

REQUEST FOR PROPOSALS (RFP)

Fiscal Agent / Banking Services



Southeast Louisiana Flood Protection Authority - East

New Orleans, Orleans Parish, Louisiana

Issue Date: March 19, 2026

Proposals Due: April 13, 2026 at 4:00 PM (Central)

Single Point of Contact:

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New Orleans, Louisiana 70122

1. Introduction

This Request for Proposals (RFP) is issued by the Southeast Louisiana Flood Protection Authority - East (the "Authority"), a political subdivision of the State of Louisiana, to solicit sealed proposals from qualified financial institutions to provide fiscal agent and related banking services. The Authority is issuing this RFP to promote transparency and competition and to determine whether improved services and/or pricing are available compared to the Authority's current arrangement.

1.1 Anticipated Contract Term

- Initial term: Three (3) years.
- Optional renewals: Up to two (2) one-year extensions upon mutual agreement and governing authority approval.
- Anticipated service start date: July 1, 2026

1.2 Background Information

- After Hurricane Katrina in 2005, the State of Louisiana determined that there was a need to regionalize levee districts to coordinate plans, projects, and procedures to better protect its citizens in the event of future storms. To accomplish this goal, the Southeast Louisiana Flood Protection Authority-East (the "Authority") was created by an act of the State Legislature in 2006. This act, effective January 1, 2007, and codified as R.S. 38:330.1, established the regional, professionalized board in the wake of Hurricane Katrina to consolidate and oversee levee districts on the east bank of the Mississippi River.
- The FPA-E is governed by a nine-member Board of Commissioners appointed by the Governor.
- The service area covers the three parishes of the three levee districts that make up the Authority:
 - Orleans Levee District – Orleans Parish - estimated population – 357,000
 - East Jefferson Levee District – Jefferson Parish – estimated population 430,000
 - Lake Borgne Basin Levee District – St Bernard Parish – estimated population 45,000
- The Authority's major funding source is approximately \$70M in property tax revenue collections from the three levee districts, annually.
- 250+ employees with \$600K bi-weekly payroll every other Friday, paid by 100% direct deposit.
- Approximately 100 accounts payable transactions per week, totaling \$500K-\$1M with about 50% of transactions being ACH/EFT and paper check.
- The Authority currently maintains its primary operating accounts with Capital One. The Authority has maintained a long-standing banking relationship with this institution and utilizes a variety of treasury management services to support its financial operations. Services include but are not limited to:
 - operating accounts
 - ACH payments (payroll / vendors)
 - wire transfers
 - online banking
 - positive pay / fraud protection
 - remote deposit (panini machines)
 - Credit card/purchasing cards with online documentation retention
 - Online permit payments received through authorize.net

1.3 Procurement Schedule

The Authority anticipates the following schedule. The Authority may modify the schedule by written addendum.

<u>Milestone</u>	<u>Date/Time</u>
RFP issued	March 19, 2026
Deadline for written questions	March 30, 2026
Addendum(s) issued (if any)	April 7, 2026
Proposals due	April 13, 2026
Evaluation Period	April 14-24, 2026
Governing authority approval / award	May Board Meeting
Implementation / transition period	60-90 days

1.4 Minimum Qualifications (Pass/Fail)

To be considered, the proposer must meet all minimum qualifications below. Proposals that fail any pass/fail item may be rejected as non-responsive.

- Authorized to do business in the State of Louisiana.
- The proposing financial institution must maintain at least one full-service branch location within Orleans, Jefferson, or St. Bernard Parish, Louisiana.
- Stock-owned, federally insured depository institution.
- Listed on the State of Louisiana list of approved State Depositories/Fiscal Agents for the current designation period and remains in good standing through the contract term.
- Eligible to receive public deposits under Louisiana law (including Louisiana Revised Statutes Title 39, as applicable).
- Ability to collateralize uninsured public deposits in accordance with Louisiana requirements and the Authority's collateral/investment policies.
- Submission of most recent call report or most recent quarterly regulatory filing
- Submission of Community Reinvestment Act (CRA) rating
- Ability to provide required services and support within the required implementation timeline.

Required documentation is described in Section 5 and Appendix A (Proposal Forms).

