

Erie County, New York  
Request for Clarifications and Questions

RFP 1332VF: RFP for General Banking, Payroll Processing, Merchant Card Processing, Lockbox, Security Safekeeping and Custody Services

Question	RFP Section	RFP Question Number	
Section III. Scope of Services			
1.	Section III. Service Group 1	General Question	<p>Does the District have any appetite to consolidate accounts?</p> <p>Yes, since there is a duplication of accounts across current banks providing bank services consolidation of accounts will occur depending upon awarding of bid</p>
2.	Section III. Service Group 1	General Question	<p>Can you provide a list of the 28 account titles?</p> <p>GENERAL  MONEY MARKET - GENERAL  GENERAL  GENERAL  MONEY MARKET SAVINGS  PAYROLL FUNDING  PAYROLL CLEARING (CLOSED)  TRUST FUNDING  TRUST CLEARING (CLOSED)  PAYROLL CLEARING  TRUST CLEARING  SENIOR SERVICES PSA  SEWER DISTRICT OPERATING  CONSOLIDATED CAPITAL  REVOLVING LOAN ACCT  GENERAL  GENERAL  GENERAL DISBURSING  PUBLIC ASSISTANCE</p>

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			<p>CHILD WELFARE PA3 SOCIAL SERVICES PA2 GENERAL TRUST FUNDING PROBATION RESTITUTION WORKERS COMP SOCIAL SERV TRUST NUTRITION MORTGAGE TAX TRUST</p>
Section IV. Information Requested			
3.	Section IV. Letter C. Service Group 1	2	<p>Does the County have a breakdown of deposits by location and account? <b>No, that information is unavailable</b></p>
4.	Section IV. Letter C. Service Group 1	2	<p>Does the County currently centralize coin/currency/check deposits to one location from your various locations/departments by internal courier? <b>A third party armored car service picks up cash deposits at Erie County locations for drop off at locations determined by current banks' processing</b></p>
5.	Section IV. Letter C. Service Group 1	3	<p>Can the County provide the volume of check deposits (items and deposit frequency) for non-lockbox check items? <b>This information is not available.</b></p>
6.	Section IV. Letter C. Service Group 1	5	<p>How many Controlled Disbursement Accounts does the County utilize? <b>Seven (7)</b></p>
7.	Section IV. Letter C. Service Group 1	6	<p>Is the County amenable to viewing check images online instead of</p>

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			having a CD-Rom? <b>Yes, however would first need to consider years of on-line retention, cost and other factors.</b>
8.	Section IV. Letter C. Service Group 1	9	Is the County handling a Sweep Account now? <b>Erie County is handling a sweep account only for lockbox deposits</b>
9.	Section IV. Letter C. Service Group 3	1	Is there other type of payment that is not convenience fee driven for your online and merchant processing (e.g., Donations)? <b>No</b>
10.	Section IV. Letter C. Service Group 3	1-13	What County departments are/will be processing credit card payments? <b>Real Property</b> <b>Probation</b> <b>Personnel</b> <b>Health</b> <b>Weights &amp; Measures</b> <b>Parks</b>  Will they all be convenience fee? <b>Erie County will NOT absorb any convenience fees. The payor will make payment of any convenience fees</b>
11.	Section IV. Letter C. Service Group 3	General Question	Please provide the make and model of credit card terminals being used. <b>Verifone Omni 3750</b> Please also note whether or not the City owns these terminals. <b>Current Credit Card processor has provided the terminals</b>
12.	Section IV. Letter C. Service Group 3	General Question	Please provide the software name and version number of any software, point of sale or Internet gateway solutions being used. <b>Further clarification of question may be needed, but Erie County uses proprietary software of current credit card processor for processing payments.</b>
13.	Section IV. Letter C. Service Group 3	General Question	Please provide the annual dollar volume and number of transactions by card type (Visa, MC, AmEx, Discover) for each department currently accepting credit cards. <b>See Appendix A</b>

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14.	Section IV. Letter C. Service Group 4	1-12	Does the P.O. Box for lockbox have to be in Erie County? <b>Erie County would prefer a local P.O. Box</b>																				
15.	Section IV. Letter G. Pricing and Account Analysis	1	Can the District provide a copy of the existing Customer Account Analysis/Service Charge Analysis from your banking partners? <b>A current bank analysis will not be provided.</b>																				
<b>Attachment 1</b>																							
16.	Attachment 1	1-4	<p>Will the County accept 102% vs. 105% Collateralization? <b>SUGGESTED COLLATERALIZATION RATIOS TO BE USED IN A WEEKLY MARK-TO-MARKET PROGRAM</b> The following percentages constitute the minimum market value for collateral instruments that are pledged for public deposits (and accumulated interest thereon), under a program in which collateral is revalued and adjusted weekly. Lower ratios would be appropriate for collateral systems that mark-to-market more frequently, and higher ratios are necessary if collateral is adjusted less frequently.</p> <table border="0"> <thead> <tr> <th><b>Security</b></th> <th><b>Repo Term</b></th> <th><b>Col. Ratio</b></th> </tr> </thead> <tbody> <tr> <td rowspan="3">1. Treasuries</td> <td>overnight – 30 days</td> <td>102%</td> </tr> <tr> <td>31-59 days</td> <td>103%</td> </tr> <tr> <td>60+ days</td> <td>104%</td> </tr> <tr> <td rowspan="3">2. Mortgage-Backed Securities</td> <td>overnight – 30 days</td> <td>102%</td> </tr> <tr> <td>31-59 days</td> <td>103%</td> </tr> <tr> <td>60-90 days</td> <td>104%</td> </tr> <tr> <td></td> <td>90+ days</td> <td>105%</td> </tr> </tbody> </table>	<b>Security</b>	<b>Repo Term</b>	<b>Col. Ratio</b>	1. Treasuries	overnight – 30 days	102%	31-59 days	103%	60+ days	104%	2. Mortgage-Backed Securities	overnight – 30 days	102%	31-59 days	103%	60-90 days	104%		90+ days	105%
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17.	Attachment 1	1-4	Does the County request third party collateralization is mandatory vs. in-house collateralization? <b>The County may use a bank's trust department instead of a custodial bank. When utilized by the County, the trust department must segregate</b>																				

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			all obligations by appropriate book entry, and assure the County that there will be no release or substitution of pledged obligations without the written consent of the County.
18.	Section II. A	General	What time will the Pre-Proposal Conference be held on October 28 <sup>th</sup> ? Proposers are encouraged to attend the optional pre-proposal conference which will be held at 11:00AM on October 28, 2013.

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Service Group 4: Lockbox – General Questions

JPMorgan handles the Tax Collection lockbox needs of a number of municipalities in Erie County and we previously managed the lockbox for Erie County for many years. As such we are familiar with many of the processing requirements but we do not want to make any false assumptions. The more information we have regarding your exact processing requirements, the better we can design and price the proper lockbox solution. With this in mind – please answer the following questions. Thank you.

**Basic Remittance Processing Requirements (Wholesale Lockbox Payments)**

19. What is your total monthly (specify in your response) dollar value of checks processed?

**Real Property**

DEPOSIT_AMT	Month
\$4,896,852.03	Jan-13 Total
\$7,418,801.49	Feb-13 Total
\$ 191,092.22	Mar-13 Total

**Retirees Health**

DEPOSIT_AMT	Month
\$247,155.65	Jul-12 Total
\$222,599.82	Aug-12 Total
\$236,211.58	Sep-12 Total
\$228,064.69	Oct-12 Total
\$193,282.05	Nov-12 Total
\$252,669.73	Dec-12 Total
\$242,657.06	Jan-13 Total
\$205,932.82	Feb-13 Total
\$231,715.23	Mar-13 Total
\$245,435.88	Apr-13 Total
\$204,210.77	May-13 Total
\$278,565.33	Jun-13 Total



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Weights & Measures

DEPOSIT_AMT	Month
\$33,040.00	<b>Jul-12 Total</b>
\$79,834.95	<b>Aug-12 Total</b>
\$48,363.24	<b>Sep-12 Total</b>
\$107,169.00	<b>Oct-12 Total</b>
\$37,070.00	<b>Nov-12 Total</b>
\$51,542.65	<b>Dec-12 Total</b>
\$172,740.00	<b>Jan-13 Total</b>
\$52,248.30	<b>Feb-13 Total</b>
\$87,740.00	<b>Mar-13 Total</b>
\$62,390.00	<b>Apr-13 Total</b>
\$39,410.00	<b>May-13 Total</b>
\$29,674.93	<b>Jun-13 Total</b>

20. Please provide a monthly breakout of check volumes received from Jan- Dec Current Year:

Monthly Volume – Real Property

DEP_CHECK_COUNT	Month
12169	<b>Jan-13 Total</b>
16132	<b>Feb-13 Total</b>
697	<b>Mar-13 Total</b>

Monthly Volume – Retirees Health

DEP_CHECK_COUNT	Month
1335	<b>Jul-12 Total</b>

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1111 **Aug-12 Total**  
1155 **Sep-12 Total**  
1266 **Oct-12 Total**  
1072 **Nov-12 Total**  
1253 **Dec-12 Total**  
1295 **Jan-13 Total**  
1010 **Feb-13 Total**  
1474 **Mar-13 Total**  
1403 **Apr-13 Total**  
1083 **May-13 Total**  
1351 **Jun-13 Total**

Monthly Volume – Weights & Measures

DEP\_CHECK\_COUNT Month  
83 **Jul-12 Total**  
286 **Aug-12 Total**  
201 **Sep-12 Total**  
243 **Oct-12 Total**  
170 **Nov-12 Total**  
159 **Dec-12 Total**  
305 **Jan-13 Total**  
80 **Feb-13 Total**  
160 **Mar-13 Total**  
137 **Apr-13 Total**  
136 **May-13 Total**  
129 **Jun-13 Total**



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21. Do you experience peaks and valleys in your workload? If yes, please explain in which months there are peak volume periods?

See response to Item 20. Property tax lockbox is open only Jan – Mar of each year. Other lock boxes are open all year.

22. Can you provide sample remittance documents and a copy of your current processing instructions?

See Appendix B, Processing instructions are not available at this time.

23. Are your documents single sided or dual sided. If dual sided, please provide a sample showing both sides?

Single sided

24. Are you open to re-designing your remittance document to gain greater efficiencies, if applicable?

Yes

25. How many checks are:

a. Mailed to your office/LBX provide? 0 (estimated monthly volume)

b. Handed to a person in your home office? 0 (estimated monthly volume)

c. Sent via on-line home bill payment aggregators? 0 (Chase, Metavante, Mastercard, Visa – estimated monthly volume)

d. How many correspondence only items do you receive? 0 (estimated monthly volume)

26. How many different remittance types do you receive? 4 (Retirees Health has two)

27. Of your accounts, how many will be regular deposit accounts and how many will be zero balance accounts?

The accounts that will be required to be established will be checking accounts. The number of account that will be established will be determined based on the accounts, if any, Erie County uses currently with the bank providing existing services. Currently, Erie County uses seven (7) ZBA accounts

28. A single end-of-day deposit per weekday is provided as part of the standard lockbox offering. Each lockbox deposit also generates a Credit Posting fee. Multiple batches are consolidated into each deposit time.

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What is the question?

29. To maximize funds availability you may want to contract for a morning deposit in addition to the standard end-of-day deposit. Having a morning deposit allows for some funds to be available on the day of deposit. **Would you like a morning deposit?**

Only standard end-of-day deposit is required.

30. To further expedite the availability of funds, you may want to consider using our weekend processing service. Nearly all checks deposited for you on the weekend will be immediately available on the credit date (Monday or, in the event of a Monday holiday, the next banking day). **Would you like weekend processing?**

No, weekend processing is not required.

31. Handling fees are assessed for checks received that cannot be processed (e.g., wrong payee) and remittances received with no check enclosed. What is your estimated volume of checks that cannot be processed?

Items are not significant number, if any.

