



Request for Proposal for Banking Services

INTRODUCTION

On June 2 and 4, 1964 the port commission of the Port of Wind River and the Port of North Bonneville decided to consolidate into the Port of Skamania County. This occurs after three years of discussion. The Port of Wind River adopted the joint resolution to consolidate on June, 2, 1964 and the Port of North Bonneville adopts the resolution on June 4, 1964. As part of the primary election on September 15, 1964, Skamania County voters approved the port merger. The commissioner from both ports believe that by combining, they can better work together to help Skamania County and help diversify its economy.

The Port's Mission is to foster job creation through industrial, commercial, and recreational development that diversifies the economy and contributes to a positive quality of life for citizens of Skamania County.

The Port's is continually looking for ways to better serve our constituents, customers, and tenants. Direct banking is an option that will better allow those we serve to utilize electronic payment and deposits.

Purpose of Request

The Port of Skamania County ("Port") is soliciting proposals for a primary banking relationship; the bank must provide a full range of banking services as listed in this Request for Proposal (RFP).

The Port reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the Port to award a Banking Services Agreement or pay the expenses of proposing banks in connection with the preparation or submission of a proposal. The decision to award a particular financial institution to provide banking services to the Port will be based on many factors, including but not limited to: branch location, services available, service levels, overall cost, quality of references, financial strength, etc. No single factor will determine the final award decision.

Banks interested in participating in the Port's Banking Services RFP should review this document in its entirety and determine if the Bank can adhere to the RFP sections as follows; Proposal Requirements, Calendar, Minimum Qualifications of Financial Institution and Banking Services Requested.

The response to the RFP will be completed as follows:

Proposal

1. Invitation to Submit a Proposal will be extended to the local financial institutions.
2. Provide a detailed response to the section on Specifications and Requirements.
3. Complete the Pricing Proposal section.

Proposals must be received by July 19, 2021 at 3:00 pm, in a sealed envelope or via email.

Proposals should be prepared in a simple straightforward manner with concise description of capabilities to satisfy the requirements of the request.

Information Related to Banking:

The Port uses BusinessWorks as its current financial software. The Port processes bi-weekly check runs and does regular deposits of cash and checks. The Port is considering implementing positive pay verification (check number and amount) and the use of zero balance accounts for accounts payable and payroll. The Port is considering accepting debit/credit cards and e-checks from customers.

PROPOSAL REQUIREMENTS

DUE DATE: Proposals must be received by July 19, 2021 at 3:00 pm, in a sealed envelope or via email.

REFERENCES: The Port requires proposer to supply with this proposal, a list of at least three (3) references where like services have been provided by their bank. Include name of the client, address, telephone number and name of representative.

LEGIBILITY: Proposals must be legible and of a quality that can be easily reproduced.

FORMS: All proposals must be submitted on the forms provided in this proposal document, additional forms may also be submitted. Proposals cannot be altered or amended after submission deadline.

LATE PROPOSAL: The Port will consider written requests to extend the deadline. Proposals received after submission deadline will not be acknowledged and will be considered void and unacceptable. The Port is not responsible for lateness of mail, courier service, etc.; unmarked or improperly marked proposals; or proposals delivered to the wrong location.

RESPONSIBILITY: A prospective proposer must affirmatively demonstrate proposer's responsibility. A prospective proposer must meet the following requirements:

- a) have adequate financial resources, or the ability to obtain such resources as required;
- b) be able to comply with the required or proposed delivery schedule;
- c) have a satisfactory record of performance;
- d) be otherwise qualified and eligible to receive an award;
- e) have a branch located in Stevenson, Washington;
- f) be approved by the Washington Public Deposit Protection Commission as a qualified public depository.

The Port may request representation and other information sufficient to determine the Bank's ability to meet these minimum standards listed above.

REJECTION OR ACCEPTANCE: It is understood that The Port reserves the right to accept or reject any and/or all proposals for any or all materials and/or services covered in this proposal request, and to waive informalities or defects in the proposal or to accept such proposal it shall deem to be in the best interest of the Port of Skamania County for the handling of Port funds.

CONTRACT PERIOD: The period of performance of the approved and awarded contract shall be for an initial five (5) year period with two (2) three (3) year renewal options. The Port reserves the right to extend the contract past the initial and renewal option periods in the event the Port determines an extension is in the best interest of the Port. The Port may cancel the contract for with or without cause upon one hundred and eighty (180) days written notice to the Bank.

