MORAGA-ORINDA FIRE PROTECTION DISTRICT

REQUEST FOR PROPOSAL

GENERAL BANKING & CASH MANAGEMENT SERVICES

ISSUE DATE: DECEMBER 7, 2021

PROPOSAL DUE DATE: JANUARY 7, 2022

SECTION 1: OVERVIEW

1. INTRODUCTION

The Moraga-Orinda Fire Protection District (District) seeks written proposals from banks or financial institutions interested in providing general banking and cash management services. The District seeks a banking relationship that will work closely together with staff to ensure necessary information is provided to meet banking and public finance needs safely, efficiently and effectively.

The District provides fire protection, rescue, emergency medical, hazardous material response, ambulance and any other services relating to the protection of lives and property to the City of Orinda, the Town of Moraga, some unincorporated county areas adjacent to the municipalities, and the community of Canyon. The District also provides automatic aid into Lafayette and State Responsibility Areas within the District's boundaries.

The District is a Special District formed in 1997. The principal act that governs the District is the Fire Protection District Law of 1987. The District operates five fire stations, one administrative office building and employs approximately 80 personnel.

The District's Annual Comprehensive Financial Reports are available on the District's website under Administrative Services at www.MOFD.org.

2. BACKGROUND

The District currently maintains a commercial banking relationship with Citibank. The District was notified by Citibank that Citibank is moving out of the government sector and will be closing the District's accounts. The District must contract with a new bank.

The District prefers to award a five year contract with fixed pricing. However, the District recognizes the uncertainty of the financial markets due to the COVID-19 pandemic and other factors and is open to shorter contract periods if the bank prefers. The District requires fixed pricing for a minimum two year contract period. Prices in years three, four and five may be negotiated based on satisfactory customer service.

Questions or inquiries regarding this RFP should be directed to Gloriann Sasser, Administrative Services Director, at 925-258-4530 or via email at gsasser@mofd.org.

3. PROPOSAL PROCESS

Timeline	
Distribution of RFP	December 7, 2021
Proposal Due Date	January 7, 2022
Proposal Review	January 2022
Board approval	January 19, 2022
Notification to Bidders	January 20, 2022
Implementation	February 1, 2022

The timing of the proposal process is as follows:

1. **Distribution of Request for Proposals*:* December 7, 2021**

2. **Proposal Submission:** Proposals must be delivered directly to the District via email by January 7, 2022. Late submissions after the deadline will not be accepted. Please email the proposal to Gloriann Sasser at gsasser@mofd.org.

3. **Proposal Review:** The District will evaluate each proposal submitted. It is anticipated that the review process will be completed the second week of January 2022.

4. **Notification:** The District anticipates sending written notification to all banks regarding the outcome of the review and contract award process on January 20, 2022. Upon written request, a copy of the recommended proposal will be provided.

5. **Conversion Activities:** The awarded bank will be required to coordinate with District staff all the activities necessary to ensure a smooth transition. Conversion activities will begin upon notification and are projected to be completed by April 1, 2022.

The District will make every effort to administer the proposal process in accordance with the terms and dates discussed in this RFP. However, the District reserves the right to modify the proposal process and dates as deemed necessary.

4. MINIMUM QUALIFICATIONS

To be considered for selection, proposing banks must have at least the following qualifications:

- Federally or State of California chartered financial institution
- Access and full rights to Federal Reserve System
- Capable to provide the services sought by the District
- Agree to assign experienced and dedicated staff committed and capable of servicing District accounts
- Sufficiently capitalized to accommodate District cash/investment management needs

5. CURRENT BANKING STRUCTURE – LAST THREE MONTHS OF ANALYSIS STATEMENTS ARE AVAILABLE

The District deposits over $43 million annually through demand accounts. Approximately $5 million represents normal business operations and $38 million represents investment transactions. Payroll is issued monthly through ADP in excess of $1.1M to 68 employees. A payroll advance is also issued monthly through ADP in excess of $175,000 to 51 employees. Accounts payable checks are issued in excess of $275K per month. ACH transactions are issued in excess of $500K per month. The average daily balance is $600K. Analysis statements are attached.

District general business requires two demand accounts:

- General Account
- Payroll Account

The General Account is used for all deposits, investment, disbursement and money transfer activities except payroll. The Payroll Account is used for payroll disbursement activity only.

The District utilizes remote deposit for checks received at Administration. The District would like to continue using remote deposit for these deposits. For ambulance billing deposits, the District's ambulance billing company deposits once per week on the District's behalf using remote deposit. The District uses Wittman Enterprises for ambulance billing services. The District will need two remote scanning machines, one for the District and one for Wittman Enterprises.