2. Scope of Services

Banks shall propose services sufficient to support the Authority's operating accounts, receipts, disbursements, reporting, and controls. The Authority may award services as a bundled package or may negotiate to unbundle specific services if advantageous. The Authority expects the proposer to describe alternatives, enhancements, and improved methods of providing services, including any services not specifically listed that would benefit the Authority.

2.1 Accounts and Funds Availability

- Demand deposit and other account types as needed (e.g., interest-bearing, money market, ZBA).
- Funds availability schedule and any policies that differ from standard Federal Reserve schedules.
- Same-day credit policies for deposits, on-us items, and wires.

2.2 Online Banking and Reporting

Online services must support strong internal controls, including dual control and role-based access.

Proposers must describe:

- Daily balance reporting (summary and detail) with check detail and images.
- ACH and wire reporting with full addenda information.
- Current-day and (if available) intra-day reporting.
- Export to common formats (e.g., CSV/Excel).
- User administration (self-administration preferred), multi-factor authentication, and audit logs.
- Training approach for administrators and end users.
- Integration options with the Authority's financial system: [PRONTO XI] and accepted file formats: [flat file or xml, xml is preferred via SFTP connection].

2.3 ACH Services

- ACH origination for payroll and vendor payments; ACH debits/collections if applicable.
- Ability to be both a sending and receiving bank under NACHA.
- File submission method(s) and cutoff times.
- Security controls (ACH filters/blocks), prenote policy, and exception handling.
- Same day ACH option for emergencies

2.4 Wire Transfer Services

- Incoming and outgoing wire capability with secure online initiation and approval.
- Cutoff times, template management, and recurring/future-dated wires.
- Security measures, including authentication and approval workflows.
- Daylight overdraft policy, including how accounts are aggregated (if applicable).

2.5 Fraud Prevention and Disbursement Controls

- Positive Pay and/or Payee Positive Pay, including exception processing timelines and image access.
- Stop payment initiation, confirmation, duration, and renewal options.
- Alerts, controls, and reporting to support segregation of duties and audit requirements.

2.6 Remote Deposit Capture

- Equipment options (purchase/lease), software, user access controls, and batching procedures.
- Cutoff times for same-day credit and deposit adjustment procedures.
- Document retention and liability approach for fraudulent items.

2.7 Statements, Account Analysis, and Reconciliation Support

- Monthly statements and detailed account analysis; provide sample statement and analysis report.
- Availability of monthly statements online
- Availability of images and reports online and retention duration.
- Dispute resolution and error correction processes.
- Optional: account reconciliation services (partial/full) if proposed.

2.8 Collateralization of Public Deposits

The selected bank must comply with Louisiana public deposit collateralization requirements and the Authority's policies. Proposers must describe their collateral program and confirm:

- Collateralization of uninsured public deposits at a minimum level required by law/policy (Authority preference: 102% of uninsured balances).
- Mark-to-market reporting frequency and process.
- Use of an independent third-party custodian/safekeeping arrangement; identify proposed custodian.
- Collateral substitution process; collateral may not be reduced without the Authority's written approval.
- Provide a sample collateral or custodial agreement (if used).

2.9 Customer Service and Relationship Management

- Designated account representative with decision-making authority; backup representative(s).
- Service model (hours, escalation path, ticketing/issue resolution).
- Bios of key personnel assigned to the Authority.

2.10 Optional Services (Propose Separately)

If available, the proposer may propose optional services with separate pricing:

- Lockbox services (retail/wholesale).
- Merchant/payment card processing.
- Purchasing card program.
- Vault/cash services.
- Safekeeping services.
- Controlled disbursement.

2.11 Implementation and Transition

The selected financial institution will work with the Authority to complete a transition and implementation process following contract award. The implementation period is expected to last approximately **60–90 days**.

- The selected bank shall designate a **dedicated implementation manager** responsible for coordinating all transition activities.
- **Pre-Implementation Meeting**
Within ten (10) business days following contract execution, the selected financial institution shall participate in an implementation kickoff meeting with the Authority.
- The purpose of this meeting will be to:
 - Review the implementation plan and timeline
 - Confirm system integration requirements with the Authority's accounting system
 - Establish ACH and wire file specifications and testing procedures
 - Assign implementation responsibilities
 - Identify any operational issues prior to conversion

3. Pricing and Earnings Options

To facilitate comparison, proposers must complete the Pricing Form in Appendix B. Proposers must price all required services and may price optional services.

