

The Township of North Glengarry

**REQUEST FOR
PROPOSAL**
Supply of Banking
Services

CLOSING DATE:

Friday, October 26, 2018

Part 1: Scope of Services

Project Summary

The Township of North Glengarry is inviting proposals for banking services which are essential to its daily operations. The Township of North Glengarry has four key objectives in requesting banking proposals and they are:

- (a) an opportunity to review our existing banking arrangements,
- (b) an opportunity to improve the overall banking services,
- (c) to find efficiencies in the various banking services provided, and
- (d) to explore new services which banks may be able to provide.

Background

The Corporation of the Township of North Glengarry is a lower-tier municipal government and currently employs approximately 100 (full-time and part-time) employees as well as 75 volunteer firefighters. North Glengarry provides essential services which include fire/first responder, emergency management, roads, recycling, landfill, land use planning, building inspection, septic systems, economic development, legislative and financial.

The Corporation of the Township of North Glengarry will be referred to as the “Township” through this document.

The Township’s administrative offices are in Eastern Ontario at 90 Main Street South, Alexandria, Ontario. All banking is coordinated from this administration office. The 2018 gross operating budget is approximately \$13 million and capital budget totaling approximately \$35 million with the addition of the Maxville Water Project.

The Township currently deals with the Royal Bank of Canada for most banking functions as well as the Bank of Nova Scotia for the Maxville Complex revenue. Financial Statements can be requested from the Director of Finance/Treasurer, Kimberley Champigny or obtained from our website at www.northglengarry.ca.

In addition to providing secure banking services, proponents are encouraged to describe technologies to help streamline day-to-day banking processes.

Please Note: The awarding of any proposal under this RFP in no way restricts the ability of the Township to borrow or invest funds with any financial institution or investment dealer of its choice.

Mandatory Requirements

1) Financial Proposal

Interest Earned:

Automatic calculation and credit of interest is credited to the Township's General Account, Reserve Fund Account and Sub-Division Account. Each proponent must identify the interest to be paid to the Township as well as any restrictions such as minimum balances, etc. All interest rates should be relative to prime for all bank accounts.

Fees and Charges:

Each proponent must include a schedule of proposed pricing which clearly outlines all applicable fees. The pricing must explicitly set out all fees and service charges and the method by which such fees and service charges will be calculated. The Township will not be subject to any fee or service charge during the term of the agreement which is not expressly indicated in the proposal. All amounts are to be in Canadian Funds and any applicable taxes must be indicated.

See Appendix A – Financial Proposal.

2) Detailed Transition Plan

Other than the current banking provider, each proponent shall submit a Detailed Transition Plan demonstrating how the proponent will ensure an orderly, planned transition from the current banking provider. The Detailed Transition Plan must include all pertinent details such as the proposed timeline, available bank resources, required Township staff time, required forms and documents, applicable Township costs, costs the proponent is prepared to absorb, training, testing, etc. Also identify the name and contact information of one municipal reference where the proponent completed a similar transition and indicate when this transition took place.

See Appendix B – Detailed Transition Plan.

3) Online Banking

The successful proponent shall provide secure online web based real time reporting and processing tools including preauthorized debit deposits, daily bank balance, transaction inquiry, account images, electronic statements, government payments, etc. Cleared cheques on the main operating account must be downloadable in Export Standard (TXT) format and be able to be imported to the municipal financial system, Vadim Software. Restricted online account viewing access is required on certain accounts for specified corporate staff and the Treasurer will manage the administration of this function. In order to process payment arrangements of water and sewer charges (monthly) as well as tax payments, (weekly or more) the Township requires the ability to transmit files with preauthorized debit and receive timely reports for verification of the data sent, and

payments rejected or returned. All proponents must identify any necessary software or equipment that the Township would require.

See Appendix C – Online Banking.

4) Innovative Solutions

The Township is interested in solutions that incorporate recent technological developments in banking to improve efficiency and reduce cost. Proponents are invited to describe proven innovative solutions and provide examples on how these objectives could be achieved and/or costs reduced while at least maintaining current service levels. See Appendix D – Innovative Solutions.

