

The following are the questions received regarding RFP SP-18-00401 and our responses:

Question: I did not receive an “official bid price sheet” in my email – was there supposed to be one?

Response: No bid sheet was included because we asked that responders submit their own pricing sheet based on the volume and types of transaction and activity that we provided in the bid solicitation document requirements section because we wanted you to have the flexibility to use your own pricing setup (like a monthly analysis statement including items such as per item cost of same day or next day incoming ACH, reversal of ACH items, wire transfers, reports, etc.).

Question: Can you send the “Technical Proposal Packet” in a word document so that we can keep from retyping everything and keep it like you have it formatted?

Response: The Office of State Procurement advised that Word documents could not be sent as part of the RFP. In addition, many of the questions would call for attachments rather than typed-in responses. However, you should be able to copy the individual questions from the pdf document into a Word document and then type your response.

Question: Which bank accounts are the sweeps connected to?

Response: The Federal and State Income Tax Withholding Accounts (2 for each system).

Question: Are EFT transactions currently initiated through secure bank website or directly from APERS server to bank server?

Response: Files are initiated from APERS server to bank server (SFTP), not via bank website (<http/https>).

Question: What will the collected balance be in each account after funds are wired to APERS’ custodian bank?

Response: Those balances vary a lot. On average, the amounts will be on the lower end. The average collected balance for the direct deposit and checking accounts combined is approximately \$13,000 for State Police and \$10,000 for Judicial. The average collected balance for APERS is approximately \$50,000 for the direct deposit account and \$3,000 for the checking account.

Question: Are retirees paid only once per month?

Response: Each of the 3 systems has a regular retiree payroll once per month and then a “catch up” retiree payroll (if necessary) for those who may not have gotten paperwork submitted by the deadline for the regular monthly payment, or a payment is returned due to a closed bank account, etc. APERS always has a “catch up” payroll due to the number of retirees and the greater possibility of reasons a payment was not made or returned; the State Police and Judicial systems would rarely have this need. In addition to the retiree payrolls, non-periodic distribution files are submitted twice monthly for payment on the 1st & the 15th for DROP, PAW and termination refunds.

Question: Does Attachment D-RFP SP-18-00401 (received EFT count in September 2017) include all 12 accounts?

Response: Received EFT counts in Attachment D are for the APERS account only. The counts for State Police are normally 2-3 per month and Judicial are normally 6-8 per month.

Question: Are deposits required to be collateralized and if so, please provide information.

Response: Collateralization is not required.

Question: Is the SFPT transmission a requirement of the bid?

The APERS IT Director says that SFTP is pretty standard in transmitting sensitive data in the industry. Our preference is the SFTP method, as it allows for automated transfers to be created from our pension administration system to the institution’s system. It will not nullify your bid response if you cannot provide that service—you will just receive a lower score in that area.

Question: Would it be possible to provide bidders the monthly account analysis statements (for the past 12 months) or one with the highest averages? It would be okay to block out the \$'s, we just need the product elements and volumes to be able to provide a more accurate bid response.

Response: We provided monthly numbers in Section 2.1 for all transactions other than deposit information. Those were provided in Attachments A – D. Those numbers should be sufficient to provide an accurate response to the bid.

Question: What are the Average Monthly Collected balances in each of the 12 accounts?

Response: There is no average monthly collected balance for the six (6) Federal and State tax sweep accounts. These balances can vary quite a bit, but the average collected balance for the combined direct deposit and checking accounts for State Police is approximately \$13,000 and \$10,000 for Judicial. The average collected balance for APERS is approximately \$50,000 for the direct deposit account and \$3,000 for the checking account.

Question: How much collateral is required for each account and in total for this bid?

Response: None

Question: For collateral, would a Federal Home Loan Bank Letter of Credit suffice? If not, what is required for collateral?

Response: N/A – None required.