



Westlands Water District

Requests for Proposals (RFP) for Banking Services

OBJECTIVE AND DESCRIPTION

Westlands Water District (District) is requesting proposals for Banking Services.

The District's Finance & Administration Division is seeking proposals from qualified financial institutions for Banking Services for its bank accounts and related cash management services. The District is seeking competitive pricing, comprehensive high-quality banking services, and a strong working relationship with its banking partner.

The District was formed in 1952 and is located in the west side of Fresno and Kings Counties. The District is the largest agricultural water district in the country with a service area of over 600,000 acres. The District has an approved budget of \$227 Million for Fiscal Year 2024-2025. The District has 112 full-time employees and 1 part-time employee for Fiscal Year 2024-2025.

The District provides water services including sustainable management and delivery of water supply, ongoing education, environmental conservation, and maintenance of the District's systems.

The District has (5) Deposit Accounts. The average monthly deposits, disbursements, returned transactions (NSFs), and Positive Pay Issues/Voids for each District account are noted in **Appendix A**. The Average Ledger Balances for each account are as follows:

Account	Average Ledger Balance
ACCOUNT 1: GENERAL CHECKING	\$3,690,043.00
ACCOUNT 2: PAYROLL BENEFIT CHECKING	\$3,459.00
ACCOUNT 3: PAYROLL BENEFIT CHECKING	\$5,325.00
ACCOUNT 4: DISTRICT CHECKING	\$11,876.00
ACCOUNT 5: DISTRICT CHECKING	\$10,987.00

The deadline to submit proposal is February 28, 2025, at 5:00 pm.

PROPOSAL CONTENTS

Each institution submitting a proposal shall meet the terms and conditions of the RFP specifications. By virtue of its proposal submittal, the institution acknowledges agreement with and acceptance of all provisions of the RFP specifications.

The proposal should provide adequate detail to indicate how the proposed tasks fulfill the Scope of Work. The proposal must include the sections detailed below and contain the following format:

Sections	Contents
Cover Letter	Transmittal and basis for selection
Table of Contents	
1.	Bank Qualifications, Experience, and References
2.	Scope of Services, Conversion Plan, and Proposed Fees
3.	Rates for Additional Professional Services

COVER LETTER

A letter of introduction to include: the name and address of the respondent; name, address, and telephone number of the person(s) of contact; and the name of the person authorized to represent the banking institution. This letter must be signed by an officer of the responding institution authorized to bind the banking institution to all commitments made in the proposal. Proof of Authority to sign on behalf of the bank must be attached to the cover letter.

TABLE OF CONTENTS

List all materials included in the proposal identified by sequential page number and section reference number.

SECTION 1: BANK QUALIFICATIONS, EXPERIENCE, AND REFERENCES

Bank Qualifications: To be considered, the Bank must meet the following minimum qualifications and provide the requested documentation of such qualifications.

- Demonstrate financial strength and ability to protect and collateralize District deposits.
- Be a qualified State or National public depositor as defined in California Government Code Section 53630.5 and must perform its obligations under this proposal in compliance with all applicable federal and California state laws, regulations, statutes, and policies.
- Be a member of the Federal Reserve System and have access to all Federal Reserve System services (e.g., check processing including check 21 Act, electronic funds transfer, safekeeping, etc.)
- Insured by the Federal Deposit Insurance Corporation (FDIC) and be in good standing.
- Adequately capitalized to accommodate the District’s cash and investment management needs.
- Provide their most current long-term debt rating (Moody’s, Standard and Poor’s, and/or Fitch).
- Provide the Bank’s Community Reinvestment Act (CRA) and be in good standing.

Experience: Provide examples of the Bank's related experience with providing comparable services to the District's needs and of current, active government clients in California.

References: Provide (3) references and contact information (address, phone number, and email address) from current and past Bank's client governments comparable to the District's size and financial needs.

SECTION 2: SCOPE OF SERVICES, CONVERSION PLAN, AND PROPOSED FEES

Scope of Services: Proposals must address the services as outlined below. Best industry practices and/or technical requirements may require additional services that are not explicitly detailed. The bank should identify any additional services required, price them, and explain them in their proposals.

