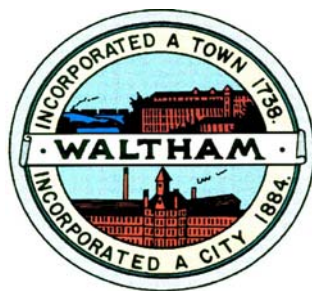


# The City of Waltham



**Invites  
Interested Parties  
To propose the best offer and or bid  
For the service or product herewith described:**

**BANKING SERVICES, CREDIT CARDS AND DEPOSITORY**

**The bid opening will be held: 9:00 AM June 24, 2015**

CITY OF WALTHAM  
610 MAIN STREET  
WALTHAM, MA 02452

## **SECTION 1: NOTICE OF REQUEST FOR PROPOSALS TO PROVIDE BANKING SERVICES**

In accordance with the rule of the Massachusetts General Law Chapter 30B, the City of Waltham is soliciting proposals for a contractor to provide banking services commencing **October 1, 2015 and renewable at the discretion of the City for two additional one year periods ending on September 30, 2018**. Proposal documents containing system requirements, evaluation criteria and other pertinent information may be obtained at the Purchasing Department, 1st Floor, City Hall, Waltham, MA 02452.

Separate sealed envelopes, five (5) copies of the non-price technical proposal marked "Technical Proposal Banking Services Credit Card and Depository" must be received by Joseph Pedulla, MCPPO, Chief Procurement Officer, 610 Main St., Waltham, MA 02452, prior to **9:00 am on June 24, 2015**. **ONE PRICE PROPOSAL MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE AT THE SAME DATE AND TIME.**

The successful proposer must demonstrate the ability to deliver a system that adheres to the specifications outlined in this document

## **SECTION 2: OBJECTIVE OF THE REQUEST FOR PROPOSALS (RFP)**

The purpose of this Request For Proposals (RFP) is to obtain from qualified proposers detailed proposals for Banking Services. In the scope of this proposal are 20 depository accounts and counter credit card processing. All RFP balances and quantities are estimates only and the City reserves the right to increase or decrease them.

Responses to this RFP must be prepared in accordance with the requirements contained herein. Evaluation of the responses will be made by the City's Proposal Review Committee (Thomas J. Magno, Martin T. O'Malley and Suzanne LaCava).

Selection of the successful proposer will be based upon an evaluation, cost and analysis of the information and materials required under the RFP. Additionally, the city may contact references and conduct reviews of other operational sites. The City reserves the right to require full collateral for its deposits over \$250,000. The City also reserves the right to divide the banking services described in this RFP among more than one financial institution responding to the RFP.

## **SECTION 3: INSTRUCTIONS TO PROPOSERS**

### **3.1 SIGNED AGREEMENT**

By submitting a proposal, the proposer agrees that if the City makes an award to the proposer, a Contract shall be signed within 30 days of the notice of award.

### 3.2 PRE-PROPOSAL CONFERENCE

A pre-proposal conference has not been scheduled.

### 3.3 UNIFORM PROPOSAL FORMAT

To facilitate responsiveness and to evaluate the proposals using the Comparative Evaluation Criteria, it is desired that a uniform format be employed in structuring each proposal. Every proposal must be made upon the form attached hereto and must contain the true name and address of every person, firm, or corporation, who has or will have a direct or indirect interest in the proposal, and in the case of a corporation, the state in which incorporated, and the name and their address of the local agent or representative.

The proposer shall not add, delete, or alter the format of any document prepared by the City. If the proposer makes any changes to any of the documents, the City may reject the proposal. Any changes required, in the opinion of the proposer, should be attached as an addendum to the proposal form.

### 3.4 PROPOSAL SUBMISSION

Four (4) sealed copies of the technical proposal including all attachments thereto, and in a separate envelope one (1) sealed price proposal must be delivered bearing on the outside of each envelope the name and address of the proposer, the proposal name in large letters "Banking Services Credit Card and Depository", and the proposal opening date to: Joseph Pedulla, MCPPO, Purchasing Agent, 1st Floor, City Hall, Waltham, on or before 9:00 am on June 24, 2015.

### 3.5 FINANCIAL STRENGTH OF PROPOSER

A certified audited financial statement for the proposer and parent organization, if applicable, for the most recent fiscal year must be submitted with the proposal. Any proposal submitted without a certified, audited financial statement shall not be considered.

### 3.6 INSURANCE

For the term of the Contract, the successful proposer shall maintain the necessary applicable insurance coverage to protect workers and the City, i.e. worker's compensation, loss of revenue by the City.

