



Ottawa County

Fiscal Services Department

RFP 20-28 Banking Services

ATTACHMENT A – COVER SHEET FOR PROPOSAL

Proposals must include this cover sheet (or this sheet reproduced on company letterhead) as PAGE 1 of the proposal. Vendors may submit Attachment A as a stand-alone document, written or typed.

A financial institution, duly organized under the laws of the State of _____.

The undersigned, having carefully read and considered the services as described within the RFP, does hereby offer to perform such services on behalf of the County in the manner described and subject to the terms and conditions set forth in the attached proposal, including, by reference here, the County's RFP document.

NO CONFLICT(S) OF INTEREST: By submission of a proposal, vendor agrees that at the time of submittal, he/she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of the vendor's services, or (2) benefit from an award resulting in a "Conflict of Interest," including holding or retaining membership or employment on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the County.

MICHIGAN ECONOMIC SANCTIONS ACT, 2012 ("IRAN-LINKED BUSINESS"): By submission of a proposal, vendor certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an "Iran linked business," as defined in the Michigan Economic Sanctions Act, 2012 P.A. 517.

DEBARMENT AND SUSPENSION: By submission of a proposal, the undersigned certifies to the best of his/her knowledge and belief, that the corporation, LLC, partnership, or sole proprietor, and/or its' principals, owners, officers, shareholders, key employees, directors and member partners: (1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (2) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; (3) are not presently indicted for or otherwise criminally charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated above; and, (4) have not within a three-year period preceding this proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

CERTIFICATION OF INSURANCE AND INDEMNITY REQUIREMENTS: By submission of a proposal, the undersigned certifies and represents an understanding of the County's Insurance and Indemnification requirements. Potential vendors must understand and agree



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that financial responsibility for claims or damages to any person or to companies and agents shall rest with the vendor.

The vendor must affect and maintain any and all insurance coverage, including, but not limited to, Worker's Compensation, Employer's Liability and General, Contractual and Professional Liability, to support such financial obligations. A certificate of insurance detailing insurance coverages may be requested. The certificate must indicate that insurers will provide to the County written notice thirty (30) days prior to terminating any insurance policy.

The undersigned affirms that he/she is duly authorized to execute this proposal, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other vendor and that the contents of this proposal as to prices, terms or conditions have not been communicated by the undersigned, nor by any employee or agent, to any competitor, and will not be, prior to the award and the vendor has full authority to execute any resulting contract awarded as the result of, or on the basis of the proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

BY: _____ Date _____
(Signature of Authorized Representative)

(Printed Name and Title of Authorized Representative)

PRINCIPAL OFFICE INFORMATION / ADDRESS:

Individual / Company Name: _____

Street Address _____

City, State, Zip Code: _____

Telephone _____ Fax _____

Email _____

Taxpayer Identification Number _____



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ATTACHMENT B: PROPOSAL RESPONSE

Proposal Response is to include the information, as provided below. Response to the questions below must be submitted in the proposal on Company letterhead and signed by an authorized Company representative.

1. **GENERAL BANKING SERVICES:** Provide a description of your banking services, including but not limited to:
 - Equipment/supply of check stock, deposit tickets, endorsement stamps, deposit bags, etc.
 - In-Person, Delivery and Remote Depository Services
 - Account Reconciliation Services (Including Deposit Identifiers)
 - Account Disbursement Services
 - Online Account Information Reporting
 - ACH Origination and Processing
 - ACH Positive Pay/Debit Block
 - Remote Deposit Capture
 - Smart Safe
 - Vault Services
 - Payee Positive Pay and Reverse Positive Pay
 - Online Stop Payments
 - Returned Checks Processing
 - Internal Transfers
 - Online Wire Transfers
 - Electronic Document Storage
 - Information Reporting Services
 - New Account Set Ups
 - Other Available Services

2. **STAFFING / BANKING RELATIONSHIP TEAM:** Provide an organizational chart that clearly identifies the individual to serve as the main contact for the County as well as all personnel to be assigned to the County's account. Please also include the individual areas of responsibility for each person and where their office is located.



