



## ST. TAMMANY PARISH

MICHAEL B. COOPER  
PARISH PRESIDENT

**September 22, 2025**

Please find the following addendum to the below-mentioned RFP.

**Addendum No.: 2**

**RFP#: 25-6-3**

**Project Name:** Fiscal Agent Services

**RFP Due Date:** Wednesday, October 1, 2025

### **QUESTIONS & ANSWERS:**

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Question 1. How many cards are in your program. Are they named cardholders and/or Department cards

**Answer 1. The program includes two cards designated for named cardholders.**

Question 2. What methods do you use to reconcile? Bank platform, statements, 3rd party software. What are the names of the systems used today

**Answer 2. We utilize the Capital One banking platform to download statements, our accounting software MUNIS for downloading transactions, and we reconcile in Excel.**

Question 3. What is the annual volume of the combined usage of the program

**Answer 3. We spend approximately \$20,000.00 per year on the card.**

Question 4. Does your program include vendor payments via card, virtual or ghost card?

**Answer 4. We utilize the card to make payments to vendors through card transactions.**

Question 5. Is the use case travel, procurement etc. Is there a preference to Visa/MC?

**Answer 5. The card serves the purpose of procurement. There is no specific preference regarding the type of card.**

Question 6. What is your current statement cycle in days and how many days following the



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statement is the payment due?

**Answer 6. The duration of the cycle is 30 days, and the payment is required 14 days following the statement date.**

Question 7. What are your primary objectives to solve for on the new program?

**Answer 7. The objective is to enable the ability to acquire items from vendors who do not accept purchase orders.**

Question 8. Would the Parish Government consider awarding the Safekeeping and Custodial Services separately from the Fiscal Agent Services?

**Answer 8. No.**

Question 9. Is this section pertaining to ACH credit origination for AP and then direct debit programs (ACH debit origination) for perhaps consumers or business collections?

**Answer 9. ACH credit origination is for accounts payable, and debit programs are for utilities customers, leases, and retirees' benefits.**

Question 10. Is the Parish Government looking for a solution that includes both card, eCheck/ACH and alternative payment collections.

**Answer 10. The Parish must have the capability to accept payments via card, eCheck, and ACH directly into our bank accounts.**

Question 11. Cash Deposits – regarding the Department account does “dollars presented in thousands” equal \$35,359MM or some other calculation?

**Answer 11. The Department account should be \$35,359.00 or \$35 (in thousands). It was typed incorrectly.**

Question 12. Number of Deposits – 1) What is the breakdown of Cash Deposits at Branch vs. Courier, 2) Does the Courier bring said deposits to a Vault location?

**Answer 12. We do not make deposits at the branch. The Courier brings the deposits to the Capital One vault.**

Question 13. Can you confirm that Attachment A includes all account balances and activity for



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every Parish account?

**Answer 13. Yes, that is correct.**

Question 14. Please provide 2–3 months of account analysis statements for all accounts. If balances or activity fluctuate seasonally, kindly include one statement from a high-balance period and one from a low-balance period.

**Answer 14. Please refer to Addendum No. 1 to view Account Services from the Bank Analysis Statements. The complete Bank Analysis Statements will not be provided.**

Question 15. Do the transaction volumes and descriptions in Attachment A fully reflect all transactions listed on the Parish's current account analysis statements?

**Answer 15. Please refer to Addendum No. 1 to view additional account services.**

Question 16. Please describe the Parish's current process for handling returned checks.

**Answer 16. The Parish receives a notice from the bank. We then send a letter to the customer. If the customer does not respond and pay with cash or money order within a certain number of days, we turn the matter over to the District Attorney's office.**

Question 17. Is the Parish currently converting checks to Accounts Receivable Conversion (ARC)?

**Answer 17. No.**

Question 18. Is the Parish currently converting checks to Re-presented Check Entries (RCK)?

