



HARRIS COUNTY
APPRAISAL DISTRICT
Houston, Texas

RFP 2021-04

Depository Services
FOR THE
HARRIS COUNTY APPRAISAL DISTRICT
13013 NORTHWEST FREEWAY
HOUSTON, TEXAS 77040

Issued: September 15, 2021

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CALENDAR OF EVENTS

Target Date	Day	Event
September 17, 2021	Friday	RFP distributed to prospective financial institutions (First Advertisement of the RFP)
September 20, 2021	Monday	Second advertisement of the RFP
October 19, 2021	Tuesday	RFP responses due date (no later than 10:00 a.m.)
October 19, 2021	Tuesday	Public Opening and Reading of RFP's
	Time:	10:30 a.m.
	Location:	Harris County Appraisal District 13013 Northwest Freeway, Seventh Floor Houston, Texas 77040 Please call 713-957-7401 for directions
November 17, 2021	Wednesday	Board of Directors consideration of contract award
November 17, 2021	Wednesday	Execute Agreements
December 6, 2021	Monday	Begin implementation process
January 1, 2022	Saturday	New Bank Services Agreement period begins

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SCOPE & INTENT

I. INVITATION

The Harris County Appraisal District (hereinafter referred to as District) is accepting sealed proposals from banking corporations and other qualified public depositories to provide complete depository services as described in this document. The District desires to acquire depository services that represent the best value to the District. The District considers value to be a function of price and quality.

II. TERM OF CONTRACT

- a. The term of this agreement shall commence on January 1, 2022 and shall cease on December 31, 2023.
- b. This agreement is subject to annual renewed fiscal funding. If the District fails to appropriate funds to provide for annual renewal the District may cancel without termination charge, provided that the successful proposer receives written notice at least 30 days prior to the effective date stating the lack of funds as the reason for termination.
- c. The District and the Depository may agree to extend this contract for one additional two-year period in accordance with Section 6.09 of the Property Tax Code.

III. SUBMISSION OF PROPOSAL AND FORMAT

- a. Proposal documents must be submitted in duplicate and physically received no later than 10:00 a.m. on Tuesday, October 19, 2021 in the Purchasing Office of the District. Proposal documents may be mailed, but must be physically received in the Purchasing Office by the required date and time.

PHYSICAL ADDRESS

Attn: Tammy Argento
Purchasing Manager
Harris County Appraisal District
13013 Northwest Freeway
Houston, Texas 77040

MAILING ADDRESS

Attn: Tammy Argento
Purchasing Manager
Harris County Appraisal District
P O Box 920975
Houston TX 77292-0975

- b. The statement **RFP #2021-04 ENCLOSED** must be indicated on all proposal envelopes. If a proposal is not adequately identified, it will be opened to establish identification and will be processed as any other proposal. However, this results in an unsealed proposal and violates the integrity of purpose for the sealed proposal procedure. Consequently, proposers are urged to make certain the envelope is adequately identified.

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- c. Proposals not physically received in the Purchasing Office by the required date and time, as evidenced by the Purchasing Office date and time stamp, will be returned unopened provided the proposer's envelope is properly identified with the return address. If the proposer's envelope is not properly identified, it will be opened to identify the proposer and/or obtain the address before it is returned.
- d. All proposal documents timely received will be taken to the 7th floor board room for a public opening and reading at 10:30 a.m. on Tuesday, October 19, 2021.
- e. Any general questions pertaining to this proposal should be directed to Tammy Argento, Purchasing Manager, (713) 957-7401. Any technical questions pertaining to the requirements of this proposal should be directed to Theresa Paul, Chief Financial Officer, (713) 957-7469.
- f. All proposals are subject to the General Conditions and Requirements as stated in this document. The District reserves the right to reject any or all proposals or accept the proposal deemed most advantageous to the District. A contract will be awarded subject to the approval of the District Board of Directors. The District reserves the right to terminate the contract should your company be acquired by or merged with another company during the contract term.
- g. The District was created pursuant to the provisions of Chapter 6 of the Texas Property Tax Code and the District's functions, authorities, and responsibilities are those prescribed therein for appraisal districts.
- h. Chapter 2252.152 of the Government Code provides that any governmental entity may not enter into a governmental contract with a company that is identified on a list prepared and maintained under Section 806.051, 807.051, or 2252.153. Therefore, if this proposal is signed by the Bidder, this serves as an agreement with the statement.
- i. Chapter 2270.002 of the Government Code provides that any government entity may not enter into contract with a company for goods or services unless the contract contains a written verification from the company that it:
 - a. Does not boycott Israel; and
 - b. Will not boycott Israel during the term of the contract.

