



**TOWN OF JOHNSTON**  
**REQUEST FOR PROPOSALS**  
**BANKING CONSULTANT SERVICES**  
**(RE-BID)**

**RFP Number** 2024-008

**Issuing Department** Finance Department

**Written Questions Due Date** February 13<sup>th</sup> 2024  
**Time** 10:00am

**Bid Due Date & Opening** February 27<sup>th</sup> 2024  
**Time** 10:00am



**PURCHASING DEPARTMENT**  
TOWN OF JOHNSTON, RHODE ISLAND

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The Town of Johnston is seeking proposals for Banking Consultant Services (RE-BID).

**SUBMISSION OF BIDS INSTRUCTIONS**

Sealed bids will be accepted at the Office of the Town Clerk at Johnston Town Hall. Proposals may be submitted up to 10:00 AM February 27<sup>th</sup> 2024. All proposals will then be publicly opened and read aloud in the Conference Room located at Town Hall.

Inquires involving procedural and technical matters should be submitted in writing before 4:30 p.m. on February 13<sup>th</sup> 2024, in writing or via email to:

Tyler Carney  
1385 Hartford Avenue  
Johnston, RI 02919  
E-mail: [tcarney@johnston-ri.us](mailto:tcarney@johnston-ri.us)

A sealed package must be submitted containing one (1) original bid, labeled original and three (3) unbound copies.

The bids must be marked with the name and address of the bidder, and the date and time of bid opening. Bids must be received prior to the due date and time. Bids received after that time shall be returned unopened. Packages submitted must be sealed and clearly marked: **"BANKING CONSULTANT SERVICES"** Any communications that are not competitive sealed proposals should have **"NOT A BID"** written on the envelope or wrapper.

Envelopes containing bids must be sealed and addressed to:

Town Clerk's Office  
Johnston Town Hall  
1385 Hartford Avenue  
Johnston, RI 02919

The Town is not responsible for accepting any submissions delivered to other town buildings. Bids received prior to the time of opening will be securely kept, unopened until the opening time. No responsibility will attach to an officer or person for the premature opening of a bid not properly addressed and identified.

**Documents Required for Submission with Sealed Bid**

1. A sealed package must be submitted containing one (1) original bid, labeled original and three (3) unbound copies.
2. Bid Form: found on page 8 of this RFP. Must be signed by a responsible member of the firm with their signature and official title.



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**Documents Required if Selected as Winning Bidder**

1. Insurance Binder: A certificate of insurance indicating liability and workers' compensation coverage must be provided.
2. IRS Form W-9: Should be completed and submitted if the bidder falls under IRS requirements to file this form.

**NOTICES TO PROPOSERS**

- I. Any bidder may withdraw the firm's bid by written request at any time prior to the advertised time for opening. Telephonic, email or facsimile transmitted bids, amendments, or withdrawals will not be accepted.
- II. Unless otherwise specified, no bid may be withdrawn after the date and time of the bid opening. Time is of the essence in this bid and failure to deliver within the time period shall be considered default.
- III. Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after said bid has been opened.
- IV. All prices bid must be on the basis of F.O.B. Delivery Point, Town of Johnston. Therefore, shipping costs are to be included within the process quoted. Deliveries must consist only of new merchandise or equipment and shall be made between 7:30am and 3:00pm, or as may be arranged during emergencies.
- V. Bids received prior to the time of opening will be securely kept, unopened. No responsibility will attach to an officer or person for the premature opening of a bid not properly addressed and identified.
- VI. The Finance Director or his designee may waive any or all bids for cause, failure to meet specifications or any reason deemed appropriate. The Town of Johnston reserves the right to reject any or all responses or parts thereof, to waive any informality in them, or accept any bid deemed in the best interest of the Town.
- VII. An award will be given in writing to the bidder whose offer provides the greatest value to the Town, from the standpoint of meeting specifications and requirements of bidding documents, suitability to purpose, quality, service, previous experience, price, ability to deliver, or for any other reason deemed by the Town to be in its own best interest. Any final analysis or weighted point score does not imply that one bidder is superior to another, but simply, in the Town's judgment the bidder selected appears to offer the best overall solution for our current and anticipated needs. Thus, the result will not be determined by price alone.