NOTICE OF ASSIGNMENT: The Port will not recognize any assignment or transfer of any interest in the contract without written notice to and written acceptance by the Executive Director of the Port of Skamania County.

PROPOSAL CONTACTS

RFP Coordinator and Technical Contact:

Cindy Bradley
Port of Skamania County
PO Box 1099
Stevenson, WA 98648
509-427-5484
accounting@portofskamania.org

CALENDAR

- A. July 1, 2021 --- The Port shall distribute the Request for Proposals to financial institutions with branch(s) in Stevenson, WA designated as authorized by the Washington Public Deposit Protection Commission listing as of July 1, 2021, and will provide legal notification in the County's legal newspaper and on the Port website.

Proposal

July 19, 2021 3:00 pm – Deadline to submit proposal.

July 20, 2021 --- Recommendation to the Commission of Apparent Successful Proposer.

July 21-31 --- Contract negotiations if not already completed.

August 17, 2021 --- Presentation to Port Commission for final approval.

PROPOSAL SPECIFICATIONS AND REQUIREMENTS

SECTION 1: MINIMUM QUALIFICATIONS OF FINANCIAL INSTITUTION

- 2.1 The financial institution must be a Federal chartered or State of Washington chartered banking institution. If the headquarters of the responding firm is not located within Skamania County limits, a branch office of the responding firm must be located within Stevenson, WA and must be able to offer the full range of banking services required by this Request for Proposal.
- 2.2 The financial institution must be approved by the Washington Public Deposit Protection Commission as a qualified public depository. The qualified designation shall remain in effect for the duration of the contract period.
- 2.3 The financial institution shall be insured by the Federal Deposit Insurance Corporation (FDIC).
- 2.4 The following specifications provide for the type of banking relationship: the Bank will handle daily banking services including, but not limited to, checking accounts, controlled disbursement accounts, clearing accounts, other types of interest-bearing accounts, non-interest bearing accounts and time deposits. The bank will include their process and cost for insuring funds over the FDIC limit.
- 2.5 By returning the Proposal Worksheet the Bank acknowledges that it understands all applicable Federal and State laws considering services and safekeeping of Port funds, including but not limited to those specified, and will comply with those statutes.
- 2.6 **INVESTMENTS MADE OUTSIDE BANK** – The Port reserves the right to make investments outside the Bank in accordance with the Laws of the State of Washington, and the Port of Skamania County Investment Policy.

SECTION 2: SCOPE OF WORK – REQUIRED BANKING SERVICES

ACCOUNT MAINTENANCE

3.1 THE PORT UTILIZES THE FOLLOWING ACCOUNTS-

1. General account. This account is used to conduct the Port's major treasury operations including deposit and check activity, ACH and wire activity and direct deposit payroll.
2. Holding (Savings) account. This account is used to conduct the Port's investment portfolio transactions. The bank will provide the Port current interest rates for savings and money market accounts.

SERVICE REQUIREMENTS:

- 3.2 **CONTACT PERSON** – The Bank must identify a local senior level management person who will be responsible for overseeing the Port's entire relationship, who would serve as the Port's primary contact and who would be able to make decisions regarding operational aspects of this Agreement.

A representative from the Port's and the Bank shall schedule regular meetings, not less than annually, to review any on- going or outstanding issues regarding service levels, needs and/ or proposed service changes in order to minimize the possibility of default by either party.

The Bank must also provide a list of contact personnel within the Bank who are qualified to provide information and assistance in the following areas:

- General Information
- Safekeeping and Securities Clearance
- Posting and Deposit Discrepancies
- Stop Payments
- Balance Adjustments
- Collateral Adequacy
- Internal Transfers
- Wire Transfers
- Online PC Service
- Certificates of Deposit rate quotes

CUSTOMER SERVICE AND SERVICE STANDARDS – The Bank should provide a description of its issue resolution and escalation process with timelines. Please indicate if the Bank has a severity scale and associated response times. Also indicate the Bank's various support channels and the hours of operation of each. Please provide a brief description of the Bank's Customer Service Guiding Principles.