32. A handling fee is assessed for remittances delivered via any method other than First Class Mail (e.g., via overnight courier, local messenger, etc.). The fee is a surcharge per envelope delivered, not per check contained in the envelope. How many courier deliveries do you anticipate being made to your lockboxes each month?

None

33. It is our standard practice not to inspect checks for dates (e.g., post dating or stale dating) or restrictive notations (e.g., "paid in full"). If you would like us to review dates and/or restrictive notations and make a best effort basis to forward these items to you unprocessed, a WNLB Nonstandard Negotiability Review fee will be assessed against 100% of the checks processed. Do you require any of the following:

- a) Inspection for restrictive notations (e.g., "Paid in Full")?

Not Required

- b) Inspection of dates (e.g., do not process items dated more than 3 days in the future)?

Not Required

34. You may provide a discreet list of acceptable payees or ask us to accept all payees. Our standard process is to Accept All Payee's. If you provide a list of accept all payee's additional fee's will apply. Is this something the District would like to utilize?

Accept All Payees is required only.

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35. Please describe any special handling requirements, such as remittance sorting and/or balancing (e.g., invoice amounts balance to check amount), that you have. Additional fees may apply.

Not Applicable

36. What fields would you like us to data enter:

Real Property Lockbox – Information from OCR line

- a. SBL Number
- b. Bill Number
- c. Account Number
- d. Bill Amount
- e. Encoded amount (from check

Retirees Health Lockbox – Information from OCR line

- a. Check Number
- b. Check Amount
- c. Amount Due
- d. Account Number
- e. Month
- f. Transaction Amount

Weights & Measures Lockbox – No OCR line

- a. Remitter Name
- b. Check Number
- c. Check Amount

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- d. Invoice Number
- e. Invoice amount

**Image Capture**

37. Our standard offering is an image LBX with a 7 year on-line browser for viewing and printing images. Are you interested in using our online browser for 40 days or 7 years? If you opt for short term on-line viewing, images will be removed from the browser after 40 days.

Standard Offering of 7 year online browser would suffice. Willing to explore 40 day availability if includes a method for downloading etc within 40 days.

38. Do you want to store your images in your corporate image repository? If yes, are you interested in receiving an image transmission on a daily basis?

See response to Question 37 above

**Mail Out / Paper Delivery Services**

39. If you will be using image services (image browser or image transmission), we will truncate your paper? With paper truncation, the only materials that will be forwarded to you are unprocessable items such as checks that cannot be processed (e.g., wrong payee; foreign item) and "no check" items (if not imaged).

Answer depends on decision of Question 37 & Question 38 above

40. For materials forwarded to you (whether only unprocessed checks and "no check" items or all remittance materials), would you like them sent via First Class Mail or overnight courier? If overnight, you will need to provide us with your company billing account number and it will be charged directly to you. For Healthcare clients, you must opt for overnight mail. You cannot select First Class Mail as it is not traceable .

First Class Mail. Will there be notification of unprocessed checks and "no check" items or all remittance materials prior to mailing?

**Stop/Go File and Multi - DDA**

41. Do you require Stop/Go File capability?

Need further information to answer question.

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42. Do you require a single lockbox to deposit into multiple DDA's. We only offer this option in conjunction with a modified Stop/Go file. If yes, how many DDA's will your single LBX deposit into? Also, please note there will be a 1x implementation fee of \$2000 to add this capability.

Each lockbox will be deposited into a single DDA

**Return Item Viewing**

43. Are you interested in return item viewing which will allow you to view returns via Receivables Edge you on-line browser?

Further information is required to answer question.

**Supplemental Data Entry**

44. For items missing a remittance document, you can subscribe to SDE. SDE would allow you to add data to items missing information intra-day and that data would be included in your daily data transmission. Are you interested in SDE?

No

**Consolidated Receivables**

45. If you have the same staff posting payments, would you be interested in having Receivables Edge Display all of your incoming ACH, Wire, E-LBX transactions and have them included in a single data transmission? If yes, what is your monthly volume of ACH, Wire and E-LBX transactions?

No ACH, Wire, E-LBX transactions are currently being posted

**Virtual Remit**

46. Do you currently send courier packages to LBX on a daily basis. If your answer is yes and you are 100% truncated, would you be interested in scanning your check and documents directly into 1 or more of your lockboxes. If yes, how many Lockboxes would you like to use Virtual Remit with and how many check and documents do you estimate would be scanned on a monthly basis?

No courier packages are sent LBX

**Escrow or Receipting**

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47. Do you require Escrow or receipting services? If yes, please explain your current process and provide the business requirement around this service?

Further information is required to answer question.

Appendix\_A

	<u>July 2012</u>		<u>August 2012</u>		<u>September 2012</u>		<u>October 2012</u>		<u>November 2012</u>		<u>December 2012</u>	
	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount
<b>Parks Payments</b>												
Master Card	254	\$11,589.50	254	\$11,791.00	143	\$6,531.50	59	\$2,873.00	20	\$1,032.00	2	\$210.00
Discover	23	\$1,511.00	27	\$1,581.00	17	\$818.50	11	\$739.00	3	\$133.00	0	\$0.00
Debit Card	22	\$848.00	24	\$779.00	8	\$376.00	2	\$72.00	2	\$103.00	0	\$0.00
Visa	38	\$3,601.00	50	\$3,561.00	28	\$1,841.00	15	\$1,195.00	11	\$663.00	3	\$385.00
MC Fleet	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
<b>Point of sale/POS Totals</b>	<b>337</b>	<b>\$17,549.50</b>	<b>355</b>	<b>\$17,712.00</b>	<b>196</b>	<b>\$9,567.00</b>	<b>87</b>	<b>\$4,879.00</b>	<b>36</b>	<b>\$1,931.00</b>	<b>5</b>	<b>\$595.00</b>

	<u>January 2013</u>		<u>February 2013</u>		<u>March 2013</u>		<u>April 2013</u>		<u>May 2013</u>		<u>June 2013</u>		<u>Total Parks</u>		<u>Monthly Averages</u>	
	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount
<b>Parks Payments</b>																
Master Card	64	\$8,619.00	47	\$5,710.00	51	\$5,650.00	165	\$17,251.00	242	\$14,416.00	148	\$8,875.71	1,449	\$4,548.71	120	\$7,879.06
Discover	12	\$1,225.00	7	\$1,416.00	8	\$1,040.00	18	\$1,564.00	27	\$2,230.00	12	\$578.00	165	\$12,835.50	14	\$1,069.63
Debit Card	0	\$0.00	0	\$0.00	0	\$0.00	13	\$1,075.00	17	\$743.00	7	\$286.00	95	\$4,282.00	8	\$356.83
Visa	75	\$10,726.50	82	\$10,026.00	94	\$11,624.50	156	\$15,236.50	101	\$7,543.00	37	\$4,377.00	690	\$7,779.50	58	\$5,898.29
MC Fleet	0	\$0.00	1	\$110.00	0	\$0.00	0	\$0.00	1	\$110.00	0	\$0.00	2	\$220.00	0	\$18.33
<b>Point of sale/POS Totals</b>	<b>151</b>	<b>\$20,570.50</b>	<b>137</b>	<b>\$17,262.00</b>	<b>153</b>	<b>\$18,314.50</b>	<b>352</b>	<b>\$35,126.50</b>	<b>388</b>	<b>\$25,042.00</b>	<b>204</b>	<b>\$14,116.71</b>	<b>2401</b>	<b>\$182,665.71</b>	<b>200</b>	<b>\$15,222.14</b>

	<u>July 2012</u>		<u>August 2012</u>		<u>September 2012</u>		<u>October 2012</u>		<u>November 2012</u>		<u>December 2012</u>	
	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount
<b>Probation Payments</b>												
Master Card	11	\$1,180.00	10	\$775.00	18	\$3,405.00	24	\$6,167.62	15	\$6,157.50	13	\$1,467.00
Discover	2	\$120.00	0	\$0.00	3	\$480.00	3	\$956.90	3	\$165.00	3	\$285.00
Debit Card	5	\$405.00	2	\$150.00	5	\$410.00	1	\$50.00	4	\$1,185.00	3	\$120.00
<b>Point of sale/POS Totals</b>	<b>18</b>	<b>\$1,705.00</b>	<b>12</b>	<b>\$925.00</b>	<b>26</b>	<b>\$4,295.00</b>	<b>28</b>	<b>\$7,174.52</b>	<b>22</b>	<b>\$7,507.50</b>	<b>17</b>	<b>\$1,872.00</b>

	<u>January 2013</u>		<u>February 2013</u>		<u>March 2013</u>		<u>April 2013</u>		<u>May 2013</u>		<u>June 2013</u>		<u>Total Probation</u>		<u>Monthly Averages</u>	
	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount
<b>Probation Payments</b>																
Master Card	19	\$4,322.00	17	\$3,415.09	24	\$2,031.00	16	\$2,767.00	12	\$3,288.00	17	\$2,478.00	196	\$7,453	16	\$3,121.10
Discover	3	\$560.00	2	\$3,221.00	3	\$425.00	3	\$145.00	2	\$75.00	2	\$105.00	27	\$6,538	2	\$544.83
Debit Card	6	\$325.00	7	\$3,935.00	20	\$4,880.31	15	\$9,252.04	7	\$3,433.00	7	\$1,590.00	82	\$25,735	7	\$2,144.61
<b>Point of sale/POS Totals</b>	<b>28</b>	<b>\$5,207.00</b>	<b>26</b>	<b>\$10,571.09</b>	<b>47</b>	<b>\$7,336.31</b>	<b>34</b>	<b>\$12,164.04</b>	<b>21</b>	<b>\$6,796.00</b>	<b>26</b>	<b>\$4,173.00</b>	<b>305</b>	<b>\$69,726.46</b>	<b>25</b>	<b>\$5,810.54</b>

	<u>July 2012</u>		<u>August 2012</u>		<u>September 2012</u>		<u>October 2012</u>		<u>November 2012</u>		<u>December 2012</u>	
	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount
<b>Personnel Payments</b>												
Master Card	10	\$180.00	3	\$60.00	1	\$20.00	3	\$60.00	0	\$0.00	0	\$0.00
Discover	1	\$15.00	0	\$0.00	1	\$20.00	0	\$0.00	0	\$0.00	0	\$0.00
Debit Card	1	\$15.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Visa	0	\$0.00	1	\$20.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
<b>Point of sale/POS Totals</b>	<b>12</b>	<b>\$210.00</b>	<b>4</b>	<b>\$80.00</b>	<b>2</b>	<b>\$40.00</b>	<b>3</b>	<b>\$60.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>

	<u>January 2013</u>		<u>February 2013</u>		<u>March 2013</u>		<u>April 2013</u>		<u>May 2013</u>		<u>June 2013</u>		<u>Total Personnel</u>		<u>Monthly Averages</u>	
	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount
<b>Personnel Payments</b>																
Master Card	1	\$20.00	8	\$240.00	25	\$710.00	3	\$60.00	8	\$170.00	2	\$55.00	64	\$1,575	5	\$312.125
Discover	0	\$0.00	0	\$0.00	2	\$60.00	0	\$0.00	0	\$0.00	0	\$0.00	4	\$95	0	\$7.92
Debit Card	0	\$0.00	1	\$30.00	2	\$60.00	0	\$0.00	0	\$0.00	0	\$0.00	4	\$105	0	\$8.75
Visa	0	\$0.00	1	\$30.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	2	\$50	0	\$4.17
<b>Point of sale/POS Totals</b>	<b>1</b>	<b>\$20.00</b>	<b>10</b>	<b>\$300.00</b>	<b>29</b>	<b>\$830.00</b>	<b>3</b>	<b>\$60.00</b>	<b>8</b>	<b>\$170.00</b>	<b>2</b>	<b>\$55.00</b>	<b>74</b>	<b>\$1,825.00</b>	<b>5</b>	<b>\$152.08</b>