**Answer 18. No.**

Question 19. Does the Parish utilize Zero Balance Accounts (ZBAs)? If so, please identify which accounts in Attachment A are ZBAs.

**Answer 19. No.**

Question 20. On average, how many check stop payments does the Parish initiate each month?

**Answer 20. An average of zero.**

Question 21. How frequently does the Parish place change orders at a branch each month? What



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is the average dollar amount per order? Please provide a breakdown of the change order composition in terms of currency and coin.

**Answer 21. The Parish does not place change orders at branches.**

Question 22. Please confirm the total dollar amount of cash deposits made by courier into departmental accounts.

**Answer 22. \$35,359.00.**

Question 23. What is the name of the armored courier service currently under contract with the Parish?

**Answer 23. Loomis.**

Question 24. Does the Parish utilize safe vault services with its armored courier? If so, does the Parish receive provisional credit from its financial institution for deposits made into the vault?

**Answer 24. Yes, Loomis deposits the funds at the vault held by Capital One.**

Question 25. How many courier deposits does the Parish make each month?

**Answer 25. The courier performs daily deposits for specific departments and biweekly deposits for other departments.**

Question 26. Does the Parish place change orders through the armored courier? If so, what is the average dollar amount per order? Please describe the composition of these orders in terms of currency and coin.

**Answer 26. No change orders are placed.**

Question 27. Please describe the Parish's current process for packaging deposits sent via armored courier. Are tamper-evident bags used? Are multiple deposits placed in a single bag? Are cash and checks commingled within the same bag?

**Answer 27. Yes, tamper-evident bags are utilized, allowing for multiple deposits to be contained within a single bag, and both cash and checks can be included in the same bag.**



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Question 28. How many users does the Parish have on its current online banking platform?

Answer 28. There are currently 12 users.

Question 29. What types of ACH files does the Parish currently originate?

Answer 29. We originate ACH files to process payroll and vendor payments, as well as to collect customer payments for utilities, leases, and health insurance for retirees.

Question 30. Please describe the Parish's current ACH origination process. Are files transferred via SFTP or manually uploaded through the online banking portal?

Answer 30. We manually upload the files through the online banking portal.

Question 31. On average, how many Same Day ACH payments does the Parish initiate monthly?

Answer 31. An average of 5.

Question 32. Is payroll processed in-house or through a third-party provider?

Answer 32. Payroll is processed in-house.

Question 33. How many accounts are enrolled in Payee Check Positive Pay?

Answer 33. 4 accounts are enrolled in Payee Check Positive Pay.

Question 34. How many accounts are enrolled in Reverse Positive Pay?

Answer 34. We have a check block on the remaining accounts.

Question 35. Does the Parish use any fraud prevention tools for electronic debits, such as ACH Positive Pay or ACH Debit Filters?

Answer 35. We use ACH Positive Pay on 6 accounts and ACH Debit Filters on the remaining accounts.

Question 36. How many items are included in the Parish's Deposit Reconciliation file each month?

Answer 36. An average of 140.



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Question 37. Does the Parish receive email notifications for all incoming wire transfers?

Answer 37. Yes, on the online platform, we possess the capability to configure these notifications, and we actively do so.

Question 38. Does the Parish receive email notifications for all outgoing wire transfers?

Answer 38. Yes, on the online platform, we possess the capability to configure these notifications, and we actively do so.

Question 39. Does STPG currently receive remittance advices through a value-added network (VAN)?

Answer 39. We use the online platform to get a daily email of all prior-day deposits.

Question 40. Can you confirm how much cash they deposit monthly, the \$35,359,000 number on page 41 looks incorrect.

Answer 40. Yes, the number is incorrect. It should just be \$35,359.

Question 41. Do they currently have an armored car provider?

Answer 41. Yes.

Question 42. Page 11 says “Explain how the liability for check fraud is affected by using positive pay services” Is the Parish referring to who takes the ownership if a fraudulent check is paid while on positive pay services?

Answer 42. That is correct.

**End of Addendum # 2**