

Memorandum



CITY OF DALLAS

DATE May 30, 2014

TO Members of the Budget, Finance & Audit Committee: Jerry R. Allen (Chair),
Jennifer S. Gates (Vice Chair), Tennell Atkins, Sheffie Kadane, Philip T. Kingston

SUBJECT Depository Services Contract – Upcoming Procurement

The current depository services contract with Bank of America expires in December 2014. The purpose of this memo is to provide information on the process of obtaining a new contract for these services.

Texas state law governs the selection process for depository banks for municipalities. The statute defines the process as a Request for Applications and identifies eligible applicants as banks doing business within the City of Dallas. The law also authorizes a maximum term of five years for the contract and lists the conditions that the depository must satisfy, including providing and maintaining security for the City's deposits in the bank.

The Request for Applications (RFA) is being prepared by City staff. Based on descriptions in the RFA of required services, responding banks will provide information on how the services they offer are delivered and priced. General banking services related to deposits and disbursements are to be addressed as well as specific services such as lockbox processing for Dallas Water Utilities. Award of the contract will be based on lowest cost of service consistent with the specifications in the RFA.

The RFA is anticipated to be released in mid-June with responses due in late July. Staff expects to return to Budget, Finance and Audit Committee in September-October with the results of the solicitation and a recommendation of contract award. It is anticipated that approval of the contract will be included on the City Council's October 8th agenda.

Please let me know if you need additional information.

A handwritten signature in blue ink that reads "Jeanne Chipperfield".

Jeanne Chipperfield
Chief Financial Officer

c: Honorable Mayor and Members of City Council
A.C. Gonzalez, City Manager
Warren M.S. Ernst, City Attorney
Craig D. Kinton, City Auditor
Rosa A. Rios, City Secretary
Daniel F. Solis, Administrative Judge
Ryan S. Evans, Interim First Assistant City Manager
Jill A. Jordan, P.E., Assistant City Manager
Forest E. Turner, Assistant City Manager
Joey Zapata, Assistant City Manager
Charles M. Cato, Interim Assistant City Manager
Theresa O'Donnell, Interim Assistant City Manager
Shawn Williams, Interim Public Information Officer
Elsa Cantu, Assistant to the City Manager