	<u>July 2012</u>		<u>August 2012</u>		<u>September 2012</u>		<u>October 2012</u>		<u>November 2012</u>		<u>December 2012</u>	
	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount
<b>Real Property Tax</b>												
Master Card	3	\$3,216.57	8	\$9,853.04	4	\$4,428.69	5	\$12,394.15	5	\$3,007.13	3	\$3,102.27
Discover	0	\$0.00	1	\$627.23	0	\$0.00	0	\$0.00	3	\$4,501.92	1	\$400.00
Debit Card	8	\$3,571.07	9	\$10,468.31	7	\$8,102.51	6	\$3,714.73	17	\$9,897.11	11	\$5,066.41
Visa	4	\$3,294.71	14	\$12,888.39	3	\$450.20	6	\$2,440.33	13	\$15,173.28	5	\$7,012.06
Visa Fleet	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
<b>Point of sale/POS Totals</b>	<b>15</b>	<b>\$10,082.35</b>	<b>32</b>	<b>\$33,836.97</b>	<b>14</b>	<b>\$12,981.40</b>	<b>17</b>	<b>\$18,549.21</b>	<b>38</b>	<b>\$32,579.44</b>	<b>20</b>	<b>\$15,580.74</b>

	<u>January 2013</u>		<u>February 2013</u>		<u>March 2013</u>		<u>April 2013</u>		<u>May 2013</u>		<u>June 2013</u>		<u>Tot Real Property Taxes</u>		<u>Monthly Averages</u>	
	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount	Count	Amount
<b>Real Property Tax</b>																
Master Card	5	\$2,125.45	17	\$4,425.52	7	\$1,837.39	7	\$11,201.01	6	\$1,236.48	2	\$419.01	72	\$7,247	6	\$4,770.56
Discover	0	\$0.00	6	\$2,662.43	0	\$0.00	1	\$336.72	0	\$0.00	0	\$0.00	12	\$,528	1	\$710.69
Debit Card	8	\$3,886.62	52	\$24,858.86	38	\$16,556.10	31	\$19,428.71	30	\$14,973.51	9	\$10,333.40	226	\$130,857	19	\$10,904.78
Visa	8	\$1,869.95	21	\$5,965.76	3	\$1,157.20	14	\$8,046.06	14	\$4,505.46	6	\$5,299.95	111	\$68,103	9	\$5,675.28
Visa Fleet	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	1	\$20.00	1	\$20	0	\$1.67
<b>Point of sale/POS Totals</b>	<b>21</b>	<b>\$7,882.02</b>	<b>96</b>	<b>\$37,912.57</b>	<b>48</b>	<b>\$19,550.69</b>	<b>53</b>	<b>\$39,012.50</b>	<b>50</b>	<b>\$20,715.45</b>	<b>18</b>	<b>\$16,072.36</b>	<b>422</b>	<b>\$264,755.70</b>	<b>35</b>	<b>\$22,062.98</b>



<b>S-B-L</b>	140200
<b>BILL #</b>	<b>BANK #</b>
12,879	

Buffalo, NY 14214-1113

140200140200012879021513000000149545



**2013 ERIE COUNTY TAX DUE BY 02/15/2013**

<b>TAX LEVIED - PAY THIS AMOUNT PAYABLE IN U.S. FUNDS ONLY.</b>	<b>\$149.54</b>
---	-----------------

**THIS SECTION FOR TAX OFFICE USE ONLY**

TEAR AT PERFORATION AND RETURN THIS STUB WITH YOUR  
PAYMENT. RECEIPT WILL BE SENT TO YOU BY RETURN MAIL  
007297

### Dental Insurance Payment Coupon

Account:	Benefit Month:	Due Date:	Amount Due:
E00021738	03/01/2014 - 03/31/2014	03/15/2014	42.14

Amount Enclosed

**Make Check Payable To:**  
County of Erie  
**Send To:**  
Erie County Commissioner  
P.O. Box

Buffalo, NY 14215

E00021738033120140042143

### Medical Insurance Payment Coupon

Account:	Benefit Month:	Due Date:	Amount Due:
E00020611	07/01/2013 - 07/31/2013	07/15/2013	270.00

Amount Enclosed

**Make Check Payable To:**  
County of Erie  
**Send To:**  
Erie County Commissioner  
P.O. Box

S Wales, NY 14139

E00020611073120130270002



# County of Erie

## BUREAU OF WEIGHTS AND MEASURES

H 00575

2380 CLINTON STREET, BUFFALO, NY 14227

Phone: (716) 825-1310

Fax: (716) 823-7686

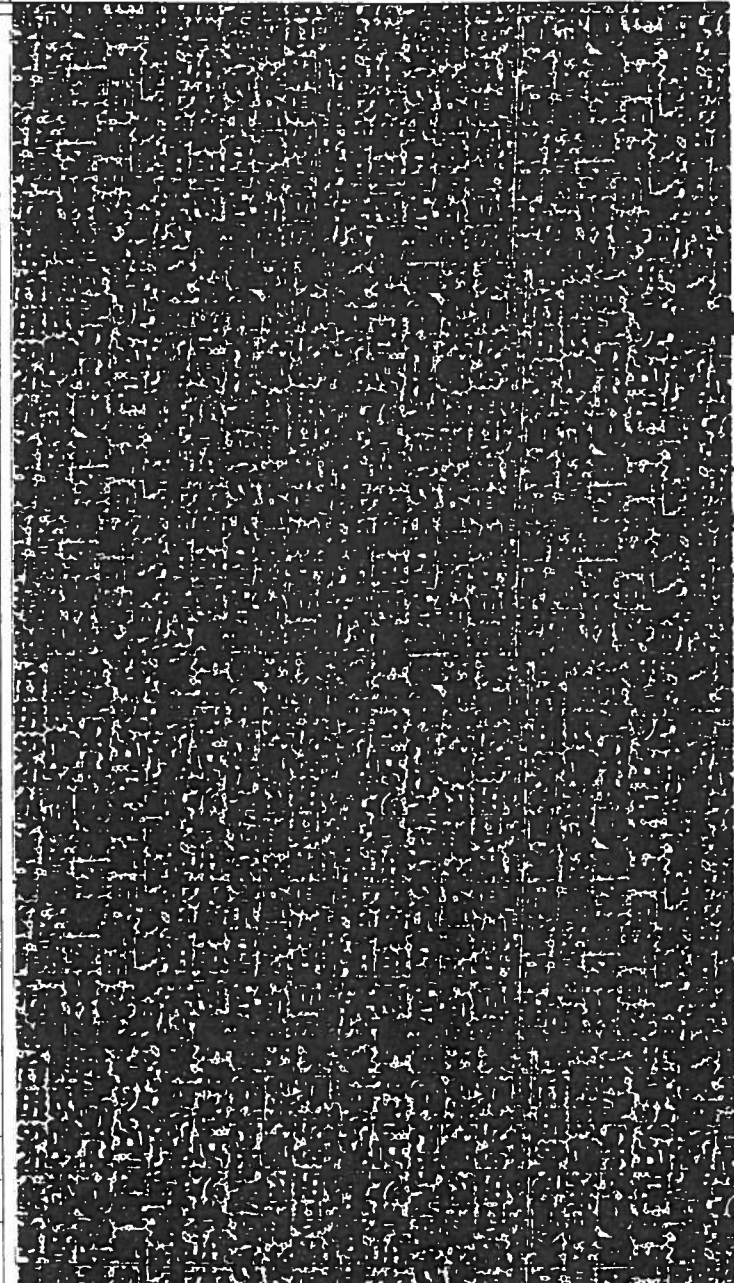
TYPE GAS DATE 8/21

ADDRESS \_\_\_\_\_

TOWN Amherst NY 14228

STATUS OF INSPECTIONS (FEE)  
 A Initial (Charge)       C Required Inspection (No Charge)  
 B Retest (Charge)       D Non-required Insp. (No Charge)

DEVICE TYPE	Total No.	Inspected	Visual Inspection	TEST RESULTS				ACTION TAKEN			FEE	
				Correct	Plus	Minus	Other	Ordered Repaired	Condemn	AMT. PER	TOTAL	
Computing Scale												
Pre-Pack Scale												
Customer Scale												
Vehicle Scale												
Monorail Scale												
Prescription Scale												
Hopper/Batch/Tank Scale												
Platform Scale												
Livestock Scale												
Miscellaneous Scale												
Petroleum Pump		26	06							30	520.00	
Petroleum Meter VTM												
Other Meter												
meter												
Liquid Measure												
Volumetric Measure												
Weights Pharmacy												
Weights Other												
Linear Measure												
Linear Measuring Device												
Timing Device												
Taximeter												
Miscellaneous Device												
LPG Meters												
Non-commercial Devices												



Make Check Payable To: **ERIE COUNTY COMPTROLLER** 520.00

Mail To: Erie County Weights & Measurers  
 PO Box

## Follow up questions

### Merchant Services Questions:

Can you please describe the manner in which each department processes credit and debit cards ?  
(Typically this would be: In person, mail order/telephone order and web site processing. Payments are accepted either in person with credit or debit cards using point of sale terminals with pin pad provisions or by visiting the Erie County website with a link for on-line payments.

What is the monthly transaction volume from each department along with the average transaction size?  
See Appendix\_A

Can you please provide any additional information on your current point of sale equipment and software?  
Point of sale equipment currently being used is either a Verifone Omni 3750 or Verifone OMNI 5700 .Further clarification of question may be needed, but Erie County uses proprietary software of current credit card processor for processing payments.

### General Banking Services

What is the average balance for the County's accounts? Erie County policy is to transfer current available balances greater than \$10,000.00 to an interest bearing account on a daily basis.

Can you please describe the current sweep mechanism the county is using? Erie County reviews current available balances by account and transfers to an interest bearing account manually via current bank's online software.

In terms of furnishing coins and currency to the County from the branch locations, what is the current process and frequency? Current process is location that needs change will travel to closest branch and process as a teller transaction. This is infrequent. Two locations are twice a week. Two locations are twice a month.

Does the County require a CD-ROM of images or would on-line image suffice? On-line imaging may suffice, however we would first need to consider years of on-line retention, cost and other factors.

Does the County utilize ACH for any vendor payments? Currently, no vendor payments are made via ACH. Erie County uses ACH direct debit transfers for employee flex spending accounts and payroll taxes. Erie County also initiates ACH credit transfers for a single payroll fringe reimbursement.

How many accounts utilize positive pay? Two (2) accounts utilize positive pay.

How much cash does the County receive a month? This information is unavailable.

In terms of custom reports, what information is currently being provided as custom? In terms of printed Bank Reconciliation Reports, these are all standard, no custom.

