



Mike Fasano
Pasco County Tax Collector

**REQUEST FOR
PROPOSAL**

**BANKING AND TREASURY
MANAGEMENT SERVICES**

April 28, 2017

REQUEST FOR PROPOSALS FOR BANKING AND TREASURY MANAGEMENT SERVICES

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REQUEST FOR PROPOSALS FOR BANKING AND TREASURY MANAGEMENT SERVICES

**REQUEST FOR PROPOSALS
TAX COLLECTOR OF PASCO COUNTY
BANKING AND TREASURY MANAGEMENT SERVICES**

I. INTRODUCTION

A. Objective

The intent of this Request for Proposal (RFP) is to identify the most qualified banking institution that offers the highest quality of comprehensive Banking and Treasury Management Services (Services), at the lowest cost to the taxpayers of Pasco County, Florida.

B. Background Information on the Pasco County Tax Collector

The Tax Collector for Pasco County, a Constitutional Officer of Pasco County, a political subdivision of the State of Florida, is responsible for the collection of real estate taxes, personal property taxes, vehicle registration fees, vessel registration fees, driver license fees, and other miscellaneous fees for County and State agencies. The Tax Collector collects approximately \$500,000,000 on an annual basis. The revenues are collected at five (5) locations throughout the County with bank deposits prepared at each location and transported to your local processing location by a courier service. Collection locations may be added and deleted as determined by the Tax Collector in order to meet operational needs.

The Tax Collector desires to utilize a variety of services to deposit and disburse the monies while maintaining current service levels to both the public and the County/State agencies.

C. Instructions

1. **Sealed Proposals:** Responses to this RFP will be submitted in a sealed envelope, clearly identified as:

BANKING AND TREASURY MANAGEMENT SERVICES PROPOSAL

and mailed to:

Honorable Mike Fasano
Pasco County Tax Collector
Attn: Abby Noyes, Director of Finance & Tax
14236 6th Street, Suite 100
Dade City, FL 33523

2. **Response:** Each proposer shall submit only one proposal on the standard form provided. Supporting material may be submitted, however, the decision in selecting the most responsive proposer will be based on the standard proposal form provided.

All proposers must submit one (1) original and five (5) copies of their proposal.

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By submitting a proposal, the proposer certifies and acknowledges that he/she has fully read and understands the RFP requirements and has full knowledge of the scope, nature, quantity and quality of the work to be performed, the detailed requirements of the services to be provided and the conditions under which the services are to be performed.

3. **Questions and Additional Information:** Requests for clarification or additional information must be requested by email and sent to Abby Noyes at:

Anoyes@pascotaxes.com

All questions must be received by **May 12, 2017**. Answers to questions will be transmitted to all proposers via email by **May 19, 2017**. All proposers are required to provide an email address for notification purposes. Failure to provide an email address for notification purposes waives the right of further notices under this RFP and a waiver of right to receive copies of questions or answers.

4. **Proposal Schedule:** The following schedule will be adhered to:

April 28, 2017	Distribution of Request for Proposals
May 12, 2017	All questions are due by 5:00 p.m.
May 19, 2017	Answers to questions will be sent to all potential proposers
June 2, 2017	Proposals must be in the possession of the Director of Finance & Tax at her office, 14236 6th Street Suite 100, Dade City, Fl. 33523 2:00 p.m. Any proposal received after 2:00 pm will be returned unopened.
June 19 - 23, 2017	Qualified proposer meetings
June 30, 2017	Notification to all proposers on selected bank
October 1, 2017	Implementation date for the banking contract

D. Minimum Qualifications and Requirements

Each proposer must meet established minimum requirements to be eligible to respond to this RFP, as outlined in **Exhibit B, "Minimum Qualifications and Requirements Checklist."** Those proposers that do not complete the Checklist or that do not meet **ALL** of the minimum requirements will not be considered and will be deemed non-responsive.

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E. Selection Criteria

In order to facilitate evaluation by the Pasco County Tax Collector (Tax Collector), a complete response to all the following response items is requested. The following criteria will be used to evaluate the responses and to select the highest ranking proposer:

1. Financial Strength

The Tax Collector will evaluate the financial strength of the proposer through review of financial statements and a review of ratings provided by Moody's and Standard & Poor's.

