

**Request for Proposals (RFP) for Banking Services 2022**  
**Town of North Hempstead Community Development Agency**

**I. INTRODUCTION**

The Town of North Hempstead Community Development Agency (the “Agency”) is inviting proposals from qualified banks to provide banking services as detailed herein. Our 30+ year banking relationship is ending as our financial institution will no longer provide small public funds accounts services. This RFP is an opportunity for a financial institution to establish a banking relationship with an organization with a mission of community reinvestment.

Background: The Agency was established in 1968 as a municipal urban renewal agency under Article 15-A of the NYS General Municipal Law. As a component unit of the Town of North Hempstead, the Agency implements community development projects funded through an annual allocation of US Department of Housing and Urban Development (HUD) funds. We also manage other grant funds awarded to the Agency. For more information, please see our website at: <https://northhempsteadny.gov/cda-message>. Information about our organization, policies and reports can be found at: <https://northhempsteadny.gov/CDA-Public-Authorities-Reform-Act-Compliance>

Minimum Bank Qualifications:

- A Federal or New York State chartered bank or trust company insured by the Federal Deposit Insurance Company (FDIC) and authorized to do business in New York State (“Bank”).
- Have branch banking services within 5 miles of the limits of the Town of North Hempstead. A branch within the hamlet of New Cassel is preferred.
- All accounts must be fully collateralized per NYS GML Section 10 (see Custodial Services below).
- Documentation of the Bank’s financial condition must be forwarded to the Agency annually and upon request.

**II. SCOPE OF SERVICES**

Depository and Banking Services:

The Agency maintains a general checking account. In addition, we may opt to establish a savings account and a payroll account. We will continue to use an outside payroll service. (See the Depository and Bank Services Cost Proposal Form for volume data on our checking account).

1. *Wire Transfer Services:* The Agency buys and sells real estate as a core function of our mission. As a result, we need the capability to send and receive wire transfers. However, our use of wire transfer services is limited. *Please describe your Bank’s policies, services, and security regarding wire transfers.*
2. *Automated Clearing Housing (ACH):* the Agency regularly receives grant fund reimbursements as ACH credits from other governmental entities. We use ACH disbursements to fund our payroll service and for several regularly occurring vendor payments. *Please describe your Bank’s service, including how the Agency may submit ACH files or initiate ACH via bank software.*
3. *Availability of Funds:* *Please provide your Bank’s funds availability policy and schedule.*
4. *Monthly Statements and Account Analysis:* The Agency receives both paper and online monthly bank statements. We use copies of canceled checks as backup documentation for grant reimbursement. *Please provide a sample copy of the Bank’s monthly statement and account analysis. Describe your service, including:*
  - a. *When reports are available and how they are made available.*
  - b. *How long report images are maintained online.*

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5. *Please provide the Bank's dispute resolution process.*
6. *Collateralization of Deposits and Custodial Services: Agency funds on deposit in excess of FDIC limits require executing a collateral agreement that meets the requirements for municipal deposits per NYS General Municipal Law, Section 10. Please provide a copy of your collateral agreement.*
7. *Security: Please provide information about your security and cybersecurity measures (e.g., third-party verification). Please inform us about your disaster recovery policy or plan.*

**III. REQUEST FOR PROPOSALS INSTRUCTIONS**

Timeline

**Proposals will be accepted on a rolling basis until the specified due date. Proposers will be interviewed on a rolling basis. We encourage early submissions.**

Issue Date of RFP: June 14, 2022

Submission Deadline: June 28, 2022

Anticipated Approval of a Banking Resolution: July 13, 2022

Open accounts with a selected Bank on or about July 15, 2022

Registration for this RFP is recommended so we can notify you of updates and clarifications. Register by emailing [cdadepartment@northhempsteadny.gov](mailto:cdadepartment@northhempsteadny.gov) with the subject line "Registering North Hempstead CDA - Banking Service 2022. If you elect not to submit a proposal, please inform us that you are not proposing.

Direct questions to Rosemary A. Olsen, Executive Director, Town of North Hempstead Community Development Agency, 51 Orchard Street, Roslyn Heights, NY 11577, [cdadepartment@northhempsteadny.gov](mailto:cdadepartment@northhempsteadny.gov). Phone: (516) 869-7714.

Submission of Proposals

1. Mail or hand deliver two (2) copies of the proposals to:

Town of North Hempstead Community Development Agency,  
51 Orchard Street, Roslyn Heights, NY 11577  
Attention North Hempstead CDA - Banking Service 2022.

or

2. Email proposals to:

[cdadepartment@northhempsteadny.gov](mailto:cdadepartment@northhempsteadny.gov) with the subject line "Attention North Hempstead CDA - Banking Services 2022". If you email your proposal, please send a follow-up email without attachments indicating your submission so we can check that the submission was received.

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Proposals Requirements

Provide the following information. You may attach documents or provide weblinks, as desired:

1. Full name and principal address of your organization.
2. Indicate whether you operate independently as a bank or a holding company affiliate.
3. Include the state where you are incorporated to operate and the date of incorporation.
4. Describe the organization of the staff team which will service the Agency. Provide a list of the officers of the staff team, including name, title, and contact information (phone and email).
5. References: Please provide three (3) references of current and/or former clients in the New York Area for whom you have provided similar service in the past five (5) years, including:
  - a. Name, address, email, and phone number of the client contact person.
  - b. The number of years in service with the client.
  - c. Brief description of the scope of work provided.
6. Please complete and provide the Depository and Banking Services Cost Proposal form provided below.
7. Please attach a copy of your organization's most recent financial statement or provide it as soon as feasible.
8. Describe the services you will provide to the Agency. In addition, feel free to provide optional services you offer. Please refer and respond to the Scope of Services section above.
9. Feel free to describe your Community Reinvestment Act (CRA) program and rating.
10. The Agency is subject to the Freedom of Information Act, so any proprietary information contained in the proposal must be clearly designated.

Award Criteria

The Agency reserves the right to award the contract generated from this RFP to the respondent who presents a proposal that best meets the requirements and represents the most beneficial procurement as determined by the Agency. Therefore, proposals will be evaluated based on the following criteria.

1. Experience and Qualifications of the Respondent
  - a. Experience and expertise in similar banking services.
  - b. Financial strength
  - c. Ability to provide the requested financial services
  - d. Location of the financial institution
  - e. Additional services provided.
2. Quality of the Proposal and Interview.
3. Financial Terms: Consideration will be given to proposals presenting the most cost-efficient terms to the Agency over a contract term.

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**IV DEPOSITORY AND BANKING SERVICES COST PROPOSAL FORM**

Accounts Required: General Operating checking  
 Potential Account(s): Payroll, Savings

The Agency receives most of its revenue from grant reimbursements received via ACH payments.

Average Balances and Activity – Operating Checking Account				
Month Ending	Average Daily Collected Balance	Vendor Checks Paid	ACH Credits	ACH Debits
January 31, 2021	\$811,080.87	9	23	6
February 28, 2021	\$614,555.44	4	5	5
March 31, 2021	\$612,205.82	13	1	5
April 30, 2021	\$619,189.35	19	19	4
May 31, 2021	\$628,363.03	3	14	5
June 30, 2021	\$774,351.81	15	16	5
July 31, 2021	\$1,113,548.75	12	1	6
August 31, 2021	\$1,144,104.19	7	2	5
September 30, 2021	\$1,108,235.57	14	10	5
October 31, 2021	\$1,070,337.91	14	24	6
November 30, 2021	\$1,089,893.27	12	0	6
December 31, 2021	\$834,355.17	6	0	6
Average	\$868,351.76	10.67	9.58	5.33

Summary of Cost Services – Please fill out and return

	Average volume per month	Price per unit	Extended Cost per month
<b>Deposits</b>			
Check Deposits – Not Remote	A few times per year		
<b>Checks</b>			
Vendor Checks Paid	11		
<b>ACH Activities</b>			
Credits	10		
Debits	5		
<b>Wire Transactions &amp; Transfers</b>			
Outgoing wires	Less than 1 per month		
Incoming wires	A few times per year		
<b>Other Service Charges</b>			

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DEPOSITORY AND BANKING SERVICES COST PROPOSAL FORM (PAGE 2)

Please indicate if, how, and when your Bank pays interest. Attach additional sheets if needed:

Please describe other costs and fees your bank charges that have not been covered by this RFP. Attach additional sheets if needed:

Provide any additional information you believe will be helpful.