



REQUEST FOR PROPOSALS (RFP) No. P19006

Bank Depository Services

DATE: March 20, 2019

CONTACT NAME: All questions shall be sent via e-mail to: procurement@hacc.org.

One (1) original and one (1) copy of the Proposal Responses are due on **Thursday, April 11, 2019 at 2:00 p.m.**
Deliver or hand carry to the Corpus Christi Housing Authority, 3701 Ayers, Corpus Christi, TX 78415 (Front Window)

NOTES:

1. December 2018 – February 2019 Balance and Earning Allowance Information is attached as Exhibit A.
2. All questions are due by April 5, 2019. After that date, no questions will be accepted.

A handwritten signature in blue ink, appearing to read "Brian Bray", is written over a horizontal line.

Brian Bray C.P.M.
Vice-President of Procurement

Signature and submission of this proposal shall serve as evidence that the Proposer understands and agrees to all provisions and conditions of the Request For Proposal.

Company Name

Printed Name of Authorized Representative

Signature

Address

Phone Number

E-Mail Address

Date

Request For Proposals (RFP) #P19006
Bank Depository Services

- 1.0 THE AGENCY’S RESERVATION OF RIGHTS.** The Agency reserves the right to:
- 1.1 Right to Reject, Waive, or Terminate the RFP.** Reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the Agency to be in its best interests.
 - 1.2 Right to Not Award.** Not to award a contract pursuant to this RFP.
 - 1.3 Right to Terminate.** Terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 30 days written notice to the successful proposer(s).
 - 1.4 Right to Determine Time and Location.** Determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.
 - 1.5 Right to Retain Proposals.** Retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the Agency Contracting Officer (CO).
 - 1.6 Right to Negotiate.** Negotiate the fees proposed by the proposer entity.
 - 1.7 Right to Reject any Proposal.** Reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
 - 1.8 No Obligation to Compensate.** Have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
 - 1.9 Right to Prohibit.** At any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein.
- 2.0 SCOPE OF WORK/TECHNICAL SPECIFICATIONS.** The Agency is seeking proposals from qualified vendors to provide the Corpus Christi Housing Authority with the following detailed services:
- 2.1** Bank Depository Services in accordance with the attached Scope of Work (SOW).
- 3.0 PROPOSAL FORMAT AND SUBMISSION.** All Proposal responses must completely address and conform to the following format. Failure to submit requested information or submitting information in a different format, may cause the proposal response to be non-responsive to the RFP.

3.1	Corporate Information: <ul style="list-style-type: none"> a. Provide information about your organization. b. Identify key personal administrating who will administrate our account(s). c. Provide key personal resumes/vitae. 	5 pts
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**Request For Proposals (RFP) #P19006
Bank Depository Services**

3.2	Professional and Technical Experience: a. Highlight relative experience with similar accounts. b. Provide references from past and current clients with similar type of accounts you administer(ed).	10 pts
3.3	Ability to Meet Services as Requested: a. Provide a written narrative how each requested service will be fulfilled.	40 pts
3.4	Cost of Services: a. Provide a comprehensive list of fees for all services provided. b. Provide explanation of how all fees are paid through account analysis.	10 pts
3.4	Additional Services/Incentives: a. Provide information for all additional services and incentives offered as part of your proposal.	35 pts
	Total Points	100 pts

4.1 Evaluation Method

4.1.1 Each proposal received will be evaluated for responsiveness and responsibility. The Agency reserves the right to reject any proposal deemed not minimally responsive.

4.1.2 **Evaluation Selection and Ranking.** Offerors will be evaluated with a maximum of 100 total points. An evaluation committee will be established and evaluate, rank, and publish evaluation results after award. The evaluation committee will attempt to negotiate a contract with the best value offeror. If negotiations fail and terminate, then the committee will proceed to negotiate a contract with the highest-ranking offeror. The Agency reserves the right to exclude firms marginally achieving a minimum total score from any further consideration for negotiation.

