

Request for Sealed Proposal (RFP)
Banking Cash Management Services

Sullivan County, NH, is requesting sealed proposals for professional banking services, from qualified firms that provide full service banking; have locations within Sullivan County NH; and, are familiar with and comply with all New Hampshire Statutes pertaining to municipal banking regulations.¹

Sealed proposals must be received no later than, Monday, June30, 2017, 12:00 Noon, and are to be addressed to: **“Banking Service Proposal”, Treasurer of Sullivan County, 14 Main Street, Newport, NH 03773**. Proposals submitted after the due date and time, and that do not comply with the bid requirements will not be accepted.

The County anticipates making a decision no later than July 7, 2017, so as to give time for final agreement. The County reserves the right to reject any and all bids on any basis, without disclosure of reason and at its discretion waive any formalities; to waive irregularities in the bids; and, to accept the bid which is in the best interest of the County.

The intended duration of the contract is until December 31, 2018, with an optional two-year extension with the same terms and conditions of the original contract or as amended.

Proposals will remain in effect for a period of 90 days from the deadline of submission of proposals or until it is formally withdrawn, a contract is executed of this RFP is canceled whichever occurs first.

The County shall not be responsible for any cost incurred by the financial institution in preparing, submitting, or preparing its response to this RFP.

Through this proposal intends to identify banking institutions that can offer the most comprehensive services at the lowest cost, improved operational efficiency and maximize investment capabilities. This request for proposal (RFP) represents the cash management goals, specifies all bank’s required qualifications, the banking services required, the estimated activity volumes on all accounts, the method and terms of compensation, submission instructions and the award provisions.

Required Financial Institution Information: All banks responding to this RFP must provide, as part of the proposal:

- a. Most recent year audited financial statement;
- b. Most current annual report;
- c. A copy of their current call report;
- d. A statement regarding any recent of foreseen mergers or acquisitions;

¹ The bank submitting a proposal must be chartered pursuant to New Hampshire RSA 29.11, with all accounts protected to allowable limits by the FDIC and/or including outside insurance policies relating to business and investment accounts. Proof of adherence to NH statutes must be provided within the response.

- e. Guidelines regarding: Standard deposit and disbursing services, wire transfers, ACH, and Stop Payments;
- f. Investment options;
- g. Itemization of all potential fees associated with requested service.
- h. What methods (telephone, computer, other) are available for the County to communicate information to and from your bank;
- i. A statement of overdraft protection the bank is willing to extend to the County;
- j. A description of security/protection measures in place to minimize the risk of unauthorized transactions; and,
- k. Prior experience descriptions, relevant to services the County is requesting, compatibility in size.

The County is seeking to procure:

- A. A primary interest bearing checking account to meet day to day deposit and disbursement needs, including but not limited to online transfers, print images of NSF's or check images, detailed history and printable statements at no charge.
- B. Ability of the County to establish and maintain additional accounts, activity associated on these accounts may vary based on need.
- C. Separate automatic sweep investment accounts for the Counties accounts which would invest all available funds at the end of each day on an overnight basis. The minimum daily requirement of a cash balance to be kept in the regular checking account must be determined and the sweeps rate for each investment account must be provided. Investments must be collateralized through a purchase agreement or other instruments of appropriate risk for investing municipal funds.
- D. Collateralization requirements shall be as follows: on any business day that the County has uninsured deposits in the bank, the bank agrees to deliver or cause to be delivered to the the custodian for deposit in the account, eligible collateral having an adjusted market value equal to the collateral requirement. The collateral requirement is defined as 102% of such uninsured deposits.
- E. Monthly account statements reflecting the last day of each month should be available online by the 3rd. day of the following month and the paper format provided to the County no later than the 10th. Of the following month. All monthly statements shall include all activity, deposits, and paid items including all investments.
- F. Stop Payment and NSF processing at no cost to the County.
- G. Branch services that has:
 - a. remote deposit capture at no cost to the County, if branch office not located in County seat;

- b. ability to present at the counter unlimited single deposits with checks in excess quantity of 100 during normal banking hours;
- c. ability for County employees to cash payroll and/or reimbursement checks at no charge to the employee or County;
- d. ability to present and leave deposit bags for processing and return later to pick them up; and,
- e. Assignment of an account representative regarding serving the County's accounts;
 - a. Stop Payments
 - b. Errors and Corrections with accounts.
 - c. Investment transactions.

All financial institutions interested in responding to this RFP will be afforded an opportunity to submit statements of qualifications in response to this request and will not be discriminated against on the basis of political or religious affiliations, race, color, natural origin, age, sex, sexual orientation, gender expression, veteran's status, or disability in receiving consideration for any award of any contract entered into pursuant to this request.

Sullivan County's Current Account Handling & Information: The County's current account handles approximately 70 to 75 deposits per month and four (4) to six (6) withdrawals/month primarily in wire form. Current account balances, reflect as follows:

December 2016	\$15,139,615.68
January 2017	\$13,228,349.42
February 2017	\$11,925,204.98
March 2017	\$10,820,749.84

Questions regarding any aspect of this RFP must be directed to Sullivan County Treasurer via email: treasurer@sullivancountynh.gov on or before June 10, 2017. All responses to questions submitted by prospective bidders will be communicated simultaneously via email to each contact person.