

**Project: Banking Services**

**Date: February 11, 2020**

**RE: Addendum 1**

**# of Pages: 3**

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The following revisions and/or clarifications are to be made to the proposal documents for Banking Services. They are the result of any questions received by 4pm EST on February 4, 2020.

**Questions:** (answers to all question are shown in Italics immediately after the question)

1. Exhibit A Pg. A-1: Could BPCA provide Account Analysis statement for all accounts in relationship, preferably 3 months of AA statements?

- Payroll account
- Operating Account
- Unpledged Revenue account
- Credit Card processing account(s)

*Please calculate fees based on the activity given in Exhibit A.*

2. Pg. 3: Will BPCA accept the electronic submission of the proposal via secured email instead of a flash drive or CD?

*Please submit via CD-ROM or flash drive, per the terms of the Request for Proposals.*

3. Pg. 6 #9: Will BPCA accept the bank's S&P or Moody's financial rating in place of a Lacey financial rating?

*Yes – BPCA will accept the bank's S&P or Moody's financial rating.*

4. Exhibit B Pg. B-1: Please confirm that the overall goal of "0%" means that the requirement for MWBE participation in our solution is waived, and that Proposers are not required to submit a Staffing Plan, Utilization Plan or "good faith efforts" documentation with our proposal?

*Yes, that is correct.*

5. Will this Bid be open in a Public forum?

*No – it will not. This will be opened and documented solely by BPCA procurement staff.*

6. Exhibit A Pg. A-1: Credit Card Processing Account(s): Merchant Solutions questions:

- What is your annual processing volume, broken down by card type?

*BPCA processed in calendar year 2019:*

*Amex - approximately 120 transactions for \$80,000*

*Discover - approximately 5 transactions for \$580*

*Master Card –approximately 50 transactions for \$37,000*

*Visa - approximately 111 transactions for \$75,000*

- Can BPCA please provide a Merchant Statement?

*Please see above response for credit card processing information.*

- How many Merchant ID's do you have and how many physical terminals does BPCA have or need?

*BPCA currently has four Merchant ID's and has three physical terminals to process credit card transactions.*

- What kind of hardware/equipment are you seeking?

*This will be determined based on the recommendations from the implementation team and the needs of the organization during the implementation process.*

- Please describe how you are currently processing card payments today. (Terminals, Software, Gateways, Web, Etc.).

*BPCA currently uses a POS software system which processes credit card payments directly for memberships and permit fees for our community center and programing activities. The POS system – uses Translink to process all credit card activity. All transactions outside of the POS system will utilize the credit card processing system from the bank.*

Can you provide Make & Model of existing Terminals and Name &Version of software or Gateways?

*BPCA declines to provide the information requested. However, BPCA currently uses Chase Payment Tech to process all credit card transactions outside of the POS system.*

- What percentage of your transactions are Card Present and Card not Present?

*BPCA does not track this information.*

- Is your Merchant account (credit card processing account) integrated into your billing system?

*No*

- Do you utilize a Convenience or Service Fee?

*No*

- Is your organization PCI compliant?

*Yes*

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By signing the line below, I am acknowledging that all pages of the addendum have been received reviewed and understood, and will be incorporated into the bid price submitted. This document must be attached to the proposal for consideration.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Number of pages received: \_\_\_\_\_<fill in>

Distributed to: All present and all prospective Proposers