

**MARYLAND STATE TREASURER'S OFFICE**

**Louis L. Goldstein Treasury Building  
80 Calvert Street, Room 109  
Annapolis, Maryland 21401**

**SUPPLEMENTAL QUESTION AND ANSWER  
FOR  
REQUEST FOR PROPOSALS FOR  
LOCKBOX BANKING SERVICES  
RFP # LB-11212016**

January 23, 2017

Q-1. Is the State using a "key box" and providing a ring of keys for the courier? If the State could provide more details around that process it would be helpful.

A-1. The majority of the Post Office (P.O.) boxes are caller boxes, with only a couple of the P.O. boxes being "key boxes." For the caller boxes, the United States Postal Service maintains a list of names of authorized couriers. The courier will go to the P.O. Caller window, show necessary credentials and receive the mail from the P.O. For Key boxes, the courier has the keys.

Q-2. Do you have the breakout between Wholesale and Retail? I realize there is one 1 Retail box but that does not indicate volume portion.

A-2. The Retail Box volumes that were included in the estimated monthly average on Appendix A are provided below.

<b>AFP/TMA Code</b>	<b>Charge Code Description</b>	<b>Oct 16 - Nov 16Totals</b>
35-05-1-0	Bal and Time Triggered Pymt	40
10-02-2-8	Deposit Items	42
10-02-0-0	Deposit Tickets	42
10-04-0-2	Lbx Return/Reclear Item	45
32-99-9-9	CDM Monthly Maint	3
32-99-9-9	CDM Multi Day Item	127
32-99-9-9	Checks Cleared	12,060
50-12-5-0	Data - Entry Numeric	24,814
05-01-2-4	Data Collect - Auto	12,060
05-04-0-1	Data Trans - Weekday	45
32-99-9-9	Data Trans Per Item	12,021

32-99-9-9	Email	45
32-99-9-9	ICL Check Conversion	13,823
32-99-9-9	ICL Daily Trans (Weekday)	45
	Internal LBX Programming-Per Hour	20
05-01-0-0	Item Process (No Photocopy)	13,823
05-00-0-0	Monthly Maint	3
32-99-9-9	Outgoing Exp Mail Coord	3
05-01-3-8	Programming	52
32-99-9-9	Sensitive Doc Destruct ARC&ICL	13,830
40-99-9-9	Online Services-Monthly Acct Maint	2
40-02-1-0	Online-Monthly Rpts/Inq	1
40-06-1-0	Online-Number of Users	12
01-00-0-0	Account Maintenance	2
01-01-0-0	Other Debit/Credit	56