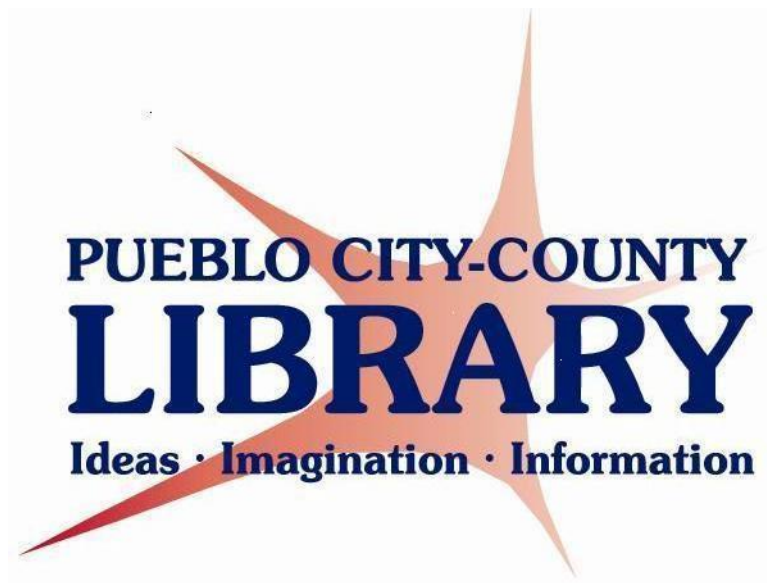


REQUEST FOR PROPOSAL

for

BANKING SERVICES



Pueblo, Colorado

RELEASE DATE : 08/16/2017

DUE DATE : 09/15/2017, 3:00 PM

RFP # 2017-05

I. Terms & Conditions

A. General Terms & Conditions:

1. **Purpose:** This RFP is seeking proposals from financial institutions to provide Banking Services to the Pueblo City-County Library District (PCCLD). The objective is to identify the banking institution that can offer the most comprehensive services at the most competitive rates. Qualified banks are requested to submit proposals to provide services as defined in the RFP. The Library expects its financial institution to be a leader and an innovator in the development and execution of financial products and services. Further, the Library requires that those products and services be delivered consistently and be of the highest quality.
2. **Interested Parties:** All interested institutions are invited to submit a proposal in accordance with the terms, conditions, and specifications contained herein.
3. **Sole Point of Contact:** Questions and requests for clarifications regarding this RFP must be addressed, in writing or email, to **Sherri Baca, Chief Financial Officer**, at Pueblo City-County Library District, Rawlings Library 100 E. Abriendo AVE, Pueblo, CO 81004, or sherri.baca@pueblolibrary.org. Questions and requests for clarifications may be sent via email, provided that the RFP number, Title, and the words “question” and/or “clarification” are identified in the subject area of the email. Questions and requests without this subject identification may be considered routine emails, and may not get properly addressed.

All questions and requests for clarification will be responded to and posted on the library website. Any responses by the PCCLD that are considered to be a change in the terms, conditions, and specifications of this RFP will be posted on the website as a RFP addendum. No communications of any kind may be considered a change to the terms, conditions, and specifications in this RFP unless formal posted addenda.

Sherri Baca, Chief Financial Officer, is considered the **sole point of contact** with regard to this RFP. No communication from any other source shall be considered by the proposer(s) as valid information with regard to these terms, conditions, and specifications.

4. **Tax Exemption:** PCCLD, as a local government entity, is exempt from sales and use taxes. Bidders shall inform all prospective subcontractors and suppliers from whom they expect to obtain services or supplies of the tax-exempt status of PCCLD. Following the contract award, an exemption certificate will be furnished by PCCLD if the contractor requests.
5. **Expenses:** PCCLD assumes no liability for payment of expenses incurred by proposers in the preparation and submission of proposals in response to this invitation.

