

# CITRUS RESEARCH BOARD

## REQUEST FOR PROPOSAL (RFP)

### Notice to Prospective Proposers

June 19, 2018

To Whom It May Concern,

You are invited to review and respond to this Request for Proposal (RFP), entitled:

### **RFP – Banking Services**

**Deadline for Submission of Proposals is July 31, 2018**

In submitting your proposal, please comply with these instructions.

Note that all agreements entered into with the State of California will include by reference General Terms and Conditions and Contractor Certification Clauses that may be viewed and downloaded at internet site [www.ols.dgs.ca.gov/Standard+Language](http://www.ols.dgs.ca.gov/Standard+Language).

In the opinion of the Citrus Research Board and the California Department of Food and Agriculture, this RFP is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, the contact person for this RFP is:

Kelly Salinas  
Manager of Finance & Accounting  
Citrus Research Board  
Email: [kelly@citrusresearch.org](mailto:kelly@citrusresearch.org)

Please note that no information given will be binding upon the State unless such information is issued in writing as an official addendum.

Gary Schulz  
President



CITRUS RESEARCH BOARD  
REQUEST FOR PROPOSALS  
Banking Services

**Background Information**

**Citrus Research Board Budget and Activities**

The California Citrus Research Board, hereinafter referred to as “CRB”, is organized under the authorities of the California Marketing Act, referred to here as the “Act” (Chapter 1 of Part 2, Division 21 of the California Food and Agricultural Code). The CRB has been in existence since 1968, and the specific authorities governing its activities are contained in the grower-approved California Citrus Research Program (the “Order”) under the direction of the California Department of Food and Agriculture (CDFA). During the existence of the CRB, it has utilized assessments provided by California citrus growers to fund production research, variety development, quality assurance, clonal protection, pest & disease control functions, public education and interaction. The CRB also receives federal grant monies to fund research projects.

Assessments provided by California Citrus Growers in the 2017-18 season are at a rate of 5.3 cents per 40-pound box of citrus. This assessment generates approximately \$9.7 million per year in addition to outside grants received of \$3.8 million. The Board currently has \$3 million in reserves for a total budget of \$16.5 million.

**Board of Directors**

The CRB operates under the oversight of the Secretary of Food and Agriculture. All actions taken by the CRB are subject to approval by the Secretary.

The CRB has a board of directors composed of 20 members that are citrus producers from three different districts throughout the state and one public member who is not employed within the citrus industry. The Board officers include a Chair, Vice Chair, and Secretary/Treasurer. There is a nine-member Executive Committee composed of the three officers, and six additional Board members.

**Staff**

The CRB has a staff of 18 including the President, 6 senior managers and 11 staff.

## **Basis for Request for Proposals**

The Citrus Research Board (CRB) is seeking competitive proposals for various banking services. It is the CRB's goal to receive accurate, timely depository and account maintenance services, maximize the utilization of idle funds, minimize risk of loss, receive sound investment and banking service advice, utilize modern electronic and automated banking options and to accomplish these at the lowest reasonable cost.

## **Minimum Eligibility Requirements**

To assure a close working relationship, facilitate available services, and support local business, the CRB requires that the banking institution have a branch with full service capabilities located in Visalia, CA. The proposal submitted will become part of the final contract.

## **Scope of Banking Services**

### **1. Accounts Included**

General Banking Services will be conducted within one master bank account. Total CRB budget is approximately \$16.5 Million per year.

In the future, other accounts, either subsidiary to the General Account to stand-alone may be established according to the needs of CRB's finances.

### **2. Account Structure**

Disbursements for CRB accounts payable, whether by check, ACH or wire transfer will flow directly through the General Account.

The CRB reserves the right to open additional accounts as required during the contract period at the price proposed in this proposal provided the Awarded Bank is furnished notification at least thirty (30) days before implementation date.

### **3. Availability of Funds**

For the General Account, deposits will be made at the local branch as needed by a CRB employee or electronically through the digital check deposit system.

