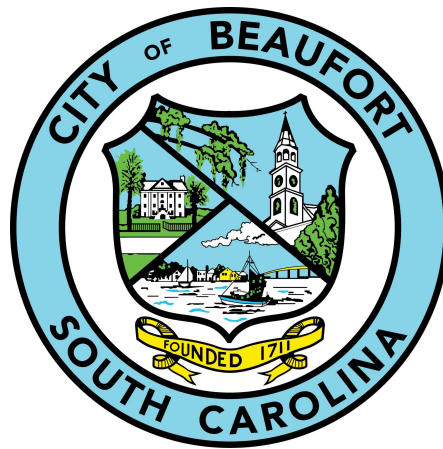


Request for Proposal 2023-104 for Banking and Treasury Services for City of Beaufort, SC



Due:

Phase 1: April 13, 2023

Phase 2: Week of May 1 & 2

Proposers shall submit Phase 1 responses through [the_rfpPrep@ web portal](mailto:the_rfpPrep@web_portal). Late Proposals will NOT be accepted or considered. The City reserves the right to reject, in whole or in part, any or all proposals received, and further reserve the right to negotiate the final contract terms, including cost.

The pre-bid web conference will be held on Tuesday, March 14 at 3:00 P.M. EST.

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Introduction

Overview

The City of Beaufort (“the City”) is issuing a Banking and Treasury Services Request for Proposal (RFP). The City wishes to receive bids for banking and treasury services in order to ensure it is receiving the best pricing and servicing, most current technology, utilizing any available interest earning opportunities to minimize the tax burden on its constituents, introduce new technologies, reduce costs, and streamline account structures where possible.

About the City

Please use the following links to learn more about the City of Beaufort.

1. [About the City of Beaufort](#)
2. [Audited Financial Statements - Most recent and historic](#)
3. [Budgets - Most recent and historic](#)

Objectives

The City wishes to enter into a long-term, well-rounded banking relationship that will be sustainable and attractive to all parties involved. In doing so, the City seeks to accomplish the following objectives:

- Maintain a long-term **customer-centric** banking relationship;
- Have access to a user-friendly, intuitive banking services online portal;
- Gain operational efficiencies through the use of treasury services/technology;
- Reduce check volume (both those received for payments and those issued for disbursements);
- Maximize potential rebates through a virtual card/p-card program;
- Maximize the value of every dollar; and,
- Ensure competitive pricing.

General Process

This enhanced RFP process will take place through four distinct phases: (1) Phase One - qualification and pricing, (2) Phase Two - relationship and in-person or virtual interviews, and (3) Phase Three - final legal contract review and selection, and (4) Phase Four - optional feedback session. Phase 1 responses should be submitted through the banking rfpPrep web portal at www.rfpPrep.us. Proposers will need to sign-up for and have their access to the rfpPrep web portal approved by three+one. Only proposals submitted using the rfpPrep portal will be accepted. Additional documentation uploads to the rfpPrep portal will not be factored into the RFP’s scoring metrics. Phase 1 responses are due on or before April 13, 2023 at 4:00 P.M. Late Proposals will NOT be accepted or considered. The City reserves the right to reject, in whole or in part, any or all proposals received, and further reserve the right to negotiate the final contract terms, including cost.

Up to two finalists will be selected to move on to Phase 2. Phase 2 will require an in-person or virtual presentation. The Finalist(s) from Phase 2 will be selected to move forward to Phase 3 where final contract negotiations with the preliminary finalist will occur. Each phase is described in further detail starting on page 7.

All parties interested in providing these services to the City should contact the designated RFP contact person by the date in the *Schedule of Events* on page 11. **Log-on access to the rfpPrep online portal will be granted after the pre-bid web conference.**

The City reserves the right to amend, withdraw, or re-issue this RFP in whole or in part, at any time and for any reason. Submission of a proposal confers no rights upon the proposer, nor does it obligate the City in any manner. The City reserves the right not to award an Agreement and to solicit offers at a later date. The City reserves the right to reject technicalities and to reject any or all proposals in the best interest of the City. The City expressly reserves the right, in its sole discretion, to accept or reject any or all proposals, with or without cause, modify, alter, waive or reject any technicalities or provisions, or to accept the proposal which, in its sole judgment, is determined to be the best evaluated offer resulting from negotiations. **After review of proposals and conducting interviews, if any, City staff may be authorized by the City to commence negotiation for a contract with the proposer recommended for the award.**

The City's Finance Director will be the signer on any agreement entered into as a result of the RFP. If a satisfactory contract cannot be negotiated with the proposer deemed most qualified within a reasonable period of time, as determined solely by the City, negotiations with the proposer will be suspended, and negotiations shall be undertaken with the proposer ranked second most qualified. Should a satisfactory contract not be negotiated with either of the proposers, additional proposers may be selected in order of qualifications, as established by proposal review and/or interview, and negotiations entered into as outlined above. The proposer agrees to negotiate in good faith with the City to enter into a formal agreement with the City, with such agreement substantially incorporating the terms and conditions of the RFP.

RFP Contact

Leah Riley and Tyler Frame are the main contacts for this RFP process. All questions must be submitted to one of the contact persons within the time frame permitted in the *Schedule of Events*. Phase 2 presentations will be scheduled through the contact person(s). Proposers are responsible to schedule a presentation time slot during the days outlined in the *Schedule of Events* and by the due date listed. For selected Proposers, presentations/demonstrations will be coordinated through Leah Riley and Tyler Frame. You may reach the contact persons via email at: ler@threeplusone.us and tdf@threeplusone.us.

Scope of Services Overview

Banking Services

Proposals for banking services are being sought for the City's accounts listed in Appendix C to meet (at a minimum) the service capabilities shown in the Description column in Appendix B. The City is looking for Proposers who offer, at a minimum, what is currently being utilized.

Treasury Services

The City is looking for an enhanced treasury services relationship where the successful Proposer will offer the capabilities to provide streamlined documentation online, provide online tools for efficiencies, use banking portals to enhance cash flow management, and access a set of tools online that can link to the City's current financial software.

ePayment Services

The City is currently under state contract for a purchasing card program but would consider alternative options if additional value can be demonstrated. The City knows there are opportunities to create efficiencies and generate revenue through ePayment and p-card/virtual card programs. While banks will be asked to respond to Phase I of this RFP based on the City's current treasury services, the City is also interested in additional information and/or proposals on any card and ePayment programs or platforms that responding banks have to offer. There will be a dropbox on the rfpPrep portal for proposers to share specific details (program offerings, pricing, rebate opportunities, technology) on their ePayment and virtual card programs during Phase I of the RFP. During Phase II, proposers may consider how these programs could enhance its relationship with the City and add value to its cash management procedures.

