



**COUNTY OF EL DORADO  
Procurement & Contracts**

ATTN: Purchasing Agent  
360 Fair Lane  
Placerville, CA 95667

**REQUEST FOR PROPOSAL #16-947-033**

**DUE: 3:00 p.m. – January 7, 2016**

Sealed Proposals must be clearly marked on  
the outside of the package with:  
**“RFP #16-947-033 MAILROOM DO NOT OPEN”**

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**Banking Services**

**Addendum I**

The following changes have been made to the subject RFP:

**Section V. PROPOSAL SUBMITTAL**

The deadline for submitting proposals has been extended to 3:00 p.m. on  
**January 7, 2016.**

Except as herein amended, all other parts and sections of RFP # 16-947-033 shall remain unchanged  
and in full force and effect.



**COUNTY OF EL DORADO  
Procurement & Contracts**

ATTN: Purchasing Agent  
360 Fair Lane  
Placerville, CA 95667

**REQUEST FOR PROPOSAL #16-947-033**

**DUE: 3:00 PM – December 30, 2015**

Sealed Proposals must be clearly marked on the outside of the package with:  
“RFP #16-947-033 MAILROOM DO NOT OPEN”

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**Banking Services**

The County of El Dorado, Office of Procurement and Contracts, through its Treasurer/Tax Collector (also referred to as “County”), is requesting proposals for the purpose of contracting with a financial institution (also referred to as “Proposer” or “Contractor”) to provide full-service banking and central depository services.

This request for proposal (RFP) defines the scope of services and outlines the requirements that must be met by Proposers interested in providing such services. Proposers shall carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP or otherwise available, and shall become fully aware of the nature and the conditions to be encountered in performing the service. **Proposers are advised to read all sections of this RFP prior to submitting a proposal.**

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- X. El Dorado County Website Requirements
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- “A” Reference Form
  - “B” Cost Proposal
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**Notice to Proposers**

***The Procurement and Contracts Division does not mail out hard copy letters advising participating Proposers of RFP results. For RFP results, please visit our website at:***

<http://edcapps.edcgov.us/contracts/bidresults.asp>

***RFP results will be posted within approximately fourteen business days after the RFP opening deadline date. The timeline for posting RFP results may vary depending on the nature and complexity of the RFP.***

- I. **Background:** The objective of this Banking (RFP) is to reduce banking cost, increase Treasury/Tax Collector staff efficiency, provide the highest quality banking services available, at the most advantageous cost to the County. Banks submitting proposals are encouraged to suggest and describe any enhancements or technological improvements that would reduce costs or improve operations or assist cash management.

The El Dorado County Treasurer/Tax Collector's Office is centrally located within the County at 360 Fair Lane in Placerville, California. The Office of the County Treasurer/Tax Collector processes 100% of the pool investment transactions and approximately 98% of the depository and reconciliation services. The Office of the Auditor/Controller processes approximately 98 % of the County's disbursements.

The Treasurer/Tax Collector seeks proposals from banks with locations that can provide business banking services to El Dorado County Government Centers and to El Dorado County Government depositors. There are currently 115 different depositors, of which 25 are located in South Lake Tahoe and many located in the Placerville area.

- II. **Minimum Qualifications:** To be considered for the selection process, proposing banks must have the following minimum qualifications:

1. Be a State or National Bank as defined in Government Code Section 53630.5.
2. The County prefers the bank have established offices in El Dorado County, specifically in Placerville, and Cameron Park, as well as a banking center, alternative depository source or same day courier service in South Lake Tahoe.
3. Be a member of the Federal Reserve System; have access to all Federal Reserve services and be insured by the Federal Deposit Insurance Corporation (FDIC).
4. Meet all California Government Codes pertaining to depository requirements and be a qualified depository of California public funds per Article 2 of the California Government Code.
5. Be capable of offering the services sought by the County.
6. Be in compliance and good standing with the Community Reinvestment Act (CRA).
7. Be sufficiently capitalized to accommodate the County's cash/investment management needs.
8. Assign experienced and dedicated staff committed to and capable of servicing the County accounts and responding to the County within 2 hours.

9. Have the resources or capability to handle money that is considered unclean, unsanitary, or unhealthy.

**III. Scope of Services:** This section outlines the banking services currently used by the County as well as the services solicited in this Request for Proposal.

**Current Banking Services**

This RFP includes banking services for eleven accounts comprised of one parent/main account and ten sub- accounts, three of which are zero balance accounts (ZBA). All primary banking services are maintained with one institution in an effort to maximize cash flow and minimize administrative costs.

In fiscal year (FY) July 1, 2014 – June 30 2015 (14/15) there were 354,314 items deposited in the County’s bank accounts. Of those deposits 8,932 were processed via Automated Clearing House (ACH).

The Treasurer/Tax Collector’s Office maintains some compensating bank balances in order to offset banking fees.

The awarded bank will be required to coordinate with Treasurer/Tax Collector staff with respect to all activities necessary to ensure a smooth transition. Proposers must be able to provide all of the following services:

**Banking Services Solicited in this RFP**

**A. Service Support**

1. The proposing institution must assign an individual staff member or group to the County’s account for inquiries and/or problem resolution.
2. The proposing institution must provide a toll-free technical support hot-line Monday through Friday 7A.M. -5 P.M. PST.
3. The proposing institution must provide a report on system down time for the past year, including how many hours down, services unavailable, methods used to notify clients about problems, and a description of backup procedures.
4. List hours of availability for emergency procedures. Describe special emergency procedures, if any.
5. Describe the methods used to measure and evaluate the quality of services provided to customers.
6. List plans, if any, within the next year to eighteen months to change or enhance services.

7. Does service staff have access to the same systems/software programs that customers use?

**B. Implementation Support**

1. Provide bank staff time estimate and total time (days) for a typical County installation and list each step in the installation process and factors, if any that might alter the estimated time frame.

2. Provide a proposed implementation schedule to include the following:

a. Names and titles of staff responsible for the project implementation (Identifying staff that would be on site at 360 Fair Lane, their positions and detailed responsibilities).

b. Task list.

c. Estimated hours for each major task.

d. Rate if any to be charged to the County or absorbed by the bank.

e. Training time estimate.

f. Training charge to the County, if any.

g. Total institution charge if any for the entire implementation process including training and technical support. Provide a proposed, detailed implementation schedule for our project for up to 90 days, including the names and specific titles of the parties responsible, and how many hours for each major task and at what rate, if any, will the County be charged. Also include how much training time will be provided and at what rate, if any.

