

ROSWELL INDEPENDENT SCHOOL DISTRICT  
PROCUREMENT DEPARTMENT  
ADDENDUM #1 FOR RFP NO. 21-04  
FINANCIAL BANKING SERVICES  
MARCH 17, 2021 – 2:00 PM LOCAL TIME

March 11, 2021

Please note the RFP information on the following two pages:

- Response to Written Questions

ACKNOWLEDGE ADDENDUM WITH RFP:

Addendums not returned and signed as part of the proposal will be considered non-responsive and rejected.

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Company/Firm/Independent Contractor Name

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Signature

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Date

## Questions with Responses

1. What is your ERP system?
  - a. Are you able to create a NACHA file from your ERP system and transmit it to the bank or do you upload a spreadsheet or file through your banking portal?  
**We create a NACHA File from Visions (our financial software) and upload into the banking portal.**
2. According to the RFP document, there are 1,500 employees and 1,000 participate in direct deposit semi-monthly. That would equal 2,000 ACH Credits and 1,000 checks issued monthly correct? On the consolidated account analysis statement, there were only 40 ACH transactions listed.
  - a. Please confirm the monthly ACH transaction volumes  
**October 2020 – Direct Deposits payroll - 2,575      NMPSIA -2 ACH's  
Wells Fargo – 1 ACH**
  - b. The consolidated account analysis statement reflects 489 checks were issued. If 1,000 checks are issued monthly for payroll (non-direct deposit employees), what's the average number of checks issued for payroll?  
**October 2020 – Payroll checks for employees/deductions – 179**
3. What's the average number of checks issued for Accounts Payable – Vendor payments?  
**240-300 per month – October 2020 – 299 checks**
4. The consolidated analysis statement reflects 3 accounts but the RFP document states the District currently uses 2 accounts (Operating and Payroll). Is the third account the Business Sweep account? **Yes, the third account is the Business Sweep Account.**
5. Are transfers between the Operating account and the Business Sweep account automatic or manual? **The transfers between the Operating account and the Business Sweep account are automatic.**
6. What is the average balance maintained in the Business Sweep account?  
**The average balance maintained in the Business Sweep account is \$7,000,000.00.**
7. Does the District have fraud services on any of the accounts?  
**Yes, the District does have fraud services on their accounts.**
8. Are Wire transfers processed on-line?  
**Yes, wire transfers are processed on-line.**

9. Does the consolidated analysis statement reflect all the services currently used by the District? If no, please provide a list of the additional services and transaction volumes related to those services.

Yes, the consolidated analysis statement reflects all the services currently used by the District.

10. Does the District accept credit card payments for field trips or sporting events? If the District does accept credit cards as a form of payment, is merchant services part of this RFP?
- No, the District does not accept credit card payments.

11. I wanted to ask questions around the Business Sweep account at Pioneer Bank with approx. \$48 million in balances. Can you tell me what options the school district is looking for?

Liquid Account

- a. Does this have to be a liquid account?
- b. Is the district interested in Laddering Investments?
- c. Is the district interested in investing in commercial paper for a higher yield?