



**RECREATION AND PARK COMMISSION  
FOR THE PARISH OF EAST BATON ROUGE**

**Addendum No. 1**

**Issued July 2, 2020**

**Solicitation No. 204 – Fiscal Agent for Banking Services & Merchant Card Services**

which is scheduled to open at 11:00 A.M. CT, July 20, 2020

BREC – Recreation and Park Commission for the Parish of East Baton Rouge

**The following inquiries were received during the Inquiry Period for the above-referenced RFP and the clarification/response:**

Q1. Would BREC be able to provide a recent analysis statement and breakdown of the types and number of accounts needed for BREC, along with a recent merchant services statement as well as can we can see the types of card transactions you guys are seeing.

A1.

			Disbursements	Deposits	Balance
01.1220	(XXXX0868)	Payroll	Yes	Transfer Only	No
01.1221	(XXXX0876)	General Fund (Main)	Yes	Yes	Yes
01.1271	(XXXX0833)	BREC Centers	No	Yes	Yes
02.1222	(XXXX0795)	Capital Improvement	No		Yes
05.1225	(XXXX5838)	Special Revenue Fund	No	Yes	Yes but little activi
06.1232	(XXXX0817)	Enhancement Operating	No		Yes
07.1227	(XXXX0809)	Enhancement Construction	No	Yes	Yes
09.1234	(XXXX5129)	Employee Benefits Fund	No	Yes	Yes
10.1233	(XXXX5064)	Risk Management Fund	No	Transfer Only	Yes
12.1212	(XXXX5110)	Print Shop	Yes	Yes	Yes
13.1235	(XXXX5072)	Unemployment Fund	No	Transfer Only	Yes

BREC currently has 13 operating bank accounts with one primary operating account for disbursements and another used for deposits from the various centers that have self generated revenues. The rest are for Special Internal Funds that we hope to merge and close for the most part as our new Accounting software, Munis has facilitated cash pooling. We expect to have at most 4-5 accounts with either disbursements or deposit activity with most being the General Fund Main Operating account and the BREC Centers Deposit accounts.

BREC's received most of their operating budget in January and February in the form of large ad valorem (property) tax revenues. The rest of the smaller self generated deposits are from daily but more likely weekly deposits for the approximately 130 revenues centers with collections. Some like the zoo, will have daily deposits while other smaller rec centers could only have one or two a month. We used deposit slips / bags to identify and automate the tracking of where the revenue came from and this will be even more so on Munis. These have generally been split 60/40 from cash to credit cards but are very much closer to 80 / 20 Credit or Payment cards to cash from the measure related to the pandemic and scaled back operations.

Of the approximate \$60m in disbursements, \$32-35m is for payroll and related benefits and taxes. The rest is payables from capital to general bills with \$10-14M larger scale construction progress ACH payments. The other \$20-15M is from regular payables, (utilities, general vendors payments) split evenly between paper checks and EFT/ ACH files processed weekly (120 – 180 payments a week).

- Q2. We are a leader in Merchant Services. We support Cities and thousands of businesses across the country. We work with all banks. My question is can Co. Name submit a bid as just a Merchant Services Provider?
- A2. No, that's the credit card operations and it was in the individual RFP's for each POS system.
- Q3. Will you share a recent analysis statement with your current provider's pricing redacted?
- A3. See Attachment.
- Q4. Can you provide an account analysis statement showing average collected balances, services utilized and volume of services for a typical month?

If no, can you provide the following:

- a. Average collected balances
- b. Number of accounts
- c. Which treasury services are used
- d. Volume of transactions
  - i. Deposits
  - ii. Cash
  - iii. Checks
  - iv. ACH
  - v. Wire
  - vi. Stop Payments



A4. See Attachment.

- a. As of 5/31 just over \$94,000,000 – Our tax revenues come in January and February so the High Point will be then at \$130M and then the low point the end of the year approximately \$54M.
- b. 13
- c. ACH (remittance, AP and Payroll and receipt), Deposits, Checking, Stop Payments, Change Orders, Currency Received, Currency Deposits, Deposit Images, Check Images, and Positive Pay
- d.
  - i. 450 Merchant / CC / ACH per month, 400 deposits per month
  - ii. 25 per month, somewhat higher in the summary months
  - iii. 225 per month
  - iv. 2,000 per month
  - v. 1-2 a month
  - vi. 2-5 per month

Q5. Item 9 in Section 1.1.2 of the RFP states “The proposer shall provide interest-bearing accounts”. Are all current BREC accounts interest bearing? If so, does BREC pay monthly service fees via invoice? Or does BREC utilize a combination of interest bearing and non-interest bearing / analyzed accounts? If so, are monthly service fees offset by balances in the non-interest bearing / analyzed accounts? Would BREC like to see both options presented in the proposal?

