

HARRIS COUNTY HOUSING AUTHORITY

P.O. Box 53028, Houston, TX 77052 | 713.669-4509 P

AMENDMENT OF SOLICITATION

ADDENDUM # 2

DATE: 11-05-2020

ISSUED BY: Paul Curry, Finance Director

AMENDMENT TO SOLICITATION NUMBER: Request For Proposal (RFP) # 20-04 for Banking Services

THE DATE AND TIME SPECIFIED FOR RECEIPT OF PROPOSALS **IS CHANGED** TO: November 23, 2020, 3:00 PM CST.

THE SOLICITATION MENTIONED ABOVE IS AMENDED AS SET FORTH BELOW. PROPOSERS MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO THE HOUR AND DATE SPECIFIED FOR RECEIPT OF PROPOSALS BY SIGNING THIS FORM BELOW.

ITEM 1: Written Questions/Responses.

Question 1: Will you be submitting a separate Merchant Services RFP?

Response 1: No, separate Merchant Services are not needed.

Question 2: What volume is expected?

Response 2: N/A

Question 3: What is the expected transaction size?

Response 3: N/A

Question 4: How many transactions are expected?

Response 4: N/A

Question 5: How many locations/stations will need equipment?

Response 5: N/A

Question 6: Would you like to accept payments online?

Response 6: Yes, only wire transfers and ACH payments will be accepted.

Question 7: Who would be HCHA participants?

Response 7: HCHA Housing Choice Voucher Program participants and landlords.

Question 8: How many participants are getting a pay card monthly or annually?

Response 8: HCHA averages approximately 50 new HCV Program participants each month that will receive a pay card.

Question 9: How are the participant cards being funded?

Response 9: The participant cards are being funded by ACH.

Question 10: How often are the participant cards funded & with what amount of funds.

Response 10: *The HCV Program participants' cards are funded once a month. The amounts vary between \$0 - \$300.*

Question 11: How do the participants use the cards?

Response 11: *The participants' cards work like a debit card. They can be used where debit or credit cards are accepted.*

Question 12: For the landlords, are the landlords personally being "enrolled" for the pay card? Or is the "landlord" as a business entity being enrolled for a pay card?

Response 12: *Landlords will be enrolled for a pay card regardless of personal or business entity.*

Question 13: Is the landlord given a card as a business entity? If given to the landlord as a person, why? What money is paid to the landlord, what is the purpose/use case?

Response 13: *Landlords can receive cards as a person or business entity. The money paid to landlords is used to cover HCHA's portion of the tenant's total rent.*

Question 14: Who is putting funds on the cards given to a landlord?

Response 14: *HCHA will place funds on cards provided.*

Question 15: How is the landlord using the cards?

Response 15: *The landlord cards work like a debit card. The landlord can use the cards where debit or credit cards are accepted.*

Question 16: How many landlords are receiving cards?

Response 16: *Only one landlord is receiving a pay card.*

Question 17: How often are the cards funded?

Response 17: *The cards are funded once a month.*

Question 18: What are your average balances for collateralization?

Response 18: *We have an average balance of \$9,387,312.06 for collateralization annually.*

Question 19: Where do you obtain your primary funding for projects related to the mission of HCHA?

Response 19: *The HCHA HCV Program's primary funding source is the U.S. Department of Housing and Urban Development (HUD). HCHA Affordable Housing Development Program's primary funding sources are the Low-Income Housing Tax Credit Program, Private Financing/Debt, and HUD Grant/Loan Funds.*

Question 20: When is your peak volume time of the year? If we can obtain an A/A statement for that month(s), that would be appreciated.

Response 20: *HCHA peak volume is monthly (first/last weeks of the month). Please see the attached "Exhibit A" summary of the most recent analysis statement.*

Question 21: Do you currently have a line of credit with your current institution? If so, what are the terms (i.e., term, pricing, etc.) of that credit facility?

Response 21: *HCHA does not have a line of credit with its current institution.*

Question 22: Is the property that you have stated as currently held to be used as collateral on the subject line owned free and clear?

Response 22: *The HCHA property currently held cannot be used as collateral. XII. Line of Credit " HCHA's affiliates may require a line of credit to be in place in order to facilitate the purchase of future properties prior to the finalization of permanent financing. It would be collateralized by*

currently held property, as well as the property purchased. Please explain your capability for providing the line of credit and any associated fees and/or stipulations.” **is changed to read** “ HCHA’s affiliates may require a line of credit to be in place in order to facilitate the purchase of future properties prior to the finalization of permanent financing. It would be collateralized by the property purchased. Please explain your capability for providing the line of credit and any associated fees and/or stipulations.”

