



REQUEST FOR PROPOSAL

Banking and Treasury Services

Issue Date: March 6, 2019

Contact Information:

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1. Introduction

The purpose of this Request for Proposal (RFP) is to solicit responses from any Financial Institution interested in providing treasury services for the Des Moines Area Metropolitan Planning Organization (Des Moines Area MPO).

Your response will assist management in our selection and decision of a treasury manager for the Des Moines Area MPO. If interested, please respond to the RFP's submission requirements and return for consideration.

Proposers and associates shall refrain from contacting or soliciting any member of the Des Moines Area MPO Policy Committee regarding this RFP during the selection process. Failure to comply with this provision will result in the disqualification of the proposer. Additional information needed in order to respond to the RFP should be directed to the following individual:

R. Todd Ashby
CEO/ Executive Director
Des Moines Area MPO
420 Watson Powell, Suite 200
Des Moines, IA 50023
(515) 334-0075
Email: tashby@dmamp.org

The Des Moines Area MPO reserves the right to reject any and all proposals received and to waive any irregularity in any proposal, to invite additional proposals, or to change the scope of the proposal. Costs of preparing the proposals are the responsibility of the proposers.

Confidential Information

All information presented in your proposal must be considered confidential and for use only in connection with the preparation of responses.

2. Organization

Des Moines Area MPO is a government non-profit organization serves as a regional transportation planning entity comprised of local communities and transportation agencies in the Des Moines, Iowa, metropolitan region. The Des Moines Area MPO provides a regional forum to ensure coordination between the public and local, state, and federal agencies, regarding planning issues and to prepare transportation plans and programs. The Des Moines Area MPO develops both long- and short-range multimodal transportation plans, selects and approves projects for federal funding based upon regional priorities, and develops methods to reduce traffic congestion.

The Des Moines Area MPO is comprised of 16 cities; DART; four associate, non-voting cities; unincorporated portions of three counties in central Iowa; and one associate, non-voting county. The Des Moines Area MPO's planning area encompasses over 500 square miles. Partner agencies include the Iowa Department of Transportation, the Federal Transit Administration, the Federal Highway Administration, the Des Moines International Airport, and the Heart of Iowa Regional Transit Agency.

The Des Moines Area MPO currently has programs more than \$14 million in projects and has averaged approximately \$2 million in annual revenue, gains, and other support over the last five years.

3. Scope

Required Banking Services

The following banking services represent the minimum mandatory requirements of the Des Moines Area MPO. Any financial institution that cannot provide each of these services to the Des Moines Area MPO should not submit a proposal. Currently all banking transactions are handled in three accounts. This includes all payroll transactions, accounts payable, credit card transactions, and other operating account transactions and fees.

- Average monthly deposit \$85,000 - \$120,000
- Average balance maintained \$400,000 - \$800,000

Transaction Volumes (Average)

- Electronic Credits 5 – 10 units per month
- Electronic Debits 15 – 30 units per month
- Checks Paid 25 – 35 units per month
- Wires 1 – 3 per year
- Payroll processed bi-weekly 11 – 12 employees
direct deposit participate

The financial institution will provide a detailed statement each month listing all deposits, other credits by type, checks in numerical order, and other debits via hard copy or ability to download for free from electronic account. Each business day by 8:00 a.m., the financial institution must have the ability to generate a report of the previous day's transactions regardless of their origin. This report must be available within (2) business days following the last day of each month.

In addition to the reports noted above, account check clearing reconciliations shall also be provided through "online" service or electronic transfer service. Checks shall be able to be deposited via mobile deposit as well.

The financial institution shall provide directly to the CEO/Executive Director, or designee, within five (5) working days following the end of the month a monthly account analysis. The financial institution shall designate and make available an individual to meet or otherwise confer with the CEO/Executive Director or designated representative as frequently as necessary to determine and resolve problems with the analysis or other problems relating to banking services.

The financial institution shall possess the technology and systems capability for direct on-line communication with the Des Moines Area MPO, including information reporting and transaction initiation by staff. These services must include at a minimum, but are not limited to the following:

- Previous day reporting
- Disbursement reporting
- Funds transfer reporting
- Transaction search
- Online stop payment
- Online funds transfer
- Lockbox check services
- Lockbox document services
- Lockbox image archive services - 7 years
- Remote deposit of paper checks utilizing desktop scanner
- Daily download of cleared checks
- Positive pay and ACH fraud protection
- Electronic debit and credit (ACH) for Payroll Direct Deposit
- Email confirmation of incoming or outgoing wire transfers
- Merchant Services
- Compliancy Assistance with Audit Requirements
- Mobile deposit
- 4 Visa cards with spending limit of: one at \$10,000 and 3 at \$5,000 each

Other Services/Information

The Des Moines Area MPO requires the financial institution to specify any other services, including the associated costs, it believes the Des Moines Area MPO may be required to pay in accordance with Federal or State banking rules. The detailed list of those costs of any other required services should be included in the proposal.

The financial institution may also propose additional services that are now available because of technological changes in the banking industry. Any such additional services must be provided as supplemental information and not included on the proposal form. The costs of additional services should be clearly stated.

The financial institution will also assist with the transfer of funds from the current institution to the new institution at no cost to the Des Moines Area MPO.

Submission Requirements and Selection Process

To be considered as a candidate for the Des Moines Area MPO's Financial Institute, please respond to this RFP with the following information:

- Summarize your organization's operating philosophy and treasury management services.
- List the names of each professional who will be responsible for the management of the operating accounts(s) and their direct responsibilities, telephone number and e-mail address.
- Provide a summary that includes location of main office and local office(s) and contact person for any affiliated entities (third party) that will be responsible for any part of our banking services need.
- Describe services and processes (not previously discussed), any software or hardware requirements, and initial set up fees.
- Please identify three organizational clients (for at least five years) as references whose accounts are comparable in size to that of the Des Moines Area MPO.

A Budget & Finance Committee, comprised of member government staff and chaired by the Des Moines Area MPO's secretary/treasurer, will review and make a recommendation to the Des Moines Area MPO Policy Committee.

4. Evaluation Criteria

The Des Moines Area MPO's Policy Committee will select the financial institution, which, in the committee's sole discretion, best serves, the overall needs of the Des Moines Area MPO. The following is a summary of the general considerations that will be used to determine the finalists:

- Financial institution's capabilities and experience
- Financial institution's personnel and proposed team
- Analytical tools, research, and processes proposed
- Demonstrates good understanding of the Des Moines Area MPO's needs
- Ability to communicate effectively
- Completion of proposal as outlined
- Complete outline of all fees
- References

5. Timetable

The following dates are set forth for informational and planning purposes only and may be changed at our discretion.

RFP distributed/posted on website, mailing, and social media	3/06/19
Deadline for submission of proposals.....	4/01/19
Completion of proposal evaluations.....	4/15/19
Notification distributed to all participants	5/01/19
Finalist interviews	May 1-14, 2019
Final selection/approval/award.....	June 2019
Operating account transition (if applicable) target.....	7/01/19