3. List third parties involved in training and/or system development, if any, and their role.

4. List the format and cost if any (e.g. web based, pdf, etc.) of user manuals issue for all services. Additionally, list when these manuals are updated and the cost, if any for receiving updates.

5. Provide the location, length, topics covered, and number of staff allowed to attend training sessions, and at what cost, if any.

6. List meeting frequency of user groups (if any) and briefly outline topics discussed.

**C. New Services Offered**

1. List services provided to organizations similar to the County that are outside the scope of this RFP. Please include a list of the costs associated of each new service listed.
2. Provide list of suggestions in detail that will aid the County in lowering total banking costs. Provide both cost estimate and savings estimates with quantity estimates.
3. If the County develops a need for additional accounts, or services during the term of this agreement, services will be provided with the same conditions that apply to existing accounts at the time. If the Federal Reserve or other regulatory bodies provide for regulations, which are favorable to the County, the institution shall make these new services available to it.

**D. Compensation and Written Agreements**

1. Describe the policies and exact rates related to compensating balance accounts, the compensation methods and related formulas used.
  - a. Provide the formula used to calculate the monthly earnings credit rate.
  - b. Provide prior year rates and calculations with the formula provided above in (a).
  - c. Allow payment of service fees by direct payment (compensating balance) or by other methods. The County prefers that it have the option of selecting one or a combination of payment methods.
2. Provide schedule of charges for the following scenarios:
  - a. An account with compensating balances.
  - b. An account as fee basis only no compensating balances.
  - c. An account with a combination of fees and compensating balances.
  - d. List accepted payment methods and the settlement period for a. – c. above (e.g. quarterly or annually).
3. Provide schedule with the calculation of when bank overdraft charges apply and the rate used.
4. Provide the unit charge and formula used to calculate cost of depository insurance. Describe the bank's policy and procedures in refunding to clients any depository insurance rebates, should they occur.

5. Describe the banks policy for guaranteeing proposal prices.
6. How are charges determined for coin deposit?
  - a. Is there a provisional credit for vault coin deposits if transferred from vault processing center?
  - b. Provide procedures and thresholds for coin deposited at the vault processing center.

**E. Collections**

1. Over-the-Counter Deposits: Check and Cash

- a. Preferable the bank has a branch office in Cameron Park, Placerville and South Lake Tahoe. List all bank branches in El Dorado County.
- b. If you do not have a branch in each of the above locations; please describe how we will be able to make daily deposits at above locations without incurring additional fees or transportation costs.
- c. List the various hours that deposits need to be presented to a bank teller for same day credit.
- d. List the time an armored service must be at the bank's cash vault to receive same day credit.
- e. List the types of deposits given to bank center tellers that will be immediately available to draw on.
- f. Describe procedures for returned checks, including policies regarding the acceptance of a return item and how return items are posted.
- g. Describe the bank's night deposit services. If night deposit service is used, when is credit for deposit booked?
- h. List the number of days it takes for rejected items and damaged checks to be reprocessed.
- i. Describe the bank procedure on how the County will be notified of deposit adjustments/corrections.
- j. List the structure for clearing checks.
- k. List bank charges for both cash and check deposits.
- l. Monies deposited in the bank by 3:00 p.m. shall be processed and credited for same day credit. Exception items can be delivered to the

bank's designated operation center by 6:00pm. The County will require same day credit for exception items collected during peak tax collection periods of March / April and November / December.

Other monies, such as maturing investments shall be given immediate credit and availability. Collected funds credit shall be given to checks drawn on the United States Treasury, Federal Reserve and the State of California. The bank shall provide collected funds credit for checks drawn on the United States Treasury, Federal Reserve and State of California.

m. Provide information the calculation of float: 1 Day, 2 or More Days, 3 or More Days, etc.

n. Provide sufficient pre-numbered and pre-encoded deposit slips per deposit site in triplicate at no charge for the County to process daily deposits for each account(s).

o. The County needs the ability to access paid checks for a minimum of 2 years. Please provide a detailed explanation of how your financial institution could accommodate these requirements.

2. Armored Car Services

a. Describe daily armored car services provided and cost, if any.

b. Provide main address and alternative address where cash vault deposits must be delivered.

c. Describe coin shipment procedures, cost and any weight requirements.

d. Provide any vault instructions.

3. Credit Card Processing

The Tax Collector's office accepts Visa, Master Card, Discover and American Express credit card transactions for property tax payments through on-line bill pay and an interactive voice response (IVR) system. The service fee is passed to the customer pursuant to Revenue and Taxation Code Section 2511.1. The gross settlement amount is credited daily. The average monthly sales are as follows: Visa \$3,552,776.29; Master Card \$1,059,347.00; Discover \$114,784.32; and American Express \$1,151,875.77. The average monthly volume is as follows: Visa 266; Master Card 78; Discover 8; American Express 73. The average credit card charge is \$1,151.12. Daily reports are needed to balance the daily activity.



- a. Describe the credit card process.
- b. Describe proofing process for duplicate transmissions and the related procedures used to reverse duplicate files.
- c. Provide a detailed fee schedule for credit card processing.
- d. Provide the formula used to calculate the service fee.
- e. List payment methods for fees and the fee settlement period.
- f. Describe procedures used to handle charge-backs.
- g. Provide a copy of a charge-back report.
- h. The County must have a provider who will allow service fees to be paid by the taxpayer; List policies that would allow this provision.
- i. Provide sample reports.

**F. Disbursements (paper-based)**

1. General Disbursements

- a. Describe services offered by the bank:
  - i. Numeric check sorting.
  - ii. Check truncation.
  - iii. Check images on a Compact Disk-Read Only Memory (CD-ROM) or on-line check images.
  - iv. Automated reporting of clearings.
- b. List the length of time the bank will store cancelled checks:
  - i. On premises.
  - ii. Off premises.
  - iii. Before they are destroyed.
- c. Describe the process and cost to obtain a cancelled check image and a certified canceled check image. List the number of years on-line check image history will be accessible to the County.

d. Describe how images/copies would be obtained if the County changed banks.

e. Describe the processes and cost to place a stop payment order on-line and by banking personnel.

f. List the various stop payment options offered, include hours before stop payment effective and number of months order will remain active.

g. Describe the banks procedure for handling stale dated checks.

2. Zero Balance Accounts

a. Describe limitations, if any, on depository and disbursement Zero Balance Accounts (ZBAs). The bank must have the ability to establish a ZBA that can be tied to the parent/main account. Additionally, describe any limitation for establishing a ZBA tied to the parent/main account.

b. The bank must have the ability to provide detail reports for all ZBA accounts. Provide sample reports and how they are tied to the parent/main account.