Scope of Services Detailed

The City currently has one main operating bank relationship. The graphs on page 12 shows overall City balances and its main operating bank balances over the last year.

Appendix B provides a list of all Treasury Services used over a recent 12-month period - this is also provided through the online rfpPrep web portal. Service description and total volume are provided for a 12-month period. At a minimum, a new contract will mirror all current services. However, the City is open and supportive of alternatives that can help it gain operational efficiencies where legal and practicable. Transaction volumes (in Appendix C) are provided as a guide to volume usage, but it is fully anticipated that usage will change through implementation of more efficient banking services. No attempt is made to project how volume usage will change.

Historic & Current Cash Balances

Appendix A highlights the City's historical cash balances between all current operating and investment accounts. It is not to be assumed that the City will continue to hold the current deposit levels across each institution. Pricing should be based upon transaction volume and not upon historic balances. The City is willing to pay fees if greater value is available for those funds that would have been used to offset fees. Pricing points will be determined on the ECR and the overall cost based on historic transaction volume and proposed unit cost. Additional services not currently used by the City will be able to be added to the submission through the online response portal, but these services will not be included in the overall price comparison and may be used subjectively to impact the Service Capability (see Phase 1 Score Weighting on page 8).

Current Account Structure

Appendix C discusses the City's current account structure, including a high-level summary of activity associated with each account. The purpose of this depiction is to allow the proposers the opportunity to highlight, through a presentation in Phase 2 (explained in further detail below), advantageous opportunities of differentiation through the current and desired account structure and to propose other services that can provide value to the City. At a minimum, the City will continue with all accounts as listed. However, any potential consolidations through ZBA structures will be considered, and are encouraged, as well as other recommendations made in Phase 2 if sufficient value is demonstrated through financial and operational efficiency.

Deposits & Investments

The purpose of this RFP is not for outside investment firms, but proposers are encouraged to share unique opportunities within their institution to earn additional interest on all monies. However, any services that have an investment purpose (e.g. money market deposit/savings accounts), must comply with all state laws governing the investment and collateralization of public funds.

Accounting Software

The City's accounting software is the 2019 version of Enterprise ERP (Munis) by Tyler Technologies.

Proposers need to confirm capability to integrate services, send & receive securely to and from the accounting software without manual intervention (Straight-Through Processing (STP)), and otherwise facilitate information exchange efficiently and effectively with the accounting software. This can be done via SFTP (Secure File Transfer Protocol), online file transfer or other available methods. **Proposers are encouraged to expand on methods the City can use within its online facilities to auto-process tasks the City may currently do manually in an effort to save taxpayer resources.** This may include workflow solutions for payment creation and approval processes in addition to visibility of balance and transaction reporting.

The Future of Treasury Services and ePayments

Overall, the City's transaction volume is very traditional and antiquated in electronic payments. More municipal entities are moving payments to electronic methods and reducing check volume. Managing the changing payment landscape increases in importance as costs for paper disbursements continue to increase and the population demographics changes and the financial technology advances.

- **Check Disbursements:** Checks continue to be a very inefficient way of conducting financial transactions. The main reasons most entities continue to cut and/or choose paper disbursements are related to remittance data that accompanies the check. Financial solutions exist today that provide the remittance data needed as well as the cost savings associated with electronic payments.
 - Recognizing the cultural shift needed for electronic payments, the City may adopt an Electronic Payment Policy stating the plan to phase in electronic payments over a specified period of time (between three and five years). The adoption of such a policy will provide both the City and its vendors with the timeframe needed to make any process adjustments.
 - Moving to electronic payments also strengthens the banking relationship. Banks have developed and gained efficiencies that also make this an attractive service to provide. However, the City is aware that banks are no longer the only providers of electronic payment services. Non-financial providers have entered this arena and provide competitive p-card/ghost card/ACH payment services as well. This provides the opportunity for generating revenue through this program rather than increased costs.

Phase 1 - Qualification and Pricing Round:

Phase 1 responses are subject to three criteria:

1. Overall service capability of the institution as determined by responses to the Yes/No and short-answer online response form provided through the rfpPrep portal.
 - a. Appendix B lists all the Yes/No questions that must be answered through the online portal. Access to this portal will be granted **after** the pre-bid conference. The questions are provided in Appendix B for convenience at this time to allow all institutions the ability to review with internal teams.
2. Two pricing options are available with only one being selected by each respondent:
 - a. **Option 1** provides a line item pricing structure based on services being used by the City at their current banking provider. The City's true volumes are used throughout. This has been done in order to facilitate comparisons between proposals. Option 1 includes proposing an ECR which will be used to calculate the compensating balance to offset all or a portion of fees.
 - b. **Option 2** is a "flat fee" compensating balance proposal. The proposers will be asked to list the compensating balance requirement needed in order for the City to not pay any fees. In addition, the proposers will be asked to list the current interest rate that liquid dollars kept at the bank over and above the compensating balance amount can earn. If the proposer selects this option, the proposed balance will be compared with the compensating balance responses of Option 1.
3. Reputation as provided by references. Three references of current municipal clients must be submitted. It is preferred that one client be new (within the last 12 months) and one long-term (more than 3 years). It is also preferred that at least one reference be comparable in size and geographic area. The City reserves the right to contact any government with which the Proposer provides similar services to if the service provider is known through various associations.

Cost Proposal

An online response template and an offline download/upload excel template will be provided on the rfpPrep portal. The Option 1 pricing section of the rfpPrep portal and the pre-bid virtual meeting will review the details of how to use these two Option 1 pricing templates. Basic transaction volume is provided in Appendix C for the period December 2021 - November 2022. When submitting pricing proposals, proposers will be required to include associated AFP codes in order to support comparisons between proposals. As banking services pricing differs from bank to bank, room is provided within the template to add "substitute" pricing, and additional appropriate line items where applicable or appropriate to list new services/fees. See "Option 1 features explanation" below.

Proposers will need to build, through the online pricing portal or provided excel file, the fee structure fully needed to support the services currently being used. The host of fees associated with current full service municipal banking should be included. Proposers that move on to phase 2 will be scored on "fee justification" which will require them to justify any fees added in phase 2 and explain as to why they were not present in phase 1. Proposers that move on to phase 3 and contract negotiations will be explicitly required to explain and defend any fees charged to the City that were not present in phase 1.