Award will be based on, but not limited necessarily to the following (where applicable):

- a) Adherence to all conditions and requirements of the bid specifications;
- b) Total bid price; (including any discounts), unit bid price, or extended price;
- c) General reputation and experience of bidders;
- d) Evaluation of the bidder's ability to service the Town;
- e) Financial responsibility of the bidder;
- f) Prior knowledge of and experience with the bidder in terms of past performance;
- g) Needs and requirements of the Town;
- h) Experience with the products involved;



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- i) Bidder's ability to meet delivery and stocking requirements;
- j) Delivery date or service date; and
- k) Ordering method.

- VIII. After the bid is awarded, all documents pertaining to the successful bid will be available for public inspection in the Town purchasing office.
- IX. If all Bids exceed the available funds, the Finance Director may re-solicit new Bids or enter into competitive negotiations with two or more of the lowest bidders meeting all requirements as outlined.
- X. A reasonable inquiry to determine the responsibility of the bidder or offer may be conducted. Failure to promptly supply information related to such an inquiry may be grounds for disqualification of a bidder. All information supplied is confidential.
- XI. The Town may make such investigations as it deems necessary to determine the ability of the bidder to provide the materials or services, and the bidder shall furnish to the Town all such information and data for this purpose as the Town may request. The Town reserves the right to reject any bid if such bidder fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
- XII. Bid price shall be firm. Price shall be inclusive of any freight, handling, delivery surcharges or any other incidental charges. Your bid shall be exclusive of any Federal or State taxes, as the Town of Johnston is exempt from payment of such taxes. A certificate of exemption shall be forwarded to the elected vendor upon request.
- XIII. Delivery shall be made to the Town of Johnston on the "ship to" address of the Purchase Order. Delivery is required within the time stated herein from the date of the issuance of the purchase order, unless otherwise noted. Delivery shall include assembly, servicing and placement of equipment in operable status unless specified otherwise. No deliveries shall become due or acceptable without a written Purchase Order issued by the Town of Johnston.
- XIV. The Department Director, or his designee, shall accomplish inspection and acceptance of materials/equipment purchased for the department.
- XV. In case of default, the Town may procure the materials from other sources and hold the bidder responsible for any excess costs occasioned thereby and may immediately cancel the Purchase Order.
- XVI. Bidders are advised that this section of the specifications will be evaluated before the technical specifications. Bids that do not comply with our General Conditions, Insurance, Delivery, Bidder Qualifications, Service and Warranty requirements will be immediately deemed non-responsive and shall be immediately rejected without further review of the technical specification.
- XVII. Bids not received by the Bid Submittal Deadline are late. Late Bids will be returned to Bidders unopened.
- XVIII. No employee, officer or agent of the Town of Johnston shall participate in the selection, the award or administration, of the contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when one of the following has a financial or other interest in any firm proposing on or selected for the award:
- a) The employee or an officer or agent of the employee;
  - b) Any member of the employee's immediate family;
  - c) The employee's business partner; or



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d) An organization that employs, or is about to employ, any of the above.

XIX. This is a "prevailing wage" contract. Prevailing Wage refers to the requirements of the Rhode Island General Law 37-13 and the general prevailing rate of pay for regular, holiday and overtime wages to be paid to each craftsman, mechanic, teamster, laborer or other type of worker performing work on public works projects when state or municipal funds are used in excess of \$1,000. Contractors must refer to the applicable Davis Bacon Wage Determination rate schedule available at the Rhode Island Department of Labor and Training website to determine the prevailing wage rates for a public works construction project



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**INQUIRIES**

Any questions concerning clarification on any portion of this RFP should be made to:

**By Mail:**

Tyler P. Carney  
Johnston Town Hall  
1385 Hartford Avenue  
Johnston RI, 02919

**By Email:**

Tyler P. Carney  
[tcarney@johnston-ri.us](mailto:tcarney@johnston-ri.us)

All bidders are responsible for ensuring that no addenda have been made to the original proposal package. All proposal packages and addenda shall be posted to the Town's website and are also available by contacting Tyler Carney, at [tcarney@johnston-ri.us](mailto:tcarney@johnston-ri.us)



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**BID FORM**

Name of Bidder (Firm or Individual): \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Business Address: \_\_\_\_\_

Total Bid Amount: \_\_\_\_\_

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Title of Representative

\_\_\_\_\_  
Date





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## **SPECIFICATIONS**

### **I. INTRODUCTION**

#### **A Purpose and Objective**

The Town of Johnston, Rhode Island (Town) seeks proposals from qualified consultants to conduct a thorough analysis of the Town's existing banking services and to make recommendations that will result in operational efficiencies, reduced banking costs, and improved returns on deposits. The Consultant will also be expected to provide assistance with the creation of an RFP to solicit bids for the Town's commercial banking services. While the Town will administer the RFP in accordance with its procurement policies and procedures, the Consultant will provide technical insight regarding the framework of the RFP and develop scope, qualifications and evaluation criteria, as needed by the Town. The RFP process should create a competitive environment between the banks resulting in the most favorable pricing, terms, conditions, and technological efficiencies for the Town. The Consultant will participate in the selection of a banking service provider as well as negotiate fees with the selected provider. The Consultant should have demonstrated experience in treasury management consulting and have extensive knowledge regarding the treasury services required by municipalities.

It is anticipated that the resultant RFP will be divided into the following Service Group categories, with bidders being given the opportunity to propose on any or all of the following:

Service Group 1	General Banking
Service Group 2	Lockbox Processing Services
Service Group 3	Merchant Card Services
Service Group 4	Purchasing Card / E-Payables
Service Group 5	Online Payment Portal

Accordingly, the Consultant should possess technical knowledge and analytical expertise pertaining to all of the Service Groups.

There is no expressed or implied obligation for the Town to reimburse responding firms for any expenses incurred in connection with the preparation of proposals, attendance at bidder's conferences and oral presentations, if any, nor for the negotiation and preparation of a contract.

The Town reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether a proposal is selected. Submission of a proposal indicates acceptance by the proposing firm of all conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town and the consulting firm selected.

During the evaluation process, the Town of Johnston reserve the right, where it may serve the Town's best interests, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the evaluation committee, some or all of the proposers may be requested to make a brief oral presentation followed by questions from the Committee as part of the evaluation process.



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**B Background Information**

The Town of Johnston, incorporated in 1759 located within Providence County, Rhode Island. The Town occupies a land area of approximately 24.4 square miles, with a population of 29,568.

**C Term of Engagement**

The Town intends to enter into a contract with a term commensurate with the amount of time required to complete this project scope. The Town reserves the right to terminate the contract once the Consultant's services are no longer required. If a multiple-year term is required, the contract will be subject to annual review.

**D Subcontracting/Joint Ventures**

No subcontracting or joint venture arrangements will be allowed without the express prior written consent of the Town.

**II. SCOPE OF SERVICES**

**A Required Product**

The Consultant will serve as a Treasury Consultant to the Town regarding its banking services. Tasks include:

**1. Preliminary Review**

- a) Review of current Town banking relationships, contracts, agreements, practices, and technological landscape
- b) Review of current banking services, fees, and earnings
  - Disbursement Services and Reconciliation
  - Payables Processing (check, e-payables, ACH)
  - Purchasing Cards
  - Employee Deposits
  - Overnight Investment Vehicles
  - Collateralization of Deposits
  - Concentration of Online Bill-pay
  - Fees Analysis (based on compensating balances and earnings credit rate) ☐ Merchant Services
  - Opportunities for further automation and the consolidation of bank services (including trust, custody, and third-party administrative banking relationships if economically feasible)
- c) Examine the Town's line-item services, volumes, and pricing and perform a comparison to actual prices paid within the treasury management industry
- d) Consider the benefits of new banking technology services
- e) Assess controls
- f) Provide an opinion on the sufficiency of pledged collateral
- g) Identify fee reduction options
- h) Review online banking services and fees



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**2. Recommendations for Services to be Included in the RFP**

- a) Elimination of unnecessary services
- b) Use of new services to enhance technological and other efficiencies
- c) Recommendations for earnings improvement on sweep balances
- d) Determine the best service compensation option for Town (earnings credit rate, interest, etc.)
- e) Recommendations for controls efficiency
- f) Define cost reduction options
- g) Propose a methodology for the Town to monitor, analyze and consolidate bank account information (from all banking relationships)

**3. Assist with RFP for Banking Services**

- a) Create a work plan and develop a timeline for the RFP process

**4. Evaluation of Proposals**

- a) Develop evaluation criteria
- b) Provide standardized evaluation forms for reviewers
- c) Compute proposed fees based on actual usage for all proposals to include consideration of indirect costs
  - Earnings credit rate
  - Sweep investment rate
  - Different fees for various payment types

**5. Participate in Interviews with Finalist Banks**

- a) Clarify proposal discrepancies
- b) Pose technical questions
- c) Assess bank staff capabilities

**6. Make Recommendations**

- a) Finalize quantitative analysis
- b) Provide assessment of strengths and weaknesses of finalists
- c) Provide a ranking of the finalists
- d) Assist with fees negotiation with selected bank(s)

**7. Contract Review**

Serve as a technical resource (subject matter expert) to the Town legal team regarding banking and merchant agreements



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**B Minimum Qualifications**

Consultant must demonstrate the following minimum qualifications in order to be considered for award of this project:

1. Extensive knowledge of commercial banking products and services, including but not limited to:
  - a) Treasury reporting
  - b) Controlled disbursements
  - c) Account reconciliation and positive pay
  - d) Collateralization of public funds
  - e) Compensating balances and earnings credit
  - f) Bank regulatory and statutory requirements
  - g) Bank security issues and fraud prevention
  - h) Federal Reserve System processes
  - i) Bank credit evaluation
2. Extensive knowledge of operations and platforms offered by leading local, national, or global financial institutions
3. Expertise in treasury and depository agreements for municipalities similar in complexity to Town: agreements for banking, electronic funds transfer (wire, ACH), remote deposit, EDI, lockbox, trust and escrow agreements
4. Familiarity with third party software applications, vendors, and pricing
5. Knowledge of industry products and practices to address accounting, regulatory aspects of treasury transactions, and structural banking issues
6. Project management expertise
7. Understanding of integration and interface of treasury cash management systems with accounting software, banking services, and platforms
8. Availability of tools for data analysis, RFP preparation, and vendor evaluation
9. Strong negotiation skills and history of successful contract negotiations

**C Services of the Contractor**

The Contractor shall perform all necessary tasks to provide the Town with the above stated "required product."



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**D Town Responsibilities**

1. Compensate the Contractor as provided in the contract agreement.
2. Provide a liaison, who will represent the Town and work with the consultant. The consultant shall communicate with the liaison who will provide the following services:
  - Process invoices submitted by consultant.
  - Act as coordinator between consultant and other Town representatives.

**III. RFP/AGREEMENT SCHEDULE**

The Town has established following target dates for evaluation and scheduling purposes. The following dates are tentative, non-binding, and are subject to change without prior notice.

RFP Release	February 7 <sup>th</sup> , 2024
Deadline for Proposers to Submit Questions	February 13 <sup>th</sup> , 2024
Proposals due and received by	February 27 <sup>th</sup> , 2024
Interviews/Presentations with short-listed vendors (if required)	<i>Feb 28<sup>th</sup> – March 5<sup>th</sup> 2024</i>
Contract Award	March 11 <sup>th</sup> , 2024

**IV. PROPOSAL CONTENT AND FORMAT REQUIREMENTS**

The following are proposal requirements. All proposals must be accompanied by a cover letter, which includes the following:

- Contact Information - Name, title, address, telephone number, and email address of consultant's primary contact person.
- Signed Signature Page

**A General Information**

- Firm name, address, telephone number, web address, year established, and former firm name (if applicable)
- Specify type of organization (individual, partnership or corporation).
- Certificate of Insurance (COI) as per section IX.



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**B Proposed Project Approach**

- Describe your firm's capabilities, experience and approach in providing consulting services related to banking and public agencies. Summarize your approach and understanding of the project and any special considerations of which the Town should be aware. Indicate clearly, the levels of participation you will expect from Town staff in the fulfillment of the contract. The information in this section will aid the Town in the refinement of the scope of work during contract negotiations.
- Address the requirements in the Minimum Qualifications section of the Scope of Services (Section B) and provide a narrative that confirms you meet or exceed these requirements.
- Exceptions to the requirements of the RFP should be clearly delineated in this section.
- Describe your company's organizational structure, the management approach for this project and how the project's success will be assured. Provide information on how your company would ensure that the project is on schedule and within the agreed budget.
- In addition, you may provide an attachment of information not included, nor requested in this RFP, if you feel it may be useful and applicable to this project.

**C Staff Qualifications**

This section should demonstrate the qualifications of all professional personnel to be assigned to this project.

List all individuals in your company who will be working on this project. Include each individual's academic degrees, professional registration, and areas of responsibility.

Describe the relevant experience of each technical staff member including the number of years of banking services consulting experience. Provide a list of all projects that each individual has been associated during the past three years, including the type of project and its dollar value.

If your firm intends to subcontract any of the services required under this RFP it should be discussed in this section. For subcontracted work, provide the same information described above for each subcontractor.

Note: No work may be subcontracted, nor assigned, without prior written approval of the Town

**D References**

Give examples of work performed within the past 60 months that is similar to that indicated in the scope of work requested in this RFP. Explain its relevance to the scope of work and the proposed contract.

Provide a minimum of three references for which you have provided services similar to that requested in this RFP. The specific information to be provided for each project must include:

- Project title and location
- Nature of your company's responsibility
- Total amount paid under contract
- Type of services included with the contract
- Owner/user name, address and phone number of contact
- Start and end dates of project



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**F Conflicts of Interest**

- Disclose any financial, business or other relationship with the Town or any member of the Town staff that may have an impact on the outcome of the project.
- List current clients who may have a financial interest in the outcome of the project

**G Proposed Fee Structure and Schedules**

Provide proposed fees for Banking Consulting services in the following format:

- The preferred pricing basis is an all-inclusive flat rate.
- The above flat rate can be augmented with an hourly rate sheet for the personnel classifications that will be assigned to this project.

**V. CONSULTANT SELECTION PROCEDURE**

Selection of the successful proposal shall be generally based on the information provided by the Consultant in response to the Request for Proposals and any subsequent interviews that may be conducted. Consultant interviews will be held solely at the option and discretion of the Town. The process for selection shall occur in the following sequence:

- Review Proposals
- Establish a “short list” of top qualified firms
- Interview “short-listed” firms (at the option and discretion of the Town)
- Identify best qualified firm
- Determine which, if any, alternates will be selected, and negotiate a fee
- Award contract

The selection Committee, as deemed necessary, will be formed to evaluate the proposals and to make recommendation. The Committee may review the proposals to ensure conformance with the requirements of the RFP and may select finalists to interview with the Committee as a part of the Committee's evaluation process. The Town does not guarantee that an interview will take place, thus reserving the right to select a consultant based solely on the information provided in the proposals received in response to the RFP.

Should an interview take place, the key personnel responsible for fulfilling the requirements of the project shall be required to be present for the interview.



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**A Evaluation Criteria**

The Committee and/or Town staff will address the following criteria in evaluation of proposals in order to gauge the ability of a consultant to perform the contract as specified. The same general criteria will be used to judge both the proposal and the presentation, should the Town choose to conduct interviews with short-listed firms.

Criteria	Weight
Thoroughness and responsiveness of submitted proposal.	10%
Capability and Experience of personnel/firm.	20%
Knowledge of project/Requirements and comprehensiveness of approach.	25%
References	25%
Proposed Project Costs	20%