

**August 21, 2019**

**Request for Proposals (RFP)**

**RP213-2019-02 for Banking Services**

**ADDENDUM No. 1**

REVISE SCHEDULE F – Rated Criteria Response Form – Services, Section F.3 Account Management and team experience (20%) to reflect (15%) as stated in Section 1.12.2 – Rating Criteria, issued with this Addendum.

### **CLARIFICATIONS – QUESTIONS & ANSWERS**

Please see the answers and answers below.

**1. Question:**

Page 5 – Section 1.3 Proposal Submission

Further to submission instructions to email a copy in Microsoft Word or PDF to [procurement@partnershipagainstcancer.ca](mailto:procurement@partnershipagainstcancer.ca); please confirm if an electronic copy of Schedule C – Pricing, should be included in the email?

**Answer:**

Yes. Schedule C can be included in the same email, or under a separate email.

**2. Question:**

Page 7 – Section 1.8, c)

Please confirm a personal biography for the Relationship Team outlining their tenure, responsibilities and experience at RBC would be sufficient to satisfy the requirement for a resume/CV?

**Answer:**

Yes, please refer to Schedule F, page 32 (bottom).

**3. Question:**

Page 21 – Schedule C Pricing Sheet

Do we have permission to amend Section 1. Fee Schedule to detail fees not listed on Schedule C?

**Answer:**

Please keep the fee schedule format in Section 1. Any additional details are to be provided in Section 4.

**4. Question:**

Page 22 – Schedule C Pricing Sheet: Interest Rate

Does the Partnership have an Investment Policy you can share with us?

**Answer:**

Yes. Will be provided as a separate attachment.

**5. Question:**

Do you have surplus funds you invest short term (up to 18 months) in investments? If so please share volume, duration of terms, risk tolerance, investment vehicles (GIC, T Bills, Bankers Acceptance, Mutual Funds, Corporate Bonds, Equities etc.)?

**Answer:**

Currently the Partnership has \$2.6 million in high-interest savings account with a investment firm with no set term.

**6. Question:**

Do you have surplus funds you invest long term (18 months to 5 years)? Are these funds managed by an Investment Advisor Firm or within BMO Commercial Banking? Please share investment policy for these funds?

**Answer:**

The Partnership does not have any long-term investments. Please see the response for Question #4 for the Investment Policy.

**7. Question:**

Is there a requirement to have surplus balances segregated from operating funds?

**Answer:**

No.

**8. Question:**

Page 27 – Schedule E Rated Criteria Response Form - Technical, Privacy and Security Requirements

Do you require operating system requirements for both Windows and MAC?

**Answer:**

No.

**9. Question:**

Schedule A

Can you please breakdown Outgoing Wire Payments (7/month) by destination?

- Within Canada
- USA
- All other countries

**Answer:**

- Within Canada : none
- USA : ~40
- All other countries: ~ 10

**10. Question:**

Schedule F – Regular Banking Service

Do you require USD Operating account? If yes, USD Operating Account details: Debit / Credit Transactions, Average balances (any seasonality? peak balances/low balances).

**Answer:**

No.

**11. Question:**

Please confirm if you manage your cheque printing process in-house or is it outsourced?

**Answer:**

In-house.

**12. Question:**

Do you initiate ACH Pre-Authorized Payments? If so please confirm the number of files and payments per month?

**Answer:**

No ACH Pre-authorized payments.

**13. Question:**

For EFT Implementation under F.2 – Please confirm your preferred transmission method for files?

**Answer:**

Currently this is managed through downloading/uploading from a website. This might change if a new ERP system is implemented.

**14. Question:**

What is your digital strategy for the Partnership?

**Answer:**

The scope of the RFP is to implement EFT payments. The Partnership may investigate a new ERP system in the future.

**15. Question:**

EFT

1. By pre-authorized payment plans, do you mean funds being pulled from you, or you pulling funds from remitters?
2. What percentage of cheques do you hope to move to EFT?
3. What is the expectation around the EFT implementation?

**Answer:**

1. Funds being pulled from CPAC
2. # of cheques: between 30%-50%; \$ amount: around 80%
3. The successful Proponent must assign an experienced project management personnel to lead the project implementation. The Partnership will work with the successful Proponent; however, the Partnership has a short timeframe in which to get this implemented.