3.3 **ON-LINE SERVICES** - It is requested that as a part of the proposal the Bank will provide on-line banking to the Port for daily reporting of fund balances, managing controlled disbursements, collected and ledger balances, stop payment requests, confirmations, and detailed debits and credits. The bank will present their options and fees for on-line services.

ELECTRONIC BANKING SYSTEM AND SECURITY-- The proposer must provide adequate security and reliability for its on-line access to Port accounts. By utilizing an online solution for its banking needs, the Port requires the proposer to provide a detailed explanation of security measures in place to protect the Port against fraud and compromise. The Port requires a proposer with strong technological resources to aid the Port in its effort to fully utilize securecurrent and future electronic banking technology for efficient cost effective operations.

3.4 **ANALYSIS REPORT** – The bank shall provide a description of their Analysis Report options and offerings.

3.5 **PAYROLL DIRECT DEPOSIT** – The Bank must provide the capability for the Port to utilize “Direct Deposit” payroll processing, allowing employees to select the bank of their choice.

3.6 **ACH TRANSACTIONS** – The Bank must provide for acceptance of ACH credits and debits, and must provide the Port of Skamania County the ability to process ACH files to debitcustomer bank accounts.

3.7 **WIRE TRANSFERS** – The Bank must provide the ability to send wire transfers on a repetitive or non-repetitive basis, and the ability to receive wire transfers. The Bank must provide the ability to restrict outgoing wire transfers (debits) to only those authorized, preferably with a two-step, separate initiation and authorized approval process.

3.8 **INTEREST RATES** – The proposal shall include floating interest rate and fixed interest rate quotes on accounts and Certificates of Deposit. The Port reserves the right to select the rate most favorable at any time during the term of the Agreement.

3.9 **POSITIVE PAY** – The Bank will provide a means for the Port to upload disbursed check information that will be compared to checks that are presented to the bank for clearing. Any discrepancies shall be cleared by the appropriate authorized person before checks are paid by the Bank. Any applicable cost should be quoted.

3.10 **DEPOSIT SERVICES** - The Bank will guarantee immediate credit on all wire transfers, ACH transactions and government checks upon receipt and all other checks based on the Bank’s Availability Schedule. All deposits received before the Bank’s established deadline will be credited daily. The Bank will include a copy of their Availability Schedule as part of the proposal.

3.11 **CASH OVERDRAFTS** - For the purpose of determining cash overdrafts, the daily cash balance in all Port accounts will be added together. The Bank will allow for daylight overdraft.

3.12 **COMPUTERIZED OUTPUT** - The Bank must provide the capability for the Port to download paid items that will be utilized in the bank account reconciliation process.

- 3.13 **PAYMENT FOR SERVICES** - The Bank must state their proposed payment option for services and supplies provided.
- 3.14 **CASH MANAGEMENT** - On an ongoing basis, the Port may require cash management advice as to how accounts and procedures should be structured. Also, the Port will want to be kept informed of recent developments in cash management products and security enhancements for cash management such as tokens. Proposers are invited to propose additional cash management services that are not specified herein.
- 3.15 **SWEEP ACCOUNTS** The Bank must state their ability to provide this service and the costs associated.

ZERO BALANCE ACCOUNTS The Bank must state their ability to provide this service and the costs associated.

- 3.16 **CREDIT FACILITY** The Port would like its banking partner to provide a credit facility, (possibly a line-of-credit, letter-of-credit or other lending vehicle), in situations where the Port would need a quick turnaround for credit or has limited market access.
- 3.17 **OTHER SPECIFIC SERVICES** - As described on the Cost Analysis Worksheet, the Bank will indicate services to be provided and attendant fees for such services. The proposal shall also indicate charges for the following:

- Locked or Sealable bags _____
- Laser Checks _____
- Deposit Slips _____
- Endorsement Stamps _____
- Coin Wrappers _____
- Currency Straps _____

MERCHANT SERVICES -- The Port is considering accepting debit and credit cards and online bill pay feature that accepts payment cards as well as ACH payments. The Bank should include schedule of rates and fees associated with processing of credit and debit cards, corporate purchasing cards and electronic checks.

The rates and fees shall include the transaction and hardware costs. The proposal must state the Bank's ability to provide this service either directly or through a vendor. Also security features, PCI compliance and customer service procedures should be included. Transactions settlement time should also be identified. The Port reserves the right to make this service request outside of the Bank if so desired.