Question 23: Any information on HCHA’s projected balances, current services, and an understanding of volumes for your banking needs?

Response 23: Please see the attached summary of the current analysis statement.

Question 24: A copy of the current analysis statement with the current pricing redacted would be helpful?

Response 24: Please see the attached “Exhibit A” summary of the most recent analysis statement.

ITEM 2: See “Exhibit B” Pre-Submission Conference attendee list and minutes.

Proposer/Respondent
Name

Date

Signature

EXHIBIT A

Pre-Submission Conference Attendees List and Minutes

November 03, 2020

Attendees

1. Tami Harrell – Cadence Bank
2. Jordan Becker – Forest Bank
3. Donna Cole – Forest Bank
4. Nichols Brouce – Cadence Bank
5. Jonathan Davis – Amegy Bank
6. Cindy Castaneda – Amegy Bank
7. Katrina Keys – Cadence Bank

The above seven attendees were present during the pre-submission bid meeting scheduled for November 3, 2020, @ 3:00 pm. The attendees were required to call in via the telephone number that was provided in Amendment 1. The call commenced at approximately 3:05 pm to allow additional persons to call in. I, Paul Curry – Finance Director, was asked questions pertaining to the Line of Credit, Account Analysis Statement, current banking institution when questions are due, and which exhibits must be completed.

Questions/Answers

Question 1: Line of Credit

Response 1: *HCHA will clarify in Amendment 2*

Question 2: Can HCHA provide a copy of the Account Analysis Statement?

Response 2: *Will be address in Amendment 2.*

Question 3: When are the written questions due?

Response 3: *The questions are due November 4, 2020.*

Question 4: Which exhibits must be completed and submitted with the responses to the RFP.

Response 4: *Please see Submission Requirement, Section 11. Certification and Affidavits.*

EXHIBIT B

Summary Analysis Statement

All Accounts

Balance Based Services & Fees

Balance Based Fee	10,815,905
Interest Paid to Account (s)	3

General Account Services

Special Signature Requirement	7
Special Sigture Req - Items	126

Depository Services

Debit Entries	126
30 Account Maintenance	1
15 Account Maintenance	11
ACH Credits Received	87
ACH Debits Received	13

Wire Transfer Services

Incoming Wire-DOM	1
Wire Out-Dom Tib	1
Wire-Book Trsf-Email Advice	2

Account Reconciliation Service

AR Maint Positive Pay	9
AR ACH POS Pay Monthly	1
AR ACH POS Pay Monthly	11

General ACH Services

ACH Orig Monthly	4
ACH Orig File Count	7
ACH Orig Credit Item	2483

Information Services - TIB

TIB Account Transfer	10
TIB Prior Day Accounts	13
TIB Electronic Rept Delivery	4

EXHIBIT B

Summary Analysis Statement

	TIB Electronic Rept Delivery	1
	TIB Same Day Accounts	12
	TIB Prior Day Transactions	264
	TIB Same Day Transactions	139
	TIB Wire Account	9
	TIB Total Users Enrolled	3
Imaging Services		
	Image-CD ROM Credit	30
	Image-CD ROM Debit	252
	image-CD ROM	2
Anytime Deposit Services		
	AD Basic Plus Services	1
Remote Deposit Capture		
	RDC Monthly Service-Business	1
	RDC Deposit - Scanner	17
	RDC Item Deposited - On Us	1
	RDC Item Deposited - Other	137
HCHA Master Account		
Balance Based Services & Fees		
	Balance Based Fee	180,549
	Interest Paid to Account (s)	1
General Account Services		
	Special Signature Requirement	1
Depository Services		
	Account Maintenance	1
	ACH Credit Received	87
Account Reconciliation Service		

EXHIBIT B

Summary Analysis Statement

	AR ACH POS Pay Monthly	1
Imaging Services		
	Image-CD ROM Credit	30
	Image-CD ROM Debit	252
	image-CD ROM	2
Anytime Deposit Services		
	AD Basic Plus Services	1
AH Account		
Balance Based Services & Fees		
	Balance Based Fee	5,039,385
	Interest Paid to Account (s)	1
General Account Services		
	Special Signature Requirement	1
Depository Services		
	Account Maintenance	1
Account Reconciliation Service		
	AR ACH POS Pay Monthly	1
Remote Deposit Capture		
	RDC Deposit - Scanner	1
	RDC Item Deposited - Other	1
COCC Account		
Balance Based Services & Fees		
	Balance Based Fee	1,102,182