Option 1 Features Explanation

- Proposers will have the opportunity to add “new” fees that are not listed within the provided service descriptions but will be charged by the bank.
- Proposers will have the opportunity to include “substitute” fees in place of any of the listed fees/service descriptions.
- Proposers will have the opportunity to completely “waive” fees that the bank does not charge. Any fees that are completely “waived” will need a description to confirm that the bank does not charge for this service or a closely related service.
- Proposers are asked to include additional fees and services that may be presented as a result of new recommendations/ideas during phase 2 or phase 3 in the “Proposed Services Pricing” section. These fees **will not** be factored into the total calculated cost to the City for phase 1 comparison purposes, but they will be used in phase 2 presentations for proposers’ new servicing ideas. The purpose of this section is to represent additional services not currently being used by the City that a respondent offers and may propose in phase 2 or phase 3.

Option 2 Cost Proposal

Proposers that choose Option 2 for pricing will have the opportunity to submit alternative “flat fee” and/or compensating balance pricing in place of the line item fee responses. The City will evaluate each pricing scenario independently in order to compare their options across different proposers. If the proposer chooses Option 2, they will also need to provide the scenarios under which the required compensating balance will be adjusted as market rates change. Proposers will need to indicate whether a floor and/or ceiling will be set on the size of the compensating balance. **Finally, selecting Option 2 is an overt commitment that all services the City may need from the proposer will be included in the value of the balances submitted.** Over the life of the contract, future adjustments to balances may only be made based on changes in the rate environment and not changes in banking services.

Phase 1 Weighting

Total possible points is 100, weighted as follows:

- Service Capability: 45 points
- Pricing of Existing Services: 25 points
- References: 30 points

Phase 1 Required Documents

All Phase 1 proposers will be required to acknowledge that they have read any of the forms that are uploaded to the rfpPep.us portal and will satisfy those requirements if they win the RFP. The required General Terms and Conditions can be found in Appendix F.

The City requests that proposers upload their own necessary disclosures and required paperwork onto the rfpprep.us portal.

Phase 2 - Presentation Phase

The two top scoring banking institutions in Phase 1 will be eligible for Phase 2 presentations, if determined by the City as appropriate. Phase 2 will begin with additional information, if any,

being provided to proposers. Subsequently, proposers will have sufficient time to submit questions and prepare a presentation/demonstration. It is expected that each prospective banking institution will use their professional knowledge, experience, and data herein to provide a proactive and creative presentation that meets the objectives outlined. Simply responding with a presentation to duplicate the services as the City currently stands **may not** result in a winning proposal.

Creativity is encouraged; meeting the needs of the City while defining a well-rounded relationship within the changing landscape of public banking is paramount. If a responding institution wants to propose services it deems to be superior or more appropriate than those requested, the responding institution should make the case, provide appropriate pricing, and an example of how it would provide a net benefit.

All responding institutions should not submit the typical lengthy proposal. Submitted documents, including presentation slides, are limited to a maximum of 20 total pages. We encourage this round of presentations, taking place May 1 & 2, to be creative. It is preferred that institutions prepare an overall presentation addressing the needs as outlined.

All Phase 2 Proposers shall provide with their presentation a sample of proposed agreements for review by the City.

Proposers in Phase 2 will be given a maximum of a 60-minute time slot to make their presentation. Areas required are as follows:

- **Why you?:** What makes your bank the best partner for the City? Possible discussion points include the following, but ultimately you may decide how to fill each topic area.
 - Number of public banking clients
 - Dedication to this market space
 - Research & development
 - Clear differentiators from competitors
 - Innovative solutions that correspond to the objectives outlined
- **Proposed account structure and treasury services:** (subject to the limitations outlined/provided)
 - Your recommendations must include, but are not limited to:
 - Why are you recommending the proposed account structure?
 - How is the bank incorporating innovation?
 - Local branch availability or how to manage the relationship if you do not have local branches.
 - What is the benefit/value of your proposed account structure/treasury services?
 - Fee justification of cost proposal provided in Phase 1 and adapted to your Phase 2 proposal.
 - Why these fees? If not explicit, what value does the fee provide to the City?
 - Be prepared to answer specific questions regarding fees.
 - Discuss potential caps or limits your institution may be willing to give on fee increases at the end of the initial 5-year contract.

- How the bank has managed and plans to manage the transition experience.
- **Customer Service model:**
- Accountability and Contact Frequency
- Account review
- Service method
- Demonstration of all online/web-based resources being offered (or provide a video overview of each before interview)
- Banking portal
- Payments Portal
- All others
- Introduction to key personnel. The City requires one relationship manager be available for the duration of the contract as the point of contact regarding any and all services provided by the proposer.
- **Open Q&A**

Phase 2 Weighting

Total possible points are 100, weighted as follows:

- Presentation with Proposed Account Structure and Treasury Services: 40 points
- Customer service model proposal: 40 points
- Fee justification: 20 points

Selection Criteria

The successful Proposer will be selected based on the best overall value. Price will be a factor in this decision, but will not be the sole, nor necessarily the most important factor. Experience, customer service, corrective action processes, efficient account structure, treasury services, fraud protection, technology, and maximizing the value of every dollar will all be factors considered.

Phase 3 - Preliminary Finalist Phase:

Phase 3 preliminary finalists will be selected based on the overall cumulative score of Phase 1, Phase 2, and the City's legal review of the Proposers' submitted Agreements. Phase 3 preliminary finalists will be notified and will be subject to final legal and Agreement negotiations as the City sees fit.

Phase Four - Post Awarded Contract Phase:

Following the award of this contract, Proposers who were not awarded business through this RFP may have an opportunity to schedule a 15-minute debrief with three+one, pending approval from the City.

Schedule of Events

The following schedule details key dates and times related to this RFP. The City reserves the right to revise this schedule as needed to ensure process integrity.

Date	Time	Description
March 10	N/A	RFP issued.
March 14	2:00 P.M.	Email RFP Contact Person to express interest in responding.
March 14	3:00 P.M.	Highly recommended pre-bid web conference call.
March 24	4:00 P.M.	*Phase 1 question deadline for proposers. Answers provided continually through 4:00 P.M on April 3
April 13	4:00 P.M.	Phase 1 responses submitted through the online portal.
April 21	4:00 P.M.	**Phase 2 finalists will be notified.
April 21	N/A	Additional information, if any, provided to Phase 2 Proposers.
April 25	4:00 P.M.	Phase 2 Proposers must have interviews scheduled or will be disqualified.
April 26	4:00 P.M.	Proposers submit questions, if any, for Phase 2. Answers provided continually through the end of day April 28.
May 1 & 2	TBD	Virtual or onsite presentations/interviews conducted.
May 11	TBD	Preliminary finalist notified.
May	N/A	Final negotiations, if applicable, and agreement completion.
May	TBD	All Proposers notified of results.
June	N/A	Transition begins, if necessary, and completed within 270 days.

