

# **RFP # 24-016**

## **Banking Services**



# **ORLAND PARK**

**Presented by:**

# **ORLAND PARK<sup>®</sup>**

**BANK & TRUST**

*A branch of Old Plank Trail Community Bank, N.A.*

**A WINTRUST COMMUNITY BANK**

**February 28, 2024**

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One set of the requested Sample Documents are included separately. These documents include:

- Availability Schedule
- Collateral and BMO Bank N.A. Pledge Depository Agreement
- Online Banking Report Samples
- Sample Account Analysis Statement
- Sample Bank Statement
- Sample Lockbox Report
- Wintrust Due Diligence Policy

## **OPERATING HISTORY, QUALIFICATIONS, AND EXPERIENCE**

Orland Park Bank & Trust is pleased to present this proposal to the Village of Orland Park. We appreciate the opportunity to respond to your request for banking services and look forward to developing a long-standing relationship with the Village. We have reviewed the requirements of the RFP and have included in our response a recommended account structure that will help the Village streamline operations and account reconciliation while maximizing earning potential, provide a solution to provide FDIC insurance coverage well above the industry standard, and offer treasury management products that will safeguard taxpayer funds.

Orland Park Bank & Trust is a branch of Old Plank Trail Community Bank, N.A., a full-service, locally managed community bank headquartered at 20012 Wolf Road in Mokena. The Bank was incorporated in the state of Illinois and opened its doors in March of 2006, and currently maintains approximately \$2.6 billion in total assets. The Bank provides community-oriented personal and commercial banking services, employing approximately 200 people at fourteen banking facilities in the communities of Mokena, Crete, Frankfort, Joliet, Lansing, Shorewood, Markham, Homer Glen, New Lenox, Orland Park, Shorewood, Steger and Dyer, Indiana. A fifteenth location will be opened in Crown Point, Indiana in March 2024. Nine of our employees live in the Village of Orland Park.

Old Plank Trail Community Bank, N.A. is a member bank of the FDIC and is covered by FDIC insurance; the FDIC Certificate Number is 58314. The Bank is a national bank, and as such it is permitted to accept deposits of federal, state, and local governments and give security for such deposits, pursuant to 12 USC Sections 90 and 265.

Old Plank Trail Community Bank, N.A. was the fourteenth bank opened by Wintrust Financial Corporation, a financial services holding company headquartered in Rosemont with a common stock traded on the Nasdaq Global Select Market (Nasdaq: WTRFC). Wintrust was founded as a de novo banking organization in 1991 when a group of experienced bankers and local businesspeople identified an unfilled niche in the Chicago metropolitan area banking market. As large banks acquired smaller ones and personal service was subjected to consolidation strategies, the need for locally controlled and managed, highly personal service-oriented banks became clear.

Wintrust now has assets of over \$56 billion, 5000+ employees and more than 170 locations in and around Chicago, northern Illinois, southern Wisconsin, northwest Indiana, and southern Florida through its 15 community bank subsidiaries. The company also operates various non-bank subsidiaries, which all provide services available at each Wintrust Community Bank® location. In addition to its banks, Wintrust also owns Wintrust Wealth Management, Tricom Inc., First Insurance Funding Corporation, and Wintrust Mortgage Corporation.

Old Plank Trail Community Bank, N.A. uses a successful formula of empowering local management and stressing community engagement. The Bank is run by entrepreneurial management teams with the authority to make decisions locally and react to local market competition and has a Board of Directors comprised largely of residents and business owners. There is on-site control over all services and the local leadership determines product, pricing, interest rates, personnel, loan approvals and new locations. As a result, the Bank team can offer superior customer service, customized products, sharper pricing, quicker decisions, and unmatched community involvement.

**FINANCIAL STRENGTH**

The latest Capital Ratios for Wintrust Financial Corporation are as follows: 9.4% Tier 1 Leverage, 10.1% Tier 1 Capital to Risk Weighted Assets, 12.1% Total Risk Weighted Capital (12/31/23). Old Plank Trail Community Bank, N.A. ratios for the same period are: 8.9% Tier 1 Leverage, 10.7% Tier 1 Capital to Risk Weighted Assets, 11.3% Total Risk Weighted Capital. The required ratios to be considered “well capitalized” by regulatory guidelines are: Tier 1 Leverage - 5%, Tier 1 Capital to Risk Weighted Assets - 6% and Total Risk Weighted Capital - 10%.

Wintrust is publicly traded on the NASDAQ under the symbol WTFC. Wintrust Financial Corporation maintains a BBB+ rating from Fitch, which covers all Wintrust Community Banks®, including Old Plank Trail Community Bank, N.A. Additional information on the rating can be found [here](#).

Annual Financial Statements for Wintrust Financial Corporation can be found [here](#). Quarterly Call Reports for Old Plank Trail Community Bank, N.A. can be provided upon request.

**BANKING SERVICES AND GOVERNMENT EXPERIENCE**

Orland Park Bank & Trust provides traditional commercial and consumer banking services, treasury management services, wealth management services, mortgage origination, commercial insurance premium financing, short-term accounts receivable financing, and certain administrative services such as data processing of payroll and billing.

Orland Park Bank & Trust, however, goes above and beyond simple banking solutions with the goal to be a true asset to the communities we serve. Our banks host financial education courses, and we believe in supporting our communities by sitting on local boards, getting involved with local organizations, and sponsoring local events.

Orland Park Bank & Trust believes that serving the banking needs of local government entities is a natural extension of our mission as a community bank. We have a devoted Government Banking group made up of individuals with multiple years of banking and public sector experience dedicated to serving the needs of our government clients. This includes Illinois municipalities, school districts, and park districts, as well as other taxing bodies. These individuals are committed exclusively to our public sector clients and understand the market needs, including the Illinois Public Funds Act, collateral requirements, treasury management service needs and debt structure options.

We are very familiar with and comfortable providing the product and service needs to municipalities and other governmental entities similar in size and complexity to the Village; our Treasury Management and operations departments are accustomed to providing customized processing based on the individual needs of each of our clients. Wintrust Wealth Management, a subsidiary of Wintrust Financial Corporation, offers a wide range of investment and investment management services, including custody services. Wintrust Government Funds also provides municipal financing options.

We are dedicated to all areas of the government market and are active members in IGFOA, IASBO, IPRA, and IAPD. We consistently serve and support the needs of the members each represents and often present seminars providing information and solutions on how to manage financial issues affecting local government entities.

The Wintrust Community Banks® provide comprehensive banking, depository, and treasury management services to over 275 public entities in Illinois, including over **80** municipalities; we attribute this success to several factors including:

- *Our “community banking” philosophy; we actively support the communities we serve both through volunteer efforts and monetary donations*
- *Our consistent dedication to the public sector markets; we strongly believe that a local government entity benefits from banking with an organization which keeps its funds local and reinvests those funds in the community*
- *Our dedicated government banking group understands the uniqueness of our public sector clients*
- *Our innovative products, designed specifically to meet the needs of local governmental entities in our communities’ help streamline daily processes, maximize interest earnings, and minimize banking fees*

Additionally, because Orland Park Bank & Trust is a part of the Wintrust Financial Corporation family of Wintrust Community Banks®, **we can offer up to \$7.25 million in FDIC protection for public funds.** By spreading funds across Wintrust’s separate bank charters, we can combine FDIC insurance coverage and offer 15 times the usual amount of protection per deposit category.

**RELATIONSHIP TEAM**

Providing a high-level of customer service on a consistent basis is built into the philosophy of Orland Park Bank & Trust; our team is thoroughly invested in each client relationship and is dedicated to providing ongoing, everyday support across all banking capacities. The Village relationship team is equipped to create specific solutions for any situations that may arise with the accounts, provide rapid and relevant answers to all questions regarding accounts and operations, and work together to exceed your service expectations.

