

January 13, 2017

Re: Request for Proposals for Lockbox Banking Services, RFP #LB-11212016

Dear Prospective Offeror:

This is the Third Amendment to the Maryland State Treasurer's Office Request for Proposals for Lockbox Banking Services, RFP #LB-11212016.

You must acknowledge below that you have received this Amendment.

1. Section 3.01 Background, Brief Description of Lockbox Services corrected as follows:

Current lockbox provider	Citibank, N.A.
Current number of lockboxes	48 lockbox accounts
Current number of P. O. Boxes	49
Current number of lockbox sites	1
Monthly lockbox volumes	See Price Proposal Worksheets (Appendix A)

2. Appendix A - Price Proposal has been deleted and replaced with a Revised Appendix A to be completed and submitted by the Proposal Due Date and Time of January 25, 2017 by 2:00 p.m. Local Time.

If you have any questions regarding this amendment, please contact me at (410)260-7903.

Sincerely,
Anne Jewell
Procurement Officer

Firm Name

By: _____

Date: _____

Acknowledge receipt and return by
First Class Mail, Facsimile at (410)974-3530 or by
email at: procurement@treasurer.state.md.us, on or
before January 20, 2017.

**REVISED - APPENDIX A
PRICE PROPOSAL WORKSHEET**

**REQUEST FOR PROPOSALS FOR LOCKBOX BANKING SERVICES
RFP #LB-11212016**

FIRM NAMES: _____

ADDRESS: _____

The Price Proposal must contain a completed "Pricing Proposal Worksheet" in paper form as provided below. If your firm has any additional items for which the Offeror proposes a charge, you must submit this information on a separate sheet. Please see Section 4.05 regarding electronic copies of this document.

AFP/TMA Code	Services	Charge Code Detail	Average Monthly Volumes*	Unit Price	Total
	Domestic Funds Transfer				
35-05-1-0	Bal and Time Triggered Pymt	Fee for set-up and maintenance of a standing wire instruction.	464		
35-05-5-1	Wire/ACH Pre-formats	The monthly fee for each pre-format instruction set-up by a customer. Volume count includes wire transfer and ACH globally.	5		
35-01-0-0	Chips/Fed Wire Transfer	The per-transaction charge for a Chips or Fedwire transfer (outgoing funds transfer)	81		
35-03-0-0	Incoming Wire Transfer	The per-transaction fee for an incoming Chip, Fedwire or book transfer (incoming funds transfer)	2		
	Disbursements				
15-13-4-1	Photo Lookup-Cust Req	The fee to photocopy a check or draft paid, made at a customer's request.	0		
	ACH Services		0		
25-07-0-2	ACH Confirmation - Transmit File	Fee for file transmission sent from bank to Customer confirming ACH payments.	21		
25-07-0-3	ACH Confirmation-Addenda Recd	Per item fee addenda records delivered from bank to Customer in the ACH Confirmation file.	5,825		
25-07-0-3	ACH Confirmation-Transaction	Per item fee for payments delivered from bank to customer in the ACH Confirmation file.	6,032		

AFP/TMA Code	Services	Charge Code Detail	Average Monthly Volumes*	Unit Price	Total
25-02-0-2	ACH Item Received	Fee for an incoming ACH item originated by another bank and posted to an account.	6,033		
25-10-5-0	Debit Block Maintenance	Fee to maintain an account in a debit block status, rejecting all ACH incoming debit postings.	1		
25-10-5-0	Standing Order Maintenance	Fee to maintain a specific override on an account (debit filter) that has a generic debit block	11		
	Deposit Services				
10-02-2-8	Deposit Items	The processing fee to encode an item deposited in a customer's account.	556		
10-02-0-0	Deposit Tickets	The per-transaction charge for deposits to a customer's account.	1,121		
	Lockbox				
05-03-1-0	Online-Rec Solution Pkg	The monthly fee to connect to and provide lockbox imaging services via Online services (image of check and remittance documents and interim notification).	23		
10-04-2-0	LBX Return Item Email	The fee related to debit alert via email notification. Each email contains images of the front and back of each return check's along with sequence number, deposit date, deposit reference number, check number and deposit amount.	134		
10-04-0-2	Lbx Return/Reclear Item	The fee to process deposited checks returned to bank by the bank on which it is drawn for insufficient funds, a closed account, or other reasons.	211		
	Lockbox Wholesale				