REMOTE DEPOSIT CAPTURE (RDC) -- The bank must state their ability to provide this service and costs associated for the service. Describe how the implementation of RDC could save time and money for the Port.

- 3.18 **OTHER UNSPECIFIED SERVICES AND/OR COSTS** – Other services and/or costs not specified in this document should be listed and attached, along with a description and unit pricing. The Port is interested in innovative approaches which the Bank believes would be of benefit to the Port. These additional services may be proposed together with any associated charges and quantified monthly benefits to the Port.
- 3.19 **IMPLEMENTATION SCHEDULE** – The proposal shall include an implementation schedule time line from the awarding of the agreement, to complete migration of banking services. The proposal shall also include a listing of all implementation charges and fees, including, but not limited to, costs of checks, deposit books, endorsement stamps, or other implementation expenses.
- 3.20 **MIGRATION, MITIGATION/ EXPENSE ALLOWANCE PLAN** – The Port utilizes public funds. Minimizing the expenditure to secure banking services during and after conversion (if appropriate) is critical. A Project Manager from the accepted financial institution is required to manage the conversion. Mitigation of costs includes software conversion and check imaging, stock replacement, deposit slips, endorsement stamps etc. (for six months), MICR, training for on-line services and ACH, Auto Pay, and Cash Imaging testing prior to conversion. State the dollar amount, if any, that the Bank will be willing to provide for expenses incurred due to changing depository banks.

SECTION 3: SERVICE ENHANCEMENTS

Based on information presented in our RFP and your bank's knowledge of the public sector, describe any enhancements, technological or otherwise, that we should consider to improve operational or cash management efficiencies. Include any changes the Bank would suggest to our current account structure that would enable us to maximize our earnings and/or decrease costs. Also include information and suggested security enhancements, such as Positive Pay, that would assist in the safeguarding of Port assets.

PROPOSAL SPECIFICATIONS AND REQUIREMENTS

SECTION 4: PRICING

Attachment #1 – Cost Sheet

Unit Quantities and Costs

A form is provided for products/services costs proposed. **This format must be used to delineate pricing. Add lines as needed.**



SELECTION CRITERIA

Proposals will be evaluated by the Port. Evaluations will be based on criteria presented. All proposals will be evaluated using the same criteria. The selection criteria used will be based on evaluation results as well as the following:

- Responsiveness to RFP - The Port will consider all the material submitted to determine whether the bank's offering is in compliance with the RFP documents.
- Ability to Perform Required Services - The Port will consider all the related material submitted by each proposer, and other relevant material it may otherwise obtain, to determine whether the Bank is capable of and has a history of successfully completing engagements of this type.
- Acceptable evidence of the Bank's ability to perform, regarding such categories as expertise/experience, equipment, facilities and personnel qualified to perform requested duties. The Bank shall furnish a link to a web-based demonstration of their on-line reporting systems.
- References, including a list of all Washington Ports, if any, for which the Bank has provided services as their primary financial institution.
- Fees - Please enclose a detailed listing of fees including all mandatory services requested by the Port on the forms provided (See attachments). State at what point in time such service fees/costs take effect.
- Implementation schedule time line from the awarding of the Contract to complete migration of banking services.
- Compensating Balance requirements and/or other account settlement methods must be fully detailed in addition to completed Bank Service Activity Detail Analysis.
- Interviews and Demonstrations ~ The Port will conduct interviews and or demonstrations with those responding.

- Migration and Mitigation Plan to complete conversion complete with costs and cost avoidance plan.

TERMS AND CONDITIONS

The Port reserves the right to reject any and all proposals with or without cause.

The Port reserves the right to request clarifications of information submitted and to request additional information regarding any and all proposals. Refusal to provide such information upon request may cause the proposal to be rejected.

The Port reserves the right to award any Contract to the next most qualified proposer if the apparent successful proposer does not execute the Contract or any terms of the Contract.

The Port shall not be responsible for any cost incurred by the Bank in preparing, submitting or presenting its response to the RFP.

Any agreement for banking services as a result of this RFP is in no way intended to grant or guarantee an exclusive banking services relation between the Port and the selected Bank.

Investment activities are not related to the appointment of a bank to provide banking services. The Bank must provide the Port with the means to conduct its investment activity, including but not limited to providing wire or transfer services.