6. **Non-Discrimination:** The financial institution agrees not to refuse to hire, discharge, promote, or demote, nor to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability.
7. **Governing Law:** The laws of the State of Colorado shall govern any contract executed between the successful proposer and PCCLD. Further, the place of performance and transaction of business shall be deemed to be in the County of Pueblo, State of Colorado, and in the event of litigation, the exclusive venue and place of jurisdiction shall be the State of Colorado, and more specifically, Pueblo County, Colorado.
8. **Non-Appropriation:** Pursuant to C.R.S. Section 29-1-110, as amended, the financial obligations of Pueblo City-County Library District as set forth herein after the current fiscal year are contingent upon funds for the purpose being appropriated, budgeted and other available. This Agreement is automatically terminated on January 1 of the first year for which funds are not appropriated. PCCLD shall give the Bank written notice of such non-appropriation.
9. **Confidentiality:** Proposal submitted to the Library for consideration shall be subject to Colorado Open Record Law, Section 24-72-201, et seq., C.R.S., after award is made.
10. **Banking Services RFP Schedule:**

RFP for Banking Services Posted on Library Website	August 16, 2017
Pre-Proposal Conference – Mandatory	
2:00 pm – Rawlings Library, Bret Kelly B meeting room	August 23, 2017
Deadline for proposals 3:00 pm MST	September 15, 2017
Rating and preliminary selection	September 15-31, 2017
Interviews with Selected Banks	October 16 – 20, 2017
Award of Banking Services	November 1, 2017
Implementation of Banking Services Contract	November 1 – December 31, 2017
Contracted Services are Scheduled to Begin	January 1, 2018 or as determined based on business need

B. Proposal Preparation:

1. **Exceptions and Deviations:** Any exception to or deviations from these Terms & Conditions must be identified, in writing, on an attachment to the proposal

submission. PCCLD reserves the right to accept or reject, at its sole discretion, any exceptions or deviations by the proposer.

2. **Substantive proposals:** By submitting a proposal, the proposer guarantees that (a) its proposal is genuine and is not made in the interest of, or on behalf of, any undisclosed person, firm, or corporation; (b) it has not directly or indirectly induced or solicited any other respondent to put in a false or sham bid; (c) it has not solicited or induced any other person, firm, or corporation from proposing; and (d) it has not sought by collusion to obtain for itself any advantage over any other proposer or over PCCLD.
3. **Date Schedule:** By submitting a proposal, the proposer guarantees that it will be able to comply with the overall elements of the project calendar.
4. **Pre-Proposal Conference Meeting:** There will be a mandatory pre-proposal conference meeting on August 23, 2017 at 2:00 pm at the Rawlings Library, Room Bret Kelly B (first floor). Proposals will not be accepted from financial institutions that do not attend this meeting.
5. **Bank Interviews:** Banks may be asked to come to the Rawlings Library to give a 30-minute presentation to the selection committee and answer questions. Presentations will be held during the week of October 16 – 20, 2017. Banks will be contacted as soon as possible if selected to give a presentation.
6. **Minimum Qualification:** To be considered for selection, financial institution must meet at least the following minimum qualifications:
 - a. **Authority to offer banking services.** Institution must hold a charter from either the United States Government or State of Colorado.
 - b. **Access to the Federal Reserve System.** Institution must be member of (or have access to) the Federal Reserve System and have access to all Federal Reserved System services.
 - c. **Legal Compliance.** Institution must be in compliance with all applicable laws, rules, regulations, and ordinances of the Pueblo City, the State of Colorado, and the United States.
 - d. **Public Deposit Protection Act.** Institution must be a Colorado State qualified depository for public funds and must be in compliance with the Public Depository Protection Act of 1989.
 - e. **Local Banking.** Institution must have an established office or local branch within the Pueblo area.
 - f. **Discrimination.** Institution must be an Equal Opportunity Employer; adhere to acceptable affirmative action guidelines to not discriminate against any employee or applicant for employment based on race, color,

religion, sex, national origin, disability, or veteran status including such actions as employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship;

- g. Insurance. Federal Deposit Insurance Corporation (FDIC) insured.
 - h. Bid on and have the ability and capacity to provide all of services described in Section Scope of Banking Services - Required Banking Services.
 - i. Joint ventures or bank consortium submissions will not be considered.
7. **Submission Information and Documents:** The following information and documents shall be included in the proposal submission:
- a. Name of company, address, telephone number, email address, website URL, and contact person's name
 - b. Addendum B – General Bank Information
 - c. Addendum C – Pricing List of Required Banking Services
 - d. Addendum D – Additional Services
8. **Signatures:** The proposal must be submitted in ink, signed by an officer of the proposing company.
9. **Withdrawal of Proposal:** A Proposer may withdraw its own proposal at any time prior to the proposal due date and time as identified herein. After that date and time, no proposal may withdraw its proposal for any reason. All proposals shall be valid for a period not less than 90 calendar days after the proposal due date.
10. **Proposal Submissions:** Proposals are to be submitted in sealed envelopes, identified with the proposal number and title, on the forms provided herein, with all attachments, no later than 3:00 pm local time on Friday, September 15, 2017, to:

Jane Carlsen
Executive Assistant
Pueblo City-County Library District
100 E. Abriendo Ave.
Pueblo, CO 81004

A complete submission includes the signed original with all the attachments, and two (2) complete copies, and one digital version on a flash

drive and included with the hard copies. Proposals delivered after that time will be received and read, but will be rejected for lateness.

11. **Term of Contract:** This contract shall commence on or about January 1, 2018 and shall remain in effect through December 31, 2020. The selected bank will enter into an agreement with Pueblo City-County Library District as an independent contractor, and not as an employment contract. If terms or pricing is proposed to change after December 31, 2020, PCCLD requires 90-day notice prior to the effective date of change.
12. **Method of Compensation:** PCCLD anticipates that proposed banking services will be compensated either by the credit earned on average collected balances or on a fee for service basis, but is also willing to consider other options.

Each month the Bank shall prepare an account analysis and/or billing statement defining ledger and collected balances, services performed, and other costs incurred by PCCLD. PCCLD also requires documentation regarding how balances and costs are calculated.

PCCLD desires to pay for services on a monthly basis. No funds or fees belonging to PCCLD may be withdrawn from PCCLD's depositories except upon prior approval from PCCLD. All charges must conform to those specified in *Addendum C — Pricing List of Required Banking Services*, or as is negotiated and agreed to in writing by both PCCLD and the Bank. PCCLD shall not be obligated to pay for any service not specified in the exhibit unless agreed to in writing by PCCLD and the Bank.

Prices must remain valid for a minimum contract term of three (3) years.

C. **Selection:**

1. **Banking Selection:** No proposal will be considered unless it is complete. All proposals submitted will be first screened to determine minimum institution qualifications as outlined in this RFP. The proposals will be ranked, based on total cost and the ability of the proposing institution to provide the required services effectively. Proposals that do not meet these minimum requirements will automatically be rejected and shall not undergo further evaluation.
2. **Right of Acceptance and Rejection:** PCCLD reserves the right to accept or reject any or all proposals and to waive any formalities, informalities, and deviations, which, in its opinion, best serve the interests of PCCLD. PCCLD is not bound to accept the lowest priced proposal, but will select the best, lowest cost proposal.
3. **Negotiation:** Subsequent to the Proposal due date, PCCLD reserves the right to negotiate terms and conditions with proposers. PCCLD reserves the

right to negotiate modifications to a proposal with a single proposer without obligation to negotiate similar modifications with other proposers.

4. **Basis of Award:** An evaluation team will judge the merit of proposals received in accordance with the general criteria defined within this invitation. The following criteria will be taken into consideration when making evaluations of proposals. This list is not intended to be exhaustive:
 - a. The collateralization of public funds.
 - b. The quality level of services to be performed and proposed approach to cost control, service monitoring and administration.
 - c. Cost of service charge/compensation amount and cost-effectiveness of method requires for services performed.
 - d. Experience, expertise and qualifications of key bank personnel assigned to Library accounts.
 - e. Financial strength and stability of the financial institution.
 - f. Clarity, completeness and timelines of transactions documentation and reports or statements generated for the Library.
 - g. Reference responses and prior experience with other public fund relationships.
 - h. Value of any new products or services suggested.
 - i. Interview.
 - j. Any other items deemed in the best interest of PCCLD including consideration made regarding creative and value-added banking solutions.

