



Office of the Treasurer & Tax Collector (TTX)
Fixed Income Custody Services
Sourcing Event ID 100000524
Questions and Answers

#	Question	Answer
1	Who is the current custodian for the Fixed Income securities account?	Citibank
2	How many accounts are in your current custodial structure?	One
3	Is the account managed internally with investment staff, or do you use outside investment managers?	Managed internally
4	What is your current annual transaction volume (buys/sells/maturities/paydowns)	That information on investment reports is available using the following link: Investments Treasurer & Tax Collector
5	Would you be able to share the current fee arrangement with your custodian?	Citibank contracted fees are below



#	Question	Answer
6	Can you describe the extent of your securities lending activity? Is this a manual process or do you have a lending agent?	Currently not using securities lending
7	Are the Money Market Funds held within the custody account, or do you use an Institutional Money Market Portal or a combination of both?	Our money market funds are not held in our current custody account. They are transacted directly from our bank account
8	Would you consider alternative Money Market Funds such as the First American Funds Government Obligations X Share Class?	MMFs are reviewed periodically to confirm the CA Code ratings requirements and to ensure the use of the share class that carries the lowest expense ratio/highest yield to the portfolio
9	If Money Market Funds are held outside the custody account, do you require daily net settlement?	No
10	The investment policy allows for a 20% allocation to Money Market Funds, what would you say is a typical allocation?	Varies but shouldn't be considered as part of the custody relationship



#	Question	Answer
11	Do you have any special accounting or reporting requirements?	No
12	What Accounting / Financial Reporting Software do you use for Reporting purposes? And does your custodian feed information to this software?	The investment accounting software in use is MaxQ Analytics. Our custodian does not feed information into our investment accounting system.
13	Do you have a G/L data feed with your current custodian?	No
14	If investments are managed by internal staff, how do they facilitate trading with their brokerage network?	We facilitate trading through the electronic trading platforms and IB available on Bloomberg or via telephone
15	Is there a module/platform used to perform this activity and if so, which one?	See above answer
16	Who is your current provider?	See Answer to Q1



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17	Are there any pain points or challenges that the plans are looking to address?	No
18	What would a custodial bank need to offer or demonstrate for each plan to consider moving away from its current provider?	The scoring system was explained in the RFP
19	<p>Please list any software used by the organization today in the following areas:</p> <ul style="list-style-type: none"> a. Portfolio Accounting b. Alternative Investments / Private Assets c. Portfolio Management / Investment Book of Record d. Performance Measurement e. Risk Measurement f. Liquidity and/or Exposure Management g. Document Management / CRM h. ESG 	<ul style="list-style-type: none"> a. MaxQ Analytics b. MaxQ Analytics c. MaxQ Analytics d. MaxQ Analytics e. MaxQ Analytics f. MaxQ Analytics g. Internal Process h. Internally developed models <p>We have our own systems and are not looking for any listed in the question as part of the custody relationship.</p>
20	For Template C-Scope of Work, is the limitation of ten pages for each question or does our entire response need to fit into ten pages?	<p>Ten-page limit should include responses to Corporate Background and Custody Capabilities and Transition, Implementation, and Training questions</p> <p>The Y/N section of Template C can be its own page</p>



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21	If the entire response should only be ten pages, can you please clarify what parts of the proposal are included in the limit (does that include both Minimum Qualification page and responses to Template C, for example?)	MQ is its own page and does not count towards the 10-page limit. See the response above.
22	Are you currently participating in a securities lending program? If so, with whom?	Not currently using
23	For the below minimum qualification requirement, is the expectation that the account representative would utilize all three methods of communication or that he/she would use at least one method? The Proposer is proposing that, if a trade runs the risk of not settling by the cut-off time, an account representative will communicate with the City's Investment personnel via telephone, text and a follow up email to alert them as to the situation.	At least one, but whatever action is necessary to contact the investment staff in the most expeditious manner



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24	<p>The "City" is defined as the City and County of San Francisco, a municipal corporation. Is such "municipal corporation" a single legal entity (meaning the City and County are not separate from a legal standpoint) established by statute or some other law?</p> <p>a. Please provide a citation for such law.</p> <p>b. What entity owns the assets that will be custodied?</p> <p>c. Please provide a FEIN for that entity.</p>	<p>a. See San Francisco Charter Article I - General Provisions</p> <ul style="list-style-type: none">• Section 1.100 - Continuation of the City and County <p>b. City and County of San Francisco</p> <p>c. N/A</p>



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25	<p>On page 12 of the RFP, "Paragraph I.-Objections to Solicitation Terms" requires that the Proposer set forth specific objections "no later than the deadline for questions" which varies from the language in "Paragraph G. Contract Terms and Negotiations" which states: "The successful Proposer will be required to enter into a contract substantially in the form attached hereto as Appendix B, City's Contract Terms. If Proposer is unable to accept City's Contract Terms substantially in the form presented, the winning Proposer shall submit a revised copy of City's Contract Terms within 10 days of the Notice of Intent to Award." We are unable to provide any potential contract modifications by the written question deadline. If selected, will we be allowed to adhere to the guidance in Paragraph G?</p>	<p>Yes, you can submit redlines; they may not be accepted and award will be moved to next highest bidder</p>
26	<p>Please confirm if a Securities Lending estimated should be provided in the RFP response. If applicable, please answer the below questions:</p> <ul style="list-style-type: none">a. Please provide an excel based asset list including security name, industry standard asset identifier (CUSIP/SEDOL/ISIN), shares/par value, price, market value.b. Please provide accepted cash collateral reinvestment guidelines.	<p>We are currently not doing this</p>



	<p>c. Please provide accepted non-cash collateral guidelines.</p> <p>d. Please provide any restrictions associated with securities lending, such as borrower restrictions, percentage on loan restrictions, asset classes or markets restricted from securities lending.</p> <p>e. Please advise if you have a policy on proxy voting</p>	
27	<p>For separately managed, please confirm:</p> <p>a. Total position volume by asset type (US Equity, Corporate Bonds, Government Bonds, etc.)</p> <p>b. Estimated annual transaction volume by asset type</p>	No separately managed
28	<p>For single-line items, please confirm:</p> <p>a. Total position volume by asset type (Mutual Fund, Commingled Fund, etc.)</p> <p>b. Estimated annual transaction volume by type</p>	No single-line items
29	<p>Please provide number of incoming and outgoing wires, annually.</p>	We will wire net cash balance from our custody account to our bank account and wire net needed funds to our custody account on a daily basis



#	Question	Answer
30	Provide the daily cash balance that would be swept into a STIF vehicle as well as the current basis point rate charged for the cash balance.	We anticipate moving any cash in our custody account into our bank account on a daily basis
31	To better price your portfolio, please provide an Excel file with holdings including asset identifier, market value, asset type, and country of settlement, or provide total asset value by market of settlement for assets eligible to be held in custody.	This information on investment reports can be found through the following link: Investments Treasurer & Tax Collector
32	To better price your portfolio, please provide an Excel file with all transactions for a 12-month period, including buys, sells, paydowns, and maturities per market of settlement, as well as secondary transaction volumes (i.e., wires, inter-account transfers, income processing, proxy votes, non-STP instruction volumes, etc.) over a 12-month period.	This information on investment reports can be found through the following link: Investments Treasurer & Tax Collector
33	As of December 31, 2024, we understand CCSF is invested in \$1.8bn of government MMFs. Is \$1.8bn a reasonable estimate of what you plan to invest in government MMFs through your future custodian?	The RFP response should not plan on any MMF balances. More info can be found through the following link: https://www.sftreasurer.org/banking-investments/investments



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34	In addition to the government MMFs, what are the average cash deposit balances with your current custodian?	We anticipate moving any cash in our custody account into our bank account on a daily basis
35	What is the anticipated date for transition of assets if an alternative provider is awarded?	Dependent on contract award date
36	Is the not to exceed amount limited to contract fees and not including transition costs if an alternative provider is awarded?	Given the requirements that funds are not held and historically transition costs have not been charged, the Office has not budgeted for transition costs
37	Do you require the chosen provider to act in the capacity of directed trustee?	Unclear on the specifics of this question



