



# **Peace River Regional District**

## **Banking Services Request for Proposal**

*DOCUMENT NO. 08-2003*

September 2003

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*Subject: Peace River Regional District: Request for Proposal*

*RFP 08-2003*

*Banking Services*

## **Section 2.0 - REQUEST FOR BANKING SERVICES**

The Peace River Regional District is requesting proposals from financial institutions for the supply of banking services.

Documents and general information are available from Peace River Regional District, 1981 Alaska Avenue, Dawson Creek, BC, phone (250) 784-3200.

Submissions will be accepted until 4:00 p.m. local time **Friday, October 10, 2003**. Responses can be hand delivered or mailed to the Peace River Regional District, 1981 Alaska Avenue, Dawson Creek, BC, V1G 4H8. The submission must be in a sealed envelope and marked clearly as:

**RFP 08-2003**

**Banking Services**

### **SUBMISSION & TECHNICAL INQUIRIES**

Ms. Christina Wards

Assistant Treasurer

Phone: (250) 784-3200

Fax: (250) 784-3201

Internet Address: [www.prrd@pris.bc.ca](mailto:www.prrd@pris.bc.ca)

### **Section 3.0- RFP PROPONENT CHECKLIST**

This checklist has been provided for your convenience.  
Please ensure the following points have been addressed.

- [ ] Request for Proposal Definition  
An RFP defines the situation or objective for which the goods and/or services are required, how they are expected to be used and/or problems that they are expected to address. Proponents are invited to propose solutions that will result in the satisfaction of the purchaser's objectives in a cost-effective manner. The proposed solutions are evaluated against a predetermined set of criteria of which price may not be the primary consideration.
- [ ] Overview of the RFP Process:
  - Need identified and preliminary approvals obtained
  - RFP documentation preparation
  - Proposal process (from the issue of the RFP document to the receipt of the proposals)
  - Evaluation of proposals
  - Selection
  - Negotiation
  - Notification of successful proponent
  - Debriefing of unsuccessful proponents
- [ ] Read and understand the scope of the RFP
- [ ] Receipt Confirmation Form (Form A of Section 4.0) must be returned to the Peace River Regional District.
- [ ] All mandatory requirements of the RFP have been met. Proposals not meeting all mandatory requirements will be rejected.
- [ ] Proposals are to be clearly marked with name and address of the proponent and RFP number.
- [ ] Two (2) complete copies of each proposal are to be submitted.
- [ ] All copies of the proposals are to be received at the Peace River Regional District by 4:00 p.m. on the closing date indicated in Section 2.0. Late proposals will not be accepted and will be returned to the proponent.

## Section 4.0- GENERAL TERMS OF REFERENCE

### 4.1 INTRODUCTION AND SCOPE

#### 4.1.1 RFP Terminology

Throughout this RFP, terminology is used as follows:

- "must", "mandatory", "will", "shall" or "required":  
A requirement that must be met in an unaltered form in order for the proposal to receive consideration.
- "should" or "desirable":  
A requirement having a significant degree of importance to the objectives of the RFP.

#### 4.1.2 Purpose

The purpose of this RFP is to inform the public sector of an opportunity to solicit proposals from interested parties.

### 4.2 SELECTION CRITERIA AND PROCEDURES

#### 4.2.1 Proposal Format

Proponents must conform to the instructions given regarding proposal preparation and submission as outlined in Section 6.0 in order to be considered for evaluation.

#### 4.2.2 Evaluation Criteria

The following criteria will be considered in the evaluation:

- resources available
- head office location of the proponent
- legal status of the proponent (i.e., commercial entity, registered non-profit society, unregistered group)
- technical and customer relations reputation of the proponent
- financial stability

- past performance
- quality of proposal
- project team strength and experience
- service delivery, including guarantees of performance
- fee schedule

A specified evaluation sheet:

  x   is attached in Section 7.0  
       in not herein attached

#### 4.2.3 Mandatory Requirements

Section 5.0 of this RFP may contain mandatory requirements. Proposals not meeting all mandatory requirements will be rejected without further consideration.

#### 4.2.4 Short list

The evaluation procedure may include a short list based on the stated criteria. The short listed proponents may be asked to prepare a presentation or provide additional technical information or clarification prior to the final selection.