Any of the individuals listed below have the authority to make timely decisions regarding the Village accounts:

CONTACT	TITLE	ROLE/RESPONSIBILITIES
<p><b>Andrea Ramirez-Justin</b> 815-462-5519 ajustin@oldplanktrailbank.com</p>	<p><b>Director, Government &amp; NFP Banking Old Plank Trail Community Bank, N.A.</b></p>	<ul style="list-style-type: none"> <li>• Manages Village relationship</li> <li>• Primary contact for account inquiries</li> <li>• Community engagement liaison</li> </ul>
<p><b>Paul R. Slade</b> 815-462-5500 pslade@oldplanktrailbank.com</p>	<p><b>Chairman Old Plank Trail Community Bank, N.A.</b></p>	<ul style="list-style-type: none"> <li>• Old Plank Trail Community Bank, N.A. Chairman</li> <li>• Community engagement liaison</li> </ul>
<p><b>Amy Thacker</b> 708-952-5250 athacker@wintrust.com</p>	<p><b>Vice President Treasury Management Wintrust Financial</b></p>	<ul style="list-style-type: none"> <li>• Treasury Management contact</li> <li>• Account analysis reviews</li> <li>• Complex product inquiries</li> </ul>

**Sean Patrick Durkin**  
630-297-5987  
sdurkin@wintrust.com

**Senior Vice President  
Government Funds  
Wintrust Financial**

- Government Banking resource
- Collateral and FDIC coverage questions

**Aimee Briles**  
630-560-2120  
abriles@wintrust.com

**Director of Government  
Funds  
Wintrust Financial**

- Manages Wintrust Government Banking
- Collateral and FDIC coverage questions
- Public Funds Investment rates

**Andrea Ramirez-Justin, Director – Government & NFP Banking, Old Plank Trail Community Bank, N.A.**

Office Phone: (815) 462-5519

Mobile Phone: (708) 224-9292

E-mail: [ajustin@oldplanktrailbank.com](mailto:ajustin@oldplanktrailbank.com)

Andrea joined Old Plank Trail Community Bank, N.A. in 2007 and has provided the community with forty years of banking experience. In her current position, Andrea manages the Bank's public and non-profit portfolio along with the Bank's community outreach efforts.

Andrea is actively involved in a variety of civic and community activities, including St. Coletta's of Illinois; Franciscan Ministries; Franciscan Health Foundation; Franciscan Health South Regional Governance Board; District 230 Foundation board; Illinois State Comptroller 'Bank ON' Commission member & chair of Financial Products committee; and a past member of the Illinois State Treasurer Office's Banking Advisory Board. Andrea is also a volunteer with a variety of community impact organizations such as the Cancer Support Center, South Suburban PADS, various chambers of commerce and other entities.

Andrea also has served as a Trustee to the Board of Trustees at Moraine Valley Community College and served on the Village Board in Matteson and as a Housing and Human Relations commissioner and Village Trustee.

**Paul R. Slade, Chairman, Old Plank Trail Community Bank, N.A.**

Office Phone: (815) 462-5500

Mobile Phone: (815) 545-5887

E-mail: [pslade@oldplanktrailbank.com](mailto:pslade@oldplanktrailbank.com)

Paul is a twenty-nine-year resident of Frankfort and is Chairman of the Board of Old Plank Trail Community Bank, N.A. Paul has over forty years of banking experience and was the original organizer of Old Plank Trail Community Bank, N.A. Paul serves on several non-profit boards such as Will County Habitat for Humanity and Hispanic Housing Development Corporation.

**Amy Thacker, Vice President, Wintrust Treasury Management**

Office Phone: (708) 952-5250

E-mail: [athacker@wintrust.com](mailto:athacker@wintrust.com)

Amy is responsible for the Village's treasury management services and strategies, as well as managing the implementation of new services. As a Senior Treasury Management Officer, Amy partners with key clients to identify efficient and cost-effective solutions for their treasury management needs.

Amy joined Wintrust in January 2013 and has thirty-four years' experience providing receivable/payment solutions. She has consulted with clients of varying size and market segments to include Government, Education, Not-For-Profit, Commercial, and Healthcare. Her breadth of knowledge regarding company cash flows, coupled with her exposure to multiple platforms and ERP systems, enables her to make key recommendations to many clients.

**Sean Patrick Durkin, Senior Vice President, Wintrust Government Funds**

Office Phone: (847) 939-9664

Mobile Phone: (630) 297-5987

E-mail: [sdurkin@wintrust.com](mailto:sdurkin@wintrust.com)

Sean recently joined Wintrust Government Funds with over twenty-nine years' experience in the Chicago banking market, focusing on the public sector for the last twenty. He specializes in the needs of local governments and is an active member of several professional associations for finance personnel and elected officials.

**Aimee Briles, Director of Government Banking, Wintrust Government Funds**

Office Phone: (630) 560-2120

Mobile Phone: (630) 632-6329

E-mail: [abriles@wintrust.com](mailto:abriles@wintrust.com)

Aimee oversees Wintrust's Government Banking group and has over twenty-five years of banking experience. Aimee has specialized in the needs of public entities since 2003. Aimee joined Wintrust in 2007 and works with the family of Wintrust Community Banks® to deliver innovative products, tailored processes, and exceptional customer service specifically to meet the needs of local governmental units in our communities.

Aimee has been an active member of the Illinois Government Finance Officers (IGFOA) and Illinois School Business Officials Associations (IASBO), as well as the Illinois Park and Recreation Association (IPRA) since 2003. She presents seminars to the respective members of each several times a year providing information on industry updates, Treasury Management product enhancements and the current rate environment. She has served on the IGFOA Association Forum and the IGFOA Professional Development Committee.

**COMMUNITY INVOLVEMENT**

Orland Park Bank & Trust's focus and philosophy lend itself to extensive community involvement. Village funds on deposit with the Bank would remain and be re-invested in the communities we serve through consumer loans and other banking services. Old Plank Trail Community Bank, N.A. received a rating of "Outstanding" on its last Community Reinvestment Act examination covering the period 2018-2020. A copy of the most recent CRA report is available upon request.

It is routine procedure for Old Plank Trail Community Bank, N. A. to assess the credit and deposit needs in the markets we serve. Senior Management regularly meets with humanitarian services organizations to find ways to support service and investment programs. We support many organizations that serve the Orland Park community and are continuously seeking ways to make more loans within our assessment area. The Bank is fully committed to public support and outreach to serve low to moderate income individuals. Below is a partial list of contributions serving Orland Park and surrounding communities:

American Cancer Society Relay for Life	New Star, Inc.
Anew: Building Beyond Violence	Our Fallen Hero Foundation, In Memory of PFC Aaron Toppen
Arc of Illinois	Orland Park Area Chamber of Commerce
Big Brothers Big Sisters of Will / Grundy Counties	Orland Township Food Pantry
Bridge Teen Community Center	Pathlights
CTF Illinois	PAWS Chicago
Cancer Support Center	Providence Catholic High School
CASA of Will County	Southwest Conference of Mayors
Crisis Center for South Suburbia	St. Coletta's of IL Foundation
Curtain Call Community Theater	Trinity Foundation
District 230 Foundation	Trinity Services Inc.
Forest Preserve District of Will County	United Methodist Church
Guardian Angel Community Services	University of St. Francis
Illinois Philharmonic Orchestra & Friends of the IPO	Village of Orland Park – Veterans Liberty Run & Walk
Joliet Junior Community College	Will County Center for Community Concerns
KidsWork Children's Museum	Will County Center for Economic Development
Kiwanis Club	Will County Habitat for Humanity
March of Dimes	Zonta Club
National Council for Jewish Women	

### **Community Impact and Corporate Social Responsibility Details**

Wintrust supports its public sector and mission-oriented clients in many ways. Village funds on deposit with the Bank remain and are re-invested within the communities we service through consumer loans and other banking services. We are active supporters financially of local organizations, and we are extremely engaged in the communities of our clients.

Community service and philanthropy is supported and encouraged by senior management; in the past 18 months our bankers have engaged in over 3,000 volunteer hours of counseling/financial planning to organizations that serve small businesses or low/moderate income individuals, such as Consumer Credit Counseling Service, Nonprofit Community Development Agency, Affordable Housing Development Organization, Chamber of Commerce, Nonprofit Business Training Program, and Nonprofit Community Health Agencies.

Evidence of our community engagement includes:

- \$15 Million philanthropic dollars given and over 1900 unique organizations supported through donations & sponsorships through 2022.
- Over 1600 hours of financial literacy consumer Money Smart workshops facilitated.
- Ongoing economic mobility and education efforts for low-to-moderate income children and young adults across the region for scholarship programs at Marquette University, Cristo Rey High School and Arrupe College among others.
- Partnerships with organizations like Mercy Housing which provide affordable housing and community-support services for residents.
- Support of the Chicago Community Loan Fund that provides flexible, affordable, and

responsible financing and technical assistance for community stabilization and development, benefitting low to moderate income neighborhoods throughout metropolitan Chicago.