A5. Yes, it's pulled from our primary operating account  
Respondents preference but the way they're setup now has been in place for some time. All 13 accounts are interest bearing, we expect to only need 8 with the pending system conversion to Munis from New World anticipated in October of 2020.

Q6. Is this RFP solely for BREC's online commerce?

- a. If yes, what is BREC's average credit/debit card payment size for the online channel?
- b. If not, and this includes all volume, what is BREC's average credit/debit card payment size for all channels?

A6. No, all banking services.

- a. Only the golf courses current accept payments online, but BREC hopes to continue moving more and more to the use to lessen interaction related to COVID-19.
- b. Golf uses Card Connect the other 50-60 terminals across the Zoo and various Recreation facilities is 30-40% of the \$9.5 million in annual self-generated revenues with the rest cash or check.

Q7. What is BREC's annual credit card volume for online channel and/or for all channels if they in scope?

A7. N/A

Q8. What is BREC's annual debit card volume for the online channel and/or for all channels, if they are in scope?

A8. N/A

Q9. What is BREC's annual ACH payment volume?

a. Does BREC intend on assessing a service charge for ACH payments?

A9. 25,000 transactions with and average of around \$3000 per transaction

a. No

Q10. What card brands (e.g. Visa and MasterCard) would BREC like to accept through the service fee channel?

A10. Visa, Mastercard, Discover (Golf also accepts AMEX).

Q11. Are service fees being used through BREC's website today? If so, what gateway and/or service provider is being used to support the service fee program? Is BREC open to replacing the gateway and/or service provider with a Co. Name recommended solution?

A11. No.

Q12. What is the payment gateway being used today?

a. Is this payment gateway tied to any accounting software such as MUNIS?

b. If using an accounting software, is direct card processing posting a preferred method?

A12.

a. Card Connect is tied to EZ Links, the software the golf courses use. First Data does the Zoo and Recreation locations.

b. This varies across our 3 POS systems in use but generally direct card posting is preferred.

Q13. Does BREC accept in person payments? If in scope of this RFP, what payment terminal or point of sale system is being used to collect those payments?

A13. Yes, the Zoo, all 6 golf courses and multiple Recreation facilities accept checks, card and cash payment. First Data and Card Connect provide card merchant services.

Q14. Does BREC accept over the phone or mail in payments? If in scope of this RFP, what payment terminal, virtual terminal or point of sale system is being used to collect those payments?

A14. Yes, golf uses EZ Links with Card Connect card terminals, recreation uses Rectrack with First Data magnetic strip readers and the Zoo uses Rectrack with First Data magnetic strip readers but is converting to a new system by the end of 2020.

Q15. Is BREC interested in an enterprise-wide solution for all payment channels or can the eCommerce service fee channel be independent from other solutions being used by BREC?

A15. Given the differing needs of the 3 main POS systems, an enterprise system is not an option.

Q16. Can BREC provide three months statements for the online activity and/or all payment channels if they are in scope?

A16. Hancock Whitney has this information but there is no easily produced summary across all channels. They are separate systems but the deposit information is all into the general fund or the Recreation Center accounts with Hancock Whitney.

Q17. Is BREC aware of any exclusivity contract wherein BREC must use one merchant provider for all payment activity?

A17. **We are tied to Card Connect for the EZ Links System.**

Q18. Will you share a recent analysis statement with your current provider's pricing redacted?

A18. **See Attachment.**

Q19. If not, we would like to know..  
What are your average collected balances for all interest bearing and non-interest bearing accounts?

A19. **Balances as of 5/31 just over \$94,000,000 – Our tax revenues come in January and February so the High Point will be then at \$130M and then the low point the end of the year approximately \$54M.**

Q20. How many interest bearing accounts do you have?

A20. **All 13 accounts are interest bearing if the minimum balances are met. We expect to be down to 8-10 accounts with our current system conversion to Munis.**

Q21. How many checks are written per month?

A21. **225-250**

Q22. How many deposits are made per month?

A22. **225-450 Merchant / CC / ACH per month, 400 deposits per month**

Q23. How much cash is deposited and/or ordered per month?

A23. **25 order per month, \$50-60K deposited. Somewhat higher in the summary months.**

Q24. How many checks are deposited per month?

A24. **125-200 per month, somewhat higher in the summary months**

Q25. How many ACH credits and debits are posted per month?

A25. **2,250-2,500**

Q26. How many ACH transactions are originated by BREC per month?



A26. 2,000 per month

Q27. How many of those ACH transactions are returned or charged back?

A27. 1-5

Q28. Do you send or receive wire transfers? If so are they international or domestic? And how many per month?

A28. Domestic only, 2-5 a month.

Q29. How many accounts received EDI reporting?

A29. N/A

Q30. How many accounts use check positive pay?

A30. The main operating account only.

Q31. How many accounts use ACH block/filter?

A31. None

Q32. Do you currently use any type of overnight investment sweep option?

A32. No

Q33. Is there anything about your current banking processes that you would like to change?