*All questions submitted will be answered with questions/responses provided to all Proposers via the rfpPrep portal. Answers may be issued after this date if more time is needed by the City to verify the answers.

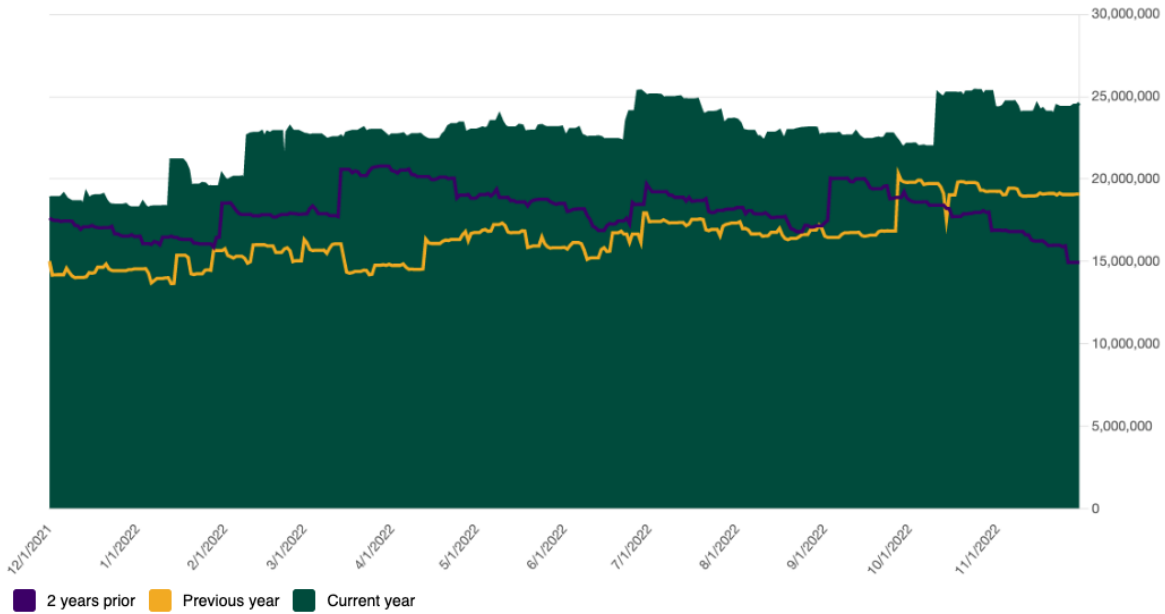
** Phase 2 interviews can be scheduled starting on April 21 after Phase 2 finalists are notified.

The pre-bid web conference will be held on Tuesday, March 14 at 3:00 P.M. EST. Attendance is highly encouraged and will include a tutorial of the rfpPrep portal. If you are unable to attend, please contact three+one for further instruction on how to access the rfpPrep portal.

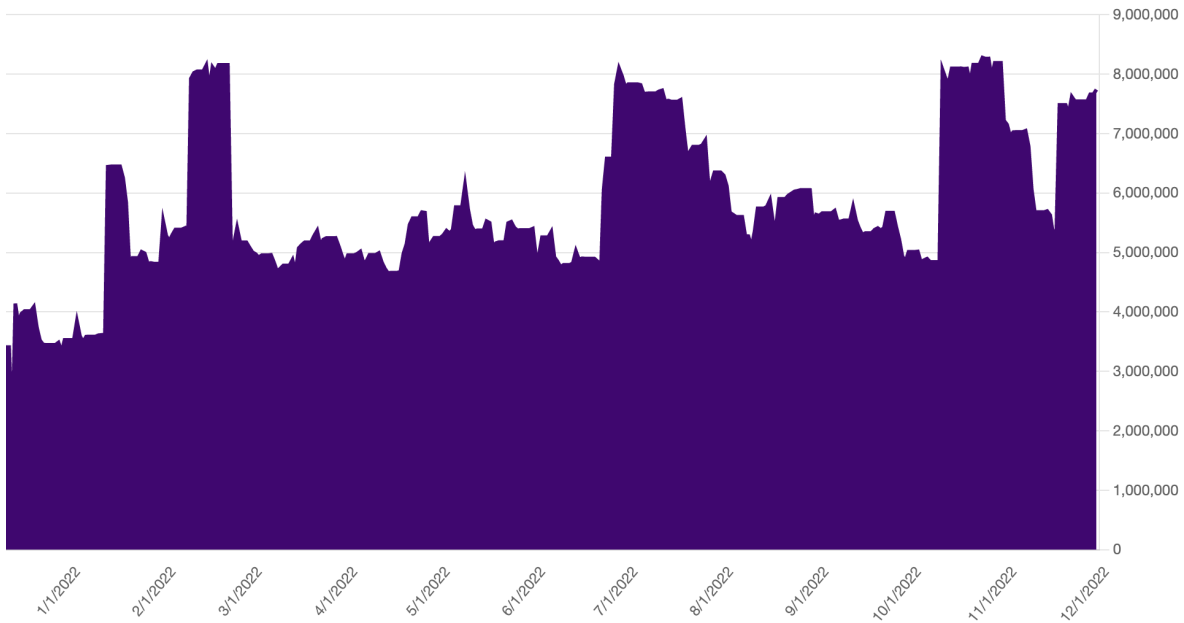
The pre-bid web conference will be held at: meet.google.com/yku-qrht-kwn

The pre-bid web conference web address is subject to change.

Appendix A



Note: Balances above include all financial partners of the City for the last three years ending November 2022. Only the balances in the graph below are being bid out at this time.



Note: The purple graph above represents the balances for the accounts out for bid at the City's main operating bank for the last 12 months (December 2021 - November 2022).