### 3.7 CONFLICT OF INTEREST

The proposer shall submit a notarized written statement that there is no conflict of interest with respect to any Contract between the City and the proposer.

### 3.8 AUTHORIZED SIGNATORY(IES)

The signature of the authorized official(s) of the successful proposer must be provided on all the proposal forms. In the case of a corporation, the title of the officer signing must be stated and partnership, the signature of all the partners must follow the firm name, using the term "members of the firm." In the case of an individual, use the term "doing business as" or "sole owner".

### 3.9 REVISIONS TO THE RFP

All interpretations of the RFP and supplemental instructions will be in the form of written addenda to the RFP specifications which, if issued, will be delivered or mailed to all proposers. The City will not be responsible for the interpretation of oral instruction.

### 3.10 REVIEW OF PROPOSALS

On the day following the date for submission of proposals, the Review Committee shall begin the review of each proposal to determine compliance with the criteria set forth in this RFP. The Committee reserves the right to obtain information concerning a proposer which it deems pertinent to the RFP from any and all sources and to consider such information in evaluating the proposers. All questions regarding proposals must be submitted in writing no later than seven (7) days prior to the date of the opening of the proposals to:

Purchasing Department, City Hall  
610 Main Street  
Waltham, MA 02452  
ATTN: Joseph Pedulla, CPO, MCPPO  
[jpedulla@city.waltham.ma.us](mailto:jpedulla@city.waltham.ma.us)

The City reserves the right to accept or reject any or all proposals, waive any minor informality of the proposal, and to enter into discussion with proposers as appropriate to determine which proposal is most beneficial to the City, to modify or amend with the consent of the proposer any proposal prior to acceptance, to re-advertise for proposals, and to effect any agreement that the City deems to be in its best interest.

### 3.11 COMPETENCY OF PROPOSALS

The City will not award a Contract except to a responsible and eligible proposer capable of performing the work specified in the RFP. Before the award of the Contract, the proposer may be required by the City to submit information in writing, in such form as the City may require, demonstrating that it has the skill, ability and integrity necessary to the faithful performance of the work.

### 3.13 CONSIDERATION OF PROPOSALS

By publication of this Request for Proposals (RFP), the City is merely soliciting proposals. The City reserves the right to accept proposals in whole, or in part, and to make an award with or without further negotiations with the apparent successful proposer, therefore, proposals should be submitted with the most favorable terms proposers can offer.

## **SECTION 4: EVALUATION AND SELECTION CRITERIA**

### 4.1 MINIMUM EVALUATION CRITERIA

THE CITY WILL REJECT ANY BID THAT DOES NOT MEET THE MINIMUM EVALUATION CRITERIA. A "NO" RESPONSE OR A FAILURE TO RESPOND TO ANY OF THE FOLLOWING MINIMUM EVALUATION CRITERIA WILL RESULT IN A REJECTION OF YOUR BID.

**MINIMUM CRITERIA**

**(Yes or No Must be checked for each item listed below)**

Item #	Yes	No	Description of Services
1			References – Within the last 3 years have experience of providing the full range of banking services to Massachusetts Municipalities with budgets over \$200 million – minimum 3 references of this size.
2			The Banking institution is a member of the Federal Deposit Insurance Corporation (FDIC).
3			The banking institution is a member of the Automated Clearing House (ACH) and can accept direct deposit payments
4			Relationship manager must have a minimum of five (5) years experience in municipal banking.
5			The bidder must provide web based on-line cash management services. On-line banking must include, at a minimum, the ability to do electronic transfers (ACH, Wires & internal account transfers) and view prior\ current day details and balances.
6			Must have the ability to process credit cards. (3 references must be supplied)
7			Must provide the past 3 months average interest rate on the proposed types of accounts and the rate as of submission date
8			The bidder must have the ability collateralize the City's deposits with government securities that will not be commingled with bank securities for any purpose, including daily trading. All collateral must conform to MGL CH 29 Sec 34C.
9			The bidder must have a minimum of \$10 billion in assets
10			Bidder must provide cash investments such as certificates of deposit, repurchase agreements, and high-yielding money market accounts
11			All fees must be billed to the City. The proposer will not deduct any fees from the City's accounts or deposits.