#### Money Smart Educational Sessions

- Money Smart is a free financial education program provided by the FDIC and administered by trained Wintrust employee facilitators. This financial education curriculum is a complete set of courses designed to help people of all ages build knowledge, security, and confidence in their financial abilities.
- 14 modules are available to adults; however, additional offerings are targeted toward children, young adults, seniors, and even small businesses. A complete list of modules is available upon request.
- Established at Wintrust in 2010, we now have more than 160 trained Money Smart facilitators within the Wintrust family, consisting of bank tellers, loan officers, and more. We provide Money Smart via in-person courses; one-on-one training at our banks; and most recently, virtually. We frequently partner with local schools, churches, municipalities, and other organizations to provide these free educational resources to the people in our communities.
- We have provided Money Smart sessions that specifically benefit low to moderate income audiences, or people dealing with other barriers, such as language.

## SCOPE OF REQUIRED BANKING SERVICES

### 1. Depository Services

Orland Park Bank & Trust can accommodate any number and type of accounts needed by the Village including zero-balance accounts. The concentration account will be credited for all checks in accordance with the Bank's availability schedule. The Village will receive same day ledger credit for all funds deposited before 5:00 p.m.; deposits received after 5:00 p.m. will be credited the following business day. Funds from checks deposited will be available the following business day. Orland Park Bank & Trust will post incoming wire transfers received by 5:00 p.m., Monday through Friday, excluding holidays, with same day availability. A copy of the availability schedule is included with this response.

Orland Park Bank & Trust is a full-service banking center which offers safe deposit boxes, a full teller-line, a night depository and a free-standing 24-hour ATM. The branch also houses six business & commercial lenders and wealth management services.

Orland Park Bank & Trust will absorb the cost of the Village's first order of deposit supplies (checks, deposit slips, endorsement stamps).

**Recommended Account Structure** – To minimize idle balances and maximize interest earnings, it is our recommendation that the Village utilizes Orland Park Bank & Trust's **Public Fund Hybrid Checking**. With this account structure:

- Balances in the account will earn an Earnings Credit Rate of **1.25%\*** used to offset monthly service charges
- All balances above those needed to offset fees will earn interest at a rate of **4.00%\***
- If account balances do not cover the monthly activity charges, the account will be debited according to the account analysis schedule
- Funds are FDIC insured up to \$3.75 million; excess funds will be collateralized

\* The proposed Earnings Credit Rate and Interest Rate on the Public Fund Hybrid Checking will be guaranteed as a floor rate for the duration of the initial contract term.

The benefits of this account type include:

- Competitive ECR and interest rate assures maximum earning potential
- All monthly banking fees will be offset with the earnings credit rate
- Eliminates idle balances and the need to monitor a "target balance"
- Maximizes interest earning potential
- Provides one point of interest earnings
- Ensures safety and security of taxpayer funds

Based on the average daily collected balance, the monthly account activity and the earnings credit rate, the account analysis system calculates the fee offset balance each month to the exact penny, eliminating any excess earnings credit or the need to set a peg balance. All balances above those needed to offset fees will earn interest. With the hybrid account structure, interest is calculated based on the calendar month, but posted according to the analysis schedule (middle of the following month).

The Village will be able to pay for banking services through a compensating balance arrangement; non-interest-bearing balances will earn a minimum earnings credit rate of 1.25%; the earnings credit allowance is calculated using the average daily collected balance.

The calculation for the Earnings Credit Rate is as follows:

$$\frac{365 \text{ divided by } \# \text{ days in January} = 31}{\text{Earnings Credit Rate} = 1.25\%}$$

At the proposed Earnings Credit Rate, each \$1 of services would be offset by \$941.94 balances.

We recommend that Village accounts with minimal activity, like the State Seizure Account, State Forfeiture Account, Federal Forfeiture Account, OPHFC Depository, Insurance Claims Account, Merchant Services Account, and Money Laundering Seizure Account be invested in a **MaxSafe™ Public Fund Money Market Account**.

The MaxSafe™ Public Fund Money Market Account is an innovative and unmatched depository account that provides up to 15 times the FDIC insurance coverage of typical municipal deposits. Village funds would be spread across the separately chartered, affiliated Wintrust banks, all of which are FDIC insured and deemed “well capitalized” by regulatory agencies. This allows for FDIC coverage of \$250,000 at each of the banks, ultimately providing up to \$3.5 million in coverage for transaction account balances, plus an additional \$3.75 million in FDIC insurance on interest bearing balances. The MaxSafe™ Public Fund Money Market Account offers competitive returns as they decrease or eliminate the need for, and cost of traditional collateral. At any time, the Bank can provide a report detailing the breakdown of the amount of funds on deposit at each charter.

The interest rate on the MaxSafe™ Public Fund Money Market Account is tiered and based on the daily balance in the account. MaxSafe™ Public Fund Money Market Account rates are adjusted daily based on the Illinois Funds rate. Balances over \$2.5 million receive 0.05% over the daily IL Funds Rate. Average MaxSafe™ Public Fund Money Market Account rates for January 2024 were:

< \$2.5 million = 5.393%

> \$2.5 million = 5.443%

## 2. Deposit Locations

Our Orland Park branch is located 1 mile from the Village Hall at:

**Orland Park Bank & Trust**  
15330 S. LaGrange Road  
Orland Park, IL 60462

Lobby and Drive-up hours:  
Monday – Friday 9 a.m. to 5 p.m.  
Saturday - 9 a.m. to 1 p.m.

The main branch contacts are:

Sharon Krupske, Assistant Vice President, Branch Manager

Office Phone: (708) 428-4324

E-mail: [skrupske@orlandparkbank.com](mailto:skrupske@orlandparkbank.com)

Angela Hobart, Operations Manager

Office Phone: (708) 428-4302

E-mail: [ahobart@orlandparkbank.com](mailto:ahobart@orlandparkbank.com)

The Village will have access to a secure night depository drop 24 x 7 x 365.

Orland Park Bank & Trust will provide the Village with a bank holiday schedule annually.

### 3. Remote Deposit Capture:

**i-BusinessCapture Pro™** will provide the Village a convenient way to deliver deposits to the bank electronically. The program is web based and can be used with Google Chrome, Microsoft Edge, Mozilla Firefox, and Apple Safari® (except on Windows). There is no set up fee or contract required for i-BusinessCapture Pro™.

The imaging scanners allow you to scan up to 50 checks per minute and transmit the images directly to the Bank for deposit. Batches can be saved throughout the business day and transmitted as one complete deposit if preferred. Items may be transmitted up until 6:00 p.m. for same day ledger credit.

Multiple reporting and image search features include the ability to print check images, deposit slips and deposit transmission reports for safekeeping and account reconciliation. Standard retention of activity history is available for a rolling 45 days; using Long Term Images Archive services, the Village will have access to seven years of data. Users can search for specific items, including deposit tickets, deposit items or rejected items, or items across deposits. Search fields include date, amount, serial number, account number and routing number.

Orland Park Bank & Trust also offers Remote Deposit Capture Direct Transmission (ICL) services, which moves paper deposits to electronic format. With RDC ICL services, the Village would have the ability to process large volume of check images into a structured X9.37 file format that is transmitted to the Bank in the form of a deposit. The file is sent via File Transfer Protocol (FTP).

### 4. Daily Reports:

Daily reports are available to the Village through i-Business Banking by 7:00 a.m. The Village will have access to intra-day reporting for all incoming electronic transactions. Real-time reporting is available for any incoming transactions and will reflect real-time account balances.

Multiple report types are available through i-BusinessBanking™ including:

- Current account activity
- Balance reports:
  - o Ledger Balance
  - o Available Balance
  - o Total Debits
  - o Total Credits
  - o One Day Float
  - o Two Day Float
- Specific transaction searches
- ACH, wire transfer and internal transfer history
- Pending ACH, wire, and internal transfer transactions
- Stop payment history
- Positive Pay decisions, issued, outstanding and stale items
- Account Reconciliation reports
- User activity reports

Reports are available by 7:00 a.m. The Village will have access to intra-day reporting for all incoming electronic transactions. Real-time reporting is available for any incoming transactions and will reflect real-time account balances.

## 5. Detailed Monthly Statements

The Village can access a minimum of sixteen months of bank statements through i-BusinessBanking™.

## 6. Bank Statement

Banking activity statements for all accounts are generated at month-end. Online statements are available by the second business day of the month. Images of any account adjustments will be included with the monthly statement. Banking statements will include all items that have cleared the account during the month, with deposits in date order and paid checks in numerical order.

A sample bank statement is included with this submission.

## 7. Automated Daily Balance Report

Reports are available by 7:00 a.m. The Village will have access to intra-day reporting for all incoming electronic transactions. Real-time reporting is available for any incoming transactions and will reflect real-time account balances. Please see item #4 for a full listing of reports available. Sample reports are included with this submission.

