



TOWN OF OLIVER (TOL) REQUEST FOR PROPOSALS

BANKING SERVICES AND PURCHASING CARD PROGRAM

ISSUE DATE: August 6st, 2025

CLOSING DATE: September 12th, 2025 @ 2:00 PM, Local Time

Respondents **must** be registered Vendors with BC Bid in order to receive addenda or other important notifications. The TOL does not accept any responsibility for missing addenda, notifications or misunderstandings when the source documents were downloaded from any website or portal, other than BC Bid.

It is the responsibility of the Respondent to acknowledge all addenda issued through BC Bid.

REQUEST FOR PROPOSALS

BANKING SERVICES AND PURCHASING CARD PROGRAM

Summary

The Town of Oliver (“TOL”) is seeking a qualified and certified financial service institution to serve as the organization’s primary banker which shall provide a comprehensive suite of corporate banking products and services as outlined in this RFP.

The TOL is also requesting proposals for a corporate purchasing card program which shall be evaluated separately from the banking services and may ultimately be awarded to a financial institution other than the banker.

The Town of Oliver is a municipal government providing services to a population of approximately 5,046 citizens. The 2025 operating and capital budgets total \$23 million in expenditures.

This RFP document describes the service sought by the TOL and sets out the TOL’s RFP process, basic proposal requirements and evaluation criteria the TOL intends to use to select a preferred proposal(s). This RFP document sets out the details of the services required; the process for submission, evaluation and award of the contract; the terms and conditions of the contract; and forms which outline the information a respondent to this RFP should submit in the proposal.

Questions will not be accepted or answered after September 5th, 2025 @ 2:00 PM.

*** PROPOSALS WILL NOT BE OPENED IN PUBLIC ***

Electronic submissions by email only to finance@oliver.ca

TOWN OF OLIVER REQUEST FOR PROPOSALS

BANKING SERVICES

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RFP CONTENTS

This Request for Proposals (the “RFP”) is organized into the following parts:

- **Part A: Overview and summary details**
- **Part B: The Services** – full details of the services required
- **Part C: The RFP Process** – the process for submissions, evaluation and award of the contract(s)
- **Part D: The Contract** – the contract(s) the TOL will enter into with the selected proponent(s)
- **Part E: Sample Forms** – Sample forms a proponent should use to submit the information necessary to evaluate the proponent(s).

PART A - OVERVIEW AND SUMMARY DETAILS

Overview

The TOL is seeking a qualified and certified financial service institution to serve as the organization's primary banker which shall provide a comprehensive suite of corporate banking products and services as outlined in this RFP.

The TOL is also requesting proposals for a corporate purchasing card (p-card) program which shall be evaluated separately from the banking service and may ultimately be awarded to a financial institution other than the banker; however the TOL would prefer to award both services to the same vendor.

The TOL wishes to minimize banking costs, improve operational efficiency, and maximize investment capabilities. This RFP represents the cash management goals, specifying the bank's required qualifications, as well as the banking services required, the estimated account activity volumes, submissions instructions and the contract award provision.

With the information obtained through the RFP, the TOL expects to identify proponents who best meet all banking service requirements. Preference may be given to respondents who offer a fully integrated end to end solution which proactively meets the TOL's business requirements.

The objectives of this RFP are:

- To ensure the TOL is receiving competitively priced services;
- To ensure the TOL is receiving high quality banking and p-card services and maximum value in the delivery of those services and,
- To enhance and improve the efficiency of the TOL process where possible, particularly where current technologies can be applied.

1.0 Contract Term

The service period is for a five-year term with the option to renew for an additional two years upon the mutual agreement of both parties.

2.0 Form of Services Contract

The basic form of contract the TOL proposes to enter for the banking services is attached as **Part D** of this RFP. The TOL may require modifications to the form of contract in order to address the specific requirements of this RFP, the content of the preferred proposal(s) and subsequent negotiations.