5) Community Participation

Each proponent must provide a detailed list of how they have or will contribute, participate or support the Township through community events, financial contributions or other initiatives.

See Appendix E – Community Participation.

6) References

Each proponent must include in their submission at least three (3) references of municipal clients currently served by your institution. The name, title, address and phone number of each reference must be included. The reference provided within your Detailed Transition Plan may be restated as one of these required three.

See Appendix F – References.

7) Proposal Contact

In addition to a signing officer legally submitting their proposal, each proponent must include the name, title, address and contact information of one individual if further clarification is required on their proposal.

See Appendix G – Proposal Contact

Part 2: Standard Terms and Conditions

The terms, conditions and pricing of all proposals submitted shall remain for a period of ninety (90) days from the date of closing.

Proposal Documents – Submission

Proponents must submit four (4) hardcopies of your proposal, in paper format in a sealed package and clearly marked as to the contents, such as Banking Services Proposal.

Proposals must be submitted to:

Kimberley Champigny
Director of Finance/Treasurer
Township of North Glengarry
Box 700, 90 Main Street South
Alexandria, Ontario
K0C 1A0

Closing/Due Date

Proposals must be received no later than the closing date and time of:

Friday, October 26, 2018 at 3:00 p.m.

The use of any means of delivery of a proposal shall be at the risk of the Proponent and any proposal received after this closing/due date shall be returned unopened.

Clarification or Inquiries

Any clarifications or inquiries shall be made to the Township prior to the submission of the proposal and made in writing no later than **October 19th, 2018 at 12:00 noon**. Answers to inquiries will be provided via written addendum to all proponents who have received a copy of the documents. The response will be provided in a manner which will not identify who has requested the clarification. Amendments / clarifications / addendums to this request for proposal shall take precedence over the portion that has been amended and shall be considered part of the contract.

All questions must be directed to:

Kimberley Champigny
Director of Finance/Treasurer
Township of North Glengarry
Box 700, 90 Main Street South
Alexandria, Ontario, K0C 1A0
Phone: 613-525-1110 EXT 227
Direct Line: 613-525-1196
Email: treasurer@northglengarry.ca

Right to Accept Proposal

The Township reserves the right to reject any part of or all proposals. This RFP should not be construed as a contract to purchase goods or services. The Township is not bound to accept the lowest priced or any proposal of those submitted. The Township may award this proposal in part, in whole, or not at all.

Time Open for Acceptance

This RFP is irrevocable and is to continue open for acceptance by the Township for a period of ninety (90) calendar days after the date and time set for submission of the proposal. The Township may at any time within the above ninety (90) calendar day period accept this proposal whether or not any other proposal has previously been accepted.

Clarification

It shall be the proponent's responsibility to clarify any points in question as indicated below prior to submitting the proposal.

Any clarification or inquiries shall be made in writing to the Township. Answers to inquiries will be provided to all proponents who have received a copy of this document.

No employee or agent of the Township is authorized to amend or waive the requirements of the RFP document in any way unless the amendment or waiver is signed by the Treasurer. Under no circumstances shall the proponent rely upon any information or instructions from the Township, its employees, or its agents unless the information or instructions are provided in writing in the form of Addendum issued by the Director of Finance/Treasurer. Neither the Township, its employees, nor its agents shall be responsible for any information or instructions given to the proponent, with the exception of information or instructions provided in writing by the Director of Finance/Treasurer.

Errors or Omissions

The proponent has the responsibility to notify the Township, in writing, of any ambiguity, divergence, error, omission, oversight or contradiction contained in the RFP as it is discovered and to request any instructions, decisions or discretion which may be required in preparing the submission, prior to the closing of the RFP.