## 8. Wire Transfer Services

Incoming Wires: Orland Park Bank & Trust will post incoming wire transfers received by 5:30 p.m., Monday through Friday, excluding holidays, with same day availability. Incoming wire transfers will be available for immediate investment or disbursement.

Outgoing Wires: All outgoing wire transfers received by 3:30 p.m. will be processed the same business day; requests received after 3:30 p.m. will be considered next-day wire

transfers. The Bank will assist in tracing any order not received by the destination party by 5:30 p.m.

Orland Park Bank & Trust can e-mail confirmation of all incoming and outgoing wire transfers to the Village. Incoming and outgoing wire information will also be indicated on your monthly bank statements and can be viewed online in real time including the amount, date and time, and confirmation number. Additionally, the Village can view all details of incoming wire transactions through our Incoming Wire report in i-BusinessBanking™.

## **9. Imaging Services**

The Village will have access to up to eighteen months of all account transaction images through i-BusinessBanking™.

## **10. Checking Services**

In addition to the eighteen months of images available through i-BusinessBanking™, Orland Park Bank & Trust offers a web-based Long Term Image Archive application that provides a seven-year archive of account history, paid and deposited items, and monthly account statements.

## **11. Returned Checks**

Orland Park Bank & Trust will automatically re-deposit any deposited item returned due to insufficient funds. If the item is returned a second time, an account designated by the Village will be debited. The Village will have the ability to create an alert within i-BusinessBanking™ that will notify users of a returned item.

Orland Park Bank & Trust web-based Returned Deposited Items Reporting service would enable the Village to view incoming information and images of returned items. In addition to viewing chargeback items, the Village would be able to research, and decision returned items. Information is retained for seven years.

## **12. Stop Payments**

Stop Payments take effect immediately and remain in effect for six months. We recommend that checks be voided through the positive pay module as opposed to creating a stop payment, as voided positive pay items do not have an expiration date.

## **13. ACH Debit/Credit Blocks/Direct Debit Filters**

ACH Debit/Credit Blocks and Direct Debit Filters information is provided below in item #16.

## **14. File Transfer Services**

The Village can upload a NACHA formatted direct deposit payroll file to employees for transmission via i-BusinessBanking™. It is recommended that payroll files are transmitted two days prior to settlement but must be sent no later than 6:00 p.m. one day prior to settlement. If the file deadline is missed, we can process same day ACH transactions until 1:00 p.m. for settlement in the next processing window. Orland Park Bank & Trust also

supports the receipt of direct transfer of data files via a remote transmission connection. The Village can send and receive files from the Bank via a secure transmission protocol using the SFTP File Transfer Protocol using SSH Secure Shell (SSH), which ensures that data is securely transferred using a private and safe data stream.

## **15. Reconciliation Services**

Orland Park Bank & Trust offers both full and partial reconciliation services. Partial reconciliation provides a “check paid” report that can be downloaded into Excel via i-BusinessBanking™ or printed out as a PDF the first business day of the month. Full reconciliation services provides both a paid check and outstanding item files/reports which are based off an issued check file provided by the Village. The Village can download data into PDF, CSV, BAI2 or HTML file formats.

The Village would be able to access these same reports and downloads via the Positive Pay module in i-BusinessBanking™ for no additional charge.

## **16. Check & ACH Positive Pay**

Orland Park Bank & Trust offers check and ACH Positive Pay Services. With Check Payee Positive Pay, each check that is presented for payment against the Village’s account will be compared to an issue file that the Village sends to the Bank via file upload through i-BusinessBanking™. If a payee, dollar amount or check number differs, the Village will receive an alert through i-BusinessBanking™ by 9:00 a.m. each morning. The Village will be able to view an image of the item online and transmit a “pay” or “return” decision. A decision must be made on exception items by 1:00 p.m.; if a decision is not made by this time, the item will be returned. Positive Pay Services are integrated with bank teller lines.

Orland Park Bank & Trust supports payee name verification within check Positive Pay by using Optical Character Recognition (OCR). The Bank recommends clients adhere to certain standards proposed by the American National Standards Institute (ANSI) as it relates to magnetic ink, bond paper, fonts, logos/artwork, etc. The Bank will provide a specification form with guidelines to help identify the best way to alleviate errors on payee names, such as using black ink, payee name placement in relation to "pay to the order of", etc. Payee names can be on more than one line; however, each line is interpreted as a space.

Orland Park Bank & Trust also offers ACH Positive Pay which allows the Village the ability to make a “pay” or “return” decision on ACH debits posting to its accounts. Criteria can be set at the time of the posting to prevent future unauthorized ACH debits; filters can be established to allow for future authorized debits and can include parameters based upon dollar amount limits and time frame. The Village will have until 2:00 p.m. to provide a decision on incoming ACH debits.

For those accounts on which checks are not written, Orland Park Bank & Trust recommends that the Village place a “Post No Checks” status to mitigate any attempts of external check fraud.

## **17. Change/Currency Order Services**

The Village will email Andrea Justin any Change/Currency orders including the amount, denomination, courier's name who will pick up order, date of pick up, last 4-digits of the account to debit for order, OR if a check will be provided. Up to \$20,000.00 in currency & \$2,000.00 in coin will be available for same day pickup. For high volume orders, please provide a five-day notice. Checks should be made payable to Cash, with "Currency/Change order and the courier's name who is picking up the order" in the memo line. The Courier will be asked to present a valid driver license to verify information provided by the Village.

#### **18. Account Analysis Statements:**

An account analysis statement will be either mailed or available online to the Village by the fifteenth business day of the month; the statement will include all information requested by the Village in the RFP document. Costs shall reflect those listed on the Cost Proposal Form unless additional services beyond those originally agreed upon have been requested by the Village to be provided by the Bank and such additional services and costs associated have been agreed upon in writing. A sample account analysis statement is provided with this response.

#### **19. Account Executive**

The Village of Orland Park will have a team of dedicated resources. Andrea Justin will be the Village's relationship manager and main point of contact. Andrea will bring in appropriate specialists for different aspects of the overall banking relationship. Amy Thacker will be the Village's dedicated Treasury Management officer. Amy is responsible for the Village's treasury management services and strategies and managing the implementation of new products. Angela Hobart and Sharon Krupske will be available to address any branch specific questions, requests, or issues.

Andrea and Amy's experience and qualifications are detailed on page 4.

The Village will also have access to our treasury experts in Rosemont, IL who are available from 7:30am to 6:00pm CST to assist with password resets, online banking questions, ACH file concerns, etc. Andrea and Amy can assist with all inquiries; the Village will never need to call a 1-800 number.

#### **20. Courier Service**

The armored courier contract would be directly between the Village and its chosen service provider. Orland Park Bank & Trust partners with Brinks for cash vault services; deposits will be delivered to the Brinks Cash Vault Processing Center located at 919 S. California Ave. Chicago, IL 60612.

Cash only and mixed deposits are accepted for cash vault services. The Village will receive same day ledger credit for all deposits received at the Brinks Cash Vault by 12:00 p.m. CST. The typical processing schedule is:

- Armored Car picks up deposit on Monday
- Tuesday – Brinks servicing receives the deposit and sends notification to bank
- Wednesday – the deposit posted in account and shows in online activity

Any deposit variances will be documented and communicated to the Village.

## **21. Lockbox Services**

Wintrust Financial operates a central lockbox processing center for all its banks; the lockbox processes both wholesale and retail payments, including municipal utility bills.

Payments are picked up eight times a day, seven days a week at an established Carol Stream P.O. Box daily and delivered to the lockbox processing area. Payments are processed 24 x 7 x 363. The lockbox department opens and sorts the payments into batches according to the specifications of the Village; checks are examined for date, signature, and payee. Single and multi-check payments as well as full or partial payment amounts can be processed. Deposit slips show deposit date, batch type and number and total number of items.

Electronic transmission files for the previous day work will be available to the Village daily by 10:00 a.m. online through i-Business Lockbox; this file can be uploaded directly to Tyler – Munis. Through i-Business Lockbox, the Village can upload daily payment files and review images of processed checks and coupons. All entries to the account will be included on the monthly bank statement.

The Village will have online access to detailed reports of daily items processed, as well as images of all check and remittance coupons. The Village will have the ability to save common searches, as well as the capability to set payment notifications and alerts via email. Images are maintained for online viewing through i-Business Lockbox for at least ninety days; the Village will have the option to have access to online images for up to ten years. Images of deposit tickets are available via i-BusinessBanking™. Correspondence and other non-financial data received can be returned to the Village either electronically or physically.