#### 4.2.5 Negotiation Delay

If an acquisition agreement cannot be negotiated within thirty (30) days of notification to the designated proponent, the Peace River Regional District may, in its sole discretion, terminate negotiations with that proponent and negotiate an acquisition agreement with another proponent of its choice.

#### 4.2.6 Financial Stability

The proponent may be required to demonstrate financial stability with the provision of financial statements or information from the proponent's financial institution.

#### **4.3 PROPOSAL PREPARATION AND SUBMISSION**

This section defines the proposal preparation and submission procedures which are to be followed by all proponents. Proponents are cautioned to carefully read and follow the procedures required by this Request for Proposal as any deviation from these requirements may be cause for rejection.

##### **4.3.1 Receipt Confirmation Form**

Fill out the attached Receipt Confirmation Form (Form A, Section 4.0)) and return it to the Peace River Regional District. All subsequent information regarding this RFP will be directed only to those who return the form with indication that they intend to submit a proposal.

##### **4.3.2 Closing Date**

**Two complete copies of each proposal** must be received by 4:00 p.m. local time on the date specified in Section 2.0, Request for Banking Services, at:

Peace River Regional District  
1981 Alaska Avenue  
Box 810  
Dawson Creek, BC V1G 4H8  
Telephone: (250) 784-3200

Proposals must not be sent by facsimile. Proposals should be clearly marked with the name and address of the proponent, RFP Number and Title.

##### **4.3.3 Late Proposals**

Late proposals will not be accepted and will be returned to the proponent.

##### **4.3.4 Opening of Proposals**

All proposals received by the Peace River Regional District shall be opened in public.

##### **4.3.5 Modification of Proposals**

A proposal may be modified or withdrawn by the proponent anytime prior to the submission deadline. The proponent shall notify the Peace River Regional District in writing of its intentions.

If a change in the proposal is required, the modification must be so worded by the proponent as to not reveal the original cost of the proposal.

Modified and withdrawn proposals may be resubmitted to the Peace River Regional District prior to the submission deadline.

No proposal can be withdrawn after the submission deadline, and for ninety (90) days thereafter.

##### **4.3.6 Additional Information**

Proposals may contain additional information. If alternative solutions are offered, please submit the information in the same format as a separate proposal.

#### **4.4 TERMS AND CONDITIONS**

##### **4.4.1 Inquiries**

All commercial inquiries to this Request for Proposal are to be directed, in writing to the Peace River Regional District. Information obtained from any other source is not official and may be inaccurate. Inquiries and responses will be recorded and may be distributed to all proponents at the Regional District's option.

##### **4.4.2 Notification of Changes**

All recipients of this Request for Proposal who have returned the Receipt Confirmation Form will be notified regarding any changes made to this document for purposes of clarification.

4.4.3 Changes to Proposal Wording

The proponent shall not change the wording of the proposal after submission and no words or comments shall be added to the general conditions or detailed specifications unless requested by the Peace River Regional District for purposes of clarification.

4.4.4 Ownership of Proposals

All documents submitted become the property of the Peace River Regional District.

4.4.5 Freedom of Information and protection of Privacy Act

All documents submitted to the Peace River Regional District are subject to the protection and disclosure provisions of the *Freedom of Information and Protection of Privacy Act*. While this *Act* allows persons a right of access to records in the Regional District's custody or control is also prohibits the Peace River Regional District from disclosing your personal or business information where disclosure would be harmful to your business interests or would be an unreasonable invasion of your personal privacy as defined in sections 15 and 16 of the *Act*. Applicants are encouraged to identify what portions of their submissions are confidential and what harm could reasonably be expected from its disclosure.

The purpose for collecting the personal information required to be provided in their bid request is to enable the Peace River Regional District to ensure the accuracy and reliability of the proposal, and to enable the Peace River Regional District to evaluate your response to this bid request and for other related program purposes of the Peace River Regional District. You may contact the Assistant Treasurer at 1981 Alaska Avenue, Dawson Creek, (250) 784-3200 if you have any questions about the collection of information pursuant to this bid request.

The records stipulated in this bid request as being required to be maintained by the proponent may be subject to the protection and access provisions of the *Freedom of Information and Protection of Privacy Act*. Should the Peace River Regional District receive a request for any of these records that are in your custody it would be your responsibility to provide the records, at your expense, to the Assistant Treasurer, Peace River Regional District within seven (7) calendar days from official notification by the Assistant Treasurer.

