

REQUEST FOR PROPOSAL FOR BANKING SERVICES

RFP NUMBER: _____
 DATE ISSUED: _____, 20____
 NAME OF ORGANIZATION: _____

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A. INTRODUCTION

The Organization is requesting proposals from qualified banking institutions to enter into a contract to provide banking services for a period of _____ consecutive years, beginning on _____, 20____ and ending on _____, 20_____.

The objective of this Request for Proposal (RFP) is to identify the banking institution(s) that can offer the most comprehensive services, provide the highest amount of interest income, and offer the lowest possible cost of services.

B. PROPOSAL INSTRUCTIONS AND QUALIFICATIONS

1. Bidder Qualifications

The Organization will make such reasonable investigations as it deems proper and necessary to determine the ability of any candidate to perform the services. The Organization further reserves the right to reject any proposal if the evidence submitted by or the investigation of such bidder fails to satisfy the Organization that the bidder is properly qualified to carry out the obligations of the contract and to complete the services contemplated. The Organization reserves the right to inspect the facilities of the bank at any time during the contract period.

To be considered a candidate for the provision of banking services for the Organization, bidders must:

- (a) (if USA: be a federally or State of _____ chartered banking institution;) (if Canada: be listed as a "Schedule A" Canadian chartered bank;)
- (b) maintain corporate commercial banking offices in the City of _____;
- (c) maintain a branch office within _____ miles/kilometers of the Organization's head office at _____;
- (d) have the ability to provide electronic direct deposit payroll services to the Organization's employee accounts at the financial institution of their choice;
- (e) _____ (list any other required qualifications).

(For US proposals: All accounts proposed by the bidders MUST be in compliance with _____ (name of any State or municipal legislation governing security deposits, investments, etc. that would be applicable to the organization's banking policies and procedures.)

2. Proposal Submission Instructions

2.1 Proposal Format

In order to fairly and fully evaluate each bidder's ability to meet the banking services needs of the Organization, bidders must follow the attached format in submitting a proposal. The proposal MUST be completed in its entirety. Any relevant supplemental information should be included as attachments. If a bank cannot meet a service requirement, the bank should enter "No Proposal" for the specific requirement. A corporate official who is legally authorized to bind the bank must sign the proposal.

2.2 Submission Requirements

Submit _____ copies of the proposal, in sealed envelopes clearly marked **Banking Services RFP Response**, addressed to:

_____ (Name of company)
_____ (street address)
_____/_____ (city, state/province)
_____ (zip/postal code)

Proposals may be mailed or delivered. Fax transmissions, email submissions or other electronic communications are not acceptable. Proposals will be received during regular business hours only, until 12:00 noon on _____, 20____. Any proposals received after such time and date will not be considered and will be returned to the bidder unopened. Amendments to proposal will be considered only if they are received by the above deadline.

A copy of this Request for Proposal, together with all attachments, must accompany your proposal, with all information and signatures completed as required.

The Organization will not be responsible for any costs incurred by the bidders associated with the preparation of responses to the RFP.

Proposals will not be opened in public. All proposals will remain in force and will be irrevocable for ninety (90) days after the proposal closing.

Proposals shall be stipulated sums without escalator clauses or other qualifications.

2.3 Questions During Proposal Process

Questions regarding this RFP should be in writing, and directed to _____ (name of contact person), at the Organization's head office address above. Responses to all material questions submitted will be communicated to each prospective bidder. Questions will only be taken up to _____, 20____.

Bidders finding apparent discrepancies or omissions in the RFP should contact _____ (name of contact person) immediately, by telephone at _____ or by email at _____. During the proposal process, bidders may be advised by Addenda of any additions, clarifications, deletions or alterations to these specifications. All such changes should be covered by the bidder's proposal. Information used in the preparation of a proposal from sources other than this RFP and any written addenda hereto (collectively, the proposal documents) will not be considered as valid or official.

No further Addenda will be issued by the Organization after 12:00 noon, ____ business days prior to the RFP closing without providing an extension of time.

2.4 Selection Criteria

Evaluation of proposals will be made according to the following facts and assigned weights:

- _____% Electronic banking services
- _____% Net earnings
- _____% Debt costs
- _____% Payroll direct deposit services
- _____% Bank service charges
- _____% Provision of ancillary services
- _____% Safety and creditworthiness of bank
- _____% Quality of written proposal
- _____% Proximity of branch locations
- _____% Availability and commitment of implementing new technologies

Consideration will be given to the bidder's ability to provide information on innovative services and products providing cost efficient alternatives to the Organization's current operations.

2.5 *Contract Award*

A selection committee will review and evaluate the proposals. A maximum of ____ bidders may be invited to present their proposal to the committee on _____, 20____, at a time and location to be confirmed, for the purpose of providing information and answers to questions by the committee. The contract will be awarded at a meeting of the Board of Directors on _____, 20____.

The Organization reserves the right to accept any proposal submitted, or reject all proposals. Any proposal submitted that is not in complete compliance with the requirements of the proposal documents may be accepted or disqualified, at the option of the Organization.

Please outline in your proposal the assistance your bank is prepared to provide in order to meet the scheduled _____, 20____ for the full implementation of services.

2.6 *Important Dates*

Last day for questions by bidders:	_____	20____
Proposal submissions due	_____	20____ at 12:00 noon (____)
Presentations, if necessary	_____	20____
Awarding of contract	_____	20____

2.7 *Terms and Conditions*

Bidders will conform to the general terms and conditions included as Attachment 3 to this RFP.

2.8 *Withdrawal of Proposal*

Proposals may be withdrawn from consideration at any time prior to 4:00 P.M. on _____, 20____ by forwarding a request for withdrawal letter signed by the individual who has the authority to act in the bank's name and whose signature appears on the proposal documents.

2.9 *Attachments*

The Organization will complete Attachments _____. The proposing bank should complete Attachments _____. Completed attachments must be submitted with the proposal.

C. SERVICE REQUIREMENTS

This section lists all of the services to be provided by the bank under this RFP. The bank should use Attachment 1 to provide the specific fees for each banking service.

1. **Location of Branches**

The Organization's bank accounts are to be maintained at a branch in the City of _____ which offers a full range of services and within a reasonable distance from the Organization's offices. Please provide the locations of the branches closest to each of the Organization's facilities on Attachment 2A.

2. **Operating Accounts**

The Organization's current operating accounts are described on Attachment 4A.

The bank will provide _____ (list the number and type(s) of account(s) the organization will require).

The Organization currently receives daily reports and a detailed monthly statement of all activity in these accounts. A summary of activity and average annual volumes for these accounts is set out on Attachment 4B.