Customized programming including specific keyed data requirements and file formats are available. Upon award of the lockbox contract, Orland Park Bank & Trust will discuss specific needs with the Village and create a customized implementation plan.

In an ongoing effort to provide services that will help streamline the processing of online bill payment checks received at the lockbox, Wintrust Financial offers Exception Depot, an online decisioning module within i-Business Lockbox. Checks received at the lockbox without a corresponding coupon can be manually processed and included in the daily upload file, if an account number is included on the check. If a check is received without a coupon or a discernible account number, the Village can access the image of the check within Exception Depot and then consult your software for the corresponding resident account details. The Village can enter account number details into the Exception Depot module for transmission to the Lockbox department. The corresponding account information will be included in the daily upload file, allowing for same day processing through the lockbox instead of being returned to the Village for manual processing.

Payments are processed 24 x 7 x 363 and are deposited to the Village's account the day they are processed. The checks deposited are available the first day after the day of deposit.

### **Electronic Lockbox Services**

Wintrust Financial provides our clients a resource that consolidates and converts payments made through a consumer online banking or bill pay systems to electronic payments,

streamlining both the reconciliation process and the slower payment posting times of paper checks. The Village defines the payee names of the items to be captured. Corrections can be made to inaccurate account information, which is then stored for future routing of a similar item, and payments can also be rejected if the Village so chooses. The Village receives a daily upload file of all items that were captured, and ACH settlement of all funds collected.

#### **i-Business Capture Lockbox**

Orland Park Bank & Trust has a web-based application that could be used by the Village to scan any payments received at Village Hall and transmit that information to the Lockbox department for processing and inclusion in a daily payment file which can be uploaded to your receivables system.

#### **Credit Card Processing through Lockbox**

Wintrust Financial can process credit card payments received at the lockbox if the Village utilizes our Merchant Processing partner.

## **22. Collateral**

Orland Park Bank & Trust is committed to collateralizing funds above those covered by FDIC insurance and provides several options to protect those deposits. Securities can be pledged in accordance with the Village's collateral requirements and held in safekeeping by our custodian bank, BMO Bank, N.A.

We also offer Public Unit Deposit Letters of Credit (PUD LOCs) issued by the Federal Home Loan Bank of Chicago to secure public deposits. With this option, the FHLBC PUD LOC is issued directly to the Village as beneficiary to guarantee funds on deposit at Orland Park Bank & Trust.

As previously mentioned, Orland Park Bank & Trust offers a unique solution to public fund depositors through our **MaxSafe™ Public Fund Accounts** which provide up to fifteen times the FDIC insurance coverage of typical public deposits.

Orland Park Bank & Trust provides a monthly report of pledged collateral which will include the type, amount, maturity dates and CUSIP numbers of all securities, any FHLB PUD LOC account numbers and detail all FDIC coverage. This report is provided on the first business day of each month. Wintrust provides a daily mark to market of pledged securities. We accomplish this by utilizing collateral monitoring software which provides the exact percentage of collateral coverage required on balances each business day.

## **23. Disaster Recovery**

Wintrust Financial Corporation maintains a comprehensive business continuity, disaster recovery, information security and fraud programs following the guidance from our regulatory partners and industry best practices. In addition, Wintrust Financial has a comprehensive risk assessment program. As an integral aspect of Wintrust's governance practices and internal controls, the Internal Audit Department reports to the Audit Committee of the Wintrust Board of Directors. The results from our audits are shared with the Audit Committee and recommendations from the audits are tracked and validated once implemented. Internal Audit is responsible for making internal control assessments of the

Business Continuity Plan (BCP) and Disaster Recovery (DR) program as well as Data and Cyber Security programs for the Company. Wintrust has documented BCP/DR plans as well as completed Cybersecurity/Data Security assessments.

Each department, business line, and charter document the recovery time and recovery point objectives in their Business Impact Analysis. A Business Continuity team supported by formal business continuity coordinators are assigned to manage response and recovery efforts.

Wintrust conducts DR tests and BCP exercises at least annually to ensure that the business can recover from disasters on a timely basis and that employees are aware of the procedures. The risks associated with the core applications, network and paper repository items that contain sensitive information are reviewed on a periodic basis.

Wintrust Technology regularly backs up all data to safeguard sensitive information under the control of Wintrust Technology. Wintrust Technology also conducts regular testing of its media recovery process to validate the process. The recovery process is in alignment with the established recovery time and recovery point objectives with each department, business line and charter documents in their Business Impact Analysis.

Wintrust Financial Corporation has multiple tech centers that allow the banks to continue processing and can be switched to another center to provide Village of Orland Park with financial information if necessary.

## **24. Cybersecurity**

Wintrust performs ongoing periodic monitoring of its vendors in the form of refresh and review of key documentation as well as alerts monitoring. Documentation refreshed includes SOC reports, certifications (e.g., ISO 27001), Penetration testing results (Network and Application), BCP/DR testing results, financials, performance surveys and insurance. The Third-Party Risk Management team has setup various news monitoring alerts to identify key events related to vendors, as they occur.

The full Wintrust Customer Due Diligence Packet report is included with this submission.

## **25. Overdraft Provision**

The Village will be immediately notified if the account does not have sufficient funds to cover in-clearing items or a wire transfer request. Based on the credit quality of the Village, the Bank is prepared to accommodate all reasonable overdrafts. Orland Park Bank & Trust would request that if there were an incoming wire or other deposit that would offset any daylight overdraft the Village forward evidence of the incoming item whenever possible. There is no fee for this service.

## **26. Online Banking**

i-BusinessBanking™ is Orland Park Bank & Trust's internet banking service. i-BusinessBanking™ provides the following capabilities required by the Village:

- Access to daily balances, including ledger, available and collected

- Access to detailed debit and credit posting (cleared checks, deposits, returned checks, wire transfers in and out, ACH transfers in and out)
- Access to paid Check Images and other bank documents – front and back
- Account transactions searchable by transaction type, amount, date, and check number
- Downloadable account activity data – file formats include BAI2, CSV, PDF, HTML
- Access to sixteen months of statements
- Initiation of transfers between accounts within the Bank
- Initiation of ACH transfers – both debit and credit, with the ability to create and access templates for recurring transactions
- Initiation of Stop Payment orders
- Initiation of Wire Transfers, including the ability to create and access templates for recurring wire transfer transactions
- ACH File Upload
- Transmission of files to/from the Bank for Account Reconciliation & Positive Pay
- Positive Pay exception viewing and submission of voided or manual items
- NSF and ACH returns reporting
- Multiple Alert Settings which can be customized by user, including NSF, low balance, incoming wires & ACH
- Access to detailed reports including cleared check history, stop payment history, detailed wire transfer history and ACH debit & credit history
- Access to EDI reports
- Controlled disbursement reporting
- Account and transaction alerts configurable by user

i-BusinessBanking™ provides a landing page dashboard that can be customized by user providing configuration options to support unique perspectives. The dashboard provides immediate access to balance information and actionable features such as Approvals, Exceptions, and Other Accounts, and optimizes performance for users with many accounts. There is no limit to the number of accounts that can be displayed on the Welcome page.

i-BusinessBanking™ provides the Village a high level of fraud prevention measures. The Village can assign different user entitlements, resulting in the ability to segregate duties involving monetary transactions and implement multi-level security for Village staff. Orland Park Bank & Trust recommends that at least two members of the Village staff have “Administrator” level profiles to further mitigate any fraudulent activity.

Additionally, i-BusinessBanking™ utilizes Security Tokens, a service to protect the Village from fraudulent online activity. Any online banking user will have a token for log-in; users will have the option of either a hard token fob or a software token. While a company can have both hardware and software token services enabled, a user cannot use both types of tokens concurrently.

Hard tokens randomly generate a new eight-digit code every 30 seconds, which is incorporated into the user log-in information. Software tokens provide two-factor authentication by using a user’s login credentials with the dynamic code created by the RSA SecurID Software Token App. With either option, the log-in information is continually changing, which assists in the prevention of unauthorized users from gaining access to log-in information. Tokens also help the Bank ensure that only authorized individuals can access

financial information online. In addition to requiring a token generated password for initial access to the online system, Wintrust requires a second password input prior to the release of any funds via wire transfer or ACH transfer.