Detailed services to be provided to the District have been segregated into the following categories:

- **Required Services:** These services are mandatory and must be provided to the District by the selected institution. The only exceptions are acceptable alternative or non-material deviations. The District retains the option in the case of certain services to elect not to use them. This is based on changes in the District's capability to manage these internally.
- **Optional Services:** These are services that the District may wish to use depending on the cost, quality, and availability of the services offered. If there is a cost for these services, it must be specified in the proposal. Optional services do not have to be addressed to be considered an acceptable proposal; however, selection of an institution may be based on the ability to provide these optional services at a reasonable cost. In addition, any other services that the institution may wish to offer to the District may be included with the submission package. These services do not have to be addressed to be considered an acceptable bid, but the final selection may be based on these services.

Required Services

1. General Operating Account
 - a. General Checking (Master Account)
 - b. Payroll Benefit Checking - Section 125 Account
 - c. Payroll Benefit Checking - Health Account
 - d. District Account
 - e. District Account
2. Deposit Services

- a. Guarantee same day credit for wire transfers and ACH deposits on the day received regardless of the time of receipt during the day. Send via email incoming wire/ACH deposits.
 - b. Redeposit returned items due to “non-sufficient funds” (NSF). Items returned a second time should be forwarded to the District daily. Send via email returned item notification as well.
 - c. Provide cutoff time for deposits to ensure same day ledger credit.
 - d. Describe how the bank handles any deposit discrepancies, including check deposited to the District by mistake and how the District will be notified of deposit adjustments.
 - e. Include a list of all the bank’s deposit locations within the District’s surrounding area and branch hours (exclude ATM deposits).
 - f. Must have the ability to offer Check Scanner and Lockbox services.
3. Billing
- a. The direct fees method provides the unit charge for each required service, monthly and annual charges. Any earnings credit occurring in the account will be used to offset fees. Earnings credit on collected balances in excess of those required to pay charges incurred in any month shall be carried forward to offset future bank charges. Interest earnings rate will be computed in accordance with the negotiated rate agreed upon.
4. Daily Cash Balance reports for the previous day’s activity through direct access by 6:00 AM each day. The following information needs to be provided for the check account:
- a. Cash Balance
 - b. Type, number, and amount of debits.
 - c. Type, number, and amount of credits.
 - d. Collected and available balances
5. Secured online access to authorized District employees.
- a. Ability to run resolution/settlement reports online.
 - b. Ability to provide a BAI file format for bank reconciliation with the District’s financial system (currently SAGE 500 ERP).
 - c. The ability to offer stop payments notices, cancellations, exceptions notification and other account maintenance or confirmation assistance online.
6. Transaction reports for current day activity to be provided for the checking account:
- a. Type, number, and amount of debits.
 - b. Type, number, and amounts of credits.

7. Monthly statements for all accounts within seven working days. These statements must provide:
 - a. Listing of warrants and amounts cleared sorted by check number.
 - b. Date warrant cleared.
 - c. Date and amount of deposits.
 - d. Summary of beginning cash balance, deposits/credits, warrants/debits, and ending cash for each day.
8. Monthly account analysis report for active checking accounts and summary providing the following information:
 - a. Average daily cash balances (investable balance, excess/(deficit) balance, balance required to cover all analyzed charges)
 - b. Average daily float
 - c. Average daily collected balances.
 - d. Overdraft charges
 - e. Detailed transaction volume description and prices
 - f. Basis of earnings allowance
9. The bank shall provide online services for the District to
 - a. Initiate wire transfers, ACH transactions, and transfers between accounts for same day settlement and future dates.
 - b. Create and store repetitive money transfer templates.
 - c. Require a second approval for outgoing transactions and template changes.
 - d. The bank to provide the cutoff time for setting up EFTs for same day execution.
10. Web based online services shall include services such as image inquiry, information reporting, business statements, stop payments, positive pay, account balance inquiry, transaction inquiry, deposit history, and other online web applications that can provide added convenience and cost savings.
11. Stop payments that are initiated by direct access to the bank by authorized District employees will be done the same day. The bank shall provide online confirmation of stop payments.
12. Positive Pay to include such services as payment of matching checks by check number, vendor name, check amount, exception reports, return instruction, and holdover exceptions and must have multiple positive pay file formats available (csv file preferred).
 - a. Describe the procedure and timeline for paying and returning exception items and default disposition if a decision response is not received.