3.0 No Contractual Obligations as a Result of RFP or Proposal

This is a request for proposals only, and not a call for tenders or request for binding offers. Nothing in this RFP is intended to constitute an offer of any kind by the TOL and no contractual obligations whatsoever (including "Contract A") shall arise as a result of the submission of a proposal in response to this RFP.

PART B: THE SERVICES

4.0 Services Required

4.1 Introduction

This RFP document describes the services sought by the TOL and sets out the TOL's RFP process, basic proposal requirements and the evaluation criteria the TOL intends to use to select a preferred proposal(s).

4.2 Scope of Services

Details and requirements regarding these services are set out in Part A of this RFP. Proponents are encouraged to use innovation when developing proposals and may propose revisions or alternatives beneficial to the TOL's interests.

4.3 Services Contract

The basic form of contract the TOL proposes to enter for the services is set out in Part D of this RFP. The TOL may require modifications to the form of contract in order to address the specific requirements of the RFP, the content of the preferred proposal and subsequent negotiations.

5.0 Required Objectives/Performance Standards

The RFP must provide a methodology to allow the TOL to determine the complete banking costs it would be paying. In addition, the methodology used to calculate the interest rate on the daily bank balance must be provided. The fees for the required banking services will be analyzed and a recommendation will be made based on the service provided, interest given and any other associated costs.

Day-to-day banking needs may include daily deposits, pre-authorized and online payments of utilities and direct deposits from payroll.

The proposal must cover both the initial five-year term as well as the optional additional two years, and all charges must be itemized, if there is no charge for a service that must also be specified.

5.1 Deposits

The TOL receives payments on a variety of charges through several methods. Payments can be made in person at the Finance or Town Hall office, at financial institutions, online through the TOL website or by internet banking. Deposits which include cash and cheques are delivered to the bank on a daily basis (5 days per week). The TOL requires deposit books imprinted with the account name and number be provided by the proponent. Deposit bags will also be provided by the successful proponent.

The TOL requires the ability to accept debit and credit cards, as well as process pre-authorized and online payments. The TOL is interested in using technology such as electronic data interchange (EDI) to create efficiencies in payment processing. Please specify your ability to accommodate future requirements for the collection of payments through e-commerce applications.

The TOL requires the ability to debit and credit the accounts of pre-authorized payment and online banking customers. The TOL has developed a pre-authorized payment program for its utility and property tax customers. The TOL takes full responsibility for enrolling customers in these programs, and for their administration. The application must be able to generate the file in two ways.

The majority of the payments are processed through an electronic file created through the TOL's billing system. Other transactions may need to be created manually on an individual basis for specific accounts and the TOL requires the tool to create these transactions to be provided by the financial institution.

For both methods of creating batches, the TOL uploads the electronic text file to the institution, which then validates the file, advises the TOL of any errors or corrections, collects the funds and deposits them into the appropriate TOL account. Canadian Payment Association formats and rules apply to these transactions. The TOL requires full reporting of the processing results in an electronic format suitable for data manipulation. Confirmation of these file requests and electronic deposit transactions are required on a same day basis. Detailed payment information(including name on account) relating to NSF payments will be available online within four working days.

The TOL expects that deposits will be backdated to the actual date of deposit and that deposit bags will be provided by the successful proponent. Excellent customer service in the form of timely investigation of missing deposits and responses regarding NSF cheques and charge chargebacks is expected. Access to night deposit service is also required.

5.2 Payments

The TOL currently issues approximately 648 cheques and produces 6.000 EFT payments to vendors annually through a single Canadian dollar account. The TOL requires that copies of all cleared cheques, scanned images of the front and back are acceptable, be provided on a monthly basis and sorted sequentially in cheque number order.

The TOL expects timely investigation and return of counterfeit notes or fraudulent cheques. Please indicate programs in which the TOL could participate to identify fraudulent cheques

and the time commitment required by the TOL to participate in these programs.

Payroll is paid through direct deposit into the employee's bank account and therefore, the TOL requires the ability to make inter-bank transfers. There are approximately 275 transfers made per month.

