



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

July 24, 2009

Request for Information No. 2009-025

County Treasury

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## **SECTION I – SUMMARY**

This Request for Information (RFI) and Statement of Interest is issued to solicit information from interested parties capable of assisting the Bay Area Air Quality Management District (Air District). It will be used as a guide to find solutions and potentially issue Requests for Quotes (RFQ) or Requests for Proposals (RFP) and potentially influences how an RFQ or RFP is structured.

It is expected that this RFI will result in information that, subsequently, will enable the Air District to develop Requests for Proposals or agreements regarding this project.

Under the Health and Safety Code, Section 40275, the Bay Area Air Quality Management District is required to maintain all of its monies with the county treasurer for one of the nine Bay Area within its geographic jurisdiction. The Air District currently maintains total cash in all funds in excess of \$100 million dollars, and is issuing a Request for Information (RFI) as a means of determining which County Treasury is best suited to the Air District's treasury needs.

To respond to this RFI, an interested county or treasurer should submit one (1) electronic copy of its information sheet and required information to via email to (in machine-readable format such as Microsoft Word, Adobe Acrobat, or similar):

Rebekah Davies, Purchasing Agent  
Bay Area Air Quality Management District  
939 Ellis Street San Francisco, CA 94109

[rdavies@baaqmd.gov](mailto:rdavies@baaqmd.gov)

**Responses to this RFI must be received at the Air District offices at  
939 Ellis Street, San Francisco, California, 94109 by 4:30 PM on August 17, 2009.**

Responses should address all information requested in this RFI. An information sheet may add information not requested in this RFI, but the information should be in addition to, not instead of, the requested information and format. **Any technical questions regarding this RFI should be directed to Linda Serdahl at voice: (415) 749-4673 or email: lserdahl@baaqmd.gov.**

## **SECTION II – INSTRUCTIONS TO RESPONDENTS**

### **A. General**

1. All responses should be made in accordance with the conditions of this RFI.
2. The District may modify the RFI or issue supplementary information or guidelines during the response preparation period prior to August 17, 2009.
3. The cost for developing the information is the responsibility of the respondent, and shall not be chargeable to the Air District.

### **B. Submittal of Responses**

1. The response to the RFI must arrive at the address specified in Section I by 4:30 p.m. on August 17, 2009.
2. Responses received after the time and date provided previously specified will not be considered.

### **C. Clarifications**

To fully comprehend the information contained within a response to this RFI, the Air District may seek further clarification. This clarification may be requested in the form of brief verbal communication by telephone; written communication; electronic communication; or a presentation of the response to Air District staff.

### **D. RFI Response Presentation**

RFI respondents may be invited to present their response. The purpose of this presentation would be to clarify information contained in the response, to further explore issues raised, or to further meet the goals of the RFI.

## **SECTION III – QUESTIONS FOR EVALUATION**

1. Are you equipped to accept wire transfers, and make electronic payments?
2. Do you automatically notify your customers of wire transfers when received?
3. Do you have a dollar limit for electronic payments? How much advance notice do you require for large payments?

4. What is your cash transaction process involving A/R, and A/P payments, NSF and voided A/P checks?
5. Do you allow sub funds for one bank account? The Air District currently has one bank account with ten sub accounts.
6. How many Departments are involved in cash activities?
7. Please provide a copy of your investment policy for review, as well as a five year summary of investment earnings.\*
8. Please describe your experience with agencies of our size and complexity.
9. Please provide contact information for three other agencies or government entities that retain their funds with your county.
10. Please provide us with a sample of the reports that are provided to your customers.\*
11. Please submit your Memorandum on Internal Control and Required Communications for the period ending June 30, 2008.\*
12. Please submit your most recent audited financial statements.\*

\*Due to the size of these documents, they can be submitted in separate emails. You will receive a confirmation email upon receipt of the documents.