



## ST. TAMMANY PARISH

PATRICIA P. BRISTER  
PARISH PRESIDENT

**October 31, 2017**

Please find the following addendum to the below mentioned REQUEST FOR PROPOSAL.

**Addendum No.:** 1

**RFP#:** 010-03-17-16-3

**Project Name:** Fiscal Agent Services

**RFP Due Date:** November 14, 2017

### QUESTIONS & ANSWERS:

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**Question #1:** Please provide 2-3 months of your current account analysis statements. If balances and/or activity vary greatly at different times of the year, please provide a statement during a high balance period and another during a low balance period.

**Answer #1:** We will not provide copies of the statements since we provided annual actual activity as a part of the RFP and different types of transactions may occur at different rates.

**Question #2:** Is the Parish currently converting checks to ARC?

**Answer #2:** Currently we are using Image Cash Letter to process checks received by Tammany Utilities. All Other checks are processed by paper.

**Question #3:** Is the Parish currently converting returned checks to RCK?

**Answer #3:** No.

**Question #4:** The list of accounts used by the Parish as indicated in Attachment A does not indicate whether any of the accounts are set up as zero balance accounts. Does the Parish currently use zero balance



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accounts?

**Answer #4:** We do not have any zero balance accounts.

**Question #5:** What types of ACH files are currently originated by the Parish?

**Answer #5:** We generate ACH debit transactions for utility payments, rental payments, and retiree healthcare payments. We also require all employees to be set up for direct deposit.

**Question #6:** Question 7 – Financial E-Commerce (EC) and Electronic Data Interchange (EDI) – What payment formats is the Parish currently originating?

**Answer #6:** None.

**Question #7:** Question 12 – Financial E-Commerce (EC) and Electronic Data Interchange (EDI) – What value added network is the Parish currently using?

**Answer #7:** None.

**Question #8:** Due to the comprehensive nature of this RFP and the fact that responses to our questions will not be received until just prior to the proposal opening date, we respectfully request that the due date be extended to ensure we have time to incorporate anything learned from our questions into the Bank's response.

**Answer #8:** We respect the request but due to the responses above, the Parish will not be extending the due date.

**<< End of Addendum # 1 >>**