

**Request for Proposal (RFP)  
Banking Services Contract  
for  
Mineral County, Montana**

Mineral County, Montana (Mineral County), a political subdivision of the State of Montana, is seeking proposals from qualified financial institutions for a banking services contract to be awarded **June 28, 2018 at 9:00am**. This Request for Proposal (RFP):

- 1) requests information regarding qualifications and specifies the banking services requirements and seeks information in this regard;
- 2) seeks the disclosure of the costs or fees associated with the banking services provided; and;
- 3) provides general contract award provisions and submission instructions.

**I. Required Qualifications & Banking Services Requirements**

**A. Qualifications**

In order to be considered, financial institutions must meet the following minimum qualifications:

- i. Be a federally or State of Montana chartered financial institution;
- ii. Be a member of the Federal Reserve System and have access to all services;
- iii. Be a full service financial institution in good standing among other comparable financial institutions;
- iv. Be capable of serving Mineral County's needs; and
- v. Be FDIC or NCUA insured for an amount needed to appropriately insure Mineral County funds. .

**B. Banking Services Requirements**

**1. Electronic Payment/Deposit Services/Money Transfer Services**

The financial institution must be both a sending and receiving institution on the Automated Clearing House (ACH) system. The financial institution must have the capability to accommodate an array of electronic payment and deposit services (including direct deposit for payroll) currently used by Mineral County, including federal and state transfers of funds to Mineral County. The financial institution must have the capability to accommodate incoming and outgoing electronic money transfers.

**2. Reporting Services**

The financial institution must provide monthly account reconciliation reports, statements, canceled warrants, and other report related features normally

associated with governmental accounts as may be required by the Mineral County Treasurer.

### **3. Security Procedures**

Please detail what security procedures are in place to guard against loss, and the type of transactions to which the security procedures apply. In addition, please provide information regarding what processes and procedures are in place to ensure account security, and to minimize account information compromise.

### **4. Interest on Deposits**

#### **A. Please provide Mineral County with:**

- i) Proposed interest rates;
- ii) Whether simple or compound interest is applied;
- iii) When interest is credited to the account;
- iv) Whether the interest rate is the same as that paid on money from private sources deposited on the same terms; and,
- v) What, if any, balances are required to earn interest.

#### **B. The requested information should be provided for each of the following types of deposit accounts:**

- i) Checking;
- ii) Money Market;
- iii) Repurchase/Sweep Accounts; and,
- iv) Certificates of Deposit.

### **5. Deposit Security**

Mineral County requires security for the portion of its deposits which are not guaranteed or insured according to law. The required security is fifty percent (50%) of the uninsured portion of the deposits if the institution has a net worth-to-total asset ratio of six percent (6%) or more; or, 100% of the uninsured portion of the deposits if the institution has a net worth-to-total asset ratio of less than six percent (6%). Please provide information as to the type of security which will be furnished for the uninsured portion of deposits.

### **6. Compensating Balance**

What is the minimum collected balance in a regular checking account which must be maintained as a compensating balance?

## **7. Account Services Requirements**

The financial institution must be able to provide:

- a) Monthly statements adapted to Mineral County's accounting month, which is currently the last day of the month;
- b) Monthly bank statements must be available on-line within two (2) business days, or sent via mail within two (2) business days;
- c) Online access to bank accounts and canceled warrants or images of front and back of cleared warrants;
- d) Ability to initiate ACH draft transfers between accounts;
- e) Sweep services for account balances in excess of a pre-determined amount; and
- f) Ability to download Warrants daily and directly from the financial institution to Mineral County software for payment processing.

## **II. Costs and Fees**

### **A Accounts**

Please provide the costs or fees associated with each account, as identified in Section 4 of this RFP. The information provided should include transactional costs, monthly fees, surcharges, wire transfer fees, returned item charges, transmission fees, as well as any other costs or fees which may apply to the account.

### **B Payroll Processing**

Please provide the costs and fees associated with direct deposit payroll processing. In addition to Mineral County payroll, Mineral County processes payroll for three (3) school districts at different times of the month. These payrolls vary in number of items and amounts. Further, depository institutions for employee payroll vary in number and currently number more than ten(10) financial institutions.

### **C. Changeover Costs**

Please provide costs associated with changing accounts, including but not limited to, deposit stamps, warrant printing, deposit slips, security bags, and costs associated with transporting deposits.

### **III. General Contract Award Provisions & Submission Instructions**

#### **A. Contract Award Provisions**

Mineral County seeks to enter into a banking services contract for a period of three (3) years with the potential to renew for two (2) years upon mutually agreed upon terms and conditions. Contract terms and conditions will be proposed by Mineral County and negotiated between Mineral County and the selected financial institution prior to execution of a contract. However, Mineral County reserves the right to cancel all or part of this RFP, to waive any minor formalities, and to request additional information from proposing financial institutions.

Mineral County's decision to award a contract will be based upon several factors, including but not limited to services offered, cost, deposit security, interest paid, and financial strength. No one factor is dispositive to the determination of a contract award. Proposals will be evaluated based upon the following evaluation criteria:

##### **i. Proper Submission of Proposal**

The proposal must be physically received in the Mineral County Commission Office by the date outlined in this RFP. It is the responsibility of the financial institution to ensure timely delivery of its proposal. Proposals must be received by the due date in order to be considered;

##### **ii. Comprehensiveness of Services Provided**

Mineral County's evaluation of the overall capabilities of the financial institution to meet the required services outlined in this RFP;

##### **iii. Related Experience**

The financial institution's related experience in providing services comparable to Mineral County's requirements;

##### **iv. Stability**

The financial institutions financial standing among peers and associated credit quality rating;

##### **v. Charges for Services**

The amount of service charges and fees, proposed pricing increases, and willingness to negotiate service charges and fees;

##### **vi. Assigned Individual(s)**

The credentials and experience of the individual(s) assigned to Mineral County's accounts; and

**vii. Other Factors**

Any other factor which Mineral County determines it should consider.

**B. Submission Instructions**

Mineral County does not require responses to be in any particular format. Responses should be complete and address each area of this RFP which calls for the provision of specific information. Responses should further provide information related to Mineral County’s general requirements, e.g., reporting services, and qualifications.

An original and five (5) copies of proposals must be received in the Mineral County Commission Office, 300 River St., P.O. Box 550, Superior, Montana 59872, **no later than 4:00 p.m. (MDT) on June 15, 2018.** Responses not timely received shall not be considered. Each response packet should clearly state “Banking Services Proposal” on the outside of the packet.

Questions should be directed to Mineral County Treasurer, Mary Yarnall.

This Request for Proposal (RFP) is being made in accordance with applicable state and federal statutes and regulations. Accordingly, Mineral County reserves the right to negotiate a contract based upon fair and reasonable compensation for the scope of work and services proposed. Mineral County further reserves the right to reject any and all responses, and any responses it deems incomplete, unqualified, unsatisfactory, or inappropriate.

Dated this \_\_\_\_ day of May, 2018

**Mineral County Commission**

\_\_\_\_\_  
Roman Zylawy, Chairman

Attest:

\_\_\_\_\_  
Stacy McGrew  
Mineral County Clerk and Recorder