AFP/TMA Code	Services	Charge Code Detail	Average Monthly Volumes*	Unit Price	Total
32-99-9-9	CDM Monthly Maint	Monthly Maintenance for Client Decisioning Module (CDM) application. If client is a multiple site client and there isn't a multiple site setup, then the monthly maintenance cost will be divided by the number of sites. Monthly fee for maintaining the exception workflow. A single day's processing will result in a full month's charge and is billed monthly. Charges only apply to customers using the CDM.	11		
32-99-9-9	CDM Multi Day Item	Per check per day charge for items decisioned within the Client Decisioning Module (CDM) application Standard Image Archive Correspondence fee also applies if correspondence items are viewed within the CDM service. Based upon customer requirements certain exception items are placed in a file for consideration by the customer. Charges are applied based upon disposition of the item at the end of processing each day. Charges only apply to customers using the CDM.	5,008		
32-99-9-9	CDM Reject Item	Per item charge for the rejection of any exceptions via our Client Decisioning Module (CDM) offering. Standard Image Archive Correspondence fee also applies if correspondence items are viewed within the CDM service. Charges only apply to customers using the CDM.	1,210		
32-99-9-9	Cash Processing	Charge for processing remittances received with cash payments. Cash will be replaced by a check equal to the total amount of the cash and processed.	17		
32-99-9-9	Checks Cleared	Charge for processing deposited checks drawn on the bank of deposit. The checks have been MICR encoded for the dollar amount by the customer.	80,295		

AFP/TMA Code	Services	Charge Code Detail	Average Monthly Volumes*	Unit Price	Total
50-12-5-0	Data - Entry Numeric	Fee charged for numeric keystrokes for a client setup. All data entry for client must be numeric for client to receive charge. Mix of Alpha and Numeric will be billed under Alpha data entry. Fee is per character.	260,905		
05-01-2-4	Data Collect - Auto	The per check fee associate with automated collection of check MICR line information.	69,150		
32-99-9-9	Data Entry - Alpha/Num	Fee charged for alpha numeric data entry for a client setup where a client has a mix of alpha and numeric fields that require keying. Fee is per character	1,722,073		
05-04-0-1	Data Trans - Weekday	Fee for sending data transmission charged per data file for weekdays.	863		
32-99-9-9	Data Trans Per Item	Fee for sending data transmission charged per item exported in data file.	70,042		
		Deposits Processed	6		
32-99-9-9	Dedicated Messenger	The special handling charge to deliver a customer's lockbox work via dedicated courier or messenger. Charge is by site by customer address.	7		
05-00-0-5	Digitized Img - Wholesale Doc	Represents the per item charge for each document scanned. This charge is applied to each document type, including (but not limited to) checks, invoices, correspondences, etc.	271,772		
32-99-9-9	Email	Fee per email communication sent to the client. Applies for all outbound or inbound files.	34		
32-99-9-9	Exception Letter Processing	The charge for letter generation related to returning unprocessable checks to client's customer. Charges only apply to customers who have been set up for Exception Letter processing via the online Image Archive system.	249		
32-99-9-9	Exception Que Maint	Maintenance for each Exception Queue on the Image Archive.	30		

AFP/TMA Code	Services	Charge Code Detail	Average Monthly Volumes*	Unit Price	Total
32-99-9-9	Envelope Return - Reassoc	The fee to return lockbox envelopes to customers with reassociation.	28,730		
32-99-9-9	Envelope Return - NO Reassociation	The fee to return lockbox envelopes to customers without reassociation.	332		
32-99-9-9	ICL Check Conversion	ICL Processing - charge for processing lockbox transactions that are truncated from paper check deposits to an ICL file under Check 21 rules. Fee is a surcharge on top of all per payment fees. Includes: IQA/IUA review and sort, automated MICR line capture and export, MICR line parsing; exclusion and conversion edits, dual workflow management, ANSI x9.37 file formatting and check storage.	80,442		
32-99-9-9	ICL Daily Trans (Weekday)	Per weekday ICL Transmission.	823		
	ICL Image Reject	Manual process and charges are levied per check that is pulled for paper deposit.	1		
32-99-9-9	Image Archive (Seven Year)	Fee for providing seven year storage and access to front images of checks and coupons. Rear images can be archived based upon client requirements.	294,672		
32-99-9-9	Image Archive - Corres	Charge for capturing and exporting correspondence to the archive.	10,138		
	Internal LBX Programming-Per Hour		8		
32-99-9-9	Image Archive Maintenance	Fixed monthly cost associated with the maintenance of a client's Image Archive.	46		
32-99-9-9	Image Transmission	Per image charge for any images exported and transmitted to a client. It should be noted that a typical transaction (e.g. per payment or unmatched) consists of two images, one for the check and one for the coupon.	25,735		

AFP/TMA Code	Services	Charge Code Detail	Average Monthly Volumes*	Unit Price	Total
05-01-0-0	Item Process (No Photocopy)	The per item charge to process checks deposited in a wholesale lockbox. For items which do not require a photocopy of the check to be returned to the customer.	53,823		
32-99-9-9	Item Process (W/ Photocopy)	The per item charge to process checks deposited in a wholesale lockbox. For items which require a photocopy of the check to be returned to the customer.	25,249		
05-01-1-M	Mail/Corres	The per-item fee to cover the receipt, coordination and control of correspondence mailed to the lockbox without a payment and is returned to the customer via dispatch package.	6,829		
05-00-0-0	Monthly Maint	Fixed monthly cost associated with the maintenance of a client's lockbox account. Includes site's regularly scheduled P.O. Box pickups, maintenance of client-specific procedures, database maintenance, and regularly scheduled deposit delivery trips to the bank. If a client requests multiple applications within one box number (e.g. exception processing on a different platform), each application will be charged a separate "Monthly Maintenance" fee.	46		
50-41-3-0	Outbound Courier	The pass through cost represents customer shipping expenses associated with any materials dispatch to them via any courier (US Mail, UPS, FedEx, DHL, etc.)	12		
32-99-9-9	Outgoing Exp Mail Coord	The handling charge for the coordination and control required per site and per customer address to deliver lockbox work via express mail. Typically referred to as Dispatch Package.	40		
	Programming	Customized programming to support customer's application.	18		