## **27. Contract Transition Plan**

Please refer to pages 27-29 for a detailed transition plan

## **28. Training Services**

Amy Thacker will work closely with an assigned treasury management implementation specialist to help the Village through the entire process. The implementation specialist will provide thorough training to Village staff on all treasury management services, including all modules within the online banking portal. The staff will have the opportunity to ask relevant questions allowing them to feel confident with the new systems. Orland Park Bank & Trust can also provide new user training guides to help with online banking material for the Village to refer to after training.

## **29. Direct Debit Services for Billing Account**

Orland Park Bank & Trust can process NACHA formatted files for the collection of resident utility payments and retiree health insurance contributions. Using i-BusinessBanking™, the Village can upload the direct debit file for processing no less than one business day prior to the settlement date.

## **30. ACH Payment Services**

Orland Park Bank & Trust is both a “sending” and “receiving” bank for Automated Clearing House (ACH) transactions through the Federal Reserve Bank. We can accept and originate NACHA formatted files for purposes such as direct deposit, cash concentration, disbursement, and vendor payments. Using i-BusinessBanking™, the Village can upload any NACHA formatted file for processing. i-BusinessBanking™ also provides the Village the ability to create, review and edit ACH batches using the integrated ACH feature.

It is recommended that payroll files be transmitted two days prior to settlement but must be sent no later than 6:00 p.m. one day prior to settlement. If the file deadline is missed, we can process same day ACH transactions until 1:00 p.m. for settlement in the next processing window. ACH debit transactions must be originated no later than 6:00 p.m. for next day settlement.

## **31. Procurement Cards**

Wintrust is proud to partner with FNBO to offer both Purchasing and Commercial Card programs and can work with customers to determine which program would be the best solution based on desired outcomes. All our programs are supported by the latest in card program technology and controls to manage security and spend.

FNBO has been issuing credit cards since 1953. FNBO currently services over 118,000 Small Businesses and Corporate Credit Card Clients and consistently ranks as the 15th largest issuer of card services. FNBO is a self-processor utilizing our own proprietary system. FNBO

is committed to providing the Village with a cost-effective and strong revenue-generating program that is second to none.

**Online Card Account Management:**

FNBO allows the Program Administrator(s), full access to manage your card program online, and in real-time. Direct Card Access, our online application, allows Program Administrator(s) to:

- Monitor accounts and transactions, view statements, and download transaction data
- Adjust card credit limits in real-time
- Request new or replacement cards
- Close accounts
- Make online payments
- Individual cardholder online access to their account statements and download transaction detail
- Program Administrator(s) also may call our dedicated administrative client service team to request account management changes

**Online Reporting and Expense Management:**

FNBO's Online Reporting Site offers standard and customizable reports for all transaction data up to 36 months. Standard reports include monthly statements, spend analysis reports, travel analysis reports, etc. Transaction data can be exported in a variety of formats for import into the Village's expense management and Munis systems. Custom reports can be created specific to your needs. Our implementation team will work with the Village to create a customized expense management platform and reporting package.

**Purchase Controls**

Purchasing controls can be used to improve visibility of expenses, enforce compliance, and increase savings. Controls can be implemented at the company, department, organization point, or individual cardholder level. Purchase controls available include:

- Merchant Category Code (MCC) Restrictions – Card usage can be blocked for a particular MCC or the company can utilize the 16 predefined MCC groups. Restrictions can be placed across the entire card program or individual card accounts
- Velocity Restrictions (frequency of use) - limit the number of transactions or dollar amount that can be charged during a specific time frame, such as daily, weekly, monthly, or cycle. These restrictions can be based on all MCC's or pre-defined merchant category groups
- Credit Limit Controls – set and adjust card credit limits online, in real-time
- Cash Advance Restrictions - completely or partially block cash advance access

**PURCHASING CARD PROGRAM OPTIONS**

FNBO supports a full spectrum of payment products for small item purchasing to Accounts Payable processing. The breadth of FNBO Purchasing Card program includes:

- Traditional Purchasing Cards
- Ghost Cards
- Virtual / One Time Use Card Numbers

**Vendor Analysis**

FNBO can review the Village's vendor file and provide you with an analysis of possible targets for purchasing card spend. FNBO provides a vendor enablement team that will work on your behalf to reach out to the Village's vendors.

**Rewards/Rebate**

Card programs set up to receive rewards will earn one point per dollar spent, rolling into a Reward Point Summary account at the company level. Our MaxRewards program allows for a variety of on demand redemption options including gift cards, travel, stmt. credits and cash back up to 1% in value. Value varies based on redemption item and option. For example, cash redemption at 100,000 points = \$1,000. The value per point may be lower if you were to redeem for cash at lower point thresholds.

Rebate programs will be customized based on company profile and program needs.

**32. Parking Terminal Payment Boxes**

Orland Park Bank & Trust will accommodate the receipt and processing of deposits from the parking terminal boxes.

**33. Village Employee Benefit Banking Program****Employee Enhancements**

Wintrust@Work – Orland Park Bank & Trust will provide free checking account services to Village employees. Wintrust@Work's Total Access Checking Account provides:

- Use of any ATM nationwide with a refund of any transaction fees
- No minimum balance
- No monthly service charges
- Cubs® or White Sox® branded debit cards
- Online banking access with free bill pay service and mobile banking
- Complimentary payroll checking cashing (up to \$1,000) at our banking locations with valid identification

In addition, Village employees can transact business at any of our more than 170 Wintrust Community Bank locations. Orland Park Bank & Trust will offer on-site account sign up sessions for the employees at pre-arranged times.

Orland Park Bank & Trust also periodically has deposit promotions for money market, savings, and certificate of deposit accounts.

Money Smart Financial Education – Orland Park Bank & Trust can offer financial education seminars to Village employees or residents on many topics. A complete list of seminar modules can be provided upon request.

Additional programs include:

- Credit Building and Repair services such as Money Smart Savings, Checking, CD Loan, Everyday Loan and Secured MasterCard accounts
- Financial education seminars
- Platinum Adventures Club: social and travel club for adults over the age of 50

- Junior Savers Clubs: Designed for children and young adults under the age of 22

Safe deposit boxes, free coin counting, and gift cards are also available at our branch locations.

#### **Health Savings Accounts**

Orland Park Bank & Trust offers Health Saving Accounts (HSA's), a tax-advantaged personal savings account that can be used to pay medical, dental and vision expenses. This account can be offered to your employees in conjunction with a high deductible health plan as part of your benefits offering, which could result in lower insurance premiums for the Village.

### **34. Other Services**

Additional services provided by Orland Park Bank & Trust that may be of interest to the Village include:

#### **Wealth Management Services**

Wintrust Wealth Management is comprised of Great Lakes Advisors, Wintrust Investments and The Chicago Trust Company. Together they provide investment expertise from over 140 financial service professionals in Illinois and Wisconsin and manage or administer nearly \$25 billion in assets for 26,000 clients. Great Lakes Advisors provides customized institutional investment solutions and specializes in professional discretionary portfolio management, customized balanced portfolios, and single strategy portfolios for public and non-profit entities. They deliver superior performance while maintaining a conservative risk profile. Great Lakes Advisors is an ideal solution for surplus cash or bond proceeds management.

Wintrust Investments is one of the oldest and largest Chicago based wealth management firms providing comprehensive brokerage services, non-proprietary advisory management and insurance planning and advice. The Village would be able to purchase brokered CDs and securities through Wintrust Investments.

The Chicago Trust Company offers custody services including the safekeeping of securities, collection of interest, dividends and cash proceeds from maturities and called bonds, and consolidated reporting of assets, transactions, and interest. The Chicago Trust Company accepts delivery of securities through its omnibus account at Bank of New York and through DTC.

#### **Integrated Payables**

Wintrust Integrated Payables is our web-based, payments platform that takes a single payment file from the Village's Tyler-Munis software and processes all payments in a variety of modalities. Wintrust Integrated Payables provides an end-to-end payment automation solution that streamlines processes and increases vendor satisfaction through faster payments, strengthened security controls and enhanced remittance data.

An integrated payable file can connect to an ERP through an API (Application Programming Interface), direct connect, or secure file exchange. Payments can be made via check, ACH, wire, and Virtual Card. Once received, the Bank will send out the payments in the manner indicated by the Village.

- CHECK – Checks are drawn on the Village’s account. The corresponding Payee Positive Pay file is created and uploaded to i-BusinessBanking™ on your behalf; you only need to manage exceptions.
- ACH – ACH files are created and uploaded for the Village.
- CREDIT CARD (vCARD) – A one-time, single-use virtual card number is created for each payment. This is the most secure form of payment and has the benefit of generating a cash-back rebate for the Village.

