



**Lapeer County Treasurer
Dana M. Miller, Treasurer**

255 Clay St. Suite 303, Lapeer, MI 48446
Phone: 810-667-0239 * Fax: 810-667-0263
Email: dmiller@lapeercounty.org

**REQUEST FOR PROPOSAL
BANKING SERVICES
#21-002**

Date Issued: Friday, March 5, 2021

Date Due: Monday, April 5, 2021 2:00 PM

Award Date: Friday, May 14, 2021

Implementation/Conversion Date: June 2021

Introduction:

Lapeer County is soliciting proposals from experienced and qualified banking institutions to provide banking services, including but not limited to banking and depository services. It is the County's objective to identify a banking institution that has a strong geographical presence in close proximity to key County buildings and can offer the most comprehensive services at the most competitive rates.

Proposals are to be submitted electronically by no later than 2:00 P.M. (ET) on Monday, April 5, 2021. Any proposal received after this time may not be considered. All requests for additional information or questions should be directed to Dana M. Miller, Lapeer County Treasurer, at dmiller@lapeercounty.org.

Lapeer County reserves the right to award the contract to the proposal with the highest degree of responsiveness to the requirements of the RFP and to award to more than one vendor, if in its own best interest to do so. The County further reserves the right to reject any or all proposals or parts of proposals, to accept any proposal (or part thereof) which it will deem to be most favorable to the interest of the County or to award to multiple proposers and to cancel this solicitation or to change its scope if it is considered to be in the best interest of the County.

RFP Schedule of Events:

Friday, March 5, 2021 RFP Release Date
Proposal Submission Deadline 2:00 PM, Monday, April 5, 2021
By Friday, May 14, 2021 Intent to Award
June 2021 Begin Implementation/Conversion
RFP Administrator Dana M. Miller, Lapeer County Treasurer

Proposal Submission:

Proposal submissions will be accepted by email only and must be delivered by no later than 2:00 P.M. (ET) on Monday, April 5, 2021. Vendor assumes all risks associated with electronic submission (including possible technical issues). Submissions not meeting proposal submission criteria as described herein may be deemed non-responsive. Proposals must include fully signed, completed copies of the following:

- ATTACHMENT A – COVER SHEET FOR PROPOSAL
- ATTACHMENT B – PROPOSAL RESPONSE
- ATTACHMENT C – CLIENT REFERENCE INFORMATION
- ATTACHMENT D – PROPOSAL PRICING FORM

E-MAIL PROPOSAL SUBMISSION

Vendors are to submit proposal response (preferably single-file PDF format) by e-mail to: dmiller@lapeercounty.org with the subject line: "RFP 21-002 Banking Services." Proposal documents larger than 25 MB should be sent in multiple emails with the subject line: "RFP 21-002 Banking Services, 1 of 2," et cetera.

Questions:

Vendors may submit questions and requests for clarification regarding this RFP until Friday, March 19, 2021. The County reserves the right to revise the RFP prior to the deadline for proposal submissions. All requests for additional information or questions should be directed to Dana M. Miller, Lapeer County Treasurer, at dmiller@lapeercounty.org.

General Information:

Lapeer County is located in the thumb region of Michigan's Lower Peninsula and is the 24th most populated county of Michigan's 83 counties located in the State of Michigan with an estimated 2019 population of 87,607.

The Lapeer County Treasurer is the custodian of all County funds. By law, the Lapeer County Treasurer is to record all of the revenue that comes into the County and then be the custodian of all County funds until spent. The County's relationship with banks has consisted of checking accounts, savings accounts, non-interest-bearing accounts, money market accounts, certificate of deposit, sweep accounts and pooled funds. The County uses one pooled checking account for deposits and disbursements.

It is the policy of the County of Lapeer to manage public funds in a manner which will provide the safest investment return with maximum security, while meeting the daily cash flow demands of the County and conforming to all State statutes and local resolutions governing the investment of public funds. The County recognizes its responsibilities with respect to the use and custody of public funds.

All accounts proposed by the banking institutions must comply with Michigan Act 20 PA 1943, as amended, and the Lapeer County Investment Policy. A copy of the Investment Policy can be obtained by e-mailing Dana M. Miller at dmiller@lapeercounty.org.

Lapeer County is diversified in the locations of the various departments throughout the County and an armored courier service is contracted separately to move funds from locations to the closest vault of the County's lead bank. The County has partnered with JP Morgan Chase for banking services for the past twelve (12) years.

The Comprehensive Annual Financial Report for the Fiscal Years 2002 through 2019 can be found on the County's web site. The web location for the reports is: <http://lapeercountyweb.org/>.

The 2020 Annual Budget can also be found on the County's web site and the web location for the budget is: <http://lapeercountyweb.org/>.

Bank Qualifications:

To be awarded as the main banking institution for Lapeer County, Banks must be able to meet all of the following requirements:

1. Must have a minimum of \$1 billion in total assets;
2. Must hold a charter from the United States Government and/or the State of Michigan or a state contiguous to the State of Michigan and be a qualified depository as defined by the State of Michigan;
3. Must maintain FDIC insurance;
4. Must comply with all applicable laws, rules and regulations of the State of Michigan and the United States;
5. Must be a member of (or have access to) the Federal Reserve System and have access to all Federal Reserve System services;
6. Preferably a member of Lapeer County Treasurer's Association;
7. Must meet or exceed a 4-star rating for the Bauer Financial Rating System;
8. Must have the capability and capacity to provide web-based services and products;
9. Must have experience providing banking services for large-volume municipalities of similar complexity, and preferentially have a municipal services division;
10. Must have regionally/locally assigned, dedicated relationship staff members who are committed, capable and experienced in serving municipal accounts;
11. Must have at least one (1) established full-service brick and mortar branch located within Lapeer County.

Bank Experience:

1. Year organized
2. Number of Clients
3. Number of Staff
4. Assets under Management
 - a. Municipalities
 - i. Number/Percent
 - b. Non-Profits
 - i. Number/Percent
 - c. Institutional
5. Brick and Mortar locations in Lapeer County
6. Past or present litigation/regulatory actions against your firm
7. Most recent financial statements
8. Key ratios including:
 - a. Return on Average Assets
 - b. Non-Performing Loans/Leases to Total Loan/Leases
 - c. Tier 1 capital to risk weighted assets
 - d. Tier 1 capital to average assets
 - e. Total Assets Held

Scope of Services:

Lapeer County is soliciting proposals from experienced and qualified banking institutions to provide banking services, including but not limited to banking and depository services, as well as safekeeping services. It is the County's objective to identify a banking institution that has a strong geographical presence in close proximity to key County buildings and can offer the most comprehensive services at the most competitive rates.

GENERAL BANKING SERVICES

The awarded Bank will be responsible to perform general banking services typical to large-size municipal entities of similar size and structure to Lapeer County, including but not limited to:

- Equipment/supply of check stock, deposit tickets, endorsement stamps, deposit bags, etc.
- In-Person, Delivery and Remote Depository Services
- Account Reconciliation Services (Including Deposit Identifiers)
- Account Disbursement Services
- Online Account Information Reporting
- ACH Origination and Processing
- ACH Positive Pay/Debit Block
- Remote Deposit Capture
- Smart Safe
- Vault Services
- Payee Positive Pay and Reverse Positive Pay
- Online Stop Payments
- Returned Checks Processing
- Internal Transfers
- Online Wire Transfers
- Electronic Document Storage
- Information Reporting Services
- New Account Set Ups
- Other Available Services
- Savings

BANKING RELATIONSHIP TEAM

The awarded Bank will assign a dedicated team of account representatives that have an office in close proximity to Lapeer County. The account representatives shall have relevant professional designation and expertise, as well as demonstrated experience working with municipal clients. The Bank must make every effort to engage and interact with the County Treasurer and the Chief Deputy Treasurer. Proposal to provide information on proposed team members and a description of how local service and overall performance will be monitored.

COMMUNITY INVOLVEMENT

As a local government, community involvement is of critical importance to the operational success and welfare of Lapeer County and its constituents. The County is interested in working with a Bank that has a strong community focus and supports local efforts within the County. Banks are to provide a copy of their Community Reinvestment Act scores and include details of how the Institution invests in the communities of Lapeer County.

IMPLEMENTATION / CONVERSION PLAN

The awarded Bank is to provide a smooth transition from the County's current provider and should have a standard method for conversion that includes, but is not limited to the following elements:

- Schedule / Timeline;
- Required Banking Equipment and Supplies;
- IT-Dependent Services (File Transmissions, County-to-Bank Connectivity, Testing, Account Reconciliation, ACH, Positive Pay, etc.);
- Coordination and communication effort with current provider;
- Coordination and communication effort with other relevant third parties (Armored Courier services, County ERP vendor, web services providers, etc.);
- Description of any Direct Costs the County would be responsible for;
- Description of costs that would be absorbed by the Bank as Startup Costs;
- Account Set Up;
- Staff Training (County Treasurer's Office, other County stakeholder department representatives, as appropriate).

TECHNICAL AND DISASTER RECOVERY

The awarded Bank must have comprehensive technical security and disaster recovery procedures and Cyber Security Insurance Policy in place. Proposals should provide a detailed description of how the Bank maintains technical integrity and security, including data storage, access and backup, security breaches, Personal Identification Information and credit card information management, user credentials, and disaster recovery business continuity.

OTHER SERVICES

The County is interested in learning about any other services that may be available to improve the overall operational efficiency and effectiveness of the organization. Proposals should highlight key banking services offering business innovation and efficiencies.

Proposal Selection and Award Process:

Proposals will first be reviewed to determine if mandatory submission requirements are met. Failure to meet any mandatory submission requirements may result in rejection of the proposal. Proposals that do not comply with submittal instructions established in this document and/or that do not include the required information will be considered non-responsive. Vendor assumes responsibility for meeting submission requirements and addressing all necessary technical and operational issues to meet the objectives of the RFP.

Proposals will be evaluated based on the following criteria (of equal weight and in no particular order):

- EXPERIENCE AND QUALIFICATIONS
- PERSONNEL/STAFFING OF ACCOUNT MANAGEMENT TEAM
- CUSTOMER REFERENCES
- SERVICE RATES/FEE SCHEDULE PROPOSED

As a part of the proposal evaluation process, finalists may be invited to attend an in-person interview. The County Treasurer reserves the right to interview any number of qualifying firm(s) and/or consultant(s) as part of the evaluation and selection process.

An Intent to Award will be issued and all vendors will be notified. The County reserves the right to negotiate with the selected vendors. A determination of selected finalists will not be based solely on the lowest overall cost basis. A variety of criteria will be considered in selecting the best overall proposal. The County reserves the right to select, and subsequently recommend for award, the proposed services which best meets its required needs, quality levels and budget constraints.

Term, Period, Procedures and Use:

The County Treasurer reserves the right to negotiate the terms and conditions of services described within the scope of this RFP. Any fees proposed shall be considered firm and cannot be altered after receipt of the proposal by the County per the terms of this RFP.

All proposers are notified that the County reserves the right to delete or modify any task from the Scope of Services at any time during the solicitation process. Additionally, the County reserves the right to modify the scope of services. Such modification may include adding or deleting any tasks this project will encompass and /or any modifications deemed necessary.

Any changes in pricing or payment terms proposed by a vendor resulting from the requested changes are subject to acceptance by the County. All vendors are notified that services are contingent upon Federal, State, and local appropriations.

Terms and Conditions:

INCURRED EXPENSES/CONFIDENTIALITY

The County is not responsible for any cost or expense incurred by the proposers preparing and submitting a proposal or cost associated with meetings and evaluations of proposals prior to execution of an agreement.

It shall be understood that all Proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and proposals or referencing information submitted in response to this RFP, shall become the property of the County, and will not be returned. The County will use discretion with regard to disclosure of proprietary information contained in any response, but cannot guarantee information will not be made public. As a government entity, the County is subject to making records available for disclosure.

OFFER HELD FIRM

Proposals must remain open and valid for at least 180 days from the deadline specified for submission of proposals. In the event award is not made within 180 days, the County will send a written request to all Vendors deemed susceptible for award, asking Vendors to hold their price firm for a longer specified period of time.

RIGHT TO AUDIT

The County reserves the right to audit any aspect of the services as performed by the Vendor and the Vendor will keep accurate and complete records thereof for at least four (4) years.

NON-DISCRIMINATION CLAUSE

During the performance of the banking services, the Vendor and all subcontractors will not discriminate against any recipient of EMS services because of race, color, creed, religion,

ancestry, national origin, sex, sexual orientation, disability, age, marital status, or status with regard to public assistance.

ETHICS

It is a breach of ethical standards for any person to offer, give, or agree to give any County employee or Board of Commissioners Member - or by County Policy, for any County employee or Board of Commissioners Member person to solicit, demand, accept, or agree to accept from another person, entity, or agency - a gratuity or an offer of employment whenever a reasonable prudent person would conclude that such consideration was motivated by an individual, group, or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded the general public.

RESPONSIBLE VENDOR POLICY

The County recognizes that superior service may require Vendors to hire well-trained and dedicated staff to perform professional and support functions. The County supports the development of a healthy business environment through the responsible management of all employees. Therefore, the County maintains the following requirement. Vendors shall abide by all applicable local, state and federal laws.

Vendors shall at all times maintain a safe and healthy working condition and abide by all applicable wage and hour regulations and prohibitions against child labor. Vendors' working conditions shall conform to the standards set by the Federal OSHA. Vendors shall on request provide to the County a report on their compliance.

LICENSES

The Vendor, and all associated employees, at the time of proposal submission and during the term of any agreement must possess and maintain the required licenses (e.g., law license) necessary to perform the services requested as a part of this proposal.

Any reprimand, disciplinary action or investigation taken by any agency issuing licenses required of the Vendor and/or its employee(s) must be reported to the County within 48 hours of notification by the issuing agency.

SECURITY AND BACKGROUND CHECKS

Background checks may be required by the County, at any time prior to or during the banking services period, to ensure that no Vendor has felony, domestic violence, or other criminal convictions. The Vendor must also agree that all employees, officers, or agents of the Vendor who shall provide services on site at the County must successfully pass background checks. Security background checks shall be conducted for all employees prior to starting work.

INDEPENDENT CONTRACTOR

The awarded Vendor will perform all work and services described herein as an independent contractor and not as an officer, agent, servant or employee of Lapeer County. No person performing any of the work or services described hereunder will be considered an officer, agent,

servant or employee of the County nor will any such person be entitled to any benefits available or granted to employees of the County. The Vendor will not sublet or assign any work included in the banking services provided without previous written consent from the County Treasurer.

STATUTORY INFORMATION

Any agreement resulting from this RFP will be construed in accordance with all relevant laws of the State of Michigan, United States and all regulatory agencies, as applicable. Any litigation between the parties arising out of, or in connection with the same, will be initiated and prosecuted in Lapeer County, Michigan. Any and all litigation between the Lapeer County Treasurer and any vendor in pursuit of this RFP understands and agrees that jurisdiction shall be proper in Michigan and the venue shall be in Lapeer County.

INSURANCE

By submission of a proposal, a Vendor certifies and represents an understanding of the County's Insurance and Indemnification requirements. Potential vendors must understand and agree that financial responsibility for claims or damages to any person or to companies and agents shall rest with the vendor.

The vendor must affect and maintain any and all insurance coverage, including, but not limited to, Worker's Compensation, Employer's Liability and General, Contractual and Professional Liability, to support such financial obligations. A certificate of insurance detailing insurance coverages may be requested. The certificate must indicate that insurers will provide to the County written notice thirty (30) days prior to terminating any insurance policy.