### Lockbox Services

Does the County require a local P.O. Box? **Erie County would prefer a local P.O. Box**

How many lockboxes does the County currently use? **Erie County uses three (3) lockboxes**

Does the County use an OCR scannable coupon? **Erie County uses OCR scannable coupons for two (2) of the three (3) lockboxes .**

What is the County's current process with exception items ? (i.e. Payment without a invoice) **All payments are deposited with final disposition completed by Erie County personnel.**

Does the County currently require invoices/checks returned back to them after processing? **The lockbox that does not have an OCR remittance currently have invoices/check images printed returned after processing.**

## Appendix A

## Annual Credit Card Volume &amp; Average Transactions by Department

	<u>July 2012</u>	<u>August 2012</u>	<u>September 2012</u>	<u>October 2012</u>	<u>November 2012</u>	<u>December 2012</u>		
Parks POS Payments	\$17,549.50	\$17,712.00	\$9,567.00	\$4,879.00	\$1,931.00	\$595.00		
Parks POS Transactions	337	355	196	87	36	5		
Parks WEB Payments	\$11,143.00	\$10,249.00	\$6,504.00	\$2,320.00	\$910.00	\$2,144.00		
Parks WEB Transactions	130	131	54	20	10	16		
	<u>January 2013</u>	<u>February 2013</u>	<u>March 2013</u>	<u>April 2013</u>	<u>May 2013</u>	<u>June 2013</u>	<u>Total Parks</u>	<u>Mon Averages</u>
Parks POS Payments	\$20,570.50	\$17,262.00	\$18,314.50	\$35,126.50	\$25,042.00	\$14,116.71	\$182,665.71	\$15,222.14
Parks POS Transactions	151	137	153	352	388	204	2,401	200
Parks WEB Payments	\$6,270.00	\$4,151.00	\$6,155.00	\$11,061.50	\$21,286.00	\$20,498.00	\$102,691.50	\$8,557.63
Parks WEB Transactions	52	42	63	114	257	276	1,165	97
	<u>July 2012</u>	<u>August 2012</u>	<u>September 2012</u>	<u>October 2012</u>	<u>November 2012</u>	<u>December 2012</u>		
Probation POS Payments	\$1,705.00	\$925.00	\$4,295.00	\$7,174.52	\$7,507.50	\$1,872.00		
Probation POS Transactions	18	12	26	28	22	17		
Probation WEB Payments	None	None	None	None	None	None		
Probation WEB Transactions	None	None	None	None	None	None		
	<u>January 2013</u>	<u>February 2013</u>	<u>March 2013</u>	<u>April 2013</u>	<u>May 2013</u>	<u>June 2013</u>	<u>Total Probation</u>	<u>Mon Averages</u>
Probation POS Payments	\$5,207.00	\$10,571.09	\$7,336.31	\$12,164.04	\$6,796.00	\$4,173.00	\$69,726.46	\$5,810.54
Probation POS Transactions	28	26	47	34	21	26	305	25
Probation WEB Payments	None	None	None	None	None	None	None	None
Probation WEB Transactions	None	None	None	None	None	None	None	None
	<u>July 2012</u>	<u>August 2012</u>	<u>September 2012</u>	<u>October 2012</u>	<u>November 2012</u>	<u>December 2012</u>		
Personnel POS Payments	\$210.00	\$80.00	\$40.00	\$60.00	\$0.00	\$0.00		
Personnel POS Transactions	12	4	2	3	0	0		
Personnel WEB Payments	None	None	None	None	None	None		
Personnel WEB Transactions	None	None	None	None	None	None		
	<u>January 2013</u>	<u>February 2013</u>	<u>March 2013</u>	<u>April 2013</u>	<u>May 2013</u>	<u>June 2013</u>	<u>Total Personnel</u>	<u>Mon Averages</u>
Personnel POS Payments	\$20.00	\$300.00	\$830.00	\$60.00	\$170.00	\$55.00	\$1,825.00	\$152.08
Personnel POS Transactions	1	10	29	3	8	2	74	6
Personnel WEB Payments	None	None	None	None	None	None	None	None
Personnel WEB Transactions	None	None	None	None	None	None	None	None
	<u>July 2012</u>	<u>August 2012</u>	<u>September 2012</u>	<u>October 2012</u>	<u>November 2012</u>	<u>December 2012</u>		
Real Property Tax POS Payments	\$10,082.35	\$33,836.97	\$12,981.40	\$18,549.21	\$32,579.44	\$15,580.74		
Real Property Tax POS Transactions	15	32	14	17	38	20		
Real Property Tax WEB Payments	\$64,877.61	\$248,304.71	\$97,876.39	\$117,234.87	\$376,566.55	\$107,048.08		
Real Property Tax WEB Transactions	88	217	104	111	481	129		
	<u>January 2013</u>	<u>February 2013</u>	<u>March 2013</u>	<u>April 2013</u>	<u>May 2013</u>	<u>June 2013</u>	<u>Total Real Property Tax</u>	<u>Mon Averages</u>
Real Property Tax POS Payments	\$7,882.02	\$37,912.57	\$19,550.69	\$39,012.50	\$20,715.45	\$16,072.36	\$264,755.70	\$22,062.98
Real Property Tax POS Transactions	21	96	48	53	50	18	422	35
Real Property Tax WEB Payments	\$115,104.19	\$300,803.99	\$105,737.49	\$205,182.65	\$131,267.82	\$76,072.21	\$1,946,076.56	\$162,173.05
Real Property Tax WEB Transactions	339	854	267	273	447	135	3,445	287
	<u>July 2012</u>	<u>August 2012</u>	<u>September 2012</u>	<u>October 2012</u>	<u>November 2012</u>	<u>December 2012</u>		
Health POS Payments	None	None	None	None	None	None		
Health POS Transactions	None	None	None	None	None	None		
Health Dept WEB Payments	\$1,594.00	\$1,992.00	\$4,322.00	\$2,889.00	\$4,443.00	\$4,397.00		
Health Dept WEB Transactions	7	10	13	15	20	36		
	<u>January 2013</u>	<u>February 2013</u>	<u>March 2013</u>	<u>April 2013</u>	<u>May 2013</u>	<u>June 2013</u>	<u>Total Health Dept</u>	<u>Mon Averages</u>
Health POS Payments	None	None	None	None	None	None	None	None
Health POS Transactions	None	None	None	None	None	None	None	None
Health Dept WEB Payments	\$4,855.00	\$1,817.00	\$2,822.00	\$5,536.00	\$4,522.00	\$2,500.00	\$41,689.00	\$3,474.08
Health Dept WEB Transactions	27	9	14	24	20	13	208	17
	<u>July 2012</u>	<u>August 2012</u>	<u>September 2012</u>	<u>October 2012</u>	<u>November 2012</u>	<u>December 2012</u>		
Weights & Measures POS Payments	None	None	None	None	None	None		
Weights & Measures POS Transactions	None	None	None	None	None	None		
Weights & Measures WEB Payments	\$150.00	\$1,460.00	\$0.00	\$1,400.00	\$30.00	\$110.00		
Weights & Measures WEB Transactions	3	2	0	1	2	3		
	<u>January 2013</u>	<u>February 2013</u>	<u>March 2013</u>	<u>April 2013</u>	<u>May 2013</u>	<u>June 2013</u>	<u>Total Weights &amp; Measures</u>	<u>Mon Averages</u>
Weights & Measures POS Payments	None	None	None	None	None	None	None	None
Weights & Measures POS Transactions	None	None	None	None	None	None	None	None
Weights & Measures WEB Payments	\$20.00	\$80.00	\$0.00	\$720.00	\$320.00	\$0.00	\$3,150.00	\$262.50
Weights & Measures WEB Transactions	1	3	0	4	1	0	11	1

\* None description: payment type is not currently being offered at this time

Follow up questions.

- Can you please provide a current bank analysis, or other format, that displays volumes for each service required and total aggregate balance levels in each account?  
**A current bank analysis will not be provided.**
- This may clear up many of the questions below. If not:

Regarding Service Group 1 (Page 5/6)

- In the first section on page 5 you reference establishing deposit accounts. How many? Are the accounts checking or savings accounts? **The accounts that will be required to be established will be checking accounts. The number of accounts that will be established will be determined based on the accounts, if any, Erie County uses currently with the bank providing existing services.**
- How many Controlled Disbursement accounts will you require?  
**Erie County currently uses seven (7) controlled disbursement accounts.**
- How many accounts will need Positive Pay?  
**Erie County currently uses two (2) positive pay accounts.**
- How many accounts will need CD-ROM services? **Erie County is amenable to viewing images online, however would first need to consider years of on-line retention, cost and other factors. Else, all Checking Accounts.**
- How many Wires in and out of account monthly? **The volume will be determined upon results of awarding services in banking RFP to number of different banks.**
- How many accounts will need ACH origination capability? **Currently, one (1) account has web-based ACH origination capability. Will this be used for Payroll? Payroll ACH origination will be completed by FTP file transmission. How many transactions monthly originated? Payroll direct deposit is 9700 transactions per month.**
- How many accounts need reconciliation? Please specify if the accounts will use partial or full. **Four (4) checking accounts will require full reconciliation services.**
- How many checks will be deposited into Remote Check Deposit service? **This information is unavailable.**

Regarding Service Group 2 (Page 6/7)

- You reference establishing one or more accounts. Please confirm the number? Checking/Savings? **The accounts that will be required to be established will be checking accounts. The number of account that will be established will be determined based on the accounts, if any, Erie County uses currently with the bank providing existing services.**
- How many ACH files do you transmit monthly? **Four (4) files per month for payroll direct deposit.**
- How many accounts will need CD-ROM? **Erie County is amenable to viewing images online, however, would first need to consider years of on-line retention, cost and other factors. One payroll account**
- How many Wires in and out of account monthly? **The volume will be determined upon results of awarding services in banking RFP to number of different banks.**
- How many ACH's received into the accounts? **Zero (0)**
- How many accounts need Positive Pay Services? **One (1)**

Regarding Merchant Processing:



- Page 12 Q6 – Please clarify what you mean by “incorrect authorization”.

Incorrect authorization is an invalid authorization that was made by one of the following Authorization methods. Erie County’s transactions are initiated via POS or Internet portal.

- Terminal
  - Voice
  - Direct solutions/Autobats
  - Tape authorizations
  - Tape ECR (Electronic Cash Register)
- 
- Can you please provide annual credit card volume and average transaction amount for each department?  
See Appendix\_A
  - Can you please list of departments accepting cards?

**Parks**

**Probation**

**Personnel**

**Real Property Tax**

**Health Dept.**

**Weights & Measures**

- Can you please tell us what equipment or software are you currently using to process transactions? **Verifone Omni 3750 or Verifone OMNI 5700** Further clarification of question may be needed, but Erie County uses proprietary software of current credit card processor for processing payments.
- Can you please tell us if it is your current practice to charge a convenience fee? **Erie County will NOT absorb any convenience fees. The payer will make payment of any convenience fees**

