

**ST. ALBERT PUBLIC SCHOOLS**

60 Sir Winston Churchill Ave.  
St. Albert, AB T8N 0G4



REQUEST FOR PROPOSAL  
TO ACT AS  
THE DISTRICT'S PRINCIPAL BANKER

(Please read all documentation carefully)

**Please note that responses to this RFP must be received by 12 noon MST on Friday,  
February 8, 2019 at the address below**

St. Albert Public School District No. 5565  
Financial Services  
60 Sir Winston Churchill Ave.  
St. Albert, AB T8N 0G4

## OVERVIEW

### *Preamble*

1. Respondents are invited to submit proposals to act as the Principal Banker for St. Albert Public School District No. 5565 (hereinafter referred to as the “District”) in accordance with the terms and conditions contained within this document.
2. The term of appointment for the District’s Principal Banker will begin June 1, 2019. The appointment is typically for a five year period, in this case from June 1, 2019 to May 31, 2024. However, the District may, at its sole discretion, terminate the appointment upon the provision of four (4) months’ written notice to the Principal Banker.
3. This competitive procurement will be conducted in accordance with one fundamental principle, the objective of which is to maximize the benefit to the District while offering to members of the Respondent community a fair and equitable opportunity to participate.
4. The purpose for collecting the information for this RFP is to enable the District to ensure the accuracy and reliability of, and to enable the District to evaluate, the Respondent’s proposal to this RFP. Authority for this collection arises under the *School Act* and the *Freedom of Information and Protection of Privacy Act* as they may be amended, revised or substituted from time to time. The Respondent may contact Michael Brenneis, Associate Superintendent of Finance, Secretary Treasurer regarding any questions about the collection of information pursuant to this RFP.

## **PART I - GENERAL TERMS AND CONDITIONS AND INSTRUCTIONS FOR RESPONDENTS**

Respondents should carefully read the following document prior to submitting a proposal and quotation. All terms and conditions of this RFP are deemed to be accepted by the Respondent and incorporated by reference in its proposal, except such terms and conditions as are expressly excluded in the proposal.

### **1. RESPONDENT QUESTIONS**

- All questions regarding this RFP should be directed by electronic mail or written correspondence to the attention of Michael Brenneis, Associate Superintendent of Finance, Secretary Treasurer, at Michael.Brenneis@spschools.org or at St. Albert Public School District No. 5565, 60 Sir Winston Churchill Avenue, St. Albert, AB T8N 0G4.
- Telephone inquiries may be accepted by Michael Brenneis, Associate Superintendent of Finance, Secretary Treasurer; however, verbal responses to any inquiry are not binding on either party.
- Information obtained from any other source is not official and may be inaccurate.
- Direct contact by a Respondent with any person within the District without prior authorization by the person identified above may result in disqualification of that Respondent.
- An information session will be held at 1:00 p.m. on Friday, January 25, 2019 at District Office, St. Albert Public School District No. 5565 (60 Sir Winston Churchill Avenue, St. Albert, AB).
- Respondent inquiries for additional information to complete the annual cost estimate or for any other additional information must be submitted by email at least seven (7) days prior to the proponents meeting and the data will be made available to all who attend the meeting. Inquiries made after this date may not be given a response.
- The information session will be attended by the Associate Superintendent of Finance, Secretary Treasurer who will be available to answer questions regarding the selection of the District's Principal Banker, the selection process and the banking services required. Verbal questions may be allowed at the proponents' meeting. However, questions of a complex nature should be forwarded in writing to Michael Brenneis, Associate Superintendent of Finance, Secretary Treasurer at least (2) working days prior to the information session. If insufficient RSVP responses to the proponents meeting are received it may be cancelled. If the meeting is cancelled, the Respondents will be notified.

## **2. RFP IS NOT AN ORDER TO PURCHASE**

- This RFP should not be construed as a contract to order or purchase banking or financial services. The District shall not be obligated in any manner to any Respondent until or unless a written agreement has been duly executed related to an approved proposal. The issuance of this RFP does not constitute a commitment by the District to award a contract or to pay any costs incurred in the preparation of a response to this RFP.
- The District shall not be liable for any costs incurred by a Respondent in the preparation or presentation of proposals.

