

CITY OF ROUND ROCK
REQUEST FOR APPLICATION
DEPOSITORY AND BANKING SERVICES

PART I

GENERAL

1. **PURPOSE:** The City of Round Rock, herein after "City", is soliciting responses from qualified financial institutions, hereafter referred to as "Respondent", in accordance with the Texas Local Government Code Chapter 105, to serve as its Banking Services Depository for the deposit of certain City funds and provision of banking functions for designated funds of the City. The City plans to commence services with the resulting agreement by June 1, 2012.

The objective of this Request for Application (RFA) is to identify the Respondent which provides the highest level of service at the lowest cost to the City. It is the City's intention to minimize banking costs, improve operational efficiency, and maximize earnings. It is the City's intention to minimize banking costs, improve operational efficiency, and maximize its investment capabilities. The application, which represents the City's cash management goals, specifies all required qualifications, the banking services required, the estimated activity volumes on all accounts, the method and terms of compensation, submission instructions and agreement award provisions.

Institutions responding to the solicitation shall be insured through the Federal Deposit Insurance Corporation (FDIC), and shall demonstrate they can meet the City's requirements as stated herein.

The solicitation is in accordance with Texas Local Government Code Chapter 105. Investments shall be governed by the Government Code, Chapter 2256, the Public Funds Investment Act. Securities pledged as collateral to secure City deposits shall be governed by the Government Code, Chapter 2257, Collateral for Public Funds, the Investment Policy of the City, and the solicitation. Codes are located here: <http://www.statutes.legis.state.tx.us/>.

Simultaneous to the issuance of this solicitation, the City is issuing another solicitation for Merchant Services, RFP# 12-016. The City recognizes that the services shall be integrated with depository and banking services, yet each solicitation will be considered separately. Respondent shall notate in their response whether they are responding to RFP# 12-016.

2. **DEFINITIONS, TERMS AND CONDITIONS:** By submitting a response to this solicitation, the Respondent agrees that the City's standard Definitions, Terms and Conditions, in effect at the time of release of the solicitation, shall govern unless specifically provided otherwise in a separate agreement or on the face of a purchase order. Said Definitions, Terms and Conditions are subject to change without notice. It is the sole responsibility of respondents to stay apprised of changes. The City's Definitions, Terms and Conditions can be obtained from the City's website <http://www.roundrocktexas.gov/home/index.asp?page=463>. The City's Definitions, Terms and Conditions include the definition of an Interlocal Agreement. Currently the BCRUA has an interlocal agreement for depository services with the City and may choose to continue this practice going forward. BCRUA volumes are included for information purposes only on Attachment B.
3. **DEFINITIONS OF TERMS:** The following definitions shall be used to identify terms throughout the solicitation:
 - 3.1. Banks: Refers to banks, credit unions, or savings associations.
 - 3.2. BCRUA: Brushy Creek Regional Utility Authority
 - 3.3. CDBG: Community Development Block Grant Program

- 3.4. EOD: End of Day
 - 3.5. HUD: US Department of Housing and Urban Development
 - 3.6. Shall: The term "shall" also includes the term "must," with both being used interchangeably and carrying identical meanings, and either term is mandatory and not precatory.
4. **ATTACHMENTS**: Attachments A through C are herein made a part of this solicitation:
- Attachment A: Reference Sheet
 - Attachment B: Schedule of Proposed Fees
 - Attachment C: Historical Earnings Rates
5. **CLARIFICATION**: For questions or clarifications of specifications, you may contact:
- Joy Baggett**
Purchasing Department
City of Round Rock
Telephone: 512-218-6682
jbaggett@round-rock.tx.us
- Any communication with City staff or City Council regarding the solicitation is strictly prohibited. The individual listed above may be contacted by telephone or visited for clarification of the specifications only. No authority is intended or implied that specifications may be amended or alterations accepted prior to solicitation opening without written approval of the City of Round Rock through the Purchasing Department.
6. **EX PARTE COMMUNICATION**: Please note that to insure the fair evaluation of a solicitation, the City prohibits ex parte communication (e.g., unsolicited) initiated by the Respondent to a City representative evaluating or considering the solicitations prior to the time a decision has been made. Communication between Respondent and the City will be initiated by the appropriate City designee in order to obtain information or clarification needed to develop an accurate evaluation of the solicitation. Ex parte communication may be grounds for disqualifying the offending Respondent from consideration for award.
7. **SOLICITATION UPDATES**: Respondents shall be responsible for monitoring the City's website at <http://www.roundrocktexas.gov/home/index.asp?page=463> for updates pertaining to the solicitation described herein. Various updates may include addendums, cancelations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. The City will not be held responsible for any further communication beyond updating the website.
8. **QUALIFICATIONS**: The opening of a solicitation shall not be construed as the City's acceptance of such as qualified and responsive. All Respondents shall:
- 8.1. Be banks, credit unions, or savings associations.
 - 8.2. Be depository institutions with full depository services located within the City limits of Round Rock.
 - 8.3. Be organized and existing under the laws of the United States or any State.
 - 8.4. Offer the services contemplated by this solicitation.
 - 8.5. Be insured by an instrumentality of the United States.
 - 8.6. Be compliant with the provisions of the Texas Local Government Code 105, Texas Government Code 2256, Texas Government Code 2257 and any other Texas Local Government Codes or Texas Government Codes not specifically mentioned.