**G. Cash Position Management**

1. Information Reporting

a. Do the bank's security procedures satisfy the Universal Commercial Code (UCC) 4A commercially reasonable standards? If not, describe how this requirement is handled.

b. List charges, if any, for maintaining historical data.

c. The bank must have the ability to provide on-line banking services to include the following:

Positive pay, reverse positive pay item, positive pay error report, positive pay notifications, ACH positive pay, stop payments, add issues, cancel issues, approve pending issues, delete pending issues, view issues, daily reporting schedule, download of daily bank statement data PDF and excel, image access, paid item search, view items, view front and back of check. List all services above that cannot be provided by the bank on-line. Include any associated fees in **Exhibit "B" – Cost Proposal**.

d. Provide a sample of PC screens that show the information reports we can obtain from your system at no cost and list the reports that have a fee associated with them. Include the fee in **Exhibit "B" – Cost Proposal**.

e. Describe and/or provide sample copies of the information reports that can be obtained from the bank's system. Indicate which reports are accessible through a PC and the charge for each. Include the fee in **Exhibit "B" – Cost Proposal**.

f. Describe contingency plans for cases where the bank's system is inaccessible via PC. Indicate the number of occasions and amount of system down time over the past two years.

g. Describe the level of detail available on the bank's information reporting service for each type of wire transfer service offered.

2. Account Analysis Report

a. Provide formula and index used for determining the earnings credit rate (ECR) offsets.

b. List the actual ECR for the last twelve (12) months.

c. Provide the date within the current month when the monthly rate is available.

d. Provide the dates available to change our settlement period during the year.

e. Provide the settlement dates for billing any over/under compensation.

f. Provide Association of Financial Professionals (AFP) codes on the Account Analysis Statement.

g. Provide a glossary for the AFP codes or something similar.

h. Does the bank have the ability to provide the Analysis Statement electronically each month by the 5th working day of the following month or sooner?

i. Provide a copy of the bank's Analysis Statement.

j. Provide information on banks process to identify bank error versus customer error so customer is not charged.

3. Positive Pay

a. The bank must have the ability to provide positive pay banking services.

b. The bank must have the ability to provide an on-line positive pay error report by 7 A.M. PST each morning for processing and allow a response turn around to errors of 11:00 A.M. (or later) to approve/disapprove report

items. Please provide written statements of time frames available and turn around required. There must be the flexibility to receive the positive pay file from the County by 11:00 A.M. but later if needed as a contingency. Provide daily schedule of reports and when these will be available for use.

c. List times when the County positive pay files would be updated to the bank's branches. Include whether hourly, twice daily, or daily.

d. List the types of report files that can be downloaded (e.g. Excel, PDF, TIF).

e. The bank must offer paid-item truncation with CD imaging as well as on-line imaging. Provide cost for these services. How long will on-line images be available?

f. Provide the bank policy and procedures regarding various types of forged endorsements and guaranteed time frame for the County to be reimbursed for such items.

g. Provide the time frame for ACH reversal transactions to be credited. One example for this would be the County pays a check or a payroll ACH and the item is returned due to an account being closed.

4. Funds Transfer Initiation

a. List the following (domestic U.S.) funds transfer initiation capabilities the bank's system provides:

i. Automated, repetitive & non-repetitive.

ii. Manual, repetitive & non-repetitive.

iii. Drawdown transfers.

iv. Internal bank (book) transfers.

b. Describe the controls for repetitive and non-repetitive wire transfers.

c. Describe the process to initiate recurring and nonrecurring wire transfers.

d. Describe the time frame and procedures for notifying clients when a wire transfer fails.

e. Are there specific times during the business day or during the month when wire transfers are more likely to be delayed?

5. Business Credit Cards

- a. List the credit cards available for corporate business use, the services and benefits offered.
- b. Indicate whether there are volume discounts or other fee reductions and identify the volume levels.
- c. List any fees associated with the credit card service.
- d. Describe any limitations or requirements that apply to individual card holders, such as credit limits, billing dates and procedure, interest on past due amounts, and lost card procedures.
- e. Provide a sample of all monthly usage and billing reports issued.
- f. List and describe any programs that provide credits for volume card usage to Treasury.

6. Other

- a. Is there tiered pricing regarding the checking account balance? Is there a max amount allowed in the checking account? Provide cost sheet.
- b. The County may in the future require additional services not specifically requested or yet realized in this document. The County will expect to receive competitive costs for such services.
- c. The successful vendor should be able to provide economic & statistical data for investment research.
- d. Describe the effects of Federal Reserve daylight overdraft controls on customer wire transfers, identifying any periods during the business day when transfers can be delayed to any degree. List, if any, the number of transfers that have been held up in the past three months.
- e. Describe how the bank's daylight overdraft status is measured throughout the day.
- f. List any charge associated cost for reports on the banks on-line system.

## H. Electronic Services

### 1. General ACH Services

- a. Describe controls used to prevent file loss, duplicate transmissions, and acceptance of duplicate returns, and whether these controls differ by type of application.
- b. Describe the system security in general, indicating any procedures that are required for specific transactions.
- c. List transmission deadlines by application.
- d. List controls for repetitive and non-repetitive ACH transfers.
- e. Describe how recurring and nonrecurring ACH transfers are set up.
- f. List times during the business week when ACH transfers might be delayed.
- g. It would be helpful if the system provides the ability to change, add, or delete an item after transmitting the County's ACH file to the bank. Describe the procedures, cutoff times, and a cost schedule for this feature if available.
- h. List the formats currently supported by the bank's system.
- i. Describe the extent of history maintained for ACH transactions and any on-line access available for this history.
- j. Describe how change difference notifications are handled.
- k. List the normal response time for file inquiries? Provide additional detail for any differences among transaction types.

### 2. Direct Deposit of Payroll

- a. List the time frames for delivery of direct deposit files.
- b. Describe the confirmation provided when a transmission file is received, including the level of detail, the information required and the reconciliation procedures involved.
- c. List when pre-notifications are required prior to actual transfer
- d. Describe how returned pre-notifications are handled.

- e. Describe how return items are handled.
- f. Describe the assistance provided in marketing direct deposit to County employees. Provide samples of marketing support available.
- g. List and describe software requirements for compatibility with direct deposit services.
- h. Describe the direct deposit products offered (e.g. Payroll Cards) for those who do not maintain bank accounts.
- i. List various options and credits that would be provided to the County for the purchase of new checks from the bank's printer.
- j. List bank programs that would provide free checking to County employees.