## **3. SUBMISSION OF PROPOSAL**

- Proposals shall be accepted until 12 noon on Friday, February 8, 2019 (hereinafter the "Closing Date"). Proposals will be date stamped, and the time of receipt will be noted on the proposals. The time of receipt shall be determined by the person receiving the proposals, and a notation as to the time of receipt made by that person shall be deemed correct for all purposes and may not be challenged by any Respondent.
- Proposals received after the Closing Date will be date and time stamped but will not be considered as valid proposals, and they will be placed in a folder marked "Rejected." Any tender received after the closing date and time shall be returned unopened to the originator. This includes any tender delayed by mail or courier.
- Proposals must be submitted in a sealed envelope clearly marked "PROPOSAL TO ACT AS DISTRICT PRINCIPAL BANKER" to:  

ST. ALBERT PUBLIC SCHOOL DISTRICT NO. 5565  
FINANCIAL SERVICES  
60 SIR WINSTON CHURCHILL AVENUE  
ST. ALBERT, AB T8N 0G4
- Oral, telephone, or electronically transmitted proposals will not be considered and will be placed in a folder marked "Rejected."

## **4. ACCEPTANCE/REJECTION OF PROPOSAL**

- The District is not under any obligation to award a contract and reserves the right to terminate the RFP process at any time with all or any of the responding Respondents.
- The District reserves the right to cancel this RFP in its entirety after the advertised Closing Date if all qualified bids exceed the District's allocated budget for the appointment of the District's Principal Banker.

- A single response (i.e. a proposal from only one Respondent to the RFP) may also be deemed to be a failure of competition, and at the sole option of the District, the RFP may be cancelled.
- A proposal may be rejected if references are found to be unsatisfactory.
- The District reserves the right to reject the lowest cost proposal or any and all proposals.
- The proposals or quotations that are not compliant with the general terms and conditions of this bid document may be rejected.
- The District's discretion may be exercised by Michael Brenneis, Associate Superintendent of Finance, Secretary Treasurer.

## **5. WITHDRAWALS**

- Any application by a Respondent to alter, amend or withdraw its entire proposal or any part or parts thereof shall be delivered to the District at 60 Sir Winston Churchill Ave. St. Albert, AB T8N 0G4 to the attention of Michael Brenneis, Associate Superintendent of Finance, Secretary Treasurer prior to the stipulated Closing Date and time and shall be labelled as a "Request to Withdraw or Alter a Proposal."

## **6. PROPOSAL COMMITMENT**

- The Respondent agrees that by submitting a response that the response shall remain open for acceptance by the District for at least a period of sixty (60) calendar days from the Closing Date.

## **7. CONTRACTS**

- Upon acceptance of a response, a Respondent will be required to execute a written contract based upon the general terms and conditions set out in this RFP. The District may, at its sole discretion, negotiate the terms of the contract with the successful Respondent.

## **8. CONFIDENTIALITY OF THE RFP AND DISTRICT BUSINESS ACTIVITIES**

- This RFP remains the property of the District and is provided to Respondents for the exclusive purpose of preparing and submitting a proposal and quotation.
- Reproductions of the RFP are not permitted other than for the purposes of responding to the RFP. All information of the District and any third parties acquired as a result of participating in this RFP must be kept in strict confidence by participating Respondents.

- The proposals and accompanying documentation submitted by the Respondents will not be returned.

## **9. CONFIDENTIALITY**

- The Respondent acknowledges that the *Freedom of Information and Protection of Privacy Act* (“FOIP Act”) applies to all information and records relating to, or obtained, generated, collected, or provided under or pursuant to the terms of this RFP or any contract generated as a result thereof.
- The Respondent shall protect the confidentiality of information and the privacy of any personal information accessible to the Respondent or collected By the Respondent from the District pursuant to this RFP process and any subsequent contract, in accordance with the FOIP Act.
- The Respondent consents, and has obtained the appropriate consent of any individuals identified in the proposal, to the use of their information in the proposal by the District, District employees, and any individuals or organizations chosen by the District to assist in the evaluation of the Respondent’s proposal.
- All documents submitted by a Respondent to the District are subject to the protection and disclosure provisions of the FOIP Act. While the Act provides for the right of access to records in the District’s custody or control, it also prohibits the District from disclosing personal or business information where such disclosure would be harmful to the business interests or would be an unreasonable invasion of personal privacy in accordance with sections 16 and 17 of the FOIP Act as may be amended from time to time. Respondents are encouraged to identify what portions of their submissions are confidential and what harm could reasonably be expected from its disclosure.
- Any records stipulated in this RFP as being required to be maintained or submitted by the Respondent may be subject to the protection and access provisions of the FOIP Act. Should the District receive a request for any of these records, it would be the Respondent’s responsibility to provide the records, at the Respondent’s expense, to the District within three (3) calendar days from official notification by a representative of the District.
- The Respondent agrees to retain all records related to this RFP for at least one year after the closing date of this RFP.

