County of Roanoke

FINANCE DEPARTMENT
PURCHASING DIVISION

5204 Bernard Drive SW, Suite 300 F
Roanoke VA   24018
(540) 283-8146

February 16, 2018

Banking Services for Roanoke County

RFP # 2018-063

ADDENDUM NO. 3

Answers to Vendor Questions
Revised Appendix A
Update of Project Contact

Due Date & Time:
March 2, 2018, 2:00 PM
(Local Prevailing Time)

RFP # 2018-063
BANKING SERVICES
ADDENDUM NO. 3

1. **Update of Project Contact**
   Please note that the Purchasing Division contact for this Request for Proposals is hereby changed from Kate Hoyt to Heath Honaker. Any questions or other communication regarding this RFP should be directed to:

   Heath Honaker, Purchasing Manager
   5204 Bernard Drive, Suite 300-F
   Roanoke, VA 24018
   Phone: (540) 283-8146

2. **Vendor Questions**

   a. In order to provide an accurate compensating balance, can you provide the volumes of an average month of services utilized in your cost analysis? The calculation worksheet only lists out a few of the volumes being utilized.
   A revised copy of Appendix A to RFP 2018-063, showing average volumes, is available for download in Excel format.

   b. Can the County provide samples of current lockbox payment coupons utilized by the County?
   Please see Attachment A to Addendum No. 3.

   c. Can the County provide the lockbox AR file formats that are uploaded directly into the County system from the lockbox?
   Please see Attachment B to Addendum No. 3.
   Please note that Roanoke County uses the MUNIS Standard Lock Box Layout.

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Attachment A
Addendum No. 3 to IFB 2018-063

Sample Image of Lockbox Payment Coupon

Return This Portion With Your Payment

Roanoke County, F. Kevin Hutchins, Treasurer

2017 Real Estate Tax Statement

Year	Receipt#	Bill #	Parcel ID	Bill Date	Amount Due
2017	000160218	2837077	087.08-99-12.00-2003	6/5/2017	$2,166.87

BLANKENSHIP MARY SUE HOLLAND
35371 MEADOW PATK CIR
WILDOMAR, CA 92595

Make Checks Payable:
County of Roanoke, Treasurer

Remit To:
F. Kevin Hutchins, Treasurer
County of Roanoke, Virginia
P.O. Box 791269
Baltimore, MD 21279-1269

A LATE PAYMENT PENALTY OF 47.14 WILL BE ADDED IF PAID AFTER 6/5/2017
INTEREST WILL BE CHARGED ON TAXES AFTER DECEMBER 31, 2017

208201720283707730000026382940000216873

Return This Portion With Your Payment

Roanoke County, F. Kevin Hutchins, Treasurer

2017 Personal Property Tax Statement

Year	Receipt#	Bill #	Property ID	Due Date	Amount Due
2017	000088915	5705819	61912	5/31/2017	$746.77

BLANKENSHIP MARY SUE
5260 CROSSBOW CIR UNIT 12C
ROANOKE, VA 24018-9221

Make Checks Payable:
County of Roanoke, Treasurer

Remit To:
F. Kevin Hutchins, Treasurer
County of Roanoke, Virginia
P.O. Box 791269
Baltimore, MD 21279-1269

A LATE PAYMENT PENALTY OF 27.63 WILL BE ADDED IF PAID AFTER 5/31/2017.
INTEREST WILL BE CHARGED ON TAXES BEGINNING JULY 1, 2017.