2. Proposed Fees and Compensation

Aggregate Banking and Treasury Management Services cost, per identified activity, as outlined in **Exhibit D, "Cost Proposal"** will form the basis for this evaluation, in conjunction with the receipt of the highest rate of return on assets, invested in accordance with regulatory guidelines for governmental agencies.

3. Experience and Qualifications

Ability to meet current and projected service requirements identified in **Section II, "Scope of Banking and Treasury Management Services"** over the term of this banking and treasury management services contract (any past experiences with the bank will be taken into consideration).

The Tax Collector will review many other factors, including but not limited to the proposer's capabilities to handle Web Based Banking services and Image Cash Letter processing. The Tax Collector will also evaluate similar experience with other agencies of similar size, and will interview references provided to confirm and to obtain additional information about service delivery and customer satisfaction. For this purpose, each proposer will provide five references where similar services were provided (three (3) current and two (2) prior clients), including the length of time the proposer provided the services, client's name, contact personnel, address and phone number. Assume that the Tax Collector will contact references without notice.

4. Customer Service and Problem Resolution

The Tax Collector will review and evaluate the proposer's Customer Service and Problem Resolution plan or program. The proposer should clearly describe how it plans to handle research and adjustment inquiries, and its established response times to those inquiries.

5. Prospective Services

In addition to the Services requested in this RFP, the Tax Collector is seeking an institution that will take an active interest in the operations of the Tax Collector. The Tax Collector would welcome new, innovative and visionary process improvement recommendations on how to conduct its banking and treasury management service operations in a more efficient and effective manner. To assist the proposer in this area, please refer to the **Section II, "Scope of Banking and Treasury Management Services" Item O, "Prospective Services."**

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F. *Terms and Conditions*

1. The Tax Collector reserves the right to reject any or all proposals, to waive any irregularities or informalities in any proposal or in the proposal procedures, and to accept or reject any item or combination of items. The award will be to the proposer whose proposal complies with all the requirements set forth in this RFP, and whose proposal in the opinion of the Tax Collector is the best proposal taking into consideration all aspects of the proposer's response, including the total net cost to the Tax Collector. Exceptions to any specification must be placed on **Exhibit C, "Proposal Exception Form"** and will be quantified in the final analysis of the proposal. Failure to include an exception on **Exhibit C** will render the exception as invalid and the proposer will be treated as being in non-compliance with the specification, regardless of intent, and may be deemed to be unresponsive and eliminated from further consideration.
2. In the event that the proposer to whom the services are awarded does not execute a contract within fifteen (15) calendar days after the award of the bid, the Tax Collector may give notice to such proposer of intent to award the contract to another proposer. The Tax Collector may request new proposals and may proceed to act accordingly. The Tax Collector assumes no liability to reimburse costs by the proposers in preparation of this proposal response.
3. **Exhibit D, "Cost Proposal"**, indicates an estimate of the volume of transactions for the 12 months ended December 2016. This number is the Tax Collector's best estimate of the average volume and the Tax Collector in no way guarantees these as minimum or maximum volumes.
4. **Exhibit E, "Volume/Cash Balances Monthly Breakdown"**, provides a history of the average net collected balances per month. These figures are based on funds in all Tax Collector accounts, not necessarily projected balances for the proposer's bank.
5. Proposers shall thoroughly examine and be familiar with these RFP specifications and all Addenda issued. The failure or omission of any proposer to receive or examine this document shall in no way relieve any proposer of obligations with respect to this proposal or the subsequent contract.
6. The Tax Collector shall not be bound by the terms of any proposal or negotiated offer. No contract will be formed as a result of submission of an RFP or being selected as highest ranking proposer or being selected to negotiate. The Tax Collector does not intend to be bound or obligated in any form to any proposer until successful execution of a formal contract.
7. The contract may be terminated by the Tax Collector upon giving ninety (90) calendar days written notice to the bank. The bank may resign as the Pasco County Tax Collector's depository bank upon giving written notice to the Tax Collector no less than one hundred eighty (180) calendar days prior to the proposed termination date. The bank shall be entitled to just and equitable compensation for any satisfactory work completed

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prior to the termination date. Under no circumstances will any damages be paid as a result of the termination of this contract.