## **10. BID INELIGIBILITY**

- Proposals which are incomplete, conditional or obscure, or which in any way fail to conform to the requirements of the RFP document, or which contain alterations, erasures or irregularities of any kind may be rejected as non-compliant.

## **11. LIABILITY FOR ERRORS**

- The representations by the District in the RFP document are provided mainly for general information of Respondents and are not in any way warranted or guaranteed by or on behalf of the District. All prospective Respondents are urged to conduct their own investigations into material facts, and the District shall not be held liable or accountable for any error or omission in any part of this RFP.

## **12. ACCEPTANCE OF TERMS**

- All terms and conditions of this RFP are assumed to be accepted by the Respondent and incorporated in the Respondent's proposal, except those conditions and provisions that are expressly excluded in the Respondent's proposal wording.

## **13. LEGISLATIVE COMPLIANCE**

- The Respondent shall comply with all legislation applicable to the performance of the terms and conditions of this RFP.
- The Respondent must be registered with the Workers' Compensation Board (the "WCB") and have satisfied all assessment requirements as of the date the proposal was submitted. If successful, the Respondent's registration number and evidence of compliance and good standing with all WCB requirements must be provided forthwith, to the Secretary Treasurer, prior to the effective date of commencement of the contract.

## **14. BID OPENING**

- Opening of the proposals **will not** occur in a public setting.

## **PART II - PROPOSAL EVALUATION**

### **1. SELECTION METHODS**

#### *Screening*

- Upon receipt of Respondent proposals, an evaluation team will screen each proposal to ensure the Respondent's compliance with the requirements of this RFP.
- The acceptability of any deviation will be determined by the evaluation team. After the proposal has passed the initial screening, the evaluation team will then analyze the details of the Respondent.

#### *Rating*

- The evaluation team will utilize specific evaluation criteria to rate various requirements for evaluation purposes. Subject to the requirements of the *Freedom of Information and Protection of Privacy Act*, such rating shall be confidential, and no totals of scores of such rating shall be released to any party.

#### *Evaluation Criteria*

- The evaluation criteria will be distributed within the following major categories; approximate weighting percentages are included:
  - The ability of the financial institution to meet the District's basic banking requirements, including the accounting interface: 25%
  - The services offered and the cost associated with these services: 45%
  - The strength, knowledge, and experience of the personnel assigned by the Respondent to the District with respect to dealing and managing other public sector clients, particularly school jurisdictions: 15%
  - The financial stability of the financial institution as evidenced in its financial statements and recognition as a charter bank: 5%
  - The financial institution's history of providing similar services to similar organizations as the District: 10%

### **2. RECOMMENDATION**

- Following completion of the evaluation, a recommendation will be made to the Board of Trustees of the District regarding the approval of the successful proposal and the appointment of a Principal Banker for the District.

### **3. APPOINTMENT**

- The appointment of the District's Principal Banker is expected to be completed by February 27, 2019.
- All Respondents who submit proposals in response to this RFP will be notified as to whether their proposal was successful or not.

## **PART III – SCOPE AND SERVICE REQUIRED**

### **1. CONTRACT PERIOD**

The contract will be for a five (5) year term commencing June 1, 2019. However, the District may, at its sole discretion, terminate the appointment upon the provision of four (4) months' written notice to the Principal Banker.

### **2. DISTRICT BACKGROUND INFORMATION**

#### *General*

St. Albert Public School District No. 5565 is responsible for the education of approximately 8,600 students in 15 schools, one of which is an Outreach School. The District also partners with Greater St. Albert Catholic Regional Division No. 29 in a Storefront School, currently operated by the Catholic Division. The District is governed by a board of five trustees elected every four years by the school electors of St. Albert. Each year the Board elects a Chair and a Vice-Chair from its members. The Superintendent of Schools, the District's Chief Executive Officer, is hired by the trustees. The District employs approximately 600 teachers and 360 support personnel. The operating budget for the 2018-19 school year is \$101.5 million. Approximately ninety percent of the District's operating revenue comes from the provincial government. The remaining revenue comes from fees, rentals and other sources. Approximately seventy-five percent of the District's expenditures are salaries and benefits.

