



REQUEST FOR PROPOSALS

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Banking Services Municipality of Machin, Ontario

Closing Date: June 1st, 2024

1. Background

The Municipality of Machin is a single tier municipality situated in the Kenora District of Northwestern Ontario. Machin lies along Highway 17 in the Patricia Region of Ontario's Sunset Country. Machin is surrounded by unincorporated area and is located approximately:

- 30 km west of the City of Dryden
- 80 km east of the City of Kenora

Machin is a community of 1,012 residents (Statistics Canada 2021 Census Profile), with a number of local businesses, service organizations and tourism operators.

2. Invitation

The Municipality of Machin is pleased to invite proposals from qualified and experienced organizations for the provision of banking services for the Municipality.

Proponents have the sole responsibility to submit proposals to the Municipality of Machin by 11:00 a.m. local time on June 1st, 2024.

Proposals received after the stipulated deadline will not be accepted. Machin does not intend any contractual relationship upon the submission of a proposal and will only enter into a contractual service relationship with a proponent if the proponent's proposal is determined to meet the needs of Machin after evaluation.

3. Process

Proponents are required to fill out and return the Receipt Confirmation Form attached as Appendix A. All subsequent communications regarding this RFP, including any additional information or addenda, will be directed only to those proponents who return the Receipt Confirmation Form. Please submit this form by email by April 26th in order to be included in any additional information presented (if there are questions received from proponents, responses will be distributed to those who have submitted the RCF).

The minimum requirements for Proposals in response to this RFP are as described in this document. A proponent may submit additional information that it feels is relevant to the provision of the services described herein. Each proponent, by submitting a Proposal, represents that the proponent has read, completely understands, and accepts the terms and conditions of this RFP in full and agrees that should its Proposal be successful, the proponent will enter into a services contract with the Municipality of Machin.

Submitted Proposals will be evaluated upon the evaluation grid provided herein and will not be evaluated on a lowest cost Proposal basis. The submission of any Proposal will not create an obligation upon the Municipality of Machin to accept the lowest cost Proposal

or any Proposal in any circumstances. Machin maintains the sole and unfettered discretion to negotiate with any proponent regarding its proposal before determining whether to enter into a services agreement with any proponent. Machin may choose to not enter into a services agreement with any proponent, in its sole and unfettered discretion.

4. Timeline Information

Timelines:

- March 21st, 2024 RFP Issued
- April 26th, 2024 Deadline for submitting questions
- June 1st, 2024 Deadline for submitting proposal
- July/August 2024 Notification of successful proponent

All items in the schedule are due by 11:00 a.m. local time on the date specified. The Municipality of Machin reserves the right, in its sole discretion, to deviate from these timelines.

5. Proposal Review

The Proposal submitted shall be evaluated by the Municipality of Machin. A short list of eligible candidates may be selected and interviewed, unless all proposals are determined to be unsatisfactory in the sole and unfettered discretion of Machin. Final approval of the selection of the successful proponent rests with the Council of the Municipality of Machin.

6. Scope of Work/Terms of Reference

Submissions should include pertinent information in a clear and concise manner to assist in the evaluation process.

- a) Service rates – The rates should be firm for the duration of the proposal term. If the pricing structure may to change during this term, please ensure that all changes are clearly identified with rates, dates, etc., so that your proposal can be readily evaluated. Where no service charge is quoted, it is deemed to be compensated elsewhere in the proposal.

Municipality of Machin Activity and Average Volume

Electronic Debits	0/month
Electronic Deposits	50/month
Regular Deposits	25/month
Cheques issued	80/month
Stop Payment Orders	4/year

- b) Cashier Supplies – Deposit Books / Deposit Bags. Please outline costs, if any. Please also advise what cash/cheque deposit options are available from your organization (in-person only, secure pick-up etc.)

- c) On-Line Banking – the Municipality has three users requiring access to on-line banking services. They have different security levels from view-only to full administrative privileges. Two Administrator authorizations are required for most transactions. Please identify if the following services are available, fees associated with transactions and availability of services (Monday – Friday from 8 am to 5 pm CST).
 - a. Account images – the ability to view images of paper-based transactions processed to our accounts
 - b. Account transfers – the ability to securely move money between our accounts with three Administrative Authorizations required.
 - c. Statement Reporting – ability to access monthly statements. Please provide timing from Month End that statements will be available online, complete with digital images of cleared cheques. Please identify the retention period for these online statements.
 - d. Statutory Remittance filing – the ability to make payroll statutory remittance payments online
 - e. Stop Payments – the ability to stop payments on single or multiple cheques
 - f. Payment Services
 - i. Online bill payment services – the ability for the Municipality’s users to create, authorize and make payments online (with permissions set for different user types).
 - ii. Utility Billing / Property Tax / Accounts Receivable – the Municipality receives payments from ~950 property accounts. Water payments and Accounts Receivable payments are due monthly, Property Tax Payments are due in two installments each year. This would require the successful proponent to act as the lead bank for these payments.
 - iii. Pre-authorized payment plan – the Municipality does not currently use PAP for the receipt of Utility Billing / Property Tax accounts but is interested in options that you have for this service. Please describe available services and associated charges.
 - g. Direct Deposit Payroll System
 - i. The Municipality does not have a direct deposit service to any financial institutions. We’d like to transition into this system and would involve approximately 20-25 deposits bi-weekly and 2 bi-monthly deposits. Payroll is deposited prior to 2pm on Thursdays for bi-weekly deposits and prior to 2pm Friday on bi-monthly deposits. Please advise what service your organization can provide to meet this requirement, including cost, file information required and secure transmission requirements.

- d) Bank Confirmations - auditors annually require our Bank to complete written confirmations of our bank balances at December 31. Please outline the cost for this service, if any.
- e) Lending rates – The Municipality maintains an operating Line of Credit for \$750,000. While this LOC is rarely utilized, it remains required to cover short term cash needs. Please identify if you will be able to provide the same.
- f) Interest. Please include rates of interest paid on all bank accounts. The estimated average daily balance for the past year is approximately \$2 million. Please identify rates for Savings Accounts as well as other short term investment options.
- g) Conversion – In the event that a change in financial institution is recommended as a result of this RFP, indicate the type of support from the Municipality that is anticipated, transition time, conversion costs, etc.
- h) Same Day Credit for Deposits – is your financial institution prepared to provide same-day credit for deposits made late in the day at any branch of your bank (i.e. at close of our business day-4:00p.m.)?
- i) Account Service – please describe how the Municipal account will be serviced, including local personnel designated to our account. Please specify services to be provided by staff, and if any services will be provided through a centralized call centre rather than a local/regional branch.
- j) Corporate Credit Cards – the Municipality currently provides Mastercard credit cards as follows:
 - a. 6 cardholders
 - b. Credit limit range from \$1,000 to \$25,000
 - c. No rewards requiredPlease outline interest rate for purchases and annual fee, if any. Please identify if individual and a consolidated digital statement(s) are available.
- k) POS Options
Please outline any point of sale (debit/credit machine) options that are available through your institution, or in partnership with a vendor. Please include all costs associated with use, including fees for card use.
- l) Future Service Requirements
If there are services that your organization provides, please outline it along with associated costs.

7. Submission Requirements

All Proposals submitted shall bear the message or title “Machin – Banking Service.”

One digital copy shall be submitted by email to:

Tammy Rob
Clerk Treasurer
Municipality of Machin
P.O. Box 249, 75 Spruce Street
Vermilion Bay ON POV 2V0
clerktreasurer@visitmachin.com

Any questions regarding this RFP should also be directed in writing to the Municipality of Machin, Attention: Tammy Rob at clerktreasurer@visitmachin.com or 807.227. 2633 ext. 222.

Except as otherwise permitted in this RFP, proponents are not to communicate with the Municipality of Machin Council Members about this RFP unless they do so in an open presentation meeting or upon their selection as the successful proponent. Failure to comply with this requirement will result in disqualification from the RFP process.

If a proponent will be partnering with other vendors, they are required to give full disclosure of the proposed partners and their respective information in the Proposal. The main proponent is required to accept all responsibility for the Proposal.

Proposal submissions are subject to the disclosure requirements of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M. 56, as amended from time to time. Proponents wishing to protect any trade secret must identify the portions of their Proposal they consider as trade secret information upon submission. The Municipality of Machin does not warrant, however, that it will agree with that self-identification upon a request for information from the public under the Act.

All Proposals shall be submitted in the required format and shall respond to each item listed below in the same order:

1. A company profile, including a brief history of your organization and including examples of similar past work experience and references.
2. An outline of the services to be provided in the order referenced in s. 6 – Scope of Work.
3. Proof of Comprehensive General Liability Insurance of not less than \$2,000,000 (CAN\$) inclusive per occurrence.
4. WSIB Clearance Certificate
5. Any other supporting information you may wish to include with your submission.

6. Machin may negotiate with proponents on the information submitted before determining whether to award a services contract to any proponent.

The Municipality of Machin reserves the right to alter these requirements in its sole discretion.

8. Submission Evaluation Criteria

The following evaluation grid shall be used to evaluate all compliant Proposals:

Cost to the Municipality	30
Experience of Firm/Staff/References and Track Record	15
Compliance with Proposal Terms	30
Treatment and Service Methods/Procedures	10
Safety, Environmental and Accessibility Features	10
Value Added Features	5
Total	100

The Municipality of Machin may reject any Proposals in its sole and absolute discretion.

9. Conflict of Interest

Proposals will not be evaluated if the proponent's current or past interests may, in the Municipality's opinion, give rise to a conflict of interest in connection with this RFP.

Submissions from proponents engaged in any legal dispute with the Municipality shall be ineligible for participation.

10. Further Conditions

The Municipality of Machin accepts no responsibility for the costs of proponents in relation to the creation or submission of their Proposals. These costs shall be borne solely by the proponent. The submission of a Proposal does not constitute acceptance of an offer by the Municipality of Machin or a binding contract between the parties. All Proposals submitted shall become the property of the Municipality of Machin upon submission and it is acknowledged by the proponents that the Municipality of Machin may utilize Proposal information in any negotiations and discussions with other proponents in the selection process.

APPENDIX A – RECEIPT CONFIRMATION FORM

From: _____ (Name of proponent)

To:

Tammy Rob, Clerk Treasurer
Municipality of Machin
P.O. Box 249, 75 Spruce Street
Vermilion Bay ON P0V 2V0
Fax: 807-227-5443
clerktreasurer@visitmachin.com

Re: Request for Proposals – Machin Banking Services

We confirm receipt of the RFP and confirm that we will submit a Proposal. Our contact person’s contact information is as follows. All communications (including addenda) in respect of the RFP should be directed to our contact person:

Contact Person’s Name: _____

Title: _____

Mailing Address: _____

City: _____

Province: _____

Telephone No.: _____

Email: _____