

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

The Office of the Public Guardian
Collection and Disbursement Services
Request for Proposal

6/22/2016

To: All Interested Respondents

Re: RFP- The Office of the Public Guardian

Addendum #1

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

- 1) Responses to Questions: Please see attached

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Question #	Page #	RFP Section	Question	Answer
1 Bank of America Merrill Lynch	14	II. O. Unanticipated Services	We understand the State <i>may</i> add additional agencies to this contract. Are you currently aware of any agencies that may be added to the contact?	No.
2 Bank of America Merrill Lynch	18	II. Y. Indemnification	Please confirm the following example of the vendor's liability using \$200,000 as the four year value of the contract. The equation would be: \$200,000 * 500% = \$1,000,000	Confirmed.
3 Bank of America Merrill Lynch	35	V. A. General Account Requirements	General Account Requirements mentions the use of controlled disbursement accounts. Does the OBP use controlled disbursement accounts to disburse checks?	No. OPG does not use controlled disbursement services.
4 Bank of America Merrill Lynch	37	V. C. Medallion Signature Services	Please confirm the only location this service will be required in is Mercerville, NJ.	The Medallion Signature Service should be made available at a bank branch in close proximity to the OPG headquarters, currently located in Mercerville, NJ.
5 Bank of America Merrill Lynch	37 & 38	V.D. Teller Assisted Services	In calendar year 2015 how many checks were cashed, where in the state were they cashed and what was the dollar value of the average check cashed and what was the dollar amount of the largest check cashed?	The State does not receive or track data pertaining to the number of checks that were cashed versus presented for deposit or where checks are cashed. In Calendar Year 2015, the dollar amount of the largest check paid was \$244,355.05 and the average dollar amount of all checks paid was \$1,392.00.

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<p>6</p> <p>Bank of America Merrill Lynch</p>	<p>38 & 39</p>	<p>V.D. Teller Assisted Services</p>	<p>In calendar year 2015 how many cash deposited in excess of \$10,000 were made at a local branch?</p>	<p>In 2015, there was one cash deposit in excess of \$10,000.00 made in a teller assisted deposit.</p>
<p>7</p> <p>Bank of America Merrill Lynch</p>	<p>39 & 40</p>	<p>V. E. ACH Requirements</p>	<p>Please confirm the State will only receive ACH transactions (both domestic and international) and not originate ACH transactions.</p>	<p>Confirmed.</p>
<p>8</p> <p>Bank of America Merrill Lynch</p>	<p>44 & 45</p>	<p>V. I Remote Deposit Capture (RDC) Services and Equipment</p>	<p>What operating system are the PC's that will be connected to the scanners running on? What browser (name and version) are these PC's using?</p>	<p>OPG is currently using operating system Windows 10 and the browser used is Internet Explorer version 9.</p>
<p>9</p> <p>Bank of America Merrill Lynch</p>	<p>53</p>	<p>V. K. 1. Web-based Check Deposit Inquiry Module</p>	<p>Web-based Check Deposit Inquiry Module states "It is the State's preference to have immediate web-based access to all deposit slips...." Please define immediate.</p>	<p>Deposit slips and deposited items should be available for viewing by 10:00am <u>the day following</u> the deposit.</p>
<p>10</p> <p>Bank of America Merrill Lynch</p>	<p>63 & 64</p>	<p>V. M. 5. Qualified Income Trust Account #5 (Escrow Account Services)</p>	<p>Discus the Qualified Income Trust Account. How many checks were issued out of this account (including all subs) in calendar year 2015? In looking at the Accounts Structure and Funds Flow (Exhibit I) it appears this account does not use Positive Pay services. We understand the volume may not warrant a transmission of check issue data but will the State be able to manually enter check issuance data in our on-line system. This will protect both of our interest and result in a more secure system for the State.</p>	<p>The Qualified Income Trust network was opened in October of 2015, and no checks were issued during the 2015 Calendar Year. The State would prefer not to manually enter check issuance data. As an alternative, however, the State might consider sending an issuance file to the bank.</p>

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11 Wells Fargo Bank, N.A.	78	VII. 33. Vendor Response, Question #33	Confirm the bank's understanding that the State reserves the right to change the check specification requirements upon 90 days written notice. Please elaborate, what is meant by "the right to change the check specification"?	The State's right to change the check specification upon 90 days prior written notice to the bank addresses the State's ability to alter either check stock type and/or page and check size. However any change will comply with all ANSI X9B standards.
12 TD Bank	Exhibit C	Exhibits	Would the State accept a Federal Home Loan Bank of Pittsburgh Letter of Credit as collateral?	No.
13 Bank of America Merrill Lynch	Exhibit K	Exhibits	Exhibit K, provides transaction volume for the Benefit of Wards Account (account #1) for calendar year 2015. Was there something unusually that resulted in 199 stop payments for January?	In the beginning of 2015, OPG made an effort to clean up outstanding checks from 2013. The stop payments from January 2015 reflect this effort.
14 Bank of America Merrill Lynch	Exhibit I Exhibit K Exhibit L	Exhibits	Exhibit I, (Accounts Structure and Funds Flow) K, and L (transaction volumes) we can see volume data on book to book transfers but do not see any data on Fedwire transfers. Will the Office of Public Guardian originate the book to book transfers via a web-based system? Please confirm the Office of Public Guardian will not require the ability to originate Fedwires.	Yes. The Office of the Public Guardian will originate the book to book transfers via a web-based system. The Office of the Public Guardian will not require the ability to originate Fedwires.

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 July 22, 2016 by 4:30 p.m. E.T.

 Authorized Signature Date

 Print Name Date