Capital projects are funded partly by the Government of Alberta. Capital requirements vary from year to year based on changes in building requirements and the availability of funding.

The District, through an Alberta Infrastructure managed project is building an ECS-Grade 9 900 student new school, which is expected to be completed by September 1, 2019.

The District has also been awarded a new 1500 student replacement Paul Kane High School.

#### *Operations*

District operations are decentralized, with each school operating as a separate unit. Each unit has its own budget allocation and is responsible for the control of its expenditures.

District Services are divided into the following decision units by operation:

- Board of Trustees
- Superintendent of Schools

- Human Resources
- Financial Services
- Planning & Instruction
- Curricular Services
- Student Services
- Communications Services
- Information Services
- Educational Information Technology
- District French Immersion
- Transportation Services
- Facilities Services

### *Budgeting*

Each year the District determines the “Basis of Allocation”, which is the basis for allocating funds to the schools for the delivery of programs. The schools receive their approved resource allocation and proceed with their budget planning process, which includes the involvement of students, staff, parents and the community. The school budgets are then developed. These budgets are then reviewed and approved by the Board of Trustees of the District (the “Board”).

District Services decision units also submit a budget based on the anticipated level of service that each decision unit is to provide. These budgets are also reviewed and approved by the Board.

The District’s operating budget is the sum of the individual budgets for each school and District Services decision unit. Once the individual budgets are approved, the Board approves the District budget.

Allocations to schools and, therefore the school budgets, are revised on the basis of the September 30th student count (the number of students registered in the District as of September 30<sup>th</sup> of each school year). This ensures that the District budget and the school budgets are in line with the actual enrolments and the anticipated level of provincial funding, which is calculated primarily on the September 30<sup>th</sup> student count.

### **3. REQUIRED SERVICES**

The District requires its Principal Banker to provide services to address the following:

#### *(a) General Account*

The District maintains a general account into which all of the District’s receipts are deposited and loan transactions are made. This account is also charged with interest, debit and credit memos and transfers to and from other accounts.

Approximately 175 accounts payable cheques are written against this account each month. Electronic funds transfers average approximately 450 per month and includes miscellaneous reimbursements to staff members and vendor payments. In addition, the District requests approximately 10 stop payments, 2 EFT submission returns, and 10 EFT returns annually.

The District deposits its receipts on a regular basis (usually weekly). The total amount of deposits in the 2017-2018 school year amounted to approximately \$90 million.

The largest monthly deposits are electronic payments from the provincial government that are approximately \$6.2 million per month. Federal GST payments are electronically transferred quarterly.

There are daily transactions for electronic payments to the District for VISA, MasterCard, and Interac/Debit that includes fees charged for those transactions for items purchased online. These include payments made to all school sites.

Other deposits include cheques and cash. Deposits can vary from a few thousand dollars to approximately \$200,000 dollars.

All deposit data within the bank's reports must display the site (or school) code at the time of deposit in order to facilitate tracing transactions to the proper site.

*(b) Payroll Transactions (included within the General Account)*

Employees are paid on a monthly basis through direct deposit. Approximately 960 regular monthly employees and approximately 260 casual support staff and substitute teachers are on direct deposit. In the 2017-2018 school year, payroll salary and benefits expenses were \$69.9 million. Direct deposit information is submitted electronically in four separate files: one for certified staff (teachers), one for non-certificated staff, one for casual support staff and one for substitute teachers. It is sometimes necessary to process special pay runs throughout the month to accommodate terminations of employment and adjustments.

Certified and non-certified staff members are paid monthly through direct deposit on the second last working day of the month. This is not always the second last banking day of the month. For example, in December staff members are paid mid-month due to school closures for the holiday season. Casual support staff and substitute teachers are paid on the 10<sup>th</sup> of each month. The proposal must specify how many days in advance of the payment date the direct deposit information is required to be received by the bank.

*(c) School Deposit Account*

The District maintains a school deposit account into which all of the Transportation and Early Childhood online transactions are posted. All payments made through handheld machines at the high schools and district office are deposited into this account.