This proposal, if signed by the Bidder, serves as an agreement with the above two statements.

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**FAILURE TO COMPLY WITH THESE
GENERAL CONDITIONS AND REQUIREMENTS
MAY RESULT IN PROPOSAL BEING DISQUALIFIED
GENERAL
CONDITIONS OF PROPOSAL**

I. PROPOSALS

- a. All proposals must contain properly completed *Proposal Response Sheets* (pages 18 through 22 of this document) furnished by the Purchasing Office, with supporting material attached. Each proposer is requested to submit any further concessions or services, it may want to offer the District, and is invited to make any comments relating to further consideration in selecting a depository for the District.
- b. All proposals must be written in ink or by typewriter, inkjet printer, or laser printer. Pencil quotations will not be considered. Proposals must be filed in duplicate and both copies must be manually signed.
- c. Proposals should show net prices, extensions and net total. In case of conflict between unit prices and extension, the unit price will govern.
- d. This proposal must not be altered. Any erasure or alteration of inquiries may invalidate the proposal on the item on which the erasure or alteration is made.
- e. Quotations will not be considered in cases where proposer quotes more than one price on an item, except where alternate proposals are expressly called for.
- f. All variances from the District's conditions and/or requirements, no matter how slight, must be indicated on the *Proposal Response Sheet*. Otherwise, it will be assumed that your proposal fully complies with the District's conditions and requirements as defined in this document.
- g. Withdrawing a proposal is permissible if such request is received, from the proposer, by the Purchasing Office prior to the proposal opening date and time. All such requests must be typewritten or in ink, manually signed in ink by a responsible officer or employee of the firm, and title of the officer or employee must be shown.
- h. All proposals must show the full name of firm proposing, with the name printed in ink.
- i. All proposals must be signed, in ink, by a responsible officer of the firm and title of the officer must be shown. Obligations assumed by the signature must be fulfilled.
- j. All proposals must be notarized by a bonded notary public.

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- k. Any deviation from these conditions and requirements must be approved in writing by the District.
- l. A copy of the proposer's audited financial statements for the most recent fiscal year must be included with each proposal.
- m. A copy of the proposer's current call report.
- n. A narrative statement regarding any recent or foreseen merger or acquisition.
- o. A copy of the proposer's corporate or foundation giving policy.
- p. A narrative statement of proposed procedures for implementation of the agreement with a January 1, 2022 commencement date must be included with each proposal.
- q. Proposers are invited to be present at the opening of proposals.
- r. Proposals transmitted by facsimile, or otherwise electronically, are not acceptable.
- s. This request for proposal does not commit the District to enter into any formal or informal depository services arrangement, or to incur any costs related to the preparation of a response. All cost for preparation and submission of proposals is the responsibility of the proposer.

II. PRICING

- a. No change in price will be considered in the award of proposals, and all quotations must be on a net basis.
- b. Cash discounts will not be considered in the award of proposals, and all quotations must be on a net basis.
- c. All prices quoted in the proposal must be firm for the term of agreement.
- d. All proposals must include all costs that will be billed.

III. TAXES

- a. The District is exempt from the Federal Excise and Transportation Tax, and the limited Sales and Use Tax.
- b. Unless the proposal form or requirements specifically indicate otherwise, the price proposal must be net exclusive of above-mentioned taxes and will be so construed.