Liability for Errors

While the Township has used considerable efforts to ensure an accurate representation of information of the RFP the information contained in this RFP is supplied solely as a guideline for proponents. The information is not guaranteed or warranted to be accurate by the Township, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve proponents from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, this is to advise that the personal information respondents provide is being collected under authority of the Municipal Act and will be used exclusively in the selection process. All proposals submitted become the property of the Township. Because of MFIPPA, respondents are reminded to identify in their proposal material any specific scientific, technical, commercial, proprietary, or similar confidential information, the disclosure of which could cause them injury. Complete proposals are not to be identified as confidential. The Township reserves the right to discuss any and all proposals, to request additional information from proponents and to accept or reject any and all proposals.

Confidentiality of Information

A proponent receiving this RFP may not use, disclose, or duplicate it for any purpose other than to prepare a response. The proponent shall keep the Township data confidential and shall not disclose its content to any other party, other than to those internal employees or agents responsible for preparing a submission, without the prior written approval of the Township.

Non-Performance

The Township reserves the right to determine of non-performance or poor quality of goods and/or services, and further reserves the right to cancel the contract. The opinion of the Township in this regard shall be final in all instances.

Informal or Unbalanced Proposals

Proposals which are incomplete, conditional, illegible or obscure, or that contain reservations, erasures, alterations or irregularities of any kind, may be rejected as informal. Proposals that contain prices which appear to be so unbalanced as likely to affect adversely the interests of the Township, may be rejected.

Non-Assignment

The successful bidder may not assign this contract or any work thereunder to another institution without the prior written consent of the Township. Such written consent however shall not under any circumstances relieve the bidder of his liabilities and obligations under this contract and such consent or denial of consent shall be within the sole and unfettered discretion of the Township.

Period of Contract

The contract with the successful bidder shall be for a five (5) year period, with the option of renewal on a month to month basis. Renewal shall be subject to satisfactory performance and contingent upon terms being accepted for the extension period.

The Township reserves the right to terminate the contract or parts thereof for any reason, without penalty or obligations to the Township, upon provisions of ninety (90) days written

notice. In the event the bank terminates the contract, it is understood that all costs associated with the transition to another banking institution will be borne by the bank.

Negotiations

The Township may award a contract on the basis of initial offers received, without discussion. Therefore, each initial offer should contain the proponent's best terms/information, including all required documentation as listed in the document.

The Township reserves the right to enter into discussions/negotiations with the selected proponent(s). If the Township and the selected proponent(s) cannot negotiate a successful contract, the Township may terminate the negotiations and begin negotiations with the next selected proponent(s). This process will continue until a contract has been executed or all proponents have been rejected. No proponent shall have any rights against the Township arising from such negotiations.

Conflict of Interest

All proponents are required to disclose to the Township prior to accepting this assignment any potential conflict of interest. If a conflict of interest does exist as referred to above, the Township may, at its discretion, withhold the assignment from the proponent until the matter is resolved to the satisfaction of the Township. If, during the conduct of the assignment, the proponent is retained by another client giving rise to a potential conflict of interest, then the proponent shall so inform the Township and if a significant conflict of interest is deemed to exist by the Township, then the proponent shall:

- a) refuse the new assignment; OR
- b) take such steps as are necessary to remove the conflict of interest

Insurance

The successful proponent shall at its own expense obtain and maintain until the termination of the contract, and provide the Township with evidence of:

- a) Comprehensive General Liability insurance and an occurrence basis for an amount not less than five million (\$5,000,000) dollars and shall include the Township as an additional insured with respect to the successful proponent's operations, acts and omissions relating to its obligations under this agreement. Such policy to include but not be limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property and operations; non-owned automobiles liability, personal injury including humiliation, broad form property damage, contractual liability, Owners and Contractors protective; occurrence property damage; products and completed operations; employees as Additional Insured (s); contingent employers liability; cross liability and severability of interest clauses. The above coverage shall be non-contributing with and apply as primary and not as excess of any insurance available to the Township.

