

Mountain Park Health Center Banking Services

Request for Proposal



Mountain Park Health Center
2702 North 3rd Street, Suite 4020
Phoenix, AZ 85004

REQUEST FOR PROPOSAL FOR BANKING SERVICES

I. INTRODUCTION

Mountain Park Health Center (MPHC) is requesting proposals for banking services to be awarded July 23rd, 2013, with service to begin August 1st, 2013. Through this contract MPHC intends to minimize banking costs, improve operational efficiency, and maximize investment capabilities. This Request for Proposal (RFP) represents the cash management goals, specifies all banks' required qualifications, the banking services required, the estimated activity volumes on all accounts, the method and terms of compensation, submission instructions and the contract award provisions.

II. PROPOSAL INSTRUCTIONS AND QUALIFICATIONS

A. Minimum Qualifications

To assure a close working relationship, to facilitate available services, and to support local business, the entity may give priority to those banks with full service capabilities within Arizona. Any required statement regarding equal opportunity and affirmative action should be included if required/desired. The proposal submitted will become part of the final contract.

B. Proposal Submission Instructions

1. Proposal Format

In order to fully and equitably evaluate each bank's ability to meet the banking services needs of MPHC, a standard reply format is required. Each proposal must include a response to each item in the RFP in the order given. Only proposals submitted in the prescribed format and using the exhibit forms provided will be evaluated for contract award.

2. Submission Requirements

Each proposal must be received by 5pm Friday July 12, 2013 and include items noted in sections III, IV, and V of this document, as well as Attachment A which defines fee/pricing structure.

3. RFP Questions

Questions regarding this RFP or the service requested may be sent to Misty Arthur, Executive Assistant to the CFO at marthur@mphc-az.org.

4. Selection Criteria

Evaluation of proposals will be made on the basis of the following objectives:

Financial strength and creditworthiness of bank	25%
Cost of Service	25%
Local Decision Makers for Lending	10%
Ability to provide required services	25%
Ability to provide enhanced services (new services, emerging technology)	15%

5. Award of Bid and Service Initiation

The contract is to be awarded by MPHC by July 23rd, 2013.

III. REQUIRED FINANCIAL INSTITUTION INFORMATION

All banks must provide, as part of the proposal:

- Audited financial statements for the most recent fiscal year and
- A statement regarding any recent or foreseen merger or acquisition.

IV. REQUIRED BANKING SERVICES

This section lists all the services to be provided by the bank under this agreement. Attachment A lists each of these services. The bank should use this Attachment to provide the specific price for each service.

A. Consolidated Account Structure

The bank is to provide a master consolidation account and zero balance accounts from which daily balance and detail reporting is available. MPHC's current account structure contains the following accounts:

Account Title

Deposits

Disbursements

Payroll

ZBA Benefit Claims

It is Mountain Park's intent to transition the Disbursement and Payroll accounts to ZBA as well.

In addition, Mountain Park Health Center Foundation (Foundation) would potentially move their banking services to the same bank as MPHC. The Foundation's current account structure contains the following accounts:

Account Title

Checking

Savings

B. Wire Transfer Services

MPHC generates approximately 1 incoming and 26 outgoing wires each month, plus internal transfers. A standard wire transfer agreement will be executed with the bank. This proposal should include a copy of your standard transfer procedures and wire transfer agreement. MPHC requires adequate security provisions and procedures. If the wire transfer requests are available on-line, full information should be submitted detailing use.

C. Online Reporting Capabilities

MPHC requires access to the closing ledger and available balances. Stipulate the time at which the access is available and describe the system to be used. Reporting should

include balance and detail reporting. Samples of the reports are to be included in the proposal.

Given the nature of MPHC's business, we require detailed deposit reporting. These reports need to provide a summary of each daily deposit, plus copies of the related checks. It is MPHC's desire that the report would produce one check per page for easier utilization by our billing department.

D. Standard Disbursing Services

Standard dual signature disbursing services for all accounts are required to include the payment of all checks upon presentation.

E. Standard and Electronic Deposit Services

The bank must guarantee immediate credit on all incoming wire transfers and all checks based on the bank's published availability schedule. The bank should specify in their proposal their deposit requirements and commercial and retail deposit locations, as well as availability and pricing of scanning deposits into the bank.

F. Reporting and Account Analysis

Monthly account analysis must be provided by the bank on a timely basis for each account and on a total account basis. A sample account analysis format must be provided as part of the proposal. Samples of monthly statements should also be provided. The monthly statements are to be received within five business days of the next month.

G. Account Executive

An account executive must be assigned to the account to coordinate the account services and expedite the solution of any problem. A trained and competent backup for the account executive, familiar with the account, should be assigned in the proposal. Stipulate the name and a brief biography of the account executive to be assigned to MPHC's account.

MPHC would like a regular quarterly meeting with the Account Executive to discuss current portfolio of services, new services available, and any concerns by either party regarding the banking relationship.

H. Direct Deposit

Describe the requirements and deadlines for ACH transactions. The proposal should indicate when funds will be available in participating banks.

I. Overdraft Provisions

Every effort will be made to eliminate overdraft situations on the account. However, in case this situation does arise, the proposal should include any and all bank policies regarding overdraft charges or handling procedures.

J. Stop Payments

The proposal must include a statement on the proposed stop payment process on an automated or manual basis.

K. Collateralization of Deposits

The bank must agree to obtain and maintain acceptable collateral sufficient to cover all anticipated time and demand deposits, above the FDIC insured limit.

L. On-Line Portal and Mobile Capabilities

MPHC requires an electronic portal to perform the majority of its functions, including, but not limited to sending wires, uploading ACHs, creating reports, and searching for information. Please include a description of your online and mobile access capabilities within the proposal.

M. Additional Services

If new services become available and are provided during the period of this contract, they will be charged at the bank's the published rate.

V. OTHER SERVICES

MPHC is interested in obtaining service and cost information on additional services for possible use during the contract period. These services are not required but will be evaluated in terms of availability, feasibility, service levels, service providers, and cost. MPHC will make its determination after receipt of proposals as to whether a service will be used. If the service is accepted later in the contract period the services and charges stipulate in the proposal will be applied.

A. Purchasing and/or Credit Card

MPHC may choose to utilize credit card or purchasing card services for certain expenditures. Please provide a full description of the service, including associated costs and benefits to the program.

B. Sweep Account Provisions

If MPHC chooses, the bank will be responsible for automatically sweeping the balances in all accounts daily to an investment options (money market, repo, etc.). Describe the sweep options and, if a money market is used, provide a prospectus.

C. Line of Credit

MPHC may be interested in opening a line of credit with the bank. Please provide a description of processes and terms associated with a line of credit.

D. Fraud Protection

MPHC is interested in the types of fraud protection services that are available at the bank and fees associated.

E. Investment of Reserve Funds

MPHC seeks advice on the best investment opportunities available. Please describe how the bank advises clients about investment opportunities and fees associated.

VI. BANK COMPENSATION

Please describe the methodology for which MPHIC will be charged bank fees. Include all fees and charges in Attachment A.

ATTACHMENT A – BANKING SERVICES CHARGES

Any and all anticipated service charges must be shown on this form to be applicable under the agreement. Add additional lines as required.

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