8. When the Tax Collector has tentatively selected the successful proposer, a conference may be requested to formulate plans in greater detail, to clarify any unclear items, and to otherwise complete negotiations prior to the formal award. At any time during the conference, the Tax Collector may choose to modify his choice of a selected proposer if the Tax Collector, at his discretion, determines that such a change is in the best interest of the Tax Collector's office.
9. The Tax Collector requires an implementation or conversion plan including an estimated time line as a part of the proposal.
10. In accordance with Section 119.071, Florida Statutes, sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from public inspection until such time as the agency provides notice of an intended decision or until thirty (30) days after opening the bids, proposals, or replies, whichever is earlier. Proposals will be on file in the Finance Department of the Tax Collector's Office.
11. Failure to comply with any of the terms and conditions of this RFP by the awarded bank will be cause for termination of the "Banking and Treasury Management Services Contract."
12. In the event of a merger with another financial institution of the awarded bank, the bank agrees to continue this contract at the same terms and conditions agreed on.

II. SCOPE OF BANKING AND TREASURY MANAGEMENT SERVICES

A. General

The Banking and Treasury Management Services detailed in this section will be performed for the Tax Collector on a contractual basis for the period **October 1, 2017 to September 30, 2020**, with an option to renew annually. The Tax Collector must be advised by October 1st or 180 days prior to the renewal year of any anticipated increases that would become effective in the renewal period. Otherwise, the awarded bank will provide services during the renewal period at the same costs provided during the initial three year period of the contract. It is the intent of the Tax Collector that a single bank provides all the Banking and Treasury Management Services specified in this proposal however, the Tax Collector reserves the right to invest excess funds using various investment opportunities as the market dictates.

Bank service charges included on **Exhibit D, "Cost Proposal"** will be considered the total cost of providing that service as herein defined in this RFP. The specific services currently provided by the Tax Collector's bank along with the current activity levels are provided on **Exhibit D**. However, all services that are currently provided are not being charged to the Tax Collector. If you have additional services or charges in addition to these, they must be included on **Exhibit D** at time of proposal submittal.

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After the contract has been awarded, any additional charges to provide the defined services will not be allowed, and if not removed, will subject the Banking and Treasury Management Services contract to termination by the Tax Collector in accordance with the terms set forth in this RFP. Any changes in the scope of the services (other than very minor changes), including any additional service charges, will be subject to negotiation between the Tax Collector and the bank.

B. *Accounts Included*

The following five bank accounts are included in this RFP:

1. Distribution Cash Account –All funds are deposited in this account.
2. Credit Card Account – Credit card payments are deposited into this account and then transferred to the Distribution Cash Account.
3. Tax Account – money transferred in from Distribution Cash Account for County Agencies.
4. Tag Account – money transferred in from Distribution Cash Account for State Agencies.
5. Fee Account – money transferred in from Distribution Cash Account for Tax Collector operations.

The Tax Collector's desire is to maximize the interest and investment earning on all funds in all accounts. Accordingly, all balances should be earning a current market rate of interest and all balances should be fully collateralized in accordance with FL Statutes Chapter 280.

The bank agrees to furnish the Tax Collector with additional checking accounts as needed during the contract period at the price proposed in this proposal provided the awarded bank is furnished notification at least fifteen calendar days before implementation.

C. *Availability of Funds*

Deposit Deadline

The awarded bank will provide deposit deadline schedules for each of its branches that will enable the bank to implement the ledger cut-off times set forth below.

Ledger Cut-Off Time

A 4:00 p.m. same day ledger cut-off for cash deposits is requested.

An 8:00 p.m. same day ledger cut-off for Image Cash Letter deposits is requested.

The awarded bank agrees to credit the Tax Collector's accounts for selected items according to the following schedule:

- a. Incoming wire transfers - same day availability and ledger credit regardless of time of receipt.
- b. Automated clearinghouse entries on the day of receipt.

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- c. “On-us” checks will receive same day availability.

All other checks will be based on the awarded bank's “availability schedule.”

Cash Deposit Courier Service

It is the desire of the Tax Collector to maintain the existing courier service in place, Midflorida Armored & ATM Svc. Any contracts for courier service will be outside of the scope of these banking services and will be between the bank and courier service.

D. *Web Based Banking*

The bank agrees to provide the Tax Collector with Internet access to various secure Web Based Banking and Treasury Management Services. Web Based Banking services for all Tax Collector accounts shall include, but not be limited to the following:

- a. Initiate and review wire transfers made and received
- b. Initiate and review ACH transactions made and received
- c. Initiate and review stop payment orders
- d. Initiate and review account transfers
- e. Review current day account balances and daily detailed activity (all deposits, credits, debits, transfers and adjustments to accounts)
- f. Account reconciliation services
- g. Positive pay activity
- h. ACH/Wire Alert
- i. Any other alerts deemed necessary by Tax Collector

The Internet access shall provide the information about the current available balance in the various accounts. The Tax Collector will be using Internet access service for account transfers, wire transfers, ACH originations, stop payments, etc. Please attach any brochures or other items to assist us in understanding your services.