- 8.7. Provide the name, address, telephone number and **E-MAIL** of at least three (3) firms applicable to Municipal and/or Government projects that have utilized similar service for at least (two) 2 years. City of Round Rock references are not applicable. References may be checked prior to award. Any negative responses received may result in disqualification of submittal. **NOTE: REFERENCE FORM (ATTACHMENT A) PROVIDED. E-MAIL ADDRESSES ARE REQUIRED.**
9. **BEST VALUE EVALUATION AND CRITERIA:** All solicitations received may be evaluated based on the best value for the City. In determining best value, the City may consider:
- 9.1. Purchase price and terms;
 - 9.2. Reputation of Respondent and of Respondent's goods and services;
 - 9.3. Quality of the Respondent's goods and services;
 - 9.4. The extent to which the goods and services meet the City's needs;
 - 9.5. Respondent's past relationship with the City;
 - 9.6. The total long-term cost to the City to acquire the Respondent's goods or services;
 - 9.7. The following additional general criteria may be used in the evaluation of the response. This may include, but not be limited to the following:
 - 9.7.1. Cost of required banking services
 - 9.7.2. Automated and additional services offered and available
 - 9.7.3. Funds availability schedule
 - 9.7.4. Financial strength of the depository institution
 - 9.7.5. Earnings potential in differing account structures
 - 9.7.6. Terms and capabilities for required services
 - 9.7.7. Internal controls
 - 9.7.8. Collateralization
 - 9.7.9. Conversion and implementation costs
 - 9.7.10. Customer service structure
 - 9.7.11. Responses to Attachments, Questions and Affirmations.
 - 9.8. Any relevant criteria specifically listed in the solicitation.
 - 9.9. The City reserves the right to reject any or all responses, or delete any portion of the response, or to accept any response deemed most advantageous, or to waive any irregularities or informalities in the response received that best serves the interest and at the sole discretion of the City.
10. **AGREEMENT TERM:** The terms of the awarded agreement shall:
- 10.1. The initial term of the resulting agreement shall be three (3) consecutive twelve (12) month periods from the effective date. The agreement may be renewed for two (2) additional periods of time, not to exceed twelve (12) months each, provided both parties agree in writing.
 - 10.2. The City reserves the right to review the respondents' performance at the end of each twelve (12) month period and cancel all or part of the agreement(s) or continue the agreement(s) through the next period.
 - 10.3. If the respondent fails to perform its duties in a reasonable and competent manner, the City shall give written notice the respondent of the deficiencies and the respondent shall have

thirty (30) days to correct such deficiencies. If the respondent fails to correct the deficiencies with the thirty (30) days, the City may terminate the agreement by giving the respondent written notice of termination and the reason for the termination.

- 10.4. If the agreement is terminated, for any reason, the respondent shall turn over all records, to include but not be limited to the following: records of services, deposits, and transactions, to the City within fifteen (15) working days after completion of duties contained in the agreement.
11. **AWARD:** The City reserves the right to enter into an agreement or a purchase order with a single award, split awards, non-award, or use any combination that best serves the interest and at the sole discretion of the City. Award announcement will be made upon City Council approval of staff recommendation and executed agreement. Award announcement will appear on the City's website at <http://www.roundrocktexas.gov/home/index.asp?page=463>.
12. **NON-APPROPRIATION:** The resulting Agreement is a commitment of the City's current revenues only. It is understood and agreed the City shall have the right to terminate the Agreement at the end of any City fiscal year if the governing body of the City does not appropriate funds sufficient to purchase the estimated yearly quantities, as determined by the City's budget for the fiscal year in question. The City may affect such termination by giving Vendor a written notice of termination at the end of its then current fiscal year.
13. **INTERLOCAL COOPERATIVE CONTRACTING (PIGGYBACK):** Other governmental entities may be extended the opportunity to purchase off of the City's Agreements, with the consent and agreement of the awarded vendor(s) and the City. Such consent and agreement shall be conclusively inferred from lack of exception to this clause in a Respondent's submittal. However, all parties indicate their understanding and hereby expressly agree that the City is not an agent of, partner to, or representative of those outside agencies or entities and that the City is not obligated or liable for any action or debts that may arise out of such independently-negotiated "piggyback" procurements.
14. **BANK COMPENSATION:** The City reserves the right to pay for banking services on either a fee or compensating basis. The methodology used will be made initially only after an analysis of the responses and on an on-going basis as interest rates change. A change of methodology may require a notification from the City no less than twenty (20) days prior to the first of the month in which the methodology changes.
- If a fee basis is utilized, the bank may direct debit the designated account five (5) days after City receipt of the account analysis for a review and approval of fees each month. The City may or may not leave funds in the bank on this basis dependent upon the availability of a sweep mechanism and the interest rates being offered by the bank. All fees shall be fixed for the entire agreement period as proposed on Attachment B. Only fees listed on Attachment B shall be accepted.
- If a compensating balance basis is utilized without a sweep mechanism, the bank shall be responsible for estimating and notifying the City of the compensating target balance using its published or designated Earnings Credit Rate (ECR). If a compensating balance basis is used with a sweep (when rates increase) the sweep shall be established to meet the compensating balance needs. If a carry-over settlement is required it shall be calculated on a semi-annual basis.
- Each application shall include a completed Attachment B, listing all charges applicable to the services outlined in this application. The AFP number and basis of the charge (per item or per account/month) shall be clearly noted for analysis purposes. If services or unbundled charges needed to provide this service are not currently listed on Attachment B, add same by name and number, including applicable fees. Clearly stipulate how reporting, imaging, and account maintenance charges are to be charged.

PART II

SCHEDULE

1. **SOLICITATION SCHEDULE:** It is the City's intention to comply with the following solicitation timeline:

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| 1.1. Solicitation released | January 6, 2012 |
| 1.2. Deadline for questions | January 18, 2012 |
| 1.3. City responses to all questions or addendums | January 23, 2012 |
| 1.4. Responses for solicitation due by 3:00 PM | January 31, 2012 |

All questions regarding the solicitation shall be submitted in writing by 5:00 PM on the due date noted in PART II, Paragraph 1, sub-paragraph 1.2. A copy of all the questions submitted and the City's response to the questions shall be posted on our webpage, <http://www.roundrocktexas.gov/home/index.asp?page=463>. Questions shall be submitted to the City contact named in PART I, Paragraph 5.

The City reserves the right to modify these dates. Notice of date change will be posted to the City's website.

2. **RESPONSE DUE DATE:** Signed and sealed responses are due no later than **3:00 PM**, on the date noted above to the Purchasing Department. Mail or carry sealed solicitations to:

**City of Round Rock
Purchasing Department
221 E. Main Street
Round Rock, Texas 78664-5299**

- 2.1. Responses received after this time and date shall not be considered.
- 2.2. Sealed responses shall be clearly marked on the outside of packaging with the Solicitation title, number, due date and "**DO NOT OPEN**".
- 2.3. Facsimile or electronically transmitted responses are **not acceptable**.
- 2.4. Late responses will be returned to Respondent unopened if return address is provided.

3. **AGREEMENT NEGOTIATIONS:** In establishing an agreement as a result of the solicitation process, the City may:

- 3.1. Review all submittals and determine which Respondents are reasonable qualified for award of the agreement.
- 3.2. Determine the Respondent whose submittal is most advantageous to the City considering the evaluation criteria.
- 3.3. Attempt to negotiate with the most responsive Respondent an agreement at fair and reasonable terms, conditions and cost.
- 3.4. If negotiations are successful, enter into an agreement.
- 3.5. If not successful, formally end negotiations with that Respondent. The City may then:
 - 3.5.1. Select the next most highly qualified Respondent and attempt to negotiate an agreement at fair and reasonable terms, conditions and cost with that Respondent.
 - 3.5.2. The City shall continue this process until an agreement is entered into or all negotiations are terminated.