Authorized Signature \_\_\_\_\_

Company: \_\_\_\_\_

Title \_\_\_\_\_, Date \_\_\_\_\_

**4.2 EVALUATION OF THE PROPOSALS**

The proposal will be screened and evaluated in accordance with MGL Chapter 30B. Price proposals will remain with the Purchasing Agent. The Committee will screen the proposal to determine whether it meets all of the proposed submission requirements and minimum criteria specified in the RFP. Responsive proposal will be evaluated on the 5 Comparative Evaluation Criteria listed in section four of the proposal. Evaluations will assign a

rating of highly advantageous, advantageous, not advantageous or unacceptable to each evaluation criteria. Composite ratings will be assigned after evaluations have assigned their individual ratings.

#### 4.3 COMPARATIVE EVALUATION CRITERIA

Any proposal determined to be non-responsive to the technical specification of other requirements of the RFP, including instructions governing submission and format, will be disqualified without evaluation unless the Committee in its sole discretion determines that it is not in the City's best interest to disqualify the proposal.

The proposal shall provide all details regarding relevant experience and reputation with regards to five (5) largest clients. Also, please provide a contact person at listed reference.

Technical assistance, new system development capability and resource availability should be described in the proposal. The proposal shall state the number of systems professionals and the percent of time that they will be committed to assist the City in the daily operational matters and problem-solving. Proposers shall at the time of submission of their proposal be required to identify these individuals.

Additionally, the proposer shall designate a project manager whose identity and technical background must be revealed to the City together with an estimate of the amount of time he/she will be dedicated to this contract.

The proposer shall identify the location of the critical facilities.

#### 4.4 Comparative Evaluation

**Question 1** Number of years providing the full range of banking services to Massachusetts Municipalities with a budget over \$200 million

Highly Advantageous: More than seven years

Advantageous: Five to seven years

Unacceptable: Less than five years

**Question 2** Number of years providing credit card processing to Massachusetts Municipalities

Highly Advantageous: More than seven years

Advantageous: Five to seven years

Unacceptable: Less than five years

**Question 3** Standard & Poor's and Moody's Investor's service rating:

Proof of rating must be supplied with proposal

Highly Advantageous: Moody's long term rating of Aa3 and/or S&P long term rating of AA- or higher

Advantageous: Moody's long term rating of Baa3 and/or S&P long term rating of BBB- or higher

Unacceptable: Moody's long term rating of Ba1 and/or S&P long term rating of BB+ or lower

**Question 4** Type of business entity:

Highly Advantageous: Incorporated

Advantageous: Partnership / Individual

Not Advantageous: Joint venture / Third party processing

**Question 5** Veribanc rating:

Proof of rating must be supplied with proposal

Highly Advantageous: Green \*\*\*

Advantageous: Less than Green \*\*\* to Yellow

Not Advantageous: Less than Yellow

**APPENDIX A**

CITY OF WALTHAM  
BANKING SERVICES  
ACKNOWLEDGEMENTS AND CONDITIONS

1. The Proposer acknowledges that it has received and read the RFP including appendices. Proposer agrees that if this proposal is accepted and upon the satisfaction of each of the conditions set forth herein, the proposer will execute an Agreement with the City.
2. This proposal constitutes a firm offer.
3. By submitting a proposal, the proposer authorizes the City to contact any and all parties referenced by the proposer regarding financial and operational information.
4. In the event the conditionally selected Contractor fails to meet any of these conditions the City shall then make a second conditional award to the next qualified proposer subject to the same terms and conditions hereunder.
5. In the event that, in the City's opinion, the awarded contractor does not perform the duties required by this RFP the city retains the right to terminate the contract with thirty (30) days written notice.

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Name of Contractor: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_



PROPOSAL FORM  
CITY OF WALTHAM  
BANKING SERVICES

PROPOSAL/APPLICATION

TO: CITY OF WALTHAM  
PURCHASING DEPARTMENT  
610 Main Street  
CITY HALL  
WALTHAM, MA 02452  
ATTN: Joseph Pedulla, CPO

1. \_\_\_\_\_, acknowledge receipt of the City of Waltham Request for Proposal for Banking Services credit card and depository, and hereby submits the following proposal in response thereto.

2. This proposal includes addenda numbered \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

3. The contract cost is as set forth in a separate envelope marked "PROPOSAL FOR BANKING SERVICES CREDIT CARD AND DEPOSITORY"

4. Proposer is a/an \_\_\_\_\_  
*(Individual, Partnership, Corporation)*

4a. If the proposer is a PARTNERSHIP, state the name and residential address of all general and limited partners:

_____	_____
_____	_____
_____	_____
_____	_____

4b. If the proposer is a CORPORATION, state the following:

Corporation is incorporated in the State of \_\_\_\_\_.

The President is \_\_\_\_\_.

The Treasurer is \_\_\_\_\_.

