**Eureka Fire Protection District**

**REQUEST FOR PROPOSAL FOR BANKING SERVICES**

**OVERVIEW**

1. This Request for Proposal (RFP) aims to solicit proposals from financial institutions to provide banking services to the Eureka Fire Protection District (District).
	1. To provide qualified financial institutions with an equal opportunity to submit a proposal.
	2. To provide the information necessary for the preparation of proposals.
	3. To provide the District with a basis for evaluating the services offered by financial institutions.
2. The District intends to select one financial institution to provide the highest quality banking services at the lowest cost and best opportunity for interest income. Accordingly, without prejudice, the District reserves the right to reject any or all proposals and accept or reject any item or combination of items in any proposal. Any proposal received by the District will be valid and binding for a period of sixty (60) days beyond the official bid opening date.
3. To be considered to provide banking services to the District, one copy of the sealed bid must be submitted no later than 4:30 PM on June 14, 2022, directed to:

Eureka Fire Protection District

4849 Highway 109

Eureka, Missouri 63025

Bid/Proposal Packages should be clearly marked, **"BANKING SERVICES PROPOSAL."**

All inquiries regarding the RFP should be directed to Chief Gregory Brown, Comptroller Carly Gillig, or Office Manager Krista Laudano.

Opening of Bids/Proposals will occur during the Board of Directors Meeting beginning at 5:30 PM, June 14, 2022, at the Administration Offices of the Eureka Fire Protection District. All Proposals will be reviewed, and the successful bidder(s) will be notified after completion of the evaluation and review but no later than June 28, 2022.

1. Samples of bank forms, a-banking, and reports, when requested, will be furnished free of any expense to the District.
2. Criteria for evaluation of proposals will be:
	1. Completeness of the proposal
	2. The financial strength of the financial institution.
	3. Qualifications and expertise of the financial institution's staff.
	4. The financial institution's community involvement programs(s).
	5. Availability of services within the RFP.
	6. Cost, if any of the services proposed.
3. During the evaluation process, the District reserves the right to request additional information or clarifications from financial institutions submitting proposals or allow corrections of errors and/or omissions at the District's sole discretion. All proposals become the property of the District and will not be returned to the financial institution. The District is exempt from state and local sales and use taxes on services provided by the financial institution.

# PROPOSAL PREPARATION

Financial institutions submitting a proposal for the service categories described in the RFP shall provide information on the following three items:

1. Financial Institution's Qualifications and Experience. This section of the proposal documents the organization, experience, size, and stability of the financial institution and specific qualifications for the service category.
	1. Name the account representative(s) who will be working most closely with the District and describe their background and qualifications.
	2. Identify key measures to demonstrate Bank's financial strength (e.g., capital ratios, market capitalization, total assets)
	3. Include hardcopies of the financial institution's most recent Annual Report, audited financial statements, call report, and website address.
	4. Provide ratings for the Bank and/or Bank holding company from two of the following agencies:
		* + Standard & Poor's
			+ Moody's
			+ Fitch
			+ Sheshunoff
			+ Lace

Include ratings for senior debt, subordinated debt, and long-term debt

1. Requirements. This section of the proposal should address the requirements listed for the service category that is bid on.
	1. Where appropriate, describe the work that the financial institution will do to meet the requirement.
	2. Include additional or alternative services that the financial institution can provide for the account type being addressed and how it will affect the account (both positively and negatively.)
2. It is preferred that the Bank have at least one banking office within five (5) miles of District headquarters at 4849 Highway 109, Eureka, MO 63025
	1. The proposal is to indicate the location of banking office locations within the about designated distance
	2. Should no banking office locations meet the above distance requirements, Bank must describe provisions to be made so that deposits from District are made daily into District's account and without additional fees.
	3. Please describe the service level at the nearest facility(ies).
3. Bid Form. All questions on the bid form must be answered.

## BANKING SERVICES OFFERED FOR BID

This RFP seeks responses to the following services:

Basic Depository Services, including remote deposit capture

Automated Clearinghouse (ACH) Services

On-Line Banking Services for Pension, Fund Transfers, Image Lookup

Purchase Credit Card Services

Securities, CDARS/ICS, and other (please describe) Investment Services

The District reserves the right to accept all or any part of the bids/proposals provided. The remainder of this section of the RFP presents a general description of current District practices and the specific requirements of each service category. Currently, the District does not pay banking fees for these services, except as noted.

