ADDENDUM I

PURCHASE OF BANKING SERVICES

CSP-2024-0051

I. In response to questions received:

A. Question: Does there need to be a bank branch in each county – Bexar, Comal, and Kerr?
Response: No. The sentence in Section 1.B.4 on page 15 of the CSP document,

“Offeror must have a bank branch located within Bexar County or the residing county for each of the ACD campus locations; see page 24, for locations.”

is hereby replaced with the following,

“The Alamo Colleges District prefers Offeror have a bank branch located within Bexar County and the residing county for each of the District’s campus locations but will consider proposals that do not meet this criteria.; see page 24, for locations.”

The sentence in Section 2.A.2.b.2)e)5. On page 23 of the CSP document,

“Please complete the table below by indicating the firm’s branch location for each of the ACD campus (must be within Bexar County or the residing county for each campus):”

is hereby replaced with the following,

“Please complete the table below by indicating the firm’s branch location for each of the Alamo Colleges District’s campuses. The District prefers Offeror have a bank branch located within Bexar County and the residing county for each of the ACD campus locations but will consider proposals that do not meet this criteria.”
B. Question: Does one branch in the county meet the requirements or does there need to be a branch within proximity of each campus?
   Response: The District prefers branch locations within proximity to each campus. Please also refer to Response A, above.

C. Question: What does ACD use the banking branch for? Night deposits? A back up to making deposits via armored courier to the bank’s vault services?
   Response: The District will use a bank branch on occasion for making deposits when the armored courier is not able to pick up deposit bags in a timely manner.

D. Question: During our review, we have noted as shown below item # 13, that this RFP has the identical safekeeping requirements from the 2019 RFP. Do you anticipate that you will make any verbiage changes to the requirements to allow safekeeping to be provided by a correspondent bank?
   Response: The District prefers safekeeping services to be provided directly by the bank but will consider proposals that offer safekeeping services through a correspondent bank.

E. Question: Will ACD consider proposals from banks that have an office in Bexar County, but not a branch? Meaning no teller line or retail banking lobby and no ability to cash checks or accept in-person deposits.
   Response: Please refer to the response to Question "A", above.

F. Question: The bank adheres to state law regarding collateral requirements for public funds deposits. Is this level of collateral coverage acceptable for ACD?
   Response: Yes, meeting the legal requirements for collateral is acceptable. However, firms who exceed the minimum state law requirement will be awarded higher scores in the evaluation of proposals.

G. Question: CSP #2024-0051 refers to a due date of January 23, 2024; however, in one location, it mentions January 16, 2024. Can you confirm the due date is January 23, 2024?
   Response: The due date to submit proposals is January 23, 2024. Please note, the sentence in Section C.1 on page 34 of the CSP document,

   “Signed and sealed proposals shall be submitted prior to 2:00 pm. Central Standard Time (CST) on January 16, 2024.”

   is hereby replaced with the following,

   “Signed and sealed proposals shall be submitted prior to 2:00 pm. Central Standard Time (CST) on January 23, 2024.”
H. **Question:** Does ACD want nine (9) printed bound copies in addition to the one (1) original or is the original plus the electronic copy sufficient?
   **Response:** Yes. One (1) original and one(1) electronic copy is sufficient.

Please note, the sentence in Section C.1 on page 34 of the CSP document,

> “Offeror must provide one (1) original, nine (9) bound copies and one (1) electronic copy (preferred format for electronic copy is Word or PDF)”

is hereby replaced with the following,

> “Offeror must provide one (1) original and one (1) electronic copy (format for electronic copy is Word or PDF)”

I. **Question:** For the electronic copy, does ACD want it via a thumb drive or a different method?
   **Response:** Yes, a thumb drive is requested. See also Response to Question "H", above.

J. **Question:** Are the CSP Requirements mentioned under #2 the same as the Terms and Conditions of the CSP (page 20)
   **Response:** The CSP Requirements referenced in Section C.2 on page 34 of the CSP document are outlined in Section 1 “Scope of Work” and Section 2 “Terms and Conditions of the CSP and Submission of Proposal”, beginning on page 14 and page 20, respectively, of the CSP document.

K. **Question:** Will ACD accept fifty (50) double-sided sheets versus one hundred (100) single sided sheets?
   **Response:** Yes. Please note, the sentence in Section C.3 on page 34 of the CSP document,

   > “Proposals shall not exceed one hundred (100) single sided 8-1/2 x 11 sheets.”

is hereby replaced with the following,

   > “Proposals shall not exceed one hundred (100) single sided 8-1/2 x 11 sheets or fifty (50) double-sided 8-1/2 x 11 sheets.”

L. **Question:** If we are including an Appendix, will those sheets not be counted in the page limit?
   **Response:** Appendices are not counted as part of the page limit. Please note, the sentence in Section C.3 on page 34 of the CSP document,

   > “The following items are not counted in the page limit: front and back cover pages; cover letter (not to exceed two pages); sheet/chapter
is hereby replaced with the following,

“The following items are not counted in the page limit: front and back cover pages; cover letter (not to exceed two pages); sheet/chapter dividers; resumes, appendices, CSP pages requiring execution; and certificate of non-collusion.”

M. **Question:** What are ACD’s expected balances?

**Response:** The District’s Master account currently has a peg balance of $4M to cover bank analysis fees and utilizes a sweep account for any surplus above the peg balance to cover outstanding checks and upcoming payroll. The amount of a daily sweep can range from $400K to $6M. The District’s construction retainage accounts are interest bearing accounts with balances that will vary from month to month depending on on-going projects. As of November 30, 2023, the total balance in the retainage accounts was $12.2M (Total ledger balance of all accounts was $16.2M). All other bank accounts are zero-balance accounts that feed into the Master account.

N. **Question:** Can you clarify the due date for written questions? Is it January 10, 2024?

**Response:** No, the deadline to submit questions is January 16, 2023.

II. Please acknowledge receipt of this Addendum I with your proposal.

**REMINDER:** The deadline to submit a proposal for this project is 2:00 p.m. C.S.T., January 23, 2024.

**PLEASE NOTE:** The Alamo Colleges District will be closed for Holiday Break December 21, 2023 through January 3, 2024 and will not respond to emails or phone calls during that time. All colleges and business offices will resume normal business hours Thursday January 4, 2024.

All questions related to this CSP are to be directed to Terry Loomis, Assistant Director and Desiree Bernal, Senior Purchaser, via email to: tloomis2@alamo.edu, and dbernal56@alamo.edu with a copy to dst-purchasing@alamo.edu.