The Port Office will always try to minimize costs. There is no guarantee that the number of accounts or services that are maintained at this time would remain the same. It is at the Port's option to consolidate accounts and remove services.

DEPOSITARY BANK

The Bank **must** complete the information below to validate the Bank's proposal.

The undersigned affirms that he/she is fully authorized to execute this Agreement.

All unsigned proposals will be disqualified (Electronic signatures on emails will be accepted).

Name and address of Bank:

Signature: _____

Name: _____

Title: _____

Telephone Number: _____

Fax Number:

E-Mail: _____

Note: By my signature above, I hereby certify that the following are attached:

PROPOSAL

- A. Completed Cost Analysis Worksheets.
- B. Attachments providing requested information not included on Cost Analysis Worksheets.
- C. Attachments indicating other services and charges not specified in the Request for Proposal.
- D. Migration and Mitigation of Costs Plan for conversion.

References:

List three (3) references for which proposer has supplied similar services and/or supplies. Please include phone number and name of contact person. Other governmental units are preferred.

Business	Contact Person	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

Attachment #1

**Proposal Cost Sheet
Banking Services**

- 1 The Port anticipates that proposed banking services will be compensated on a fee basis. The Port is also willing to consider other proposed compensation methods (e.g. compensating balances, straight fees, other method or combination thereof).
- 2 Complete all items on the cost sheet and attach any supplemental material you wish. If your financial institution does not or cannot provide a particular service, please indicate. The Port retains the right to select any and/or all items listed in this questionnaire as services to be provided by the financial institution receiving the contract. Statistics have been included in the proposal documents in order to provide as much information as possible to qualified financial institutions. The information is, to the best of our knowledge, a true representation of the Port's historical experience, but the Port is not representing that these statistics will necessarily hold true for the future.

Proposal Cost Sheet
Banking Services

Description	Unit Price	Monthly Cost	Comments
1. Monthly deposits			
Deposits – general			
Deposits – Invest, Taxes, etc.			
2. Total accounts			
3. Zero Balance Accounts			
4. Total checks – All Accounts			
5. Account Statements - postage			
6. Deposit Slip Orders			
7. ACH Credit Received Item			
8. ACH Debit Received Item			
9. Automated Balance Reporting			
10. NSF: Redeposit Items			
11. Overdraft Items			
12. Overnight sweep accounts			
13. Positive-pay services			
14. Reconciliation services			
15. Stop Payment Orders			
16. Vault Deposits Posted			
17. Safekeeping and custody arrangements			
18. Software – monthly maintenance fee			
19. Wire Out – Manual			
20. Earnings Allowance			
21. Canadian Deposited Items			
22. Deposit Insurance Charges			
23. Other Depository Service Charges			
23. Other ACH Services Charges			
24. Other Wire Services Charges			
25. Information Service Charges			
26. Image Charges			
			**TOTAL MONTHLY COST (ADD COLUMN)

****Pricing Adjustments:** Prices in proposals are valid for the first five years of the contract. However, banks may choose to propose lower fees and include a reservation regarding significant fee increases due to Industry and Regulatory changes during the initial contract period. In that case, the proposal shall include a description of all factors that would cause a fee or pricing increase, and any such increase(s) would only be made after notification and discussion with the Port Finance Manager. The Bank should also state whether it will be willing to lower prices during the initial contract period or any or all of the extension periods based on Technology, Industry or Regulatory changes at each year’s annual meeting of the Port Finance

Department and the Bank. The Port may consider a shorter initial period such as 3 years if it is advantageous to the Port, which would be discussed during negotiations.

After the first five years of the contract, consideration for pricing adjustments will be on an annual basis or may follow the contract period which includes two three year renewal options. The Bank must state its anticipated adjustment factor and frequency.

The Port requires its bank to meet with Port staff on an annual basis to discuss alternative processing of Port money (i.e. "Is it cheaper and/or more efficient for the Port to process its check payments internally through remote deposit capture or continue through an outside contractor?", etc.)

Bank:

Bank HQ Address: _____

Bank Branch Mailing Address (serving the Port): _____

Bank Phone: _____ Bank Fax: _____

Signature of Authorized Official: _____

Authorized Official (Print Name and Title): _____