The place of business is \_\_\_\_\_.  
*(street) (city/state/zip code)*

5. Bank references: \_\_\_\_\_

6. If the business is conducted under any title other than the real name of the owner, state the time when, and place where, the certificate required by General Law, c. 110, s. 5, was filed:

\_\_\_\_\_

7. The Federal Taxpayer Identification Number of the proposer (the number used on Employer's Quarterly Federal Tax Return, U.S. Treasury Department Form 941 is:\_\_\_\_\_.

8. Proposer has been in business under present business name\_\_\_\_ years.

9. State whether the proposer has ever failed to complete any work awarded (if yes, state circumstances):\_\_\_\_\_

\_\_\_\_\_

PROPOSER: \_\_\_\_\_

BY: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

**APPENDIX C**

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under the penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

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(Signature of Individual submitting bid or proposal)

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(Name of Business)

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**CERTIFICATE OF TAX COMPLIANCE**

The undersigned certifies under penalty of perjury that the Bidder/Proposer has filed all tax returns and paid all state taxes required under law.

---

(Signature of Individual submitting bid or proposal)

---

(Name of Business)

**PRICE SHEET**

**INCLUDE IN A SEPARATE SEALED ENVELOPE**

	<b>Credit Card</b>	<b>\$ Sales</b>	<b># sales</b>	<b>% price</b>	<b>Per transaction Cost</b>	<b>Annual Cost</b>
Fee	Visa Network Fee CNP	\$ -	52			
Fee	Visa Zero Floor Limit Fee	\$ -	1			
Fee	Visa Intl Service Fee	\$ 10,019.45	5			
Fee	Batch Settlement Fee	\$ -	252			
Fee	Annual Maintenance fee	\$ -	1			
Fee	US Cross Border Fee	\$ 1,578.90	3			
Fee	Network Authorization fee	\$ -	265			
Fee	MC Network access Auth fee	\$ -	1,843			
Fee	Acquirer Processor Fee Credit	\$ -	2,129			
Fee	Acquirer Processor Fee DB/PP	\$ -	1,831			
Fee	MC Authorization fee	\$ -	1,850			
Fee	Visa Authorization fee	\$ -	3,965			
Fee	Discover Authorization fee	\$ -	265			
Fee	MC CVC2 Transaction Fee	\$ -	18			
<b>Interchange</b>						
Interchange	Assessment Fee Adj Visa Network fee cnp	\$ -	2			
Interchange	MC Assessment >=\$1k	\$ 625,068.31	-			
Interchange	MC Network access Settlement fee	\$ -	2			
Interchange	Discover Assessment fee	\$ 193,214.43	-			
Interchange	MC Assessment fee	\$ 984,179.17	-			
Interchange	Visa Assessment fee	\$ 1,967,511.95	-			
Interchange	Discover psl public svc rw	\$ 136,630.90	185			
Interchange	Discover psl public svc pr	\$ 19,372.76	34			
Interchange	Discover comml elect emrg mkt	\$ 16,588.51	23			
Interchange	Discover psl public svc pp	\$ 20,622.26	21			
Interchange	Visa regulated DB	\$ 195,965.75	1,172			
Interchange	Visa regulated comm DB	\$ 35,166.50	133			
Interchange	Visa Bus cnp DB	\$ 1,606.28	12			
Interchange	Visa cps retail 2 emerging mkts	\$ 1,201,704.93	1,650			
Interchange	Visa Intreg Standard (US)	\$ 954.28	3			
Interchange	Visa Inter Prem AP ISS Us Acq	\$ 1,214.72	1			
Interchange	Visa Inter Prem Cemea ISS Us Acq	\$ 939.44	1			
Interchange	Visa Purchasing Card cnp	\$ 1,085.00	3			
Interchange	Visa Eirf Non CPS all Other	\$ 55.00	1			
Interchange	Visa Bus cnp	\$ 29,994.06	32			
Interchange	Visa signature preferred cnp	\$ 376,022.21	368			
Interchange	Visa Super Premium Cemea ISS US	\$ 8,899.35	6			
Interchange	Visa Bus enh cnp	\$ 19,095.83	24			
Interchange	Visa sig Bus cnp	\$ 22,013.97	16			
Interchange	Visa cps retail 2 emerging mkts PP	\$ 2,697.19	32			
Interchange	Visa cps retail 2 emerging mkts DB	\$ 31,427.52	365			
Interchange	Visa cps rtl2 db cap	\$ 38,669.92	70			
Interchange	MC Int Spr Prem Standard (US)	\$ 578.48	2			
Interchange	MC bus level 3 data rate II	\$ 5,555.00	12			
Interchange	MC bus level 4 data rate II	\$ 17,181.25	1			
Interchange	MC reg incnt frf adj pos	\$ 40,965.00	267			
Interchange	MC regulated frd adj comm	\$ 5,361.38	20			
Interchange	Foreign Standard plus	\$ 501.67	2			
Interchange	MC Comm Data Rate II (DB)	\$ 4,590.06	19			
Interchange	MC Domestic Merit I Prepaid	\$ 7.50	1			
Interchange	MC pub sec	\$ 88,757.82	203			
Interchange	MC worldcard pub sect	\$ 322,879.32	479			
Interchange	MC corp data rate II (US) pur	\$ 35.00	1			
Interchange	MC corp data rate II (US) bus	\$ 22,107.39	31			
Interchange	MC bus level 2 data rate II	\$ 14,361.55	17			
Interchange	MC world elite public sector	\$ 231,188.39	218			
Interchange	MC enhanced public sector	\$ 163,097.87	243			
Interchange	MC Prem con std acquissap	\$ 598.75	2			
Interchange	MC high val public sector	\$ 20,547.43	23			
Interchange	MC emerging mkdb	\$ 45,815.24	270			
Interchange	MC Merit I Ecomm DB	\$ 10.00	1			
<b>Service</b>						
Service	MC \ Visa Credits trans fee	\$ -	11			
Service	Discover discount	\$ 193,214.43	18			
Service	Discover data usage	\$ -	263			
Service	Master card	\$ 984,179.17	166			
Service	Visa	\$ 1,967,511.61	329			
Service	MC License volume Fee	\$ 984,179.17	-			
Please denote on your response which fees are charged by the proposer and which fees are charged by master card, visa and discover. All fees charged by the proposer will be fixed for the length of the rfp						
<b>No other charges will be paid unless specifically stated and included in the proposal</b>						