In the 2017-2018 school year, approximately \$3.1 million was deposited into this account. Amounts from this account are transferred to the general account.

All deposit data within the bank's reports must display the site (or school) code at the time of deposit in order to facilitate tracing transactions to the proper site.

*(d) Incoming Wire Account*

The District maintains a separate bank account to receive occasional incoming wire transfer payments. This mechanism is most commonly used by the parents/guardians of the District's international students to pay for tuition and other school fees.

*(e) Trust Accounts*

The District also maintains as many as five trust accounts. Typically these accounts are used for the deferred salary program. These accounts receive a deposit once a month. Interest earned on the account is withdrawn once a year in January. This low activity transaction pattern occurs for approximately three to four years, after which time the balance is withdrawn in 12 monthly instalments to correlate with the year the employee is taking their leave of absence.

At present the District has a line of credit for operating purposes. The line of credit has not been accessed in recent years.

*(f) Purchasing Card Program*

The District currently has an agreement in place with the US Bank National Association - Canada Branch for its Visa purchasing card program. Ideally, the successful Respondent has the capability and is willing to accommodate the District's existing purchase card agreement with the US Bank National Association – Canada Branch. Otherwise, the successful Respondent must be able to provide a comparable or enhanced alternative while placing the District in a hold harmless position with its current purchasing card provider.

*(g) Capital Loans*

The District's funding requirements for capital purposes are generally financed through the Province of Alberta (Alberta Education and Alberta Infrastructure). However, the District may, from time to time, opt for financing certain capital

projects through five or ten year capital loans. These loans are generally negotiated with the banks at competitive interest rates with principal repayable in five to ten equal annual installments. The loans are partially or completely supported by the Government of Alberta. Currently the District has no outstanding capital loans.

*(h) Special Services Required*

In addition to the basic day to day banking services, information on the following services is also required:

- assistance in bank reconciliations by providing cashed cheque listings and deposits on a daily electronic file;
- on-line banking capabilities including stop payments, transfers between accounts and managing wire transfers;
- reporting functions that identify deposits by school and the ability to create deposit reports by school;
- provide appropriate details on adjustments to deposits (returned cheques, other adjustments, etc.) that identifies the school that made the deposit;
- provide adequate, timely and legible copies of returned cheques (if the image provided is too small or otherwise not legible, the bank will include the data required to trace the cheque back to the original site);
- historical data available for 12 months;
- electronic transfer capabilities including direct debit, VISA and MasterCard to and from bank accounts for collecting monies due. (The District currently uses Moneris for this service);
- facilities to enable the District to obtain financing through the issuance of banker's acceptances;
- electronic funds transfer;
- computerized cash management processes;
- straight forward bank confirmation procedures;
- custody of investments;
- administration of trust accounts;
- purchasing card program, if available;
- new and/or alternative methods of short and medium term investing. By statute, school jurisdictions are currently limited to the schedule of the Trustee Act, or as otherwise permitted by the Minister;
- new and/or alternative methods of financing short and mid-term borrowings;
- bank reconciliation services; and
- any other services available.

**4. PROPOSAL REQUIREMENTS**

One (1) copy of each proposal is required.

In order to simplify the review process and to obtain the maximum degree of comparability, interested banking institutions are asked to organize their proposals in a manner similar to the following outline:

a) Title Page

Show the request for proposal subject, the name of the Respondent's banking institution, address, telephone number, name of contact person and the date.

b) Table of Contents

Include a clear specification of the material by section and by page number.

c) Description of Services to be Provided

Include a description of the services to be provided including a history of the institution's involvement in providing these services to organizations similar to the District. Where the Respondent's language or terms are different than the Proposal, describe the terminology that is used in the Response. Include the completed Services Provided Form included in this Proposal. This description of services should reflect the Required Services outlined in clause 3 above where additional information is required that cannot be included on the Services Provided Form.

d) Cost of Services to be Provided

This section should include the following on the Cost of Services to be Provided Form included in this Proposal:

- i. the basis and rate of the service charges on each account and on the basic banking services;
- ii. minimum balances, if any, to be maintained on the accounts;
- iii. indication of the rate of interest to be charged on the operating loans and other methods of covering deficiency of funds (overdrafts);
- iv. the rate of interest to be charged on loans (capital and other);
- v. the cost of printing a new supply of cheques and credit allowed on existing cheques during the transition period;
- vi. stamping fees for issuing banker's acceptances;
- vii. separate cost or basis of charges on each of the Special Services outlined in clause 3(h) above; and
- viii. any other additional costs or charges related to the provision of services by the Respondent if the Respondent was appointed as the District's Principal Banker.

e) Interest Paid on Bank Balance

This section should include an indication of the rate of interest to be received on the balance of funds in each account.