The TOL requires money orders, certified cheques, bank drafts and wire transfers in Canadian and US dollars on a limited or sporadic basis.

5.3 Lending

The TOL may require a line of credit from time to time including short term accommodation to cover overdrafts pending fund transfers. A short-term borrowing limit of \$100,000 has been authorized and may be required. Please identify the terms and conditions available to accommodate those needs should they be required.

5.4 Interest

The TOL expects the interest to be calculated using the daily consolidated balance of all Canadian dollar accounts, including debit and credit balances, and that the interest amount will be deposited into the main account on a monthly basis. GIC and other investment instruments will have interest calculated and deposited separately from the general, savings and other accounts.

As a part of the submission, please indicate the benchmark used to compute the interest amount paid on the daily consolidated balance.

5.5 Online Banking

The TOL expects to be able to perform the following functions through the online banking services:

- Ability to have multiple users with different security levels
- View account details for multiple accounts
- Transfer amounts between TOL accounts
- Enter stop payment information
- Ability to make governmental remittances, including GST
- Dual signoff on certain transactions based on dollar limit
- Automatic chargeback and NSF notification
- Ability to view images of cleared cheques
- Ability to download account transactions into excel format

Please include any functions particular to your online banking operations that may also increase

the efficiency of the TOL's banking functions.

Please provide a summary of security systems in place to protect sensitive and confidential TOL data.

The TOL currently makes and receives payments through electronic banking. Please indicate the necessary technical requirements regarding file type and formatting.

5.6 Customer Service

The TOL expects to have a designated Account Representative to handle all customer service issues related to the TOL's account. This representative would be a first point of contact for any issues experienced by TOL staff.

Various services such as transfers between TOL accounts, stop payments, NSF tracking, and general inquiries, need to be communicated through various methods including phone, e-mail and online.

Additionally, due to the nature of the organization, the TOL will periodically need to change the corporate signing officers. Please indicate the procedure, if and when a new Mayor is elected or changes in senior management staff and the commitment required by the TOL to implement these changes.

Please indicate service level or response time commitments you will make in regard to providing information on requests made by TOL staff.

5.7 Other Charges

Of the services outlined above, please specify any that are not included in the pricing structure submitted. These are costs that the TOL would incur but would not be payable to the successful proponent.

5.8 Implementation Plan

Please provide a detailed implementation plan outlining the steps required for completing the transition, along with the resources available that you, as the successful proponent will dedicate, as well as the resources expected of the TOL. This plan should include any technical or computer resources required.

Any other suggestions or services offered that would increase the efficiency of banking functions should be specified as part of the implementation plan. (Please refer to the implementation form in Part "E").

5.9 Annual Transactions (Approximate)

•

1. Transaction	Number	Value
Deposits	600	\$12M
Electronic deposits	72	\$24M
Interac / credit card deposits	780	\$6.5M
Cheques / online business tax payments	648	\$3M
EFTs issued	6,000	\$10M
Electronic payroll transfers	3,300	\$7.8M
Pre-Authorized Withdrawals	1,620	\$4.8M

6.0 Purchasing Card Requirements

The Town of Oliver (TOL) also requests proposals from financial institutions for a purchasing card (p-card) program. The p-card proposal shall follow the same RFP process as the banking services.

6.1 The Project

The TOL requests proposals from financial institutions for a purchasing card (p-card) program and system. The intended result of this program would increase the TOL operational efficiency and revenue with a cash back incentive. Currently, the TOL has 12 card holders.

6.2 No Contractual Obligations as a Result of RFP or Proposal

This is a request for proposals only, and not a call for tenders or request for binding offers. Nothing in this RFP is intended to constitute an offer of any kind by the TOL and no contractual obligations whatsoever (including "Contract A") shall arise as a result of the submission of a proposal in response to this RFP.

Part C: RFP PROCESS

7.0 Proposal Content

7.1 Covering Letter

A covering letter signed by an authorized representative of the proponent(s), outlining the proposal and stating that the information contained in the proposal accurately describes the services to be provided.

