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Meeting Date: August 21, 2019  
Staff Contact: Stan Allred, Chief Financial Officer

**TITLE: C-19-31 - Approval of Contract for Fiscal Agent and Merchant Services**

**ACTION: Recommend Approval**

**Summary:**

The Albuquerque Bernalillo County Water Utility Authority issued the subject Request for Proposals (RFP) to solicit proposals from qualified vendors to provide fiscal agent/banking services and merchant processing services, which include credit card and all electronic payment services.

The RFP was posted on SicomNet and advertised in the local newspaper. Five responses were submitted for evaluation. The ad hoc evaluation committee reviewed, evaluated, and scored the responses in accordance with the evaluation criteria published in the RFP.

Based on the recommendations of the Ad Hoc Committee, the Executive Director recommends the award of a contract to Wells Fargo, as they had the highest composite score, is qualified to perform the work, and meets the requirements of the RFP. The highest total composite score possible without preferences applied is 1000. All scores listed are the combined average of all Committee members with applicable preferences applied. The respective scores are as follows:

<u>Respondent</u>	<u>Score</u>
Bank of Albuquerque	641
BBVA Compass	765
Bank of the West	756
US Bank	884
Wells Fargo	1007

This approval is intended to delegate signature authority to the Executive Director to enter into a contract with Wells Fargo Bank, N.A. to provide fiscal agent and merchant processing services based on the Recommendation of Award of RFP, P2019000010.

If approved by the Board, an Agreement will be executed between the Water Authority and Wells Fargo to enable them to provide these services.

**FISCAL IMPACT:**

The funding for FY20 fees for banking services are budgeted in the FY20 Operating Budget and future expenditures are subject to future appropriations. The term of the agreement will be for four years, and the total expenditures per year of the contract awarded is not expected to exceed \$950,000.00. Any additional increase to the contract that exceeds 20% of the amounts previously approved shall require additional approval.

# Memo

**To:** Mark S. Sanchez, Executive Director  
Jeffrey A. Li, Treasurer

**From:** Candida Kelcourse, Purchasing Administrator *CK*

**Through:** Jonathan Daniels, Chief Purchasing Officer *JD*

**Date:** March 5, 2019

**Re:** Ad Hoc Committee for P2019000010, "Fiscal Agent and Merchant Services"

The following individuals are recommended to serve as members of the Ad Hoc Advisory Committee ("Committee") for the Request for Proposals for "Fiscal Agent and Merchant Services." This Committee will review and evaluate proposals and submit a ranked list of offerors to you for selection.

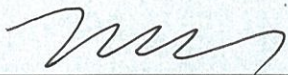
- Jeffrey a. Li, Water Authority Treasurer, Committee Chair
- Adrienne Candelaria, Water Authority Customer Services Manager, Member
- Kenneth E. Scott, Bernalillo County Deputy Treasurer, Member
- Ryan Travelstead, Bernalillo County Principal Accountant, Member
- Cilia Aglialoro, City of Albuquerque Treasurer, Member


I will manage the Request for Proposals and serve as a procedural advisor to the Committee. Subject Matter Experts may be added throughout the RFP process as deemed necessary by the Purchasing Department.

I respectfully request your approval of this Committee in order to start the Request for Proposals process.

APPROVED:

RECOMMENDED:

  
\_\_\_\_\_  
Mark S. Sanchez  
Executive Director  
Date: 3/7/19

  
\_\_\_\_\_  
Jeffrey A. Li  
Treasurer  
Date: 3-6-2019

Original: RFP File

Copy: Luz del Carmen Carreon, Executive Services Coordinator

FISCAL AGENT AND MERCHANT SERVICES RFP  
Request for Proposals No. P2019000010  
Composite Score Tabulation

EVALUATION CRITERIA	EVALUATION FACTORS	OFFERORS				
		Bank of ABQ	BBVA Compass	Bank of the West	US Bank	Wells Fargo
1. Socially Responsible Banking	Up to 150	130	133	127	140	146
2. Fiscal Agent Services	Up to 200	119	142	157	179	191
3. EBPP Platform	Up to 300	37	247	212	208	273
4. Merchant Processing Services	Up to 150	148	114	148	147	148
5. Transition Plan	Up to 50	47	45	46	46	49
6. Cost Proposal	Up to 150	110	83	67	115	150
TOTAL COMPOSITE SCORES		591	765	756	834	957
Resident Business Preference	Up to 5%	50			50	50
Resident Veteran Business Preference	Up to 10%					
Recycled Content Goods Preference	Up to 5%					
Local Business Preference	Up to 5 %					
Small Business Preference	Up to 5%					
Pay Equity Preference (NOT CURRENTLY AVAILABLE)	Up to 5%					
15% Preference Max		50	0	0	50	50
TOTAL COMPOSITE SCORES WITH PREFERENCES		641	765	756	884	1007
RANKING		5	3	4	2	1
		Bank of ABQ	BBVA Compass	Bank of the West	US Bank	Wells Fargo



# Memo

**To:** Mark S. Sanchez, Executive Director

**From:** Candida Kelcourse, Purchasing Administrator *CK*

**Through:** Jonathan Daniels, Chief Purchasing Officer *JD*  
Jeff Li, Treasurer *KL*

**Date:** July 16, 2019

**Re:** Recommendation of Award, P2019000010, Fiscal Agent and Merchant Services RFP

The Albuquerque Bernalillo County Water Utility Authority issued the above referenced Request for Proposals (RFP) to solicit proposals from qualified vendors to provide fiscal agent and merchant processing services.

The RFP was posted on SicommNet and advertised in the local newspaper. Five (5) responses were received and submitted for evaluation. The Ad Hoc Evaluation Committee reviewed, evaluated, and scored the responses in accordance with the evaluation criteria published in the RFP.

Listed are the respondent's average composite scores with small, local and the New Mexico Resident Business Preference applied for the offeror(s) with an asterisk (\*). The highest total composite score possible without preferences applied is 1000. All scores listed are the combined average of all Committee members with applicable preferences applied.

<u>Offeror</u>	<u>Total Composite Score</u>
Bank of Albuquerque	641*
Bank of the West	756
BBVA Compass	765
US Bank	884*
Wells Fargo	1007*

The Committee recommended the award of contract to **Wells Fargo Bank, N.A.** as the company had the highest average composite score after final scoring and is qualified to perform the work. I concur with the Committee's recommendation.

Approved:

 7/24/19  
\_\_\_\_\_  
Mark S. Sanchez Date  
Executive Director

Recommended:

 7/16/19  
\_\_\_\_\_  
Stan Allred Date  
Chief Financial Officer

Enclosures: Composite Score Sheet