**16. Question:**

Reporting

1. What format does Unit4 Agresso accept for statements, what communication language does it support and what information reporting and payment format does it take?
2. For deposit confirmation and back up what type of notifications are you looking for?

**Answer:**

1. Agresso does not have a pre-defined API for importing of bank/financial statements. Agresso currently uses a custom Data Load script to import CSV format bank statements. Bank statements provided by the incumbent includes the following fixed fields:
  - Type
  - Date From
  - Date To
  - Bank
  - Account
  - Currency (Type)
  - Bank Description
  - Transaction Type Code
  - Transaction Type Description
  - Amount
  - Cheque No
  - Blank
  - Description

The Data Load script for bank statements can support CSV or XML format documents.

2. Deposit confirmation should be made by phone or email however email is preferred.

**17. Question:**

Payments

1. Where are outgoing wire payments going and in what currency, if CAD, what currency are they exchanged into?
2. What type of foreign exchange transactions are required? And what are projected volumes in relation to foreign exchange transactions?
3. In Schedule E, is strong authentication option in reference to Swift Corporate Access?

**Answer:**

1. From CAD to USD (majority), some USD to USD, GBP to GBP
2. All foreign exchange transactions are related to Wire transfer payment. Please see Question 9.
3. Yes.

**18. Question:**

Corporate Cards

1. Please confirm that the average annual spend for the corporate card is approximately \$35,000 in total for the year?

**Answer:**

The average spend on corporate card is \$35,000 per month.

**19. Question:**

Operating/Savings Accounts and Investments

1. We note investments included in the financial statements is short-term in nature (maturity less than a year). Is CPAC interested in a longer term investment plan?
2. What are the expected annual balances over the next three fiscal years for the operating and savings accounts?
3. What are the expected outflows over the next three fiscal years?
4. Can you please provide a breakdown of funds in the savings accounts vs investments with a maturity of less than a year?

**Answer:**

1. No. The Partnership is not interested in longer term investments.
2. Operating account month-by-month balance from \$10million - \$2million for the next three years.
3. Annual spending is expected to be approximately \$50million/year
4. One investment account (high-interest saving with no maturity) balance of \$2.6 million. This may increase or decrease depends on operating bank balance. Current projection is that the

balance will increase up to \$5 million in the next one year and gradually decreased to \$2million by March 2022.

**20. Question:**

Travel Agency Services

Is CPAC interested in being introduced to our Travel Agency Services partner to have its own account set up?

**Answer:**

No, not at this time.

**21. Question:**

Schedule A – Regular Banking Services

Who would you pay and how many cheques would you issue with positive pay service?

**Answer:** We pay to Partners, vendors, employees and meeting participants. The total number of cheques for a year is in the range of 3,000. Once EFT is implemented, about 1,500 will still need to be paid by cheques (majority of meeting participants and some vendors). However, with the threshold of \$1,000/cheque, positive pay service is required for 200 cheques/year.

**22. Question:**

How many vendors would you pay via EFT Credit?

**Answer:**

EFT payment implementation is to be planned through 3 phases:

Phase 1 – 120employees, 500-600 payments/year (target: 100% conversion)

Phase 2 – 80 Partners, 200-300 payments/year (target: 100% conversion)

Phase 3 – 300 vendors, 1400-1500 payments/year (target: 80% conversion)

The total number of vendors we pay is around 300/year. The plan is to convert 80% (240 vendors) of vendors to EFT payment.

**23. Question:**

What is the desired and anticipated payment frequency?

**Answer:**

Once a week, with a special run of one  
or two time a month

**24. Question:**

Are you considering in house payroll?

**Answer:**

No

**25. Question:**

How many employees and what is your payroll frequency?

**Answer:**

The total employees of around 140 get paid through bi-weekly payroll

**26. Question:**

Who is your existing payroll provider?

**Answer:**

Ceridian

**27. Question:**

Schedule F – Rated Criteria Response Form – Services

Interfacing with Unit4 Agresso system – pg 29

Does the software support 1464 byte or 80 byte file format?

**Answer:**

Agresso can support CPA005 (or equivalent) 80-byte or 1464-byte EFT formats but would require vendor to supply their vendor specific CPA005 (or equivalent) documentation describing file/field layout.