



ALAMO RMA

Alamo Regional Mobility Authority

"Moving people faster"

Request For Proposal
To Provide Depository Bank Services
To The Alamo RMA

January 15, 2010

ALAMO RMA OF SAN ANTONIO, TEXAS

Request For Proposal To Provide Depository Bank Services

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REQUEST FOR PROPOSALS – BANKING DEPOSITORY SERVICES

FOR THE ALAMO REGIONAL MOBILITY AUTHORITY

BEXAR COUNTY, TEXAS

The Alamo Regional Mobility Authority (“Alamo RMA”) is a governmental entity seeking a qualified institution for banking depository services. Depository services include those tasks and responsibilities associated with the collection and disbursement of the Alamo RMA’s money, provision of timely and reader-friendly reports, implementation of security measures to protect and assist the Alamo RMA with its fiduciary responsibilities with respect to financial assets and provision of cash management techniques, as well as, other financial services that may include, but not be limited to, custodial, safekeeping, trust, escrow, commercial services, and on-line computer services. The current Depository Contract expires May 1, 2010.

This Request for Proposal (“RFP”) represents a competitive process for qualified banks, credit unions and savings associations to provide depository services. The process of competitive negotiations being used should not be confused with competitive sealed bidding where goods and services can be precisely described and price is generally the determining factor. This competitive RFP will provide the Alamo RMA with the flexibility to negotiate with firms the terms and conditions that are mutually agreeable to all parties. The Alamo RMA will consider the terms and conditions for the performance of depository services, including the type and cost of services to be provided, and will select that institution offering a proposal deemed most advantageous to the Alamo RMA. The Alamo RMA intends to enter into contract negotiations with the selected financial institution. These negotiations could include any aspect of services and fees. If a contract is not finalized in a reasonable period of time, the Alamo RMA will open negotiations with the next ranked firm. Final selection and approval is subject to Alamo RMA Board approval.

The contract period shall be three (3) years beginning May 1, 2010 and ending April 30, 2013 with two (2) one-year extension options ending April 30, 2014 and April 30, 2015 respectively or thereafter until the successor depository shall have been selected and qualified according to state laws.

SCOPE OF SERVICES:

General

The Alamo RMA requires a variety of banking/financial services, some of which reside as the primary responsibility of the Depository. Other services required by the Alamo RMA may fall within the domain of the Depository or may be provided by institutions outside of the Depository Contract. The Alamo RMA retains the right to select and utilize those services deemed most appropriate to be provided by a depository and shall, within the scope of the law, solicit other banking/financial services as the Alamo RMA determines will best satisfy the needs of, and be most advantageous to, the Alamo RMA. The primary Depository services pertain to the secure processing of the Alamo RMA’s collections and disbursements, and provision of timely and reader-friendly reports.

Compliant with the Alamo RMA’s fiduciary responsibilities is the utilization of improved technological security mechanisms and processes to safeguard the Alamo RMA’s financial resources. The Alamo RMA intends to review additional and/or modified security measures through the Depository to protect the Alamo RMA’s financial resources from fraudulent acts.

The Alamo RMA is also in the process of reviewing its cash management and investment strategies. Services provided by the Depository must include cash management techniques that enhance the Alamo

RMA's short-term investment earnings options and provide liquidity without incurring losses when the situation for additional cash needs presents itself.

Other services required by the Alamo RMA include, but are not limited to custodial, safekeeping, trust, escrow, and on-line services.

What follows is a listing and brief explanation of the major depository services that the Alamo RMA currently utilizes, as well as suggested additional services the Alamo RMA may elect to implement. The annual activity pertaining to the various depository services the Alamo RMA currently receives is shown in Exhibit I, for reference.

Collection Services

The Alamo RMA currently has minimal cash collection activity; however, it is anticipated that future revenue collections will encompass the processing and related costs of processing the revenue categories listed below.

Collection Categories:

- Currency and Checks..... Cash, coin and check receipts. The Alamo RMA currently has minimal currency and check receipt activity but anticipates that the amount of currency and check collection activity will increase over time.
- International Currency Exchange..... The ability to provide Mexican currency exchange into US dollars. Mexican currency may be in the form of cash or electronic funds.
- ACH The Alamo RMA anticipates that it will utilize and/or make available to customers payments to the Alamo RMA by electronic means and will require the Depository to have the capability to provide Automated Clearing House ("ACH") collection services.
- Transfer The Depository must have the capacity to accept and process incoming wire transfers and provide prompt reporting to the Alamo RMA.

Disbursement Services

The Alamo RMA utilizes several mechanisms to make payment on its obligations. As with the collection process, the efficiency of the Alamo RMA's financial operation is enhanced by the effective disbursement services provided by the Depository. The Depository's responsibilities will include, but not be limited to, the timely processing of disbursements, implementation and exercise of prudent security measures, provision of easily reconcilable data and information and prompt reporting to the Alamo RMA.

Disbursement Categories:

- Checks..... the Alamo RMA disburses 35 to 70 vendor checks per month, and has a payroll for nine full-time employees that are paid on the 15th and 30th of the month by direct deposit. It is anticipated that this volume of activity

will increase as road construction projects commence, and on-going future operations pertaining to revenue collection and disbursement will occur upon road construction completion. During the ensuing years, the Alamo RMA intends to utilize electronic means of payment and procedures that will diminish the manual processes required for these disbursements while maintaining the security, control and integrity of the disbursement process.

- ACH..... the Alamo RMA utilizes ACH, primarily for payroll activity disbursements. It is anticipated that additional ACH activity will be exercised in the future if deemed appropriate by the Alamo RMA.
- Transfers..... the Alamo RMA's future disbursement activity may include the use of both inter-fund and intra-bank transfers. The Alamo RMA currently uses an automated inter-fund transfer process through the use of zero balance accounts. Intra-bank transfers will be utilized to receive funds and to make debt service payments and securities transactions.

Account Reconciliation

As part of the Alamo RMA's fiduciary responsibilities, it is charged with the accurate reconciliation of its financial transactions. It is intended that this objective be accomplished through the implementation of automated systems and timely, user-friendly reports.

Reports

While the Alamo RMA intends to increase the use of electronic banking tools in its financial operations, the need for hard copy reports is also required. Similar to the account reconciliation process, any reports, whether generated from an electronic service or the Depository, should be designed to achieve the Alamo RMA's stated goal of improving productivity, thus placing a premium upon the report's timeliness and a user-friendly structure that is downloadable and exportable.

Cash Management

The Alamo RMA handles its short-term cash management through the utilization of the investment sweep of cash balances in excess of \$1,000 in the operating account. Balances in excess of \$1,000 are invested in an Invesco AIM money market account. It is anticipated that such a cash management practice will continue in the immediate future with future modifications to the cash management practice that will utilize techniques such as online account information services, controlled disbursements and money market mutual fund sweep vehicles, as well as, other available overnight and short-term investment vehicles that might enhance the Alamo RMA's short-term cash management capabilities. It is expected that the Depository will be able to provide such services should the Alamo RMA desire to exercise its right to utilize some or all such services.

Financial Safeguards

The fiduciary responsibility of the Alamo RMA requires state-of-the-art security measures to protect the Alamo RMA from fraudulent or negligent acts. The Depository will be required to demonstrate

that it can provide these security measures. The Alamo RMA currently uses Positive Pay to safeguard against fraudulent activity. The Alamo RMA will consider other mechanisms that the Depository might suggest.

Collateral Requirements

Deposits must be fully secured by a combination of FDIC Insurance, or other federal insurance coverage, and permitted securities as provided for in the Texas Public Funds Collateral Act equal to a value of at least 102% of the funds being secured. The collateral requirements may be minimized, depending on the depository services available and other means of securing the Alamo RMA's funds through overnight and short-term investments and/or the timely maturity of investments coincident with large disbursements. Collateral deposits must be placed in the custody of a third-party institution that customarily provides such custodial services. The use of pooled collateral may be permitted upon review and evaluation of the Alamo RMA.

The Alamo RMA will require the Depository to attach to the contract certified resolutions of the Board of Directors or Board authorized committee of the Depository that set forth the security interest in the collateral supporting the Alamo RMA's deposits. The certification must meet all the requirements of FIRREA and FDIC policies that apply to the Alamo RMA's security interest in the pledged collateral and must specify the officers of the bank who are authorized to sign agreements with the Alamo RMA.

Institutional/Corporate Trust Services

The Alamo RMA currently has minimal corporate trust service requirements; however, as revenue collections commence it is anticipated that such trust services will be utilized on a daily basis with respect to its investment transactions. Specifically, the Alamo RMA would utilize trust services to effectuate payment for purchased securities, to provide custodial service for the delivery of securities purchased by the Alamo RMA, and to provide for the delivery of securities sold by the Alamo RMA to other institutions. In addition to the custodial services, the Alamo RMA may require other specialized assistance such as transfer agent service and escrow services.

Safekeeping

As previously mentioned, any purchased securities would be held in trust and the Alamo RMA does contemplate engaging in activities which require safekeeping. However, consistent with the objectives listed in this RFP to enhance operational efficiency the physical storage of certain instruments may require certain safekeeping or storage services.

On-line Computer Capability

The Alamo RMA will modify its financial operation, when appropriate, through the use of electronic banking services and tools where such modification would diminish work-load and improve operational efficiencies. It is intended that over the term of the depository contract, the Alamo RMA will evaluate, in coordination with the Depository, the benefits, costs, procedures and risks associated with implementing on-line banking capabilities and new innovative emerging technologies.

Training

Training service may be required of the Depository in order to implement modifications as needed to the depository banking services. This will require the Depository to not only provide or make available the mechanisms necessary to modify certain financial operations, but physically assist in the training and implementation process.

MINIMUM QUALIFICATIONS FOR PROPOSING INSTITUTIONS

The minimum qualifications required of an institution to provide depository services to the Alamo RMA, hereinafter referred to as “Respondents” or “Depository Respondents”, are listed below. Institutions submitting proposals to provide depository services must provide a letter certifying that the institution satisfies the qualifications listed below. Such institutions must also include documentary evidence of qualification, where appropriate.

- The financial institution providing depository services must be a bank or financial institution that provides depository services for governmental entities that has its main office or branch office in this state.
- The financial institution must have banking facilities within the City of San Antonio and must be capable of providing the major portion of the depository services from an institution in Bexar County.
- The financial institution’s local deposits must be equal to or greater than \$250,000,000, as shown on the latest published quarterly financial statement.
- The financial institution’s combined capital and surplus must be equal to or greater than \$50,000,000, and it must be in good financial standing.
- The financial institution must be a member of the Federal Reserve System.
- The financial institution must be a member of the Federal Deposit Insurance Corporation (FDIC) or have other federal insurance coverage.

CONDITIONS TO BE SATISFIED BY THE DEPOSITORY

The selected Depository shall satisfy, at all times, the conditions listed below:

- Maintain the municipal funds covered by the depository contract.
- Perform all duties and obligations required of the Depository by law and under the depository contract.
- Pay, upon presentation, all checks drawn and properly payable on a demand deposit account with the Depository.
- Pay all transfers properly payable as directed by a designated officer.
- Provide and maintain security at a level equal to at least 102% of the value on the amount of deposits, plus accrued interest, less FDIC coverage, or other federal insurance coverage.

RESPONSES TO THE RFP SHALL INCLUDE THE FOLLOWING INFORMATION:

PROPOSAL FORMAT

Respondents must provide a complete answer to all questions set forth in this RFP and provide Exhibits II, III and IV and all required attachments. Utilization of existing brochures, pamphlets and information items is an acceptable form of response to a question only if such material specifically addresses the questions and does not require interpretation or evaluation to form a conclusion. Failure to respond to any question or complete and return the attached forms as requested in this RFP may result in a proposal being deemed nonresponsive and therefore not considered in the selection process.

PROPOSAL CONTENT

Responses to the questions that follow will be used by the Depository Selection Committee to evaluate the proposals to provide depository services. Each question should be specifically addressed. Utilization of existing brochures, pamphlets and information items is an acceptable form of response to a question only if such material specifically addresses the question and does not require interpretation or evaluation to form a conclusion. Failure to respond to each question and failure to submit all attachments may result in a proposal being deemed non-responsive.

1. Include the following information related to your firm:
 - a. Name and address
 - b. Location of national headquarters
 - c. History including date founded
 - d. Brief description of firm including the following:
 - i. Number of branches and their locations in Bexar County
 - ii. Number of branches located in the state of Texas
 - iii. Number of branches located nationally
2. Include the following information regarding the personnel that would be assigned to the Alamo RMA's account:
 - a. Name, title, address
 - b. Years of applicable experience
 - c. Brief résumé
 - d. Please designate which of these personnel will be the Alamo RMA's day to day contact
3. Provide the names of the executive staff responsible for making immediate and important decisions concerning the Alamo RMA account and their availability during normal business hours, after hours, and weekends.
4. Provide a brief description of Respondent's capital structure as shown on the latest published quarterly financial statement to include:
 - a. Total capital

- b. Current value of deposits
5. Explain changes, if any, that have occurred within Respondent's firm over the last six (6) months or future changes you expect may occur including:
- a. Staffing
 - b. Capital
 - c. Organizational structure
 - d. Other
6. Depository Services. Provide a complete description of the services Respondent would provide for each of the Alamo RMA's depository needs listed below, as well as ideas and suggestions for changes or modifications that could be implemented to make the Alamo RMA's financial operation more effective and efficient.
- A. Collections and disbursements processing. Describe the collections and disbursements processing. In the description include the location where the processing occurs and if controlled disbursements are utilized explain the controlled disbursements process and location of the processing.
 - C. Account Reconciliation. In narrative form, describe what options are available to the Alamo RMA with regard to the account reconciliation process.
 - D. Cash Management Services. In a narrative form, describe the process of utilizing the following:
 - 1. Controlled disbursements
 - 2. Zero balance accounts
 - 3. Money market mutual funds
 - 4. Sweep accounts
 - 5. Other overnight and short term investment vehicles available through Respondent
 - 6. Other cash management services available but not identified in RFP
 - E. Financial Safeguards. Describe Respondent's security mechanisms.
 - F. Institutional/Corporate Trust Services. In narrative form, describe Respondent's trust services related to the following:
 - a. Custodial services
 - b. Escrow services
 - c. Securities lending services
 - d. Trust online services
 - e. Other trust services that may be utilized by the Alamo RMA

G. Safekeeping. Describe Respondent's safekeeping services related to the following:

- a. Canceled checks
- b. Other safekeeping services

H. On-line Computer Capability. Describe Respondent's on-line services available, including:

- a. Hardware and software requirements
- b. Process of implementation

- 7. Exhibit I provides a list of potential depository services. Please use Exhibit I as a template to list the per unit cost and total projected cost over three years for the proposed depository services. Assume the same level of activity in year one as shown in Exhibit I and increase the activity by 50% in year two and another 50% in year three.
- 8. Provide any other information that Respondent may deem applicable to the depository services that the Alamo RMA may utilize but has not been directly requested in this RFP.
- 9. Please include the following documentation as described below:
 - a. Proposed form of contract with the Alamo RMA as an appendix to the response.
 - b. A letter certifying that the institution satisfies the minimum qualifications listed on pages 4 and 5 of this RFP and entitled "Minimum Qualifications For Proposing Institutions".
 - c. Provide a copy of Respondent's most recent audited financial statements.
- 10. Indicate whether the Respondent is a certified historically utilized business ("HUB") or disadvantaged business enterprise ("DBE") and if so, provide supporting documentation including evidence of certification through the State of Texas or a Texas regional certification agency.

SCHEDULE: During negotiations with the selected proposer, an overall work schedule is to be agreed upon by the Alamo RMA and the proposer. The tentative schedule listed below is presented to indicate the desired dates:

RFP Release Date	January 15, 2010
Proposal Due Date	March 1, 2010
Recommendation of Respondent by Staff	April 1, 2010
Board Approval of Respondent and Contract Execution	April 8, 2010

SCORING:

<u>10</u> %	Experience of the Individuals Assigned to the Account
<u>14</u> %	Access to Individual that has Authority to Make Decisions
<u>45</u> %	Depository Services including but not limited to: Collections Processing, Disbursement Processing, Currency Services, Account Reconciliation, Cash Management Services,

Security, Collateral, Trust Services, Safekeeping, On-Line Computer Capability, Training, Reports (Timely and User-Friendly)

20 % Cost of Services

11 % Local Presence/DBE Commitment

SELECTION PROCESS:

The Alamo RMA reserves the right to interview respondents from a “short list” of eligible firms or to select directly from the qualified respondents that submit proposals. Scoring of the proposals will be based on the criteria above. Final scoring will occur following interviews of short-listed teams (if any interviews are conducted). The scoring will lead to a recommendation by the staff of the Alamo RMA. The recommendation of staff will be forwarded to the Board of Directors of the Alamo RMA. The Board of Directors will make the final selection of a respondent and authorize entry into the contract at its regularly scheduled meeting on April 8, 2010 at 1:00 p.m. San Antonio time, at the Alamo Area Council of Governments, 8700 Tesoro Drive, Suite 100, San Antonio, Texas. Additional details concerning the procurement process for these services can be found in the Alamo RMA’s Policies and Procedures Governing Procurements of Goods and Services, available at www.alamorma.org (or upon written request to the Contact Person indicated below).

CONFLICTS OF INTEREST: Respondents must disclose conflicts of interest by identifying each and every matter in which the respondent has, within the past three calendar years, represented any entity or individual with an interest adverse to the Alamo RMA, Federal Highway Administration, or the Texas Department of Transportation, or to the State of Texas or any of its boards, agencies, commissions, universities, elected or appointed officials, or Bexar County. Respondent must complete Exhibit IV of this RFP.

Provide a list of governmental entities located in Bexar County to which services have been provided in past three (3) calendar years. Briefly describe the services provided for each governmental entity in an appendix to the response. The appendix will not be considered part of the ten (10) page limit. In addition respondents must comply with the Alamo RMA’s Conflict of Interest Policy for Financial Team Members. The Conflict of Interest Policy for Financial Team Members, the list of Key Personnel, and the Disclosure Form can be obtained from the Alamo RMA website (www.alamorma.org) or from the Contact Person indicated below.

QUESTIONS CONCERNING RFP: Respondents are responsible for monitoring the Alamo RMA website (www.alamorma.org) for updates and information concerning this RFP. Any questions concerning this RFP or the process for procuring the requested services must be submitted in writing (or via email) to the contact person designated below not later than 5 p.m., C.S.T., Tuesday, February 16, 2010 and answers will be posted on the Alamo RMA website. The Alamo RMA reserves the right to summarize questions, combine similar questions, decline to answer questions, or to modify the content of questions to protect the identity of the requestor or as is otherwise deemed to be in the best interest of the Alamo RMA.

ANTI-LOBBYING: Interested parties are prohibited from any contact with Alamo RMA Board Members and staff (except the Contact Person) prior to the submittal deadline. Violation of this prohibition is grounds for disqualification from participation in this procurement. The Contact Person for all inquiries concerning this RFP is: Mr. Milo Nitschke, Alamo RMA Chief Financial Officer, who is the designated officer to request, receive, and review applications for the performance of the depository services. Questions may be submitted via email to: mnitschke@alamorma.org, or via U.S. Mail to:

Alamo Regional Mobility Authority
1222 N. Main Street, Suite 1000
San Antonio, Texas 78212 Attn: Milo Nitschke, Chief Financial Officer

RELEASE OF INFORMATION AND OPEN RECORDS: All proposals, once submitted, are deemed to be the property of the Alamo RMA. Response documents may be subject to public disclosure under the Texas Public Information Act ("PIA"). Any material deemed to be proprietary, confidential, or otherwise exempt from disclosure under the PIA must be clearly marked as such. If a PIA request is received during the pendency of this procurement that might cover all or part of an RFP response, the Alamo RMA will attempt to notify the respondent.

DELIVERY AND DEADLINE FOR SUBMISSION OF RESPONSES: The proposal shall be in letter format not to exceed ten (10) pages (double sided counts as two pages, 11 point font on 8 ½ x 11 paper), exclusive of the cover letter (limited to 2 pages), resumes, exhibits, and appendices.

To be considered, the firm submitting the proposal shall submit one (1) original and nine (9) copies of the proposal. All proposals must be received by 4:00 p.m., C.S.T., March 1, 2010, by physical delivery at the following address:

Alamo Regional Mobility Authority
1222 N. Main Street, Suite 1000
San Antonio, Texas 78212
Attn: Mr. Milo Nitschke, Chief Financial Officer (email: mnitschke@alamorma.org)

EXHIBIT I

Summary of Current Depository Services Activity

Alamo Regional Mobility Authority
Depository Bank Activity
December 1, 2008 through November 30, 2009

<u>Depository Services Provided</u>	<u>Total</u>
General Account Services:	
Account Maintenance	24.00
Debits Posted	670.00
Credits Posted	184.00
Statements Rendered	4.00
Internet Statement Copy Requests	16.00
Total	<u>898.00</u>
Paper Disbursement Services:	
Positive Pay Posted Checks	416.00
Positive Pay Rejected Items	4.00
Stop Payments	1.00
Positive Pay Paid Rejected Items	3.00
Total	<u>424.00</u>
General ACH Services:	
ACH Origination - Item	24.00
ACH Incoming Debits	101.00
ACH Incoming Credits	5.00
ACH Blocking	11.00
Total	<u>141.00</u>
Investments/Custody Services	
Investment Sweep	12.00
Total	<u>12.00</u>
Wire and Other Funds Transfers	
Account Transfer Intra Bank	1.00
Total	<u>1.00</u>
Depository Services:	
Local Reg. Chk. Processing Ctr. Items	2.00
Transit Clearing	2.00
Local Statewide Clearing	1.00
Total	<u>5.00</u>
 <u>Grand Total</u>	 <u><u>1,481.00</u></u>

EXHIBIT II

**Standard Price List
And
Estimated Total Cost
(Provided by Respondent and Attached as Exhibit II)**

EXHIBIT III

**Sample Depository Contract
(Provided by Respondent and Attached as Exhibit III)**

EXHIBIT IV

**Conflicts of Interest
(Provided by Respondent and Attached as Exhibit IV)**

Disclosure of Conflict of Interest

The 79th Texas State Legislature enacted H.B. 914, creating Chapter 176 of the Texas Local Government Code. This act, Disclosure of Certain Relationships with Local Government Officers, takes effect January 1, 2006. As required by the act, the Texas Ethics Commission has created a draft disclosure questionnaire to be completed by vendors. The disclosure requirement applies to a person who contracts or seeks to contract for the sale or purchase of property, goods or services with a local governmental entity.

1. The CONFLICT OF INTEREST QUESTIONNAIRE (FORM CIQ) is required to be filed when:
 - A. Contract discussions or negotiations begin with Alamo Regional Mobility Authority; or
 - B. Responding to a Request for Bid or Proposals or a correspondence or other writing related to a potential agreement with Alamo Regional Mobility Authority.
2. A person required to file a conflict of interest questionnaire must file an updated questionnaire not later than September 1st of each year that a contractual relationship or negotiation exists with the Alamo Regional Mobility Authority.

The CONFLICT OF INTEREST QUESTIONNAIRE (FORM CIQ) is to be completed and submitted with the bid package or proposal. All updated CONFLICT OF INTEREST QUESTIONNAIRE (FORM CIQ) shall be submitted to the Alamo Regional Mobility Authority, located on the 10th floor, 1222 North Main Avenue, San Antonio, TX 78212.

COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER OR PROPOSER.

CONFLICT OF INTEREST QUESTIONNAIRE For Respondent or other person doing business with local governmental entity		FORM CIQ
This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity. By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.		<u>OFFICE USE ONLY</u> Date Received
1 Name of the person doing business with local governmental entity.		
2 ☐ Check this box if you are filing an update to a previously filed questionnaire (This law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate).		
3 Name each employee or Contractor of the local governmental entity who makes recommendations to a local government officer of the governmental entity with respect to expenditures of money AND describe the affiliation or business relationship.		
4 Name each local government officer who appoints or employs local government officers of the governmental entity for which this questionnaire is filed AND describe the affiliation or business relationship.		

Attachments

- (1) A letter certifying that the institution satisfies the minimum qualifications listed on pages 4 and 5 of this RFP and entitled “Minimum Qualifications For Proposing Institutions.
- (2) A copy of Respondent’s most recent audited financial statements
- (3) Other Information that Respondent deems important to this proposal