- Identify all fees (maintenance, per-item, transaction, platform, implementation/conversion).

- Describe any earnings credit rate (ECR) methodology and/or interest rate indexing and spreads by account type.
- Disclose any assumptions, minimum balances, or compensating balance requirements.
- Identify the time period for which pricing is guaranteed and how changes would be communicated.

4. Proposal Submission Instructions

4.1 Questions and Addenda

All questions must be submitted in writing to the Single Point of Contact listed on the cover page by the deadline in Section 1.3. Responses and any addenda will be issued in writing. Oral responses are not binding.

4.2 Proposal Delivery

Proposals must be received by the Authority no later than the proposal due date and time listed on the cover page.

- Delivery address: 6920 Franklin Avenue, New Orleans, LA 70122
- Submission method: sealed envelope
- Labeling: "RFP - Fiscal Agent / Banking Services - SOUTHEAST LA FLOOD PROTECTION AUTHORITY - EAST".
- Late proposals will be rejected.

4.3 Proposal Format

Proposals should be concise and organized in the following order:

- Tab 1: Executive Summary
- Tab 2: Completed Proposal Forms (Appendix A) and Minimum Qualification documentation
- Tab 3: Responses to Scope of Services (Section 2)
- Tab 4: Technology, Security, Disaster Recovery / Business Continuity
- Tab 5: Transition/Implementation Plan and Timeline
- Tab 6: Pricing Form (Appendix B) and earnings options
- Tab 7: References (minimum two comparable public entities)
- Tab 8: Exceptions to RFP Requirements (separately listed)

5. Required Submittals

At minimum, the following documents must be included (or clearly indicated where included):

- Proof of current standing as an eligible public depository/fiscal agent (as applicable).
- Most recent Call Report or most recent regulatory filing.
- Audited financial statements for the past two fiscal years (unqualified opinion preferred).
- CRA rating and rating authority; description of CRA activity within the Authority's jurisdiction, if available.
- Funds availability schedule and any deviations from standard availability.
- Sample monthly statement and account analysis.
- Disaster recovery/business continuity overview.
- Cybersecurity overview (MFA, encryption, user controls, audit logs).
- Transition plan with timeline and responsibilities.
- Completed Pricing Form (Appendix B).

6. Evaluation and Award

6.1 Evaluation Process

The Authority will evaluate proposals for responsiveness, qualifications, service capabilities, pricing/earnings options, and overall value. The Authority may conduct interviews or demonstrations and may request clarifications or best-and-final offers.

6.2 Evaluation Criteria and Weights

Criterion	Weight
Total cost and earnings options (fees, interest/ECR, overall value)	35%
Service capability and ability to meet current/projected requirements	20%
Technology, online banking functionality, reporting, and controls	15%
Financial strength and collateralization program compliance	15%
Implementation/transition plan and support	10%
References and government banking experience	5%

6.3 Reservation of Rights

- Reject any or all proposals; waive informalities and minor irregularities.
- Negotiate with one or more proposers, request clarifications or additional information.
- Award in whole or in part; eliminate individual services if fees are excessive or if services can be performed alternatively.
- Cancel or reissue this RFP if it is in the Authority's best interest.

7. General Terms and Conditions

- The selected proposer will be required to enter into a formal Banking Services Agreement incorporating the RFP and the proposer's response, subject to mutually agreed terms.
- All proposal preparation costs are the sole responsibility of the proposer.
- Proposals may be subject to Louisiana Public Records Law; proposers should clearly mark proprietary/confidential information and provide justification, though the Authority cannot guarantee confidentiality.
- Contract termination: Authority may terminate with [90] days written notice; bank may terminate with [180] days written notice (or as negotiated), provided sufficient time for rebid.
- Proposer must disclose material litigation, regulatory actions, or enforcement matters related to banking operations within the past [5] years.