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IV. EVALUATION & AWARD

- a. All proposals will be evaluated using the same requirements and criteria.
- b. No depository having or having had a depository agreement with the District will be given more consideration than any other proposer.
- c. During any part of the proposal process, from preparation of request for proposal through the issuance of an agreement, the District Purchasing Office reserves the right to seek any additional information, clarification, and/or verification deemed necessary to render a reasonable responsive evaluation, and recommendation to the District's Board of Directors.
- d. Evaluation will determine the ability of the depository to provide the most efficient service in the most economical method for the District. Other criteria will include pricing in all respects, quality of service, availability of service, and meeting of all requirements.
- e. The District will evaluate and make award of proposals based on the lowest and best proposal that meets or exceeds the requirements.
- f. The District reserves the right to consider and make award of proposals on services of similar nature that will in all respects serve the purpose for which the services are being acquired. The District reserves the right to be the sole judge as to whether such services will serve the purpose.
- g. The District reserves the right to consider and make awards for the best interests of the District.
- h. The District reserves the right to accept in whole or in part any proposal or proposals submitted that offer the most favorable terms and conditions for the handling of the District's funds, to reject any or all proposal or proposals in whole or in part, or to waive any informalities for the best interests of the District.
- i. Contents of the selected proposal and all conditions and requirements of the request for proposal are contractual obligations.
- j. Proposals are customarily referred to the Purchasing Office for recommendations. Wherever possible, such recommendation will be made in time to permit the District Board of Directors to award the proposal at its next scheduled meeting on Wednesday, November 17, 2021 at 9:30 a.m.
- k. A purchase order will be issued to the successful proposer(s) upon award of the proposal.

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- l. Upon awarding the proposal, a tabulation of proposals will be available for public inspection in the Purchasing Office. To schedule a time to view such record(s) call (713) 957-7401.

V. PATENTS

- a. The contractor agrees to indemnify and save harmless the District, the purchasing agent, and her assistants from all suits and actions of every nature and description brought against them or any of them, for or on account of the use of patented appliances, products or processes and he shall pay royalties and charges which are legal and equitable.
- b. Evidence of such payment or satisfaction shall be submitted, upon request of the Purchasing Office, as necessary requirement in connection with the final estimate for payment in which such patented appliances, products or processes are used.

VI. CANCELLATION

- a. Cancellation of the agreement by the depository must be submitted in writing to the District's Purchasing Office 120 calendar days prior to the effective date.
- b. Cancellation of the agreement by the District must be submitted in writing to the depository 90 calendar days prior to the effective date.

VII. SEVERABILITY

If any section, subsection, paragraph, sentence, phrase, or work in this request for proposal shall be held invalid, such holding shall not affect the remaining portions of this request for proposal and it is hereby declared that such remaining portions would have been included in this request for proposal as though the invalid portion had been omitted.

VIII. CONDITIONS PART OF PROPOSAL

The General Conditions of Proposal defined herein shall be a part of the attached proposal.

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REQUIREMENTS OF PROPOSAL

I. SERVICES

It is the intent of this request for proposal to secure a contract for providing depository services to the District. Qualified depositories, as defined in *Item 3* of these requirements, are requested to submit proposals to provide depository services as defined in this request for proposal. *Items 4* and *5* of these requirements detail the services to be provided to the District. These services are separated into three categories, as follows:

- a. Required Services: These are services, listed in *Item 4*, that must be provided by the selected depository. Except for non-substantial deviations or acceptable alternatives, all services listed in this section are mandatory.
- b. Optional Services: These are services, listed in *Item 5*, that the District may desire to use depending on the availability, quality, and price of the service offered. Proposals are not required to address any of these optional services in order to be considered an acceptable proposal. However, final selection of the successful proposer may be based on the ability of the depository to provide these services at an acceptable price as determined by the District.

II. DEPOSITORY AGREEMENT

The depository will be required to execute a written depository agreement with the District incorporating the conditions and requirements of this document, and the depository's response to this request.