13. Direct access to the bank to view images of paid checks for payroll and general accounts per month. In addition, a bank file on cancelled checks shall be available to the District for upload to SAGE 500 for automatic clearing of cancelled checks on a monthly basis.
14. Assure that proper District signature authorizations are on all paid items.
15. The bank shall guarantee not to return unpaid because of insufficient or uncollected funds for any item drawn on the District's account. Any fees for an overdraft will be charged to the District through account analysis.
16. Direct deposit of District employee's benefit checks into their own bank accounts with a 24-hour turnaround. Online confirmation of the receipt of the payroll file transferred to the bank will be available to the District. The bank must guarantee direct deposit amounts are available in individual personal bank accounts on the District's semi-monthly pay dates on the 15th and 31st (the banking day prior if the date is on a holiday or weekend). All benefit deposits must be available at the start of business on pay day. The District currently sends benefit checks via ACH through its bank.
17. The bank shall provide support for all products and/or services provided to the District. Training manuals and on-going support are to be supplied by the bank for all services provided.
18. Ability to set up EFTs to make vendor payments such that an accounts payable file can be submitted electronically to the bank to process payments.
19. Ability to set up ACH credits by uploading a NATCHA text file to draft multiple personal accounts of customers.
20. Other standard banking documentation and services not specified in this RFP will be provided to the District at a reasonable cost.

Optional Services

1. Credit/Debit card processing.
2. Stale Date Services to automatically void checks 180 days after the issue date.
3. Any other additional services not otherwise specified in the RFP that the institution may wish to offer to the District, whether for free or at a cost specified in the proposal.
4. Proposals are not required to address any additional services to be considered an acceptable bid. However, the desirability and price of any additional services offered may be a factor in the final selection of the successful bidder.

Conversion Plan: As part of any conversion period and as necessary thereafter, the Bank must provide online and/or on-site training to District personnel for the operation and use of the Bank's services and automated systems for all areas of service. The training must be sufficient to ensure that District personnel are proficient with all systems and

procedures prior to the conversion date, and anytime thereafter. Training, operating manuals, and on-going support are to be supplied by the Bank for all services provided.

1. Describe the plan for conversion to ensure a smooth and error-free transition from the current Banking Provider.
2. How long does a typical conversion to your Bank take? Provide an implementation schedule for the conversion.
3. Provide a detailed implementation schedule, including assigned responsibilities.
4. Provide all costs and the party responsible (Bank or District) that are involved in the implementation.
5. Describe the Bank's hardware, software, and personnel utilized for technical applications of banking processes and procedures. Include a description of portals, transmissions and downloads of information, electronic funds transfers, and e-Banking.
6. Describe the Bank's technical personnel who will be available to support the District's technical staff in implementing new processes and procedures to perform the District's banking functions. Training, operating manuals, and technical support shall be supplied by the Bank as appropriate for all services provided.

Proposed Fees: Provide all pricing information essential to implementing the services requested by the District and any additional services provided by the banks. The total maximum price needs to contain all direct and indirect costs including all out-of-pocket expenses and presented as a not-to-exceed amount. These include costs associated with account services, distribution services, banking center services, depository services, automated clearing house (ACH) network fees, funds transfer services,

SECTION 3: RATES FOR ADDITIONAL PROFESSIONAL SERVICES

If it should become necessary for the District to request the bank to render any additional services to either supplement the services requested in this RFP or to perform additional work as a result of a specific recommendation presented by the bank, then such additional work shall be performed only if set forth in an addendum to the contract between the District and the institution. Any such additional work agreed to between the District and the bank shall be performed at the same rates set forth in the proposed fees.

If there are other services not explicitly stated in the Scope of Services that the bank considers necessary or an enhancement to what is requested, the institution should also identify them, price them, and explain them in their proposals.

DISTRICT SERVICES

The District will:

- Provide a list of District bank accounts and average monthly transactions;

- Perform timely review, comments, directions, or approval of documents submitted; and
- Upon request and availability, provide readily available data.

PROPOSAL SUBMISSION AND EVALUATIONS

SUBMISSION DEADLINE

Submissions for this Request for Proposal (RFP) must be delivered no later than:

Friday, February 28, 2025

5:00 PM

NUMBER OF COPIES

Submit one (1) PDF electronic file, (hard copy optional).