The bank agrees to provide passwords, up-to-date software and user manuals for Web Based Banking services. The hours of availability of service should also be stated along with security features, hardware requirements, set-up requirements, training and support. Please describe the technical support available to aid in electronic data transmissions.

E *Automatic Overnight Investment Program*

The proposer agrees to automatically invest the collected balance in each of the Tax Collector accounts on a daily basis at the close of business, including any wire transfers received after 4:00 p.m., on the same business day. Describe how interest in the overnight sweep investment will be calculated and credited on all of the Tax Collector’s accounts. **Be specific!**

F. *Image Cash Letter (ICL/Check 21)*

The Tax Collector currently uses Image Cash Letter to reduce deposit float and improve efficiency in operations. The Tax Collector processes payments through a high-speed remittance processor and a desktop scanner that creates the image files. Current software for image capture is provided by RT Lawrence. Please specify if the bank has any experience working with this particular vendor and software.

The bank will provide in detail the current procedure and work flow for supporting both Qualified and Unqualified Image Cash Letter. Describe specifics such as file limits, deadlines for transmission of files, types of items that are both eligible and ineligible for deposit and how adjustments and returns are handled. The bank should also describe the hardware, software and communication requirements for transmission of files as well as the associated costs. Please describe the bank's anticipated time-frame needed to implement this process.

G. *Wire Transfers*

Incoming

The Tax Collector considers any incoming wire transfers as "available for investment" on the day received by the bank. Please state any exceptions to this policy on **Exhibit C**.

Outgoing

The awarded bank agrees to execute any orders for outgoing wire transfers by 5:00 p.m. The Tax Collector agrees to notify the bank via Internet access prior to 2:00 p.m. of any outgoing wire transfers. If necessary, adjustments will be made for any lost interest, or charges resulting from a "fail" to consummate an investment transaction.

The Tax Collector desires to enter into a "**Wire Transfer Agreement**" with the awarded bank for all wire transfers incoming and outgoing. Please include a copy of your "**Wire Transfer Agreement**" with your proposal. The Tax Collector reserves the right to negotiate the Agreement. If your bank is unwilling to negotiate any provisions within the "**Wire Transfer Agreement**", this must be treated as an exception and placed on **Exhibit C**.

H. *ACH Transactions*

The Tax Collector processes ACH transactions to both corporate vendors and individuals on a daily basis. Please specify potential daily limits on ACH debits and the process to override those limits.

Please provide a description of your ACH transaction service and in particular the software that is used. Also, please provide details on the procedures and rules for reversing or canceling an ACH file.

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I. *Account Reconciliation*

The Tax Collector desires to perform its own internal reconciliation process. Please provide details regarding the ability to download the bank's database of paid checks/deposits and electronic debits/credits including downloading electronic bank statements. Information should be available by the next business day and monthly statements should be available by the fifth business day of the following month.

J. *Fraud Control*

Please provide details on any financial fraud control services that are offered by the bank. The Tax Collector is currently utilizing Positive Pay, ACH Debit Block and ACH Debit Filters. Additionally, please provide the associated costs of these features in **Exhibit D**.

K. *Disaster Recovery Plan*

The bank will describe the bank's electronic data procedures used to provide Banking and Treasury Management Services along with back-up and recovery capabilities. Identify the bank's off-site facilities and their locations and the length of time a hot site may be operable in the event of an emergency.

L. *Reporting*

The bank shall provide the frequency and format of reports that the bank will provide to the Tax Collector. Include sample reports and records.

M. *Other Banking and Treasury Management Services*

1. Notification of potential uncollected funds over a certain amount (incoming return items that have been deposited and subsequently returned) is required on a daily basis.
2. All debit and credit memos required to adjust errors caused by the proposer will not be charged to the Tax Collector. All deposit errors must be accompanied by a copy of the particular deposit slip. Memos must list the original date of the deposit, date of correction, amount, reason, and department reference. All errors caused by the proposer must be corrected within three business days of notification by the Tax Collector. All deposits will be assumed correct unless the proposer notifies the Tax Collector within three business days of any errors. Notification must identify the date, amount, deposit location and problem. Changes to deposits by bank personnel must be accompanied by a copy of the check and the check tape.
3. All debit and credit memos must be sent to the Tax Collector's designate.
4. The bank agrees to respond to all inquiries and to make all necessary corrections of errors within three business days.