257201720570581900000007467770000074677

Attachment B
Addendum No. 3 to IFB 2018-063

Lockbox AR File Format

MUNIS® Standard Lock Box Layout

Revised 11/06/2000

lock_layout

Batch Header Record Layout

FIELD NAME	COLUMNS	CHAR	TYPE	VALUE
Batch Header Record Identifier	1	1	A/N	"H"
Batch Amount	2-11	10	N	Total of the payment records for the batch. The decimal is implied.
Payment Date	12-19	8	A/N	MMDDYYYY
Bank Code/Cashier	20-23	4	N	Lock Box Co. info.
Batch Number	24-27	4	N	Lock Box Co. info.
Filler	28-80	53	A/N	spaces

Detail (Payment) Record Layout

FIELD NAME	COLUMNS	CHAR	TYPE	VALUE
Filler	1-3	3	A/N	spaces
Detail Category Code	4-5	2	N	Extracted from the scan line. 20 = real estate
Detail Bill Year	6-9	4	N	YYYY Extracted from the scan line.
Detail Bill Number	10-17	8	N	Extracted from the scan line.
Detail Amount Paid	18-27	10	N	Payment amount. The decimal is implied
Batch Number	28-31	4	N	Lock Box Co. info
Filler	32-80	49	A/N	spaces

MUNIS® Questpoint Lock Box Layout

lockbox_layout_aaco

Batch Header Record Layout

FIELD NAME	COLUMNS	CHAR	TYPE	VALUE
Batch Header Record Identifier	1	1	A/N	"H"
Batch Amount	2-11	10	N	Total of the payment records for the batch. The decimal is implied.
Payment Date	12-19	8	A/N	MMDDYYYY
Bank Code/Cashier	20-23	4	N	Lock Box Co. info.
Batch Number	24-27	4	N	Lock Box Co. info.
Filler	28-80	55	A/N	spaces

Detail (Payment) Record Layout

FILED NAME	COLUMNS	CHAR	TYPE	VALUE
Detail Category Code	1-2	2	N	Extracted from the scan line. 20 = real estate
Detail Bill Year	3-6	4	N	YYYY Extracted from the scan line.
Detail Bill Number	7-14	8	N	Extracted from the scan line.
Detail Amount Paid	15-24	10	N	Payment amount. The decimal is implied.
Payment Date	25-32	8	N	MMDDYYYY
Bank Code/Cashier	33-36	4	N	Lock Box Co. info.
Batch Number	37-40	4	N	Lock Box Co. info.
Filler	41-80	40	A/N	spaces

Summary Layout Lock Box Formats

```
lockboxhdr      2          STANDARD BATCH RECORD
Data 1: BATCH DATE, BATCH AMOUNT, BATCH NUMBER
Data 2: |12|19|2|11|23|25|
NOTE: POSITIONS = START|END|START|END|||

lockboxdet      2          STANDARD PAYMENT RECORD
Data 1: YEAR, CAT, BILL, PAYMENT, PAYMENT DATE, LB BATCH NO
Data 2: |6|9|4|5|10|17|18|27|0|0|28|31|
NOTE: POSITIONS = START|END|START|END|||

lockboxhdr      1          QUESTPOINT BATCH RECORD
Data 1: BATCH DATE, BATCH AMOUNT, BATCH NUMBER
Data 2: |12|19|2|11|23|25|
NOTE: POSITIONS = START|END|START|END|||

lockboxdet      1          QUESTPOINT PAYMENT RECORD
Data 1: YEAR, CAT, BILL, PAYMENT, PAYMENT DATE, LB BATCH NO,
LB XREF
Data 2: |3|6|1|2|7|14|15|24|25|32|37|40|33|36|
NOTE: POSITIONS = START|END|START|END|||
```

Note for both scan lines and lock box format: A zero starting and ending position indicates an unused field. Any program selecting one for these formats should scan the line and make sure all positional values are defined, (i.e., "||" within the position line should NOT be acceptable.)

The specifications for the position of a MUNIS scan line are:
1. the line appears in the lower right corner of the bill,
2. the top of the line is 0.5 inches from the bottom of the form,
3. the right edge of the last digit in the line is 0.25 inches from the right edge of the form,
4. these specifications apply to bills printed at 6LPI, as well as 8LPI.

