

Request for Proposal of Cash Management Services for the County of Champaign

RFP NO. 2024-004

Issue Date:
September 23rd, 2024

Closing Location:
Champaign County Treasurer's Office
Brookens Administrative Center
1776 E Washington St
Urbana, IL 61802

CLOSING DATE AND TIME:

~~October 11th, 2024, 1PM~~

~~November 1st, 2024, 1PM~~

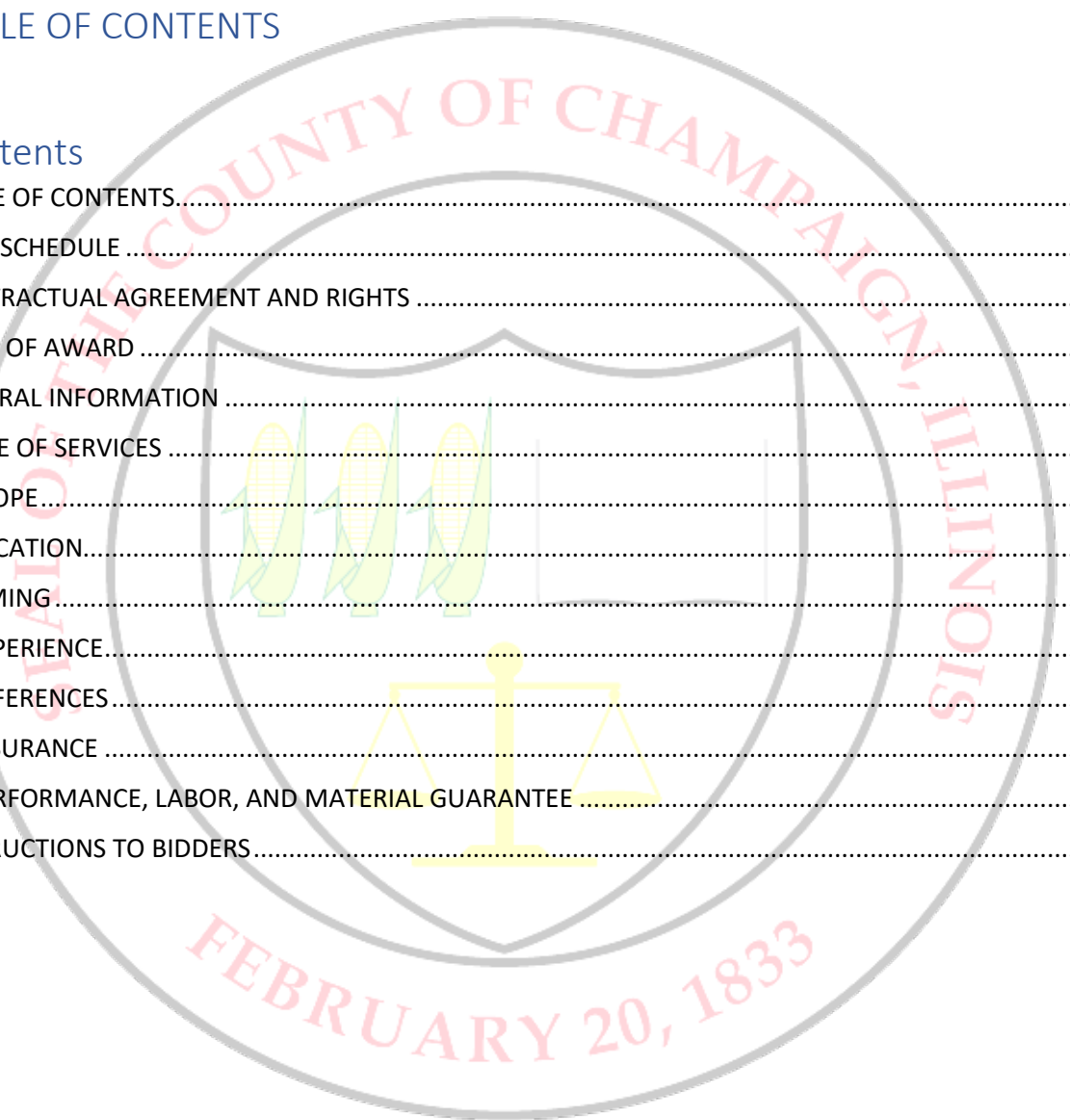
December 6th, 2024

Request for Proposal
Cash Management for the County of Champaign
RFP NO 2024-004

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TIME SCHEDULE

The County will use the following timetable, subject to change, which should result in the selection of a company(s) and award of contract(s) on or about ~~November 21st, 2024~~, **January 23rd, 2025**.

Date	Event
September 23 rd , 2024	Request for Proposal Posted
October 11th, 2024 November 1st, 2024 December 6th, 2024	Proposals Due by 1pm CST, names of respondents read aloud
October 14th, 2024 November 4th, 2024 December 9th, 2024	Proposals Opened at 2PM CST– County Treasurer’s Office, Meeting Room 3, Brookens Administration Center, 1776 E Washington St, Urbana, IL
November 12th, 2024 December 16th, 2024 January 14th, 2025	Finance Committee Review Recommendation by RFP Review Committee
November 21st, 2024 December 19th, 2024 January 23, 2025	County Board Approval of Contract with Awarded Company

CONTRACTUAL AGREEMENT AND RIGHTS

1. Champaign County will be referred to as “County” for the remainder of the document.
2. Proposals will be considered as specified herein or attached hereto under the terms and conditions of this Request for Proposal (hereinafter “RFP”).
3. A proposal shall be made in the official name of the firm or individual under which business is conducted (showing the official business address) and must be signed in ink or by digital equivalent by a person duly authorized to legally bind the partnership, company, or corporation submitting the proposal.
4. Bidders are to include all applicable requested information and are encouraged to include any additional information they wish to have considered. Additional information shall be a separate section of the proposal and shall be identified as such.
5. An electronic copy of your proposal is required. The proposal must be complete, clear, and concise.
6. Proposals will be received by Champaign County until the time and date shown on the cover page of this RFP, unless modified and announced by the County. Proposals received after the time set for closing will be go unconsidered.
7. Champaign County shall not be responsible for unidentified proposals.
8. Proposals may be withdrawn by bidder prior to, but not after, the time set for closing. Any proposal not so withdrawn shall constitute an irrevocable offer for a period of ninety (90) days.
9. Offers, amendments, or withdrawal requests must be received within the timeframe advertised for RFP closing to be considered timely filed. It is the bidder’s sole responsibility to ensure that all documents are received by person (or office) before the time indicated by the County.