The *Freedom of Information and Protection of Privacy Act* requires the protection of the privacy of individuals whose information may be involved with meeting contract requirements. In accordance with the standards established by the requirements of Part 2 of the *Act*, the proponent will be required to protect the confidentiality and privacy of each individual's personal information accessible to the proponent or collected pursuant to this bid request or contract.

4.4.6 Proponents' Expenses

Prospective proponents are solely responsible for their own expenses in preparing a proposal and subsequent negotiations with the Peace River Regional District, if any.

4.4.7 Acceptance of Proposals

This RFP should not be construed as a contract to purchase goods or services. The Peace River Regional District is not bound to accept the lowest price or any proposal of those submitted. Proposals will be assessed in light of the evaluation criteria.

Subsequent to the submission of proposals, interviews and negotiations may be conducted with some of the proponents, but there shall be no obligation to receive further information, whether written or oral, from any proponent or to disclose the nature of any proposal

received. Any or all proposals shall not necessarily be accepted. The Peace River Regional District shall not be obligated in any manner to any proponent whatsoever until a written agreement has been duly executed relating to an approved proposal. The Peace River Regional District reserves the right to modify the terms of the RFP at any time in its sole discretion.

Neither acceptance of a proposal nor execution of an agreement shall constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

#### **4.4.8 Liability for Errors**

While the Peace River Regional District has used considerable efforts to ensure an accurate representation of information of this RFP, the information contained in this RFP is supplied solely as a guideline for proponents. The information is not guaranteed to be accurate by the Peace River Regional District, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve proponents from forming their own opinions and conclusions in respect of the matters addressed in this RFP.

#### **4.4.9 Definition of Contract**

Notice in writing to a proponent of the acceptance of its proposal by the Peace River Regional District, and the subsequent full execution of a written agreement shall constitute a contract for the services, and no proponent shall acquire any legal or equitable rights or privileges whatever relative to the services until the occurrence of both such events.

#### **4.4.10 Proposals as Part of Contract**

Proposals may be negotiated with proponents, and if accepted, may form part of any contract awarded.

#### **4.4.11 Acceptance of Terms**

All the terms and conditions of this RFP are assumed to be accepted by the proponent and incorporated in its proposal.

#### **4.4.12 Arbitration**

Any contract ordered as a result of this RFP will contain a requirement to use Arbitration as the final dispute resolution procedure in the event of any perceived breach of the purchase contract which cannot be resolved through negotiations with the concerned parties.

#### **4.4.13 Quotes from Marketplace**

The Peace River Regional District reserves the right to consider proposals from suppliers other than those invited to respond to this competition.

#### **4.4.14 Project Sponsor**

A project sponsor may be assigned to oversee the contract awarded to the successful proponent. In addition, the successful proponent will be expected to name a counterpart project manager. The proponent project manager will be responsible for providing scheduled status reports to the project sponsor or a designate.

#### **4.4.15 Compliance With Laws**

The proponent shall give all the notices and obtain all the licenses and permits required to perform the work. The Proponent shall comply with all the laws applicable to the work or the performance of the contract.

### **4.5 CONFIDENTIALITY AND SECURITY**



4.5.1 This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

4.5.2 Access to this document, and any additional information gained while completing the proposal process, must be strictly controlled to maintain the confidentiality of the information.

4.5.3 Information pertaining to the Peace River Regional District obtained by the proponent as a result of participation in this project is confidential and must not be disclosed without written authorization from the Peace River Regional District.

#### **4.6 PROPONENT INFORMATION AND REQUIREMENTS**

##### **4.6.1 Proponent Representation**

Each proponent, by submitting a proposal in response to this RFP, represents that the proponent has read and understands the proposal documents, specifications, and drawings, if any, and has familiarised itself with all federal, provincial, and local laws, ordinances, rules and regulations that in any manner may affect the cost, progress, or performance of the work.

The failure or omission of any proposer to receive or examine any form, instrument, addendum, or other documents, or to acquaint itself with conditions, existing at the site, shall in no way relieve any proposer from any obligations with respect to its proposal or to the resulting contract.

##### **4.6.2 Assignment**

The vendor shall not sell, assign, transfer or convey any contract resulting from this RFP, in whole or in part, without the prior written approval from the Peace River Regional District.

##### **4.6.3 Addenda**

Comments as to how the proposal documents, specifications or drawing can be improved are welcome. Proponents requesting clarification or interpretation of, or improvement to the proposal general terms, conditions, specifications, or drawings shall make a written request seven (7) calendar days prior to the submission deadline.

Any changes to the proposal general terms, conditions, specifications or drawings shall be in the form of a written addendum from the Peace River Regional District, and it shall be signed by a duly authorized representative.

An addendum shall be issued no later than five (5) calendar days prior to the submission deadline. An addendum extending the date for receipt of proposals, or an addendum withdrawing the RFP may be issued any time prior to the submission deadline.

Each proponent shall be responsible for determining that all addenda issued by the Peace River Regional District have been received before submitting a proposal.

Each proponent shall acknowledge the receipt of each addendum on the Proposal Form.

##### **4.6.4 References**

Proponents shall include a list of locations where similar services have been performed. Contact names and telephone numbers must be included. References may or may not be reviewed or contacted at the discretion of the Peace River Regional District. Typically, only references of the top ranked short-listed proposers are contacted. The Peace River Regional District reserves the right to contact references other than, and/or in addition to, those furnished by the proponent. Use the "Client Reference Information" form (Form B of Section 4.0) to record reference information.

**4.6.5 Submission of Proposals**

All proponents shall include the proposal forms provided in their proposals. The Peace River Regional District shall not accept oral proposals, or proposals received by telephone, Fax, or any other electronic media.

All erasures, interpolations, and other changes in the proposals containing any conditions, omissions, erasures, alterations, or items not called for in the RFP, may be rejected by the Peace River Regional District as being incomplete.

The proposal, and any other documents required, shall be enclosed in a sealed envelope.

All proposals received will be kept in a secure area until the time set for opening proposals.

Proposals received after the submission deadline will be returned unopened to the proposer.

**4.6.6 Modification of Proposals**

A proposal may be modified or withdrawn by the proponent anytime prior to the submission deadline. The proponent shall notify the Peace River Regional District in writing of its intentions.

If a change in the proposal is requested, the modification must be so worded by the proponent as to not reveal the original cost of the proposal.

Modified and withdrawn proposals may be resubmitted to the Peace River Regional District prior to the submission deadline.

No proposal can be withdrawn after the submission deadline, and for ninety (90) days thereafter.

**4.7 GENERAL**

**4.7.1 Indemnification**

Except as provided in the next paragraph, the Contractor shall indemnify and hold harmless the Owner, their agents and employees from and against claims, demands, losses, costs, damages, actions, suits, or proceedings arising out of or attribute to the Contractor's performance of the Contract, providing that such claims, damages, losses or expenses are:

- a. attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, and
- b. caused by a negligent act or omission of the Contractor or anyone for whose acts he may be liable.

The obligation of the Contractor under this General Condition shall apply only to the extent that such claim, demands, losses, expenses, costs, damages, actions, suits, or proceedings do not arise out of a negligent act or omission of the Owner, the Contractor, their agents or employees.

**4.7.2 Licensing**

It is the proponent's responsibility to ensure that all licenses that are required by any and all regulatory bodies are applied for, approved and maintained in compliance with the appropriate legislation.

The proponents must have a valid Dawson Creek business license or able to obtain such license prior to the award of the proposal. Proof of such license must be provided as a condition of the award of the contract.

**4.7.3 Performance Measures**

Performance Measures may be developed or adapted from the requirements of this proposal call. These performance measures will be used to determine the extent that the

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project achieved the objectives of the  
Request for Proposal.

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Banking Services

**FORM A**

**RECEIPT CONFIRMATION FORM**

RFP #: RFP 08-2003

FOR: Banking Services

Please complete this form and return WITHIN 4 WORKING DAYS to:

Peace River Regional District  
1981 Alaska Avenue, Box 810  
Dawson Creek, BC V1G 4H8

Attention: Ms. Christina Wards, Assistant Treasurer  
Fax Number: 250 784-3201

Failure to return this form may result in no further communication regarding this RFP

COMPANY: \_\_\_\_\_

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

CITY & PROVINCE: \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**I have received a copy of the above noted RFP. I authorize the Peace River Regional District to send further correspondence concerning this RFP by the following method:**

COURIER COLLECT: [ ] MAIL: [ ] EMAIL [ ]

I understand that whether or not I submit a proposal, that our status as a potential supplier to the Peace River Regional District in the future will not be affected.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_ TITLE \_\_\_\_\_

**FORM B**

<b>CLIENT REFERENCE INFORMATION</b>
-------------------------------------

Company Name	
Address	
City / Prov / Postal Code	
Contact Person / Title / Phone Number	
Description of work performed	

COMMENTS:

Company Name	
Address	
City / Prov / Postal Code	
Contact Person / Title / Phone Number	
Description of work performed	

COMMENTS:

Company Name	
Address	
City / Prov / Postal Code	
Contact Person / Title / Phone Number	
Description of work performed	

COMMENTS:

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**FORM C**

<b>FORM FOR WRITTEN QUESTIONS</b>
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**Deadline for submitting questions:**

**Monday, October 6, 2003 12:00 noon**

**OFFERER NAME AND ADDRESS:**

**CONTACT PERSON:**

**TELEPHONE #:**

**FAX #:**

**(Please refer to Page and Paragraph number wherever possible)**

**FORM D**

**PROPOSERS SIGNATURE PAGE**

By submitting this proposal I/We agree to comply with the requirements stated in this RFP.

My/Our Business License Number is:

I/We acknowledge the receipt of:

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Each proposer shall acknowledge receipt of each addendum on this form. Failure to do so may result in the proposal being considered non-responsive.

**DECLARATION**

The proposer further declares that he has complied in every respect with all the instructions to proposers, that he has read all addenda, if any, issued prior to the opening of proposals, and that he has satisfied himself fully relative to all matters and conditions with respect to the general conditions of the agreement and all relevant information to which this proposal pertains.

**ANTI-COLLUSION STATEMENT**

The undersigned, as proposer (herein used in the masculine singular; irrespective of actual gender and number) declares, under oath that no other person has any interest in this proposal or in any resulting agreement to which this proposal pertains, that this proposal is not made with connection or arrangement with any other persons and without collusion or fraud.

Respectfully submitted,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Telephone #      Fax #

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

## **Section 5.0 - REQUIREMENTS**

### **I. OVERVIEW**

The Peace River Regional District is requesting proposals from financial institutions for the supply of banking services.

Evaluation data compiled is an estimate based on information available, it is not warranted as to accuracy. There are no indications transaction volumes will vary significantly from historic patterns, although this is not warranted.

### **II. INSTITUTIONS QUALIFIED TO SUBMIT A TENDER**

To qualify as an acceptable tender, the submitting institution must be located within the Peace River Regional District limits and must have a short-term deposit rating of R-1 Low or better by the Dominion Bond Rating Service and AA or better by the Canadian Bond Rating Service at the close of business on June 30, 2003.

### **III. GENERAL REQUIREMENTS**

The Peace River Regional District operates 3 bank accounts. The primary activity is conducted in the General Account. The other two accounts are a Payroll Account, and a Peace River Regional Hospital District Account.

The Peace River Regional District borrowing requirements for operating purposes are currently fulfilled with access to an operating line of credit for overdraft protection on an as required basis. Overdraft charges are offset by investment earnings on the investment account.

Interest must be calculated and credited to the Investment Account on the last day of the month.

The Peace River Regional District operates five point of sale machines. One is located at the Peace River Regional District office in Fort St John, and one at each of the landfills listed below:

Fort St John  
Taylor  
Dawson Creek  
Bessborough

The Peace River Regional District currently accepts cash, cheque, VISA, and Debit card payments in respect of payments to our service areas.

The Peace River Regional District requires the ability to accept utility payments and miscellaneous accounts receivable payments at any financial institution that supplies banking services utilizing the Acceptance of Payments (APA) which identifies client payments using the Corporate Identification (CCIN) system or other system as required, and the ability to accept payments made in person or over the internet by Visa, and Debit Card.



The Peace River Regional District currently provides corporate credit cards for the Senior Management employees.

The term of the banking services agreement is anticipated as being five (5) years.

## **1. GENERAL BANK ACCOUNT**

The General Bank account is the primary operating account of the Peace River Regional District. The account is maintained and controlled by the Finance department. The total budget for the Peace River Regional District is approximately \$ 32,554,403, as per the attached Financial Plan. The total budget for the Peace River Regional Hospital District is approximately \$ 4,196,425, as per the attached Financial Plan.

The other account is a payroll account, which handles between 35 – 50 employees, handling approximately \$ 1.4 million dollars annually through direct deposit.

Bank account activity statements, including cancelled cheques, and other supporting documents (debit/credit memos) to the last day of the month, are to be picked up at the bank. Statements are to be available within 5 working days of the end of the period.

### **a) TRANSACTION TYPES:**

- Cash, cheque, and debit/visa payments
- Electronic funds transfer of grants from the Provincial Government & various payments from banks are credited to this account.
- Cheque clearing

### **b) ESTIMATED TRANSACTION VOLUMES:**

- 1800 cheques are deposited annually.
- 2500 cheques are issued & cleared annually.
- 5 returned cheques are processed annually.
- Average daily balances remaining in this account were:

April, 2002 - \$790,062

July, 2002 - \$1,831,967

October, 2002 - \$607,377

December, 2002 - \$627,776

## **2. INVESTMENT OF SURPLUS FUNDS**

Surplus funds are invested at the discretion of the Board. Currently, investments are held with the Municipal Finance Authority of British Columbia.

## **IV. BORROWING REQUIREMENTS**

The Peace River Regional District may require interim borrowing for operational purposes on an annual basis, to a maximum of approximately six million dollars. The Peace River Regional District generally requires operating loan amounts from January 1 to August 1 of each calendar year. This borrowing is done through the Municipal Finance Authority only at this time.

## **V. DEBT**

The Peace River Regional District has ongoing debt in the form of operating (annual) loans, five-year, ten-year, and twenty-year borrowings. Borrowing for longer than a five-year term are made through the Municipal Finance Authority of British Columbia. The estimated debt at December 31, 2002 is \$3.8 million dollars. Financial Statements for 2002 and past years are available upon request.

The Peace River Regional Hospital District has ongoing debt funded through the Municipal Finance Authority of British Columbia. The estimated debt at March 31, 2002 is \$14,009,147.

## **VI. OTHER SERVICES**

### **1. OPTIONAL SERVICES**

Bidding institutions should take the liberty of suggesting any services not addressed in this request that may be beneficial to the operation of the Peace River Regional District's bank accounts. The cost, if any, of these services must be stated separately from the other essential services in the Tender document.

## **Section 6.0 - PROPOSAL FORMAT**

Evaluation of proposals is made easier when proponents respond in a similar manner. The following format must be followed to provide consistency in proponent response.

### **Title Page**

Show RFP number and title, proponents name and address, closing date and time, proponent's telephone number, and contact person.

### **Letter of Introduction**

The Proponent must provide a **brief** company profile.

### **Table of Contents**

Include page numbers.

### **Proposal Overview**

Short one or two page summary of the key features of the proposal.

### **Proposed Methodology**

Outline activities the Proponent plans to take in order to see the project through to a successful conclusion. Identify various Phases of Work and proposed methodology.

### **Schedule of Costs**

Provide Schedule of costs as outlined in Section 7.0 Evaluation

### **Project Team**

The organization must provide the names of key banking staff to be involved in the Project, including their experience and the extent of their involvement in the project.

### **Appendices**

Any additional information, brochures, etc.

## Section 7.0 - EVALUATION SHEET

Considerations		Rating	
		Max	Evaluation
A	Service charges &/or fees charged for the operation of the 2 accounts (cheque clearing, returned items, Visa, Mastercard and Debit card charges ) etc.	20	
B	Service fees or charges for the electronic transmission of data (service) re: the direct credit of employee pay, the direct deposit of pre-authorized tax and utility payments, electronic payment service with optical character recognition (OCR) and magnetic ink character recognition (MICR), on-line payments by credit card (Internet Merchant account for Visa and Mastercard).  Requirements for electronic transfer of information including file formats & coding scheme, i.e.: ASCII or EBCDIC	20	
C	Interest bearing balance criteria & compensation for outstanding balances on deposit;	20	
D	Terms for a \$6,000,000 operating line of credit, including advance/repayment increments, charges & interest rate on advances outstanding, taking into account all balances in General and Investment accounts and operating line of credit when performing interest calculation.	20	
E	The proposal which most completely meets the Peace River Regional District overall requirements, considering the cost of the alternatives.	20	
		100	