3. Preauthorized ACH Transactions

- a. List cutoff times for delivery of a preauthorized credit or debit file.
- b. Describe the confirmation provided when a transmission file is received, including the level of detail, the information required, and the reconciliation procedures involved.
- c. Describe the assistance in providing marketing of preauthorized credits and/or debits to our customers, vendors and suppliers. Provide samples of marketing support.

4. Electronic Payables Payments

- a. Do you offer a special service for making vendor payments?
- b. Can vendor payments be made via the Internet? If so, describe how this works, providing screen samples or other materials as appropriate. What reports are available and at what cost.
- c. Do you support both ACH debit and ACH credit processing of vendor payments? Describe any limitations or restrictions.
- d. Are there any special procedures for handling standard payments vs. State of California payments? If so, explain.
- e. Describe the procedures for adding, deleting, and modifying end points for vendor payments. Provide any necessary examples of PC screens, etc., as appropriate.

f. If we use a service for making vendor payments, is there a guarantee with respect to the timing of the payment? If so, what is the cutoff time for the guarantee?

g. If a vendor payment has been made within the cutoff time but is delayed, will the bank absorb any penalties and interest charges assessed by the vendor? Describe any restrictions or limitations.

**I. Investments**

1. The County is permitted by law and Board policy to invest surplus funds in accordance with California Government Code 53600 et al. The County's Investment Policy is attached as **Exhibit "C" – County Investment Policy**. Some of our investments include certificates of deposit investments. We would like to know what your institution has available.

2. Please describe the investment options your bank can offer to the County. Would the County be able to see interest rates on monthly statements or on-line?

3. What stipulations might there be regarding investment transactions to your bank?

4. Does your bank offer automatic sweep of available balances into money market accounts or other investments? Please describe.

5. How soon after a deposit is made to a checking account are funds swept to the investment vehicle? Describe this process in detail.

6. Please indicate any costs or fees associated with the services described in this section in the attached proposed fee structure.

**IV. Proposal Content:** Proposal responses must adhere to the requirements set forth in this section, both for content and sequence. Failure to adhere to these requirements or the inclusion of conditions, limitations or misrepresentations may be cause for rejection of the submittal. Use 8-1/2 x 11 sheets (foldouts are acceptable for charts, etc.) and font size large enough to be easily legible, but not smaller than 10 point, and one (1) electronic copy saved to a thumb drive **or** CD. The original proposal and each subsequent copy must be submitted on paper, properly bound, appropriately tabbed and labeled in the following order:

**Table of Contents:** Each proposal should include a table of contents, maintaining the labeling and numbering format of this RFP.

**A through I – Scope of Services:** Respond in a narrative format to Sections **A** through **I** in **Section III – Scope of Services**.



**J. Bank Profile:** (Two (2) pages maximum):

1. Bank Overview: Provide a "cover letter" and introduction, including the name and address of the bank or holding company submitting the proposal, together with the name, address, telephone and fax numbers, and email address of the contact person(s) who will be authorized to make representations for the bank. An individual authorized to bind the bank or holding company contractually must sign the letter. Include a general overview of bank, customer service philosophy, and identification of the primary office or branch in which the County will be conducting its banking business.

2. Competitive Strengths: Discuss the bank's competitive strengths, primary business function and services.

a. Identify key measures of the bank's financial strength: Asset Structure and Quality – balance, liquidity, concentration and quality; Liquidity Structure and Quality – characteristics, concentrations, controllability and quality; Capital Structure and Quality – adequacy, composition, intangibles and assets; Operating Performances – consistency, composition, peer comparisons and predictability. Provide ratings for the bank and bank holding company from at least two of the following agencies: Standard and Poor's, Moody's, Fitch, or Findley. Include ratings for senior debt, subordinated debt and long-term deposits.

b. Organization strength: Organization Structure – capacities to adjust to change, flexibility, suitability and needs; Management Quality – leadership experience, stability, performance consistency, suitability, capabilities and competency; Director Quality – cohesion, stability, financial responsibility, experience and diversity; Long-Term Prospects – performance predictability and survivability, capital needs, growth opportunities and competitive positions.

3. Experience: Present direct experience in servicing public sector clients. Include number of public agency clients, name of counties or city references, dollar amount of public funds on deposit, type of services offered, and the bank's knowledge of and adherence to the California Government Code, commencing at Section 53649. Include the bank's market share and size of customer base.

4. Relationship to Management: Identify bank officers and titles that will be responsible for the County's accounts, what each person's role and responsibilities will be, and the relevant credentials and experience of each person on the relationship management team. Be sure to include technical support personnel and transition team members along with phone numbers. Provide an organizational chart.

5. Contract: Include a copy of the bank's service agreement for Government customers.

**K. Disaster Plan and Recovery Time:**

1. Is a formal disaster recovery plan in place in the event of a system failure, cyber-attack or other disaster at the bank's primary processing site? Describe.

2. When was the plan updated last and tested?
3. Is there a “hot” back-up site? Describe its capabilities and test results.
4. Have disaster recovery procedures ever been implemented for an actual disaster?
5. What is the contingency plan if a “hot” back-up site is not available and a disaster occurs which prevents all work from being processed on a same day basis?
6. Does the bank compensate in the event of a loss? Please answer yes or no. Explain.

**L. References:** The form to be completed for each reference can be found in **Exhibit "A" – Reference Form**. Please use this form for all references as requested below:

1. Provide the contact names and Treasurer or Finance Officer names, addresses and telephone numbers of five (5) City or County customers with comparable volumes and systems requirements and which are currently using the majority of services requested in this proposal.
2. At least three references should be a public agency, and one should be another California county. Select a mix of long-standing and recently acquired customers.

**M. Cost Proposal:** All pricing information must be contained in this section, following the prescribed format. The format uses the codes as set forth by the Association of Financial Professionals (AFP). All banks are required to use the AFP format. Total volume for July 2014 through June 2015 for the County is shown in **Exhibit "B" – Cost Proposal**, which is to be used for your pricing proposal. ***Please include both a printed and electronic copy. Failure to complete the Cost Proposal form will result in disqualification. If a service is not listed and priced, the cost to the County will be presumed zero.***

**N. Additional Data:** (Five (5) pages maximum) Include any other data the Contractor deems essential to the evaluation of the qualifications and proposal statements. Where appropriate, please key data back to information contained in Sections **A** through **L**. If there is no additional data, this section will consist of the statement, “We wish to present no additional data.”