- 3.6. The City also reserves the right to reject any or all submittals, or to accept any submittal deemed most advantageous, or to waive any irregularities or informalities in the submittal received.
- 3.7. The master depository/collateral agreement shall be fully negotiated and ready for execution prior to award by the City Council. The Respondent's agreement shall be provided as part of the submittal in order to expedite this process. All necessary service agreements, which shall be appended to and become part of the master agreement, shall be fully executed within two (2) months of award of agreement and prior to City funds moved to the depository institution.
4. **POST AWARD MEETING:** The City and Respondent shall have a post award meeting to discuss, but not be limited to the following:
 - 4.1. Provide City contact(s) information for implementation of agreement.
 - 4.2. Agreement terms and conditions.
 - 4.3. Identify specific milestones, goals and strategies to meet objectives.
5. **OTHER:**
 - 5.1. The successful depository shall notify the City in writing within ten (10) days of any changes in Federal or State regulations or laws that would affect the depository agreement throughout the agreement period
 - 5.2. The bank's records relating to the City's accounts shall be open to review by either the City or its independent auditors during normal business hours.
 - 5.3. The City reserves the right to pay for Depository services by target balances or by fees.
 - 5.4. The solicitation and the application submitted may be incorporated into and form the basis of the bank depository services agreement as will all service agreements. Fees shall be set for the initial term of the agreement period as proposed in the Response.

PART III

BACKGROUND

1. **CITY FINANCIAL OVERVIEW:** The City's Finance Department handles all banking, treasury, and investment activities as well as accounts payable, receivables, payroll, and financial reporting functions. The Financial Programs Manager is responsible for these areas and reports to the Finance Director. The City has multiple locations at which funds are collected and from which funds may be deposited but courier pick-ups are made at only four locations. The City makes an average of 186 separate vault deposits monthly (or approximately 10 per business day). Currently deposits are sent to the depository vault on a daily basis by a third party courier (Brinks). No banking center deposits are regularly made but the local bank may be used for periodic deposits and change orders. The Accounting Department handles all reconciliations. A breakdown of deposits is found on Attachment B.

The City has an average of 825 employees and the payroll is paid on a biweekly basis on a mandatory direct deposit basis. A few physical payroll checks are written for new employees and temporary summer employees. Pay cards are not currently used.

The City wants to automate banking services whenever efficient and cost effective. This application shall address automation potential on any services. Ideas moving the City slowly towards e-payables and e-receivables are requested within the solicitation questions.

2. **BANKING ACCOUNTS:** The City currently maintains eleven (11) bank accounts to handle the City's financial business. The average month-end ledger balance for all accounts is \$ 545,548. The description and average month-end balances on these accounts are outlined below based on historical transactions and full details on the accounts are found on Attachment B.

Title	<u>Avg Month-end Combined Ledger Balance</u>	Type
Operating Account	\$ 540,980	ZBA Master
Financial Services Account	\$ 00	ZBA Subsidiary
Red Light Funds	\$ 00	ZBA Subsidiary
Payroll	\$ 7,606	Stand-alone
Health Claims	\$ 15,069	Stand-alone
Controlled Disbursement	\$ 00	Cont. Disburs
Utility Funds	\$ 12,869	Stand-alone
I&S GO Funds	\$ 28,157	Stand-alone
I&S Revenue Funds	\$ 23,551	Stand-alone
Reserve Funds	\$ 13,365	Stand-alone
Entitlement	\$ 9,038	Stand-alone

The City may be considering some changes to the account structure under new agreement including Payroll as a ZBA and possible elimination of Health and I&S accounts. The Financial Services Account is used for all settlement on credit cards and Paymode but has no disbursements. The controlled disbursement account may be eliminated but City system modifications may have to occur before the change. Disbursements are made primarily from the Operating Account. The Reserve Account is used for bond reserves. The Entitlement Account is a stand-alone account for CDBG and HUD funds and, by HUD restrictions, cannot accrue any service fees. The bank may be asked to present the most efficient structure to effect the best investment rates and best operating efficiency.

- 2.1. Most daily activity may occur in the Operating account.
- 2.2. Most disbursements, excluding payroll, are made from the controlled disbursement account currently but with its elimination disbursements may move to the Operating account.
- 2.3. Only the Operating account makes bank deposits.
- 2.4. Wires occur primarily in the Operating account with I&S accounts generating semi-annual wires.
- 2.5. ACH transactions occur primarily in the Payroll, Financial and Operating accounts. Only Controlled Disbursement uses any blocks.
- 2.6. Positive Pay is currently being used on four accounts but may be required on all check disbursement accounts.
- 2.7. Full reconciliation services are currently used on the utility and health accounts.
- 2.8. Partial reconciliation services are currently used on the controlled disbursement and payroll accounts.
- 2.9. Approximately \$ 3.7 million is processed in payables monthly with payable runs weekly.
- 2.10. The City has a \$ 2.9 million a month total payroll with 95% direct deposit.
- 2.11. Payroll is paid on a bi-weekly basis.

Deposits are prepared by ten (10) departments. The deposits are taken to the bank by a third party courier for an average of 186 separate deposits per month. The Finance Department handles all reconciliation on the accounts and only one set of statements shall be required. Currently the City receives eleven (11) statements. Electronic statements for accounts are preferred.

3. **SWEEP STRUCTURE:** When the interest rates increase, the City may evaluate the use of a sweep account into a money market mutual fund or an internal bank account. Respondent shall

provide a sweep mechanism as determined by the City. The City may utilize interest bearing or money market accounts dependent upon interest rate opportunities and may decide on the use of the account as interest rates and conditions vary. All decisions shall be made at the discretion of the City. Responses shall be required to explain alternative account structures below.

Any or all City funds may be maintained and invested by the City outside this agreement. The City will be under no obligation to maintain funds in the bank except under a compensating balance situation.

The City shall not use the depository institution for brokerage services in order to assure ownership and complete separation on delivery versus payment delivery requirements.

The City may continuously monitor the bank's performance against provisions of the agreement, including the bank's response. The Finance Department will be responsible for administering the agreement with respect to day-to-day activities, including deposits and withdrawals, ACH transactions, maintenance of account balances, daily reporting. A list of City personnel authorized to deal directly with the bank will be provided following award. The bank shall provide the City with a similar list of authorized personnel.