Through the utilization of Integrated Payables, Orland Park Bank & Trust can help the Village migrate its vendors from checks to a digital payment modality through vendor enablement. Vendor enablement is the single biggest hurdle for companies seeking to improve the accounts payable process. Wintrust Integrated Payables provides proven vendor enablement methodology that utilizes a comprehensive best-practices approach to optimize conversion of checks to electronic payments, such as Virtual Card and ACH.

The Vendor Portal allows Village vendors to:

- Enroll for electronic payments
- Manage payment preference for virtual card or ACH
- Access vCard payment information
- View payment history and remittance information
- Download remittance detail in EDI, BAI2, CSV
- Create and manage user accounts
- Access audit trails of user activity

#### BENEFITS:

- Streamline payments
  - Execute AP payments as a Check, ACH, Wire or Virtual Card
- Increase Revenue
  - Convert check transactions to card transactions, which are eligible for a rebate.
- Reduce Cost
  - Reduce internal labor costs, and costs associated with printing and mailing checks
- Mitigate Fraud
  - Implement various controls to mitigate fraud, including submit, review and release capability

#### **Integrated Receivables**

Integrated Receivables captures and aggregates all payments and images from any paper or electronic source, regardless of location, type or channel and automates receivables processing by bringing all payments information, images, and data into one central repository. This service uses advanced payment association and invoice matching capabilities to electronically match the payment with the invoice remittance, as well as machine learning and sophisticated algorithms, causing greater straight-through processing rates and cost reductions.

#### **Other Electronic Payments Capabilities**

New payment capabilities include Real Time Payments which provide 24 x 7 x 365 access to process the transfer of funds (send and receive) instantaneously to a bank account, improving control over payment timing and liquidity management. Zelle for business

enables businesses to send and receive payments via the Zelle platform. B2C Disbursements provides business customers the ability to send payments to consumers using an email address or mobile phone number.

### **Municipal Financing**

Wintrust Government Funds assists the Wintrust Community Banks® in making loans to, and purchasing bonds issued by municipalities, school districts, park districts and other units of local government and provide financing for various purposes, including capital improvements, economic development, debt refinancing and working capital. Financing structures include:

- General Obligation Limited and Unlimited Tax Bonds
- Debt Certificates
- Installment Contracts
- Revenue, Alternate Revenue & Working Cash Bonds
- Special Assessment and Special Service Area Bonds
- Tax Increment Financing
- Tax Anticipation Warrants and Notes
- 501(c)(3) Bonds and Industrial Development Revenue Bonds
- Operating leases (FASB 13)
- Capital or “\$1” out financings
- Lease Lines
- Technology Upgrades

### **Cash Manager Safe**

An in-house currency validating “smart safe” would be installed eliminating the challenges of cash management by securing and controlling money efficiently at the point of sale. Several times a week, a Brink's messenger would retrieve the cash and deliver them to the vault for processing. The Village can receive provisional credit for deposits scanned into the vault.

Benefits include:

- Eliminates deposit preparation time
- Enhances cash control by automating cash reconciliation at point-of-sale
- Improves awareness of cash flow with immediate cash visibility
- Deters theft, reduce cash exposure and shortages

Real-time wireless reporting is available and Safe maintenance is included seven days a week.

## DETAILED IMPLEMENTATION STRATEGY

ITEM #	TASK DESCRIPTION	ASSIGNED TO	START DATE	DUE DATE	SLA	NOTES
<b>SLA is dependent on client's availability</b>						
<b>1 PLANNING</b>						
1.1	Hold kickoff call with client	Sales, PM, Client	week 1	week 1		
1.2	Hold Lockbox/ Electronic Lockbox call	Sales, PM, Client	week 1	week 2		
1.3	Hold SFTP/Image Cash Letter call	Sales, PM, Client	week 1	week 2		
1.4	Clarify product needs and transition date	Sales, PM, Client	week 2	week 2		
1.5	Obtain customer organization documents	Sales, Client	week 1	week 2		
1.6	Setup Egnyte file sharing folder (if needed)	PM	week 1	week 2		
1.7	Schedule weekly status update calls (if needed)	PM	week 1	week 2		
<b>2 ACCOUNT OPENING</b>						
2.1	Determine account structure	Sales, Client	week 1	week 1		
2.2	Prepare new account documentation	Bank	week 2	week 2		Require org docs from client to open accounts
2.3	Sign new account documentation	Client	week 3	week 3		
2.4	Open new accounts	Bank	week 3	week 3		
2.5	Order banking supplies (checks, deposit slips, stamp)	Bank, Client	week 3	week 3		
2.6	Draft bank authorization letters for ACH/Wires	Bank	week 3	week 3		
2.7	Submit Implementation ticket for Treasury Management Services	Sales	week 4	week 4		New accounts must be open to submit ticket
<b>3 TREASURY MANAGEMENT SERVICES SETUP</b>						
3.1	Prepare TM Agreements	Implementation	week 5	week 5		
3.2	Execute TM Agreements	Client	week 6	week 6		Signed agreements needed to setup TM services
3.3	<b>Online Image Archive</b>		week 7	week 7	1 week	
3.4	Setup Image Archive	Implementation	week 7	week 7		
3.5	Send Image Archive reference materials	Implementation	week 7	week 7		
3.6	<b>Sweep Accounts</b>		week 7	week 7	1 week	
3.7	Determine Sweep target balance	Sales, Client	week 7	week 7		
3.8	Enable Sweep services	Implementation	week 7	week 7		
3.9	<b>Set up iBusiness Banking</b>		week 7	week 8	2 weeks	
3.10	Confirm Wire and ACH users and limits	Sales, Client	week 2	week 2		

3.11	Send and test ACH NACHA file	Client, Implementations	week 2	week 8		
3.12	Send and test Positive Pay file	Client, Implementations	week 2	week 8		
3.13	Setup ACH origination	Implementations	week 7	week 7		
3.14	Setup Wire origination	Implementations	week 7	week 7		
3.15	Setup Positive Pay	Implementations	week 7	week 7		
3.16	Setup Reporting	Implementations	week 7	week 7		
3.17	Issue tokens	Implementations	week 8	week 8		
3.18	Hold Online Banking Training	Client, Implementations	week 8	week 8		
3.19	<b>Remote Check Deposit</b>		week 7	week 8	2 week	
3.20	Send user list	Client	week 2	week 2		
3.21	Determine scanner need (use existing or new) & serial number	Sales	week 2	week 2		
3.22	Ship scanners (if needed)	Implementation	week 8	week 8		
3.23	Hold Remote Check Deposit Training	Implementation	week 8	week 8		
3.24	<b>Vault Services</b>		week 7	week 10	4 weeks	
3.25	Setup Cash Vault profile	Cash Vault team	week 7	week 9		
3.26	Setup Cash Vault User setup	Cash Vault team	week 7	week 9		
3.27	Send Cash Vault Order Guides and FAQs	Implementation	week 9	week 9		
3.28	Provide guides to iWeb cash ordering portal	Cash Vault team	week 10	week 10		
3.29	Communicate week one ordering needs & delivery date	Client	week 10	week 10		
3.30	<b>WinXchange SFTP for Image Cash Letter w/Tyler Cashiering</b>		week 7	week 14	8 week	
3.31	Complete WinXchange Questionnaire	Client	week 2	week 2		
3.32	Send credentials to client for connectivity testing	BTS	week 8	week 9		
3.33	Complete file testing	Client	week 13	week 13		
3.34	Go live with Image Cash Letter	PM, Client	week 14	week 14		
3.35	<b>Electronic Lockbox</b>		week 7	week 12	4-6 wks.	
3.36	Choose between two standard data output files	Client	week 2	week 2		
3.37	Determine file delivery (Vanco website or SFTP)	Client	week 2	week 2		
3.38	Send a list of acceptable payees and addresses for payment receipt	Client	week 2	week 2		
3.39	Send Excel file with Client names and account numbers	Client	week 2	week 2		
3.40	Schedule Electric Lockbox training with Retail lockbox	Implementation	week 16	week 16		
3.41	<b>Retail Lockbox</b>		week 7	week 16	6-10 weeks	

3.42	Provide sample coupons and import file	Client	week 2	week 2		
3.43	Gather client lockbox deliverables	Sales	week 2	week 2		
3.44	Program Retail Lockbox	Programmer	week 7	week 15		
3.45	Provide new P.O. Box number to client	PM	week 4	week 4		
3.46	Setup and train Administrator on Lockbox System	Implementation	week 16	week 16		
4	<i>CLOSEOUT</i>					
4.1	Schedule a closeout meeting for post implementation review	PM	week 18	week 20		

