

Date Issued: 02/01/2019

THE CITY OF NEW YORK

**FINANCIAL INFORMATION SERVICES AGENCY (FISA)
OFFICE OF PAYROLL ADMINISTRATION (OPA)**

**REQUEST FOR STATEMENTS OF QUALIFICATION
FOR FINANCIAL INSTITUTIONS TO PARTICIPATE IN
NYC EMPLOYEE DIRECT DEPOSIT PROGRAM**

PURPOSE OF RFQ

The City of New York (the “City”), acting by and through its Financial Information Services Agency and its Office of Payroll Administration (“FISA” and “OPA,” respectively, and together, “FISA-OPA”) is requesting Statements of Qualification (“RFQ”) from financial institutions willing to provide a free checking account to the City of New York employees, when such employees opt to receive direct deposit of their net pay into such checking account.

There is **no** deadline for submission of a response to this RFQ. The City will accept responses on a rolling basis.

The authorized contact person for all matters concerning this RFQ is:

Aamer Parvez
Agency Chief Contracting Officer
E-mail: aparvez@fisa-opa.nyc.gov
Telephone: 212-742-5942

Any communications or questions concerning this RFQ must be sent by email to Aamer Parvez, at aparvez@fisa-opa.nyc.gov; no other FISA-OPA or City of New York employee or contractor, is authorized to respond to inquiries or otherwise discuss this RFQ. Please be advised that any questions received regarding this RFQ will be answered within (10) business days of receipt.

A. OVERVIEW

FISA-OPA pays 350,000 employees of the City of New York and certain public entities. Approximately 85% of employees are paid via direct deposit. The remaining populous, approximately 50,000 employees, receive their standard pay by paper check. The vast majority of these employees are paid 26 times per year. It has been and continues to be the City's goal to increase the number of employees receiving their net pay by direct deposit, and to facilitate an offering of free checking account services to such employees as an inducement to enroll in direct deposit ("NYC Employee Direct Deposit Program").

The NYC Employee Direct Deposit Program builds on a program launched in 2011 by a "Request for Statements of Qualification for Financial Institutions to Participate in NYC Employee Direct Deposit Program". As part of the program, a total of seven (7) financial institutions were qualified, and are currently participating in the NYC Employee Direct Deposit Program by offering a free checking account to employees of the City of New York who receive their net pay via direct deposit. The list of current participating financial institutions can be found at: <https://www1.nyc.gov/site/opa/my-pay/free-checking-accounts.page>.

Financial institutions that are currently participating in the NYC Employee Direct Deposit program are not required to reapply to continue providing the Direct Deposit services.

The City is seeking to expand the NYC Employee Direct Deposit Program to increase the percentage of City employees who receive their net pay via direct deposit. The City's goal is to provide employees with a variety of financial institutions to meet their direct deposit and checking account needs, while also introducing and reinforcing healthy banking relationships among our workforce.

The City is requesting Statements of Qualification from financial institutions that are willing to provide a free checking account and services to City employees in accordance with Section B (Scope of Services).

B. SCOPE OF SERVICES

The City seeks financial institutions to provide account and support services critical to the success of the NYC Employee Direct Deposit Program. The requirements listed under Section B.1 are mandatory for qualification in the NYC Employee Direct Deposit Program. The features listed under Section B.2 are highly recommended but are **not** required for qualification.

B.1 Requirements for Financial Institutions' Qualification in the NYC Employee Direct Deposit program

- Free FDIC insured checking account with no monthly fees, available for City employees that receive recurring payments from the City, provided that the City employees agree to the direct deposit of a minimum amount of \$250 of their net pay at least once per month.
- Low minimum balance requirements: \$25 or less.
- At least one branch in New York City's 5 boroughs.
- Automatic opt-out for courtesy overdraft protection – Overdraft protection will not be offered by banker during account enrollment and there will be no future solicitations directed to account holders.

- Free online banking/bill pay.
- Free in-network ATM withdrawals.
- Financial Institution has a satisfactory record of business integrity, and ***must*** be in good standing with the NYC Banking Commission.
- Notify the City at least thirty (30) days in advance of any changes to be implemented by the financial institution that would result in the financial institution or product offering (a) not being in compliance with the required terms and conditions under this Section B.1; or (b) not having one or more of the recommended features listed in Section B.2 below that the financial institution or product offering were represented to have in the Statement of Qualification submitted in response to this RFQ.
- If City engages in marketing program identifying type of account and services that are being offered under Direct Deposit Program by name, logo and/or tagline, financial institution's willingness to use such name, logo and/or tagline for offering such accounts and services to customers.
- Ability to track aggregated account information without personal identifying information and report back to the City (e.g. number of accounts opened, number of accounts with zero balance/closed, average balances).

B.2 Recommended (but not required) Features

- Fee waived if any amount of money is direct deposited to the account on a monthly basis.
- If financial institution charges out-of-network ATM fees, list one or more fees it is willing to waive for transactions involving the account (e.g. balance inquiry and/or withdrawal).
- Remote account opening process (online, in person off-site, or via telephone).
- Competitive prices for money orders – potentially one or more free money order(s) per month.
- Checking account linked to savings account or other automated savings feature(s).
- Competitive / market rate fees for international remittance.
- Eligibility for all New Yorkers irrespective of immigration status.

C. INFORMATION REQUIRED FOR PARTICIPATION

In order for your financial institution to participate in the NYC Employee Direct Deposit Program, please provide the following information:

- 1. Contact Information:** A letter of transmittal (cover letter) signed by an authorized representative of the institution, indicating its principal place of business, key institution contact name (with title), email address, fax and phone number.
- 2. Background:** The financial institution must provide a clear summary of its organization; type of banking institution; proof of federal and/or state charter and date thereof; name of federal and/or state banking agency or agencies with regulatory authority over your type of banking institution; general information on key products and services offered; and location of branches (indicating at least one branch in New York City).
- 3. Compliance:** The financial institution must provide a certification on a company letterhead signed by the president or other duly authorized officer of such financial institution stating that: (a) its board of directors has established and will adhere to a policy of hiring and promotion of employees and officers without regard to sex, race, color, religion, religious

affiliation, national origin, disability, age, marital status, or sexual orientation, and such certification further sets forth affirmatively the steps taken by the financial institution to implement said policy; and (b) neither the financial institution nor any of its affiliates is or will become a predatory lender or an affiliate thereof, as such terms are defined in section 6-128 of the Administrative Code of the City of New York.

4. **Key Personnel:** Names of key personnel to work on the NYC Employee Direct Deposit Program and their respective titles.
5. **Product(s) and Services Offered:** A detailed description of the product(s) and services that will be offered, including all items required by Section B.1, any items listed in Section B.2, and all other relevant features of the product(s) and services.

In addition, please provide an outline for the following: (a) the ways in which City employees and may open accounts with your institution, such as in person at branch, on-line, by phone, and in person with a bank representative who attends an event at a City worksite; (b) if accounts may be opened online, the way in which the account can be identified as being part of the NYC Employee Direct Deposit Program; (c) the terms and conditions applicable to the account, including all fees for banking services associated with the account such as fees for stop payment and check stock; and (d) the procedures to ensure that account holders will not be solicited or sent information on overdraft protection services, including mention during the account enrollment process.

6. **Additional Information:** You may provide any additional information about your institution and what it has to offer the NYC Employee Direct Deposit Program.

D. RFQ RESPONSE SUBMISSION INSTRUCTIONS

Financial institutions that are interested in submitting a response to this RFQ should provide all information required in the format requested. The RFQ response should be paginated. The RFQ response will be evaluated on the basis of its content, not length.

A sealed envelope labeled “RFQ re NYC Employee Direct Deposit Program,” containing one original set, and two (2) collated duplicate sets, each containing all of the documents requested in Section B.

Financial Information Services Agency
Office of Payroll Administration
Attn: Aamer Parvez
Re: RFQ re NYC Employee Direct Deposit Program
459 West 31st Street, Bay B
New York, NY 10001-2633

A response to this RFQ should also be submitted electronically (up to a capacity of 10 MB) by emailing the authorized contact person with the subject heading “RFQ re NYC Employee Direct Deposit Program.”

E. QUALIFICATION PROCESS

The City will review all responses to this RFQ to determine whether the financial institution: (1) meets the required terms and conditions under Section B.1; (2) has submitted the Information required for participation under Section C; and (3) has a satisfactory record of business integrity.

After the completion of such review, the City will notify the financial institution in writing whether it is qualified for participation in the Direct Deposit Program. If the City has determined that the financial institution is not qualified, the City will state the reasons upon which the determination is based.

Once a financial institution has been qualified to participate, the City will (1) instruct the qualifying financial institution on the procedure for verifying a City employee's or other individual's enrollment in direct deposit; and (2) include qualified financial institutions on a rolling basis in a marketing campaign to promote direct deposit and the use of free checking accounts directed to all City employees, with particular emphasis on those agencies with the largest concentration of employees receiving a paper check. This marketing campaign may include in-person promotions, paycheck stuffers, direct mailings, e-mail blasts, etc. The financial institution may be asked to supply promotional materials relating to their product(s) and services offered under the NYC Employee Direct Deposit Program.

It is a condition of participation in the Direct Deposit Program that the financial institution continues to meet the required terms and conditions under Section B.1, which include providing the notifications described therein (last bullet).

If at any time the City determines that the financial institution or product offering is no longer in compliance with the required terms and conditions under Section B.1, then the City will notify the financial institution in writing of the reasons upon which such determination is based. Upon removal from the list of qualifying financial institutions, the financial institution shall no longer be qualified to participate in the Direct Deposit Program with respect to bank accounts opened on or after the date of removal.

The City reserves the right to issue a new RFQ altering the terms of participation in the Direct Deposit Program and re-qualifying financial institutions to participate as it relates to bank accounts opened on and after a date established in the new RFQ.

E. GENERAL

Responses to this RFQ will not be treated as confidential and may be disclosed to the public or made a matter of public record. Materials should not be submitted that the respondent would not wish to be subject to public disclosure or placed in the public record. The City reserves the right at its discretion to withdraw this RFQ at any time or to determine not to proceed with the actions described herein or any proposed action suggested in responses to this RFQ or any other action with respect to this RFQ. The City makes no representation or warranty as to the accuracy of information provided in this RFQ and nothing contained in this RFQ is, or should be, relied upon as a promise or representation. The City shall not be liable or responsible for the costs, expenses, or liabilities incurred by any person or entity in preparing any response to this RFQ or for any other costs, expenses, or liabilities incurred by any person or entity in connection with or in reliance on this RFQ or any information or material contained herein. Submission of a response to this RFQ constitutes an agreement by the respondent to the terms hereof.