Appendix A

Annual Credit Card Volume & Average Transactions by Department

	<u>July 2012</u>	<u>August 2012</u>	<u>September 2012</u>	<u>October 2012</u>	<u>November 2012</u>	<u>December 2012</u>		
Parks POS Payments	\$17,549.50	\$17,712.00	\$9,567.00	\$4,879.00	\$1,931.00	\$595.00		
Parks POS Transactions	337	355	196	87	36	5		
Parks WEB Payments	\$11,143.00	\$10,249.00	\$6,504.00	\$2,320.00	\$910.00	\$2,144.00		
Parks WEB Transactions	130	131	54	20	10	16		
	<u>January 2013</u>	<u>February 2013</u>	<u>March 2013</u>	<u>April 2013</u>	<u>May 2013</u>	<u>June 2013</u>	<u>Total Parks</u>	<u>Mon Averages</u>
Parks POS Payments	\$20,570.50	\$17,262.00	\$18,314.50	\$35,126.50	\$25,042.00	\$14,116.71	\$182,665.71	\$15,222.14
Parks POS Transactions	151	137	153	352	388	204	2,401	200
Parks WEB Payments	\$6,270.00	\$4,151.00	\$6,155.00	\$11,061.50	\$21,286.00	\$20,498.00	\$102,691.50	\$8,557.63
Parks WEB Transactions	52	42	63	114	257	276	1,165	97
	<u>July 2012</u>	<u>August 2012</u>	<u>September 2012</u>	<u>October 2012</u>	<u>November 2012</u>	<u>December 2012</u>		
Probation POS Payments	\$1,705.00	\$925.00	\$4,295.00	\$7,174.52	\$7,507.50	\$1,872.00		
Probation POS Transactions	18	12	26	28	22	17		
Probation WEB Payments	None	None	None	None	None	None		
Probation WEB Transactions	None	None	None	None	None	None		
	<u>January 2013</u>	<u>February 2013</u>	<u>March 2013</u>	<u>April 2013</u>	<u>May 2013</u>	<u>June 2013</u>	<u>Total Probation</u>	<u>Mon Averages</u>
Probation POS Payments	\$5,207.00	\$10,571.09	\$7,336.31	\$12,164.04	\$6,796.00	\$4,173.00	\$69,726.46	\$5,810.54
Probation POS Transactions	28	26	47	34	21	26	305	25
Probation WEB Payments	None	None	None	None	None	None	None	None
Probation WEB Transactions	None	None	None	None	None	None	None	None
	<u>July 2012</u>	<u>August 2012</u>	<u>September 2012</u>	<u>October 2012</u>	<u>November 2012</u>	<u>December 2012</u>		
Personnel POS Payments	\$210.00	\$80.00	\$40.00	\$60.00	\$0.00	\$0.00		
Personnel POS Transactions	12	4	2	3	0	0		
Personnel WEB Payments	None	None	None	None	None	None		
Personnel WEB Transactions	None	None	None	None	None	None		
	<u>January 2013</u>	<u>February 2013</u>	<u>March 2013</u>	<u>April 2013</u>	<u>May 2013</u>	<u>June 2013</u>	<u>Total Personnel</u>	<u>Mon Averages</u>
Personnel POS Payments	\$20.00	\$300.00	\$830.00	\$60.00	\$170.00	\$55.00	\$1,825.00	\$152.08
Personnel POS Transactions	1	10	29	3	8	2	74	6
Personnel WEB Payments	None	None	None	None	None	None	None	None
Personnel WEB Transactions	None	None	None	None	None	None	None	None
	<u>July 2012</u>	<u>August 2012</u>	<u>September 2012</u>	<u>October 2012</u>	<u>November 2012</u>	<u>December 2012</u>		
Real Property Tax POS Payments	\$10,082.35	\$33,836.97	\$12,981.40	\$18,549.21	\$32,579.44	\$15,580.74		
Real Property Tax POS Transactions	15	32	14	17	38	20		
Real Property Tax WEB Payments	\$64,877.61	\$248,304.71	\$97,876.39	\$117,234.87	\$376,566.55	\$107,048.08		
Real Property Tax WEB Transactions	88	217	104	111	481	129		
	<u>January 2013</u>	<u>February 2013</u>	<u>March 2013</u>	<u>April 2013</u>	<u>May 2013</u>	<u>June 2013</u>	<u>Total Real Property Tax</u>	<u>Mon Averages</u>
Real Property Tax POS Payments	\$7,882.02	\$37,912.57	\$19,550.69	\$39,012.50	\$20,715.45	\$16,072.36	\$264,755.70	\$22,062.98
Real Property Tax POS Transactions	21	96	48	53	50	18	422	35
Real Property Tax WEB Payments	\$115,104.19	\$300,803.99	\$105,737.49	\$205,182.65	\$131,267.82	\$76,072.21	\$1,946,076.56	\$162,173.05
Real Property Tax WEB Transactions	339	854	267	273	447	135	3,445	287
	<u>July 2012</u>	<u>August 2012</u>	<u>September 2012</u>	<u>October 2012</u>	<u>November 2012</u>	<u>December 2012</u>		
Health POS Payments	None	None	None	None	None	None		
Health POS Transactions	None	None	None	None	None	None		
Health Dept WEB Payments	\$1,594.00	\$1,992.00	\$4,322.00	\$2,889.00	\$4,443.00	\$4,397.00		
Health Dept WEB Transactions	7	10	13	15	20	36		
	<u>January 2013</u>	<u>February 2013</u>	<u>March 2013</u>	<u>April 2013</u>	<u>May 2013</u>	<u>June 2013</u>	<u>Total Health Dept</u>	<u>Mon Averages</u>
Health POS Payments	None	None	None	None	None	None	None	None
Health POS Transactions	None	None	None	None	None	None	None	None
Health Dept WEB Payments	\$4,855.00	\$1,817.00	\$2,822.00	\$5,536.00	\$4,522.00	\$2,500.00	\$41,689.00	\$3,474.08
Health Dept WEB Transactions	27	9	14	24	20	13	208	17
	<u>July 2012</u>	<u>August 2012</u>	<u>September 2012</u>	<u>October 2012</u>	<u>November 2012</u>	<u>December 2012</u>		
Weights & Measures POS Payments	None	None	None	None	None	None		
Weights & Measures POS Transactions	None	None	None	None	None	None		
Weights & Measures WEB Payments	\$150.00	\$1,460.00	\$0.00	\$1,400.00	\$30.00	\$110.00		
Weights & Measures WEB Transactions	3	2	0	1	2	3		
	<u>January 2013</u>	<u>February 2013</u>	<u>March 2013</u>	<u>April 2013</u>	<u>May 2013</u>	<u>June 2013</u>	<u>Total Weights &amp; Measures</u>	<u>Mon Averages</u>
Weights & Measures POS Payments	None	None	None	None	None	None	None	None
Weights & Measures POS Transactions	None	None	None	None	None	None	None	None
Weights & Measures WEB Payments	\$20.00	\$80.00	\$0.00	\$720.00	\$320.00	\$0.00	\$3,150.00	\$262.50
Weights & Measures WEB Transactions	1	3	0	4	1	0	11	1

\* None description: payment type is not currently being offered at this time

## Follow up questions.

### Service Group 3: Merchant Card Processing

1. Since the County currently accepts credit cards do any of the locations require a manual close capability? If so, which location(s) **No manual closings**
2. Do you have a need to close a batch more than once a day? If so, please explain. **No**
3. The RFP indicates the County accepts credit cards at collection sites such as Parks Department, Real Property Tax Service Department as well as other departments. Please describe how the collection sites currently process credit card transactions? **Erie County uses POS terminals.** If using traditional credit card machines please identify the make and models currently being used i.e **Verifone Model # OMNI 3750 .**
4. If using traditional credit card machines does the units use a dialup or IP connection? **IP connection**
5. If using traditional credit card machines, how many units are deployed? **11 working machines**
6. Does the County own or lease the equipment? **Bank provided , no lease.** If leasing equipment what's the name of the Leasing company i.e. LADCO and how much time is left on the current leasing contracts?
7. Locations using payment card processing terminals - do you process PIN-Debit transactions? **Yes**
8. If so, please list the PIN Pad device(s) make and model? **Verifone OMNI 5700**
9. If any department/location is using an integrated POS system which has the ability to process credit card transactions please identify the name of the system and the credit card processing middleware or software used to handle the credit card processing. i.e. PC Charge ver.5.7, Tender Retail MCM ver. 4.2.8, Class Software (Parks & Rec.), etc. **Further clarification of question may be needed, but Erie County uses proprietary software of current credit card processor for processing payments.**
10. Do any of the locations process GSA/Government Procurement Cards, Corporate Cards that require Data Rate I, II or Commercial Cards that require Level II or Level III reporting? **Further information is required to answer question.**
11. Do any of the locations process large ticket Visa/ MasterCard transactions? i.e., sale amount in excess of \$5000.00 per transaction **Yes**
12. The RFP indicates payments are collected via the County's website please identify the secure payment gateway used to handle the processing? i.e., Authorize.net, Cybersource, etc. **Further clarification of question may be needed, but Erie County uses proprietary software of current credit card processor for processing payments.**
13. Are the web transactions processed in "Real Time" or "Non-Real" time? **Non-Real Time**
14. The credit card terminals must have a dedicated line to dial out for approvals- does your telecommunication system require a "9" to access an outside line? **Yes**

15. Is this dedicated line or telephone system analog or digital? **Digital**
16. Who is your current provider of the credit card processing service? **Further clarification of question may be needed, but Erie County uses proprietary software of current credit card processor for processing payments.**
17. How many locations/Merchant IDs (MIDs) are currently setup with your existing provider? **Nine (9)**
18. What is the County's annual processed credit card volume by card type?  
**See \_Appendix\_A**
19. What is the average ticket size by card type? **See \_Appendix\_A**
20. Will the county provide a copy of your current credit card month-end processing statement for review?  
**Further information is required to answer question. What information is required? Statement N/A**
21. The General Requirements Section, # 7. indicates proposers should include the Erie County (MBE/WBE) certification letter with the proposal- if a proposer does not have a (MBE/WBE) program and therefore will not submit a certification letter, will this disqualify our bid? **Not Necessarily**
22. Is the ability to charge convenience fees a requirement to bid? **Erie County will NOT absorb any convenience fees. The payer will make payment of any convenience fees No**
23. Please elaborate on how the convenience fees are processed for card and ACH transactions.  
**Current processor deposits batch principal payment amount into the Erie County's bank accounts.  
Current processor deposits batch convenience fees into processor's operation account.**
24. On your website you say it's a bank fee. Is the bank charging those fees in the bank's name or are they in the County's name? **The fee is identified as a convenience fee and added to the total with no name attached**
25. Are the payment pages hosted by a vendor or the County? **Further information is required to answer question. Erie County provides a link on the payment page to the processing vendor.**
26. Is the County interested in using a vendor to host the payment pages? **Erie County will evaluate all proposals for cost and functionality.**
27. What system(s) will the respondent be integrating with? **Further information is required to answer question.**
28. In addition to Tax payments, are there any other payments the County would like to accept via Web or IVR? If so, please list them and indicate whether or not the County would like to host the payment pages for those items. **Currently, Erie County accepts via web for Parks, Weights & Measures and Health. A link in provide to processor on Erie County webpage.**

#### **Service Group 4: Lockbox**

29. Will our Lockbox processing site options of either White Plains, NY or New York, NY cause us not to be eligible to bid on the Lockbox services?  
**Erie County would prefer a local P.O. Box**

30. Are there peaks processing times/periods?

Monthly Volume – Real Property

DEP_CHECK_COUNT	Month
12169	<b>Jan-13 Total</b>
16132	<b>Feb-13 Total</b>
697	<b>Mar-13 Total</b>

Monthly Volume – Retirees Health

DEP_CHECK_COUNT	Month
1335	<b>Jul-12 Total</b>
1111	<b>Aug-12 Total</b>
1155	<b>Sep-12 Total</b>
1266	<b>Oct-12 Total</b>
1072	<b>Nov-12 Total</b>
1253	<b>Dec-12 Total</b>
1295	<b>Jan-13 Total</b>
1010	<b>Feb-13 Total</b>
1474	<b>Mar-13 Total</b>
1403	<b>Apr-13 Total</b>
1083	<b>May-13 Total</b>
1351	<b>Jun-13 Total</b>

Monthly Volume – Weights & Measures

DEP_CHECK_COUNT	Month
83	<b>Jul-12 Total</b>
286	<b>Aug-12 Total</b>
201	<b>Sep-12 Total</b>
243	<b>Oct-12 Total</b>
170	<b>Nov-12 Total</b>
159	<b>Dec-12 Total</b>
305	<b>Jan-13 Total</b>
80	<b>Feb-13 Total</b>
160	<b>Mar-13 Total</b>
137	<b>Apr-13 Total</b>
136	<b>May-13 Total</b>
129	<b>Jun-13 Total</b>

Property tax lockbox is open only Jan – Mar of each year. Other lock boxes are open all year.

31. What is required on a processing/data entry level?

Real Property Lockbox – Information from OCR line

- a. SBL Number
- b. Bill Number

- c. Account Number
- d. Bill Amount
- e. Encoded amount (from check)

Retirees Health Lockbox – Information from OCR line

- a. Check Number
- b. Check Amount
- c. Amount Due
- d. Account Number
- e. Month
- f. Transaction Amount

Weights & Measures Lockbox – No OCR line

- a. Remitter Name
- b. Check Number
- c. Check Amount
- d. Invoice Number
- e. Invoice amount

32. What type of work would be received (large doc, coupon with OCR, etc.)?  
Two (2) Lockboxes uses coupon with OCR , One (1) uses large doc.

May we have sample remittance documents to review?  
See \_Appendix\_B

33. Are there any requirements with special sorting?  
No

**Service Group 5: Security Safekeeping and Custody**

34. How many custody accounts will be required?  
One (1)
35. Can you provide recent statements for the custody accounts?  
Currently, No repurchase agreements are owned by Erie County.
36. Can you provide an estimate of expected activity for the custody accounts such as buys, sells, disbursements, etc.?

