



REQUEST FOR PROPOSAL (RFP): BANKING SERVICES

The Sacramento Children's Home (SCH) invites you to submit a proposal for banking services.

Additional information about our organization, project & scope of services are provided in subsequent pages.

Questions Regarding RFP

Inquiries concerning this RFP should be submitted to RFP@kidshome.org.

Submission of Proposals

Documents must be submitted in PDF format via e-mail to RFP@kidshome.org by 5:00 p.m. on Friday, April 5, 2024.

After reviewing proposals, select bidders may be invited to introduce their account team and provide a demonstration of their online portal and other information.

Award of Contract

SCH intends to award a contract by May 15, 2024 with the goal of full account functionality by May 31, 2024. All candidates will be informed of a decision by May 20, 2024.

Note

All costs related to the submission of this RFP must be assumed by the submitting contractor/firm. No expenses will be reimbursed.

SECTION I. Organizational Overview & Introduction

Sacramento Children's Home, Inc. (SCH) is Sacramento County's oldest private 501(c)(3) not-for-profit organization dedicated to serving children and families at risk. All of the service operations provided by SCH have been accredited by the Council on Accreditation.

Originally founded as an orphanage in 1867, SCH has changed with the times and the needs of the community. Today, the SCH programs throughout Sacramento County provide diverse services for children and their families, all designed toward our mission of, "Opening doors to the future by maximizing the potential of children and families."

In order to fulfill that mission, SCH provides a broad range of resources for families including: Family Support Services through three Family Resource Centers as well as two Crisis Nurseries; STRTP Residential Treatment/Wraparound Program; Educational Services; and Mental Health Clinical Services.

SCH currently maintains one operating account and one line of credit account with a large national bank. SCH is looking to move their operating account and line of credit to a bank or credit union that can offer a similar range of services with local support, local branches and has a proven track record of supporting nonprofits in the Sacramento region.

SECTION II. Scope of Work

SCH seeks to contract with a local bank or credit union for full-service banking functions for our 501(c)(3) organization.

A. Financial Structure

The organization's current financial profile is as follows:

- Annual budget: \$26.7M
- Revenue mix:
 - Government grants: 88%
 - Contributions & sponsorships/Community Philanthropy: 10%
 - Other revenue: 2%
- Major expenses:
 - Salaries and Benefits: 80%
 - Operating expenses: 13%
 - Other program expenses: 7 %
- For more information please see SCH's financial audit report:
<https://www.kidshome.org/wp-content/uploads/2018/07/SCH-2023-Final-Audit-Report.pdf>

Other aspects relevant to the organization's operations & financial management:

- Cost allocations & grant-reporting are a significant focus of our accounting process
- Workforce (e.g., 280 FTE) necessitates careful attention to maintain appropriate segregation of duties and internal controls
- Use of online tools include:
 - Web-based merchant services portals
 - Online time-tracking & payroll (Paycom)
 - Blackbaud FE NXT / Raiser's Edge for Accounting and Fundraising
 - Online Accounts Payable and Corporate credit cards (Regions Bank, Paymerang and Bill.com)

B. Required Services and Capabilities

The bank/credit union selected will be responsible for providing the following services:

- Operating accounts (Checking savings, and credit accounts) – SCH is interested in seeing various options:
 - Interest bearing checking account. SCH currently utilizes a government money market sweep account.
 - Laddered Bonds/CD solutions; CDARS; IDC/MMAX account with the idea of leveraging FDIC protection
 - Wires In/Out via online portal
 - ACH In/Out via online portal
 - Line of Credit ~\$2.5M
- Online banking services
 - Full online capabilities including positive pay and fraud filter (see table below for full list of services and volumes that SCH currently utilizes)
 - Ability to have multiple user accounts with access and permissions determined on a by-user basis
 - Ability to auto-pay vendor accounts with user based permissions
 - Online statements delivered within 3 business days of month-end

C. Account Activity

- SCH's operating account fluctuates between \$3M and \$5M per month. The following service details are intended to provide a scope of services that SCH currently utilizes with their existing bank:

Service Volume	
Sample volume from Jan 2024	
Description	Monthly Volume
Branch Deposit	2
Cash Deposited in WF Branch	21
Cash Order Fee in WF Branch	1
Rolled Coin Furnished by WF Branch	1
Currency Furnished by WF Branch	2600
Positive Pay Exception-Online Image	4
Positive Pay Exception-Checks Returned	1
Positive Pay Exception-Item	1
Positive Pay Checks with No Issue Record	1
ARP Aged Issue Records On File-Item	1
ACH Fraud Filter Review - Item	3
Wire In Draw Down Response - USA Acct	2
Prev Day Base Per Acct Per Report	1
Mutual Fund - Sweep - Month Base	1
Mutual Fund - Sweep - Electronic	1

SECTION III. Proposals

Those wishing to submit proposals for this contract should carefully review & submit the following information:

A. General Information

- Name of financial institution
- Individual or team that would be assigned to the banking relationship
- Title(s)
- Mailing Address
- Telephone Number
- E-mail

B. Organizational Overview & Qualifications

- Describe the financial institution, including history & scope of practice
- Identify key measures of financial strength, including any applicable ratings, and mix of FDIC insured deposits
- Provide copies of two most recent annual financial reports
- Provide ownership information, including a statement of any recent or foreseen mergers and/or acquisitions.

C. Services and Fees

Describe the services available to meet the needs outlined above (Sec. II) as well as any and all associated fees, minimum balances, interest rates, etc. Include details on sweep account options and, if a money market fund is used provide a prospectus.

- Provide a brief description of the online reporting services offered, including sample reports, and a sample monthly statement
- Provide a brief explanation of your commitment implementing new technologies
- Regarding the financial institution's depository agreement, provide any information or graphs illustrating different accounts or highlighting particular features.
- Provide information about the team that would be servicing the account including names, office location, and qualifications.

D. Corporate Social Responsibility

- Describe the ways in which the financial institution is making impacts in the Sacramento Community.

E. References

To the extent possible, please provide contact information for three (3) specific professional references including at least two (2) non-profit clients, for whom the financial institution has provided similar banking services.

SECTION IV. Selection Criteria

SCH's decision to select a candidate will be based on, but not limited to, the following priorities:

- Availability and costs of required services
 - Local support and local branch
 - Investment/Sweep Yield
 - Ability to customize online experience based on user
 - Commitment to social responsibility
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SECTION V. Additional Terms

A. Applicant Rights

All materials submitted in response to this RFP become the property of SCH upon delivery & shall be appended to any formal documentation, which would further define or expand the contractual relationship between SCH & the contracted vendor. Each applicant, as an express condition for SCH's consideration of such proposal, agrees that the contents of every other proposal submitted by other applicants with respect to this RFP are confidential, proprietary & trade secret information in all technical areas, and waives any right to access such proposals during the RFP process. No submissions or supporting documentation will be returned to the submitting applicant. Neither party shall be liable for disclosures that are required by law.

B. Conflict of Interest

Proposing contractors/firms are asked to identify any conflicts of interest in serving SCH and to clarify, if applicable, how conflicts will be managed/mitigated to ensure the best interests of SCH are met.

C. Reservation of Rights

This RFP does not commit SCH to award a contract, to pay any costs incurred in the preparation of the proposal to this request, or to contract for services. SCH reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified contractor or firm, or to cancel in part or in its entirety this RFP if, at the sole discretion of SCH, the organization determines that it is in its best interest to do so.