

GRANT COUNTY, INDIANA BOARD OF FINANCE

REQUEST FOR PROPOSAL BANKING SERVICES

Due Date: 12:00 P.M. (Noon) EST, January 26, 2010

Contract Award: 2:00 P.M. EST, February 2, 2010

Detailed Request for Proposal (RFP) information, including general information and mandatory requirements, scope of work, terms and conditions, and required format for proposal is available from the Grant County Treasurer, 401 S. Adams Street, Suite 229, Marion, IN 46953. Complete information for this RFP is also available on the Internet at: www.treasurer.grantcounty27.us

Grant County, Indiana (“County”) reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the County to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the County to accept or contract for any expressed or implied services.

The successful Vendor must comply with County equal opportunity requirements. The County is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.

Dated: **January 1, 2010**

Roger A. Bainbridge,
Grant County Treasurer and Secretary of the Grant County Board of Finance

Published: Marion Chronicle-Tribune and Twin City Journal, **January 13, 2010 and January 20, 2010**

Section 1 – General Information

Introduction and Mandatory Requirements

STAR Financial Bank currently provides banking services to the County under a contract that expires **February 6, 2010**, and will continue on a month-by-month basis until such time as the County executes a new contract. The County is requesting proposals to determine if the County is receiving the optimum level of service at a competitive price.

The County's expectation, upon completion of the RFP process, is to enter into a 12-month contract, beginning **February 5, 2010**, or as soon as is practical, with the option of extending the contract for one or more additional two-year periods pursuant to IC 5-13-11-2.5. The County expects to develop a collaborative relationship with the selected Vendor for banking services.

Proposals should demonstrate the Vendor's cost-effective and innovative approach to current banking needs as well as a commitment to developing technologies and procedures.

To be considered for selection, Vendors must meet at least the following minimum requirements:

- Accessibility – must have at least one banking center or branch within one mile of the Grant County Complex at 401 S. Adams Street, Marion, IN 46953.
- Legal Compliance – must be in compliance with all applicable banking laws, rules, regulations and ordinances of the County, the State of Indiana and the United States.
- Public Depository – must be qualified to receive deposits for Internal Revenue Service.
- Internet Access – must be able to allow full account management, including transfers of funds, stop payments, remote deposit capture, statement histories, account histories and e-mail notifications of incoming EFTs, over the Internet, with adequate firewall protection and various levels of administrative password accessibility.
- Conflict of Interest – must not have employed any member of the Board of Finance of the County, within the 90 days preceding the date of this RFP, in any advisory or managerial capacity, unless such member shall abstain from discussion and voting regarding this RFP.

Account Description

The County deposits approximately \$50 million each year through tax collections, EFTs from the Indiana State Auditor and tax sale proceeds. The County's payroll, which is managed by the County through bi-weekly direct deposits, is approximately \$12 million each year for

approximately 420 employees. The County issues approximately 10,000 warrants/checks each year, and deposits approximately 50,000 property tax receipts.

The County currently uses one demand account, an interest-bearing checking account with an approximate average \$20 million balance. The balance is maintained, up to the \$25 million ceiling, by automatic transfers in and out of a Money-Market-style sweep account, as approved by the Indiana State Treasurer. Currently, the nominal balance for the sweep account is zero.

Public Records

Under Indiana state law, any documents submitted in response to this RFP become a public record upon submission to the County, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If the County receives a request for inspection or copying of any such documents, it will promptly notify the person submitting the documents to the County (by U.S. Mail and by e-mail if the person has provided an e-mail address) and, upon the written request of such person, received by the County within five business days of the mailing of such notice, will postpone disclosure of the documents for a reasonable period of time as permitted by law to enable such person to seek a court order prohibiting or conditioning the release of the documents. The County assumes no contractual obligation to enforce any exemption.

RFP Coordinator

Upon release of this RFP, all Vendor communications concerning this request should be directed to the RFP Coordinator listed below. Unauthorized contact regarding this RFP with other County employees or elected officials may result in disqualification. Any oral communications will be considered unofficial and non-binding on the County. The Vendor should rely only on the written statements contained within this RFP or issued by the RFP Coordinator. Questions regarding this RFP must be submitted no later than **January 22, 2010**.

Name: Roger A. Bainbridge
Grant County Treasurer and Secretary of the Board of Finance

Address: 401 S. Adams Street, Suite 229
Marion, IN 46953

Telephone: 765-668-6556, Ext. 123

Fax: 765-668-6582

E-mail: grantcountytreasurer@gmail.com

Amendments to RFP

The County reserves the right to request that any Vendor clarify its proposal or supply any additional material deemed necessary to assist in the evaluation of a proposal.

The County reserves the right to change the RFP due date or issue amendments to the RFP at any time. The County also reserves the right to cancel or reissue the RFP.

The County reserves the right to reject any and all responses, to waive any irregularities and/or informalities in the selection process, to request clarification of information from any Vendor and to effect any agreement deemed by the County to be in its best interest.

The County will not reimburse any Vendors for any costs involved in the preparation and submission of responses to this RFP or in the preparation for and attendance at subsequent interviews. Furthermore, this RFP does not obligate the County to accept or contract for any expressed or implied services. In the event of a material modification, Vendors will be given an opportunity to modify their proposal in the specific areas that are affected by the modification.

Proposal Submission

Five copies of any printed proposal must be received by the RFP Coordinator no later than the due date and at the time set forth on the cover page of this RFP. Proposals received after the due date and the time specified herein will not be accepted. Vendors accept all risks of late delivery of any mailed proposal regardless of fault. Proposals delivered by e-mail, in Word or PDF format, will be considered, but proposals delivered by fax will not be considered. All proposals and accompanying documentation will become the property of the County and will not be returned. An electronic version of this RFP, in Word or PDF format, will be provided upon request.

Section 2 – RFP Response Elements

Statement of Qualifications Checklist

The Vendor shall submit a checklist using the form supplied in Attachment I. Proposals should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request.

Proposed Fee Schedule

The Vendor shall provide a schedule of fees using the form supplied in Attachment II. Volumes indicated on this form are in annual amounts because of the variations in monthly volumes at different times of the year. For services not specified on the form, but which the Vendor proposes to charge for, or where a differing level of service is proposed, the Vendor shall provide a description of the service and the proposed fee structure.

Statement of Qualifications

The Vendor shall provide a summary of the Vendor's qualifications to provide banking services including:

1. a list of individuals who would be assigned to work on the account and their qualifications for each of the following areas: general banking services, wire transfer services, ACH direct deposit and local office/branch contact;
2. a summary of the Vendor's experience in providing required services, particularly to government entities in Indiana;
3. Key measures of the Vendor's financial strength, e.g., capital ratios, market capitalization, total assets, etc.

Banking Services Questions

1. General Banking: Describe how the Vendor would accommodate the volume/activity associated with the County's demand deposit accounts. Describe your rate of return, as of December 1, 2009, on the types of accounts that would most closely resemble those that are currently in place.

2. **Account Reconciliation:** Describe the account reconciliation services offered by the Vendor, including CD and/or Internet-based document image storage, end-of-period availability schedule, and other electronic or Internet-based options.
3. **Reporting and Money transfer:** Describe the systems that are available to access account transactions and balances, perform electronic money transfer (ACH and wire), and perform operations such as stop payments on checks or warrants.
4. **Direct Deposit:** Describe Vendor's direct deposit services, including automated electronic file transfer of data.
5. **Change Order Services:** Describe your procedures for processing change orders.
6. **Overdraft Protection:** Describe your overdraft protection program as it would relate to the County, as well as what constitutes a day or overnight overdraft situation. Specify the fees and interest charge formula and when it will be applicable.
7. **Customer Service:** Describe your customer service philosophy and provide meaningful examples and/or testimonials to illustrate.
8. **Conversion Plan:** Describe how you would coordinate a smooth transition from the current provider, if applicable.
9. **Service Enhancements:** Describe any enhancements, technological or otherwise, that we should consider to improve operational or cash management efficiencies.
10. **Competitive Position:** What differentiates your service from other providers?
11. **Emergency Preparedness and Disaster Recovery:** Describe your disaster recovery procedures. How quickly would back-up facilities be activated?

Client References

Vendor shall submit a minimum of three references (preferably from current Indiana county government customers) who can attest to the Vendor's experience as it relates to providing banking services. The references must include contact name, title, address, and phone number.

Funds Availability Schedule

Vendor shall provide a copy of their funds availability schedule.

Equal Opportunity Requirements

Vendor shall submit a copy of their EOC policy.

Non-Collusion Certificate

The proposal submitted for this RFP shall include the Non-Collusion Certificate (Attachment III)

Section 3 – Evaluation Process

Proposals will be evaluated by the County Board of Finance. Evaluations will be based on criteria outlined herein which may be weighted by the County in a manner it deems appropriate. All proposals will be evaluated using the same criteria and weighting. The criteria used will be:

1. Responsiveness to RFP – The County will consider all the material submitted to determine whether the Vendor’s offering is in compliance with the RFP documents;
2. Ability to Perform Required Services – The County will consider the material submitted by the Vendor and determine whether the Vendor is capable of providing the expertise, experience, quality, innovation, facilities, personnel and equipment necessary to perform the required duties;
3. References – As described above;
4. Fees – As described in Attachment II;
5. Interest Income – The County will compare rates of return on funds that would be on deposit as of December 1, 2009.
6. Interviews and Site Visits – The County may conduct interviews and site visits as part of the final selection process.