EXHIBIT B

Summary Analysis Statement

General Account Services	
Special Signature Requirement	1
Special Signature Req - Items	44
Depository Services	
Debit Entries	44
Account Maintenance	1
ACH Debits Received	7
Account Reconciliation Service	
AR Maint Positive Pay	1
AR ACH POS Pay Monthly	1
General ACH Services	
ACH Orig Monthly	1
ACH Orig File Count	3
ACH Orig Credit Item	121
Information Services - TIB	
TIB Account Transfer	10
TIB Prior Day Accounts	13
TIB Electronic Rept Delivery	4
TIB Electronic Rept Delivery	1
TIB Same Day Accounts	12
TIB Prior Day Transactions	264
TIB Same Day Transactions	139
TIB Wire Account	9
TIB Total Users Enrolled	3
Remote Deposit Capture	
RDC Monthly Service-Business	1
RDC Deposit - Scanner	1
RDC Item Deposited - Other	3

Jackson Hinds SRO Account

EXHIBIT B

Summary Analysis Statement

Balance Based Services & Fees		
Balance Based Fee		178,089
General Account Services		
Special Signature Requirement		1
Depository Services		
Account Maintenance		1
ACH Debits Received		1
Account Reconciliation Service		
AR Maint Positive Pay		1
AR ACH POS Pay Monthly		1
General ACH Services		
ACH Orig Monthly		1
ACH Orig File Count		1
ACH Orig Credit Item		4
Mod Rehab Account		
Balance Based Services & Fees		
Balance Based Fee		38,401
General Account Services		
Special Signature Requirement		1
Depository Services		
Account Maintenance		1
Account Reconciliation Service		
AR Maint Positive Pay		1
AR ACH POS Pay Monthly		1

EXHIBIT B

Summary Analysis Statement

General ACH Services		
	ACH Orig Monthly	1
HCV & VASH Account		
Balance Based Services & Fees		
	Balance Based Fee	2,607,665
General Account Services		
	Special Signature Requirement	1
	Special Signature Req - Items	82
Depository Services		
	Debit Entries	82
	Account Maintenance	1
	ACH Debits Received	5
Account Reconciliation Service		
	AR Maint Positive Pay	1
	AR ACH POS Pay Monthly	1
General ACH Services		
	ACH Orig Monthly	1
	ACH Orig File Count	3
	ACH Orig Credit Item	2358
Remote Deposit Capture		
	RDC Deposit - Scanner	14
	RDC Item Deposited - Other	133
DHAP IKE Account		
Balance Based Services & Fees		
	Balance Based Fee	173,040

EXHIBIT B

Summary Analysis Statement

Depository Services		
	Account Maintenance	1

HCHA Redevelopment Authority Account

Balance Based Services & Fees		
	Balance Based Fee	1,000,000

Depository Services		
	Account Maintenance	1

Account Reconciliation Service		
	AR Maint Positive Pay	1
	AR ACH POS Pay Monthly	1

HCHA Public Facility Corporation Account

Balance Based Services & Fees		
	Balance Based Fee	69,092

Depository Services		
	Account Maintenance	1

Account Reconciliation Service		
	AR Maint Positive Pay	1
	AR ACH POS Pay Monthly	1

HCHA Development Corporation Account

Balance Based Services & Fees		
	Balance Based Fee	125,102
	Interest Paid to Account	1

EXHIBIT B

Summary Analysis Statement

General Account Services		
Special Signature Requirement		1
Depository Services		
Account Maintenance		1
Wire Transfer Services		
Incoming Wire-DOM		1
Wire Out-Dom Tib		1
Wire-Book Trsf-Email Advice		2
Account Reconciliation Service		
AR Maint Positive Pay		1
AR ACH POS Pay Monthly		1
Fenix Estates Development LLC Account		
Account Reconciliation Service		
AR Maint Positive Pay		1
AR ACH POS Pay Monthly		1
Fenix Estates I GP, LLC Development LLC Account		
Depository Services		
Account Maintenance		1
Account Reconciliation Service		
AR Maint Positive Pay		1
AR ACH POS Pay Monthly		1
Fenix Estates Commerical LLC Account		

EXHIBIT B

Summary Analysis Statement

Balance Based Services & Fees		
	Balance Based Fee	302,400
Depository Services		
	Account Maintenance	1
Account Reconciliation Service		
	AR ACH POS Pay Monthly	1
Remote Deposit Capture		
	RDC Deposit - Scanner	1
	RDC Item Deposited - On Us	1