- f) Branch to Provide Services  
An indication of the branch that would handle the District's banking and the experience of the financial institution in providing banking services to institutions similar to the District.
- g) Information on Banking Personnel  
The qualifications, expertise and the roles of all staff, contract personnel and agents employed or contracted by the Respondent who may be assigned to handle the Districts accounts.
- h) Financial Statements  
Copies of the financial institution's most recent annual report and most recent quarterly report.
- i) References  
As applicable, see clause 8 below.
- j) Any Additional Information  
The Respondent may provide any additional information to enhance the proposal.

**5. PERMITS AND LICENSES**

The Respondent shall comply with and maintain valid permits and licenses as required by law for the execution of services pursuant to the contract to be entered into between the District and the Respondent.

**6. CONTRACT**

The successful Respondent will be required to enter into a Principal Banker/Provision of Financial Services contract with the District. The District reserves the right to negotiate the contract terms and conditions with the successful Respondent. Provisions of this RFP and representations made by the Respondent in its response are deemed to be incorporated into the contract.

**7. FORMS**

The Respondent will be required to complete the enclosed Receipt Confirmation Form and return it to Financial Services, Attention Michael Brenneis, Associate Superintendent of Finance, Secretary Treasurer. All subsequent information regarding this RFP will be directed only to those who return the enclosed form with the indication they intend to submit a proposal.

The Respondent will be required to complete the enclosed Services Provided Form in Section (c) Description of Services to be Provided, and Cost of Services Provided Form in Section (d) Cost of Services to be Provided of the Proposal.

## **8. QUALIFICATIONS**

Respondents must be licensed to conduct business in the Province of Alberta and as otherwise required by all relevant legislation governing the provision and supply of banking and related services.

There is no prequalification process; however, Respondents not having a previous working relationship with the District are required to supply a minimum of three references.

One reference must be a publicly funded Canadian learning institution; i.e. school jurisdiction or post-secondary institution for whom the Respondent has supplied services of a similar nature.

References must include the institution name, contact name, telephone and fax numbers and a brief description of the goods and services provided.

The District has the right to check the reference of any or all Respondents, at its sole discretion.

The District reserves the right to reject any proposal if any references are found to be unsatisfactory.

## **9. DOCUMENTATION**

The RFP and quotation should not be construed as a contract or commitment to purchase goods and services.

The following shall form the sole documentation defining the nature of the contract between the parties:

- the Receipt Confirmation Form;
- the RFP; and
- the proposal.

## **10. PRICING**

The Respondent agrees to supply the services for the costs set out within the proposal during the length of the contract.

The prices quoted shall be in Canadian dollars, exclusive of the Goods and Services Tax.

**11. CONTRACT DESIGNATE**

The Respondent will assign one account representative to the District's account to ensure consistency of communications.

The Respondent will provide one internal account sales representative and one technical support account representative during regular Alberta business hours (MST).

**12. CONTRACTUAL WARRANTIES**

Claims made in the proposal shall constitute contractual warranties. Any provisions in the proposal may be included in the contract as a direct provision thereof.

**Principal Banker Request for Proposal**

**Services Provided Form**

<b>Basic and Additional Services</b>	<b>Y/N</b>	<b>Description (Includes turnaround times if applicable)</b>
Security features		
Online cash management processes		
Online stop payments		
Online account transfers		
Annual bank confirmation for auditors		
Historical data available for how long		
Deposit/teller/interactions		
Drop off deposits during the day		
Supplies orders		
Daily electronic file		
Deposits by school		
Deposit adjustments by school		
Returned cheques by school (1)		
1-2 point of contact		
Upload files to accounting software		
Cleared cheque processes		
General notifications		
Auto withdrawal from customers		
Compatible with US Bank		
Purchasing card program		
Electronic Funds Transfers (EFT)		
EFT submission days before payment date		
EFT confirmation turnaround time		
EFT process turnaround time		
EFT help desk		
EFT alerts		
EFT reject reports		
EFT general reports		
Compatible with Moneris		
Accept direct debit, VISA, and MasterCard		
Short & mid-term borrowing		
Custody of investments		
Other available services		

**Additional notes**

(1) Where the faxed or emailed image of the returned cheque is not legible, how does the bank review that data and provide the missing information (i.e. which school the cheque was deposited at), prior to being asked for the data by the District?