PART IV

FINANCIAL INSTITUTION QUALIFICATIONS

1. **CREDITWORTHINESS**: In order to fulfill the City's fiduciary responsibility and to protect public funds, each bank submitting responses shall provide the following:
 - 1.1. Provide an audited annual financial statement for the most recent fiscal period. The financial statements may be submitted in electronic form (CD or Jump Drive) or provided as a reference link on the internet.

The bank shall be required to submit an audited statement to the City each year of the agreement period, as soon as it is available. Confirm agreement to this requirement.
 - 1.2. Provide certification of the bank's Community Reinvestment Act (CRA) rating by its rating agency.
 - 1.3. Provide the bank's most recent four quarters rating from an independent rating agency such as Highline, Veribanc, or comparable bank rating agency. As an alternative, supply the senior and subordinate debt ratings of the holding company over the past two years.

The bank shall be contractually liable for notifying the City within thirty (30) days of any change in any of these ratings during the agreement period. Confirm agreement to this requirement.
2. **CUSTOMER SERVICE**: Service shall be a primary focus of the City on a continuing basis. Describe the bank's philosophy and approach to satisfying this need through the following responses.
 - 2.1. What is distinctive about the bank's approach to customer service? How does the bank anticipate satisfying the City's need for superior customer service?
 - 2.2. How many service individuals does the bank have in the local bank? How will the bank provide the City with relationship support for its services?
 - 2.3. How will the bank coordinate communication between local representatives and holding company departments when assisting the City with services or implementation of new products?

- 2.4. Is there a formal process for escalation of issues that are unresolved? How will service and overall agreement performance be monitored?
 - 2.5. How does the bank intend to support the new and ongoing automation needs of the City?
 - 2.6. Are there any new services planned which may impact the City? When are these planned to be available?
 - 2.7. Is there any bank availability policy which differs from the availability schedule? If so, define specifically and define any elements which may delay City funds.
 - 2.8. Is the bank offering any transition or retention incentives? Describe fully and quantify completely.
 - 2.9. Describe your disaster relief support to maintain stable banking functions to the City? Focus on systems, telecommunications and power, operational facilities, and transportation.
 - 2.10. The City requires the right to use a third party auditor to review the City's accounts, collateral, transactions, and bank records at any reasonable time. Confirm agreement with this condition.
 - 2.11. Under state law the depository shall be required to review the City's Investment Policy and certify to that review in accordance with Texas Government Code 2256. The City's investment policy can be found on <http://www.roundrocktexas.gov/home/index.asp?page=463>. Confirm agreement with this requirement.
 - 2.12. Does the bank have a formal process or plan for reviewing and analyzing services with the City on a regular basis? Describe.
 - 2.13. What programs or processes does the bank have in place to protect the City from electronic fraud of all types? Describe.
3. **DEPOSITORY AGREEMENT AND SERVICE AGREEMENTS:** Respondent shall provide a copy of all depository and service agreements which shall be required to be executed under the agreement for services rendered (including depository and collateral agreements) with the response. Any changes required on the agreements may be discussed and agreed upon prior to award by City.
 - 3.1. Provide all the agreements required.
4. **IMPLEMENTATION TIMELINE:** The agreement period will commence June 1, 2012 or later.
 - 4.1. The City recognizes that not all services and funds may be transferred by this date but expects that all services shall be available by that date and that all services may be transferred no later than six (6) months from award of agreement. Collateral shall be in place three (3) days prior to any funds transferred.
 - 4.2. Respondent shall provide a proposed, detailed timeline for implementation of the agreement. Include each activity required defined by its responsible party and assigned responsibilities. Denote any limitations or potential delay points.
 - 4.3. The timeline shall reflect the number of calendar days required to put the services in place or the end date of when such services shall be in place and available to the City.
 - 4.4. Default in promised delivery of services, without acceptable reasons, or failure to meet the terms or conditions of the depository agreement without remedy, may result in the City having the right to terminate the agreement, but the exercising of such right to terminate the agreement does not limit any other remedies the City may have for damages or other relief under law.

PART V

REQUIRED SERVICES

It is the City's intent that the agreement negotiated between the City and the depository selected through this process may encompass all the services and conditions required here. Additional services offered by the Respondent shall be included in an appropriate section or separately. In addition, PART VI requires supplemental information on "Optional Services" that the City does not require but may review for potential use during the agreement period.

The Required Services are minimum requirements, and any respondent refusing or failing to provide such minimal services may not be considered for selection as the City's depository.

1. **ACCOUNT STRUCTURE:** The City is interested in assuring that all funds are earning at the best, then-current interest rates at all times. Because of the low rates the City does not currently use an automated, daily sweep but when rates rise (as they are expected to do during the agreement period) a sweep mechanism shall be available.

The sweep shall be to a SEC-registered money market mutual fund or a bank internal account alternative if applicable and competitive.

The money market fund would preferably be AAA-rated. The fund may be structured as a *government* or *enhanced government* (with CP) fund. If the bank has a valid alternative to a SEC money market fund which is in compliance with the City's Investment Policy, it may be presented.

A repurchase agreement is not acceptable as a sweep investment vehicle.

- 1.1. In the responses to the questions below the bank shall clearly describe the bank's most cost effective structure and methodology for both low and higher interest rates. Automated distribution of interest to the individual accounts on a sweep is preferred but not required and may be decided upon on the basis of cost.
 - 1.1.1. If a fee basis with a sweep is utilized for compensation purposes, all or designated accounts may be swept EOD daily by the bank to a zero balance (or rounded minimums) daily. Other stand-alone accounts may pay fees or maintain balances.
 - 1.1.2. If a compensating balance with a sweep is utilized for compensation purposes, all or designated accounts may be swept daily by the bank to the target compensating balance.
- 1.2. Describe the most efficient and cost effective account structure for the City based on information provided.
- 1.3. Describe the bank's ability to provide a ZBA structure and indicate whether the individual accounts would be swept first to a master account or be swept directly from individual accounts (for interest application). Indicate your most cost beneficial structure.
- 1.4. Describe alternatives to a sweep to be used during this low interest rate environment before sweeps again provide a viable alternative. Is the bank offering an internal interest bearing account for investment? Describe the account structure proposed including the type of accounts. If the interest bearing account is indexed, on what is the index basis?
- 1.5. Will sweep activity, when used, be reported on a daily detail basis (each debit and credit) or summarized on a monthly basis in reporting?
- 1.6. Can interest from sweeps be applied at the individual account level?
- 1.7. Provide the prospectus for any sweep fund alternatives being offered. An AAA-rated, SEC registered fund is preferred for the sweep.

- 1.8. Is the sweep processed as an EOD transaction? If it is a next day sweep transaction, describe how funds are identified and collateralized overnight.
 - 1.9. Will the bank assess a direct, hard dollar FDIC charge on the account analysis? At what rate is it currently charged?
 - 1.10. Is the bank a member of the Federal Reserve? If not what bank acts as its correspondent?
 - 1.11. Describe your analysis carry-over policy. (The City prefers a semi-annual carry-over.) Does the bank have any program to use excess earnings credits for additional or alternative services outside of banking services such as printing? Describe fully.
 - 1.12. The City may open additional accounts, or change account types during the agreement period. New accounts and their services shall be charged at the same agreement amount. Unanticipated or new services may be charged at not more than the then-published rates.
2. **AUTOMATED INFORMATION:** The City requires web-based, automated cash management services and daily balance reporting (inter-day and intra-day) with 45 day retention, for timely access to balance information and transactions. It requires a high degree of automation in all service areas. Imaging of all checks and image retention is required. Imaging of deposit slips and deposit items is preferred. Preferably statements and account analyses may be available in electronic form along with archiving of information.
- The City does not currently download bank information to City files but desires timely access to downloadable information for possible future downloads to the City's accounting software. Minimum on-line services shall include online balance reporting, stop pays, positive pay, ACH, account transfers, and wire transfers. Daily balance reporting shall include detail on all transactions with summary reporting on closing ledger and collected balances along with one-day float, at a minimum.
- 2.1. Fully describe the bank's on-line service capabilities and systems, with examples. List system's online capabilities by function (e.g. balance reporting, wires, positive pay, stop pay). Describe any differentiation on transaction and summary account types.
 - 2.2. Describe fully the search on historical transactions and reports as well as the retrieval and download historical images. Can the City create customized reports?
 - 2.3. Can standard or customized reports draw across or drill down on information from various sources? Describe cross functionality features.
 - 2.4. Address the down load capabilities to the City's systems. What information can be formatted and downloaded. Denote any formatting limitations.
 - 2.5. Detail the availability of prior day and intra-day detail and summary reporting. Is intra-day information real-time or delayed? Detail the level of information available on both prior and intra-day reporting.
 - 2.6. Describe the history retention/archiving features available for images and information.
 - 2.7. Describe provisions for off-site backup and continuation of services in disaster situations.
 - 2.8. Describe the security protocol for online services. How is authentication and authorization provided? How and by whom is the administration of the security module established and maintained?
 - 2.9. What are the hours of available technical support? How is support provided?
 - 2.10. Submit samples of major screens and reports available or provide a website and sign-on information for an on-line review of all the City functions, if available. If not available, submit screen prints.
3. **STANDARD DEPOSIT SERVICES:** Standard commercial deposit services are required. No deposited checks are encoded. Coins are not rolled and may be in partially filled bags. Currency is

not strapped. On average the City makes an average 186 deposits per month in ten bags by courier. Deposits are batched with tapes attached. The City primarily uses vault services for deposits.

The City expects all deposited checks to clear based on the bank's current published availability schedule, but, any expedited availability options shall be noted in the response. All cleared deposits received by the bank's established deadline shall be processed for same day credit. The bank shall guarantee immediate credit on all incoming wires, ACH transactions, on-us items, and U.S. government security maturities and coupon payments. Failure to credit City accounts in a timely fashion may require interest payment reimbursement to the City at the then-current daily Fed Funds rate.

- 3.1. What is the bank's daily cut-off time to assure same day ledger and, pending availability, collected credit at banking center or branch and vault?
- 3.2. Must deposits of any kind be made to a vault? Where is the closest vault located?
- 3.3. Does the bank provide for location tracking on deposits?
- 3.4. Is deposit reconciliation available? Describe the process and options.
- 3.5. Does the bank require or prefer strapping and rolling? What are the cost options/benefits/requirements for separating cash and checks?
- 3.6. Is there any limit to the number of deposits in one bag? Are these separate advices?
- 3.7. When are credit/debit advices sent to the City? What delivery options are available for advices? (Preference may be given to electronic delivery.) Are images of originals created and maintained on each advice?
- 3.8. Does the bank have any program to actively assist the City in collection through ACH for vendors or ongoing repetitive citizen payments?
- 3.9. Do daily online reports include activity by account and location? Are all deposits designated by location and tracked as such through the reporting?
- 3.10. How does the bank handle discrepancies in deposit amounts? What dollar limits are used for decisioning? What settlement process is followed?
- 3.11. How and when does notification of return items take place? Describe process.
- 3.12. What type deposit bags are used or required? Are these available from the bank?
- 3.13. How much advance notice is required on coin and currency orders? Can orders be placed on line? What is the turn-around time on orders?
- 3.14. Describe any program available for immediate credit on coin/currency such as a smart safe.
- 3.15. Include a list of all the bank's deposit locations within the City's limits (excluding ATM deposits).
- 3.16. Price and report the total fees which would apply to the following sample deposit outlined below i.e., *the total cost of the deposit handling would be: \$_____.* (This does not reflect a normal City deposit and is used for cost comparison purposes only.)

SAMPLE DEPOSIT:

The sample deposit would be made (a) in four (4) tamper-proof deposit bags, (b) with strapped where possible as shown below, (c) with coins that are not rolled, (d) with tapes attached to bundled but not endorsed checks. The breakdown on the deposit is:

Currency

Denom.	# Straps	Loose \$	Total \$
\$100	5	\$ 300	\$ 20,300
\$ 50	6	\$ 600	\$ 15,600
\$ 20	4	\$ 340	\$ 4,340
\$ 10	9	\$ 70	\$ 4,570
\$ 5	22	\$ 175	\$ 5,675
\$ 1	50	\$ 14	\$ 2,514
			<u>\$ 52,999</u>

Coins

\$.25			\$ 427
\$.10			\$ 114
\$.05			\$ 10
\$.01			\$ 2
			<u>\$ 553</u>

Checks

280 checks			\$ 140,252	<u>\$ 140,242</u>
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<u>Total Deposit</u>			<u>\$ 193,794</u>
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4. **REMOTE DEPOSIT SERVICES:** The City currently uses remote deposit for utility payments which are deposited into the operating account through one high volume Digital Check TF41-20 scanner. The City processes an average of 9,800 checks a month. The City plans to continue its use and possibly expand its use in another location. Checks may continue to be deposited at the Utility Office and the City may add other remote locations during the agreement period. A web-based system is required.
 - 4.1. Describe the bank's remote capture services. Describe equipment needs, capabilities, and limitations.
 - 4.2. Discuss any additional virtual collection services offered for the capture of both the check and remittance document.
 - 4.3. What is the final deposit cut-off time with remote?
 - 4.4. Are there any limitations on batch size or number of transmissions per day?
 - 4.5. If a check is accepted and subsequently returned by the bank NSF, define the process. What obligations/liabilities does the City have? The bank? How will collection be made?
 - 4.6. What options does the City have in scanners for use with the process in various volume locations? Is this equipment available through the agreement: purchase or rental? List the equipment required.
5. **STANDARD DISBURSING SERVICES:** Standard disbursing services for all accounts are required to include the payment of all City payroll checks without charge upon presentation. The City's current account structure is described above in the Financial Overview Section.

The City does currently utilize positive pay services on four accounts and may require it for all check writing accounts under the proposed agreement.

Payroll is paid semi-monthly and averages \$ 2.9 million a month. The City utilizes direct deposit for payroll for 95 % employees. The City also intends to move toward more vendor payments by ACH.

- 5.1. When is daily check clearing information available online through intra-day reporting? How long are transaction details maintained online?
- 5.2. Does the bank image all checks?
- 5.3. The City requires that the bank shall cash free of charge all payroll checks for City employees regardless of the individual's account status with the bank. Confirm agreement with this condition.
- 5.4. Describe any payment consolidation services available. What data transfer options are available for payment consolidation systems?

6. **ACCOUNT RECONCILIATION AND POSITIVE PAY:** The City requires positive pay services with complete indemnification for fraudulent checks on check-writing accounts. Payee verification is desired but not required. Currently, positive pay is used on four accounts. The response shall provide a fully automated, web compatible transmission process for positive pay. Transmissions may be made as part of each check run. Manual check information shall, when necessary, be input online.

The City has two partial (Controlled Disbursement and Payroll) and two full (Health and Utility) reconciliation accounts.

- 6.1. Describe data transmission file and timing requirements for check registers. Are transmissions charged by file and by detail item?
 - 6.2. Is positive pay input for manual checks available on-line?
 - 6.3. Is exception reporting and handling managed totally online?
 - 6.4. At what specific time is positive pay exception information reported to the City? Is e-mail notification available or must the City take an action to check for exceptions?
 - 6.5. At what specific time is the response required for City exception elections?
 - 6.6. Describe your payee verification process.
 - 6.7. Does the bank review exceptions errors for possible repair before creating a City exception item? Describe process.
 - 6.8. Are all checks, including those received over-the-counter by the tellers, verified against the positive pay file before processing? How often is teller information updated? If not verified, what are the process, liability, and security on OTC transactions?
 - 6.9. Are positive pay services provided without charge when provided in tandem with reconciliation services? Describe alternatives and pricing structures available.
 - 6.10. What are the available default dispositions for payment or return? (pay, hold, do not pay)
 - 6.11. Describe your partial and full reconciliation services. Specify data transmission requirements.
7. **FUNDS TRANSFER AND WIRE SERVICES:** The City currently has an average of 20 outgoing and 13 incoming wires each month along with 15 book transfers. The City has 42 repetitive templates in place.

Incoming wire transfers shall receive immediate same day collected credit. Wire initiation shall be available online and online monitoring is preferred. The City requires that wires be released the same business day if information is provided by the established deadline. The City may require compensation for delays caused by the bank at that day's Fed Funds rate.

- 7.1. Can all wire and transfer transactions be initiated online? Monitored online?
 - 7.2. Can repetitive templates be created and stored? Is there a limit to the number of templates? Is there a fee for template storage?
 - 7.3. What level of authorization/release do repetitive or non-repetitive wires require? Is authorization for repetitive and non-repetitive the same?
 - 7.4. Is future dating of wires and transfers available? How far in advance?
 - 7.5. State wire access, posting, and cut-off times.
 - 7.6. Describe the processing on book debits/credits.
 - 7.7. Are advices provided electronically or shown only as details on reports?
 - 7.8. State the bank's policy on the use of ledger balances for outgoing wires in anticipation of scheduled activity or incoming wires.
 - 7.9. Can internal account transfers be processed totally on-line? Book debits/credits? Is there a fee for City internal transfers?
8. **OPTICAL IMAGING:** The City currently retrieves optical check images on-line. No physical checks are to be returned. In an effort to reduce paper handling and storage, the City is focused on imaging of documents as much as possible. The City currently receives two (2) CDs for five (5) accounts.
- 8.1. Describe the bank's optical imaging process and list the items captured (checks, statements, deposit slips, deposited items).
 - 8.2. What images are available on-line? When? How long are images maintained on line?
 - 8.3. Is there a fee for creation, use and retention of images? Describe.
 - 8.4. Are all images downloadable?
 - 8.5. Is a monthly CD provided? When?
 - 8.6. Can the City download all CD information without receiving a CD?
9. **ACH SERVICES:** The City expects to continue moving toward more ACH transactions for vendor transactions (With I&S accounts receiving credits). Originating ACH is currently used for operating, payroll and financial accounts. Only the Controlled Disbursement account has blocks/filters in place.
- The City requires pre-notification and may be considering more filters/blocks on all accounts.
- 9.1. Is online ACH service available for individual transactions as well as by transmission for batched files? Describe and define.
 - 9.2. What is the policy and process for handling of ACH returned items?
 - 9.3. Can ACH items and files be future dated?
 - 9.4. What specific filters and blocks are available?
 - 9.5. What policy and process is used for file and item reversals and deletions?
 - 9.6. Are ACH addenda shown in their entirety on-line and on detail reporting, reports and statements? Does access to this information require access to additional, specific EDI modules?
 - 9.7. Will the City incur a transmission and/or file processing fees for on-line individual ACH transactions?
 - 9.8. What protective measures has the bank taken to prevent or recover from electronic fraud?

10. **SAFEKEEPING SERVICES:** The bank shall be required to provide book-entry safekeeping services for securities owned by the City. All City investments may be made by the City, or its investment adviser, and instructions for clearing and safekeeping may be transmitted on a trade ticket to the bank. The bank may not be used for brokerage services to assure settlement on a DVP basis.