Scan Line Formats & Check Digit Calculation for RE and PP

Format #2: MUNIS Installments

The scan line will be 39 characters long as follows:
> TTdYYYYdBBBBBBBBd$$$$$$$$$$d@@@@@@@@@@d

> where the field positions are:
> > T = Category Code (2 digits)
> > d = Check Digit (see calculation of check digit below)
> > Y = Bill Year (4 digits)
> > B = Bill Number (8 digits)
> > $ = Total Amount Due (10 digits: dollars and cents with implied decimal)
> > @ = Due Now (10 digits: dollars and cents with implied decimal)

Check Digit Calculation

The MUNIS check digit for scan lines is calculated using the Modulus 10 (Double-Add-Double) method. There is a check digit calculated for each piece of information in the scan line (year, cat, bill numer, etc…). Below are two examples of how to use the Double-Add-Double method of calculating a check digit:

Example #1:
> Calculate the check digit for the number 3842 …

	3	8	4	2	
x	1	2	1	2	(multiply each digit of the number by a constant of alternating 1's and 2's (12121212 etc…), placing a 2 in the 1's position)
=	3	16	4	4	(calculate separate numbers for each multiplication)

$3 + 1 + 6 + 4 + 4$ (add up each of the digits from the numbers in the previous step)

=   18   (total for all digits)

10 - 8   (subtract the 1's digit from 10)
(NOTE: If the 1's digit is '0', then the check digit will equal '0' since)
(the check digit must always be a single digit number   )

=   2   (the result is the check digit)

Example #1:
> Calculate the check digit for the number 97797 …

	9	7	7	9	7
x	2	1	2	1	2
=	18	7	14	9	14

$1 + 8 + 7 + 1 + 4 + 9 + 1 + 4$

=   35

10 - 5
=   5

Roanoke County Real Estate Tax Notice Layout

LINE1

SPACE PIC X	Taxpayer-No PIC X(7)	SPACE PIC XX	Property-No PIC X(3)	SPACE PIC XX	Bank-Cde PIC X(4)	SPACE PIC X	Loan-No PIC X(10)	SPACE PIC X(102)	
1	7	2	3	2	4	1	10	102	132

LINE 2
IS BLANK

LINE 3

SPACE PIC X	Legal-Desc1 PIC X(28)	SPACE PIC X(3)	Use-Flag PIC XXX	SPACE PIC X	Land-Val PIC ZZZZZZZZZZ	SPACE PIC X(7)	Bill-Yr PIC X(4)	SPACE PIC X	Bill-No PIC X(8)	SPACE PIC X(01)	B-Flag PIC X(02)	SPACE PIC X(08)	First-Half-Tax PIC ZZZZ,ZZZ.99	SPACE PIC X(43)	
1	28	3	3	1	11	7	4	1	8	1	2	8	11	43	132

LINE 4

SPACE PIC X	Legal-Desc2 PIC X(28)	SPACE PIC X(07)	Bldg-Val PIC (11)	SPACE PIC X(01)	M-Flag PIC X(2)	Map-Out PIC X(20)	SPACE PIC X(8)	Second-Half-Tax PIC ZZZZ,ZZZ.99	SPACE PIC X(43)	
1	28	7	11	1	2	20	8	11	43	132

LINE 5

SPACE PIC X	Legal-Desc3 PIC X(28)	SPACE PIC X(49)	Penalty-Amt PIC ZZZZ,ZZZ.99	SPACE PIC X(43)	
1	28	49	11	43	132

LINE 6

SPACE PIC XX	Prev-Owner PIC XX	Prev-Owner-Nme PIC X(25)	SPACE PIC X(7)	Total-Value PIC ZZZZZZZZZZZ	SPACE PIC X(9)	Acres PIC ZZZZ.ZZ	SPACE PIC X	Tax-Relief-Cde PIC XXX	SPACE PIC X(11)	Tax-Rel-Amt PIC ZZZZ,ZZZ.99	Tax-Rel-Sign PIC X	SPACE PIC X(42)	
2	2	25	7	11	9	7	1	3	11	11	1	42	132