If you would like to review the last three months' of analysis statements, please contact Gloriann Sasser at gsasser@mofd.org

SECTION 2: FORMAT OF PROPOSALS

The District would like to simplify and expedite the proposal process. Please provide a brief letter that includes the following:

- **Bank information -** Name of the proposing bank, its principal business address where the relationship will be managed, the address of the local branch and a contact for inquiries.

- **Experience** - describe the Bank's experience in providing services to the public sector.

- **References** - Provide two comparable local government references. Please include:

    - Name of government agency
    - Contact name
    - Contact phone number and email address
    - Banking services in use
    - Length of banking relationship

- **Options for Offsetting or Paying for Banking Services:** Describe options for offsetting bank fees including settlement options: monthly, quarterly or annually.

    a. Provide your current Earnings Credit Rate
    b. Provide historic Earnings Credit Rate for the past 12 months
    c. Provide the formula your bank uses for calculating the balance required to offset fees, including any deduction for reserves. Apply that formula to the monthly services listed in your pricing proposal.

- **Pricing -** Attached to the letter please provide the completed **Banking Services Proposal Form** that includes all services listed on the bank analysis statement. The Proposal Form is included with this request for proposal. Add all pricing elements relative to the services you provide. Use the term "No Charge" for any pricing elements listed on the current analysis statement for which your bank does not charge. This will provide an equitable comparison of all bidders. Include the number of years the fees will remain in place (minimum two years, a longer term up to five years is preferred. See Section 2 page 3 of this RFP.)

FINAL COMMENTS

The District reserves the right to reject any and all proposals, cancel all or part of this RFP, and waive any minor irregularities and to request additional information from proposing banks. By requesting proposals, the District is in no way obligated to award a contract or pay expenses of the proposing banks in connection with the preparation or submission of a proposal.

The District appreciates the efforts of all the banks and their respective staffs in responding to the Request for Proposal.

BANKING SERVICES PROPOSAL FORM

Please complete all items on this attachment. (1) If your financial institution does not or cannot provide a specific requested service, please indicate "no proposal" and if appropriate recommend an alternate service and include as a specified attachment. (2) If the service is contracted to a third-party, please mark this clearly.

Moraga Orinda Fire Protection District Banking Services Proposal Form (Mark Item Clearly if "No Proposal" or Contracted to Third Party)	Estimated Mo. Unit Volume	Standard Fee Per Unit	Total Monthly Cost	Total Annual Cost	Comments
ACCOUNT ANALYSIS					
Monthly Maintenance Fee Public Funds Checking	2		$ -	$ -	
ACCOUNT RECONCILIATION					
Positive Pay Monthly Maintenance Fee	1		$ -	$ -	
Checks Paid	70		$ -	$ -	
Web Based Positive Pay	1		$ -	$ -	
Web Based Positive Pay Exceptions	1		$ -	$ -	
Stand Alone Payee Positive Pay Monthly	1		$ -	$ -	
Stand Alone Payee Positive Pay Item	63		$ -	$ -	
PUBLIC FUNDS CHECKING					
Bank Statement - Web	2		$ -	$ -	
FDIC Insurance			$ -	$ -	
FICO Insurance			$ -	$ -	
CHECK PROCESSING					
Branch Deposit Tickets	2		$ -	$ -	
Remote Deposit Monthly Fee	1		$ -	$ -	
Remote Deposit Per Item Fee	90		$ -	$ -	
AUTOMATED CLEARING HOUSE (ACH)					
ACH - Monthly Maintenance Fee	1		$ -	$ -	
ACH Item Originated WCM	17		$ -	$ -	
ACH Batch Processed WCM	5		$ -	$ -	
Addenda Record WCM	11		$ -	$ -	
ACH Credit Received	26		$ -	$ -	
ACH Debit Received	16		$ -	$ -	
ACH Debit Block	2		$ -	$ -	
ACH Debit Filter	16		$ -	$ -	
WEB STOP PAYMENTS					
Stop Payment Renewal	1		$ -	$ -	
Web Number Stop Accounts	1		$ -	$ -	
WIRE TRANSFER SERVICES					
Incoming Draw/Outgoing Wire	2		$ -	$ -	

TOTAL CHARGES EXISTING SERVICES

REQUESTED SERVICES					
Remote Deposit Scanner - one time cost, 2 scanners needed	2			$ -	
EARNINGS CREDIT RATE					
Earnings Credit Rate Allowance				0.00%	

Number of Years Fees Will Remain in Place - minimum 2 years, longer term up to 5 years preferred			**Enter number of years here**		

Name of Bank