Currently, No repurchase agreements are owned by Erie County, but an account needs to be available should market conditions warrant a change in investments

37. Who is the current custodian?

M&T Bank

38. Can you disclose fees paid with your current custodian?

This information will not be will not be provided, due to the information not being available to be released via a FOIL request.



## Appendix\_A

## Annual Credit Card Volume &amp; Average Transactions by Department

	<u>July 2012</u>	<u>August 2012</u>	<u>September 2012</u>	<u>October 2012</u>	<u>November 2012</u>	<u>December 2012</u>		
Parks POS Payments	\$17,549.50	\$17,712.00	\$9,567.00	\$4,879.00	\$1,931.00	\$595.00		
Parks POS Transactions	337	355	196	87	36	5		
Parks WEB Payments	\$11,143.00	\$10,249.00	\$6,504.00	\$2,320.00	\$910.00	\$2,144.00		
Parks WEB Transactions	130	131	54	20	10	16		
	<u>January 2013</u>	<u>February 2013</u>	<u>March 2013</u>	<u>April 2013</u>	<u>May 2013</u>	<u>June 2013</u>	<u>Total Parks</u>	<u>Mon Averages</u>
Parks POS Payments	\$20,570.50	\$17,262.00	\$18,314.50	\$35,126.50	\$25,042.00	\$14,116.71	\$182,665.71	\$15,222.14
Parks POS Transactions	151	137	153	352	388	204	2,401	200
Parks WEB Payments	\$6,270.00	\$4,151.00	\$6,155.00	\$11,061.50	\$21,286.00	\$20,498.00	\$102,691.50	\$8,557.63
Parks WEB Transactions	52	42	63	114	257	276	1,165	97
	<u>July 2012</u>	<u>August 2012</u>	<u>September 2012</u>	<u>October 2012</u>	<u>November 2012</u>	<u>December 2012</u>		
Probation POS Payments	\$1,705.00	\$925.00	\$4,295.00	\$7,174.52	\$7,507.50	\$1,872.00		
Probation POS Transactions	18	12	26	28	22	17		
Probation WEB Payments	None	None	None	None	None	None		
Probation WEB Transactions	None	None	None	None	None	None		
	<u>January 2013</u>	<u>February 2013</u>	<u>March 2013</u>	<u>April 2013</u>	<u>May 2013</u>	<u>June 2013</u>	<u>Total Probation</u>	<u>Mon Averages</u>
Probation POS Payments	\$5,207.00	\$10,571.09	\$7,336.31	\$12,164.04	\$6,796.00	\$4,173.00	\$69,726.46	\$5,810.54
Probation POS Transactions	28	26	47	34	21	26	305	25
Probation WEB Payments	None	None	None	None	None	None	None	None
Probation WEB Transactions	None	None	None	None	None	None	None	None
	<u>July 2012</u>	<u>August 2012</u>	<u>September 2012</u>	<u>October 2012</u>	<u>November 2012</u>	<u>December 2012</u>		
Personnel POS Payments	\$210.00	\$80.00	\$40.00	\$60.00	\$0.00	\$0.00		
Personnel POS Transactions	12	4	2	3	0	0		
Personnel WEB Payments	None	None	None	None	None	None		
Personnel WEB Transactions	None	None	None	None	None	None		
	<u>January 2013</u>	<u>February 2013</u>	<u>March 2013</u>	<u>April 2013</u>	<u>May 2013</u>	<u>June 2013</u>	<u>Total Personnel</u>	<u>Mon Averages</u>
Personnel POS Payments	\$20.00	\$300.00	\$830.00	\$60.00	\$170.00	\$55.00	\$1,825.00	\$152.08
Personnel POS Transactions	1	10	29	3	8	2	74	6
Personnel WEB Payments	None	None	None	None	None	None	None	None
Personnel WEB Transactions	None	None	None	None	None	None	None	None
	<u>July 2012</u>	<u>August 2012</u>	<u>September 2012</u>	<u>October 2012</u>	<u>November 2012</u>	<u>December 2012</u>		
Real Property Tax POS Payments	\$10,082.35	\$33,836.97	\$12,981.40	\$18,549.21	\$32,579.44	\$15,580.74		
Real Property Tax POS Transactions	15	32	14	17	38	20		
Real Property Tax WEB Payments	\$64,877.61	\$248,304.71	\$97,876.39	\$117,234.87	\$376,566.55	\$107,048.08		
Real Property Tax WEB Transactions	88	217	104	111	481	129		
	<u>January 2013</u>	<u>February 2013</u>	<u>March 2013</u>	<u>April 2013</u>	<u>May 2013</u>	<u>June 2013</u>	<u>Total Real Property Tax</u>	<u>Mon Averages</u>
Real Property Tax POS Payments	\$7,882.02	\$37,912.57	\$19,550.69	\$39,012.50	\$20,715.45	\$16,072.36	\$264,755.70	\$22,062.98
Real Property Tax POS Transactions	21	96	48	53	50	18	422	35
Real Property Tax WEB Payments	\$115,104.19	\$300,803.99	\$105,737.49	\$205,182.65	\$131,267.82	\$76,072.21	\$1,946,076.56	\$162,173.05
Real Property Tax WEB Transactions	339	854	267	273	447	135	3,445	287
	<u>July 2012</u>	<u>August 2012</u>	<u>September 2012</u>	<u>October 2012</u>	<u>November 2012</u>	<u>December 2012</u>		
Health POS Payments	None	None	None	None	None	None		
Health POS Transactions	None	None	None	None	None	None		
Health Dept WEB Payments	\$1,594.00	\$1,992.00	\$4,322.00	\$2,889.00	\$4,443.00	\$4,397.00		
Health Dept WEB Transactions	7	10	13	15	20	36		
	<u>January 2013</u>	<u>February 2013</u>	<u>March 2013</u>	<u>April 2013</u>	<u>May 2013</u>	<u>June 2013</u>	<u>Total Health Dept</u>	<u>Mon Averages</u>
Health POS Payments	None	None	None	None	None	None	None	None
Health POS Transactions	None	None	None	None	None	None	None	None
Health Dept WEB Payments	\$4,855.00	\$1,817.00	\$2,822.00	\$5,536.00	\$4,522.00	\$2,500.00	\$41,689.00	\$3,474.08
Health Dept WEB Transactions	27	9	14	24	20	13	208	17
	<u>July 2012</u>	<u>August 2012</u>	<u>September 2012</u>	<u>October 2012</u>	<u>November 2012</u>	<u>December 2012</u>		
Weights & Measures POS Payments	None	None	None	None	None	None		
Weights & Measures POS Transactions	None	None	None	None	None	None		
Weights & Measures WEB Payments	\$150.00	\$1,460.00	\$0.00	\$1,400.00	\$30.00	\$110.00		
Weights & Measures WEB Transactions	3	2	0	1	2	3		
	<u>January 2013</u>	<u>February 2013</u>	<u>March 2013</u>	<u>April 2013</u>	<u>May 2013</u>	<u>June 2013</u>	<u>Total Weights &amp; Measures</u>	<u>Mon Averages</u>
Weights & Measures POS Payments	None	None	None	None	None	None	None	None
Weights & Measures POS Transactions	None	None	None	None	None	None	None	None
Weights & Measures WEB Payments	\$20.00	\$80.00	\$0.00	\$720.00	\$320.00	\$0.00	\$3,150.00	\$262.50
Weights & Measures WEB Transactions	1	3	0	4	1	0	11	1

\* None description: payment type is not currently being offered at this time



Appendix\_B - Real Property

<b>S-B-L</b>	140200
<b>BILL #</b>	<b>BANK #</b>
12,879	

Buffalo, NY 14214-1113

140200140200012879021513000000149545



**2013 ERIE COUNTY TAX DUE BY 02/15/2013**

**TAX LEVIED - PAY THIS AMOUNT** **\$149.54**  
**PAYABLE IN U.S. FUNDS ONLY.**

**THIS SECTION FOR TAX OFFICE USE ONLY**

TEAR AT PERFORATION AND RETURN THIS STUB WITH YOUR  
PAYMENT. RECEIPT WILL BE SENT TO YOU BY RETURN MAIL  
007297

### Dental Insurance Payment Coupon

Account:	Benefit Month:	Due Date:	Amount Due:
E00021738	03/01/2014 - 03/31/2014	03/15/2014	42.14

Amount Enclosed

**Make Check Payable To:**  
County of Erie  
**Send To:**  
Erie County Commissioner  
P.O. Box

Buffalo, NY 14215

E00021738033120140042143

### Medical Insurance Payment Coupon

Account:	Benefit Month:	Due Date:	Amount Due:
E00020611	07/01/2013 - 07/31/2013	07/15/2013	270.00

Amount Enclosed

**Make Check Payable To:**  
County of Erie  
**Send To:**  
Erie County Commissioner  
P.O. Box

S Wales, NY 14139

E00020611073120130270002



# County of Erie

## BUREAU OF WEIGHTS AND MEASURES

2380 CLINTON STREET, BUFFALO, NY 14227

Phone: (716) 825-1310

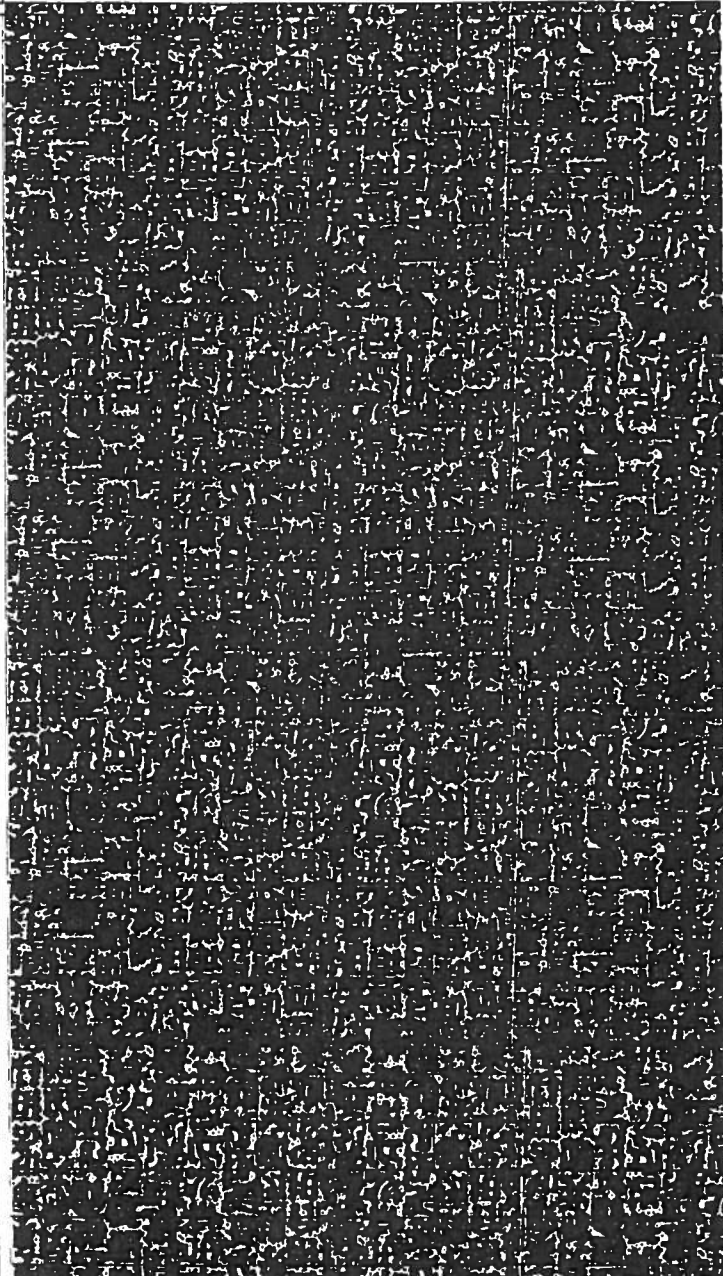
Fax: (716) 823-7686

H 00575

	TYPE <u>GAS</u>	DATE <u>8/2/12</u>
--	-----------------	--------------------

ADDRESS	STATUS OF INSPECTIONS (FEE)	
TOWN <u>Amherst NY 14228</u>	A <input checked="" type="checkbox"/> Initial (Charge)	C <input type="checkbox"/> Required Inspection (No Charge)
	B <input type="checkbox"/> Retest (Charge)	D <input type="checkbox"/> Non-required Insp. (No Charge)