Section 4 – Contract and Terms

The term of this contract shall be 12 months, beginning February 5, 2010, or as soon as is practical, with the option of extending the contract for one or more additional two-year periods pursuant to IC 5-13-11-2.5. The contract will be awarded under the bidding provisions of IC 5-22-7. The Vendor shall maintain strong internal controls and shall promptly notify the County upon discovery of fraud or financial irregularity. In addition, the Vendor shall allow the County and the Indiana State Board of Accounts access to requested records, documents and information in order to perform periodic audits to assure that internal controls are established and in place. The Vendor shall provide the County with a copy of the Vendor’s annual financial audit within 30 days of receipt by the Vendor of the audit. Either party may terminate the Contract without cause upon 90 days’ written notice.

ATTACHMENT I

STATEMENT OF MINIMUM REQUIREMENTS CHECKLIST

1. Submittal elements

The following information is attached as required by the RFP:

- Accessibility – must have at least one banking center or branch within one mile of the Grant County Complex at 401 S. Adams Street, Marion, IN 46953.
- Legal Compliance – must be in compliance with all applicable banking laws, rules, regulations and ordinances of the County, the State of Indiana and the United States.
- Public Depository – must be qualified to receive deposits for Internal Revenue Service.
- Internet Access – must be able to allow full account management, including transfers of funds, stop payments, remote deposit capture, statement histories, account histories and e-mail notifications of incoming EFTs, over the Internet, with adequate firewall protection and various levels of administrative password accessibility.
- Conflict of Interest – must not have employed any member of the Board of Finance of the County, within the 90 day preceding the date of the RFP, in any advisory or managerial capacity, unless such member shall abstain from discussion and voting regarding this RFP.

2. Exceptions to any elements presented in the RFP:

Our authorized signature in the space below indicates our acceptance of all the terms and conditions as presented in the RFP.

Vendor Name: _____

By:

Authorized Signature

Title

Date

ATTACHMENT II

PROPOSED FEE STRUCTURE FOR GRANT COUNTY, INDIANA

Provide proposed fee structure for the services identified in this attachment and any other fees that may be proposed. Please indicate any services for which you require direct payment (hard dollars). It will be assumed that all services may be paid for through service charge credit and/or a compensating balance certificate of deposit unless indicated otherwise in the vendor's response. Please provide a proforma account analysis including each description of service item below. (Provide more detailed cost data under each description if needed.)

CURRENT ONGOING BANKING SERVICES:	Annual Activity	Unit Price	Total Annual Cost	Notes
REMOTE DEPOSIT CAPTURE FEE	12			
MAINTENANCE FEE	12			
DEBITS	14,248			
CREDITS	454			
ON-US DEPOSITED ITEMS	5,248			
TRANSIT ITEMS #1	33,000			
WIRE TRANSFER-INCOMING	30			
STOP PAYMENT	5			
CHARGE BACK FEE	60			
CASH/COIN DEPOSIT/1000	840			
ACH CREDIT RECEIVED	428			
ACH DEBIT RECEIVED	89			
ACH RETURN ITEM	8			
ACH REVERSAL - PER ITEM	4			
ACH NOTICE OF CHANGE	41			
PAYROLL SEND FILE - PER FILE	26			
PAYROLL SEND FILE - PER ITEM	11,000			
EDI RECORDS E-MAILED - MONTHLY	28			
ONLINE BANKING	100			
CASH DEPOSITS > \$1,000	456			
DEPOSIT SLIP – BOOKLETS OF 50 SETS	10			
OTHER ITEMS NOT MENTIONED ABOVE:				

PROVIDE THE RATE AND FORMULA FOR THE FOLLOWING:

1. Earnings rate on collected balances
2. Warrant float
3. Compensating Balance Certificate of Deposit

PROVIDE SAMPLES OF THE FOLLOWING REPORTS:

1. Daily Depository Account Balance & Activity Report
2. Warrant Redemption Account Balance Report
3. Monthly Demand Deposit Analysis Report
4. Monthly Bank Account Statement

ATTACHMENT III
NON-COLLUSION CERTIFICATE

STATE OF INDIANA)
) ss.
COUNTY OF GRANT)

The undersigned, being duly sworn, deposes and says that the person, firm, association, co-partnership or corporation herein named, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation and submission of a proposal to the County of Grant for consideration in the award of a contract for Banking Services.

_____ **(Name of Firm)**

By: _____ **(Authorized Signature)**

Title: _____

Sworn to before me this _____ day of _____, 20____.

_____ **Notary Public**

CORPORATE SEAL: