

Request for Proposal (RFP) for Commercial Banking Services for the Snoqualmie Indian Tribe



RFP Coordinator:
Sasha Wells
CFO
Snoqualmie Indian Tribe

Introduction

The Snoqualmie Tribe—sduk^walbix^w in our Native language—consists of a group of Coast Salish Native American peoples from the Puget Sound region of Washington State.

We have been in the Puget Sound region and the Snoqualmie Valley since time immemorial. sq^wed (Snoqualmie Falls) is the birthplace of the sduk^walbix^w. We had more than 90 long houses along the Snoqualmie River and its tributaries. These rivers and streams were the highways used to travel from village to village and connected all the ʔaciłtalbix^w (Natives). The fish, game, trees and roots provided us with everything we need to live. All of this was given to us by duk^wibel (Transformer) in the ancient times when all of the animals could talk and before things were what they are now.

We are the sduk^walbix^w, People of Moon. We are the decedents of sluk^walb tə duk^wibel. We have lived, hunted and fished this area for as long as the earth and rivers remember. We are still here today; caring for the land, water, fish and game that duk^wibel gave us.

sq^wed is our birthplace. The mists carry our thoughts and prayers to the spirits and ancestors as they cleanse our thoughts. The rushing waters give us the strength to keep our traditions alive and to continue to thrive in the modern times.

Long before the early explorers came to the Pacific Northwest, our people hunted deer and elk, fished for salmon, and gathered berries and wild plants for food and medicine. Today, many of our members live in the communities of Snoqualmie, North Bend, Fall City, Carnation, Issaquah, Mercer Island and Monroe. Our Tribe was a signatory of the Point Elliott Treaty with the Washington territory in 1855. At that time, our people were one of the largest tribes in the Puget Sound region totaling around 4,000. We lost federal recognition in 1953, but after much battle, we regained federal recognition in October of 1999 by the Bureau of Indian Affairs. Today, the Snoqualmie Tribe is made up of approximately 710 members. The Snoqualmie Tribe is governed by an elected Council and our Tribal Constitution.

The Tribe owns the Snoqualmie Casino, which opened in November 2008, and since its inception has experienced considerable success. The Tribe also owns the Snoqualmie Tobacco Company & Liquor Store, which opened in 2011. Both businesses are an important source of revenue and employment for the Tribe.

Scope of Services

The Tribe is requesting proposals from qualified financial institutions (each a “Bank”) for a primary banking relationship. The Bank must be able to provide the full range of financial services required by this Request for Proposal (“RFP”). The Tribe is located in Snoqualmie, Washington. Proposals must include banking services for the Tribal Government, Crescent Market (gas station/convenience store/tobacco store/liquor store), and possible future Tribal enterprises.

The successful proposer will provide commercial banking services in accordance with the highest legal, ethical and professional standards, at the direction of designated Tribal officials and staff. The agreement period to be approved by the Tribe will begin approximately January 1, 2019, and extend through December 31, 2022. The agreement will thereafter renew for subsequent one-year terms unless either party serves the other party with written notice of termination on or before October 1st of a given year.

This description of the Scope of Services is intended as a general guide, and is not intended to be a complete list of all work necessary to provide the requested Services. The successful proposer shall have a demonstrated knowledge and expertise to serve the unique needs of the Snoqualmie Indian Tribe.

All correspondence shall be directed through Sasha Wells, CFO, or designee.

To be eligible to respond to this RFP, the proposer(s) must demonstrate that they, or the Principals assigned to the project, have successfully performed the services in the Scope of Services section of this RFP.

Qualification of Experience

To participate in the proposal process, the Bank must meet the following minimum qualifications:

- 1) Bank must be legally organized as a federal or state chartered bank, a member of the Federal Deposit Insurance Corporation (FDIC), and compliant with section 330.15 of the FDIC's regulations governing insurance coverage of public unit accounts.
- 2) Bank must have sufficient equity capital to hold the compensating balances required by the bidder's proposal.
- 3) Bank must have a minimum credit rating of "A-" or equivalent from Moody's, Standard & Poor's and Fitch.

Conflict of Interest

In the event the Contractor becomes aware of any conflicts or potential conflicts between the interest of the Snoqualmie Tribe and the interests of clients of the Contractor, the Contractor shall immediately notify the Tribe's CFO or designee, in writing, of such conflict. Written notice may be in the form of an email notification. In the event the Tribe becomes aware of any conflicts or potential conflicts between the interest of the Tribe and the interest of clients of the Contractor, the Tribe shall promptly notify the Contractor of such conflict. The Tribe and the Contractor shall attempt to resolve any such conflict in a manner mutually acceptable to the Tribe and the Contractor.

Proposals

Proposals must include the following:

A. General Information:

- 1) Provide information showing that the Bank is legally organized as a federal or state chartered bank.
- 2) Provide the Bank's FDIC certificate number
- 3) Demonstrate compliance with section 330.15 of the FDIC's regulations governing insurance coverage of public unit accounts. Provide rates and fees associated with additionally insuring amounts above the FDIC threshold.
- 4) Provide the Bank's current ratings from Moody's Investors Services, Standard & Poor's and Fitch Ratings Ltd. (all that apply).
- 5) Provide a copy of the Bank's most recent audited annual report.
- 6) Mark to market – provide footnote wording from SEC filings disclosing mark to market information on securities.
- 7) Provide a copy of the Bank's most current quarterly report and Form 10Q filed with the SEC.

- 8) If a subsidiary, provide the exact legal corporate name of each entity providing any of the services requested in this RFP.
- 9) Indicate any third parties that will be providing a portion of the services included in this RFP. Clearly describe any services that are provided by third parties, identifying the section numbers that relates to these services.
- 10) Provide information showing that the Bank has sufficient equity capital to hold the compensating balances required by the Tribe.
- 11) Provide a statement regarding any recent or foreseen merger or acquisition.
- 12) Provide a current Bank holiday schedule.
- 13) Stress test – provide a copy of the most recent report.

B. Bank Contacts:

Provide the Bank's contact information for the purposes of communicating items regarding this RFP. Include name, address, email address and phone number.

Include contact information regarding the Bank's service team that will manage the Tribe's account. Include names, titles, résumés, and planned role for servicing the Tribe's account.

Provide authority within the bank's organizational structure, including authorities' resident at the local branch level.

C. Locations:

Provide a detailed listing of branches and ATM machines located within 30 miles of Snoqualmie, Washington including the current service hours of each location.

Provide details on any branch relocation plans and the expected impact on the services to the Tribe.

D. Tribal Identification:

Provide information on the Bank's ability to accept Tribally Issued identification (enrollment cards) as the only form of identification required for Tribal Members.

Specify information required from Tribal Members without accounts in order to cash checks

E. On-line Services:

Provide specific system information on the Bank's on-line banking services package. If selected, the Bank shall provide all software required to provide these services and to access all required reports, at no cost to the Tribe.

Indicate the location and operating hours for the Bank's on-line service center.

Provide details of how software updates and system maintenance are handled.

Provide information regarding the ability to access imaged copies of checks on-line, including any timing parameters for availability.

Provide details on the ability to enter wire transfers, ACH transactions and account transfers on-line. Include information on the use of recurring templates and any additional security features to ensure the approval hierarchy is followed.

Provide information regarding the process for requesting on-line stop payments.

Provide details on the ability to order and delivery lead time required for exchanges of different denominations of both coin (rolled/boxed and bagged) and currency.

Provide details on the ability to view recently cleared check images.

Provide details on the ability to order bank-related supplies such as daily account deposit books, currency straps, and reusable locking deposit bags.

Explain how the on-line banking security rights are established by Tribal entity. User maintenance and access to information is done by Tribal entity with separate administrators for each Tribal entity.

F. Online Reports:

Detailed transaction and balance reports:

- 1) Report should show previous day detailed transactions, which include listings of all debits and credits impacting the accounts. Report should have ability for user to establish a minimum threshold for viewing either debits or credits or both and may have separate thresholds for electronic and paper entries. Indicate the number of business days that the daily report is accessible.

Intra-day position report:

- 2) Report must provide up-to-the-minute recap of available account balances. It should be updated continuously throughout the day and reflect beginning balances, incoming and outgoing Fed wire transfers, ACH activity effective that day, maturing investments and disbursing debits. List the types of transactions that update the Intra-day report and those that do not update the Intra-day report.

Return report and notifications:

- 3) Report should list all check and ACH return items for the previous day on an account by account basis and make this notification available as a user preference within the online banking platform.

Positive Pay Exception Report:

- 4) Report should list all checks or ACH items that are not included in the positive pay data transmission and should be interactive. Authorized officials from the Tribe should be able to accept or deny these items on-line. Provide information of the time of day that the exceptions are available from the previous day's activity and when exceptions need to be approved/denied.

Monthly Bank Statements and Account Analysis:

- 5) Reports should be available for all bank accounts and the format should match the official statements that are received by mail. Provide information on the number of business days before the statements are available on-line.

Check Image Services:

- 6) Provide CD Rom imaging services for cleared checks.

G. Security:

Explain how the Bank will safeguard the privacy of the Tribe's financial information and administer all accounts consistent with prudent banking practices, appropriate encryption and password security programs.

Provide the Bank's information security policy, particularly as related to the services requested in this RFP.

Describe the measures utilized by the Bank to protect its depositors from identity theft.

Describe the Bank's policy with regard to the sale of depositor information to commercial organizations, marketing firms, or otherwise.

Describe the encryption standards that will be utilized for the transmission of data.

Describe the security associated with the servers which will receive the data. Provide the physical locations and any limitations on access.

Describe the Bank's disaster recovery system, including information on daily backups and onsite immediate recovery.

Provide information regarding any recent security breaches and the Bank's response to those breaches.

Explain your password secured cyber services.

H. Implementation:

Conversion/Transition - the successful bank must commit the necessary resources to the conversion/transition process to help ensure that the transition is performed in a timely manner and requested services are tested and operational no later than the start date of the agreement period.

Provide your implementation team structure, including a single point of contact for the conversion project, and discuss each team member's role and responsibilities, including desired staff and management.

Discuss how the bank will manage all aspects of each product setup, including confirmation of the processing, and coordinating the timing requirements with the Tribe and the appropriate agencies.

Designate the Bank's representative (name and position) for escalation of implementation issues.

Discuss your plans for educating and training the Tribe's employees in the use of your systems/software.

Discuss the post implementation process as products and services are transitioned over to day-to-day contacts.

I. Earnings Credit / Balance Requirements:

Provide all formulas and a detailed explanation of the method used to calculate the balance requirements related to the earnings credit.

If not, how many months will the excess or deficit earnings credit be carried forward to?

Supply current earnings credit rate.

J. Commercial Card services:

Please provide the following information if you are able to provide commercial card services:

- 1) Website address for commercial card platform portal.
- 2) Incentives for utilizing card for business related transactions (rebate, points, etc.).
- 3) Real time information regarding transactions, increasing card limits, canceling cards and reissuing cards.
- 4) Ability to limit transactions to allowable merchant category codes.
- 5) Ability to upload chart of accounts so that each transaction can be coded accordingly.
- 6) Ability to upload receipts and attach them to each transaction.
- 7) Ability to export transactions via Microsoft Excel.
- 8) Additional services and options available that are related to the use of Commercial Cards.

K. Remote deposit:

Provide detailed information on accepting check deposits via Remote Deposit Capture devices, hardware required and cost(s) of this service.

L. Sweep Account Provisions:

1. If the Tribe chooses, the bank will be responsible for automatically sweeping the balances in all accounts daily to an investment option (money market fund, repo, etc.).
2. Describe the sweep options and, if a money market fund is used, provide a prospectus.
3. Confirm that the accounts will be swept to the compensating balance.

M. Electronic Fund Transfer Transactions:

Describe the requirements, deadlines and fees ACH/EFT transactions.

N. Wire Transfer Services:

Describe the requirements, deadlines, and fees, including book transfers, for disbursing wire transfer transactions.

O. Fraud Prevention:

Describe methods of fraud prevention for all services described above.

P. General:

Proposals should be simple and straightforward and provide a concise description of the consultant's ability to meet the requirements of the RFP. Any additional information that the consultant would like to submit should be included in a separate section titled "Supplemental Information".

The selected consultant will serve as a consultant to the Tribe, and not an employee of the Tribe and shall act on behalf of the Tribe, as specifically directed by the Snoqualmie Tribal Council. The selection process will be based on the consultant's qualifications in the areas specified herein, as well as verifiable references for past similar, successful projects.

Other Information

1. Signed Proposals – all proposals must be signed by a person authorized to sign on behalf of the respondent and to bind the respondent to statements made in response to this RFP.
2. Irrevocability of Proposals – by submission of a clear and detailed written notice, the respondent may amend or withdraw its proposal prior to the closing date and time. A respondent who has withdrawn a proposal may submit a new proposal prior to the closing provided that such proposal is done in accordance with the terms and conditions of this RFP. At and after the closing date and time for the submission of proposals, the respondent's proposal may no longer be amended (excepting only at the Tribe's request for purposes of clarification) or withdrawn.
3. Acceptance of Terms – unless specifically excluded in writing, all the terms and conditions of this RFP are accepted by the respondent and incorporated in its proposal.
4. Respondent's Expenses – Respondents are solely responsible for their own expenses in preparing, and submitting, a proposal and for subsequent negotiations with the Tribe, if any. The Tribe will not be liable to any respondent for any claims, whether for costs or damages incurred by the respondent in preparing, and submitting, the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.
5. Currency and taxes – prices quoted are to be in U.S. dollars
6. Acceptance of Proposals – this RFP should not be construed as an agreement to procure goods or services by the Tribe. The Tribe is not bound to enter into a contract with the respondent who submits the lowest priced proposal or with any respondent. Proposals will be accessed in light of the evaluation criteria. The Tribe will be under no obligation to receive further information, whether written or oral, from any respondent.
7. Form of Contract – by submission of a proposal, the respondent agrees that, should it be the successful respondent, it is willing to enter into a contract with the Tribe, subject to successful negotiations by both parties, in writing.
8. Independent Contractor – the selected respondent will serve as an independent contractor to the Tribe, and not an employee of the Tribe.
9. Liability for Errors – while the Tribe has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for respondents. The information is not guaranteed or warranted to be accurate by the Tribe, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve respondents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.
10. Modification of Terms – the Tribe reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time prior to entering into a Contract with a selected respondent.
11. Ownership of Proposals – all documents and materials, including proposals submitted by respondents in response to this RFP, become the property of the Tribe. They will be received and held in confidence to the extent allowable by law.
12. Use of Request for Proposal – this RFP, or any portion thereof, may not be used for any purpose other than the submission of proposals.

13. Confidentiality of Information – information pertaining to the Tribe obtained by the respondent as a result of participation in this Project is confidential and must not be disclosed without written authorization from the Tribe.

Late responses will not be accepted.

At the conclusion of the RFP process, all Respondents will be notified of the outcome.

Proposal Submission Instructions and Timeline

- 1) The proposal should be presented in a format that corresponds to and references sections outlined within this RFP and should be presented in the same order. Responses to each section and subsection should be labeled so as to indicate which item is being addressed.
- 2) Questions regarding this RFP will be accepted in written form (via email to sasha.wells@snoqualmietribe.us) on or before November 5, 2018. Responses to all questions submitted will be communicated to all prospective bidders by November 6, 2018.
- 3) The deadline for submission of proposals is November 14, 2018. Electronic copies will be accepted. If submitting a hard copy, please provide 10 printed copies and one (1) electronic copy of the proposal to:

Sasha Wells, CFO
Snoqualmie Indian Tribe
P.O. Box 969
9571 Ethan Wade Way SE
Snoqualmie, WA 98065
Sasha.Wells@snoqualmietribe.us

- 4) Oral presentations from selected Banks, if needed, will be completed prior to November 30, 2018.
- 5) Selection of the winning proposal will be made by December 7, 2018.
- 6) Final formal approval of the agreement by the Tribal Council will be done by December 14, 2018.
- 7) Implementation period will be from January 1, 2019, through July 31, 2019.
- 8) All required services will be in effect no later than July 31, 2019.
- 9) These dates represent a tentative schedule of events. The Tribe reserves the right to modify these dates at any time.
- 10) The proposal must be signed by the individual(s) legally authorized to bind the Bank.

Proposals will be evaluated on the following basis:

- a. Simplicity of processing Tribal Member banking activity: Accepting Tribally Issued identification (enrollment cards) as the only form of identification required for Tribal Members without bank accounts who are cashing checks from Indian Tribe entities
- b. Reasonableness of cost

- c. Competence and experience in performance of comparable clients
- d. Location of branches and availability of key personnel
- e. Financial stability