III. DEPOSITORY QUALIFICATIONS

- a. The minimum qualifications of proposing depositories are as follows:
 1. Must be a Federal or State of Texas Chartered, with depository facilities within Harris County, Texas. If the headquarters of the depository is not located within Harris County, Texas, the branch depository located within Harris County, Texas must be capable of providing the full range of depository services required by this request for proposal, in the sole judgment of the District.
 2. Must be a qualified public depository approved by the District Board of Directors to accept District deposits.

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3. Must be a member of the Federal Reserve System or affiliated with a member of the Federal Reserve System.
 4. Must comply with Federal, State, and City laws, ordinances, rules, and regulations regarding nondiscrimination in employment.
 5. Must comply with the Public Funds Investment Act, Chapter 2256 of the Texas Government Code as amended.
- b. In order to comply with these five items, a proposer may provide direct documentary evidence of qualification, or a letter citing each item and certifying that the depository meets the minimum qualifications in each case.

IV. REQUIRED SERVICES

a. OVERVIEW OF THE DISTRICT'S DEPOSITORY NEEDS

1. The District has determined that the services listed in this section are the minimum necessary to support its cash management system. The District's cash management system is summarized in *Exhibit A*.
2. The District maintains two major demand deposit accounts, both of which are a "Zero Balance Account" (ZBA) funded from or swept to the Concentration Account:
 - A. Vendor Payment Account: All payments to vendors are drawn on this account.
 - B. Payroll Account: All payroll checks (including direct deposit transactions) are drawn on this account.
3. The District maintains one (1) main interest-bearing time deposit account:
 - A. Concentration Account: This account receives all District deposits. It also supplies funds via manual transfer (to comply with restrictions on non-teller withdrawals) to the Vendor Payment and Payroll accounts to cover their estimated daily check clearance and outgoing wire transfer activity. Interest is paid on the collected end-of-day balance.
4. The proposer may offer alternatives to the above relationships between the ZBA demand accounts and the mechanics of the Concentration Account, provided that detailed description on the operating and limitations of such alternative account structure is included with the proposal response.

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5. The District maintains other accounts to allow for appropriate control of non-General Fund monies. These accounts use wire transfers and ACH transactions only (no printed checks). There are between four (4) and six (6) of these accounts active at any point in time. These accounts should earn interest at the same rate as the concentration account.

b. CONCENTRATION ACCOUNT

1. Type and Use of Account - The District maintains a cash concentration account into which District receipts will be deposited.
2. Availability of Funds Deposited - The availability of collected funds will be determined on the following schedule:

Coin & U.S. currency	Same Day
Items drawn on the depository	Same Day
Wire transfers	Same Day
ACH credits	Same Day
Items on local banks	Same Day or Next Day
Other items	Federal Reserve Availability Schedule

The above schedule shall be the minimum clearing schedule for deposits made at the depository or at any of its branches prior to 5:00 p.m. each day. Proposers may offer any schedule that is faster than the above schedule. The depository will supply the District with a copy of the depository's most recent Fed Availability Schedule or their own faster schedule, as it changes from time to time.

3. Interest-Bearing Accounts - The District uses interest bearing checking accounts. The proposing bank should provide information of interest rate formulas and calculations, and any alternate interest earning options.
4. Balance Reporting - The District requires on-line balance reporting for daily access to its account balance information. The minimum information to be contained in the electronic reporting should be for the previous business day and include ledger balance, collected balance, one-day float amount, two-day float amount, total credits, total debits, and detail debits and credits. Historical information should be maintained on-line for two months.
5. Computerized Transactions - The District requires a proprietary banking or internet-based system to initiate various transactions. Transactions include repetitive wire transfers, ACH transfers, direct deposit, stop payments, digital deposits, and internal fund/account transfers.