5.0 CONTRACT AWARD.

5.1 **Contract Award Procedure.** If a contract is awarded pursuant to this RFP, the following detailed procedures will be followed:

5.1.1 By completing, executing and submitting a proposal, the “proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the Agency, either in hard copy or by reference. Accordingly, the Agency has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

Request For Proposals (RFP) #P19006
Bank Depository Services

- 5.2 **Contract Conditions.** The following provisions are considered mandatory conditions of any contract award made by the Agency pursuant to this RFP:
- 5.2.1 **Assignment of Personnel.** The Agency shall retain the right to demand and receive a change in personnel assigned to the work if the Agency believes that such change is in the best interest of the Agency and the completion of the contracted work.
 - 5.2.3 **Unauthorized Sub-Contracting Prohibited.** The Contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the contract with the Agency, or may result in the full or partial forfeiture of funds paid to the Contractor as a result of the proposed contract; either as determined by the CO.
- 5.3 **Contract Period.** The Agency anticipates that it will initially award a contract for the period of 1 year with the option, at the Agency's discretion, of 4 additional one-year option periods, for a total maximum contract period of 5 years. The contract will automatically renew each year unless terminated, in writing, by either party 30 days prior to the renewal date.
- 5.4 **Licensing and Insurance Requirements.** Prior to award (but not as a part of the proposal submission) the *successful proposer* will be required to provide the following:
- 5.4.1 **Commercial General Liability.** In the minimum amount of \$1,000,000 per occurrence.
 - 5.4.2 **FDIC Coverage.** Insurance for all deposits.
- 5.5 **Right to Negotiate Final Fees and Additional Services.** The Agency shall retain the right to negotiate the amount of fees that are paid to the successful proposer. Any additional services under award of this RFP shall be negotiated by the Agency and proposer.
- 5.6 **Contract Service Standards.** All work performed pursuant to this RFP must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.
- 5.7 **Prompt Return of Contract Documents.** Any and all documents required to complete the contract, including contract signature by the successful proposer, shall be provided to the Agency within (ten) 10 work days of notification by the Agency.

**Request For Proposals (RFP) #P19006
Bank Depository Services**

General Information

1. Name of Firm: _____

Address of Principle Office: _____

Phone: _____

Form of Business Organization: _____

2. How many years has your organization been in business in its current capacity?
3. How many years has your organization been in business under its present name?
4. Under what other or former names has your organization operated?
5. Claims and suits (If the answer to any of the questions below is yes, please attach details).

Request For Proposals (RFP) #P19006
Bank Depository Services

Included Notices and Disclosures

- (1) **Instructions.** Unless otherwise specifically required, the items listed below must be completed and included in the proposal submittal.
- (2) **Debarred Statement.** Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of Texas, or any local government agency within or without the State of Texas? Yes No If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.
- (3) **Disclosure Statement.** Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the Agency? Yes No If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.
- (4) **Felony Disclosure.** Has any principal(s) or any person(s) proposed to perform the work ever been convicted of a felony? Yes No If "Yes," please attach a full detailed explanation, including dates, circumstances and current status. PLEASE NOTE: The Agency reserves the right to not make award to any proposer that has staff who has been convicted of a felony if the Agency feels that doing such is in its best interests.
- (4) **Non-Collusive Affidavit.** The proposer certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposal price, or that of any other proposer or to secure any advantage against the Agency or any person interested in the proposed contract; and that all statements in said proposal are true.
- (5) **Proposer's Statement.** The proposer hereby states that by completing and submitting this Form and all other documents within this proposal submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the Agency discovers that any information entered herein to be false, such shall entitle the Agency to not consider to make award or to terminate any award.

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Scope of Work

- 1.0 The Corpus Christi Housing Authority & Affiliates is seeking competitive proposals for Bank Depository Services. The Agency currently has 61 accounts.

- 2.0 Required Services:
 - 2.1 Online access for all accounts.
 - 2.2 Check endorsement stamps.
 - 2.3 Online (same day) requests and confirmation of stop payments.
 - 2.4 Online interfund transfer capability.
 - 2.5 ACH deposit of payroll to all employees
 - 2.6 ACH deposit to landlords and vendors.
 - 2.7 Other payments or receipts through ACH such as; tax payments, Federal funding received, etc.
 - 2.8 Remote Deposit Capture.
 - 2.9 Overdraft protection with ability to transfer funds within 48 hours.
 - 2.10 Prompt response to research requests.
 - 2.11 Monthly statements (available online).
 - 2.12 Opening new accounts/closing existing accounts.
 - 2.13 Establishing Certificates of Deposits as requested.
 - 2.14 Provide investment options and strategies as requested.
 - 2.15 Dedicated bank officer to administer accounts.
 - 2.16 Prompt bank notifications of all discrepancies.
 - 2.17 Loan processing as requested.

- 3.0 Potential Additional Services/Incentives.
 - 3.1 Remote scanners for deposits.
 - 3.2 Interest paid on excess balances.
 - 3.3 Outreach to Housing Residents to provide special services at no cost.
 - 3.4 Procurement card options.
 - 3.5 List all other additional services/incentives and explain benefit to Agency.