

2022-BRAA-001-Banking Services Addendum #2

Questions received to date are as follows:

1. What accounting system or ERP system does Airport Authority utilize?
Sage 50cloud.

2. Can the Airport Authority provide the RFP in a word document for easier bid completion?
The Airport Authority can provide the RFP in a fillable PDF.

3. Confirm proposed pricing and any/all pricing sheets if applicable are considered “financial information” and excluded from the 15-page limit?
No, not included in the 15-page limit.

4. Please confirm if the 15-page limit is single or double-sided?
Page limit is single-sided.

5. MINIMUM WAGE REQUIREMENTS – Would this Section apply to this RFP based on the services the Bank will be rendering? If yes, does this Section apply only to individuals who work on the contract within the locality?
Yes, this would apply. Yes, individuals who work on the contract with or within the locality.

6. FEDERAL GRANT ASSURANCES – Please confirm if this Section is applicable to this RFP based on the services the Bank will be rendering.
No, this section is not applicable to this RFP.

7. PROPOSAL SUBMITTALS – Please confirm the Proposal Submittals provided in this section are excluded from the 15-page limit.
Yes, the proposal submittals are excluded from the 15-page limit.

8. EXHIBITS TO CONTRACT – Please provide Exhibits A through D. If Exhibit A can be provided, would the Bank be required to respond to Exhibit A: Scope of Services as part of our proposal (substituting Section 4 Scope of Services) OR would BRAA request the Bank address Section 4 Scope of Services only within our proposal?
Page 35 is an example of typical exhibits in a contract and are developed from the RFP and response.

9. Due to the ever-changing environment with Covid-19 and remote work, would you accept documents that are signed electronically with E-Sign or DocuSign?

Yes, we accept documents that are signed electronically.

10. Would you be able to send a copy of the RFP and/or the documents requiring signature in a Word format?

Yes, the fillable pdf form of the Banking RFP is available via the Airport Authority's website using the following link: <https://bocaairport.com/all-bids/>

11. Picture or model number of your Livewire Kiosk POS. Who is the third-party administrator here? Do these payments reflect on the Paya statements? **Model#: BRAA-001 and BRAA-002. Kiosk was built and designed for the Airport Authority specifically. Livewire is the third-party administrator. No, the payments would not be reflected on the Paya statements.**

12. As for the Paya statements, volumes range from October \$730, November \$5,000, and December \$2940. Is this fluctuation normal and what are the annual volumes?

These fluctuations are normal due to technical difficulties with the kiosk and the seasonal nature of the airport and badge fees largely dependent on airfield projects.

13. Tell us how payments are accepted online, what are the payments for and are there separate statements outside of Paya?

The payments are called in over the phone or a physical card is presented to the Office Manager and entered into the online portal. Payments are for Customs clearing and Badge fees. Yes, there are separate payments explained in #15 below.

14. Just clarifying that the credit card payments are accepted for security badges and US custom fees only, no other goods or services?

Yes, only security badges and US custom fees.

15. Please expand *clearing* with Great American Financial Services, is this your gateway, what do they do for your processing? Are there statements?

Correction: POS terminal is the Livewire Kiosk. Transactions processed through the Livewire Kiosk go to the secure payment gateway, Freedom Pay. Freedom Pay gathers the information and allows staff to create batches and initiate

refunds if needed. The merchant processing company, First Nationwide, processes all credit card transaction fees through a first data platform. Yes, statements are provided monthly by First Nationwide. Moments, when the Kiosk is out of service, payments are taken through Paya. Physical payments are entered in an online portal by the office manager.