- b) Crime/Fidelity insurance shall be furnished by the successful proponent to the Township with a comprehensive (3D) Dishonesty, Disappearance and Destruction Position Policy including Third Party Extension in the amount of Ten Million (\$10,000,000) dollars. The Township shall be shown on the policy as a named Oblige, with respect to incidents arising from work performed under the contract.
- c) The proponent will maintain, with insurers legally authorized to carry on business in the Province of Ontario, or as part of a self-insurance program, such insurance that a prudent person in the business of providing banking services would maintain.
- d) Automobile liability insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property including loss of use with a limit of not less than \$5,000,000 inclusive for every loss;
- e) Professional Liability Insurance coverage to a limit of not less than \$5,000,000. If such insurance is written on a claim made basis, the coverage shall be maintained for a period of two years after conclusion of services provided or contain a twenty-four-month extended reporting period:
- f) Security and Privacy Liability in the amount of \$5,000,000 written on an occurrence form covering third party **liability** risk associated with the unauthorized access, theft or destruction of data, including third party corporate information, within the **respondent** computer network or other electronic information system.
- g) Crime Insurance to include Employee Dishonesty insurance including a third-party extension. The fidelity bond shall provide indemnification resulting from the fraudulent or dishonest acts of the Successful Proponent and all its employees in relationship to the services provided by the Agreement. The fidelity bond shall be in the amount of \$10,000,000.00 for any one loss and shall include a third-party indemnification clause; Broad Form Money and Securities insurance in respect to loss or destruction of money and securities inside the premises to a limit not less than \$10,000,000.00 per incident; loss from a night depository; safe burglary and Depositors Forgery; and Computer Fraud and Funds Transfer Fraud.

The above coverage shall be non-contributing with and apply as primary and not as excess of any insurance available to the Township.

Any applicable Deductible to any insurance coverage shall be the sole responsibility of the Named Insured and the Township shall bear no cost towards such deductible.

In addition to General Insurance, the respondent shall provide evidence of WSIB or its equivalent.

The policies shown above will not be cancelled or permitted to lapse unless the insurer notifies the Township in writing at least sixty (60) days prior to the effective date of cancellation or expiry. The Township reserves the right to request such higher limits of insurance or other types of policies appropriate to the work as the Township may reasonably require.

Indemnification

Without limiting any other obligation of the proponent under this contract or otherwise, the proponent hereby agrees to indemnify and save harmless the Township, its elected officials, officers, employees, servants, agents and others for whom the Township is in law responsible, from and against any liability, loss, claims, demands, damages, fines and penalties, costs and expenses (including consulting fees), investigatory and legal expenses, and any other actions or causes of actions, suits, caused by or attributed to any willful or negligent act, omission, delay, or allegations thereof on the part of the proponent, its officers, employees, subcontractors, agents, licensees, assignees, invitees or other persons engaged in the performance, nonperformance or attempted performance of the Work pursuant to this contract or anyone else for whom the proponent is in law responsible.

Should the Township be made a party to any litigation commenced by or against the proponent, then the proponent will protect, indemnify and hold the Township harmless and will promptly pay all costs, expenses, and legal fees (on a solicitor and own client basis) incurred or paid by the Township in connection with such litigation upon demand. The proponent will also promptly pay upon demand all costs, expenses and legal fees (on a solicitor and own client basis) that may be incurred or paid by the Township in enforcing the terms, covenants and conditions in this contract.

The proponent's obligation under this indemnification section will survive the expiry or early termination of this contract.

Rights Reserved by the Township

- a) The Township is not liable for any costs incurred by interested parties in the preparation of their response to this request or interviews. Furthermore, the Township shall not be responsible for any liabilities, cost, expenses, loss or damage incurred, sustained or suffered by any interested party, prior to subsequent to, or by reason of the acceptance, or non-acceptance by the Township of any response, or by reason of any delay in the acceptance of the response.
- b) The lowest submission will not necessarily be accepted, and the Township reserves the right to accept or reject any or all responses and/or to reissue the RFP in its original or revised form.

- c) The Township reserves the right to request proponents to:
 - i) provide additional information;
 - ii) modify submissions in areas considered to be deficient;
 - iii) address specific requirements not accurately covered in their initial submissions;
 - iv) substitute components where the Township considers that an alternative may be more suitable.