7.2 Implementation and Methodology

Describe the service and ability to schedule and provide services within the Town of Oliver.

Proposals should offer detailed cost savings opportunities, rebate programs, savings obtained through milestone payments or other opportunities that exist but are not discussed in this document. Please quantify and detail the cost savings and other value added services in your submission.

7.3 Proponent Team

The proposal shall include a list of the individuals forming part of the proponent's team that is to provide the requested services, including a description of each individual's role.

7.4 Scheduling

The proposal shall include a schedule for the delivery of the services. Please include a timeline with milestone dates for the implementation, transition and completion of the banking and p-card projects.

7.5 Fees & Disbursements

The proposal will set out all fees and costs to be charged to the TOL for the implementation and transition, as well as any transaction fees, service charges, interest rates, in accordance with the pricing form and what is requested.

7.6 Questions Regarding this RFP

Any question a proponent has related to this RFP process must be submitted to the TOL by email. Questions regarding this RFP must not be submitted to the TOL via any other method. Answers to questions received will be provided either directly to the proponent or via an addendum to all proponents, through the BC Bid system. Information obtained from any source other than the TOL through the BC Bid system is unofficial and must not be relied upon as part of this RFP.

All questions regarding this RFP must be submitted prior to the 'Deadline for Questions' detailed under section 7.7 of this RFP. Questions received after the deadline for questions will be addressed if time permits.

The proponent is solely responsible for seeking any clarification required regarding this RFP, and the TOL shall not be held responsible for any misunderstanding by the proponent.

7.7 Timetable

This RFP process will run to the following timetable. This timetable may be amended at the TOL's discretion through the issuance of addenda to this RFP.

Event:	Date:
Issue Date of this RFP	August 6 th , 2025
Deadline for Questions	September 5 th , 2025 @ 2:00 PM
Last Day for Issue of Addenda	September 8 th , 2025
RFP Closing Date and Time	September 12 th , 2025 @2:00 PM, Local Time
Project Award (Estimated)	October 10 th , 2025

8.0 INSTRUCTIONS TO RESPONDENTS

8.1 RFP Inquires

Direct all inquiries to this RFP via email to the TOL CFO: jkurvink@oliver.ca

Information obtained from any source other than through the TOL CFO is unofficial and must not be relied upon as part of this RFP. Respondents must not contact any other employees, officers, consultants, agents, elected officials or other representatives of the TOL regarding matters related to this RFP. Any Respondent found to have contacted persons other than through the TOL CFO, may be disqualified from submitting a Proposal, or have their Proposal rejected.

All questions regarding this RFP must be submitted to the TOL CFO prior to the Deadline for Questions detailed under Section 7.7 of this Part C. The Respondent is solely responsible for seeking any clarification required regarding this RFP, and the Town shall not be held responsible for any misunderstanding by the Respondent.

8.2 Submission of Proposals

Proposals to the RFP **must** be emailed to:

finance@oliver.ca

It is strongly recommended that Respondents allow sufficient time of **at least ONE (1) day** before RFP Closing Date and Time to finalize submissions. It is the Respondent's sole responsibility to ensure that the Proposal is received by the Closing Date and Time, detailed in section 7.7.

Proposals sent by facsimile or by any other method will not be accepted. Late submissions will not be accepted. No public opening or announcement of Proposals will occur as part of this RFP process.

The TOL assumes no responsibility for the receipt of Proposals where the instructions detailed above have not been complied with.

8.3 Definitions Used in this RFP

The following are definitions used in this RFP document. Whenever one of the following terms is used with a capitalized first letter, the term shall have the meaning as set out below.

"Addenda" or "Addendum" means additional information or amendments to this RFP, issued by the TOL in accordance with section 7.7 timetable.

"Contract" means a written contract for the provision of the banking services that may result from this RFP, executed between the TOL and the successful proponent(s).

"Proponent" means the successful proponent(s) to this RFP who enters into a contract with the TOL.

"Proposal" means a proposal submitted by a proponent(s) in response to this RFP.

"Proponent" means a person or entity that submits a proposal to this RFP.