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6. Positive Pay and Account Reconciliation – The District utilizes positive pay services accompanied by full or partial account reconciliation services for its most active accounts. The bank would only honor those District issued checks that are pre-authorized through the positive pay system. Positive Pay files are transmitted electronically.
7. Bank Statements – Statements shall be rendered within four (4) working days after the close of calendar month. The statement shall include debits and credits made on the last day of the period and the detail items. Bank statements should be received on a monthly basis, even if there is no activity for the account. The statement should include a paid item listing and reconciliation diskette for the Vendor and Payroll Accounts. The District would like the option of receiving a CD containing its checks and deposit slips electronically imaged.
8. Collateralization – The balances maintained in all accounts must be collateralized in the same manner and under the same stipulations as outlined in the Collateral Requirements section. The maximum ledger balances are estimated to be \$15,000,000 in the aggregate. The average balances have been approximately \$5,000,000. The District anticipates managing future average balances closer to \$5,000,000.
9. Research – The District requests that all research requests be responded to within three business days of the request.
10. Safekeeping and Security Clearance – The District requires security clearance and safekeeping services for the District’s investment securities. The Bank will propose procedures for security clearance, including time deadlines for purchase authorization notification and methods of notification. The Bank will provide information as to the type of account the securities are held and cleared through.
11. Branch Banking Deposits: Proposers shall include a list of branch locations, within Harris County, Texas, and the times that the depository will accept deposits for same day credit at all listed branches.
12. Returned Items: The District will require that returned items be automatically re-deposited the first time.
13. Vendor ACH Payment System – The District is planning to implement a vendor ACH payment system with appropriate blocking security. The Bank will provide information and pricing related to this service option.

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14. Credit and Debit Card Payments – The District is evaluating accepting payment through use of credit and debit cards for certain charges and service fees. The Bank will provide information and pricing related to this service option.

15. Federal Tax Payment – The District processes Federal Income Tax withholding and payment services through EFTPS (Electronic Federal Tax Payment System). The Bank will provide information and pricing related to this service option.

c. VENDOR PAYMENT ZBA ACCOUNT

1. Type and Use of Account: The District maintains a zero-balance checking account from which all vendor disbursements are paid.

d. PAYROLL ZBA ACCOUNT

1. Type and Use of Account: The District maintains a zero-balance checking account from which all payroll checks (including direct deposit) are written.

e. COLLATERAL REQUIREMENTS

1. The depository, in order to fully and completely protect the funds of the District, shall deposit and pledge at the Federal Reserve Bank of Dallas - Houston branch or another approved third party bank "approved securities" having a market value or face amount (whichever is less) equal to or greater than 102% of the District funds on deposit in the depository (less applicable FDIC insurance coverage), and maintain said deposit and pledge at all times during the term of this contract. "Approved securities" refer to only securities and corresponding safekeeping receipts approved by law to secure the deposits of counties in this state. By District policy "approved securities" shall mean only U.S. Treasury Bonds, U.S. Treasury Bills, U.S. Treasury Notes, and agency securities.

2. The selected bank and the custodial bank shall provide the District a report of securities pledged at the end of each month or at any time requested by the District.

The report should reflect the total pledged securities itemized by:

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Name
Type / Description
CUSIP
Par Value
Market Value
Maturity Date
Rating by Moody's or Standard & Poor's

3. The depository may substitute "approved securities" in the pledge account so long as the total amount of securities pledged is adequate as outlined above.
4. Releases of securities from the Federal Reserve Bank or other third-party bank must have the written approval of the District's chief financial officer, or assistant chief financial officer.
5. The Board of Directors or designated committee of the selected bank will be required to provide a resolution of certification approving the commitment and delivery of the collateral to the safekeeping institution not later than five days before the commencement of the contract period.

f. DIRECT DEPOSIT OF PAYROLL

The District provides direct deposit to its employees. The District has approximately 900 employees with bi-weekly payrolls on Fridays. Participation in the direct deposit service is mandatory. The bank must provide the capability for the District to utilize "Direct Deposit" payroll processing.

g. INVESTMENT SERVICES

Securities Safekeeping: The depository will be required to safekeep all securities purchased by the District. The District will require a safekeeping receipt be issued and delivered to the District within one (1) business day after receipt of securities. A monthly statement (Security Status Report) must be received by the District showing the amount of each Treasury Bonds, Notes, and Bills held in safekeeping at month end with sufficient information to get a Wall Street Journal quote on the market value of the security.

