

VILLAGE OF PORT ALICE



Request for Proposal

RFP 2019-03

Banking Services

July 26, 2019

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1. INTRODUCTION

The Village of Port Alice is seeking proposals from interested banking institutions for the provision of banking services for a five year term of **October 1, 2019 to September 30, 2024.**

1.1 Background

The Village is governed by a 5 member council. The 2019 annual budget is approximately \$2.6 million which includes approximately \$1 million of capital projects. The Village's revenues consist largely of taxes from major industry, light industry, its residents, user fees, fees for services and government transfers. The Village employs twelve people.

The Village of Port Alice currently has four accounts:

General bank account: balance approx. \$1,400,000
Investment account: balance approx. \$1,600,000
Cemetery care account – balance approx. \$2,500
Deposit account for provincial EFTS: balance 0

The Village also has two investment accounts with the Municipal Finance Authority.

The Village processes an average of 750 cheques per year.

To assist in the preparation of the proposal, the following additional information is provided;

- Village of Port Alice 2018 Annual Audited Financial Statements (Appendix A)

2. TERMS AND CONDITIONS

All submissions related to this RFP are to be directed to the following person. Information obtained from any other source is not official, and should not be relied upon. Inquiries and responses will be recorded and may be distributed to all institutions at the Village's request.

Bonnie Danyk
CAO / CFO
Box 130
Port Alice, BC V0N 2N0
(250) 284-3391
treasurer@portalice.ca

2.1 Selection Criteria

2.1.1 Mandatory Criteria

- Organizations must provide one (1) original signed by a person authorized to sign on behalf of the institution.
- The proposal must be received by Friday August 30, 2019 at 4:00 p.m. Pacific Standard Time (PST)
- Proposals will be accepted by email to treasurer@portalice.ca
- Proposals should be clearly marked with the name and address of the institution
- It is the institution's sole responsibility to ensure their submission is received when, where, and how it is specified in the RFP. The Village is not responsible for lost, misplaced or incorrectly delivered submissions
- All Submissions will be date stamped

2.1.2 Evaluation Criteria

Proposals meeting all of the mandatory criteria will be further evaluated based on interest rate on deposits, bank service charges (if any) and the provision of ancillary services. Consideration will be given to the institution's ability to provide innovative services and products providing cost efficient alternatives for the Village.

2.2 RFP Timeframe

The following timetable outlines the anticipated schedule for the RFP process. The timing and the sequence of events resulting from this RFP may vary and shall ultimately be determined by the Village.

Event	Anticipated Date
Request for Proposal issued	July 26, 2019
Request for Proposal closes	August 30, 2019 at 4:00 p.m.
Complete Evaluation of Proposals	September 6, 2019
Council Approval of Banking Institution	September 11, 2019

Upon completion of the evaluation, a report will be prepared for consideration by Village Council containing a recommendation to appoint a Banking Firm at the September 11th Regular Council meeting. Should Council resolve to accept the recommendation, the successful Firm will be contacted in writing of the award. The award will be for a **five (5)** year term with annual reviews carried out in each of these years by Village's staff.

2.3 General Conditions

The Village is subject to the provisions of the Freedom of Information and Protection of Private Act (The Act). Late proposals will not be accepted.

2.4 Signature and Seal

Proposals shall be submitted under the signature of individuals authorized to sign such proposals and commit the Institution to perform the services contemplated in the Village's RFP. The Corporate Seal of the Institution should be affixed where appropriate in the proposal submission.

2.5 Preparation Costs

All costs associated with the preparation and submission of a proposal shall be borne solely by the institution.

2.6 Termination of Services

Notwithstanding the provisions of the Community Charter respecting the termination of an institution, either party may terminate banking services as described, upon 90 days written notice.

3. PROJECT SCOPE

3.1 General

The Village will require the ability to deposit cash and cheques. A branch in either Port Hardy or Port McNeill would be ideal but we would consider other options proposed such as cheque scanning, and mail or courier deposits.

3.2 Range of Services:

The range of banking services required to be performed by the institution shall include, but not be limited to, the following;

- a) Deposit services for cash and cheques;
- b) Internet access to bank accounts with the ability to transfer funds between accounts, view cheques, issue stop payments, and export data to excel ;
- c) Acceptance of Visa, MasterCard and Debit Card Payments;
- d) Acceptance of payments via internet banking for property tax and utilities;
- e) Acceptance of electronic fund transfers (EFT) from the provincial government, banks and various other customers;
- f) Monthly paper copy statements which include copies of cleared cheques.
- g) Direct deposit of bi-weekly payroll, including the ability to transfer deposits to other institutions;
- h) The ability to make payments to vendors via electronic funds transfer;
- i) A corporate credit card.

4. The PROPOSAL

4.1 General

The proposal must include a table of contents illustrating the page numbers of all major sections as well as identifying relevant appendices or attachments. Specifically, the proposal should include the following information;

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- a) The name of the banking firm, local address, telephone and facsimile numbers, email address, and name of the contact person;
 - b) The address of the closest local branch to the Village of Port Alice;
 - c) A full description of the range of services provided by the local branch;
 - d) Additional software required (if any) and the fee for such.
 - e) Experience in providing additional services to government and a description of the nature of such services; and
 - f) Transition plan and timeline for transfer of accounts.

4.2 Acknowledgement and Understanding

In submitting a proposal, the institution acknowledges and agrees that it has read, understood and agreed to all terms and conditions described in this document.