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3. **COMMUNITY INVOLVEMENT:** Describe how your Institution invests in the communities of Ottawa County. How has your organization participated in local efforts to improve financial, health and overall community welfare of the County? What is your Community Reinvestment Act score?

4. **IMPLEMENTATION / CONVERSION PLAN:** Please describe the overall plan for ensuring a smooth transition from the County's current bank. Conversion Plan should include, but is not limited to the following elements:
 - Schedule / Timeline;
 - Required Banking Equipment and Supplies;
 - IT-Dependent Services (File Transmissions, County-to-Bank Connectivity, Testing, Account Reconciliation, ACH, Positive Pay, etc.);
 - Coordination and communication effort with current provider;
 - Coordination and communication effort with other relevant third parties (Courier services, County ERP vendor, web services providers, etc.);
 - Description of any Direct Costs the County would be responsible for;
 - Description of costs would be absorbed by the Bank as Startup Costs;
 - Account Set Up;
 - Staff Training (County Treasurer's Office, other County stakeholder department representatives, as appropriate).

5. **TECHNICAL AND DISASTER RECOVERY:** Provide a detailed description of how the Bank maintains technical integrity and security, including data storage, access and backup, security breaches, Personal Identification Information and credit card information management, user credentials, and disaster recovery business continuity.

6. **REFERENCES:** Please provide a minimum of three (3) client references for mid- to large-volume municipalities of similar complexity, including name, as well as contact name, title, email and phone number. Describe the client relationship, term of service and scope of services provided.



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7. **FEES / CHARGES SCHEDULE:** Please complete the Proposal Pricing Form, Exhibit D. This form may be made available in Excel format upon request.
8. **INVESTMENT SERVICES – Optional:** Describe the types of investments the Bank can offer the County. In addition, please provide detailed response to the following:
- What pooled government funds are available?
 - Does the Bank offer automatic sweep of available balances into money market or other investment accounts?
 - What is the process, and how soon after a deposit is made to a checking account, are funds swept into the investment?
 - What methods are available for settlement of investment transactions?
 - What safeguarding or custodial arrangements can the Bank offer for investments purchased by the County?
9. **PURCHASING CARDS – Optional:** Provide a general overview of the various card programs available under your management and how many years the programs have been in place. In addition, please provide detailed response to the following:
- What card platform does the program employ (Visa MasterCard, Discover, other)?
 - Describe the card management process (new card issuance, deletion, replacement, modification, etc.) and online card management system. What reporting functionality is available?
 - What settlement terms and billing cycle options, and payment options are available?
 - Describe the card control and usage restriction options, as well as security features, lost/stolen card management procedures.
 - Is there an existing interface that will populate the County's ERP Munis (Tyler Technologies) Financial System with credit card transaction information?
 - Which municipalities are active users?
 - What, if any, services are performed by third-party partners?
 - Where is the customer service call center located?
 - Does the program include an option for "stored-value" cards? If Yes, please describe.
 - Please detail rebate structure, if applicable.



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10. OTHER INFORMATION: Include any other information that would be helpful to the County.



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ATTACHMENT C: CLIENT REFERENCES

Please provide up to three (3) customer references. Any and all information concerning the proposer releases all parties from all liability for any damage that may result from furnishing any education, work experience, and character reference information which they may have, personal or otherwise, and to the County.

Reference 1

Customer Name:	
Customer Address:	
Contact Person:	
Contact Phone Number:	
Contact Email:	
Describe Client Relationship (Length, services provided, etc.):	

Reference 2

Customer Name:	
Customer Address:	
Contact Person:	
Contact Phone Number:	
Contact Email:	
Describe Client Relationship (Length, services provided, etc.):	

Reference 3

Customer Name:	
Customer Address:	
Contact Person:	
Contact Phone Number:	
Contact Email:	
Describe Client Relationship (Length, services provided, etc.):	