**V. Proposal Submittal:** Proposers must submit one (1) original, seven (7) paper copies, and one (1) electronic (thumb drive **or** CD) of their proposal, along with any addenda, in a sealed envelope or container, clearly marked “**RFP #16-947-033 – MAILROOM DO NOT OPEN**”, **no later than 3:00 PM – December 30, 2015**, to:

County of El Dorado  
Procurement and Contracts  
360 Fair Lane  
Placerville, CA 95667

A Proposer may withdraw its final proposal at any time **prior** to the opening deadline date and time by submitting a written request for its withdrawal to the County Purchasing Agent, signed by an authorized agent of the firm. Proposers may thereafter submit a new or modified proposal **prior** to the opening deadline date and time. Modifications offered in any manner, oral or written, will not be considered.

Proposers submitting less than the required number of copies of their proposal will be rejected and considered "non-responsive." Proposals received beyond the deadline will not be considered, and will be returned unopened.

It is the responsibility of the Proposer to assure that the proposal is received in the Procurement & Contracts Division prior to the proposal opening deadline date and time. Proposals received beyond the proposal opening deadline will not be accepted and will be returned unopened. The time stamp clock located in the office of the Procurement and Contracts Division will serve as the official time clock.

**For questions regarding the Request for Proposal process, contact Ashley Wells, Department Analyst at (530) 621-5804.**

- VI. **Proposers' Questions:** Questions regarding this RFP must be submitted in writing to the Procurement and Contracts Office and must be received no later than **5:00 PM – on December 11, 2015**. All envelopes or containers must be clearly labeled "**RFP #16-947-033, QUESTION**" for convenience purposes. Envelopes or containers not clearly labeled may be overlooked and not responded to. Questions will **not** be accepted by telephone, facsimile (fax), electronically, or orally. The County reserves the right to decline a response to any question if, in the County's assessment, the information cannot be obtained and shared with all potential organizations in a timely manner. A summary of the questions submitted, including responses deemed relevant and appropriate by the County, will be posted on the Procurement and Contracts website on or about **December 18, 2015**.

All inquiries shall be submitted by U.S. mail to:

Procurement and Contracts  
360 Fair Lane  
Placerville, California 95667  
RFP #16-947-033 Question

**Proposers are cautioned that they are not to rely upon any oral statements that they may have obtained. Proposers shall direct all inquiries to the County Purchasing Agent and shall not contact the requesting department directly regarding any matter related to this Request for Proposal.**

- VII. **Public Records Act:** All proposals shall become public information at the conclusion of the selection process, with the exception of those portions of a proposal that are identified at the time of submittal by the Proposer as trade secrets and/or which are deemed by the

County as not being public documents that must disclosed under the Public Records Act, or other appropriate statutes and regulations. Pricing and service elements of the successful proposal will not be considered proprietary information. Proprietary information shall be submitted in a separate sealed envelope clearly labeled as proprietary with the RFP number on the outside of the envelope. All materials submitted in response to this Request for Proposal shall become the property of the County and will not be returned.

- VIII. Valid Offer:** Proposals shall remain valid for 120 days from the due date. The County reserves the right to negotiate with the successful Proposer any additional terms or conditions not contained in their proposal which are in the best interest of the County or to otherwise revise the scope of this RFP.

This RFP does not constitute a contract nor an offer of employment. The cost of preparation of proposals shall be the obligation of the Proposer. All proposals, whether accepted or rejected, shall become the property of the County and will not be returned. Unnecessarily elaborate responses, enclosures and specialized binding are not desired, and may be construed as an indication of Proposer's lack of cost consciousness.

- IX. County's Rights:** The County reserves the right to:

1. Request clarification of any submitted information
2. Waive any informalities or irregularities in any qualification statement
3. Not enter into any agreement
4. Not select any consultant
5. Cancel this process at any time
6. Amend this process at any time
7. To award more than one contract if it is in the best interest of the County
8. Interview consultants prior to award
9. To request additional information during an interview

- X. El Dorado County Web Site Requirements:** It is the bidder's responsibility to monitor the County's website for possible addenda to this bid to inform him/herself of the most current specifications, terms, and conditions, and to submit his/her bid in accordance with the original bid requirements and all addenda. All available bids and related addenda can be found at:

<http://edcapps.edcgov.us/contracts/invite.asp>

Failure of bidder to obtain this information shall not relieve him/her of the requirements contained therein. Those bidders not acknowledging and returning Addenda as required will not be considered and will be rejected as "non-responsive."

**XI. Evaluation:** Proposals shall be evaluated by a team composed of County personnel representing the Treasurer/Tax Collector’s Office and other County Departments and/or local public agencies. Evaluation of proposals will be based on the following criteria:

1.	Adherence to RFP instructions and content requirements.	10%
2.	Financial Strength and ability to collateralize deposits including credit ratings as reported by Moody’s, Standard and Poor’s, and Fitch.	15%
3.	Creditable ability to offer the products and services currently utilized by the County and provide future enhancements and advanced technology.	25%
4.	Credentials of corporate and direct contact management and staff team plus ability.	5%
5.	Staffing commitment to new bank transition, if applicable.	5%
6.	Overall lowest cost to the County and the ability to guarantee pricing for period of three years.	25%
7.	Location and convenience of bank or correspondent bank offices.	5%
8.	Reference check (Other Cities and Counties).	10%

After an initial review of the proposals, the evaluation team may choose to contact finalists to participate in on- site interviews. The evaluation criteria above will be used as the basis for an initial evaluation of the proposals. However, the final recommendation of the evaluation team will be based on its evaluation of all relevant factors including finalist interviews, if applicable, and its determination as to which proposal best meets the needs of the County. The team’s recommendation need not be in strict conformance with the numerical results derived from the application of the evaluation criteria.

**Failure to comply with any of the requirements contained herein may result in disqualification. It is the responsibility of all Proposers to read ALL sections of this RFP prior to submitting a response.**

**XII. Award:** Award shall be recommended to the Proposer whose proposal best meets the needs of the County. The County reserves the right to reject any or all proposals, and to solicit additional proposals if deemed in the best interest of the County to do so. The decision of the County Board of Supervisors shall be final in making such determination.

The successful Proposer will receive written notification of the award, along with instructions for finalizing the agreement documents. Receipt of the fully executed agreement will serve as Proposer’s notice to proceed with services.

**XIII. Business License Requirement:** It is unlawful for any person to furnish supplies or services, or transact any kind of business in the unincorporated territory of El Dorado County without possessing a County business license unless exempt under County Code Section 5.08.070. Contact the Tax Collector’s Office at 360 Fair Lane, Placerville, CA 95667, or phone (530) 621-5800, for further information. El Dorado County is an equal opportunity employer (EOE). Minorities, females, and handicapped are encouraged to participate (M/F/H).