DEVICE TYPE	Total No.	Inspected	Visual Inspection	TEST RESULTS				ACTION TAKEN		FEE	
				Correct	Plus	Minus	Other	Ordered Repaired	Condemn	AMT. PER	TOTAL
Computing Scale											
Pre-Pack Scale											
Customer Scale											
Vehicle Scale											
Mail Scale											
Prescription Scale											
Hopper/Batch/Tank Scale											
Platform Scale											
Livestock Scale											
Miscellaneous Scale											
Petroleum Pump		<u>26</u>	<u>06</u>							<u>30</u>	<u>520.00</u>
Petroleum Meter VTM											
Other Meter											
Other Meter											
Liquid Measure											
Volumetric Measure											
Weights Pharmacy											
Weights Other											
Linear Measure											
Linear Measuring Device											
Timing Device											
Taximeter											
Miscellaneous Device											
LPG Meters											
Non-commercial Devices											



Make Check Payable To: **ERIE COUNTY COMPTROLLER** ▶ 520.00

Mail To: Erie County Weights & Measurers  
PO Box

**County of Erie  
Buffalo, New York  
Request for Proposals for Banking Services  
RFP # 1332VF**

Who are the County's current providers of service for each of the Service Groups? **Erie County has banking relationships crossing all service groups with: JP Morgan Chase, M&T Bank, First Niagara Bank, Bank of America, and Key Bank**

What is the monthly average collected balances of all your accounts including the overnight sweep(s)? **Erie County policy is to transfer current available balances greater than \$10,000.00 to an interest bearing account on a daily basis.**

For collateral purposes what are the high and low points of average balances? **Per Erie County's Investment policy, the general rule is not to place more than \$200,000,000 of the County's total investment portfolio in overnight investments with any one institution. That would be the maximum. The minimum would be the first dollar that is not covered under FDIC insurance within the financial institution.** Will the County accept a specific Letter of Credit in the County's name drawn on a Federal Reserve Bank as acceptable collateral? **Collateral requirements are based on NYS Municipal law and used to develop Erie County's Investment policy which is available online. Specific collateral percentages are based on the type of investment and remaining term. Letter of Credit is not included.**

Does each of the 57 collection sites have cash that would need to be picked up by armored courier or are some just check only? **Erie County contracts directly with armored car pickup. The armored car pickup is at three(3) collection sites. The remaining fifty-four (54) sites are deposited at bank branches by individuals.** How many are cash collection sites? **All sites collect cash**

Does the County have any central pay-in site or collection point for each location or do they all deposit to local branches separately? **No central pay-in site is used. All deposit to local branch separately.** Is a courier currently used? If so which one? **Erie County contracts directly with armored car pickup** How is the County currently settling its service fees, i.e., monthly/quarterly? **The settling of fees varies from monthly to semi-annually depending on the service provider.** Does the County use a compensating balance to pay for services currently? **Erie County does not use compensating balances to pay for services currently.** Does this allow for excess funds to be invested after full fee offset? **N/A**

### **Service Group 1: General Banking Services**

- Can you provide a complete breakdown of analysis volumes such as returned items, number of stop payments, number of deposited items, number of wire transfers, number of ACH returns, number of originated ACH transactions, Notice of Change etc. If you could provide an analysis statement that would provide the information we are looking for. **A current bank analysis will not be provided.**
- Do you automatically re-deposit returned items? **No returned items are re-deposited, payer is contacted directly to send funds.** If so, on how many accounts?
- How are you originating ACH transactions? Web-based or direct file transmission? **Direct file transmission only for payroll direct deposit. Web-based for a single weekly payroll fringe transaction.**
- Are you using a ZBA structure? **Yes** If so on how many accounts? **Seven (7) accounts are using ZBA structure.**
- How do you send check issue files to the bank for Full ARP and/or Positive Pay? **Check issue files are transmitted via secure FTP transfer.**
- Are you receiving ARP paper reporting or via a web-based product? **Both**
- Do you use current day reporting? **Current day reporting is used to determine if current available balance permits intra-bank transfers and inter-bank wires and if those transfers and wires have been processed.** If so, on how many accounts? **The number of account that will be established**

will be determined based on the accounts, if any, Erie County uses currently with the bank providing existing services.

- Do you use prior day reporting on all accounts? Prior day reporting needs to be available both online and BAI2 file format. If so, on how many accounts? The number of accounts that will be established will be determined based on the accounts, if any, Erie County uses currently with the bank providing existing services.
- Do you receive an ARP transmission of your paid items or online reporting only? Prior day online reporting in BAI2 format.
- Do you use ACH Positive Pay or ACH filters or blocks? Yes If so on how many accounts? Erie County currently uses two (2) positive pay accounts.
- Do you use Payee Positive Pay on any accounts? If so how many? No Payee Positive pay is being used.
- Do you retrieve check images from an on-line web product? Yes, for the short-term. CD-ROM's provided for longer-term access
- How many intra-bank transfers do you initiate per month? Volume will be determined based on the accounts, if any, Erie County uses currently with the bank providing existing services.
- How much cash do you deposit per month? This information is unavailable How is your cash deposited and in what quantities? (Loose Coin, Coin Bag Deposited, Envelope Deposited) This information is unavailable
- How much coin/currency do you purchase per month? Minimal quantities of coin/currency are purchased each month. How is the cash/currency purchased and in what quantities? Coin rolls are purchased once a month by one (1) location. Currency of \$1 and \$5 twice a week by two (2) locations (Individual Coin Rolls, Box Coin Ordered, Currency Ordered per strap)
- The RFP asks about remote deposit services, does the County use any type of remote deposit service or image cash letter remote deposit services today? Yes, Erie County uses remote deposit capture for deposit of checks at 6 locations into 3 checking accounts.

### Service Group 3: Merchant Card Processing

In detail, describe how credit cards are accepted at each of your accounts.

General fund bank account transactions consist of activity where a customer can visit the Erie County Website or pay in person the taxes on individual properties, park fees, health dept. permits, weights & measure fees by selecting the payment type and following the instructions listed: Trust and probation account transactions are only accepted with point of sale machines. Pin Debit Card Payments are accepted. All convenience fees are funded by the payer and collected directly from current provider.

- Are you using a third party gateway or your own system for e-payments? Third party If so, what is the name and contact information of the company? Further clarification of question may be needed, but Erie County uses proprietary software of current credit card processor for processing payments.
- Are you using specific software to process transactions? Yes If so, what is the name and version? Further clarification of question may be needed, but Erie County uses proprietary software of current credit card processor for processing payments.
- Please provide (2) recent merchant statements. N/A
- Are you currently PCI compliant? Yes
- For each account, are you absorbing the merchant fees or charging a convenience/service fee? ? Erie County will NOT absorb any convenience fees. The payer will make payment of any convenience fees



- If you are charging a convenience fee, what is the fee and who is managing the program? **Erie County does not charge a convenience fee**
- By account, provide number of transactions and annual credit card volume.  
**See \_Appendix\_A**
- Are you using point of sale terminals? **Yes** If so, what are the make and model numbers?  
**Verifone Omni 3750** Do you own the existing equipment? **No**
- Can you provide a breakdown of ACH versus credit card e-payments collected on your website?  
**ACH on line payments 4,838**  
**POS e-payments 3,209**
- Does the county need or currently use real time payment posting or next day? **Next day**
- Is the County assessed IVR per minute charges? **IVR currently not used by Erie County** If they are embedded with a convenience fee model, is there a way to determine how many IVR minutes are used and how many IVR transactions are processed monthly?
- Are e-payment website users required to pre-register? **No**
- Does the site currently allow for automatic re-occurring payments or only one time initiated payments? **Only one time initiated payments**

#### Service Group 4: Lockbox

- Can we get more detailed monthly volume estimates including: single match payments, partial payments, multiples, check only payments, rejects, foreign items, correspondence items (with payment and without payment) received today in each lockbox location? **This information is not available.**
- Can we get a physical copy of the remittance document and envelope for each lockbox?  
**See \_Appendix\_B**
- Can the client provide written processing instructions for each lockbox? **This information is not available.**
- How do you handle exceptions, correspondence & rejects today? **All payments are deposited with final disposition completed by Erie County personnel.**  
How do you handle check only items (with and without account numbers)? **All payments are deposited with final disposition completed by Erie County personnel.**  
Do you have any special processing or requirements? **No**
- How do you process out of balance multiple payments? **All payments are deposited with final disposition completed by Erie County personnel.**
- Do you want Images of processed items? If so, in what format (i.e.: Internet hosted, image delivery, CD ROM, DVD)? Can you accept and Image Transmission and if so, in what format?
- Can you provide the daily transmission file layouts? **Erie County uses only daily file transmissions for the Real Property lockbox. For Retirees Health, information is downloaded off of processor website for loading into accounting system. Weights & Measures is information is entered off hard copy remittances US mailed from processor.**
- Can you accommodate Secure FTP? **Yes**
- Would you like images of correspondence? **Erie County is amenable to viewing images online, however would first need to consider years of on-line retention, cost and other factors.**
- Do you need post mark date captured, keyed or imaged? **For real property lockbox, the postmark date is entered. If date is unclear then the processing date is entered. Also, envelopes are returned. No postmark date is required for the remaining lockboxes.**
- Do you accept Credit Card payments? **No, not at this time.**
- What is the current mailing location of current lockbox? This information will not be disclosed. Is this a Bank owned box or is it a US Post Office Box owned by the County? **Bank owned box**
- Will you allow a lockbox mailing address location outside the State of NY?  
**Erie County would prefer a local P.O. Box.**

### Service Group 5: Security Safekeeping and Custody

- Can you provide us with the typical transaction volume (monthly, quarterly or annually)?  
Currently, No repurchase agreements are owned by Erie County.

- Can you share with us the portfolio holdings or the number of positions typically held?

Currently, No repurchase agreements are owned by Erie County, but an account needs to be available should market conditions warrant a change in investments

- Is the portfolio internally managed or does the County utilize outside managers? If outside managers, how many managers are utilized?  
Erie County uses employees of the Comptroller's Office to determine investments based on bids. What is the typical cash balance maintained in the account(s)? Currently, No repurchase agreements are owned by Erie County.