**PRICE SHEET, INCLUDE IN A SEPARATE SEALED ENVELOPE**

Description	Annual	Unit	Annual
Depository	Number	Price	Cost
<b><u>Balance Related Services</u></b>			
FDIC assessment units	57,708,315.00		
Avg Monthly Balance	4,809,026.25		
<b><u>Depository Services</u></b>			
Account maintenance	192		
Banking center deposit	851		
Paper statement mailed	192		
Paid item inquiry	5		
rdi discretionary data field	10		
Item processing deposit	3		
Deposit correction non-cash	2		
Returns - email images	10		
Returns - chargeback	22		
cks dep pre-encoded items	1,865		
cks dep un-encoded items	5,213		
Stop pay automated <= 12 months	115		
Debits posted electronic	357		
Credits posted electronic	2,126		
Direct account transfer	296		
Ems phone balance inquiry	35		
Ems phone funds transfer	8		
Check deposit - icl or rdso	100		
ird deposited items -icl	1		
Image deposited items - icl	3,436		
icl set up & testing	1		
Transmission Maint	9		
Facsimile Transmission	2		
<b><u>Commercial Deps - cash vault</u></b>			
Curr/coin dep/\$100-bkg ctr	4,043		
Curr/coin dep \$100- VLT	1		
<b><u>General ACH Services</u></b>			
ACH credit received item	1,545		
ACH debit received item	63		
<b><u>Wire Transfer</u></b>			
CPO gp Monthly maint basic	12		
PHN Wire repeat template storage	70		
Elec wire out - domestic	200		
Elec wire out - book db	60		
Incoming domestic wire	91		
Wire advice - mail	355		
CPO gp cust maint temp storage	132		
Book credit	1		

Description	Annual	Unit	Annual
Depository	Number	Price	Cost
<b>Information services</b>			
cpo arp online reports	36		
cpo arp positive pay notif	616		
cpo arp issue posted notif	1,411		
cpo arp issue recd notif	1,199		
cpo online subscription	12		
cpo prem ir maint	12		
cpo prem pdr acct	240		
cpo prem pdr item stored 12 mth	62,136		
cpo prem cdr account	240		
cpo prem cdr item	31,331		
cpo prem per image access	95		
cpo prem research item	2,439		
gcs transaction history	2		
<b>EDI services</b>			
direct edi report per acct	12		
edi invoices received	1,312		
web edi maint receiving	12		
<b>image</b>			
image retrieval	310		
<b>Miscellaneous</b>			
Check copy	1		
Ck order	2		
Total			
Quote all the above prices without collateralization. Show all additional costs including collateralization below:			
<b>No other charges will be paid unless specifically stated and included in the proposal. The City of Waltham does not do compensating balance accounts.</b>			