DELIVERY OR MAIL ADDRESS

The delivery address for all submissions is:

Ren Galbadores

fgalbadores@wwd.ca.gov

Westlands Water District

286 W. Cromwell Ave

Fresno, CA 93711

SUBMISSION, QUESTIONS, AND CLARIFICATIONS

You may contact the following staff if you have any questions or clarifications on any topics covered in this RFP. The deadline to submit questions is **Friday, February 14, 2025**. Questions after this date may not be addressed. Answers to the questions will be provided by the District on or before Friday, February 21, 2025. Note to proposers that the discussion in the RFP is preliminary and the District assumes no contract obligation with the proposer until a contract is executed.

Ren Galbadores

Interim Supervisor of General Accounting

Phone: 559-241-6230

Email: fgalbadores@wwd.ca.gov

PROPOSAL EVALUATIONS

Proposals will not be accepted after the deadline, February 28, 2025.

Successful proposals will be well organized adhering to the primary objectives, and overall scope of work while providing sufficient and concise detail. The proposal shall be

clearly marked with the bank institution's name and project description "Banking Services for Westlands Water District – Proposal" on the subject line and the outside envelope (if applicable).

The proposal shall be signed by an official authorized to bind the bank institution (proof of signing authority must be provided) and shall contain a statement to the effect that the proposal is valid for 120 days. The District reserves the right to reject any or all proposals at its discretion. The final award will not necessarily be made to the lowest proposal. The District will consider a combination of factors as determined to be in the best interests of the District to award the contract. The District reserves the right to modify the activities, timeline, or any other aspect of the process at any time, as deemed necessary.

Selection will depend on the degree to which the proposal provides the required information. Bank institution's qualifications include the bank's team experience and services available similar to the scope of this RFP.

FINAL SELECTION

Following an initial review and screening of all proposals submitted by the deadline, District staff may negotiate fees and scope with the highest ranked bank institution. Interview and/or demonstration by the bank institution may be required to assist in the selection process.

COST INCURRED

This RFP does not commit the District to pay for costs incurred by the bank institution or its staff in the submission of a proposal.

APPENDIX A: WESTLANDS WATER DISTRICT AVERAGE MONTHLY TRANSACTIONS

ACCOUNT 1: GENERAL CHECKING (MASTER ACCOUNT)

Deposits		
Deposit Type	Monthly Average Amount	Monthly Average Volume
ACH	\$2,379,780.63	10.42
Wire Transfers/EDI	\$16,757,383.57	28.33
Checks	\$13,157,846.28	23.58 (Remote Deposits)
Cash Deposits to Bank	\$1,026.66	1.77
Disbursements		
Disbursement Type	Monthly Average Amount	Monthly Average Volume
ACH	\$634,676.72	4.92
Wire Transfers/EDI	\$24,195,630.83	15.25
Checks	\$7,381,141.62	278.75
Returned Transactions		
Transaction Type	Monthly Average Amount	Monthly Average Volume
Returned ACH	\$4,686.34	0.17
NSF/Returned Checks	\$70,851.53	1.83
Positive Pay Transactions		
Transaction Type	Monthly Average Volume	
Issues	279.50	
Voids	6.92	
Stop Payments	6.00	
Returned Exceptions - Checks	1.33	

ACCOUNT 2: PAYROLL BENEFIT CHECKING

Deposits		
Deposit Type	Monthly Average Amount	Monthly Average Volume
Account Transfers	\$2,433.99	2.00
Disbursements		
Disbursement Type	Monthly Average Amount	Monthly Average Volume
Checks	\$2,567.55	5.17
Account Transfers	\$20.83	0.08

ACCOUNT 3: PAYROLL BENEFIT CHECKING

Deposits		
Deposit Type	Monthly Average Amount	Monthly Average Volume
Account Transfers	\$138,446.76	1.67
Disbursements		
Disbursement Type	Monthly Average Amount	Monthly Average Volume
ACH	\$138,396.84	1.58

ACCOUNT 4: DISTRICT CHECKING

Deposits		
Deposit Type	Monthly Average Amount	Monthly Average Volume
Checks	\$282.17	0.08
Account Transfers	\$1,384.50	0.08
Disbursements		
Disbursement Type	Monthly Average Amount	Monthly Average Volume
Checks	\$783.17	0.75
Account Transfers	\$743.03	0.25

ACCOUNT 5: DISTRICT CHECKING

Deposits		
Deposit Type	Monthly Average Amount	Monthly Average Volume
Checks	\$0.00	0.00
Account Transfers	\$0.00	0.00
Disbursements		
Disbursement Type	Monthly Average Amount	Monthly Average Volume
Checks	\$0.00	0.00
Account Transfers	\$0.00	0.00