10. By submission of an offer, you are guaranteeing that all goods and services meet the requirements of the solicitation during the contract period.
11. The County discourages bidders from submitting as part of their bid any trade secrets or other commercial or financial information bidders would prefer to remain confidential after a final selection is made. Bidders must clearly mark as “Confidential” any part of their submission which they consider to be proprietary information that could be exempt from disclosure under 5 ILCS 140/1 *et seq.* (the Freedom of Information Act). If any part of a submission is designated as “confidential”, the bidder must attach to that part a detailed explanation of how this information fits within one or more exemptions listed at 5 ILCS 140/7. Bidders are reminded that Illinois law presumes that all records in the custody or possession of a public body are presumed to be open to inspection or copying, and exemptions are narrowly construed; however, it is generally the practice of the County to cite the exemption described at 5 ILCS 140/7(h) regarding ‘proposals and bids’ when a FOIA request is made before the County has made a final selection (including final and formal approval of contract). The County will make its own legal determinations in every instance and owes no duty to bidders to notify, consult with, or obtain the consent of bidders before responding to any FOIA request.
12. The agreement or contract resulting from the acceptance of a proposal shall be on forms prepared by the bidder and approved by the County, and shall incorporate, as the minimum, this entire solicitation, all amendments, and the successful bidder’s proposal. The County reserves the right to reject any contract that does not conform to this solicitation and any County requirements for agreements and contracts.
13. This solicitation does not commit Champaign County to award a contract, to pay any cost incurred in the preparation of a proposal or to procure a contract for the articles of goods or services. Champaign County reserves the right to accept or reject any or all proposals received as a result of this solicitation, to negotiate with all qualified bidders, or to cancel in part or in its entirety this solicitation if it is in the best interest of the County to do so. Champaign County reserves the right to interview any, all, or none of the respondents and to select who it feels is the most responsive consultant.
14. If awarded, this contract will be awarded to the bidder whose proposal is within the competitive range and determined to be in the best interest of Champaign County. The County reserves the right to reject any and all proposals received; and, in all cases, the County will be the only judge as to whether the proposal has, or has not, satisfactorily met the requirements of this RFP.
15. NON-APPROPRIATION: The contract shall include a rider that allows cancellation of contract without penalty if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal year. Any contract approved by the County shall be conditioned by a “non-appropriation” clause containing the following or similar language:
 - a. “This contract is approved and funded contingent upon annual appropriations being established by the local governing body of Champaign County to provide funding necessary to meet the requirements of the contract. Such funding is approved on a fiscal year basis with the fiscal year commencing January 1st and terminating December 31st of each year. In order for the contract to remain in effect, such appropriation must be approved on an annual basis throughout the term of the contract scheme. In the event that an annual appropriation is not approved, the County shall not be held responsible for any liabilities beyond the remaining annual term prior to the new budget year.”

16. Failure to submit all required information may be determined as a non-responsive proposal.
17. Notice of Award will be posted on Champaign County's website at www.champaigncountyil.gov.

BASIS OF AWARD

The County may request the firms make oral presentations as a part of the evaluation process. The County reserves the right to interview any or all bidders and to request additional information deemed appropriate to evaluate the firm's qualifications.

In addition to price, the County will consider the following:

1. Utilization of a small business; minority-owned, woman-owned, or veteran-owned business; or business owned by other socially and economically disadvantaged groups.
 - a. The County welcomes a bid with multiple vendors or subcontractors, provided they are disclosed in advance and consented to by the County, to encourage a diverse bidder pool. If a bidder is using these options to provide a diverse application, please describe in detail in the RFP Cover Letter.
 - b. Bidders are encouraged to review and consider the Champaign Diversity Advancement Program (CDAP) and CDAP vendor list maintained by the City of Champaign as it may be relevant or appropriate to the bidder.
 - i. <https://champaignil.gov/equity-and-engagement-department/diversity-equity-and-inclusion-division/cdap/>
2. Demonstrated record or experience of the firm in providing professional services identified in this scope of work based on similar projects.
3. Quality of proposal based on thoroughness and clarity as reflected in the description of project approach for addressing all aspects of the scope of work.

GENERAL INFORMATION

Champaign County, Illinois is located in the heart of east-central Illinois, approximately 136 miles south of Chicago and 86 miles east northeast of Springfield, the state capital. The County is home to the University of Illinois, Parkland College, and two major regional hospitals.

The County is comprised of 998 square miles, and 88.5% of its land area is utilized for agriculture.

Champaign County was organized in 1833, having been previously a part of Vermilion County. The county and county seat were named for Champaign County, Ohio and Urbana, Ohio respectively, the home of the Illinois legislator who sponsored the bill to create the County. The County adopted township form of government on November 8, 1859. Currently, the County Board is comprised of 11 districts, with two members representing each District for a total of 22 County Board Members. The County also has a County Executive serving as an executive branch of government in cooperation with the County Board as the legislative branch.

The county's population for the 2020 Census was 205,865, representing growth of 2.4% since the 2010 Census. This places Champaign County as the 10th largest county in the State of Illinois. Champaign County is part of the Champaign–Urbana, IL Metropolitan Statistical Area.