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5. The bank will identify and adjust all discrepancies. Please indicate at what dollar amount the bank writes off discrepancies.
6. The bank will describe the bank's notification and adjustment process used when counterfeit bills or fraudulent checks are discovered.
7. Bank agrees to provide MICR check specification to the check printer or laser MICR encoding as may be required by the Tax Collector. Any check stock provided by the bank must have the basic check security features contained in the "Padlock" criteria.
8. Stop payments will be transmitted to the proposer bank with inquiry capability against various accounts.
9. All stop payments will take effect on the date transmitted to the bank and will be processed before any check presentments for that date.
10. The bank will post prior month's interest/investment earnings by the fifth business day of the following month.
11. Coins and currency are requested by the branch offices. This procedure should be a simple exchange so no transactions should be recorded in the Tax Collector's bank accounts. Please specify your procedure with timeframe and provide a standard fee for providing this service as needed. The Tax Collector desires a 24-hour turn around on change orders.
12. Other services which banks customarily provide at no cost should be identified on **Exhibit D, "Cost Proposal"** and notated with "No Charge". All other supplies must be priced and included in the proposal submitted.

N. *Customer Service and Problem Resolution*

The proposer must describe the responsibilities of customer service personnel, including the chain of command for problem resolution. The proposer must address the following issues:

- Days and hours of operation of the customer service department
- The procedure for handling inquiries requiring research and adjustment
- Established turn-around times for research and adjustment items (must be less than three business days)
- Proposer's record on meeting established response times
- Technical customer support for computer software and communications problems

It is the desire of the Tax Collector that the proposing bank provide the names of a designated account executive, as well as an alternate. The designated account executive and alternate must have the authority to make timely decisions, on their own, during the normal course of business.

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O. *Prospective Services*

The Tax Collector desires to consider additional or enhanced services not currently provided. The proposing banks are requested to provide a brief description of any additional service not previously identified, user requirements, the bank's capability to provide the service, and a schedule of service and related charges.

III. PAYMENT TERMS AND CONDITIONS

The proposer's method of compensation for services performed must be clearly stated. Proposing banks that utilize minimum balance requirements, interest bearing accounts, compensation accounts, and/or fee schedules must clearly state the basis for their compensation. This information must include, but is not limited to, schedule for bank fees and minimum balance requirements, if any.

The Tax Collector prefers an option to pay for services through the use of an Earnings Credit Allowance. If an Earnings Credit Allowance is offered, an average yearly target balance will be maintained in the Distribution Account.

Describe the method used to calculate the earnings credit rate (ECR). Is the reserve requirement deducted from the available balance before the ECR is calculated? If not, please include an explanation of the impact of the bank reserve requirement, the bank formula for converting service charges to balance requirements and a listing of the bank earnings credits and reserve requirements for the last 12 months.

Please see attached (**Exhibit E**), "**Volume/Cash Balances Monthly Breakdown**" for schedule of services and estimated annual volume. The awarded bank will prepare on a monthly basis, by the seventh business day of the month, a bill for services rendered. The billing will be prepared in a format similar to the "**Cost Proposal**" form (**Exhibit D**) and will use the same terminology as that included on the bank's cost proposal form submitted.

Total service charges will be calculated based on the actual number of transactions for a month multiplied by the fixed charge per item.

It is the intention of the Tax Collector that all per-item charges remain fixed over the life of the initial contract. However, the Tax Collector recognizes that an adjustment in a per-item charge may be necessary based on price changes by the Federal Reserve System. Adjustments in per-item charges will only be allowed by complying with the following conditions:

1. The per-item charge (or portion thereof) will change only for corresponding adjustments in the Federal Reserve System's Fee Schedules on or after the effective date of the adjustments.
2. Changes in the Federal Reserve Fee Schedules must be final and not proposed.
3. The awarded bank will provide the Tax Collector a copy of the Federal Reserve System's notification supporting the adjustment with the "Monthly Service Charge Report."