1. Overnight Investments of All Collected Funds: The District requires that all collected funds at the end of each day be invested overnight.

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- A. The "Daily FED Funds Effective Rate" is defined as the average of all rates during the day, weighted for the volume of trades occurring at each rate, as found in the Federal Reserve Publication "Selected Interest Rates" H.15(519).
- B. The "Earnings Credit Rate" used to calculate monthly compensating balance requirement will be the average of the daily FED funds effective rate for the prior month.
- C. The depository will "automatically" handle the overnight and weekend investment of the District's excess cash. All interest earned on overnight investments will be automatically accrued, on a daily basis, to each District bank account. This interest will be credited to the accounts at month end.

2. Other Investments:

- A. An investment confirmation, signed by an officer of the depository, will be issued and delivered to the District on the day the account is charged for each purchase.
- B. On the maturity date of the agreement, the original investment amount and interest will be credited to the concentration account.
- C. A form (essentially a duplicate of the original investment confirmation) will be delivered to the District, evidencing the investment maturity and the amount of interest earned.

h. RESOURCE PERSONNEL

The depository shall identify personnel who are available to answer questions pertaining to transactions that require detailed explanation and an officer(s) with overall responsibility for the accounts.

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V. OPTIONAL SERVICES - Response to these requests are not mandatory.

Deposit Slip

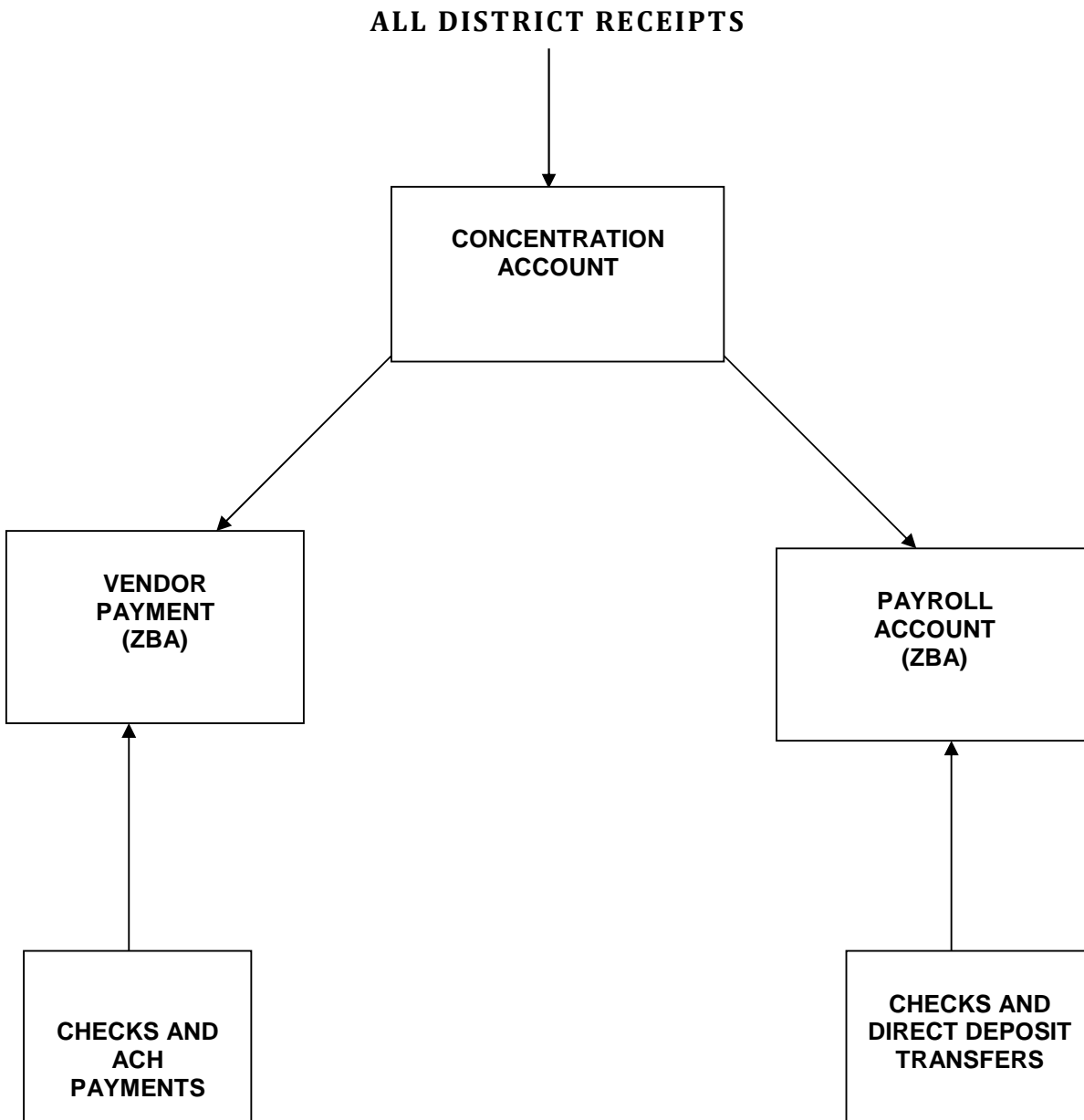
The deposit slip shall be a 2-part carbonless 20# MICR. Order of paper: part 1 - white, part 2 - yellow. Each part shall measure 8-1/2" wide x 3-7/16" high. All parts shall be glued in common left stub, measuring 7/8" wide. All parts will have MICR routing and account numbers. All printing shall be with black ink, and black magnetic ink coding at bottom.

