRMA Investment Policy attached as Exhibit A "CCRMA Investment Policy".

Loan and Financing Options

CCRMA reserves the right to execute loans and other borrowing options with external entities to select the most favorable rates to CCRMA, subject to all banking laws and requirements.

REQUEST FOR PROPOSALS (RFP) 2019-001
CAMERON COUNTY REGIONAL MOBILITY AUTHORITY
BANK DEPOSITORY SERVICES

3.0 CONTENT OF THE RESPONSE

Pledge of Security – how the financial institution will meet the collateral requirements.

Experience of Depository Services – Provide a summary of the depository experience for local governments like the services requested by the CCRMA.

Fraud Protection – describe services and limits of liability that will be provided in an event of fraud in the following cases:

- Stolen/fraudulent checks charged against our accounts
- Stolen/fraudulent debit card transactions
- Fraudulent ACH/Wire activities
- Fraudulent cash/bills received and deposited

Deposit Services – describe how the depository would meet or exceed the requirement listed below:

- Checking account service for as many accounts as may be required by the CCRMA with checks returned in numerical sequence. Images must be included with statements
- Secure online account access allowing the CCRMA to perform regular functions such as, bank transfers, wire transfers, image retrieval, stop payments, access to download monthly statements, etc.
- ACH/Payroll service provided through online account system
- Provide bank money orders and cashier checks as required by the CCRMA
- Supply deposit slips and night deposit supplies as needed
- Provide lock money bags as needed by the CCRMA
- Positive pay services
- Temporary overdrafts in individual accounts may occur occasionally without penalty or service charge to the CCRMA, as long as the aggregate funds in other accounts are in amount sufficient to meet the overdraft and bank's minimum compensating balance
- Deposit Express services for daily checks deposits providing, Intelligent Character Recognition (ICR) and virtual encoding of check amount with fewer exceptions and adjustments, and electronic transmission providing immediate confirmation of deposits. CCRMA currently owns a Digital Check TS240 check scanning device. Please confirm this would be compatible with the proposed Deposit Express services

REQUEST FOR PROPOSALS (RFP) 2019-001
CAMERON COUNTY REGIONAL MOBILITY AUTHORITY
BANK DEPOSITORY SERVICES

Management

- Provide the name and title of the bank officer would be in charge for the depository services to the CCRMA. Include the number of years the person has been with the institution and years of experience with depository management for local governments
- Provide the contact person who would assist with the following day to day issues:
 - Deposit issues
 - Check payment issues
 - ACH Issues
 - Wire Payment/Receipt issues
 - Fraud Inquiries
 - Stop Payment Services
 - Deposit Express Issues
 - Online Account Management Issues

Pricing Sheet

Provide a completed pricing sheet as per Exhibit B “CCRMA Depository Pricing Sheet”.

Financial Information

Provide a statement showing the financial condition of the bank as of the date of the proposal including the latest Audited Financial Statements.

Conflict of Interest

Provide a completed conflict of interest form.

4.0 SUBMITTAL INSTRUCTIONS

Format

The response should be submitted on standard 8½” x 11” paper. All information must be assembled and indexed in the order as it appears in the RFP. The proposal shall include:

- Cover Letter (one page).

**REQUEST FOR PROPOSALS (RFP) 2019-001
CAMERON COUNTY REGIONAL MOBILITY AUTHORITY
BANK DEPOSITORY SERVICES**

- Front and back cover and section dividers (bindings and covers will be at the discretion of the Proposer).
- Marketing and Promotional Material can be included in the back of the proposal
- All submittals shall be sealed and opened shortly after the deadline on January 21, 2020

Due Date

Four (4) copies of the written response and one digital copy on USB drive must be received by the CCRMA before 4:00 p.m. Central Time., January 21, 2020. The response package shall be submitted to:

RFP 2019-001 Bank Depository Services
Cameron County Regional Mobility Authority
Jesus Adrian Rincones, CPA
Chief Financial Officer
3461 Carmen Ave.
Rancho Viejo, TX 78575

5.0 EVALUATION OF THE PROPOSALS

Each proposal will be assigned a score for each of the below evaluation factors. The criteria will be evaluated using the below assignment with the applicable weight of the assignment applied to the point total of the evaluation factor.

<u>Evaluation Assignment</u>	<u>Definition</u>	<u>Weight of Assignment</u>
Strength	A feature of a Depository that will contribute to better-than-acceptable performance.	100 x Weighted % for Factor
Meets	The Depository offers acceptable performance in relation to the scope of work being evaluated.	67 x Weighted % for Factor
Weak	A feature of a Depository that is below the applicable requirement(s) of the scope of work, but may contribute with less than acceptable performance.	33 x Weighted % for Factor
Fail	Failure for Consultant to meet the required scope	0 x Weighted % for Factor

**REQUEST FOR PROPOSALS (RFP) 2019-001
CAMERON COUNTY REGIONAL MOBILITY AUTHORITY
BANK DEPOSITORY SERVICES**

<u>Evaluation Factor</u>	<u>Weight of Factor</u>
Financial Position of Institution both past and prospective including creditworthiness	10 Points
Experience providing depository services requested in scope and content of response and administrative assigned to CCRMA	20 Points
Cost of Services including but not limited to: <i>General Account Services, Depository Services, Disbursement Services, Information Services, and Financial Instrument Services.</i>	30 Points
Online accessibility of products, services, and reports for the convenience of account management by CCRMA staff	25 Points
Local Presence and Branch Locations	15 Points

6.0 QUESTIONS ON THIS RFP

All questions (including all technical, contract or administrative questions) regarding the services required or the procurement process should be submitted in writing via email, and addressed to:

Jesus Adrian Rincones, CPA
Chief Financial Officer
3461 Carmen Ave.
Rancho Viejo, TX 78575
procurement@ccrma.org

The deadline for receipt of questions is 4:00 p.m., Central Time. January 6, 2020. Questions (edited as deemed appropriate by CCRMA) and answers may be made available to all interested parties via website. No alternate means of responding to questions regarding this RFP will be provided. Proposers are responsible for monitoring the CCRMA website for periodic updates. <https://ccrma.org/procurements/>

REQUEST FOR PROPOSALS (RFP) 2019-001
CAMERON COUNTY REGIONAL MOBILITY AUTHORITY
BANK DEPOSITORY SERVICES

7.0 MISCELLANEOUS

Public Information Act

All responses to this RFP shall be deemed, once submitted to be the property of the CCRMA. Responses may be subject to public disclosure under the Texas Public Information Act (“PIA”). Any material believed by the responder to be proprietary, confidential, or otherwise exempt from disclosure under the PIA should be clearly marked as such. If the CCRMA receives a request for public disclosure of all or any portion of a response, the CCRMA will use reasonable efforts to notify the responder of the request and give the responder an opportunity to assert, in writing to the Office of the Attorney General, a claimed exception under the Act or other applicable law within the time period allowed under the Act.

Cost of Responses

All costs directly or indirectly related to preparation of a response to this RFP and in any oral presentation required to supplement and/or clarify the RFP shall be the sole responsibility of, and shall be borne by, the Proposers.

Proposers Acknowledgment

By submitting a response to this RFP, each Proposer unequivocally acknowledges that the Proposer has read and fully understands this RFP and that the Proposer has asked questions (or has been afforded the opportunity to ask questions) and received satisfactory answers from the CCRMA regarding any provisions of this RFP with regard to which the Proposer desired clarification.

All written and electronic correspondence, printed material, exhibits, appendices, photographs, and reports submitted in response to all sections of this RFP process are, upon their receipt by the CCRMA the property of the CCRMA and may or may not be returned.

Anti-Lobbying Prohibition

During the pendency of this procurement, prospective respondents may not contact the CCRMA Board of Directors nor, except as provided herein, any CCRMA Staff or consultants concerning this procurement. All contact with the CCRMA is to be through the CCRMA contact designated in Section 6.0 above. Any firm violating the anti-lobbying prohibition may be disqualified from consideration in this procurement.