ADDENDUM A - SCOPE OF BANKING SERVICES

1. **General information:** PCCLD currently maintains four (4) accounts: three operating accounts and a payroll account.
 - a) PCCLD operates on a monthly accounts payable system, with approximately 400 Debits/checks drawn per month.
 - b) Accounts payable range is from \$200,000 to \$400,000 per month.
 - c) The deposits are made weekly, via armored courier. Approximately 25 deposits are made per month.
 - d) Payroll is direct deposited bi-weekly, with automatic withdrawals for PERA, FIT/FICA and SIT. Flexible benefit payments are transacted through ACH on-line process. 140 total employees, all of whom use direct deposit.
 - e) Monies are transferred four or five times a month from ColoTrust, a local government investment pool, into the checking account by ACH transfer.
 - f) PCCLD's 2016 comprehensive annual financial report and 2017 operating budget are provided to give bidders additional context on the District's financial information.
2. **Additional Banking Services:** The banking relationship also includes two (2) additional operating accounts: one for the Pueblo Library Foundation and one for the Nesbitt Employee Association. These entities are separate from the Pueblo City-County Library District; however, these banking services are to be included in the overall banking relationship with commensurate features and at quoted prices for the term of the contract.

ADDENDUM B - GENERAL BANK INFORMATION

- 1. Bank Profile:** Describe the Bank's ownership structure. Indicate how the Library would rank compared to other customers of the Bank in relationship to size, complexity, and types of services. Provide an organization chart depicting the various Bank departments, including contacts that would be involved in the Library's banking relationship. Provide the location where Bank processing takes place for each of the services addressed in *Section Required Banking Services*.
- 2. Financial Strength:** Identify key measures of the Bank's financial strength including: capital ratios, market capitalization and total assets. Provide a copy of the Bank's latest annual report. Indicate the Bank's ratings from Standard & Poor's. Describe any pending mergers or acquisitions and how these changes might affect the Library's services.
- 3. Deposit Balances Collateral**
In accordance with the Public Deposit Protection Act, all deposits of public funds must be fully secured by collateral. Please provide a description of how the Bank manages and reports its collateral of public funds deposits. Also, please describe the securities to be used for collateral, and the frequency of reporting to PCCLD, and fully describe how PCCLD would protect its position in the collateral in the event of a failure of the Bank.
- 4. Security and Controls:** Briefly discuss the Bank's security and controls and to the extent appropriate, discuss security for the services outlined in *Section Required Banking Services* including what controls the Bank has in place to protect data integrity; ensure that files or transactions are not duplicated or lost; prevent unauthorized transactions; reduce Bank employee errors and detect or prevent fraud. Also, discuss the Bank's experience with the frequency of fraud in each service area.
- 5. Disaster Recovery:** Briefly describe the Bank's disaster recovery plan including the following information: location of the backup facilities with identification of any third party involvement; the time necessary to transfer processing; and how often the recovery process is tested. Disclose how many times in the last twelve months that the Bank has experienced an unscheduled downtime that lasted more than 30 minutes and the length of the longest downtime. Describe the most common causes of unscheduled downtimes. Describe the Bank's contingency plans for critical processes such as *payroll ACH, wire transfers, and online transactions* and reporting.
- 6. Customer Relations:** The Library prefers a single account relationship manager and a backup located in the Pueblo city area that are available and responsive to the Library's needs from 8:00 a.m. to 5:00 p.m. Mountain Time. The Library considers the manager / backup to be vital and wants to be able to meet with them if necessary. This manager / backup is expected to act as a liaison to coordinate all Library banking activities and must have the ability and authority to resolve any problems that may arise. The Bank is expected to notify the Library in advance of a change in the manager or the backup.
In the Bank's proposal, list names, titles and locations of the primary and backup Bank employees who will be assigned to the Library's account and identify the area or division of the organization in which these individuals work. Provide brief resumes of each.

7. Subcontracted Services: For each service described in Section Required Banking Services, indicate if a subcontractor is used. Include the subcontractor's name and location. Describe the Bank's process for resolving issue and policies for communication between the Library, the Bank, and its subcontractors.

8. Competitive Position and Future Commitment: Describe what differentiates the Bank's service from that of other providers. Include in the discussion how the bank keeps the products offered current, what approach the Bank takes to develop new services, and what new services or features the Bank plans to offer within the next five years. Discuss the Bank's approach to implementation and communication of changes in the banking system that may affect the Library's services or processing. Also, describe any current services that are noteworthy or innovative.

9. Conversion Implementation and Transition: The winning Bank will be required to submit a detailed conversion timeline for each of the Required Banking Services (Addendum C) upon execution of the banking contract. The Library anticipates completion of the conversion by March 31, 2018

For services outlined in Section *Required Banking Services* (Addendum C) provide the following information about the conversion implementation:

- a) Describe the implementation process including: processing of agreements, installation of any software, set up, and testing;
- b) Provide an outline of the average time necessary to complete the various steps of implementation;
- c) Describe the support provided during implementation including the assignment of an implementation team, staff training, technical assistance, user manuals and on-site visits; and
- d) Identify factors that may affect timing and complexity of the conversion process.