**PROPOSED FEES**

<b>Investable Balance to Offset Fees</b>		
Total Services	\$6,648.67	
ECR	1.25%	
Your Account Will be charged	\$0.00	
<b>Service Description</b>	<b>Charge Type</b>	<b>Quoted Price</b>
<b><u>General Banking Services</u></b>		
Account Maintenance	<i>Per Month</i>	\$10.00
Checks Paid	<i>Per Item</i>	\$0.10
Deposits	<i>Per Deposit</i>	\$1.50
Deposited Items On Us	<i>Per Item</i>	\$0.10
Deposited Items Transit	<i>Per Item</i>	\$0.10
Cash Deposited	<i>Per \$1 Deposited</i>	\$0.0010
Foreign Check Deposited	<i>Per Item</i>	\$5.00
Deposit Administration Fee	<i>N/A</i>	13.0000%
ACH Credit Received	<i>Per Item</i>	\$0.10
ACH Debit Received	<i>Per Item</i>	\$0.10
Real-Time Payment Credit	<i>Per Item</i>	\$1.00
Incoming Wire Domestic	<i>Per Wire</i>	\$8.00
Deposit Return Item	<i>Per Item</i>	\$5.00
Deposit Return Item Redeposit	<i>Per Item</i>	\$2.50
<b><u>Receivable Services</u></b>		
<b>Cash Depository / Order Services - Teller Line</b>		
Strap Count	<i>Per Strap</i>	\$0.80
Roll Count	<i>Per Roll</i>	\$0.10
Loose Bill Count	<i>Per \$1 Deposit</i>	\$0.0120
<b>Cash Vault Services</b>		
Deposit (Cash Only)	<i>Per Deposit</i>	\$1.25
Deposit (Mixed Deposit)	<i>Per Deposit</i>	\$2.00
Cash Vault - Deposit	<i>Per Item</i>	\$1.00
Check Processing	<i>Per Item</i>	\$0.12
Deposit Processing	<i>Per \$1,000</i>	\$0.0008
Deposited Coin (Standard Bag)	<i>Per Bag</i>	\$0.50
Adjustments	<i>Per Adjustment</i>	\$4.00

<b>I-Business Lockbox (LBX) Services</b>		
<b>Retail Lockbox</b>		
Monthly Maintenance Fee - Retail	<i>Per Lockbox</i>	\$100.00
Keystrokes (Manual Payments)	<i>Per Keystroke</i>	\$0.00
Mark Sense Detection (QR Code)	<i>Per Item</i>	\$0.02
Check Only Manuals	<i>Per Check</i>	\$0.30
Even Matched Payment & Coupon Amount	<i>Per Coupon</i>	\$0.18
Unmatched Coupon & Payment Amount	<i>Per Coupon</i>	\$0.20
Multi Check or Coupon Payments	<i>Per Coupon</i>	\$0.22
Non-Financial Correspondence	<i>Per Item</i>	\$0.25
Lockbox Deposit	<i>Per Deposit</i>	\$1.50
Check Images for Check Only Manuals	<i>Per Item</i>	\$0.10
PO Box Fee Standard	<i>Per Month</i>	\$35.00
Internet Maintenance	<i>Per Month</i>	\$50.00
Archive Image Storage 7-Year	<i>Per Item</i>	\$0.03
Credit Card Processing	<i>Per Item</i>	\$0.50
Data File Maintenance	<i>Per Month</i>	\$100.00
Incoming Package Fee	<i>Per Package</i>	\$5.00
Items Unprocessable	<i>Per Item</i>	\$0.40
Online Exceptions	<i>Per Exception</i>	\$0.35
Postage	<i>Actual</i>	\$0.01
Validation File (Shut Offs)	<i>Per File</i>	\$0.50
<b>Electronic Lockbox for Online Bill Pay Checks</b>		
Electronic Bill Payment Monthly Maintenance	<i>Per Month</i>	\$40.00
Electronic Bill Payment Transaction Fee	<i>Per Item</i>	\$0.15
Electronic Bill Payment SFTP Fee	<i>Per Month</i>	\$25.00
<b>Remote Check Deposit - I-Business Capture (IBC)</b>		
Monthly Maintenance Multi-feed Scanner	<i>Per Month</i>	\$100.00
IBC Deposit	<i>Per Deposit</i>	\$1.00
IBC Item	<i>Per Item</i>	\$0.00
Deposit Deletion / Correction	<i>Per Item</i>	\$5.00
<b>Payable Services</b>		
<b>Wire Transfer Services</b>		
Outgoing Online Wire (Domestic)	<i>Per Wire</i>	\$10.00
Outgoing Wire Email Request (Domestic)	<i>Per Wire</i>	\$60.00
Outgoing Wire-Domestic (Rep/Drawdown/Standard Order)	<i>Per Wire</i>	\$20.00

<b>ACH Origination Services</b>		
ACH Template Transaction	<i>Per Item</i>	\$0.08
ACH File Upload	<i>Per Upload</i>	\$8.00
ACH Item Uploaded	<i>Per Item</i>	\$0.08
Same Day ACH Originated Item	<i>Per Item</i>	\$1.00
ACH Return	<i>Per Return</i>	\$4.50
ACH Notification of Change	<i>Per NOC</i>	\$4.50
ACH Item Reversal / Deletion	<i>Per Item</i>	\$5.00
<b>Fraud Prevention Services</b>		
<b>Posting Restrictions</b>		
Post No Checks	<i>Per Month</i>	\$5.00
<b>Positive Pay Services</b>		
Check Positive Pay Monthly Maintenance	<i>Per Account</i>	\$35.00
Check Positive Pay Item	<i>Per Item</i>	\$0.10
Payee Check Positive Pay Monthly Maintenance	<i>Per Account</i>	\$15.00
Payee Check Positive Pay Item	<i>Per Item</i>	\$0.02
Check Exception	<i>Per Item</i>	\$1.00
Check Issue Manual Entry or Void	<i>Per Item</i>	\$1.00
ACH Positive Pay Monthly Maintenance	<i>Per Account</i>	\$15.00
ACH Positive Pay Exception	<i>Per Item</i>	\$1.00
ACH Positive Pay Return	<i>Per Item</i>	\$1.00
<b>Information Reporting Services</b>		
<b>I-Business Banking Online Services</b>		
Monthly Maintenance	<i>Per Month</i>	\$75.00
Hard Token	<i>Per Account</i>	\$1.50
Soft Token	<i>Per Month</i>	\$1.50
Online Stop Payment	<i>Per Item</i>	\$10.00
Extended History (18 Months)	<i>Per Month</i>	\$10.00
7 Year Online Image Archive	<i>Per Month</i>	\$25.00
<b>Deposit Return Item Mgmt. - TRIPS WebDirect</b>		
Return Item Management - Online Access	<i>Per Month</i>	\$20.00
<b>Zero Balance Account Services</b>		
Master ZBA Monthly Maintenance	<i>Per Month</i>	\$8.00
Sub ZBA Monthly Maintenance	<i>Per Month</i>	\$10.00
<b>Transmission Services</b>		
<b>WinXchange Secure File Transfer Services (Replaces Remote Deposit Scanner)</b>		
WinXchange Monthly Maintenance	<i>Per Month</i>	\$100.00
WinXchange X9.37 Check Image File	<i>Per File</i>	\$2.00

**REFERENCES**

Provide three (3) references for which your organization has performed similar work.

**Bidder's Name: Old Plank Trail Community Bank, N.A.**

*(Enter Name of Business Organization)*

- 1. ORGANIZATION                      Village of Frankfort  


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ADDRESS                                      432 W Nebraska St, Frankfort, IL 60423  


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PHONE NUMBER                              815-469-2177  


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CONTACT PERSON                              Jenni Booth  


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YEAR OF PROJECT                              2007  


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- 2. ORGANIZATION                      Village of New Lenox  


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ADDRESS                                      1 Veterans Parkway, New Lenox, IL 60451  


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PHONE NUMBER                              815-462-6400  


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CONTACT PERSON                              Kim Auchstetter  


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YEAR OF PROJECT                              2006  


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- 3. ORGANIZATION                      Consolidated High School District 230  


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ADDRESS                                      15100 S. 94<sup>th</sup> Avenue, Orland Park, IL 60462  


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PHONE NUMBER                              708-745-5252  


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CONTACT PERSON                              John Lavelle  


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YEAR OF PROJECT                              2017  


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