SCOPE OF SERVICES

SCOPE

Currently deposits are managed by in-person pick up by the Sheriff's Office 2-3 times a week and transported to two banks within the Champaign County. Starting in 2025 most of the County offices will be in the County Courthouse or directly across the street from the Courthouse in the Bennett Administrative Center. After the relocation of offices to the Bennett Administrative Center, the County would like to discontinue use of the Sheriff's Office for this task and utilize a full-service cash management service.

The County accepts payments totaling around \$600MM per year with the higher cash collection periods being between May and October. The highest payment collections take place in the weeks leading up to the property tax due dates (typically June 1 and September 1 each year) and have reached as high as \$7MM in one day. Outside of the property tax collection period, various county offices collect cash for services throughout the year at an average rate of \$75K per month. This request for proposal is looking for a solution to fund pickup and delivery and an all-inclusive service that allows for remote deposit options for the funds collected throughout the year.

Each proposal should include (at a minimum):

1. specifications regarding the cost for courier pickup 2-3 times per week;
 - a. **The County is willing to entertain proposals that utilize a third-party courier service.**
2. the ability for remote deposit capability at two locations (providing totals for each location), including specifications on system(s) for remote deposit;
3. the requirement for additional contracts for transporting funds to bank locations;
4. user specific training availability/requirements for devices or kiosks;
5. detailed information on customer support options, avenues, and timeframes;
6. detailed information on maintenance of the system, cost, maintenance and replacement schedule, etc;
7. technological requirements for any devices or kiosks required for deposits;
8. insurance required for secure movement of funds; and
9. collateral plan documentation for funds in excess of the FDIC-insured totals.

LOCATION

Cash management services are needed in two buildings.

- Champaign County Courthouse, 101 E Main St, Urbana, IL61821
- Scott M. Bennett Administrative Center, 102 E Main St, Urbana, IL 61802

They are located directly across the street from one another.



TIMING

The County would like to have the new cash management system implemented by the end of January 2025.

EXPERIENCE

Bidders must submit a maximum two-page letter describing their experience with cash management. Optional marketing materials and documents may be submitted in support of the letter.

REFERENCES

Bidders must submit at least three references for whom they have performed cash management services within the last 3 years. Preferably the references will be counties or municipalities in Illinois. Include names, titles, current phone numbers, and email addresses.

Prior to finalizing the contract, the bidder must certify that the submission of the proposal did not involve collusion or other anticompetitive practices. The bidder did not give, offer to give, nor intends to give at any time hereafter any economic opportunity, future employments, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted proposal. In addition, the bidder will need to submit an express certification that no employees of the County, or their relative, have a substantial interest in any agreement subsequent to this document.

The bidder will also need to certify that it is not debarred, suspended, proposed for debarment or permanent inclusion on the Illinois Stop Payment List.

INSURANCE

Successful bidders will be required to show proof of FDIC insurance and a collateral plan for public funds as part of contract finalization.

PERFORMANCE, LABOR, AND MATERIAL GUARANTEE

If final contract agreement requires installation by bidder, bidder agrees to furnish, prior to commencement, a Performance Bond in an amount equal to 100% of the contract price. Bonds shall be submitted within ten (10) days after Notice to Proceed and shall be security for:

- The faithful performance of all provisions of the contract and satisfactory completion of the work included hereunder;
- The payment of all persons performing labor and furnishing materials in connection with the contract; and
- The covering of all guarantees included therein.

INSTRUCTIONS TO BIDDERS

Proposals must conform to all requirements stated herein, including any modifications as announced by the County. Disregarding these requirements may result in disqualification of the proposal. It is the responsibility of the bidder to fully understand the requirements of the RFP and subsequent contract. The submission of a proposal will constitute a representation of compliance by the firm. There will be no subsequent financial adjustment for lack of such familiarization.

