

**CHARTIERS TOWNSHIP
REQUEST FOR PROPOSALS & QUALIFICATIONS
BANKING SERVICES**

I. Introduction

Chartiers Township (“Township”) is seeking proposals for its banking and financial services business. The objective of this Request for Proposal (“RFP”) is to identify qualified banking and financial institutions that can provide the highest quality services at the best value to meet the specific banking and financial needs of the Township. This RFP intends to cover all the necessary information that a respondent may need to complete a comprehensive proposal; however, if there are products or services that the respondent’s organization can offer that may add value to the relationship and/or improve current processes, please ensure that they are outlined in the submission.

The Township intends to utilize this RFP to:

- Maximize deposit availability and deposit security;
- Minimize costs and management time;
- Consolidate and strengthen financial relationships;
- Increase efficiency of cash management process;
- Evaluate latest products and services;
- Improve returns on excess cash;
- Assess implementation capabilities and support offered.

Chartiers Township is a Second Class Township located in Washington County, PA with approximately 7,818 residents. The Township functions under a three (3) member Board of Supervisors, with the Township Manager serving as the Chief Administrative Officer. The appointed Township Treasurer is responsible for maintaining the Township’s financial standing. The 2015 Audited Financial Statement is available for review to those seeking to respond to this request.

II. Instructions and Schedule

- Those interested in responding shall submit one original and three (3) copies of their proposal in an envelope marked “Proposal for Banking Services” and addressed to

Chartiers Township
ATTN: Jodi Noble, Township Manager
2 Buccaneer Drive
Houston, PA 15342

- The proposal must be received no later than 3:00 p.m. on Wednesday, November 30, 2016Township. Faxed or emailed proposals will not be accepted.
- For additional information or questions regarding this RFP, contact:
Jodi L. Noble, Township Manager
2 Buccaneer Drive
Houston, PA 15342
724-745-3415
jnoble@chartierstwp.com.
- Designation of a Township depository is anticipated to occur at the January 3, 2017 Reorganization meeting of the Board of Supervisors.
- The specifications in this RFP are the minimum level of services sought and proposals should include services that meet or exceed the minimum level of all features listed. The Township welcomes proposals showcasing additional or different banking and/or financial solutions, provided the minimums are met.
- It is the responsibility of the respondents to examine the entire RFP and seek clarification of any requirements that may not be clear and to check all responses for accuracy before submitting a proposal. Respondents are strongly encouraged to: i) consider applicable laws and/or economic conditions that may affect cost, progress and performance; (ii) correlate respondent's knowledge and observations with the RFP document and other related data; (iii) promptly notify the Township of all conflicts, errors, ambiguities or discrepancies which a respondent discovered in or between this RFP and such other related documents.
- The Township reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Township also reserves the right to negotiate with all qualified sources, or to cancel in part or in its entirety the RFP when the Township determines that such action is in its best interests.

III. **Current Banking Services**

A. Account Structure

Although subject to change, the Township intends to maintain an equivalent number of depository accounts. Investment accounts may vary depending on need and availability of funds. Appendix A. lists specific details for the current

depository and investment accounts. Other information on the current structure is available upon request. Current account structure is listed below:

Depository Accounts

- General Fund Checking Account
- Payroll Fund
- Operating Reserve Fund
- Capital Reserve Fund
- Sanitary Sewer Fund
- Route 18 Sewer Fund
- Midland Sewer Fund
- Liquid Fuels Fund
- Local Services Tax Fund
- Light and Hydrant Fund
- Revenue Gaming Fund
- Act 13 Fund
- Growing Greener Fund
- Community Center Fund
- Real Estate Collector's Account
- Arden Force Main Fund
- Friends of the Park Fund
- Developer's Escrow Account
- Fire Escrow Account

Investment Accounts

- General Fund Money Market Account
- Sewer Fund Money Market Account
- Operating Reserve

B. Wire and ACH

The Township utilizes both wire and ACH platforms for electronic transactions with both vendors and funds received from the State.

C. Monthly Reporting

The Township requires its financial institution to provide a detailed statement of activity, listing each transaction on a monthly basis. This includes all deposits, checks, wires, ACH debits, ACH Credits and miscellaneous adjustments. All check listings include the check number, check clearing amount and the date the

check was cleared. In addition, a physical image of both sides of all Township checks for audit purposes is required.

D. Online Platform

Township personnel, on a daily basis, use our current financial institution's online platform for account balances, transactions and transfers between accounts. The Township requires that electronic business be conducted through a secured platform.

E. Purchasing Credit Card / Debit Card Services

The Township currently utilizes bank credit card / debit cards for seven (7) department heads. The aggregate spending limit of \$10,000 and individual card limits in accordance with the Chartiers Township Credit Card Policy. Similar Credit Card/Debit Card Services are required.

F. Investment Activities

The Township has limited availability for investment opportunities. Currently the main investment vehicles used by the Township include certificate of deposits and money market accounts.