REQUEST FOR PROPOSALS FOR BANKING AND TREASURY MANAGEMENT SERVICES

The bank will list any other new or proposed services not otherwise outlined in this RFP. Fees for Banking and Treasury Management Services, not indicated within this proposal, will be considered as provided at no additional cost than what is submitted in the proposal.

IV. PROPOSAL FORMAT

The Tax Collector is requesting concise descriptions of the proposer's services and their ability to meet Tax Collector's requirements. The proposer must demonstrate an understanding of Tax Collector's needs, as well as the proposer's experience, qualifications and existing capabilities to meet the services and needs identified in **Section II "Scope of Banking and Treasury Management Services."**

In order to facilitate evaluation, the proposal should be organized in the following manner.

A. *Cover Sheet (See Exhibit A)*

B. *Minimum Qualifications and Requirements Checklist (See Exhibit B)*

C. *Transmittal Letter*

A brief transmittal letter must accompany the proposal and must be signed by an individual authorized to bind the proposer to all of the proposal contents. The letter should include a brief synopsis of the proposer's understanding of the Tax Collector's needs and why the proposer believes it can meet those needs.

D. *Company Profile*

The proposer must supply its legal name, corporate headquarters address, local office address, contact names and contact information of key individuals by operations area. The proposer must maintain its home office or a **full service** branch bank within Pasco County (provide a map of locations).

E. *Financial Information*

The proposer must provide a complete set of financial statements including the opinion page and related footnotes. The proposer must also provide the most recent ratings from Moody's and Standard & Poors, which at a minimum should include the ratings for "Financial Strength", "Bank Deposits" and "Issuer Rating."

F. *References / Key Personnel*

The proposer should supply public/governmental references, with similar size and characteristics of the Tax Collector, where similar services requested in this RFP were provided. Proposer must include client's name and client contact's information to include

REQUEST FOR PROPOSALS FOR BANKING AND TREASURY MANAGEMENT SERVICES

address, telephone and fax numbers, and e-mail address. The lack of public/governmental references will not necessarily eliminate the proposer from consideration.

The proposer must include names of key personnel that will be assigned to the Tax Collector account, along with title, years employed with the proposer and summary biographies of each key person identified. Changes in key personnel cannot be substituted without prior notification of the Tax Collector.

G. *Description of Scope of Services / Experience and Qualifications*

The proposer should describe in detail its services and service capabilities for each item described in **Section II, “Scope of Banking and Treasury Management Services.”**

This section should specifically state the proposer’s proposed rate of interest on the cash and cash equivalents of the Tax Collector and any preconditions for receiving this interest rate. The proposer must agree or affirm, that if during the course of this agreement, a higher interest rate is offered to any other organization of similar size and characteristics, that the Tax Collector’s rate will be adjusted to reflect the higher rate.

H. *Customer Service*

Please see **Section II, “Scope of Banking and Treasury Management Services” Item N, “Customer Service and Problem Resolution”** for additional information on this subject.

I. *Prospective Services*

See applicable sections in **Section I, “Introduction” Item E, “Selection Criteria” and Section II, “Scope of Banking and Treasury Management Services” Item O, “Prospective Services”** for detailed discussions on this subject.

J. *Cost Proposal*

Use of the “**Cost Proposal**” form (**Exhibit D**) or a copy thereof is **required** of all proposers. No proposal will be considered without amounts being placed on this form. If there is no charge, then “No Charge” should be indicated. If the bank is unable to meet or exceed the requirements specified, then the phrase “No Proposal” should be entered for that particular item.

The Tax Collector will NOT accept a listing of the various Banking and Treasury Management Services provided by the proposing bank in lieu of **Exhibit D**. The proposing bank must price each and every service that the proposing bank provides based on the volumes provided by the Tax Collector. Failure to meet this specification may render the proposal invalid.

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The Tax Collector requests that the bank complete the “**Cost Proposal**” (**Exhibit D**) using Excel (or equivalent) and submitting both a paper copy of **Exhibit D** and an electronic copy of the Excel file with the same information.

The proposal will be on a variable cost basis. Under the variable cost method, actual monthly services will be counted and the volume of transactions will be computed to determine the amount to be paid.

The Tax Collector reserves the right to eliminate any individual service contained in the bid if, based on analysis, the fees for providing the service are excessive, or if the service proposed can be administratively performed in an alternative manner.

Each bank should review the proposal form and price each service specified. Per-item charges should be extended to the “Annual Charges” column.