Custody shall be in the bank and not a brokerage subsidiary of the bank. All securities shall be cleared on a delivery versus payment (DVP) basis and ownership documented by original confirmations/receipts provided within one business day of the transaction. Funds for investments may be drawn from a designated City DDA account. All coupon payments and maturities shall receive automated same day collected credit on the City designated account without requiring any additional City action.

If the bank is not a member of the Federal Reserve and utilizes a correspondent bank for safekeeping of City securities, the transactions may be handled through the depository bank's systems and shall not require additional interaction by the City. No delay in transactions, wires, or flow of funds shall be acceptable under a correspondent relationship.

- 10.1. Does the bank currently provide safekeeping services? Are there, or have there been, any plans to cancel this service?
- 10.2. Can settlement information be input online?
- 10.3. Is online information available for securities in safe-keeping (not required)?
- 10.4. Describe bank safekeeping arrangements proposed. Identify any correspondent bank used for custody. If a correspondent is to be used, define the process and confirm same-day crediting/debiting on all transactions. Describe any additional City actions required.
- 10.5. Are services bundled under safekeeping by cusip or Par amount or are charges made for individual clearing, safekeeping and income distribution?
- 10.6. Are safekeeping fees hard charged or through the account analysis?
- 10.7. Are notifications sent on all transactions (purchase, sale, calls, and maturities)? When and how?
- 10.8. What time are delivery instructions required? Is there a fee charged for late instructions.

The City may choose to purchase time deposits from the depository but all time deposits may be competitively solicited at the time of purchase.

11. **COLLATERAL REQUIREMENTS:** Authorized collateral, as defined below, shall be pledged against the total of time and demand deposits net of FDIC insurance with a 102% margin on the collateral maintained daily by the bank. All the requirements, including those beyond the Public Funds Collateral Act, shall be met by the bank. Pooled collateral responses may have to be reviewed by the City and are not likely to be used.

The response shall state agreement to the following terms and conditions.

- 11.1. All collateral pledged to the City shall be held in an independent, third party bank outside the bank's holding company.
- 11.2. A collateral agreement shall be executed or incorporated in the depository agreement in full compliance with FIRREA requiring a bank resolution. (Or completion of Circular 7 if the Federal Reserve is acting as custodian.)
- 11.3. All time and demand deposits above FDIC coverage shall be collateralized at a minimum of 102% of principal plus accrued interest daily.
- 11.4. The bank shall be contractually liable for the daily monitoring and maintaining of collateral at the City's required margin levels.

- 11.5. Pledged collateral shall be evidenced by original safekeeping receipts/report sent directly to the City by the custodian within one business day of receipt.
 - 11.6. The City shall receive a monthly report of collateral pledged including description, par, market value and cusip directly from the custodian.
 - 11.7. Substitution rights shall be granted if the bank obtains the City's prior approval and if substituting securities are received before previously pledged securities are removed from safekeeping.
 - 11.8. Collateral shall be in place before any deposits are made originally.
 - 11.9. Authorized collateral includes only:
 - 11.9.1. Obligations of the US Treasury.
 - 11.9.2. Obligations of US Government agencies and instrumentalities including mortgage backed securities which pass the bank test.
 - 11.9.3. US state and local obligations rated A or better.
 - 11.10. State the bank's acceptance of the collateral conditions above. Note clearly any exceptions.
 - 11.11. What institution will the bank use for the Custodian? The City prefers the Federal Reserve as Custodian.
 - 11.12. Are there collateral fees? What are they? How are they charged?
12. **ACCOUNT ANALYSIS:** Monthly account analysis reports shall be provided for each account and on a consolidated account basis. Within five business days of receipt of the monthly account analysis, and subsequent approval of the fees by City, the bank may direct debit the designated account for fees due if compensation is being calculated on a fee basis.
- A complete account analysis shall be required monthly regardless of the payment basis.
- 12.1. Provide a sample account analysis.
 - 12.2. When is the analysis available each month? Is it on-line and/or paper? Is it available on the CD or Jump Drive monthly?
 - 12.3. Are paper statement also sent to the City if provided online?
13. **MONTHLY STATEMENTS:** The bank shall provide monthly account statements on all accounts with complete supporting documentation. All accounts shall be on a calendar monthly cycle and statements received within three business days. Timeliness of statements is critical.
- 13.1. Provide a sample monthly statement.
 - 13.2. When and how are monthly statements available each month: online and/or paper form? How long is it on-line?
 - 13.3. Are the statements on the monthly imaged CD or Jump Drive?
 - 13.4. Are paper statements also sent to the City if available online? Is there a fee for paper statements?
14. **ACCOUNT EXECUTIVE:** To insure smooth agreement implementation and continuation of service levels, a specific account executive and a back-up for banking and automated services shall be assigned to the City account to coordinate services and expedite the solution of any problem encountered. The account executive shall be available to meet with City staff on banking matters as needed and at a minimum semi-annually.
- 14.1. Provide the outline for the client support structure that shall be provided to the City by the bank.

- 14.2. Provide the name, title and location of the proposed account executives. What level of support is provided by the local representative?
- 14.3. How are technical or operational problems, questions, or changes to be handled?
15. **OVERDRAFTS:** Every effort will be made to eliminate daylight and inter-day overdrafts. However, because this situation may arise, state the bank's policy regarding overdraft policies detailing rates and fees to be charged on a per event basis. The City prefers aggregation of accounts for overdraft purposes.
- 15.1. Are all accounts aggregated for overdraft calculation purposes or do accounts stand-alone?
- 15.2. State the rate basis and any fees for intra-day and inter-day overdrafts.
16. **STOP PAYMENTS:** The City averages four stop pays per month. An automated stop pay process is required.
- 16.1. What are the time periods available for stop pays? What are the time periods for extended stop pay periods? Is there a fee for renewals?
- 16.2. Are stop pays initiated and extended online? Is there any paper follow-up required?
- 16.3. Does the bank have any ideas to reduce stop pays? Can positive pay files be used for stop pays?
- 16.4. What is the deadline for same day action on stop pays?
- 16.5. What information on current and expiring stop pays is available on-line?
- 16.6. Will the on-line system verify if the check was cleared before accepting the stop pay?
17. **COMPANY BANKING:** The City is interested in giving its employees the opportunity for enhanced banking services.
- 17.1. Does the bank have a banking services program available for City employees?
- 17.2. List services provided under this program with applicable discounts or fees to the City or employee.
- 17.3. Is the program based on use of direct deposit or City employment?

PART VI

OPTIONAL SERVICES

1. The City continues to investigate and evaluate new services for inclusion under its banking services agreement. These services in this Section are not currently required but may be evaluated in terms of availability, feasibility, service levels, services provided, and charges for potential current, or future, use under the City banking agreement. Availability of the optional services and level and cost of the service will be a secondary consideration in the evaluation of the primary response since the services are not required.
2. The City reserves the right to accept or decline optional services offered. If an optional service is initiated later in the agreement period, the services and charges stipulated in the bank's response may be applied.
3. If the bank currently does not offer the service identified, but is planning to make it available during the agreement period, the bank shall so stipulate in its response and shall state the anticipated date of activation.

4. **STORED VALUE CARDS:** The City does not currently utilize stored value cards (as pay cards and potentially for other uses) but may consider their use. Users shall utilize the cards at point-of-sales transactions and as a debit card and for cash withdrawals at financial institutions and ATMs.
 - 4.1. The purchasing parameters of the cards shall be limited to the stored value of the card. The City shall provide an opportunity for card holders to access the account information either through ATM or counter presentation without incurring a fee at the bank's own facilities.
 - 4.2. The City will have total discretion on the distribution of the cards. The banking institution is required to provide card holders with all processing and transaction information. Services expected from the bank would include at a minimum:
 - 4.2.1. embossing, encoding and distributing cards as directed by City
 - 4.2.2. provision of electronic statements to cardholders via on-line web access
 - 4.2.3. administration of accounts: maintenance of accounts, application of funds, authorization of transactions, related tracking
 - 4.2.4. customer service functions
5. Does the bank currently provide stored value cards or a comparable service? How long has this process been available?
6. How many customers use the service? Provide three public references.
7. Which program (authorization mark) does your program use? (Visa, MasterCard, Discover)

PART VII

SUBMISSION REQUIREMENTS

1. **SOLICITATION SUBMISSION REQUIREMENTS:** To achieve a uniform review process and obtain the maximum degree of comparability, the responses shall be organized in the manner specified below. Sealed responses shall be clearly marked on the outside of packaging with the Solicitation title, number, due date and "**DO NOT OPEN**". Responses shall be clear and concise and shall include at a minimum: title page, transmittal letter, index or table of contents, dividers for each section and all required attachments. Information in excess of those pages allowed may not be evaluated. One page shall be interpreted as one side of a double-spaced, printed, 8 1/2" X 11" sheet of paper. It is recommended that responses be submitted in ringed binders, metal spirals, or another bound format that best contains all required documentation for submission.

The Respondent shall submit one (1) original signed paper copy and six (6) copies, clearly identified as a "COPY" of its Response.

In addition, the Respondent shall submit one (1) CD or Jump Drive, each containing a complete copy of Respondent's submission in an acceptable electronic format (PDF, RTF, TXT, DOC, XLS). A complete copy of the Response includes all documents required by this Solicitation. The CD or Jump Drive shall be titled: "SOLICITATION NUMBER - Complete copy of [Name of Respondent]'s submission."

If supplemental materials are included with the Response, each CD or Jump Drive shall include such supplemental materials. The Response and accompanying documentation are the property of the City and will not be returned.

- 1.1. Title Page (1 page) – Show the solicitation title and number, the name of your firm, address, telephone number(s) name of contact person and date.

TAB #1

- 1.2. Letter of Transmittal (1 page) – Identify the services for which solicitation has been prepared.

- 1.2.1. Briefly state your firms understanding for the services to be performed and make a positive commitment to provide the services as specified.
- 1.2.2. Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, telephone numbers and e-mail address.
- 1.2.3. The letter of each solicitation shall be signed in permanent ink by a corporate officer or other individual who has the authority to bind the firm. The name and title of the individuals(s) signing the solicitation shall be clearly shown immediately below the signature.

TAB #2

- 1.3. Table of Contents (1 page) – Clearly identify the materials by Tab and Page Number.

TAB #3

- 1.4. Available Resources and Location – Provide information on size, resources and business history of the firm.

TAB #4

- 1.5. Timeline – Respondent shall provide a detailed schedule of the implementation as per the specifications contained herein.

TAB #5

- 1.6. Previous Performance/Experience – Provide detailed information on firm and team experience with providing services as described in the solicitation.
 - 1.6.1. Respondent shall identify the team and provide statement of qualifications for those individuals to include education, professional registrations and areas and years of service in the respective field.
 - 1.6.2. Respondent shall identify all statements and questions described herein throughout PART's IV, V, and VI, and shall provide a response to each identified statement and question in their response.
 - 1.6.3. All Depository and service agreements as identified in PART IV.
 - 1.6.4. Attachment A: Reference Sheet.

TAB #6

- 1.7. Cost Proposal – Depository Services – Respondent shall include a cost proposal to provide services as specified herein. Cost proposal shall be value engineered and the break-down shall include a not-to-exceed fee schedule for each aspect of the service.
 - 1.7.1. Attachment B: Schedule of Proposed Fees
 - 1.7.2. Attachment C: Historical Earnings Rates

ATTACHMENT A
RESPONDENT'S REFERENCE SHEET

PLEASE COMPLETE AND RETURN THIS FORM WITH THE SOLICITATION RESPONSE

SOLICITATION NUMBER: _____

RESPONDENT'S NAME: _____ **DATE:** _____

Provide the name, address, telephone number and point of contact of at least three (3) firms applicable to Municipal and/or Government projects that have utilized similar service for at least two (2) years. City of Round Rock references are not applicable. References may be checked prior to award. Any negative responses received may result in disqualification of solicitation.

1. Company's Name _____
Name of Contact _____
Title of Contact _____
Agreement Term _____
E-Mail Address _____
Present Address _____
City, State, Zip Code _____
Telephone Number () _____ Fax Number: () _____

2. Company's Name _____
Name of Contact _____
Title of Contact _____
Agreement Term _____
E-Mail Address _____
Present Address _____
City, State, Zip Code _____
Telephone Number () _____ Fax Number: () _____

3. Company's Name _____
Name of Contact _____
Title of Contact _____
Agreement Term _____
E-Mail Address _____
Present Address _____
City, State, Zip Code _____
Telephone Number () _____ Fax Number: () _____

FAILURE TO PROVIDE THE REQUIRED INFORMATION WITH THE SOLICITATION RESPONSE MAY AUTOMATICALLY DISQUALIFY THE RESPONSE FROM CONSIDERATION FOR AWARD.