IV. Organizational Qualifications

In the proposals, banking institutions are required to address the following

- A. If the respondent is a Federal or Commonwealth of Pennsylvania chartered banking institution or a government trust with branch banking facilities located within a 5 and 10 mile radius of Chartiers Township.
- B. The insurance limits of the bank, separate of the collateral requirements explained below.
- C. A summary of the organization and the most current annual report of the banking institution.
- D. If the respondent is currently, or has been, since January 1, 2016:
 - a. Under management supervision of the Resolution Trust Corporation, Federal Deposit Insurance Corporation, Federal Deposit Insurance Corporation, Federal Home Loan Bank Board, or other similar current or former federal state regulatory agencies;

- b. Acquired by another banking institution (if so, please specify institution acquired by , date of acquisition, amount of assets acquired, state in which you are incorporated to operate and the date of incorporation).
- E. The ability to maintain a capital structure equal to or greater than the amount the Township deposits during the term of the Agreement.
- F. Compliance with collateralization requirements of the Commonwealth of Pennsylvania as explained below:
 - a. When collateral is required for deposits in excess of insurance limits, the provision of the Act of August 6, 1971, P.L. 181 No 72 (“Act 72”) and P.L. 281 as amended, will be followed with regard to pooling, custody, and type of collateral required to secure deposits. Among other things, Act 72 requires a third party to account as custodian for pledged collateral.
 - b. Annual reports are required by the Township listing total deposits covered by the bank’s collateral; the total amount and types of collateral held for such deposits; and the location the collateral is being held (for example, the Federal Reserve Bank of Philadelphia).

V. Proposal Submission

A. Organization

The respondent should include responses to all applicable qualifications in Section IV. In addition, the respondent should include the following:

1. Branch Locations within a 10 mile radius of 2 Buccaneer Drive, Houston, PA 15342.
2. Biography and direct contact information for the government relationship manager and branch manager for primary (closest) branch to the above address.
3. A minimum of three (3) municipal references.

B. Services and Fees

1. It is the responsibility of the responding institution to clearly identify which service requests will be fulfilled by the proposal and any fees or costs associated with the service. Additionally, the respondent shall identify any additional regular fees charged by the institution as well as any complementary fees waived or non-charged services provided.

2. The Township intends to award a three (3) year contract, commencing on January 3, 2017 with an option for the Township to renew for an additional subsequent years. Any fees should remain firm for the initial contract period.
3. A summary of the requested services for the Township is as follows:
 - a. Account Facilitation- Ability to handle and maintain the current account structure and all associated fees.
 - b. Wire and ACH- Capacity to handle wire and ACH platforms and any associated fees.
 - c. Monthly Reporting- Ability to meet the minimum requirements
 - d. Online Platform- Describe the availability of the following services via a secure site:
 - i. Ability to assign user account authorizations
 - ii. Previous day and historical balance and transaction reporting
 - iii. Current day reporting of all electronic transactions (wire and ACH) and check presentment reports
 - iv. Reporting on returned deposits, returned ACHs, returned wires and notification of charges
 - v. Review of previous day or historical transactions
 - vi. Microsoft excel or other file type download of transactions
 - vii. View all account activity
 - viii. Account Transfers
 - ix. Back-up Processes
 - x. System failure protection
 - xi. Disaster Recovery Process
 - xii. Security Protection
 - e. Purchasing credit/debit card: Ability to meet the minimum requirements.
 - f. Investment Activities- Demonstrate the ability to maximize the Township's Investment opportunities in accordance with the laws of the Commonwealth of Pennsylvania
 - g. Other Activities-The respondent may propose additional or different services for the Township that are not mentioned above that may meet the specific needs of the Township. The Township will not be obligated to accept any additional services submitted.

C. Implementation Requirements

Upon announcement of the selected institution, implementation should begin immediately. The Township expects the services to commence January 3, 2017. Please provide an outline of an implementation plan to transition from the current institution.

D. Customer Service-

For smooth and efficient operations, the Township needs to have a liaison/staff member that is familiar with the Township account structure within normal business hours. In your proposal, please describe the level of service provided.

VI. Evaluation of Proposals

A. The Township will consider the following criteria in evaluating proposals:

1. Creditworthiness
2. Cost and Flexibility of Services
3. Funds deposited and collateralized in accordance with all Federal, State and Local laws
4. Industry experience with governmental organizations
5. Availability of investment of funds and interest rate and/or earning credit rate paid on all deposit accounts
6. Responsiveness to the RFP
7. Additional and/or beneficial services provided by the respondent that improve Township financial operations and efficiencies
8. Any other criteria deemed appropriate by the Township in its sole discretion

B. If necessary, oral interviews will only be required of select respondents chosen after the initial evaluation is completed.

C. The Township is not required to accept the lowest cost proposal.

Appendix A

Depository Accounts

Current Deposit

• General Fund Checking Account	\$	906,726.00
• Payroll Fund	\$	59,299.00
• Operating Reserve Fund	\$	120,631.00
• Capital Reserve Fund(s)	\$	950,643.00
• Sanitary sewer Fund	\$	149,210.00
• Route 18 sewer Fund	\$	247,545.00
• Midland sewer Fund	\$	477,256.00
• Liquid Fuels Fund	\$	259,194.00
• Local Services Tax Fund	\$	181,730.00
• Light and Hydrant Fund	\$	45,875.00
• Revenue Gaming Fund	\$	336,031.00
• Act 13 Fund	\$	824,990.00
• Growing Greener Fund	\$	350,257.00
• Community Center Fund	\$	17,113.00
• Real Estate Collector's Account	\$	-
• Arden Force Main Fund	\$	277,106.00
• Friends of the Park Fund	\$	34,978.00
• Developer's Escrow Account(s)	\$	114,321.00
• Fire Escrow Account	\$	-

Investment Accounts

• General Fund Money Market Account	\$	-
• Sewer Fund Money Market Account	\$	101,102.00
• Operating Reserve	\$	-