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EXHIBIT A

**CONCENTRATION
ACCOUNT**



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PROPOSAL RESPONSE SHEET 1 OF 5

	ESTIMATED ANNUAL UNITS	UNIT COST	ESTIMATED ANNUAL COST
I. CONCENTRATION ACCOUNT SERVICES			
Deposits per year	600	\$ _____	\$ _____
Numbers of Deposit Stock per year	50	\$ _____	\$ _____
Monthly Statements	12	\$ _____	\$ _____
Returned Items	15	\$ _____	\$ _____
Wire Transfers:			
Incoming	50	\$ _____	\$ _____
Outgoing			
Automated	100	\$ _____	\$ _____
Manual	100	\$ _____	\$ _____
Account Maintenance	12	\$ _____	\$ _____
NSF Charges	0	\$ _____	\$ _____
Cash Management Software 12 months		\$ _____	\$ _____
SUB-TOTAL FOR CONCENTRATION ACCOUNT			\$ _____

II. VENDOR PAYMENT ZBA ACCOUNT SERVICES

Checks Paid per Year	3,000	\$ _____	\$ _____
Annual Paid Checks	3,000	\$ _____	\$ _____
Listing Tape, and Exceptions Listing			

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PROPOSAL RESPONSE SHEET 2 OF 5

	ESTIMATED ANNUAL UNITS	UNIT COST	ESTIMATED ANNUAL COST
Monthly Statements	12	\$ _____	\$ _____
Stop Payments			
Automated	0	\$ _____	\$ _____
Manual	18	\$ _____	\$ _____
Account Maintenance	12	\$ _____	\$ _____
Zero Balance Transactions	250	\$ _____	\$ _____
SUB-TOTAL FOR VENDOR PAYMENT (ZBA) ACCOUNT			\$ _____

III. PAYROLL (ZBA) ACCOUNT SERVICES

Checks Paid per Year	20	\$ _____	\$ _____
Direct Deposit Transactions	30,000	\$ _____	\$ _____
Annual Paid Checks	20	\$ _____	\$ _____
Listing Tape, and Exceptions Listing			
Monthly Statements	12	\$ _____	\$ _____
Stop Payments			
Automated	0	\$ _____	\$ _____