A33. Not at this time.

Q34. Is there anything about the service or implementation process that you would change?

A34. Not at this time.

Q35. Does BREC currently use a corporate purchasing card? If so, what is the annual spend on this program?

A35. BREC's P-Card Program is through the State of Louisiana's with Bank of America.

Q36. In regards to merchant services, will you share your monthly volumes, average ticket size and any seasonal differences? A redacted statement or two would be extremely helpful.

A36. See attached.

This addendum is hereby officially made part of the referenced solicitation and should be attached to the bidder's proposal or otherwise acknowledged therein.

If you have already submitted your proposal and this addendum causes you to revise your original bid, please indicate changes herein and return to Purchasing prior to bid opening in an envelope marked with the file number, bid opening date and time. If this addendum does not cause you to revise your bid, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

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(Name and Signature)

Date

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(Company Name)



BREC  
GENERAL FUND  
6201 FLORIDA BLVD  
BATON ROUGE LA 70806

Statement Date: 05/31/20  
Account:                      Officer:

FOR THE PERIOD 05/01/2020 THROUGH 05/31/2020  
Accounts included in the Family: Relationship Account Summary

Account Number	Average Ledger Balance	Average Available Balance	Earned Credit	Activity Charge	Analysis Position
XXX851	325,579.68	325,579.68	0.00		
XXX795	26,203,711.50	26,203,653.44	0.00		
XXX809	21,020,920.12	21,020,920.12	0.00		
XXX817	12,160,432.58	12,160,431.61	0.00		
XXX833	197,256.48	196,734.15	0.00		
XXX841	79,157.32	79,157.32	0.00		
XXX868	0.00	0.00	0.00		
XXX876	31,104,844.33	31,088,215.20	0.00		
XXX064	543,068.41	543,068.41	0.00		
XXX072	397,047.54	397,047.54	0.00		
XXX110	99,253.55	99,253.55	0.00		
XXX129	2,302,899.92	2,301,590.11	0.00		
XXX838	233,397.76	233,397.76	0.00		

Average Ledger Balance	0.00
Less Average Uncollected Funds	0.00
Average Collected Balance	0.00
Balance Used To Calculate Earnings Credit	0.00

--- ACCOUNT POSITION FOR THE PERIOD -----

Earnings Credit Allowance ( 0.0000 %)  
Current Period Analyzed Charges  
Less Portion Waived In Period  
Analyzed Charges Due before Credit  
  
Analyzed Charges Due after Credit  
TOTAL CHARGES THIS MONTH -->

-----< SERVICE CHARGE DETAIL >-----

SERVICES	ACTIVITY	UNIT PRICE	TOTAL PRICE	BALANCE REQUIRED
<b>01-Depository Services</b>				
Supervision & Assessment Fee	94,667			
Monthly Account Maintenance	13			
Deposits	205			
Deposited Items - On Us	6			
Deposited Items - Other	32			





## -----&lt; SERVICE CHARGE DETAIL &gt;-----

SERVICES	ACTIVITY	UNIT PRICE	TOTAL PRICE	BALANCE REQUIRED
ACH Credits Received	433	.		
Subtotal				
<b>02 - Disbursement Services</b>				
Checks Paid	244			
ACH Debits Received	141			
Stop Payment	2			
Subtotal				
<b>04 - Cash Services</b>				
Currency Deposited - Per 1,000	43,933			
Change Order Fee - Per Order	9			
Currency Provided - Per Strap	3			
Currency Provided - Per Roll	19			
Subtotal				
<b>05 - Treasury Solution Online Banking</b>				
TS - Deposit Images Module Monthly	1			
Ma				
TS - Suite Monthly Maintenance	1			
TS - Suite Previous Day Per Item	1,073			
Subtotal				
<b>08 - ACH Origination</b>				
TS ACH Module - Monthly	1			
Maintenance				
ACH Origination - Per Item	1,918			
ACH - Return Items/NOC	1			
Subtotal				
<b>09 - ACH - Services</b>				
ACH - Filter	1			
Incoming ACH Report Prior Day	7			
Subtotal				
<b>11 - Remote Deposit Capture</b>				
RDC - Monthly Maintenance	1			
Subtotal				
<b>13 - Image Archive Services</b>				
CD-ROM - Monthly Maintenance	1			
CD-ROM - Per Item Debit	244			
CD-ROM - Additional Account	2			
Subtotal				
<b>14 - Zero Balance Accounts</b>				
ZBA - Maintenance	1			
ZBA - Sub Accounts	1			
Subtotal				



-----< SERVICE CHARGE DETAIL >-----				
SERVICES	ACTIVITY	UNIT PRICE	TOTAL PRICE	BALANCE REQUIRED
<b>17 - Acct Reconciliation Processing (A)</b>				
Positive Pay - Monthly Maintenance	2			
Positive Pay - Per Item	244			
Subtotal				

Total Charges Listed Before Credit...