Appendix\_A

Annual Credit Card Volume & Average Transactions by Department

	<u>July 2012</u>	<u>August 2012</u>	<u>September 2012</u>	<u>October 2012</u>	<u>November 2012</u>	<u>December 2012</u>		
Parks POS Payments	\$17,549.50	\$17,712.00	\$9,567.00	\$4,879.00	\$1,931.00	\$595.00		
Parks POS Transactions	337	355	196	87	36	5		
Parks WEB Payments	\$11,143.00	\$10,249.00	\$6,504.00	\$2,320.00	\$910.00	\$2,144.00		
Parks WEB Transactions	130	131	54	20	10	16		
	<u>January 2013</u>	<u>February 2013</u>	<u>March 2013</u>	<u>April 2013</u>	<u>May 2013</u>	<u>June 2013</u>	<u>Total Parks</u>	<u>Mon Averages</u>
Parks POS Payments	\$20,570.50	\$17,262.00	\$18,314.50	\$35,126.50	\$25,042.00	\$14,116.71	\$182,665.71	\$15,222.14
Parks POS Transactions	151	137	153	352	388	204	2,401	200
Parks WEB Payments	\$6,270.00	\$4,151.00	\$6,155.00	\$11,061.50	\$21,286.00	\$20,498.00	\$102,691.50	\$8,557.63
Parks WEB Transactions	52	42	63	114	257	276	1,165	97
	<u>July 2012</u>	<u>August 2012</u>	<u>September 2012</u>	<u>October 2012</u>	<u>November 2012</u>	<u>December 2012</u>		
Probation POS Payments	\$1,705.00	\$925.00	\$4,295.00	\$7,174.52	\$7,507.50	\$1,872.00		
Probation POS Transactions	18	12	26	28	22	17		
Probation WEB Payments	None	None	None	None	None	None		
Probation WEB Transactions	None	None	None	None	None	None		
	<u>January 2013</u>	<u>February 2013</u>	<u>March 2013</u>	<u>April 2013</u>	<u>May 2013</u>	<u>June 2013</u>	<u>Total Probation</u>	<u>Mon Averages</u>
Probation POS Payments	\$5,207.00	\$10,571.09	\$7,336.31	\$12,164.04	\$6,796.00	\$4,173.00	\$69,726.46	\$5,810.54
Probation POS Transactions	28	26	47	34	21	26	305	25
Probation WEB Payments	None	None	None	None	None	None	None	None
Probation WEB Transactions	None	None	None	None	None	None	None	None
	<u>July 2012</u>	<u>August 2012</u>	<u>September 2012</u>	<u>October 2012</u>	<u>November 2012</u>	<u>December 2012</u>		
Personnel POS Payments	\$210.00	\$80.00	\$40.00	\$60.00	\$0.00	\$0.00		
Personnel POS Transactions	12	4	2	3	0	0		
Personnel WEB Payments	None	None	None	None	None	None		
Personnel WEB Transactions	None	None	None	None	None	None		
	<u>January 2013</u>	<u>February 2013</u>	<u>March 2013</u>	<u>April 2013</u>	<u>May 2013</u>	<u>June 2013</u>	<u>Total Personnel</u>	<u>Mon Averages</u>
Personnel POS Payments	\$20.00	\$300.00	\$830.00	\$60.00	\$170.00	\$55.00	\$1,825.00	\$152.08
Personnel POS Transactions	1	10	29	3	8	2	74	6
Personnel WEB Payments	None	None	None	None	None	None	None	None
Personnel WEB Transactions	None	None	None	None	None	None	None	None
	<u>July 2012</u>	<u>August 2012</u>	<u>September 2012</u>	<u>October 2012</u>	<u>November 2012</u>	<u>December 2012</u>		
Real Property Tax POS Payments	\$10,082.35	\$33,836.97	\$12,981.40	\$18,549.21	\$32,579.44	\$15,580.74		
Real Property Tax POS Transactions	15	32	14	17	38	20		
Real Property Tax WEB Payments	\$64,877.61	\$248,304.71	\$97,876.39	\$117,234.87	\$376,566.55	\$107,048.08		
Real Property Tax WEB Transactions	88	217	104	111	481	129		
	<u>January 2013</u>	<u>February 2013</u>	<u>March 2013</u>	<u>April 2013</u>	<u>May 2013</u>	<u>June 2013</u>	<u>Total Real Property Tax</u>	<u>Mon Averages</u>
Real Property Tax POS Payments	\$7,882.02	\$37,912.57	\$19,550.69	\$39,012.50	\$20,715.45	\$16,072.36	\$264,755.70	\$22,062.98
Real Property Tax POS Transactions	21	96	48	53	50	18	422	35
Real Property Tax WEB Payments	\$115,104.19	\$300,803.99	\$105,737.49	\$205,182.65	\$131,267.82	\$76,072.21	\$1,946,076.56	\$162,173.05
Real Property Tax WEB Transactions	339	854	267	273	447	135	3,445	287
	<u>July 2012</u>	<u>August 2012</u>	<u>September 2012</u>	<u>October 2012</u>	<u>November 2012</u>	<u>December 2012</u>		
Health POS Payments	None	None	None	None	None	None		
Health POS Transactions	None	None	None	None	None	None		
Health Dept WEB Payments	\$1,594.00	\$1,992.00	\$4,322.00	\$2,889.00	\$4,443.00	\$4,397.00		
Health Dept WEB Transactions	7	10	13	15	20	36		
	<u>January 2013</u>	<u>February 2013</u>	<u>March 2013</u>	<u>April 2013</u>	<u>May 2013</u>	<u>June 2013</u>	<u>Total Health Dept</u>	<u>Mon Averages</u>
Health POS Payments	None	None	None	None	None	None	None	None
Health POS Transactions	None	None	None	None	None	None	None	None
Health Dept WEB Payments	\$4,855.00	\$1,817.00	\$2,822.00	\$5,536.00	\$4,522.00	\$2,500.00	\$41,689.00	\$3,474.08
Health Dept WEB Transactions	27	9	14	24	20	13	208	17
	<u>July 2012</u>	<u>August 2012</u>	<u>September 2012</u>	<u>October 2012</u>	<u>November 2012</u>	<u>December 2012</u>		
Weights & Measures POS Payments	None	None	None	None	None	None		
Weights & Measures POS Transactions	None	None	None	None	None	None		
Weights & Measures WEB Payments	\$150.00	\$1,460.00	\$0.00	\$1,400.00	\$30.00	\$110.00		
Weights & Measures WEB Transactions	3	2	0	1	2	3		
	<u>January 2013</u>	<u>February 2013</u>	<u>March 2013</u>	<u>April 2013</u>	<u>May 2013</u>	<u>June 2013</u>	<u>Total Weights &amp; Measures</u>	<u>Mon Averages</u>
Weights & Measures POS Payments	None	None	None	None	None	None	None	None
Weights & Measures POS Transactions	None	None	None	None	None	None	None	None
Weights & Measures WEB Payments	\$20.00	\$80.00	\$0.00	\$720.00	\$320.00	\$0.00	\$3,150.00	\$262.50
Weights & Measures WEB Transactions	1	3	0	4	1	0	11	1

\* None description: payment type is not currently being offered at this time

Appendix\_B - Real Property

<b>S-B-L</b>	140200
<b>BILL #</b>	<b>BANK #</b>
12,879	

Buffalo, NY 14214-1113

140200140200012879021513000000149545



**2013 ERIE COUNTY TAX DUE BY 02/15/2013**

<b>TAX LEVIED - PAY THIS AMOUNT PAYABLE IN U.S. FUNDS ONLY.</b>	<b>\$149.54</b>
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**THIS SECTION FOR TAX OFFICE USE ONLY**

TEAR AT PERFORATION AND RETURN THIS STUB WITH YOUR  
PAYMENT. RECEIPT WILL BE SENT TO YOU BY RETURN MAIL  
007297

### Dental Insurance Payment Coupon

Account:	Benefit Month:	Due Date:	Amount Due:
E00021738	03/01/2014 - 03/31/2014	03/15/2014	42.14

Amount Enclosed

**Make Check Payable To:**  
County of Erie

**Send To:**  
Erie County Commissioner  
P.O. Box

Buffalo, NY 14215

E00021738033120140042143

### Medical Insurance Payment Coupon

Account:	Benefit Month:	Due Date:	Amount Due:
E00020611	07/01/2013 - 07/31/2013	07/15/2013	270.00

Amount Enclosed

**Make Check Payable To:**  
County of Erie

**Send To:**  
Erie County Commissioner  
P.O. Box

S Wales, NY 14139

E00020611073120130270002

Appendix\_B – Weights & Measures



# County of Erie

## BUREAU OF WEIGHTS AND MEASURES

2380 CLINTON STREET, BUFFALO, NY 14227

Phone: (716) 825-1310

Fax: (716) 823-7686

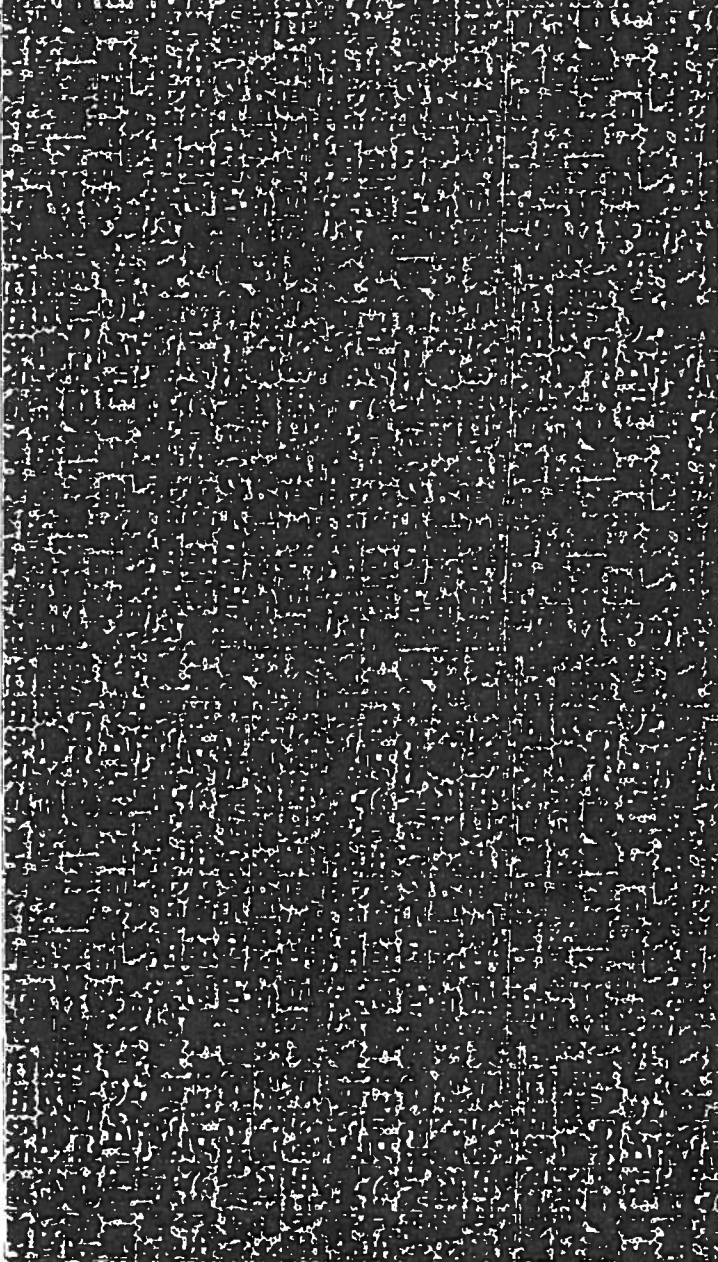
H 00575

TYPE GAS DATE 8/2/12

ADDRESS  
TOWN Amherst NY 14228

STATUS OF INSPECTIONS (FEE)  
 A Initial (Charge)       C Required Inspection (No Charge)  
 B Retest (Charge)       D Non-required Insp. (No Charge)

DEVICE TYPE	Total No.	TEST RESULTS				ACTION TAKEN		FEE	
		Incorrect Visual Inspection	Correct	Plus	Minus	Other	Ordered Repaired	Condemn	AMT. PER
Computing Scale									
Pre-Pack Scale									
Customer Scale									
Vehicle Scale									
Motorail Scale									
Prescription Scale									
Hopper/Batch/Tank Scale									
Platform Scale									
Livestock Scale									
Miscellaneous Scale									
Petroleum Pump		26	06					20	520.00
Petroleum Meter VTM									
Other Meter									
meter									
Liquid Measure									
Volumetric Measure									
Weights Pharmacy									
Weights Other									
Linear Measure									
Linear Measuring Device									
Timing Device									
Taximeter		COMPLETE							
Miscellaneous Device		FOR 2012							
LPG Meters									
Non-commercial Devices									



Make Check Payable To: **ERIE COUNTY COMPTROLLER** ▶

520.00

Mail To: Erie County Weights & Measurers  
PO Box