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PROPOSAL RESPONSE SHEET 3 OF 5

	ESTIMATED ANNUAL UNITS	UNIT COST	ESTIMATED ANNUAL COST
Manual	0	\$ _____	\$ _____
Returned Items	5	\$ _____	\$ _____
Account Maintenance	12	\$ _____	\$ _____
Zero Balance Transactions	120	\$ _____	\$ _____
Reporting/Confirmation of Direct Deposit Information	52	\$ _____	\$ _____
SUB-TOTAL FOR PAYROLL (ZBA) ACCOUNT			\$ _____

IV. INVESTMENT & SAFEKEEPING SERVICES

Securities Clearance/Safekeeping ^{2 to 4} Approximately: \$5,000,000 Treasuries		\$ _____	\$ _____
Other Charges:			
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
SUB-TOTAL FOR INVESTMENT & SAFEKEEPING			\$ _____

V. OTHER REQUIRED SERVICES

Monthly Services Billing	12	\$ _____	\$ _____
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VI. EARNINGS CREDIT RATE ON BANK ACCOUNTS

Earnings Credit Rate: Plus or Minus (*circle one*) _____ basis points as defined in paragraph 3.A on page 13

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PROPOSAL RESPONSE SHEET 4 OF 5

VII. REQUIRED ATTACHMENTS (Please attach in the order requested):

- 1) Monthly account analysis statement that will be provided to the District, and indicate any capability to provide the information electronically.
- 2) Schedule and detailed explanation of funds availability, showing both time and day of availability, and specify the institution location to which the availability is applicable.
- 3) Explanation of the institution's policy and methodology used in setting rates paid on interest bearing accounts and account analysis earnings credit. Indicate if they are based on a market rate such as T-Bill discount or yield rate, or the federal funds rate, etc., and when the rates are changed. Also, please provide a historical schedule of rates paid.
- 4) Custody Agreement clearly stating that the Custodian is instructed to release the collateralized securities to the District if the District has determined that the selected bank has failed to pay on any accounts, including but not limited to matured investments in Certificates of Deposit, or the District has determined that the District's funds are in jeopardy for any reason, including but not limited to involuntary closure or change in ownership. The Custody Agreement shall have signatures and be executed by the Custodian, the selected bank, and the District.
- 5) Latest annual financial statements, the most recent quarterly F.D.I.C. call reports, and the Uniform Bank Performance Report for the latest fiscal year end.
- 6) Information describing the institution's security measures to prevent fraud and unauthorized electronic and non-electronic transfers, and protect the integrity of computer banking services and internal computer systems.
- 7) Technology specifications for use of all proposed electronic systems and services.
- 8) Sample of monthly Safekeeping Account statement.

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PROPOSAL RESPONSE SHEET 5 OF 5

I/WE HEREBY PROPOSE to provide the services proposed within this document and if awarded a portion or all of this proposal, do agree to abide by the conditions and requirements herein, except as noted below under *EXCEPTIONS AND CONDITIONS OF THE PROPOSER*. Any deviation from the conditions and requirements must be noted on the proposal sheet for that item referenced below.

EXCEPTIONS AND CONDITIONS OF THE PROPOSER

Condition and/or requirement deviation notations appear on proposal item numbers:
If none, so state.

NAME OF INSTITUTION SUBMITTING PROPOSAL (*Print or Type*) _

CHARTER DATE

STREET ADDRESS (*Print or Type*)

CITY, STATE AND ZIP CODE (*Print or Type*)

EMAIL ADDRESS (*Print or Type*)

PHONE NUMBER (*Print or Type*)

FAX NUMBER (*Print or Type*)

NAME & TITLE OF PERSON SUBMITTING PROPOSAL (*Print or Type*)
(*Officer of the Institution*)

SIGNATURE OF PERSON SUBMITTING BID

SUBSCRIBED AND SWORN to before me this the _____ day of _____ 2021.

Notary Public,

State of _____