

**CITY OF WALTHAM**  
**REQUEST FOR PROPOSALS**  
**PAYROLL AND VENDOR BANKING SERVICES**

**2018**

SECTION 1: NOTICE OF REQUEST FOR PROPOSALS TO PROVIDE  
PAYROLL AND VENDOR BANKING SERVICES

CITY OF WALTHAM  
TREASURER'S OFFICE  
610 MAIN STREET  
WALTHAM, MA 02452

The City of Waltham is soliciting proposals for a contractor to provide payroll and vendor banking services commencing October 1, 2018 and ending on September 30, 2021. 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.

This proposal has been issued by the authority granted the City by MGL Chapter 30B. Proposers should familiarize themselves with the provisions of this Act.

Four separate sealed envelopes, three marked "Technical Proposal Payroll and Vendor Banking Services" must be received by Joseph Pedulla, MCPPO, Purchasing Agent, 610 Main St., Waltham, MA 02452, prior to 9:00 am on July 9th, 2018. **ONE PRICE PROPOSAL MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE NO LATER THAN THE SAME DATE AND TIME ABOVE STATED.**

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 payroll and vendor banking services. In the scope of this proposal are all payroll and vendor services. 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 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 will not be required.

### 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 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 "Payroll and Vendor Banking Services", and the proposal opening date to: Joseph Pedulla, MCPPO, Purchasing Agent, 1st Floor, City Hall, Waltham, on or before 9:00am on July 9th, 2018.

### 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, MCPPO

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 readvertise 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 payroll and vendor 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 (must be available for both vendor and payroll disbursements.)
4			Relationship manager must have a minimum of five (5) years experience in municipal banking.
5			There must be at least one (1) branch located with in one (1) mile of the city hall to provide check cashing services for payroll and vendor.
6			The proposer 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), stop payments, manual check issue entry, voids, payee positive pay reports, and view prior day details and balances.
7			The City provides account reconciliation information and payroll direct deposit information via files. The proposer must be able to process this information electronically using the City's format
8			Must provide the past 3 months average interest rate on the proposed types of accounts and the rate as of submission date
9			The proposer 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.
10			Payee Positive pay for both the payroll and vendor accounts.
11			The proposer must provide electronic imaging for both the vendor and payroll cancelled checks. (Both front and back)
12			The proposer will provide full reconciliation services for the vendor and payroll accounts
13			The proposer must have a minimum of \$10 billion in assets
14			Proposer must provide cash investments such as certificates of deposit, repurchase agreements, and high-yielding money market accounts
15			All fees must be billed to the City. The proposer will not deduct any fees from the City's accounts.
16			The proposer will cash City payroll and vendor checks at no cost to non-customers with appropriate identification.

Signature\_\_\_\_\_

Title\_\_\_\_\_

## SECTION 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.

## SECTION 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.

## SECTION 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** Method of Data transmissions for payroll and vendor files.

Highly Advantageous: Files transmitted via internet

Unacceptable: Via computer disk or tape Files transmitted via modem

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

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

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

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

**Question 4** Type of business entity:

Highly Advantageous: Incorporated

Not Advantageous: Joint venture / Third party processing / Partnership / Individual

**Question 5** Veribanc rating:

Highly Advantageous: Green

Advantageous: Less than Green to Yellow

Not Advantageous: Less than Yellow



Description Vendor	Annual		Annual
	Units	Per item	Cost
Balance Related Services			
FDIC assessment	14,044,775.34		
Depository Services			
Account maintenance	12		
Banking center deposit	-		
Paper Deposit Statement Mailed	12		
Returns - Duplicate advice	12		
Deposit Account Statement	-		
Debits posted electronic	69		
Credits posted electronic	45		
Direct account transfer	46		
Gen Disb cks pd -is frt/bk img	12,852		
curr/coin dep /\$100 -BKG CTR	-		
General ACH Services			
ACH transmission set up / test	-		
ACH set up	-		
ACH monthly maintenance	12		
ACH input file	-		
ACH block filter add/change	-		
ACH blocks auth Instructions	72		
ACH blocks auth maintenance	15		
ACH originated addenda	-		
ACH corporate on us credits	-		
ACH crebit received item	-		
ACH debit received item	23		
Controlled Disbursement			
Wire Transfer	-		
Elec Wire out - Book DB	-		
Incoming domestic wire	54		
Wire advice - mail	54		
Book Credit	-		
Account Reconciliation			
CD rom maintenance	12		
CD rom per image	12,852		
CD rom disk	12		
Image archive 90 days	12,784		
Image maintenance - cpo	12		
ARP full ppay maint - ppr supp	12		
ARP full ppay input per item	13,015		
ARP void cancel items	1,090		
ARP pos pay return default	1		
Positive Pay execptions	5		