- d) The Township reserves the right to modify any and all requirements stated in the RFP prior to the possible awarding of a contract. In such an event, any and all changes will be forwarded to all parties in possession of an RFP package.

- e) In the event of any disagreement between the Township and respondent regarding the interpretation of the provision of the RFP, the Treasurer or an individual acting in that capacity, shall make the final determination as to interpretation.

Part 3: Proposal - Banking Requirements

Current Banking

- The Township presently operates three (3) interest-bearing bank accounts with the Royal Bank. These accounts include the Current Account, the Reserve Fund Account and the Sub-Division Account which may be added to or deleted as required. We also have a current account with the Bank of Nova Scotia for the collection of revenues for the Maxville Complex.
- The Current Account is used for the bulk of the Township's transactions which include daily deposits, all payable cheques, all payroll (direct deposit), electronic funds transfer, loan payments etc.
- Short term borrowing to finance current operations is required. A municipal borrowing by-law is established annually in order to be prepared in the event that borrowing would be necessary. Proponents should provide details on what your institution has to offer. Long term borrowing is also required and would be investigated on a case-by-case basis when needed.
- The Township currently has a VISA credit facility in place with a \$50,000 limit.
- Stop payments, certified cheques and wire payments are rare but pricing should be identified. See Appendix A – Financial Proposal.
- A complete listing of services that are **not** included in this RFP and for which fees are charged by your bank.
- Bank confirmations for audit purposes are required on an annual basis.

Customer Service

The Township expects that staff assigned to the account are knowledgeable about banking operations, are committed to understanding how the Township operates and understand fully the inner workings of the banking industry in order to provide excellent customer services to staff at the Township. The Township expects that a single point Account Manager will be assigned to its account to resolve problems and issues as they arise in an efficient and timely manner.

The Township requires on-going communication with its bank. The Account Manager may be asked to meet with senior municipal staff from time to time to discuss a variety of issues such as how the banking industry is evolving, and how that relates to the municipal sector and to the

business environment in general. The Township is interested in opportunities to improve the way in which banking services are provided

Telephone, ATM Banking and Web Payments

The Township has agreements with various Chartered Banks, Trust Companies and Credit Unions etc. that allow tax and water/sewer payments to be made by telephone, Automated Teller Machines and Internet Banking.

Payments Made At Bank Branches

Tax and water/sewer payments at bank branches are to be credited to the Township's bank accounts the same day, with supporting documents and remittance stubs forwarded to the Township the following day.

The various Chartered Banks, Trust Companies and Credit Unions etc. are processing the tax and water/sewer payments separately, and this will be maintained. The individual batches of processed remittance stubs must be reconciled and balanced to the daily individual deposit totals credited to the Township prior to any remittance documents being returned, or files transmitted.

Pre-Authorized Debits (withdrawals)

Currently, the Township has a number of items that are automatically withdrawn from their accounts. These items include loan payments and interac fees. It is important that these transactions continue to be withdrawn and that any transition between banks be seamless. Include how this process will be achieved as well as any costs associated with the changes of accounts.

Pre-Authorized Credits (deposits)

The Township has the following pre-authorized credits: taxation, water/sewer and government receipts.

On-Line Personal Computer Banking Facilities

In addition to traditional reports mentioned in our document, on-line banking services are to be provided through the use of personal computers or a secured Internet connection.

The cost of any additional hardware/software required to implement the successful bidder's on-line banking services will be taken into account during the selection process. Accordingly, your proposal should indicate exact hardware and software requirements to support your PC-based on-line banking system.

Payroll

The Township processes its own payroll for approximately 100 (full and part-time) employees as well as approximately 75 volunteer Fire-fighters. All employees are paid through direct

deposit. An electronic file is sent to the bank on a bi-weekly basis for the full and part time employees as well as bi-annually for the volunteer fire fighters.

The Township would require any PC-based on-line banking to successfully interface with the Township's financial system, VADIM Software.