"TOL" means the Town of Oliver.

"RFP" means this Request for Proposals (banking services and p-card program), including all forms.

"RFP Closing Date and Time" means the date and time that proposals to this RFP must be received by in accordance with section 7.7. The time will be determined by the TOL web clock.

"Section" means the numbered section of the referenced part of this RFP.

"Services" means the services which the TOL seeks to be provided by the successful proponent(s), as outlined in Part B.

"Sub-Contractor" means a person, partnership, firm or corporation that the proponent(s) proposes to contract with to deliver part of the services, in a subordinate relationship to the proponent.

8.4 Amendment of a Proposal by Proponent

A proponent may amend a proposal at any time up until the RFP closing date and time. Amendments may be submitted in the same way as the original proposal, as detailed in section 8.7 of this RFP.

8.5 Withdrawal of a Proposal by Respondent:

A Respondent may withdraw a Proposal that is already submitted at any time throughout the RFP process, including after the Closing Date and Time.

8.6 Addenda Issued by TOL:

This RFP may only be amended by way of an Addendum issued in accordance with this Section. At any time up until the Closing Date and Time, the Town may issue an Addendum in order to amend, clarify, or answer questions to this RFP. Each Addendum will be issued at the same location and in the same manner as this RFP document. Each Addendum will form an integral part of this RFP. Respondents are solely responsible for checking for Addenda up until the Closing Date and Time. If the Town deems it necessary to issue an Addendum after the Last Day for Issue of Addenda, as detailed in Section 7.7 of this Part C, then the Town, at its sole discretion, may extend the Closing Date and Time in order to provide Respondents with more time to complete their Proposal. Proposals should confirm receipt of all Addenda in the Certification Form of their Proposal.

8.7 Evaluation of Proposals & Award of Contract

The TOL will conduct the evaluation of proposals and selection of a successful proponent in accordance with the process detailed in this section. Evaluation of proposals will be by an evaluation committee which may include TOL employees and/or consultants. The TOL's intent is to enter into a contract with the proponent who has met all mandatory criteria and who has the highest overall ranking based, on this evaluation process.

8.8 Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration in the evaluation process.

Mandatory Criteria:
<p>The proposal must be received by the RFP closing date and time, in accordance with the requirements of section 7.7 and include the following:</p> <p>Respondents must meet the requirements established in the Financial Institutions Act and, if applicable, the Credit Union Incorporation Act to operate as a financial institution in British Columbia, Canada. A statement is required indicating the bank or credit union is in good standing with all relevant Federal and Provincial legislation.</p> <p>The Respondent's branch must be conveniently located for the TOL to make physical bank deposits, in a timely manner or it must describe a method to allow for daily deposits.</p> <p>Secure and reliable online banking platform.</p> <ul style="list-style-type: none">• Service requirements Section page 39• Pricing Section page 40• Implementation Section page 41• Experience/references Section pages 42 - 44• Value added Section page 45• Addendum Section page 46• Conflict of Interest Section page 47• Exceptions to the contract Section page 48• Certification Section page 49

8.9 Scored Criteria

Proposals that meet all of the mandatory criteria will be further assessed against the following scored criteria:

Evaluation Score Sheet – Banking Services

PROJECT: BANKING SERVICES		POOR	MARGINAL	FAIR	GOOD	OUTSTANDING	TOTAL OF 100
PROPONENT:							
CRITERIA	WEIGHT	0.4	0.5	0.7	0.9	1	MAX PTS 100
Implementation & Methodology <ul style="list-style-type: none">• Clear understanding of project scope, challenges and solutions required• work plan which meets or exceeds the needs of the TOL• creativity in solutions provided• demonstration of any “value added service” the proponent provides• Ease of client access & use	35						
Relevant Experience <ul style="list-style-type: none">• proponent demonstrates experience on projects with similar scope and needs• qualification and experience• skills of proposed team members• sub-consultant experience, skills and qualifications	35						
Schedule	10						
Fees and Disbursements (lowest priced proposal divided by the next evaluated quotation price x 10) Note: scores will be evaluated based on an average of the two prices provided	10						
References	10						
EVALUATION TOTAL:							