The County shall not reimburse the cost of developing, presenting, or providing any response to this RFP. Offers submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner.

If any statements made by the bidder in the RFP process, whether written or oral, are determined by the County to be false or misleading, in the sole judgment and determination of the County, such determination shall void the proposal and, if applicable, any resulting agreement. Any resulting agreement may be subject to legal remedies provided by law. Bidder agrees to promote and offer to the County on those services and/or materials as stated in and allowed for under resulting agreement(s). All proposals shall be submitted electronically by email to CJ Johnson, Champaign County Treasurer at cjohnson@champaigncountyil.gov. If submitting additional copies by mail, it should be one unbound original in a sealed envelope to:

Champaign County Treasurer's Office
Attn: Cassandra "CJ" Johnson
1776 E Washington St
Urbana, IL 61802

All emailed proposals must be clearly marked with "RFP 2024-004" at the beginning of the subject line. All mailed proposals must clearly be marked in the lower left corner "REQUEST FOR PROPOSAL – NUMBER 2024-004."

ALL PROPOSALS MUST BE RECEIVED BY ~~October 11th, 2024, November 1st, 2024, 1PM,~~ **December 6th, 2024, 1PM CST.**

To aid in comparability, all proposals submitted must be organized in the following manner:

1. *Cover Letter* – all proposals must include a cover letter submitted under the firm’s name, on the firm’s letterhead, containing the signature and title of a person or an official of the firm who is authorized to the commit the firm to a potential contract with the County. The cover letter should express the firm’s interest and serve as an executive summary of the proposal. Claims of proprietary information must be included in the cover letter. If the bidding company is a small business or minority or female-owned, specify that in the cover letter.
2. *Proposal Copy* – bidders must submit one electronic copy. Additional hardcopies may be submitted if the bidder chooses to.
 - a. The Proposal Copy should include a description of the bidder’s qualifications and include the following:
 - i. Years of experience;
 - ii. Past projects; and
 - iii. At least three (3) professional references of similar size and volume, including contact name, phone numbers, and email address;
 - iv. specifications regarding the cost for courier pickup 2-3 times per week;
 1. **The County is willing to entertain proposals that utilize a third-party courier service.**
 - v. the ability for remote deposit capability at two locations (providing totals for each location) including specifications on system(s) for remote deposit;
 - vi. the requirement for additional contracts for transporting funds to bank locations;
 - vii. user specific training availability/requirements for devices or kiosks;
 - viii. detailed information on customer support options, avenues, and timeframes;
 - ix. detailed information on maintenance of the system, cost, maintenance and replacement schedule, etc;
 - x. technological requirements for any devices or kiosks required for deposits;
 - xi. insurance required for secure movement of funds; and
 - xii. collateral plan documentation for funds in excess of the FDIC-insured totals.
 - b. The Proposal should clear and thorough, but concise and written in plain, easy to understand language.
3. *Proprietary Information* – In the event any proposal shall include information deemed “proprietary” or “protected”, such information shall be separately packaged from the balance of the proposal and clearly marked as to any proprietary claim. The County discourages the submission of such information and undertakes to provide no more than reasonable efforts to protect the proprietary nature of such information. The County, as a public entity, cannot and does not warrant that proprietary information will not be disclosed. The County shall have the right to use, and all information included in the proposals submitted unless the information is expressly restricted by the bidder.
4. *Cost Proposal* –The complete cost proposal must include:
 - a. A base cost and itemized charges for additional items;
 - b. Provide detailed explanation of any assumptions that the bidder made in calculating the project costs in order to provide sufficient information to the County to be able to complete a detailed cost analysis and comparison;

- c. Identify when the bidder will submit billing to the County, i.e. initial deposit, monthly, week, etc.;
- d. Indicate if any items are optional and specify them in a separate section.

The County is exempt from paying State and local sales tax. The County expects that all costs are included in the overall fee for services proposed, and that there will be no additional expenses billed to the County for any reason.