It is not a requirement to possess a County business license at the time of proposal submittal. Successful Proposers may be required to possess a County business license to award contract.

The County of El Dorado is an equal opportunity employer (EOE). Minorities, Females and Handicapped are encouraged to participate.

- XIV. Public Agency:** It is intended that other public agencies (i.e., city, special district, public authority, public agency and other political subdivisions of the State of California) shall have the option to participate in any agreement created as a result of this Request for Proposal to Bid with the same terms and conditions specified there in, including pricing. The County shall incur no financial responsibility in connection with any agreement from another public agency. The public agency shall accept sole responsibility for contracting for services and making payment to the vendor.

*Your participation in the RFP process is important to El Dorado County!*

## Exhibit "A"

### **REFERENCE FORM**

Please provide a minimum of five (5) government references whose size and scope utilization are similar to the County, and which are currently using the majority of services requested in this proposal. At least three (3) references should be a public agency and one another California county. In addition select a mix of long- standing and recent large volume customers.

Contact Name:

Title:

Name of Customer:

Address:

Telephone Number:

Fax Number:

Years as Customer:

Services Utilized:

El Dorado County

RFP #16-947-033 Exhibit "B" - Cost Proposal

Banking Services Cost Proposal Form  
ESTIMATED MONTHLY VOLUME

NOTES: (1) Insert rows as needed within the colored area so "Total" formula at bottom is accurate ; (2) Enter Bank's account #'s in column 'B'

	County Estimate			Cost Per Unit									BANK'S PROPOSAL									
	VOLUME			Total Dollar									Total Dollar									
	Low estimate -20%	Jul '14 thru June '15	High estimate +20%	Year 1 Low	Year 1 High	Year 1 High	Year 2 Low	Year 2 High	Year 2 High	Year 3 Low	Year 3 High	Year 3 High	Year 1 Low	Year 1 High	Year 1 High	Year 2 Low	Year 2 High	Year 2 High	Year 3 Low	Year 3 High	Year 3 High	
<b>Balance and Compensation Information</b>																						
Quarterly FDIC Assessment per \$1,000														N/A			N/A			N/A		N/A
<b>General Account Services</b>																						
Account Maintenance	86	108	130																			
ZBA Depository+ Master Maint	10	12	14																			
ZBA Sub Account Maintenance	29	36	43																			
Debits posted other	680	850	1,020																			
Credits posted other	7,434	9,292	11,150																			
Facsimile Transmissions	-	-	-																			
Additional Paper Stmt	-	-	-																			
GCS-Manual Info Reporting	-	-	-																			
GCS-Stop Payment Fee	2	2	2																			
GCS-Transaction History	2	3	4																			
GCS Manual Info Reporting	-	-	-																			
Photocopy/Microfiche Copy	13	16	19																			
<b>Depository Services</b>																						
Banking Center Deposits	2,142	2,678	3,214																			
QBD/Night Drop Deposit	118	148	178																			
Currency-Coin Deposit per \$100 at Banking Center	15,042	18,803	22,564																			
Currency-Coin Deposit per \$100 at QBD/ND	887	1,109	1,331																			
Change Order Bkg Ctr-CA	-	-	-																			
Coin Supplied/roll-bkg ctr-CA	-	-	-																			
Currency Supp/\$100-BKG CTR-CA	10	12	14																			
Vault Deposit-CA	234	292	350																			
Curr/CoinDep/\$100 VLT CA	27,200	34,000	40,800																			
Curr/CoinDep/\$100 VLT CA	62	78	94																			
Cash Letter/Item Proc Deposit	226	283	340																			
Cks Dep on US-CA	20,284	25,355	30,426																			
Cks Dep Local Clearing-CA	4,626	5,782	6,938																			
Cks Dep Select in Dist-CA	68,813	86,016	103,219																			
Cks Dep all other-CA	22,571	28,214	33,857																			
Cks dep all other	-	-	-																			
Cks Deposited-CA	195,730	244,662	293,594																			
Cks Deposited	-	-	-																			
Encoding Surcharge	-	-	-																			
Cks Dep Rejects-CA	190	237	284																			
CHs Dep Rejects> .8%	744	930	1,116																			
Cks Dep Foreign Item-CA	2	3	4																			
Returns-Chargeback	301	376	451																			
Returns-Reclear	375	469	563																			
Large Item Returned	16	20	24																			
Deposit Correction-Cash	-	-	-																			
Deposit Correction-Non Cash	39	49	59																			
<b>Paper Disbursement Services</b>																						
General Checks Paid-Not Truncated	6,408	8,010	9,612																			
General Checks Paid-Truncated	119,058	148,823	178,588																			
Positive Pay Returns/Other	46	57	68																			
NSF Items Paid/Returned	5	6	7																			
Direct Paid Item Inquiry	10	12	14																			
Direct Stop Pay Inquiry	4	5	6																			
Stop Pay Automated<=12 Months	82	103	124																			
Stop Pay Manual<=12 Months	1	1	1																			
Nonrelationship Cust Ck Cashed	2,565	3,206	3,847																			
Nonrelationship Ck Cashed CA	2,166	2,707	3,248																			
Cashier Checks	-	-	-																			
Check Printing/Supplies	-	-	-																			
Serial Sort W/Recon Per Item	5,742	7,178	8,614																			
Postage	-	-	-																			
CD Rom Maintenance	77	96	115																			
CD Rom Per Image	86,659	108,324	129,989																			



El Dorado County

RFP #16-947-033 Exhibit "B" - Cost Proposal

Banking Services Cost Proposal Form  
ESTIMATED MONTHLY VOLUME

NOTES: (1) Insert rows as needed within the colored area so "Total" formula at bottom is accurate ; (2) Enter Bank's account #'s in column 'B'