Evaluation Score Sheet – Purchasing Card Services

PROJECT: P-CARD SERVICES		POOR	MARGINAL	FAIR	GOOD	OUTSTANDING	TOTAL OF 100
PROPOSER:							
CRITERIA	WEIGHT	0.4	0.5	0.7	0.9	1	MAX PTS 100
Implementation & Methodology <ul style="list-style-type: none"> • Clear understanding of project scope, challenges and solutions required • work plan which meets or exceeds the needs of the TOL • creativity in solutions provided • demonstration of any “value added service” the proponent provides • Ease of client access & use 	35						
Relevant Experience <ul style="list-style-type: none"> • proponent demonstrates experience on projects with similar scope and needs • qualification and experience • skills of proposed team members • sub-consultant experience, skills and qualifications 	35						
Schedule	10						
Fees and Disbursements (lowest priced proposal divided by the next evaluated quotation price x 10) Note: scores will be evaluated based on an average of the two prices provided	10						
References	10						
EVALUATION TOTAL:							

8.10 The following method will be used to score the criteria:

- Price - Price will be scored relative to other proponents using the following formula:
Lowest Price ÷ Proponent's Price × Weighting = Score
- Other criteria - All other criteria (except price) will be scored by the evaluation committee, which will then be multiplied by the weighting factor to provide a total weighted score out of 100 which includes price.

Scoring Legend	Points Awarded out of 10
Unscored Criteria—such Conflict of Interest or unacknowledged Addenda	Pass/Fail
Poor – meets some expectations, minimal detail provided	4
Marginal – meets some expectations, limited detail provided.	5
Fair – meets most expectations, medium level of detail provided.	7
Good – meets expectations, thorough details, fits desired attributes, decent level of detail	9
Outstanding – exceeds expectations, strongly fits desired attributes, high level of detail	10

8.11 Clarifications & Remedy Period

Notwithstanding the requirements for mandatory criteria and scored criteria detailed above, the TOL will allow the following remedies and clarifications at its sole discretion:

- Remedy for missing submission requirements: If the TOL finds that a proposal fails to meet all of the submission requirements required of this RFP, then the TOL may provide written notification to a proponent which identifies the requirements not met and provides the proponent with 48 hours to remedy and supply the requirements. The 48 hours shall commence upon notification by the TOL to the proponent. This option to remedy missing requirements shall not apply to proposals not received by the RFP closing date and time.
- Clarification of proposals: During evaluation of the scored criteria, the TOL may at its sole option, request further details or clarification from the proponent and/or third parties, on aspects of a proposal by way of a written request for clarification. The written request shall clearly state the required clarification and time limit to supply the information requested. Following receipt of the clarification information, the TOL may use this information to reassess and/or re-score the proposal according to the scored criteria.

8.12 Ranking of Proponents

Following completion of the evaluation against the scored criteria, the weighted scores for each proposal will be added together, and proposals will be ranked according to their total weighted scores. The proponent with the highest-ranked proposal will be invited to conclude a contract

with the TOL. In the event that two or more proposals have an equal total weighted-score, then the proponent with the lowest total price will be invited to enter into a contract with the TOL.

8.13 Conclusion and Execution of a Contract

Neither the TOL nor any proponent will be legally bound until the execution of a written contract or issuance of a purchase order. Following an invitation to a proponent, by the TOL, to conclude a contract, it is expected that the TOL and that proponent would enter into discussions which may include, among other things:

- Clarification or amendment to the requirements, plus any resulting price adjustments, based on items submitted in the proposal.
- Amendments to the terms and conditions, based on items submitted in the proposal. The TOL would seek to execute a contract within 10 days of issuing an invitation to the proponent to conclude a contract. If the TOL and the proponent do not, for any reason, execute a contract within this time-period, the TOL may discontinue the process with that proponent and invite the proponent with the next-highest-ranked proposal to conclude a contract. The TOL may then continue this process until a contract is executed, or there are no further proponents, or the TOL otherwise elects to cancel the RFP process entirely. For clarity, the TOL may discontinue discussions with a proponent if at any time the TOL is of the view that it will not be able to conclude a contract with that proponent.

