



**Roanoke Regional Airport Commission
RFP # 25-002
Banking Services**

**Addendum #2
January 31, 2025**

The contents of this addendum represent solicitation questions and answers, notes, changes, additions or clarifications to the specifications. A conformed copy of the RFP reflecting all changes from Addendum #2 is also included as a separate attachment if needed.

I. Questions and Answers:

Q1. How many Remote Deposit Capture scanners are needed to deposit checks?

A1. 1

Q2. What is your investment policy for excess funds? How do you intend to manage the surplus cash?

A2. Periodic transfer to the Airport's investment account.

Q3. May we use your logo on our proposal?

A3. Yes

Q4. Do offerors have the option of sending the electronic version of the proposal via flash drive or via email?

A4. If a proposal is submitted via email, a flash drive is not required. If submitted via hard copy, a flash drive is required.

Q5. It is our understanding that the main operating account is link to a sweep, the remaining three accounts (PFC, CFC, FSA) are stand-alone accounts. Is this correct?

A5. Correct.

Q6. Can you provide the average monthly account balances for each account, including sweep?

A6. The average monthly account balances for the Operating and Sweep accounts are answered in Addendum #1. Approximate July 2024 – December 2024 monthly balances for: CFC - \$150,000, PFC - \$1,640,000, Flexible Spend Account - \$15,000

Q7. Under 1. Online Treasury Manager, C. ACH Authorized debits services available...is this referring to the ACH Block and Filter, also known as ACH Positive Pay?

A7. Yes. We do require Positive Pay and Debit Block Rider.

Q8. Under 1. Online Treasury Manager, d. Positive Pay: activity reporting (3 factors used), and manual entry of checks/voids/stop payments...By "3 factors used," are you referring to data point on the positive pay check issuance file, i.e. check amount, check number, etc.? If something else, please explain.

A8. Yes

Q9. Under 1. Online Treasury Manager, f. ACH and Wire automated email notifications of activity... Is the Commission needing email notification for all ACH and wire activity posting to the account? Is this a request for approval emails when wires and/or emails are originated by a first user/submitter? If something else, please clarify.

A9. This is a request for approved emails when wires/ACH transactions are originated by a first user/submitter.

Q10. Under 2. ACH Fraud Control, b. ACH Control Totals Debit/Credit... Would you please elaborate on what is being requested?

A10. The total loaded in the system equals the total NACHA file

Q11. Under 3. Managed File Transfers, are any files transmitted to/from the bank via SFTP? i.e.: ACH files, check issue files for recon/positive pay, BAI files from the bank, etc.?

A11. ACH files are transmitted to the bank via NACHA. Positive pay files are transmitted to the bank via the bank website in the Treasury section.

Q12. Under 4. Courier Communications Services, c. ACH Reconciliation reporting issues for all ACH activities...What kind of reporting is requested/needed? Is this for EDI details?

A12. Daily ACH activity report

Q13. Does the Commission have the need to submit non-USD wires online, or is all activity in USD?

A13. All wire submissions are in USD.

Q14. Would you describe your typical cash order needs? The RFP mentions dollar coins and quarters. How often and number of coins needed in average order?

A14. Approximately \$75 in dollar coins and \$25 in quarters on a monthly basis.

Q15. What type of spend is on the existing card program? Typical vendors?

A15. Supplies, membership costs, travel & lodging and the related vendors to such purchases. The Airport has many vendors for purchasing supplies with the largest vendor being Amazon Marketplace.

Q16. What is the annual amount of spend on the credit cards?

A16. Approximately \$240,000.

Q17. Do you use any virtual cards or ghost cards?

A17. Yes, for employees to use while traveling who do not possess a physical card.

Q18. How many checks per month or year do you write?

A18. Approximately 5 checks per month.

Q19. Do you receive a rebate with your card program?

A19. No

Q20. Is there an online platform for the program? If so, is there a cost associated?

A20. Assuming you are referring to the credit card program, there is an online platform. There is no associated cost.

Q21. What type of reporting do you receive now about your card program?

A21. Monthly credit card reports by individual and monthly detailed report for the Airport.

Q22. What is the name of the current gateway being used for merchant processing?

A22. Windcave retrieves the transaction data sends to Elavon for processing. Elavon deposits the funds into our operating account the next business day (charge made day 1, deposit made day 2).

Q23. What is the amount of an average ticket?

A23. Assuming you are referring to a parking lot ticket, the average ticket amount is \$25.00.

Q24. What is the percentage of commercial card transactions?

A24. N/A

Q25. What is the percentage of Amex transactions?

A25. In reference to the parking lot transactions, Amex is approximately 15-17% per month

Q26. What is the percentage of debit transactions?

A26. N/A

Q27. What is the percentage of transactions below \$15?

A27. In reference to the parking lot transactions, roughly 16%

Q28. What is the percentage of transactions between \$15 and \$25 (if easily attainable)?

A28. In reference to the parking lot transactions, roughly 11%

Q29. What is the percentage of transactions greater than \$100?

A29. In reference to the parking lot transactions, roughly 9.5%

End of Addendum #2