Payee Positive pay - Issue Match	13,015	_____	_____
Payee Positive pay - Maint	12	_____	_____
ARP Manual issue input per item	-	_____	_____
ARP positive pay return - other	3	_____	_____
Payee positive pay exceptions	-	_____	_____
Full recon input item trans	-	_____	_____
Miscellaneous			
Check copy	1	_____	_____
Check printing supplies	-	_____	_____
check cashed- non customers	-	_____	_____
Nonrelationship cust ck cashed	93	_____	_____

Quote all the above prices without collateralization. Show all additional costs for collateralization below:

_____	_____	_____
_____	_____	_____
_____	_____	_____

**No other charges will be paid unless specifically stated and included in the proposal**

<b>Description</b>	<b>Annual number</b>		<b>Annual</b>
<b>Payroll</b>	<b>of Transactions</b>	<b>Per item</b>	<b>Cost</b>
Balance Related Services			
FDIC assessment	13,235,410.00		
Depository Services			
account maintenance	12		
Banking Center deposit	3		
General checks paid truncated	10,833		
Paper Deposit Statement mailed	12		
Returns - Duplicate advice	12		
cks dep un-encoded items	3		
Debits posted - electronic	486		
Credits posted - electronic	66		
Direct account transfer	35		
General ACH Services			
Ach optional reports - fax	34		
Ach delete/reversal	22		
Ach return item	29		
Ach monthly maintenance	12		
Ach Input - file	228		
Ach blocks auth instructions	36		
Ach blocks auth maintenance	12		
Ach originated addenda	1,221		
Ach blocks auth add-change	1		
Ach notif of change (Noc)	20		
Ach standard rpts- electronic	50		
Ach consumer on us credit	18,673		
Ach consumer off us credit	51,792		
Ach on us credit - same day	1		
Ach on us debit - same day	3		
Ach credit received item	30		
Ach debit received item	682		
Wire Transfer			
elec wire out - domestic	26		
elec wire out - book db	-		
incoming domestic wire	96		
Book credit	-		
Book credit	-		
Account Reconciliation	-		
arp full ppay maint- ppr supp	12		
arp full ppay input per item	10,943		
arp void canel items	98		
payee positive pay - issue match	10,943		
payee positive pay - return other	4		
payee positive pay - maint	12		
Information Services			
gcs transaction history	1		
Image			
Cd rom maintenance	12		
Cd rom per image	10,833		
Cd rom disk	12		
Image archive - 90 days	10,728		
Image maintenance - cpo	12		

Miscellaneous			
check copy	5	_____	_____
Check cashed - non customer	-	_____	_____
Nonrelationship cust ck cashed	368	_____	_____

Quote all the above prices without collateralization. Show all additional costs for collateralization below:

_____	_____	_____
_____	_____	_____
_____	_____	_____

**No other charges will be paid unless specifically stated and included in the proposal**

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.

---

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

1. \_\_\_\_\_, acknowledge receipt of the City of Waltham Request for Proposal for Payroll and Vendor Banking Services, 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 PAYROLL AND VENDOR BANKING SERVICES"

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 \_\_\_\_\_ (state/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.

\_\_\_\_\_  
(Signature of Individual submitting bid or proposal)

\_\_\_\_\_  
(Name of Business)

**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)



APPENDIX D

**CERTIFICATE OF VOTE OF AUTHORIZATION**

Date:

I \_\_\_\_\_, Clerk of \_\_\_\_\_ hereby certify that at a meeting of the Board of Directors of said Corporation duly held on the \_\_\_\_\_ day of \_\_\_\_\_ at which time a quorum was present and voting throughout, the following vote was duly passed and is now in full force and effect:

VOTED: That \_\_\_\_\_ (*name*) is hereby authorized, directed and empowered for the name and on behalf of this Corporation to sign, seal with the corporate seal, execute, acknowledge and deliver all contracts and other obligations of this Corporation; the execution of any such contract to be valid and binding upon this Corporation for all purposes, and that this vote shall remain in full force and effect unless and until the same has been altered, amended or revoked by a subsequent vote of such directors and a certificate of such later vote attested by the Clerk of this Corporation.

I further certify that \_\_\_\_\_ is duly elected/appointed \_\_\_\_\_ of said corporation whose signature appears below as an officer

\_\_\_\_\_  
Signature of Officer

SIGNED:

\_\_\_\_\_

(Corporate Seal)

Clerk of the Corporation:

Print Name: \_\_\_\_\_

COMMONWEALTH OF MASSACHUSETTS

County of \_\_\_\_\_

Date:

Then personally appeared the above named and acknowledged the foregoing instrument to be his/her free act and deed before me, and provided to me through satisfactory evidence of identification which were \_\_\_\_\_ to be the person whose name is signed on the preceding or attached document in my presence.

Notary Public;

My Commission expires: \_\_\_\_\_

**CORPORATION IDENTIFICATION**

The bidder for the information of the Awarding Authority furnishes the following information.

**If a Corporation:**

Incorporated in what state \_\_\_\_\_  
President \_\_\_\_\_  
Treasurer \_\_\_\_\_  
Secretary \_\_\_\_\_  
Federal ID Number \_\_\_\_\_

**If a foreign (out of State) Corporation – Are you registered to do business in Massachusetts?**

Yes \_\_\_\_\_, No \_\_\_\_\_

If you are selected for this work you are required under M.G.L.ch. 30S, 39L to obtain from the Secretary of State, Foreign Corp. Section, State House, Boston, a certificate stating that you Corporation is registered, and furnish said certificate to the Awarding Authority prior to the award.

**If a Partnership: (Name all partners)**

Name of partner \_\_\_\_\_  
Residence \_\_\_\_\_  
Name of partner \_\_\_\_\_  
Residence \_\_\_\_\_

**If an Individual:**

Name \_\_\_\_\_  
Residence \_\_\_\_\_

**If an Individual doing business under a firm's name:**

Name of Firm \_\_\_\_\_  
Name of Individual \_\_\_\_\_  
Business Address \_\_\_\_\_  
Residence \_\_\_\_\_  
Date \_\_\_\_\_

Name of Bidder \_\_\_\_\_  
By \_\_\_\_\_  
Signature \_\_\_\_\_  
Title \_\_\_\_\_  
Business Address \_\_\_\_\_

(POST OFFICE BOX NUMBER NOT ACCEPTABLE)

---

City                      State                      Zip Code                      Telephone Number                      Today's Date

**DEBARMENT CERTIFICATION**

In connection with this bid and all procurement transactions, by signature thereon, the respondent certifies that neither the company nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from the award of contracts, procurement or non-procurement programs from the Commonwealth of Massachusetts, the US Federal Government and /or the City of Waltham.

“Principals” means officers, directors, owners, partners and persons having primary interest, management or supervisory responsibilities with the business entity.

Vendors shall provide immediate written notification to the Purchasing Agent of the City of Waltham at any time during the period of the contract of prior to the contract award if the vendor learns of any changed condition with regards to the debarment of the company or its officers. This certification is a material representation of fact upon which reliance will be placed when making the business award. If at any time it is determined that the vendor knowingly misrepresented this certification, in addition to other legal remedies available to the City of Waltham, the contract will be cancelled and the award revoked.

---

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_, State \_\_\_\_\_, Zip Code \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Signed by Authorized Company Representative: \_\_\_\_\_

\_\_\_\_\_ Print name    Date \_\_\_\_\_

**ORIGINAL "WET" SIGNATURES ARE REQUIRED**