#	Question	Answer
38	What is required for RSD 1 (evidence of compliance with Labor and Employment Code)? When will you provide the forms required under RSD 2?	RSD1 requirements are for compliance with the City’s Equal Benefits program. Evidence includes, but is not limited to, a confirmation letter/email from CMD that a proposer is compliant, documentation that a Proposer has submitted their Equal Benefits Declaration, or written correspondence with CMD Equal Benefits staff demonstrating Proposer’s intention to become compliant. More information can be found through the following link: Equal Benefits Program SF.gov RSD2 forms will be provided after the contract is awarded
39	Please clarify if subsection (O) is applicable. See RFP for Custody Services, XII	Yes
40	Please confirm that this document [Appendix A: CCSF Investment Policy] is for informational purposes only.	It is for informational purposes only



**CITI MARKET AND SECURITIES SERVICES
CITY AND COUNTY OF SAN FRANCISCO
UNITED STATES SECURITIES FEE AGREEMENT**

This Fee Agreement should be read in conjunction with and consistent with the terms of the Global Custodial Services Agreement between City and County of San Francisco and Citibank N.A. through its New York offices, dated 8/01/2019 and the terms of that agreement shall be deemed to apply to this Fee Agreement including the governing law specified in that agreement.

Citibank N.A. 390 Greenwich Street New York, N.Y. 10013			
<u>TIERED CUSTODY/SAFEKEEPING FEES^{1,2}</u> (BASED ON AVERAGE DAILY MARKET VALUE PER ACCOUNT)			
•	\$0 - \$6BN ASSETS UNDER CUSTODY		
	EQUITIES / FIXED INCOME (FLAT FEE)	US\$	125,000.00
•	\$6 - \$8BN ASSETS UNDER CUSTODY		
	EQUITIES / FIXED INCOME (FLAT FEE)	US\$	151,000.00
•	\$8BN - \$10BN ASSETS UNDER CUSTODY		
	EQUITIES / FIXED INCOME (FLAT FEE)	US\$	181,000.00
•	\$10BN - \$20BN ASSETS UNDER CUSTODY		
	EQUITIES / FIXED INCOME (FLAT FEE)	US\$	193,000.00
<u>SPECIAL TRANSACTION FEES:</u>			
•	UNFORMATTED TRANSACTION (ADDITIONAL)	US\$	100.00
	(FAX, TELEX, ETC.) ³		
•	STRUCTURED MESSAGE REPAIR FEE (ADDITIONAL)	US\$	10.00
•	CANCELLATION FEE	US\$	7.50
<u>OTHER FEES^{4,5}</u>			
•	FUNDS TRANSFER FEE ⁶	NON-SECURITIES RELATED	US\$ 12.00
•	ACCOUNT MAINTENANCE FEE	PER MONTH	US\$ 50.00
•	CORPORATE ACTION FEE		WAIVED
•	INCOME COLLECTION FEE		WAIVED
•	PROXY FEES		WAIVED
<u>OUT-OF-POCKET EXPENSES</u> (ALL OUT OF POCKET EXPENSES ARE CHARGED TO THE CLIENT ACCOUNT)			
NOTE: THE CLIENT'S ACCOUNT WILL BE DEBITED THE 25TH OF EACH MONTH OR THE NEXT BUSINESS DAY. FEES FOR SERVICES NOT LISTED ON THIS FEE SCHEDULE WILL BE PROVIDED UPON REQUEST. ANY ADDITIONAL CHARGES OR SURCHARGES BY THE DEPOSITORY TRUST COMPANY (DTC) FOR ADR OR OTHER DEPOSITORY RECEIPT SETTLEMENTS OR CUSTODY POSITIONS WILL BE PASSED ALONG TO THE CLIENT AT COST.			