AFP/TMA Code	Services	Charge Code Detail	Average Monthly Volumes*	Unit Price	Total
32-99-9-9	Payee Match - Prem	Payee verification per item for up to ten additional payees beyond standard product. (Standard is 10 payees.) MORE THAN 10 REQUIRES PRODUCT MANAGEMENT APPROVAL.	6,174		
		Photocopies	509		
32-99-9-9	Rec Image Trans Maint	Monthly Maintenance for export of images to clients' own image archive system. Transmission fees and setup costs are also applicable.	7		
32-99-9-9	Reassociation	Charge for reassociation of transaction. This charge applies to any item that is reassociated (Ex: envelopes, invoices, etc.)	22,726		

32-99-9-9	Sensitive Doc Destruct ARC&ICL	Checks shredded for ARC and ICL processing are assessed this surcharge. Checks are maintained for two days prior to destruction.	80,441		
32-99-9-9	Sensitive Doc Destruction	For shredding client coupons (required).	64,344		
50-11-7-0	Stapling	Fee for stapling items with option of right or left.	20,721		
32-99-9-9	Sorts (1-4)	Charge for any sort type: alpha, numeric, alphanumeric or postmark. Charge will be added on top of other payment processing charges (e.g. payment, unmatched, multiple, check only, etc).	35,467		
32-99-9-9	Sorts (5-8)	Charge for any sort type: alpha, numeric, alphanumeric or postmark. Charge will be added on top of other payment processing charges (e.g. payment, unmatched, multiple, check only, etc). Any sorts over 8 would require special handling	27,860		
	Unprocessable	Applies for items that are rejected as unprocessable systemically or per client's instructions. This charge is applied instead of the normal processing charge.	2,717		

AFP/TMA Code	Services	Charge Code Detail	Average Monthly Volumes*	Unit Price	Total
	Electronic Check Deposits				
10-13-1-0	ECD Deposit Items	The charge to receive, review, and process a check image received in an ECD or image cash letter file and post into a customer's account.	1,544		
10-02-4-0	ECD Clearing	The per-check charge to clear a check processed through ECD.	1,544		
10-13-2-3	ECD Deposits	The charge per deposit to a customer's account for an image cash letter file.	21		
10-13-0-0	ECD Maintenance	The monthly software maintenance and licensing charge per unit.	1		
10-04-0-0	ECD Return Items IRD	The fee for processing a returned check deposited through ECD.	8		
10-02-4-0	ECD Customization	The charge to customize the standard offering to specific customer needs (based on client's request).	0		
	Online Services				
40-99-9-9	Online Services-Monthly Acct Maint	Per definition per account (charge for accessing account information via Online Services	28		
40-02-1-0	Online Services-Monthly Rpts/Inq	Charge per billable report/inquiry menu selection accessed on Online Services (Including Balances, Payments, Liquidity, Disbursements).	399		
40-06-1-0	Online Services-Number of Users	Per Definition monthly fee per user to access Online Services system.	276		
40-06-2-Z	Online Services Audit Report	Online Services Audit Report Fee.	0		
40-06-2-Z	US Bank Statements	Electronic North American account statements	0		
	Channel Services				
40-04-1-2	File Exchange/Message Process - Monthly Maintenance	Monthly charge for general file exchange and messaging process services including maintaining regional and global client file profiles and connections. The charge is applied per client profile (CUID).	6		
40-06-3-X	File Exchange Outbound File	The fee for processing an outgoing file.	507		

AFP/TMA Code	Services	Charge Code Detail	Average Monthly Volumes*	Unit Price	Total
	Account Services				
01-00-0-0	Account Maintenance	Monthly maintenance fee for demand deposit account.	33		
01-06-2-0	Investigation	Fee for client initiated investigation.	2		
01-06-0-0	Account Inquiry	Fee for account inquiry such as balance inquiry, check status, or transaction inquiry based on client request.	4		
01-01-0-0	Other Debit/Credit	Per item charge for each non-check transaction on demand deposit account.	6,678		
	Liquidity Fees				
00-02-3-0	Deposit Assessment		4		
00-02-0-0	Overdraft Interest Charges		0		
00-02-1-2	Overdraft Occurrence Admin Fee	Fee assessed for each business day the account is in overdraft position based on end of day balances.	3		

* Average monthly volumes for the period 12/1/15 - 11/30/16 for 48 lockbox accounts.

In compliance with the RFP and with all terms and conditions set forth therein, the undersigned represents that he/she has full authority to submit the above Lockbox Banking Services Fees.

Authorized Official: _____

Typed Name: _____

Title: _____

Date: _____