	County Estimate			Cost Per Unit									BANK'S PROPOSAL								
	VOLUME												Total Dollar								
	Low estimate -20%	Jul '14 thru June '15	High estimate +20%	Year 1 Low	Year 1	Year 1 High	Year 2 Low	Year 2	Year 2 High	Year 3 Low	Year 3	Year 3 High	Year 1 Low	Year 1	Year 1 High	Year 2 Low	Year 2	Year 2 High	Year 3 Low	Year 3	Year 3 High
<b>Balance and Compensation Information</b>																					
Quarterly FDIC Assessment per \$1,000														N/A		N/A				N/A	N/A
Image Retrieval BA Direct	16	20	24																		
CD Rom Disk	20	25	30																		
Serial Sort W/Recon Maint	10	12	14																		
<b>Paper Disburse Recon Services</b>																					
Partial Recon W/ Ppay Maint	29	36	43																		
Full Recon Maint - Addl	-	-	-																		
Partial AR Per Item Re-reported	-	-	-																		
Partial Recon Ppay Item	116,944	146,180	175,416																		
Partial AR-credit Per Item	2,609	3,261	3,913																		
Check Issue Input - Transm Media	58	72	86																		
Check Issue Input-File Rejects	4	5	6																		
Check Issue-Input Manual-Via BA Direct	-	-	-																		
Teller Ppay Issue Not Found	81	101	121																		
AR Early Delivery Out Per Item	-	-	-																		
AR Early Delivery Out Per Media	202	252	302																		
Partial AR-Add's Reports	367	459	551																		
PP image Requested - Direct	-	-	-																		
<b>General ACH Services</b>																					
ACH Monthly Maint w/ Add'l Accts	42	53	64																		
ACH LV Monthly Maintenance	10	12	14																		
PC Tax Payment	42	52	62																		
Consumer off Us Credits	2	2	2																		
Corporate on Us Credits	62	77	92																		
Corporate off Us Credits	218	273	328																		
Consumer on Us Credits	10,966	13,708	16,450																		
Consumer off Us Credits	54,416	68,020	81,624																		
ACH Originated Addenda	254	318	382																		
ACH Blocks Auth Instructions	208	260	312																		
ACH Account Filters	-	-	-																		
ACH Debit Received item	2,057	2,571	3,085																		
ACH Credit Received	7,146	8,932	10,718																		
ACH Returns Item	21	26	31																		
ACH Input - Transmission	54	67	80																		
ACH Deletes-Reversals	11	14	17																		
Express Tax Mail Receipt	38	47	56																		
ACH Service Setup	-	-	-																		
ACH Blocks Auth Maint	70	88	106																		
ACH Blocks Auth Add-Change	-	-	-																		
ACH Notice of Change (NOC)	62	78	94																		
ACH Optional Reports - Fax	57	71	85																		
ACH Optional Reports - Mail	83	104	125																		
ACH Standard Reports - Mail	23	29	35																		
ACH Standard Reports - Fax	27	34	41																		
<b>Wire &amp; Other Transfer Services</b>																					
Elec Wire Out-Domestic	48	60	72																		
Elec Wire Out-book DB	102	127	152																		
Bank Assisted Domestic Wire	-	-	-																		
Incoming Domestic Wire	75	94	113																		
Wire Advice-Phone	2	2	2																		
GCS-Bank Assisted Wire Trans	-	-	-																		
Wire Repeat Template Storage	106	132	158																		
Customer Maintenance Template Storage	77	96	115																		
Domestic Investigation	1	1	1																		
Direct Wire Maintenance Fee	10	12	14																		
<b>Information Reporting Services</b>																					
Direct Per Account Fee-PK	10	12	14																		
Direct Per Account Fee-PK 1st 2 Accts	-	-	-																		

**El Dorado County**  
**Banking Services Cost Proposal Form**  
**ESTIMATED MONTHLY VOLUME**

**RFP #16-947-033 Exhibit "B" - Cost Proposal**

NOTES: (1) Insert rows as needed within the colored area so "Total" formula at bottom is accurate ; (2) Enter Bank's account #'s in column 'B'

	County Estimate			Cost Per Unit									BANK'S PROPOSAL									
	VOLUME												Total Dollar									
	Low estimate -20%	Jul '14 thru June '15	High estimate +20%	Year 1 Low	Year 1	Year 1 High	Year 2 Low	Year 2	Year 2 High	Year 3 Low	Year 3	Year 3 High	Year 1 Low	Year 1	Year 1 High	Year 2 Low	Year 2	Year 2 High	Year 3 Low	Year 3	Year 3 High	
<b>Balance and Compensation Information</b>																						
Quarterly FDIC Assessment per \$1,000														N/A			N/A			N/A		
Direct Prev Day STD Item-PK	8,771	10,964	13,157										-	-	-	-	-	-	-	-	-	
Previous Day Balance Report Maintenance	10	12	14										-	-	-	-	-	-	-	-	-	
Direct Current Day Acct Fee 1st 2 Accts	-	-	-										-	-	-	-	-	-	-	-	-	
Direct Current Day Std Item	7,993	9,991	11,989										-	-	-	-	-	-	-	-	-	
Direct Current Day Maint	10	12	14										-	-	-	-	-	-	-	-	-	

Submitted By (Bank Name): \_\_\_\_\_  
 Authorized Representative: \_\_\_\_\_

TOTAL PROPOSED FEES: - - - - -

\_\_\_\_\_  
 (Print Name & Title) (Signature)  
 \_\_\_\_\_  
 (Date)

**EL DORADO COUNTY  
POOLED INVESTMENTS  
STATEMENT OF INVESTMENT POLICY**

The County of El Dorado is a Charter County which invests its funds in accordance with the California Government Code (GC) §27000 et seq. and §53635 et seq.

In accordance with GC §27000.5 the criteria of selecting investments and the order of priority are:

1. Safety of principal
2. Liquidity
3. Public Trust
4. Yield

Government bills, notes, and government agency paper guaranteed by the full faith and credit of the United States Government are considered to be the highest quality investments available.

For the uninsured portion of any investment, banks and savings and loans are required to pledge either blocks of Federal securities as collateral at 110% of the County's investment, or banks and savings and loans are required to pledge blocks of real estate mortgages as collateral at 150% of the investment.

While the County recognizes that all investments carry a certain degree of risk, the Treasury attempts to minimize the risks relative to safety of principal.

The County attempts to schedule its maturities to meet anticipated cash needs.

All participants in the investment process shall seek to act responsibly as custodians of the public trust.

To maximize yields, El Dorado County utilizes computerized cash management reporting systems and compares offerings from more than one source. All measures of return on investment shall be based upon the overall portfolio performance, with individual investment (or investment type) performance being of secondary regard. Proper diversification should support this rationale.

**Reporting**

On no less than a quarterly basis, the Treasury shall submit to the Board of Supervisors, the Treasury - Policy Oversight Committee, and the Chief Administrative Officer a report of investments pursuant to GC §53646(b).

## Investments

Permissible investments are addressed in GC §53601, §53635, §53637, §53638, §53651, §53652, and §53653.