Appendix B

Bank Category	Description	AFP Code*	12-month Volume	Service Offered: Yes/No
ach services	ach file originated		104	BOOLEAN
ach services	ach items originated		6,399	BOOLEAN
ach services	ach online notifications		12	BOOLEAN
ach services	ach origination (monthly fee)		12	BOOLEAN
ach services	automated ach return		3	BOOLEAN
ach services	total ach payments - temp		200	BOOLEAN
depository services	account maintenance		48	BOOLEAN
depository services	checks paid		1,440	BOOLEAN
depository services	deposit		380	BOOLEAN
depository services	deposit administration fee (avg. balance)	000230	1,834,184	BOOLEAN
depository services	electronic credits		1,165	BOOLEAN
depository services	electronic debits		412	BOOLEAN
depository services	items deposited		4,654	BOOLEAN
depository services	rbd monthly maintenance fee		8	BOOLEAN
depository services	remote business deposit		4	BOOLEAN
depository services	remote deposits		601	BOOLEAN
miscellaneous services	business internet banking		12	BOOLEAN
miscellaneous services	zba account		12	BOOLEAN
positive pay account recon	positive pay manual issues		20	BOOLEAN
positive pay account recon	ach positive pay (monthly fee)		12	BOOLEAN
positive pay account recon	positive pay (monthly fee)		12	BOOLEAN
positive pay account recon	positive pay issue items		1,525	BOOLEAN
positive pay account recon	positive pay payee issues		351	BOOLEAN
wire services	online intl wire transfer out		1	BOOLEAN
wire services	online wire out		3	BOOLEAN
wire services	international wire transfer out		4	BOOLEAN
wire services	online wire monthly maintenance		12	BOOLEAN
wire services	wire transfer in		30	BOOLEAN

*AFP Codes were not available on the current provider’s analysis statements. AFP codes will be required when submitting pricing information.

Appendix C

	Transaction Type & Volume*						
Account Name	ACH	Check	Deposit	Return	Transfer	Wire	Grand Total
ARPA Checking**	11	4			25	6	46
Concentration	1,500	1,381	966	10	72	40	3,969
New CC	25						25
Payroll	30	19		1	41		91
Seized Property**					2		2
Stormwater GO Bond	32					7	39
Task Force Checking**							0
Grand Total	1,598	1,404	966	11	140	53	4,172

*Transaction volume in this table is counted from the monthly bank statements. Appendix B volumes are taken directly from the analysis statements. Please note volumes will not match because of the different sources of information; additional accounts at the current bank are not part of the analysis group and slightly different time period. These are shown to provide bidders with directional information of how each account is used by the City.

**These accounts are not currently included on the Analysis Statement.

Appendix D

Question Category	Questions	Question Type
ACCOUNT MAINTENANCE SERVICE	Do you offer non-Interest bearing checking?	BOOLEAN
ACCOUNT MAINTENANCE SERVICE	Do you provide interest bearing checking?	BOOLEAN
ACCOUNT MAINTENANCE SERVICE	Do you provide sweep accounts/services?	BOOLEAN
ACCOUNT MAINTENANCE SERVICE	Do you provide analysis billing statements?	BOOLEAN
ACCOUNT MAINTENANCE SERVICE	Do you provide online audit confirmations?	BOOLEAN
ACCOUNT MAINTENANCE SERVICE	Do you provide Collateral as per State Law?	BOOLEAN
ACCOUNT RECONCILIATION	Can you provide Report/Files customized to meet the requirements for Enterprise ERP (Munis) by Tyler Technologies?	BOOLEAN
ACCOUNT RECONCILIATION	Do you provide online reporting?	BOOLEAN
ACCOUNT RECONCILIATION	Do you provide full account reconciliation?	BOOLEAN
ACCOUNT RECONCILIATION	Do you provide partial account reconciliation?	BOOLEAN
ACCOUNTING SOFTWARE INTEGRATION	Do you provide implementation/project management?	BOOLEAN
ACH SERVICES	List all ACH formats which your institution can support (i.e. CCD, PPD, CTX, etc.).	TEXT
ACH SERVICES	Please provide Bank's methodology for determining debit and credit exposure limits. Propose exposure limits for the Company.	TEXT
ACH SERVICES	Do you provide return notification - online?	BOOLEAN
ACH SERVICES	Do you provide online reporting (Confirmations/Other)?	BOOLEAN
ACH SERVICES	Please describe your Authorization/Approval process:	TEXT
ADDITIONAL INFORMATION	Are you aware of any planned merger or acquisition for your company?	BOOLEAN
ADDITIONAL INFORMATION	I understand and will abide by all state laws governing the investment of public funds.	BOOLEAN
ADDITIONAL INFORMATION	Are any services outsourced to a third party?	TEXT
ADDITIONAL INFORMATION	If yes, please explain:	TEXT↓
ADDITIONAL INFORMATION	I have read and agree to abide by the City's General Terms and Conditions as stated in the RFP document.	BOOLEAN
BRANCH LOCATIONS	Do you have a branch located within 20 miles of the City's offices at 1911 Boundary Street, Beaufort, SC 29902?	BOOLEAN
BRANCH LOCATIONS	If yes, do branch locations have a night deposit box?	BOOLEAN
CHECK DEPOSIT	Does your Remote Deposit Scanner/Service have the capability to scan other documents (e.i. Coupons) to extract information and create import files?	BOOLEAN
CHECK DEPOSIT	Do you provide check deposit via courier?	BOOLEAN
CHECK DEPOSIT	Do you provide remote deposit scanners?	BOOLEAN