K. Exhibits and Attachments

All proposers are required to complete and submit with the proposal submittal all required exhibits and attachments.

V. SUMMARY

All proposers are requested to address each of the items contained in this RFP, complete all exhibits, include all attachments, forms, and reports and return the completed proposal submittal to the Tax Collector by the due date in accordance with the instructions contained herein.

The Tax Collector intends to enter into a formal Banking and Treasury Management Services Contract with the successful proposer which will incorporate all provisions of the Request for Proposal. Additional terms and conditions will not be included in the Contract unless mutually agreed to by both parties.

EXHIBITS

REQUEST FOR PROPOSALS FOR BANKING AND TREASURY MANAGEMENT SERVICES

EXHIBIT A

**MIKE FASANO
PASCO COUNTY TAX COLLECTOR
COVER SHEET**

PROPOSAL FOR BANKING AND TREASURY MANAGEMENT SERVICES

PROPOSAL SUBMITTED BY:

BANK _____

ADDRESS _____

TELEPHONE _____

FAX _____ **EMAIL** _____

This proposal contains all the information requested in the Request for Proposals including the following exhibits and attachments:

Exhibit B: Minimum Qualifications and Requirements Checklist

Exhibit C: Exceptions to Proposal Requirements

Exhibit D: Cost Proposal

Exhibit E: Volume/Cash Balances Monthly Breakdown

Attachment A: Proof of Authorization to do Business in the State of Florida or Certificate of Authority as Qualified Public Depository

Attachment B: Bank's Audited Financial Statements for the previous two years

Attachment C: Disaster Recovery Plan

Attachment D: Bank's Availability Schedule(s)

Attachment E: Wire Transfer Agreement and any other copies of contracts and service agreements and questionnaires

Attachment F: Implementation Plan

Attachment G: Excel File of Exhibit D

Signature

Typed Name

Title

Date

**MIKE FASANO
PASCO COUNTY TAX COLLECTOR
MINIMUM QUALIFICATIONS AND REQUIREMENTS CHECKLIST**

Qualified proposing institutions must meet the following minimum criteria and failure to do so will result in the proposal submittal being deemed non-responsive and the proposer being eliminated from further consideration.

- | | <u>Yes</u> | <u>No</u> |
|--|------------|-----------|
| 1. Proposer maintains its home office or a full service bank within Pasco County. | | |
| 2. Proposer maintains certification as a "Qualified Public Depository" under the Florida Security for Public Deposits Act (Chapter 280 of Florida Statutes). | | |
| 3. Proposer has submitted one set of financial statements for the past two fiscal years (must include an auditor's unqualified opinion and appropriate notes to financial statements). | | |
| 4. Proposer has provided the most recent ratings for Financial Strength, Bank Deposits and Issuer Rating from both Moody's and Standard & Poor's, if applicable. | | |
| 5. Proposer has submitted a copy or Executive Summary of the Disaster Recovery Plan. | | |
| 6. Proposer has completed all Exhibits and Attachments required by this RFP. | | |
| 7. Proposer is in good standing (i.e. has not been debarred or suspended from proposing on any governmental work during the last five years). | | |

REQUEST FOR PROPOSALS FOR BANKING AND TREASURY MANAGEMENT SERVICES

EXHIBIT C

**MIKE FASANO
PASCO COUNTY TAX COLLECTOR
PROPOSAL EXCEPTION FORM**

The Bank wishes to take Exceptions to the RFP:

<u>Reason for Exception</u>	<u>Page</u>	<u>Item</u>	<u>Estimated Costs</u>
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REQUEST FOR PROPOSALS FOR BANKING AND TREASURY MANAGEMENT SERVICES

EXHIBIT D

**MIKE FASANO
PASCO COUNTY TAX COLLECTOR
COST PROPOSAL**

Services Provided	Annual Volume	Unit "Per"	Unit Price	Annualized Cost
Demand Deposit Services				
Account Maintenance	60	Account	-	\$ -
Audit Confirmations Electronic	5	Account	-	\$ -
Deposits Credited	12	Item	-	\$ -
Electronic Credits Posted	6,481	Item	-	\$ -
Items Deposited	1,723	Item	-	\$ -
Deposit Correction	1	Item	-	\$ -
Items Paid Not Enclosed	4,744	Item	-	\$ -
Electronic Debits Posted	4,427	Item	-	\$ -
Other Misc. Debits	821	Item	-	\$ -
Image Cash Letter				
ICL Transmission - Per Trans	263	Transaction	-	\$ -
ICL Record - Per Record	44,143	Item	-	\$ -
ICL Deposits Credited	792	Item	-	\$ -
ICL On-Us Items	36,304	Item	-	\$ -
ICL Transit Items	282,813	Item	-	\$ -
Return Check Services				
Deposited Items Returned	605	Item	-	\$ -
Return Items - Represented	355	Item	-	\$ -
Branch/Night Deposit Services				
Branch Cash OTC Deposit/\$1000	14	Item	-	\$ -
Cash Vault Services				
Cash Vault Monthly Maint. 5 loc	12	Month	-	\$ -
Cash Vault Deposits	3,170	Item	-	\$ -
Vault Deposit Error	21	Item	-	\$ -
Vault Currency Dep Full Strap	1,292	Item	-	\$ -
Vault Currency Dep Loose Bill	384,258	Item	-	\$ -
Vault Coin Deposit Rolled	20	Item	-	\$ -
Vault Automatic Change Order	819	Item	-	\$ -
Vault Emergency Change Order	1	Item	-	\$ -
Vault Currency Order - Full Strap	922	Item	-	\$ -
Vault Currency Order - Loose Bill	25,827	Item	-	\$ -
Vault Rolled Coin Order	5,049	Item	-	\$ -
Deposit Receipt Email	54	Item	-	\$ -
ARP Services				
Basic Positive Pay - Base	12	Account	-	\$ -

REQUEST FOR PROPOSALS FOR BANKING AND TREASURY MANAGEMENT SERVICES

REQUEST FOR PROPOSALS FOR BANKING AND TREASURY MANAGEMENT SERVICES

Image Delivery Services						
	CD ROM Images Per Item	4,678	Item		-	\$ -
	CD Rom Paid Items	48	Account		-	\$ -
ACH Services						
	ACH Monthly Maintenance	38	Account		-	\$ -
	ACH File Transmission, Vendor File	293	Transaction		-	\$ -
	ACH Addenda Orig	2,433	Item		-	\$ -
	Corp Credits Orig CCD, CCD + CTX	2,610	Item		-	\$ -
	Web Debits Orig	25,177	Item		-	\$ -
	ACH Deletions Batch or File	1	Item		-	\$ -
	ACH Fax Page	300	Item		-	\$ -
	ACH Exception Processing	3	Item		-	\$ -
	ACH Return Item	309	Item		-	\$ -
	ACH NOC Item	128	Item		-	\$ -
	OTM ACH Pass-thru File	138	Item		-	\$ -
ACH Fraud Control						
	ACH Fraud Control Monthly	12	Account		-	\$ -
Wire Transfer Services						
	Wire Transfer Monthly Mtc/Acct	24	Account		-	\$ -
	W/T Out Rep Operator Assist	26	Item		-	\$ -
	W/T Out Rep Online	48	Item		-	\$ -
	Internal Wire Transfer Credit	30	Item		-	\$ -
	W/T Incoming	219	Item		-	\$ -
	W/T Internal Rep	66	Item		-	\$ -
Online Treasury Manager						
	Mainenance Fee	12	Month		-	\$ -
	Prior Day Service	12	Month		-	\$ -
	Prior Day Per Account	60	Account		-	\$ -
	Prior Day Per Item	21,514	Item		-	\$ -
	Current Day Service	12	Month		-	\$ -
	Current Day Per Account	60	Account		-	\$ -
	Current Day Per Item	7,422	Item		-	\$ -
	Special Report	12	Item		-	\$ -
	CAR Report Per Report	107	Item		-	\$ -
	Stop Service Per Month	12	Month		-	\$ -
	Stop Payment Per Stop	12	Item		-	\$ -
	ACH Service Per Month	12	Month		-	\$ -
	ACCT Transfer Per Transfer	3,230	Item		-	\$ -
	Wire Service Per Month	12	Month		-	\$ -
	Image Item Retrieval Per Image	439	Item		-	\$ -
Online Courier						
	Wire Transfer Email Advice	468	Item		-	\$ -
International Services						
	International Items Deposited	55	Item		-	\$ -

**MIKE FASANO
PASCO COUNTY TAX COLLECTOR
VOLUME/CASH BALANCES MONTHLY BREAKDOWN**

See Excel Spreadsheet - "Exhibit E"