10. Customer References: Provide references from at least three (3) customers to which the Bank is currently providing the services included in Section Required Banking Services. These should be current customers with comparable processing volumes to those of the Library. Select a mix of long-standing and new customers. Library or other governmental references are preferred. References should include a contract name and phone number.

ADDENDUM C: PRICING LIST OF REQUIRED BANKING SERVICES

All services listed in this section are necessary and should be provided by the proposing banks. This list is not meant to be a complete list of proposed services. Bidders should provide detailed pricing information on these and all applicable services and fees using the table format on the following page. Please also include the most current comprehensive fee schedule.

Volume of Activity for July 2017
(one month for PCCLD only)**a. General Account Services**

Account Maintenance w/Check Return	4
Debits Posted	20
Positive Pay / Fraud Protection	1
Currency Order	4
Email Event Messaging	22

b. Depository Services

Deposited Checks	9
Cash Deposited	\$7,718
Return Item – Chargeback	

c. Paper Disbursement Services

Checks Returned w/Statement-Item	
DDA checks Paid	184

d. General ACH Services

Electronic Credits Posted	132
Electronic Debits Posted	0
ACH Received Item	26

e. Wire & Other Funds Transfer Service

Wire Monthly Base	
Wire IN Domestic	
Wire Mail Confirmation	

f. Balance & Compensation Information

FDIC Assessment Quarterly/Thousand	
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g. Online Reporting and Transaction Capabilities

Online Statements	4
Online Transfers/Wires	1
Digital Imaging of Cleared Checks	
Stop Payments Online	

h. Account Analysis

i. Safe Deposit Box	1
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k. Direct Deposit File (bi-weekly payroll)	2
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Please add all information necessary to complete the table below.

**REQUIRED BANKING SERVICES
COSTS AND FEES**

Item	Per Unit Cost	Estimated Monthly Unit Volume	Total Monthly Fee	Estimated Total Annual Cost
1.				
2.				
3.				
...				
ESTIMATED TOTAL ANNUAL COSTS				\$

ADDENDUM D – ADDITIONAL SERVICES

The proposing Bank should recommend, describe, explain and list pricing for any and all additional services which enhance the cash management capabilities of PCCLD. These are services that PCCLD may desire to use, depending upon the availability, quality, and price of service offered. Proposals are not required to address any of these additional services in order to be considered an acceptable proposal. Pricing should be included where applicable.

- a. Employee Benefits**
Please list what, if any, benefits our employees might be entitled to as a result of our business relationship with your establishment—free payroll check cashing, free checking, first order of checks free, no minimum balance on money market accounts, special C.D. rates, overdraft line of credit, and preferential loan consideration, etc.
- b. Automatic Sweep**
- c. Disbursement Account for Vendor Payments (Clearing Account)**
- d. Procurement Card Program**
- e. Courier System**
- f. Customer on-line payment process through PCCLD web site**
- g. Payment Integration with our Integrated Library System (ILS) —** to accept customer payments on account and replace the current use of Paypal to receive payments
- h. Credit Card Merchant Services**
- i. Mobile Payment Process —** to replace our current use of a Square reader
- j. Banking Supplies**
- k. Internet Payment Services**
- l. Interest Bearing Accounts**
 - a. Certificates of Deposits
 - b. Checking Accounts
 - c. Money Market
 - d. Saving Accounts
 - e. Time-Deposits
- m. Optional Services —** Products currently under development and products which have been identified for future development.

Please add all information necessary to complete the table below.

**ADDITIONAL SERVICES
COSTS AND FEES**

Item	Per Unit Cost	Estimated Monthly Unit Volume	Total Month ly Fee	Estimated Total Annual Cost
Courier Services		Cash Taken to Rawlings Library: Weekly for 3 library locations; Bi-weekly for 3 locations Deposits Taken to bank: Weekly from Rawlings Library		
Merchant Bankcard		100 cards swiped 35 online payments		
Procurement Card Usage		\$18,600 - July 2017		
...				
ESTIMATED TOTAL ANNUAL COSTS				\$