CHECK DEPOSIT	Do you provide multiple remote deposit scanners? (If yes, please provide appropriate pricing in the “Other Services” section of the pricing response within this portal.)	BOOLEAN
COMPANY BACKGROUND	Please provide a URL/link of company website.	TEXT
COMPANY BACKGROUND	Please provide a link to annual 10-k and quarterly 10-Q reports (If you are not a publicly traded company, please put N/A).	TEXT
COMPANY BACKGROUND	Please provide a link to the latest statement of Auditing Standards (SAS) No. 70 (If you are not a publicly traded company, please put N/A).	TEXT
COMPANY BACKGROUND	Do you have any current litigation/investigation by a regulatory authority?	BOOLEAN
COMPANY BACKGROUND	If yes, please explain:	TEXT↓
COMPANY BACKGROUND	Have you (as a Sole Proprietor), your business or anyone on the proposed team bidding on this project, ever been debarred or suspended?	BOOLEAN
COMPANY BACKGROUND	How long has your firm been managing fixed-income portfolios (in years)?	NUMBER
COMPANY BACKGROUND	Please provide your firm's assets under Management.	TEXT
CUSTOMER SERVICE	Will a dedicated customer service/relationship manager be assigned to the City?	BOOLEAN
CUSTOMER SERVICE	Please provide credential details of the person (text box - 250 word limit).	TEXT
INVESTMENT SERVICES	Do you provide MMDA/MMSA?	BOOLEAN
INVESTMENT SERVICES	Please provide Indicative Rate for MMDA/MMSA.	PERCENTAGE
INVESTMENT SERVICES	Do you provide Sweep Accounts/Services?	BOOLEAN
INVESTMENT SERVICES	Please provide indicative Rate for Sweep Accounts/Services.	PERCENTAGE
INVESTMENT SERVICES	Do you provide CDs?	BOOLEAN
INVESTMENT SERVICES	Please provide indicative rate for CD (30 Days).	PERCENTAGE
INVESTMENT SERVICES	Please provide indicative rate for CD (60 Days).	PERCENTAGE
INVESTMENT SERVICES	Please provide indicative rate for CD (90 Days).	PERCENTAGE
INVESTMENT SERVICES	Please provide indicative rate for CD (180 Days).	PERCENTAGE
INVESTMENT SERVICES	Please provide indicative rate for CD (1 Yr).	PERCENTAGE
INVESTMENT SERVICES	Do you participate in deposit placement services (e.g. ICS/CDARS)?	PERCENTAGE
INVESTMENT SERVICES	Please provide indicative rate for CDARS (30 Days).	PERCENTAGE
INVESTMENT SERVICES	Please provide indicative rate for CDARS (60 Days).	PERCENTAGE
INVESTMENT SERVICES	Please provide indicative rate for CDARS (90 Days).	PERCENTAGE
INVESTMENT SERVICES	Please provide indicative rate for CDARS (180 Days).	PERCENTAGE
INVESTMENT SERVICES	Please provide indicative rate for CDARS (1 Yr).	PERCENTAGE
INVESTMENT SERVICES	Please provide Indicative Rate for ICS.	PERCENTAGE
ONLINE SERVICES	Please describe your online platform and its capabilities.	TEXT

OVERALL SERVICES	Are you willing to cap the price increase that may occur at the end of the initial 5-year contract?	BOOLEAN
OVERALL SERVICES	Will you guarantee pricing for the life of the contract and therefore hold submitted pricing without increases?	BOOLEAN
OVERALL SERVICES	What solutions can you offer for secure cash pickup (approximately \$1,000/week) from the City's offices?	TEXT
OVERALL SERVICES	Do you provide mobile payment terminals that can accept credit cards?	BOOLEAN
PAPER DISBURSEMENTS	Do you provide check conversion to ACH?	BOOLEAN
PRICING	Does your firm have an annual flat fee arrangement as an alternative?	BOOLEAN
PRICING	If yes, what is your annual flat fee?	TEXT↓
PRICING	Do you have a minimum annual fee?	BOOLEAN
PRICING	If yes, please specify:	TEXT↓
PRICING	Are you willing to bill quarterly?	BOOLEAN
REPORTING	If you can provide customized reporting, please explain limits of specialized reporting capability.	TEXT
WIRE SERVICES	Do you provide wire services through the Fed System?	BOOLEAN
WIRE SERVICES	Please describe the wire services proposed for the City (i.e. initiation, approval process, template services, etc.).	TEXT
ZERO BALANCE ACCOUNTS	Do you provide ZBA Master?	BOOLEAN
ZERO BALANCE ACCOUNTS	Do you provide ZBA Sub Accounts?	BOOLEAN
ZERO BALANCE ACCOUNTS	Do you provide zero balance account services?	BOOLEAN



Appendix F

CITY OF BEAUFORT GENERAL TERMS AND CONDITIONS

PUBLIC RECORD

After an award is made, copies of the proposals will be available for public inspection, under the supervision of the City's Purchasing Division from 8:00 a.m. to 5:00 p.m., Monday through Friday, at 1911 Boundary Street, 2nd Floor, City Hall, Beaufort, South Carolina 29902.

PROPRIETARY INFORMATION

The Proposers are asked for any restriction on the use of data contained in their responses and told that proprietary information will be handled in accordance with applicable laws, regulations and policies of the City of Beaufort, South Carolina. All proprietary information shall be labeled as such in the proposal.

BACKGROUND CHECK

The City reserves the right to conduct a background inquiry of each proposer which may include the collection of appropriate criminal history information, contractual business associates and practices, employment histories and reputation in the business community. By submitting a proposal to the City, the proposer consents to such an inquiry and agrees to make available to the City such books and records as the City deems necessary to conduct the inquiry.

REQUIREMENTS

The successful vendor shall comply with all instructions and shall perform services in a manner to commensurate with the highest professional standards by qualified and experienced personnel.

JURISDICTION

This agreement shall be governed by the laws of the state of South Carolina.

ASSIGNMENT

The successful vendor shall not assign, transfer, convey, sublet, or otherwise dispose of any or all of its rights, title, or interest therein, without prior written consent of the City.

ACCEPTANCE OF PROPOSAL CONTENT

Before submitting a proposal, each proposer shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the performance of the contract and to verify any representations made by the City upon which the offer will rely. If the proposer receives an award as a result of its proposal, failure to have made such investigations and examinations will in no way relieve the proposer from its obligation to comply in every detail with all provisions and requirements of the contract documents, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the proposer for additional compensation.

COMPETITIVE NEGOTIATION SOLICITATION

Negotiations shall be conducted, beginning with the proposer ranked first. If a contract satisfactory and advantageous to the City can be negotiated at a price considered fair and reasonable, the award shall be made to that proposer. Otherwise, negotiations with the proposer ranked firsts shall be formally terminated and negotiations with the proposer ranked second shall be conducted. The City reserves the right to cease contract negotiations if it is determined that the lowest responsible bidder cannot perform services specified in their response.

FORCE MAJEURE

The successful vendor shall not be held responsible for failure to perform the duties and responsibilities imposed by the contract due to legal strikes, fires, riots, rebellions, and acts of God beyond the control of the consultant, unless otherwise specified in the contract.

FAILURE TO ENFORCE

Failure by the City at any time to enforce the provisions of the contract shall not be construed as a waiver of any provisions. The failure to enforce shall not affect the validity of the contract or any part or the right of the City to enforce any provision at any time in accordance with its terms.

FAILURE TO DELIVER

Awarded Company cannot enter into another professional services contract within the City of Beaufort without the express written approval from City Council. The contract may be terminated by the City in whole or in part whenever the City determines, in its sole discretion that the Awarded Company has entered into another professional services contract within the City of Beaufort without the express written approval from City Council.

CONFLICT OF INTEREST

In the event of failure of the successful vendor to deliver services in accordance with the contract terms and conditions, the City, after due oral or written notice, may procure the services from other sources and hold the successful vendor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that the City may have.

EMPLOYMENT DISCRIMINATION

During the performance of the contract, the successful vendor agrees not to discriminate against any employee or applicant for employment because of race, religion, color, sex, age, handicap, or national origin; however, some conditions may be a bona fide occupational qualification reasonably necessary for the normal operations of the successful vendor. The successful vendor agrees to post in conspicuous places, visible to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

DETERMINATION OF RESPONSIBILITY

The City may make such investigation as it deems necessary to determine the ability of a proposer to furnish the required services, and the proposer will furnish to the City requested information and data for this purpose. The City reserves the right to reject any proposer if the evidence submitted by or investigation of the proposer fails to satisfy the City that such proposer is properly qualified to carry out the obligations of a Contract, and to deliver the services contemplated herein. Proposer will fully inform themselves as to conditions, requirements, and scope and manner of services before submitting their proposal. Failure to do so will be at the proposer's own risk.

INDEMNIFICATION

The successful vendor covenants to save, defend, keep harmless, and indemnify the City and all of its officers, departments, agencies, agents, and employees from and against all claims, loss, damage, injury, fines, penalties, and costs, including court costs, attorney's fees, charges, liability, and exposure, however, caused, resulting from, arising out of, or in any way connected to the successful vendor's negligent performance or nonperformance of the terms of the contract.

INSURANCE

The vendor shall not commence any work in connection with the contract until the vendor has obtained all of the following types of insurance, nor shall the vendor allow any subcontractor to commence work on a subcontract until all similar insurance required of the subcontractor has been so obtained.

Prior to the actual contract award vendor must supply certificates of insurance and certified copies of all policies and endorsements to the City Clerk. The City shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the vendor or subcontractor providing such insurance.

The vendor agrees to indemnify, defend and hold harmless the City and its authorized agents, officers, volunteers and employees against any and all claims whatsoever arising from this agreement and any cost or expenses incurred by the City or vendor on account of any claim therefore. In order to accomplish the indemnification herein provided for, but without limiting vendor's liability, the vendor shall secure and maintain throughout the term of the contact the following types of insurance with at least the limits shown.

All coverage shall be primary and shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. Original certificates, signed by a person authorized to bind coverage on its behalf, shall be furnished to the City by the successful vendor.

Certificates of insurance must be included in the proposal.

- a) Commercial General Liability: The successful vendor shall maintain insurance for protection against all claims arising from injury to person or persons not in the employ of the successful vendor and against all claims resulting from damage to any property due to any act or omission of the successful vendor, his agents, or employees in the operation of the work or the execution of this contract.

Where the work to be performed involves excavation or other underground work or construction, the property damage insurance provided shall cover all claims due to destruction of subsurface property such as wire, conduits, pipes, etc., caused by the successful vendor's operation. The minimum shall be as follows:

Bodily Injury (Injury or Accidental Death) and Property Damage..... \$1,000,000 per occurrence

- b) Fidelity – Blanket Employee Dishonesty

The successful vendor shall maintain insurance for protection against all claims for the purpose of covering the Company, its agents or employees, in an amount not less than \$100,000 per employee.

- c) Theft, Disappearance, and Destruction Coverage

The successful vendor shall maintain insurance for protection against all claims for the purpose of protecting against loss of money and securities, inside the premises and outside the premises in the care of and custody of a messenger in an amount not less than..... \$500,000 per incident

d) Comprehensive Automobile Liability: The successful vendor shall maintain Automobile Liability Insurance for protection against all claims arising from the use of vehicles, rented vehicles, or any other vehicle in the production of the work included in this contract. Such insurance shall cover the use of automobiles and trucks on and off the site of the project. The minimum amounts of Automobile Liability Insurance shall be as follows:

Bodily Injury (Injury or Accidental Death) and Property Damage..... \$1,000,000 Combined Single Limit

e) South Carolina Workers' Compensation Insurance: The successful vendor shall maintain Workers' Compensation Insurance for all of his employees who are in any way connected with the performance under this agreement. Such insurance shall comply with all applicable state laws.

South Carolina Workers' Compensation - Statutory Limits
Employers Liability Insurance - \$500,000 - Each Accident
\$500,000 - Disease Each Employee
\$500,000 - Disease Policy Limit

f) Professional Liability Insurance: If providing a professional service, the successful vendor shall maintain Professional Liability Insurance to cover errors, acts of omission by the vendor, its agents and representations in the performance of its obligations herein:\$1,000,000 per occurrence.

The successful vendor shall provide the City with a Certificate of Insurance showing proof of insurance acceptable to the City. Certificates containing wording that releases the insurance company from liability for non-notification of cancellation of the insurance policy are not acceptable.

The successful vendor and/or its insurers are responsible for payment of any liability arising out of Workers' Compensation, unemployment or employee benefits offered to its employees.

Insurance is to be placed with insurers with a current A.M. Best's rating of not less than A:VII, and licensed to operate in South Carolina by the South Carolina Department of Insurance, unless otherwise acceptable to the City.

Workers' Compensation policy is to be endorsed to include a waiver of subrogation in favor of the City, its officers, officials, employees, and agents.

The successful vendor shall maintain the Automobile Liability and General Liability insurance, naming the City, its officers, officials, employees and agents as Additional Insured as respects liability arising out of the activities performed in connection with this request for proposal. It shall be an affirmative obligation upon the successful vendor to advise the City at fax number 843-525-7013 or by e-mail within two days of the cancellation or substantive change of any insurance policy/coverage required above. Failure to do so shall be construed to be a breach of contract.

Should successful vendor cease to have insurance as required during any time, all work by the successful vendor pursuant to this agreement shall cease until insurance acceptable to the City is provided.

Deductibles, Co-Insurance Penalties, & Self-Insured Retention: The successful vendor shall agree to be fully and solely responsible for any costs or expenses as a result of a coverage deductible, co-insurance penalty, or self-insured retention; including any loss not covered because of the operation of such deductible, co-insurance penalty, or self-insured retention.

Sub-consultant's Insurance: The successful vendor shall agree to cause each sub-consultant employed by the successful vendor to purchase and maintain insurance of the type specified herein, unless the successful vendor's insurance provides coverage on behalf of the sub-consultant. When requested by the City, the successful vendor shall agree to obtain and furnish copies of certificates of insurance evidencing coverage for each sub-consultant.

CITY BUSINESS LICENSE

The successful vendor must obtain all business license(s) required by the Beaufort City Code and ordinances. A Business License is not required to submit a statement of proposals. However, any vendor that receives an award under this RFQ shall be required to obtain a City Business License before work can begin. All subcontractors that are involved in the project must obtain a City of Beaufort business license. Anyone who is not classified and paid as a W-2 employee for the successful bidder must obtain a City of Beaufort business license. For further information on the provisions of The City Business License Regulations and their applicability to this contract, contact the Beaufort City Business License Department at (843) 525-7025.

TERMINATION FOR CONVENIENCE OR FOR CAUSE

The performance of work under the contract may be terminated by the City in whole or in part whenever the City determines that termination is in the City's best interest. Any such termination shall be affected by the delivery to the successful vendor of a written notice of termination at least ninety (90) days before the date of termination, specifying the extent to which performance of the work under the contract is terminated and the date upon which such termination becomes effective.

The performance of work under the contract may be terminated by the City in whole or in part whenever the City determines, in its sole discretion that the successful vendor is not performing as set out in the contract. Any such termination shall be affected by the delivery to the successful vendor of a written notice of termination at least seven (7) days before the date of termination, specifying the extent to which performance of the work under the contract is terminated and the date upon which such termination becomes effective.

After receipt of a notice of termination, except as otherwise directed, the successful vendor shall stop work on the date of receipt of the notice of termination or other date specified in the notice; place no further order or subcontracts for materials, services, or facilities except as necessary for completion of such portion of the work not terminated; terminate all vendors and subcontracts; and settle all outstanding liabilities and claims.

COMPLIANCE WITH LAWS

The successful vendor shall, in the performance of work under this contract, fully comply with all applicable Federal, State, County, or City Laws, Rules, Regulations, or Ordinances and shall hold the City harmless from any liability resulting from failure of such compliance.

RIGHTS RESERVED BY CITY

This RFQ is not a tender and does not commit the City in any way to select a Proposer, or to proceed to negotiations for a Contract, or to award any Contract. The right is reserved by the City to reject any or all proposals; to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the proposals submitted; and to award the contract based on the established criteria and according to the proposal which best serves the interest of the City.

NON-COLLUSION AFFIDAVIT

As part of the Respondent's proposal, the proposer shall include the attached Non-Collusion Affidavit duly signed by a principal of the vendor certifying that it is not a party to any collusive action or any action that may be in violation of the Sherman Antitrust Act. Any or all proposals shall be rejected if there is any reason for believing that collusion exists among the Proposers. The City may or may not, at its discretion, accept future proposals for the same work from participants in such collusion.

ETHICS IN PUBLIC CONTRACTING

To comply with the provision of Section 8-13-100 et seq., Code of Laws of South Carolina, the proposer shall certify in writing and include with its proposal that its offer was made without fraud; that it has not offered or received any kickbacks or inducements from any other proposer, supplier, manufacturer, or sub-consultant in connection with the offer; and that it has not conferred on any public employee, public member, or public official having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money services, or anything of more than nominal value.

The proposer shall certify further that no relationship exists between itself and the City, another person, or organization that interferes with fair competition or constitutes a conflict of interest with respect to a contract with the City.

MINORITY/DISADVANTAGED SMALL BUSINESS PARTICIPATION

It is the policy of the City of Beaufort to undertake every effort to increase opportunity for utilization of small, disadvantaged, and minority businesses in all aspects of procurement to the maximum extent feasible. In connection with the performance of this contract, the successful vendor agrees to use their best effort to carry out this policy and insure that small, disadvantaged, and minority businesses shall have the maximum practicable opportunity to compete for subcontract work under this contract consistent with efficient performance of this contract. To this end, every proposer with the City is required to complete the S/WO/M BUSINESS ENTERPRISE FORM.

NON-RESIDENT TAXPAYER REGISTRATION AFFIDAVIT

Nonresident Proposers receiving income from business conducted in South Carolina are required to pay taxes to the state on that income. To facilitate this requirement, a nonresident proposer must register with the South Carolina Secretary of State or the South Carolina Department of Revenue. In compliance with South Carolina Code Section 12-8-540 and 12-8-550, a proposer located outside of South Carolina that receives a contract from the City, must furnish to the City Form 1-312 (Rev.5/8/15), Nonresident Taxpayer Registration Affidavit Income Tax Withholding, properly executed and signed. The form can be found online at:

<http://www.sctax.org/forms/withholding/i-312-form>

If your company is not presently registered with the appropriate state office, you may indicate the intent to do so should your company be awarded a contract. Questions concerning this form may be directed to the South Carolina Department of Revenue.

NON-APPROPRIATION

Any contract entered into by the City resulting from this RFQ shall be subject to cancellation without damages or further obligation when funds are not appropriate or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year.

ETHICS IN PUBLIC CONTRACTING AFFIDAVIT

STATE OF _____)

COUNTY OF _____)

_____, being first duly sworn, deposes and says that:

1. He/She is _____(title) for/of _____ (company/business), the Proposer that has submitted the attached Statement of Proposals;
2. He/She is legally qualified and capable of signing this affidavit and is authorized to do so by Proposer;
3. He/She is fully informed regarding the preparation and contents of the attached Statement of Proposal and of all pertinent circumstances respecting such Proposal;
4. Such Proposal is genuine and is made without fraud;
5. Neither the said Proposer, nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest has offered or received any kickbacks or inducements from any offeror, suppliers, manufacturer, or subCompany in connection with the offer, and they have not conferred on any public employee, public member, or public official having official responsibility for this procurement or transaction, any payment, loan, subscription, advance, deposit of money, services, or anything of value as defined in Section 8-13-100 of the South Carolina Code of Laws; and
6. Furthermore, neither the Proposer, nor any of its officers, partners, owners, agents, representatives, employees or parties in interest has any relationship with the City, another person, or organization that interferes with fair competition or that constitutes a conflict of interest with respect to a contract with the City.

DATE

COMPANY/BUSINESS

BY: _____
SIGNATURE

PRINTED NAME

SWORN to before me this _____
day of _____, 20____

ITS: _____
TITLE

Notary Public for _____(state)
My commission expires: _____
By: _____
(signature)

NONCOLLUSION AFFIDAVIT OF PRIME PROPOSER

STATE OF _____)

COUNTY OF _____)

_____, being first duly sworn, deposes and says that:

1. He/She is _____ of _____, the Proposer that has submitted the attached proposal;
2. He/She is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
3. Such Proposal is genuine and is not a collusive or sham proposal;
4. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other Proposer, company or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, company or person to fix the price or prices in the attached Proposal or of any other proposer, or to secure through any other proposal, or to fix any overhead, profit or cost element of the bid price or the bid price of any other proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Beaufort, SC or any person interested in the proposed contract.

(signed)

(title)

SWORN to before me this _____
day of _____, 20_____

Notary Public for _____(state)

My commission expires: _____

By: _____
(signature)