**Principal Banker Request for Proposal**

**Cost of Services Provided Form**

<b>Basic and Additional Services</b>	<b>Available Y/N</b>	<b>Cost</b>	<b>Cost per or limits per, as applicable</b>
<b>Interest Earned</b>			
Interest Earned > \$5 million			
Interest Earned < \$5 million			
Minimum balance to acquire interest			
<b>Loans</b>			
Rate of loan interest (capital and other)			
Rate of loan interest (operating)			
Rate of loan interest (overdraft)			
<b>Basic Services</b>			
Account maintenance			
Stamping fees for banker's acceptances			
In branch debit or credit			
Returned cheque or EFT			
NSF			
Chargebacks			
Currency supplied			
Coin supplied			
Custody of investments			
<b>Online Services</b>			
Online business - reporting			
Online business - cash management			
Transfers between accounts			
Electronic debit or credit transactions			
Electronic maintenance or administration			
Stop payments			
Account transfers			
Daily electronic file			
General notifications			
<b>Payments</b>			
Auto withdrawal from customers			
Cheques issued			
Cleared cheque reconciliation			
EFT implementation			
EFT Additional ID			
EFT monthly maintenance			
EFT per file upload			
EFT per item			
EFT per returned /rejected item			
EFT per item recalled /reversed			
EFT per file recalled			
EFT file deletion			
EFT representation			
EFT electronic reporting			
EFT trace			
Wire payment outgoing			
Wire payment incoming			
<b>Deposit Content</b>			
Cheque items deposited			
Currency deposited			
Coin deposited			

<b>Sundry Services</b>			
Stop payments - manual			
Bank draft CAD			
Bank draft USD			
Bank draft other			
Certified cheque - issuer			
Certified cheque - payee			
USD/CAD cheque			
USD/CAD account			
non-micro encoded cheque			
interim or duplicate stmtTrace Requests			
<b>Other Services</b>			
ABM - principal banker			
ABM - other bank			
Daytime drop off deposit			
Night Deposit			
Deposit bags			
Lost key			
Deposit book			
Deposit stamps			
Deposit supplies - other			
bank confirmation (per account)			
<b>Other costs of charges</b>			
<b>Total estimated annual costs</b>			

**RECEIPT CONFIRMATION FORM**

**ST. ALBERT PUBLIC SCHOOL DISTRICT NO. 5565  
RE: REQUEST FOR PROPOSAL**

**Interested vendors are required to complete this form and return it no later than 12:00 noon, Monday, January 21, 2019 to:**

Michael Brenneis  
Associate Superintendent of Finance, Secretary Treasurer  
St. Albert Public School District No. 5565  
60 Sir Winston Churchill Avenue  
St. Albert, AB T8N 0G4  
Fax number: (780) 460-7686

*Failure to return this form may result in no further communication regarding this Request for Proposal.*

**NOTICE OF PROPONENTS' MEETING**

Vendors are invited to attend a proponents meeting scheduled for:

Date: Friday, January 25, 2019  
Time: 1:00 p.m. – 2:00 p.m.  
Location: Heritage Centre, District Office  
60 Sir Winston Churchill Avenue, St. Albert, AB

The purpose of the meeting is to provide an equal opportunity for all vendors to discuss details and present questions relating to this proposal. Attendance is **not mandatory**.

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE NO: \_\_\_\_\_ FAX NO: \_\_\_\_\_

I have received a copy of the above noted Request for Proposal (RFP).

- A.  We will be attending the proponents meeting.  
\_\_\_\_\_ Number of people attending.
- We will not be attending the meeting but will be submitting a proposal.
- We will not be attending the meeting and will not be submitting a proposal.

I authorize Financial Services to send any further correspondence concerning this RFP by the following method: COURIER COLLECT:  MAIL:

SIGNATURE: \_\_\_\_\_ NAME: \_\_\_\_\_

(Please print)

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_