



**Responses to Second Round of Questions in Reference To:
Governor's Office of Storm Recovery
Request for Proposals for Lockbox Banking Services for CDBG_DR Programs
RFP # 201612_052**

January 9, 2017

1. Can you provide your current lockbox processing instructions?
 - a. **Our current lockbox does not process data.**

2. What is your total monthly (specify in your response) dollar value of checks processed?
 - a. **The estimated total monthly dollar value of processed checks is between \$50,000 and \$500,000.**

3. Are you open to re-designing your remittance document to gain greater efficiencies, if applicable?
 - a. **Yes.**

4. Do you experience peaks and valleys in your workload? If yes, please explain in which months there are peak volume periods.
 - a. **Some peaks will occur. However, there is no currently known seasonal pattern. A significant volume of payments will occur every month as a result of recurring monthly payments. These monthly payments occur on either the 1st or the 15th of the month.**

5. How many different remittance types do you receive?
 - a. **Two.**

6. Do you require any of the following:
 - Inspection for restrictive notations (e.g., "Paid in Full")?
 - Inspection of dates (e.g., do not process items dated more than 3 days in the future)
 - a. **Specific processing details will be finalized during the initial implementation phase of work.**

7. Please describe any special handling requirements, such as remittance sorting and/or balancing (e.g., invoice amounts balance to check amount), that you have.
 - a. **Specific processing details will be discussed and finalized during the initial implementation phase of work. We expect a thorough review of all submitted materials, as well as imaging of extraneous documents.**

8. Do funds on deposit require collateralization in excess of 100% of the deposited amount?
 - a. **No.**