LINE 7

SPACE PIC X(71)	Bill-Yr PIC X(4)	SPACE PIC X(3)	Curr-Tot PIC ZZZZ,ZZZ.99	SPACE PIC X(43)	
71	4	3	11	43	132

LINE 8
IS BLANK

LINE 9
IS BLANK

PREPRINTED INFO: "THE BILL NUMBERS LISTED BELOW INCLUDE LAND ONLY AND OR DELINQUENT TAXES"

LINE 10   If delinquent bills exist

SPACE PIC X(4)	Bill-Yr PIC X(4)	SPACE PIC X(02)	B-Flag PIC X(02)	SPACE PIC X(02)	Bill-No PIC X(8)	SPACE PIC X(1)	First-Half-Flag PIC X	Half-Comma PIC X	Second-Half-Flag PIC X	Base-Tax-Tot PIC ZZZZ,ZZZ.99	Penalty-Tot PIC ZZZZ,ZZZ.99	Interest-Tot PIC ZZZZ,ZZZ.99	SPACE PIC X(1)	Adv-Cost-Tot PIC ZZ.99	SPACE PIC X(1)	Delinq-Line-Tot PIC ZZZZ,ZZZ.99	SPACE PIC X(56)	
4	4	2	2	2	8	1	1	1	1	11	11	11	1	5	1	11	56	133

LINE 11   If delinquent bills exist

SPACE PIC XXX	Tax-Rate PIC $$.99	SPACE PIC X(02)	B-Flag PIC X(02)	SPACE PIC X(02)	Bill-No PIC X(8)	SPACE PIC X(1)	First-Half-Flag PIC X	Half-Comma PIC X	Second-Half-Flag PIC X	Base-Tax-Tot PIC ZZZZ,ZZZ.99	Penalty-Tot PIC ZZZZ,ZZZ.99	Interest-Tot PIC ZZZZ,ZZZ.99	SPACE PIC X(1)	Adv-Cost-Tot PIC ZZ.99	SPACE PIC X(1)	Delinq-Line-Tot PIC ZZZZ,ZZZ.99	SPACE PIC X(56)	
3	5	2	2	2	8	1	1	1	1	11	11	11	1	5	1	11	56	133

If delinquent bills exist

LINE 12

SPACE PIC X(8)	SPACE PIC X(02)	B-Flag PIC X(02)	SPACE PIC X(02)	Bill-No PIC X(8)	SPACE PIC X(1)	First-Half-Flag PIC X	Half-Comma PIC X	Second-Half-Flag PIC X	Base-Tax-Tot PIC ZZZZ,ZZZ.99	Penalty-Tot PIC ZZZZ,ZZZ.99	Interest-Tot PIC ZZZZ,ZZZ.99	SPACE PIC X(1)	Adv-Cost-Tot PIC ZZ.99	SPACE PIC X(1)	Delinq-Line-Tot PIC ZZZZ,ZZZ.99	SPACE PIC X(56)	
8	2	2	2	8	1	1	1	1	11	11	11	1	5	1	11	56	133

If delinquent bills exist

LINE 13

SPACE PIC X(78)	Delinq-Tot PIC ZZZZ,ZZZ.99	SPACE PIC X(43)	
78	11	43	132

LINE 14
IS BLANK

LINE 15
IS BLANK

LINE 16

Shift-In-Char PIC X	SPACE PIC X(31)	Bill-Number-Scan PIC 9(8)	SPACE PIC X	Tax PIC 9(6)V99	SPACE PIC X	First-Half-Total PIC 9(6)V99	SPACE PIC X	One-Half-Tex-Plus-Pen PIC 9(6)V99	SPACE PIC X	Second-Half-Total PIC 9(6)V99	SPACE PIC X	Tax-Plus-Interest PIC 9(6)V99	Scanline-Ck-Digit PIC 9	Shiftout-Char PIC X	SPACE PIC X(3)	
1	31	8	1	8	1	8	1	8	1	8	1	8	1	1	3	90

LINE 17
IS BLANK

LINE 18
IS BLANK

LINE 19

SPACE	Taxpayr	SPACE	NME	SPACE