Appendix A - Proposal Forms

A1. Mandatory Certifications (Pass/Fail)

Proposer Name (legal): _____

Authorized Signatory: _____ Title: _____
 Date: _____

Certification	Yes/No	Notes / Attachment Ref.
Authorized to do business in Louisiana		
Stock-owned, federally insured depository institution		
Approved State Depository/Fiscal Agent (attach proof)		
Eligible to receive public deposits under Louisiana law		
Will fully collateralize uninsured public deposits; will provide required reports		
Will provide designated relationship manager and backup		
Has provided required financial/CRA/call report documentation		

A2. Proposer Profile

- Primary address and Louisiana branch locations near the Authority
- Years in business; total assets; deposits; capital ratios (summary)
- Regulatory agencies and examination cycle
- CRA rating (attach)
- Contact information for relationship team

A3. References

Provide at least two comparable public-sector references (name, title, agency, phone, email, services provided, years served).

Appendix B - Pricing Form (Complete and Return)

Complete the table below. Add rows as needed. Identify one-time implementation fees separately. If a fee does not apply, enter \$0 or N/A.

Service	Unit	Price / Fee	Notes / Assumptions
Account maintenance - operating account	per month		

Account maintenance - interest-bearing (if offered)	per month		
Deposit items processed	per item		
Cash deposit processing	per \$/per item		
ACH credit origination	per item		
ACH debit origination	per item		
Wire transfer - outgoing	per wire		
Wire transfer - incoming	per wire		
Positive Pay / Payee Positive Pay	per account / per month		
Stop payment	per item		
Remote deposit capture platform	per month		
Remote deposit scanner	purchase/lease		
Online banking platform	per month / per user		
Implementation / conversion	one-time		

B1. Earnings Options

- Interest-bearing accounts offered and rate methodology (index + spread).
- Earnings credit rate (ECR) methodology (if applicable), index + spread, and statement treatment.
- Balance requirements, tiering, and how rates may change over time.
- Provide historical average rates/ECR for the prior 12 months (attachment).

Appendix C - Current Volumes and Banking Profile (Complete or Attach)

The transaction volumes provided below are estimates based on current activity levels and are intended solely for proposal comparison purposes. Actual volumes may vary.

Category	Estimated Monthly Volume	Notes
Number of accounts	4; one main operating account	About 5,000 payments per year with 60% paper checks and 40% EFT/ACH

Average collected balance (total)	\$1,912,044	
ACH credits (payroll/vendor)	180	
ACH debits (collections, if any)	258	
Outgoing wires	1	State agencies do not typically wire funds
Incoming wires	0	
Checks issued	208	About 2,500 checks cut annually
Remote deposit items	20	
Deposit items (over-the-counter/branch)	1	

Appendix D - Public Notice

PUBLIC NOTICE - REQUEST FOR PROPOSALS - FISCAL AGENT / BANKING SERVICES

Notice is hereby given that the Southeast Louisiana Flood Protection Authority - East, a political subdivision of the State of Louisiana, is soliciting sealed proposals from qualified financial institutions to serve as its Fiscal Agent and to provide comprehensive banking services.

Proposals will be received until April 13, 2026 at 4:00pm (Central) at 6920 Franklin Avenue, New Orleans, LA 70122. Proposals received after this deadline will not be considered.

The selected financial institution must:

- Be a banking corporation authorized to do business in Louisiana
- Be a stock-owned, federally insured depository institution
- Be listed as an approved State Depository/Fiscal Agent for the current designation period; and
- Be eligible to receive public deposits in accordance with Louisiana RS§39:1211 et seq., including the ability to fully collateralize uninsured public funds.

The contract term is anticipated to be three (3) years, with options for renewal as provided in the Request for Proposals.

A complete RFP package may be obtained:

- by email request to Denise Williams at dwilliams@floodauthority.org
- by visiting: <https://www.floodauthority.org/business/procurement>, which is the Authority's website under the Business tab – Procurement
- or in person at: **6920 Franklin Avenue, New Orleans, LA 70122**

Questions must be submitted in writing to dwilliams@floodauthority.org no later than 4:00pm (Central) March 30, 2026. All submitted questions, along with the Authority's responses, will be posted on the Authority's website no later than 4:00pm (Central) on April 8, 2026.

Southeast Louisiana Flood Protection Authority - East reserves the right to reject any or all proposals, waive informalities, and select the proposal deemed to be in the best interest of the Authority.

By order of the Board of the Southeast Louisiana Flood Protection Authority – East:

Denise Williams

Regional Finance Director and Risk Manager

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