The County investment pool operates within State and self-imposed constraints. The Treasury does not buy stocks or deal in futures or options. The Treasury does not invest in inverse floaters, range notes, or interest-only strips that are derived from a pool of mortgages. Proceeds from Tax Revenue Anticipation Notes or Grant Anticipation Notes shall not be invested for a term exceeding the term of the note. No investment may exceed five years to maturity nor have an underlying investment in excess of five years. FDIC insured instruments and all instruments backed by the full faith and credit of the United States Government are permitted investments.

### Maximum Percentage/Portfolio

a) US Treasury Notes, Bonds, Bills	Unlimited %	Maximum 5 year term
b) Bankers Acceptances term	40%, no more than 5% with any one bank*	Maximum 180 day
c) Domestic Commercial Paper term	20% maximum, no more than 5% with any single issuing corporation*	Maximum 31 day
d) Negotiable Certificates of Deposit	30%, no more than 5% with any one bank*	Maximum 5 year term
e) Certificates of Deposit, Non-negotiable	Unlimited %	Maximum 5 year term
f) Repurchase Agreement	Unlimited %, no more than 5% with any one company*	Maximum 1 year term
g) Agencies	Unlimited %, no more than 5% with any one agency*	Maximum 3 year term
h) Demand Deposit Savings Accounts	Unlimited %	Maximum 5 year term
i) State Warrants	Unlimited %	Maximum 1 year term
j) Local Agency Investment Fund **	Unlimited %	N/A
k) Medium-Term notes of U.S. Corporations & Depository Institutions (and/or Corporate or Bank notes) guaranteed by the Federal Deposit Insurance Corporation and Issued under the Temporary Liquidity Program (TLGP).	30%	Maximum 3 year term

l) Commercial Paper under FDIC Temporary Liquidity Guarantee Program	40%	Maximum 270 day term
m) Fully Collateralized Money Market Account	Unlimited %, no more than 5% with any one bank*	N/A
n) Deposits placed with Private Sector Entity (Deposit Placement Services)	30%, individual deposit no more than can be federally insured	Maximum 5 year term

\*Per issuer limitations applies at time of purchase of an investment.

\*\* LAIF operates under GC §16429.1 and §16430, with investment policies and regulations that may differ from El Dorado County's.

Certificates of deposit, savings accounts, repurchase agreements, and bankers acceptances are insured or secured with collateral. Only domestic Commercial Paper with the highest letter and numerical ratings is purchased. The County recognizes that all investments carry a certain degree of risk.

### **Safekeeping**

All securities purchased shall be held in safekeeping by a third party custodian pursuant to an agreement between the custodian and the County Treasury pursuant to GC §53608. "Delivery versus payment" shall be used for securities transactions, and no security will be held by the broker/dealer from whom purchased.

### **Criteria for Broker Selection**

In accordance with GC §27133(c) any broker, brokerage, dealer, or securities firm that has, within any consecutive 48-month period following January 1, 1996, made a political contribution in an amount exceeding the limitations contained in Rule G-37 of the Municipal Securities Rulemaking Board to the local treasurer, any member of the governing board of the local agency, or a candidate for those offices, shall not sell to (or purchase from) the County Treasury securities or other instruments.

## **Criteria for Considering Agency Request to Withdraw from Pool**

Pursuant to GC §27136, depositors who seek to withdraw funds for investing or depositing those funds outside the County Treasury pool shall first submit the request for withdrawal to the County Treasurer in writing.

The County Treasurer will honor all requests to withdraw funds for normal cash flow purposes that are approved by the El Dorado County Auditor-Controller at a one-dollar net asset value.

Any requests to withdraw funds for purposes other than cash flow, such as external investing, shall be subject to the consent of the County Treasurer. In accordance with GC §27136 et seq. and §27133(h) et seq., such requests for withdrawals must first be made in writing to the County Treasurer. These requests are subject to the County Treasurer's consideration of the stability and predictability of the Pooled Investment Fund.

Assessment of the effect of a proposed withdrawal on the stability and predictability of the investments in the Pooled Investment Fund will be based on the following criteria:

- 1) Size of withdrawal
- 2) Size of remaining balance of:
  - a) Pool
  - b) Agency
- 3) Current market conditions
- 4) Duration of withdrawal
- 5) Effect on predicted cash flows
- 6) A determination if there will be sufficient balances remaining to cover costs
- 7) Adequate information has been supplied to the County Treasurer in order to make a proper finding that other pool participants will not be adversely affected.

Note: To accommodate agencies with their own boards and with a desire for flexibility, withdrawals for the purpose of investing outside the County Pool will be permitted if an agency's balance of funds outside the County Treasury Pool does not exceed a total of \$115,000.00 at any time during the year. These small balances will be considered as not affecting the other pool participants. This total "not to exceed" is the total for the agency, not a total by fund. The balance remaining in the Treasury must not be in a negative (deficit) position or all funds must be immediately returned to the Treasury, and the privilege to withdraw any amount will be revoked and not reinstated for a period of six months. Any agency withdrawing funds must comply with all government code sections related to withdrawal of funds, investment of funds, and bonding, as applicable.

For outside investors who utilize GC §53684, where the County Treasurer does not serve as the agency's treasurer, any withdrawal request must be made in writing 30 days in advance per GC §53684(d).

In no event shall funds be withdrawn that, in the judgement of the County Treasurer, will adversely affect the interest of the other participants in the pool.

### **Criteria for Non-Statutory Agency Request to Participate in Pool**

All entities qualifying under GC §27133(g) may deposit funds for investment purposes providing the following has been accomplished:

- The agency's administrative body has requested in writing the privilege, has agreed to all terms, conditions, rules, and regulations of existing participants as prescribed by the County Treasurer, and has delivered to the County Treasury a resolution identifying the authorized officer(s) acting on behalf of the agency.

### **Apportioning Treasury Cost**

As authorized under GC § 27013, the actual administrative cost of investing, depositing, cash handling, and other management costs associated with the accounting of funds, the deposit of funds, the reconciling of accounts, the interest apportionment, and the investment of funds for the pool will be apportioned among the depositors on the basis of each entity's average daily cash balance. For ease of accounting, all costs are offset against the interest earned before the interest is apportioned.

### **Apportioning Investment Losses**

Given the inherit risk of any investment, in the event of a loss, it will be recorded by apportioning the amount among the depositors on the basis of each funds investment earnings in the twelve month period immediately prior to and including the month of recognition. If a subsequent recovery occurs, either partial or complete, the recovery will be distributed among the depositors in the same proportion as the original loss was apportioned.