Availability of Funds will be based on the Awarded Bank's "availability schedule" Proposing banks are required to attach a copy of their current "availability schedule" to the proposal. Awarded Bank agrees to notify the Manager of Finance & Accounting, in writing, of any changes to the schedule.

Proposing bank should specify in their proposal the deposit requirements and commercial and retail deposit locations, including night deposit services and procedures.

#### **4. Online Banking and Reporting**

Proposing bank should describe their on-line payment process, including all capabilities and security measures that are in place for the protection of sensitive information.

The Awarded Bank will be required to provide the CRB with its available Internet banking software package. Use of the software by multiple (at least 2) CRB personnel will be included in the contract.

#### **5. Sweep Account Provisions**

If CRB chooses, the bank will be responsible for automatically sweeping the balances in all accounts daily to an investment option (i.e. money market fund). Describe the sweep options and, if a money market fund is used, provide a prospectus. The accounts will be swept to the compensating balance.

#### **6. Collateralization of Deposits**

Proposing bank must agree to obtain and maintain acceptable collateral sufficient to cover all anticipated time and demand deposits, above the FDIC insured limit of \$250,000. Securities used to pledge against time and demand deposits must be held in an independent third-party safekeeping institution outside the bank's holding company. The bank will execute a tri-party safekeeping agreement with the CRB and the Safekeeping bank for safekeeping of these securities. Collateral will be maintained at a minimum of 110% and marked to market at least once a month. Control will be shared jointly between the Awarded Bank and the CRB. Substitution will be approved by the CRB and not unduly withheld. Substitutions of collateral will be requested in writing and new collateral will be received before the existing collateral is released. The proposal will name the safekeeping bank for collateral.

#### **7. Account Reconciliation**

The CRB will provide its own account reconciliation services with specific item assistance from the Awarded Bank to clear up discrepancies that may occur. Awarded Bank shall provide, at minimum:

- a. Statement and detail reporting and printing capabilities as part of the online software,

- b. Access to images of checks cleared within the last 90 days as part of the online software,

## **8. Statement and Advice Frequency**

Monthly bank statements will be for the full calendar month and will be delivered to the CRB or available for download, within ten (10) business days after the end of the month.

A Monthly Service Charge Report for a particular month will be completed and delivered to the CRB or available for download within ten (10) business days after the end of the month.

## **9. Designated Account Executive**

The CRB requests that the proposing banks provide the name of a designated account executive, as well as an alternate. The designated account executives must have the authority to make timely decisions in the normal course of business on their own.

Resumes must be provided for all key account executives designated to service this account.

## **10. Employee Credit Cards**

The CRB assigns credit cards to several employees. Proposing banks should include any credit card services available as well as any fees or rewards that apply to these services.

## **11. Other Banking Services and Conditions**

- a. The CRB validates checks received with self-inking “For Deposit Only” stamps that contain the required information about the CRB’s General Account. Awarded Bank shall provide two such stamps at the start of the contract.
- b. No debit or credit memos required to adjust errors caused by the Awarded Bank will be charged to the CRB. All bank errors must be corrected within three (3) business days of notification by the CRB and be listed separately from any other transactions.
- c. Proposing bank should describe the requirements and deadlines for ACH transactions. The proposal should indicate when funds will be available in participating banks.

## **Proposed Fees for Service**

Proposing bank’s proposed price should be submitted separately and include a breakdown of all fees and services available. Any fees that may be waived should also be noted.

**References**

Please include a list of at least three references from past banking clients that the CRB may contact as part of our evaluation process. Please include the names, addresses, contact persons, and telephone numbers.

**Proposal Schedule**

All proposals are due by close of business on Tuesday July 31, 2018. The proposals will be evaluated, and the top Banking Institutions will be scheduled for an interview. The recommendation of the selected Banking Institution will be presented for Board approval on August 14, 2018.

**Contact Information**

Citrus Research Board: Kelly Salinas  
Manager of Finance & Accounting  
PO Box 230  
Visalia, CA 93279  
Email: [kelly@citrusresearch.org](mailto:kelly@citrusresearch.org)

Bank: Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
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Email: \_\_\_\_\_