Bank Statements and Documentation

The Township will require separate daily transaction statements (together with listings of all bulk items) for each bank account within ten (10) working days at the end of the calendar month.

Proponents should state whether or not an electronic version of these daily deposit documents transmitted via the Internet is available in a flat or text file format.

Cashed/Returned Cheques

The Township requires the ability to obtain from the proponent's online banking system a listing of accounts payable cheques cashed for any day or period over the last 12 months, ending with the activity from the previous day. All cashed cheques (or copies of) must be returned to the Township.

Stop Payments

The Township expects the successful bank will administer all requests for stop payments in a competent and prudent manner. The ability to initiate stop payments online is preferred. The cost process and warranties associated with your policy on stop payments should be described in your proposal. The successful bank shall accept stop payment instructions by telephone, fax or on-line.

Pre-Authorized Tax and Water/Sewer Payments

Electronic files are sent to the bank once a month for the water/sewer PAP's and five times a month for the tax department PAP's.

Accounts Payable Payments

The Township will issue an accounts payable cheque run weekly. The proponent's daily statement of account must display the cheque number of each account payable transaction debited or credited.

Trust and Reserve Fund Accounts

All accounts are to be interest bearing and we require bank statements on a monthly basis, as well as returned cheques. Include any costs related to the operation of each of the accounts

Part 4: Proposal Evaluation

Evaluation Criteria

Each proponent shall submit a proposal which details their banking services for each of the criteria as described in the applicable Appendix A, B, C, D, E and F. Appendix G - Proposal Contact is required but has no value in the evaluation below.

Proposals will be evaluated as follows:

Proposal Evaluation Criteria	Points Available
Financial Proposal Interest Earned, See Appendix A	20
Financial Proposal Fees and Charges, See Appendix A	15
Detailed Transition Plan, See Appendix B	10
Online Banking, See Appendix C	20
Innovative Solutions, See Appendix D	10
Community Participation, See Appendix E	15
References, See Appendix F	10
Total Available Points	100

The Township may elect to interview one or more of the respondents to further evaluate their experience, ability, understanding of the work, or proposed alternatives. Township staff will review and score proposals based on a consensus approach. It is expected that the Proposal **will be awarded on or before December 17th, 2018.**

Part 5 : Summary of Banking Activity

General Banking Activity

Current Account	Yearly
# of Regular Deposits	450
# of Electronic Deposits/Credit Memo's (EDI)	3,600
# of Electronic Funds Transfer (direct deposit)	4,200
# of APA's Automatic Payment Authorization	1,700
# of Direct Deposit errors (EFT)	30
# of Electronic Debits/Memo's	1,100
# of Cheques Issued	3,500
# of Cheques Returned NSF	12
# of Stop Payments on Cheques	5
# of Cheques Deposited - by Township	7,000
# of On-Line Banking Payments by Residents	17,000
# of Direct Deposit Files - Payroll	26
# of Employees - Direct Deposit	2,400
# of Pre-Authorized Payments - Taxes	7,000
# of Pre-Authorized Payment - Water & Sewer	4,600

Average Monthly Balance

July 2017	August 2017	September 2017	October 2017	November 2017	December 2017
2,619,775	2,105,147	3,218,620	1,276,221	1,328,210	366,704
January 2018	February 2018	March 2018	April 2018	May 2018	June 2018
346,190	11,013,066	9,318,981	10,643,212	8,960,714	7,512,198

APPENDIX A – FINANCIAL PROPOSAL

MANDATORY REQUIREMENT

Each proponent must provide the mandatory information as described below, although it is not required to be submitted on a prescribed form. The information may be in a form that you determine best to clearly and easily evaluate your proposal.

1: Interest Earned:

Automatic calculation and credit of interest is credited to the Township's General Account, Reserve Fund Account and Sub-Division Account. Each proponent must identify the interest to be paid to the Township as well as any restrictions such as minimum balances, etc. All interest rates should be relative to prime for all bank accounts.