1. Basic Depository Services
	1. The District maintains one general operating account for routine deposits. This account is an interest-bearing checking account under Positive Pay reporting. The District receives ACH tax revenue deposits on a scheduled basis as established by St, Louis County and Jefferson County. In addition, cash deposits are delivered to the Bank on business days by the District. Checks are drawn on this account for general operating accounts payable.
	2. The District maintains a short-term interest-bearing investment account in either CDARS or ICS accounts. All deposits are to be collateralized over, and above FDIC coverage, monthly reports of collateralization are to be provided to the District. The District optimizes the account funds for the District, and the length of time of the investment shall be such to coordinate with the funds needed for the District. Each financial institution shall provide the current investment rates for 60, 90, 180 days, and one year in the RFP Proposal.
	3. Separate interest-bearing checking accounts are maintained as follows:
		1. General
		2. Ambulance
		3. Pension
		4. Communications
		5. Bond Retirement
		6. Bond 055
		7. Medical Expenses
		8. Capital Improvements
		9. Junior Firefighter Program
		10. Retirement Savings Plans

All the above accounts are interest-bearing, invested, and under Positive Pay reporting.

The breakdown of balances above is provided for your review. However, the District does not guarantee this to represent all future balances as cash flow requirements and general operating conditions will influence the totals.

1. Requirements for essential services are:
	1. The financial institution will credit the account for all deposits in accordance with its availability schedule. Please attach a copy of the availability schedule and indicate the cut-off time for same-day credit of deposits.
	2. The financial institution must provide an explanation on the basis for calculating interest on all accounts.
	3. As negotiated before the contract award, the fees proposed shall become the final price under the terms of this contract for the initial term of the contract (3 years).
	4. Reconciliation statements must be provided not less than three (3) banking days after the close of the month. Hard copy and electronic access are required; include a list of all checks paid by check number, including the amount and the date paid.
	5. The financial institution must have direct access to the check clearing and collection services of the Federal Reserve Banking System.
	6. The financial institution must have direct, electronic access to the Federal Reserve wire network and be capable of immediate wire transfer of funds as requested by authorized personnel of the District.
	7. The financial institution will provide the District with unlimited online electronic access to account information, balances, etc., through an internet site.
	8. The financial institution will prepare monthly hard copy and e-banking statements reflecting documentation and imaged canceled checks, provided to the District within three (3) banking days after the last calendar day of each month. (Include a sample bank statement.)
	9. The financial institution will present returned checks twice for collection.
	10. The financial institution will have overdraft protection for all accounts. A District check will be honored whether or not it would result in a negative balance in District’s account.
	11. The District has a lockbox that received patients payments. What is the expense and does your system interface with certain billing software?
	12. The Financial Institution must have the ability to research deposit items and provide timely information on these items. Indicate the average length of time for resolution on the following research items:
		1. The dollar amount of item.
		2. The total amount of batch and deposit tickets.
		3. Copy of an item (this may be accomplished with desktop online e­ banking.) The financial institution must provide signature guarantee services
	13. The Bank shall describe the overall implementation plan and schedule to coordinate and ensure a smooth transition from the current bank.
		* + - Provide a copy of all documents, agreements, and service terms that will be required to initiate banking services
				- Discuss any inconsistencies between the service terms proposed to the District and the Bank’s standard service terms.
				- Provide a detailed description of the recommended implementation process, including testing, as well as a sample implementation schedule, and a description of the implementation team.
				- Indicate the average lead time required for implementation, including but not limited to the following services and describe any critical factors that may impact lead time:

Account opening

Information reporting/detail transmission

Cycle-end deposit reporting/reconciliation

Encoding equipment

Data exchange procedures

Other

Outline of training for District personnel for the operation and use of

All Bank services offered

Automated systems for all areas of service

* 1. Please describe the procedures established for disaster recovery in the event of a systems failure or other disaster at the Bank’s primary processing site.
		+ - * Please indicate how often testing of disaster recovery procedures occurs, when the plan was last updated and tested and the test results.
				* If the Bank has a “hot” backup processing site, describe its location and capabilities. Is there an alternative backup processing site? If yes, please describe its location and capabilities
				* How far is the backup site(s) from the primary processing site? Do the backup and primary site share any communication linkage.
				* How long does it take to activate a backup processing site? How long can you stay at the site?
				* What occurs when Bank exceeds the capacity of the backup site?
				* What is the contingency plan if a “hot” backup site is not available and a disaster occurs that prevents all work from being processed on a same-day basis?
				* What arrangements are made regarding service level agreements in the event of a disaster?
				* What agreements does the Bank have with equipment manufacturers for additional equipment should a disaster occur?
				* Have disaster recovery procedures ever been employed for a real disaster? If so, explain.
				* What disaster recovery services can the Bank provide if District cannot operate from its own facilities?
	2. The District is investigating the feasibility of remote deposit capture. Describe services and any related charges associated with this service. Also, outline any plan for the deposit of cash.

If the financial institution can offer any innovative services or cost-saving ideas concerning the District depository accounts, please describe them.

1. General Information
	1. The District uses standard preprinted checks.
	2. All accounts are subject to monitoring on a daily basis, either through electronic means or personal representative. Images of deposits or checks may be requested by our auditors using an eighteen (18) month window. The District Directors would prefer to have this history readily available through hard copy and electronic banking.

**Eureka Fire Protection District BANKING SERVICES BID FORM**

## BASIC DEPOSITORY SERVICES

Financial Institution Name:

1. Describe the financial institution's ability *to* collateralize (when necessary) the District's deposits, including limits to the number of deposits that can be accepted. Is a fee assessed to collateralize deposits? If so, what is it, and how will these charges be

calculated?

1. Describe the financial institution's ability to provide the District with hardcopy and electronic access to account information. If there is a charge for this service, how will it be calculated?
2. Describe the ability and cost of District MasterCard/VISA credit cards?
3. Describe any other services not listed above that will be needed for the financial institution *to* meet the specifications of the RFP that will result in bank charges, and explain how charges will be calculated?
4. How are deposit items determined to be charged as on-us, local, or out-of-state? Is it on a per-item basis, or is a formula used? If a formula, describe the formula and how it is calculated.
5. What is the financial institution's cut-off for receiving deposits to be credited to the account on the same day as presented?
6. Are volume discounts available for services? Describe the method used by the financial institution to determine volume discounts?
7. What method does the financial institution use to determine the earnings credit? Please explain the current earnings credit rate. What the Bank's ECR has been for the last six (6) months? If any reserve requirements are deducted from the available balance before the ECR is calculated, please explain. What is the length of time Earning Credits may be carried forward. Can charges be carried over in order to use for future Earnings Credit? Are there any times that the Bank would provide cash payments to the District instead of issuing Earnings Credits to the District?
8. The Eureka Fire Protection District currently has one account that serves as a general operating deposit account. However, there are other smaller accounts. What, if any, procedure is required with the financial institution to accommodate multiple accounts? Will there be a limit of transfers between accounts? Will the financial institution set up money market accounts for the other accounts to earn interest without limitation on balance? Describe the financial institution's money market account limitations?
9. Describe the interest rate formula used by the financial institution.
10. Provide details on any mergers or acquisitions that the Bank is currently committed to and the expected impact on the services requested in this RFP.
11. Please list any cash management services that your financial institution has discontinued in the past 24 months and provide an explanation for the decision to discontinue these services.
12. Please list any cash management services that your financial institution has outsourced in the past 24 months and provide an explanation for the decision to outsource these services.
13. The District is investigating the feasibility of remote deposit capture. Describe services and any related charges associated with this service. Also, outline any plan for the deposit of cash.

# FOR AUTOMATED CLEARING HOUSE SERVICES

1. Describe any other services with regard to Automated Clearing House (ACH) services not listed in these documents that will be needed to meet the specifications of the RFP and will result in bank charges. Describe the method of calculating any such charges.
2. How are ACH items determined to be charged as on-us, local, or out-of-state? Is it on a per-item basis, or is a formula used? If there is a formula, please describe it.

Please describe other products and support services available to the Eureka Fire Protection District in the electronic banking area.

The undersigned financial institution agrees to all conditions as set forth in this proposal unless otherwise noted:

Financial Institution Address

Financial Institution Office closest to District Address

Signed: Date:

### Title

Telephone No.:

FAX No.:

Email Address: