

# Request for Proposal For Banking Services

Issue Date	15 June 2023
Effective Date	01 October 2023
Period Covered	Three years ending 30 September 2026
Issued By	Montgomery Airport Authority 4445 Selma Highway Montgomery, AL 36066
Point of Contact	James E. Tait Chief Financial Officer <a href="mailto:j.tait@flymgm.com">j.tait@flymgm.com</a> (334) 281 5040
Mandatory Pre-Bid Meeting	23 June 2023 at 10:00 AM Rotunda Conference Room Montgomery Regional Airport
Question Deadline	27 June 2023
Proposal Deadline	12 July 2023; no later than 12:00 pm Delivered to the Montgomery Regional Airport

Montgomery Airport Authority (Authority) seeks proposals from qualified banking institutions to provide comprehensive banking services to the Authority. Minimum qualifications include:

1. Be a qualified public depository as prescribed by Alabama Code 41-14A-3 and 41-14A-5,
2. Be a full-service financial institution capable of providing the required banking services identified in this request for proposal,
3. Be insured by the Federal Deposit Insurance Corporation,
4. Exceed all minimum regulatory capital requirements, and
5. Agree to fully collateralize all authority deposits exceeding FDIC insurance limits.

The institution that demonstrates itself as the most qualified to provide the required services for the best overall value to the Authority will be recommended to the Board of Directors for a contract award.

### **Background of the Authority**

Montgomery Regional Airport (Dannelly Field) is a civil-military airport located seven miles southwest of Montgomery, the capital of Alabama owned and operated by the Authority which is used for general aviation and military aviation. The Federal Aviation Administration (FAA) National Plan of Integrated Airport Systems for 2017–2021 categorized it as a non-hub primary commercial service facility. Enplanements for fiscal 2023 are expected to approximate 155,000 passengers.

### **Services to be Performed.**

The Authority maintains an operating account, a payroll account and a money market account. Required services include the following:

1. Collections and deposits, we required same day availability of all deposits received by the institution,
2. Remote deposit services,
3. Wire transfer services,
4. ACH services, including positive pay
5. Online banking,
6. Security for online activity,
7. Collateralization of deposits,
8. Account analysis, we require monthly detailed account analysis statements that itemize price and specify volume of all activities, fees and interest earned with the interest rate clearly indicated,
9. Zero balance accounts and sweep accounts,
10. Lockbox services,

11. Payment card services, and

12. Purchasing card services

### **Availability of Additional Information**

Any questions about the RFP should be directed to our Point of Contact.

Other than with the written consent from the Point of Contact, all proposers after 13 June 2023 are prohibited from contacting any Authority personnel, Montgomery City/County personnel or any Board members on any matter having to do in any aspect with this RFP.

### **Your Response**

Your response to this request for proposal should include the following information:

1. What is the nearest branch to the Authority's location, hours of operation, deposit cut-off times. Do you offer courier services. What are your deposit returns and re-clear processing policy?
2. Describe your Daily Cash Management services.
3. Describe remote deposit policies and procedures and the retention policy for access to view prior deposits including the image of each check deposited,
4. Describe your wire transfer service and pricing including the ability to initiate transfers online, security measures and processing recurring transfers,
5. Describe the method to submit ACH files, to initiate ACH payments, notifications processes and associated ACH fees,
6. What software installation is required to support online banking, does it work with Microsoft Dynamics, does it enable transfers between accounts, Specifically, focus on accounting system ERP integration & capabilities,
7. Provide a detailed description of online security administration and the training available for Authority personnel,

8. What is your dispute resolution process,
9. Describe all policies regarding stop payments and overdrafts including all charges, handling procedures and offset measures,
10. Describe your capacity to enter into a depository agreement fully collateralizing all Authority deposits,
11. Are analysis statements available online. What is their frequency? Can they be converted to Excel? Describe the level of detail,
12. Describe your capabilities and costs associated with zero balance and sweep accounts,
13. Describe your lockbox services and fees,
14. Describe your payment card services and fees,
15. Describe your purchasing card services and fees,
16. Provide a staff profile and individual roles and responsibilities of the relationship team that will be assigned including credentials and banking experience,
17. Include a conversion plan which ensures a smooth transition from our current provider if selected
18. Describe all training available to Authority personnel regarding systems pertaining to our areas of service,
19. Provide three customer references for existing customers similar in size and complexity to the Authority,
20. Provide a full pricing proposal addressing interest earnings, bank service fees on a level of detail for each service area that indicates the unit price of any and all fees that you expect to charge for each activity or service provided. Also, provide your best estimate of the amount of fees that we should expect to be charged on a monthly basis, and
21. Provide us with your last annual audited financial statements and your most recently completed unaudited quarterly financial statements.
22. Describe how you would structure a credit facility in an amount not exceeding \$500,000 proceeds to be used to support the Authority's ongoing internal capital improvement (for example, roof replacement, escalator replacement, baggage claim belt replacement, etc.) including time period, terms, restrictions and covenants.

### **Evaluation of Proposals**

The Authority will evaluate proposals on a qualitative basis and will determine the institution best suited to meet the needs of the Authority. Consideration will be given to charges for services, strength and stability,

comprehensiveness of services provided, the assigned relationship manager and team, earnings on our balances, and experience and resources.

The Authority reserves the right to accept or reject any or all proposals.

Please submit your response in three hardcopy signed copies delivered to the Authority no later than 12pm (Noon) on 12 July 2023.