2: Fees and Charges:

Each proponent must include a schedule of proposed pricing which clearly outlines any and all applicable fees. The pricing must explicitly set out all fees and service charges and the method by which such fees and service charges will be calculated. The Township will not be subject to any fee or service charge during the term of the agreement which is not expressly indicated in the proposal. All amounts are to be in Canadian Funds and any applicable taxes must be indicated.

APPENDIX B – DETAILED TRANSITION PLAN

MANDATORY REQUIREMENT

Each proponent must provide the mandatory information as described below, although it is not required to be submitted on a prescribed form. The information may be in a form that you determine best to clearly and easily evaluate your proposal.

Other than the current banking provider, each proponent shall submit a Detailed Transition Plan demonstrating how the proponent will ensure an orderly, planned transition from the current banking provider. The Detailed Transition Plan must include all pertinent details such as the proposed timeline, available bank resources, required Township staff time, required forms and documents, applicable Township costs, costs the proponent is prepared to absorb, training, testing, etc. Also identify the name and contact information of one municipal reference where the proponent completed a similar transition and indicate when this transition took place.

APPENDIX C – ONLINE BANKING

MANDATORY REQUIREMENT

Each proponent must provide the mandatory information as described below, although it is not required to be submitted on a prescribed form. The information may be in a form that you determine best to clearly and easily evaluate your proposal.

The Successful proponent shall provide secure online web based real time reporting and processing tools including preauthorized debit deposits, daily bank balance, transaction inquiry, account images, electronic statements, government payments, etc. Cleared cheques on the main operating account must be downloadable in Export Standard (TXT) format and be able to be imported to the municipal financial system, Vadim Software. Restricted online account viewing access is required on certain accounts for specified corporate staff and the Treasurer will manage the administration of this function. In order to process payment arrangements of water and sewer charges (monthly) as well as tax payments, (weekly or more) the township requires the ability to transmit files with preauthorized debit and receive timely reports for verification of the data sent, and payments rejected or returned. All proponents must identify any necessary software or equipment that the Township would require.

APPENDIX D – INNOVATIVE SOLUTIONS

MANDATORY REQUIREMENT

Each proponent must provide the mandatory information as described below, although it is not required to be submitted on a prescribed form. The information may be in a form that you determine best to clearly and easily evaluate your proposal.

The Township is interested in solutions that incorporate recent technological developments in banking to improve efficiency and reduce cost. Proponents are invited to describe proven innovative solutions and provide examples on how these objectives could be achieved and/or costs reduced while at least maintaining current service levels.

APPENDIX E – COMMUNITY PARTICPATION

MANDATORY REQUIREMENT

Each proponent must provide the mandatory information as described below, although it is not required to be submitted on a prescribed form. The information may be in a form that you determine best to clearly and easily evaluate your proposal.

Each proponent must provide a detailed list of how they have contributed, participated or supported the Township through community events, financial contributions or other initiatives.

APPENDIX F – REFERENCES

MANDATORY REQUIREMENT

Each proponent must provide the mandatory information as described below, although it is not required to be submitted on a prescribed form. The information may be in a form that you determine best to clearly and easily evaluate your proposal.

Each proponent must include in their submission at least three (3) references of municipal clients currently served by your institution. The name, title, address and phone number of each reference must be included. The reference provided within your Detailed Transition Plan may be restated as one of these required three.

APPENDIX G – PROPOSAL CONTACT

MANDATORY REQUIREMENT

Each proponent must provide the mandatory information as described below, although it is not required to be submitted on a prescribed form. The information may be in a form that you determine best to clearly provide this information as part of your proposal.

In addition to a signing officer legally submitting their proposal, each proponent must include the name, title, address and contact information of one individual if further clarification is required on their proposal.

I/We have carefully examined all information contained in the Request for Proposal - Supply of Banking Services, including Addendum No. _____ to No. _____ .

Proposal submitted by:

_____	_____	
Business Name	Signature of Signing Officer	
_____	_____	
Address	Name & Title (please print)	
_____	_____	
City	Postal Code	Date
_____	_____	_____
Name of Contact Person	Title	
_____	_____	
Phone No.	Email	