



catawba county

MAKING. LIVING. BETTER.

ADDENDUM NO. 1

Issue Date: November 14, 2024

Southeastern Catawba County Water and Sewer District

Banking and Related Services

Request for Proposals No. 25-1011

To: All Potential Respondents

The Request for Proposals (RFP) dated October 25, 2024, is modified as set forth in this Addendum No.1. The original RFP documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondents shall take this Addendum into consideration when preparing and submitting Proposals for this project. Catawba County is issuing this Addendum to provide RFP clarifications.

Questions:

1. **Question:** How will Catawba County financially support Southeastern Catawba County Water and Sewer District?

Answer: The District is a separate entity and unit of government. The District will generate revenues through System Development Fees and through revenue sharing contracts.

2. **Question:** Can the District provide financial statements or any relevant financial information?

Answer: The District is to become operational February 2025; therefore, there are no current financial statements.

3. **Question:** How many bank accounts will the District require?

Answer: Two. One demand deposit account and one remote disbursement account.

4. **Question:** How many interest bearing/zero balance accounts will the District require?

Answer: One.

5. **Question:** What is the total anticipated bank balance that the District will carry each month?

- Answer:** This is difficult to define at this time. Revenues from revenue sharing contracts are received quarterly and System Development Fees are earned throughout the year but peak during spring and summer months.
6. **Question:** Does the term “monies” apply to any other type of payment other than cash?
- Answer:** No.
7. **Question:** What ERP software does the District currently use?
- Answer:** Oracle PeopleSoft.
8. **Question:** How many accounts will require positive pay service?
- Answer:** One.
9. **Question:** How is the District planning on originating ACH payments? Transmission file or banking portal?
- Answer:** The District anticipates generating a formatted transmission file and upload to the financial institution via banking portal.
10. **Question:** What is the expected monthly ACH credit volume?
- Answer:** <5
11. **Question:** What is the expected monthly ACH debit volume?
- Answer:** <5
12. **Question:** What is the expected monthly incoming wiring volume?
- Answer:** <5
13. **Question:** What is the expected monthly outgoing wiring volume?
- Answer:** <3
14. **Question:** How many bank deposits will the District have per month?
- Answer:** <5
15. **Question:** How with the District accept customer utility payments?
- Answer:** The District will not collect utility payments directly. The District will have revenue sharing agreements with local municipalities to operate and manage District utility assets. The District will receive a portion of utility revenues collected by the municipalities operating and managing the District-owned assets.
16. **Question:** What is the expected volume of utility payments?
- Answer:** Not applicable. No utility payments from customers.
17. **Question:** What is the anticipated monthly cash volume?

Answer: Due to the fact the District is not operational until February 2025 this is difficult to define at this time. Revenue sharing revenues are received quarterly and System Development Fees are earned throughout the year but peak during spring and summer months.

18. **Question:** How many accounts will require disbursement ability?

Answer: One.

19. **Question:** How many remote deposit scanners will the District require?

Answer: One.

20. **Question:** What is the expected check deposit volume?

Answer: <10 per month

21. **Question:** What is the expected monthly checks paid volume?

Answer: <10 per month

22. **Question:** Will the District accept delivery of check images by any other form other than CD-ROM (I.E. Import file, inquiry search via portal?)

Answer: Yes.

23. **Question:** Does the service description volumes reflect expected monthly volumes?

Answer: Due to the fact the District will not be operational until February 2025, the volumes in the service descriptions are merely estimates with no guaranty volumes will be realized.

24. **Question:** Please provide average balance in operating accounts? Are there additional liquid deposits or investments? What is the dollar amount and where are the investments kept?

Answer: Due to the fact the District will not be operational until February 2025, it is difficult to determine an average balance. There are no investment accounts; however, the District may need investment accounts in the future.

25. **Question:** How many accounts will issue checks and need payee positive pay for fraud prevention?

Answer: One.

27. **Question:** Please clarify how long Stop Payments are required to stay in place.

Answer: 180 days.

28. **Question:** How does the District process accounts payable? Does the District use a workflow invoice approval system? If so, what system is used and what does the workflow entail? If not, what would be most

desirable for the District for invoice routing, approval and coding of expenses?

Answer: The District may process accounts payable and anticipates the use of ACH payments as the primary method with formatted ACH and check files uploaded to the bank portal. Payment remittances will be generated and emailed from the District ERP to vendors.

29. **Question:** Do you accept payments online? Is there interest on a solution to allow for online electronic payments?

Answer: The District will not be accepting online payments.

30. **Question:** Does the District utilize a commercial card (purchasing card or corporate) program? If so, could you provide volume and statements?

Answer: The District will have no business need for a purchasing card program at this time.

31. **Question:** Does the District utilize merchant services? If so, could you provide volume and statements?

Answer: No.

32. **Question:** Please describe the service: Encoding Charge.

Answer: Encoding error fee. An example would include an encoded amount which differs from the legal or written amount.

33. **Question:** Please describe the service: Chargeback items.

Answer: Returned items. This may include return check fees.

This Addendum consists of 4 pages in total.