

**HOUSING AUTHORITY OF NEW ORLEANS
BOARD OF COMMISSIONERS
REGULAR MEETING
SEPTEMBER 30, 2014**

RESOLUTION NO. 2014-30

WHEREAS, The Housing Authority of New Orleans (HANO) seeks to secure one or more licensed and insured financial institutions to perform banking services to the Authority; and

WHEREAS, HANO's prior three year contract for banking services will expire and a new procurement is necessary to secure the required services; and

WHEREAS, the Finance Department has certified there is sufficient funding to provide for banking services to the Housing Authority; and

WHEREAS, HANO issued Request for Proposals (RFP) Number 14-905-41 to procure one or more licensed and insured financial institutions to provide banking services on Friday, August 15, 2014, and received responsive proposals from three (3) respondents on Tuesday, September 9, 2014; and

WHEREAS, HANO conducted evaluations of each proposal submitted by US Bank, Capital One, N.A., and Liberty Bank and Trust Company; and

WHEREAS, HANO has successfully completed due diligence verification on US Bank, Capital One, N.A, and Liberty Bank and Trust Company, and determined they are responsible; and

WHEREAS, it is recommended to provide the agency with the maximum choice of banking services, as defined in the scope of services, that approval be given to award contracts to US Bank, Capital One, N.A., and Liberty Bank and Trust Company; and

WHEREAS, the contracts awarded to US Bank and Liberty Bank and Trust Company will provide banking services at no direct cost to HANO, and the contract awarded to Capital One, N.A. will provide for service fees that shall not exceed \$43,552.32 annually, and each contract shall be for an initial period of one year, with an option to extend for an additional two years.

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of New Orleans hereby authorizes the award of contracts to US Bank, Capital One, N.A., and Liberty Bank and Trust Company, and said contracts awarded to US Bank, and Liberty Bank and Trust Company shall provide for banking services at no direct cost to HANO, and the contract awarded to Capital One, N.A. shall provide for service fees that shall not exceed \$43,552.32 annually and each contract shall be for an initial period of one year, with an option to extend for an additional two years.

Executed this 30th day of September, 2014

APPROVAL:



**DWAYNE G. BERNAL
CHAIRMAN, BOARD OF COMMISSIONERS**



September 30, 2014

MEMORANDUM

**To: Dwayne G. Bernal
Chairman, Board of Commissioners**

**Through: Gregg Fortner
Executive Director**

**From: Audrey Plessy
Procurement Manager**

**Re: Request for Proposals No. 14-905-41
Banking Services**

The Housing Authority of New Orleans (HANO) issued Request for Proposals Number 14-905-41 (RFP) on Friday, August 15, 2014, for the purpose of procuring one or more licensed and insured financial institutions to provide banking services.

The RFP was advertised for a total of 25 days. The advertisement was published in the Times-Picayune on Friday, August 15, 2014, Wednesday, August 20, 2014 and Friday, August 29, 2014, and posted on nola.com. Additionally, the solicitation, in its entirety, was posted on the HANO website and made available to the public for download. A total of three (3) proposals were received on Tuesday, September 9, 2014 from the following firms:

- Liberty Bank and Trust Company
- US Bank
- Capital One, N.A.

In accordance with the evaluation process outlined in the RFP, an evaluation committee was established to review the proposals received in response to the solicitation. On Thursday, September 18, 2014, the evaluation committee met, and was given an overview of the scope of services, and instructed on the proper procedure for proposal evaluation. Upon completion of the training, the committee discussed each proposal in detail and was able to reach consensus on all scores. The results of Stage I Evaluations are as follows:

| Company Name | Total (Up to 100 Points) |
|--------------------------------|-------------------------------------|
| US Bank | 83 |
| Capital One, N.A. | 72 |
| Liberty Bank and Trust Company | 51 |

After Stage I Evaluations, the committee determined that Stage II of the evaluation process was required. The committee developed a list of questions to clarify information submitted in their proposals, and on Friday, September 19, 2014, requested Best and Final Offers.

The evaluation committee reconvened on Friday, September 19, 2014, and commenced with Stage II evaluations and scored the Best and Final Offers using the same criteria used in the Stage I Evaluations. The results of Stage II Evaluations are as follows:

| Company Name | Total (100 Points) |
|--------------------------------|-------------------------------|
| US Bank | 83 |
| Capital One, N.A. | 80 |
| Liberty Bank and Trust Company | 74 |

Based upon the above, the evaluation committee recommends award of a contract to US Bank to provide Prepaid Debit Card Services at no cost to HANO. The prepaid debit card service will save HANO significant costs in postage, check printing and check reconciliation. US Bank clearly demonstrated in their response that they are an industry leader in providing this product to the government sector. The committee also recommends that contracts be awarded to both Liberty Bank and Capital One for banking services. Liberty Bank pays a lower monthly interest rate on average collected balances in accounts which offsets the banking charges. The Liberty Bank Fee Proposal states interest rates on accounts would be between .25% and .45% depending on transactional volume. The Capital One contract will be in an amount not to exceed \$43,552.32 annually as detailed in their cost proposal. The Capital One Proposal states that the interest bearing accounts will earn .35% daily on collected balances. The expectation is that interest earnings at Capital One will exceed all service charges. The committee determined that the cost proposal provided by Capital One is reasonable and consistent with the in-house cost estimate. Awarding contracts to all three banking institutions will provide HANO with the maximum flexibility to place funds in a manner that provides the greatest return based on market trends.

A due diligence review was conducted on each respondents. The review consisted of reference verifications regarding the previous work performance of each firm. Additionally, the List of Parties Excluded from Federal Procurement and Non-Procurement Programs was checked to ensure that the firms are not debarred from participation in federally funded contracts. Results from the due diligence review indicate that the respondents are responsible.

Therefore, I hereby certify that this procurement was conducted in accordance with all applicable Federal and State regulations and laws, and in accordance with HANO's Procurement Policy. I further certify that US Bank; Capital One, N.A.; and Liberty Bank and Trust Company submitted high ranking proposals in response to the RFP.

To provide the agency with the maximum choice of banking services as defined in the scope of services, it is recommended that approval be given to award contracts to US Bank; Capital One, N.A.; and Liberty Bank and Trust Company. The contracts awarded US Bank and Liberty Bank and Trust Company will provide for banking services at no direct cost to HANO. The contract awarded to Capital One, N.A. will provide for services fees that shall not exceed \$43,552.32 annually. Each contract shall be for an initial period of one year, with an option to extend for an additional two years,