8.14 Other Terms & Conditions of this RFP Process

The following terms and conditions shall also apply to this RFP:

8.15 Proposals in English

All Proposals are to be in the English language only.

8.16 Only One Entity as Proponent

The TOL will accept proposals where more than one organization or individual is proposed to deliver the service, so long as the proposal identifies only one entity that will be the lead entity and will be the proponent with the sole responsibility to perform the contract if executed. Any other entity involved in delivering the service should be listed as a sub-contractor. The proponent may include the sub-contractor and its resources as part of the proposal and the TOL will accept this, as presented in the proposal, in order to perform the evaluation. All sub-contractors to be used in the service must be clearly identified in the proposal.

8.17 Proposals to Contain All Content in Prescribed Sections

All information that proponents wish to be evaluated must be contained within the submitted proposal. Proposals should not reference external content in other documents or websites. The

TOL may not consider any information which is not submitted within the proposal or within the pre-prescribed forms set-out in this RFP.

8.18 References and Experience

In evaluating a proponent's experience, as per the scored criteria, the TOL may consider information provided by the proponent's clients on the projects submitted in the proposal, and may also consider the TOL's own experience with the proponent.

8.19 RFP Scope of Work is an Estimate Only

While the TOL has made every effort to ensure the accuracy of the requirements and/or services described in this RFP, the TOL makes no guarantees as to the accuracy of the information provided. Any quantities or measurements provided are estimates only and are provided to describe the general nature and scale of the services. Proponents must obtain all information they deem necessary, including verification of quantities or measurements in order to complete a proposal.

8.20 Proponent's Expenses

Proponents are solely responsible for their own expenses in participating in this RFP process, including costs in preparing a proposal and for subsequent finalizations of an agreement with the TOL, if required. The TOL will not be liable to any proponent for any claims, whether for costs, expenses, damages or losses incurred by the proponent in preparing its proposal, loss of anticipated profit in connection with any final contract, or any matter whatsoever.

8.21 Retention of Proposals and FOIPPA

Proposals submitted to the TOL will not be returned and will be retained by the TOL and shall become the property of the TOL upon submission. Proponents should note that the TOL may choose to make public any part of this proposal, or any proposal and any executed contract -- including the contractors name and total contract price -- and further that, regardless of whether and the extent to which the TOL elects to make anything available to the public, the TOL would be required to disclose all or part of a proposal or the executed contract pursuant to a request for disclosure under the Freedom of Information and Privacy Act (FOIPPA). Proponents should be aware of and review the TOL's obligations under FOIPPA and the TOL's limited ability to refuse to disclose third party information pursuant to Section 21 of FOIPPA.

8.22 Notification and Feedback to Unsuccessful Proponents

Notification of awards shall be made via the BC Bid portal. Unsuccessful proponents may then request a feedback email or telephone call with an TOL representative in order to obtain feedback on how their proposal fared in the evaluation. Such requests for feedback must be made within 30 days of notification of the RFP results. Details of feedback provided will be at the TOL's sole discretion in order to protect the confidentiality of other proponents and the TOL's commercial interest.

8.23 Conflict of Interest

All proponents must disclose an actual or potential conflict of interest, by completing the conflict of interest form, included on page 40 that are requested of proponents when submitting a proposal. The TOL may, at its sole discretion, disqualify any proponent from this RFP process, if it determines that the proponent's conduct, situation, relationship (including relationships of the proponent's employees and TOL employees) create or could be perceived to create a conflict of interest.

The TOL may rescind or terminate a contract entered into if it subsequently determines that the proponent failed to declare an actual or potential conflict of interest during this RFP process.

8.24 Confidentiality

All information provided to proponents by the TOL as part of this RFP process is the sole property of the TOL and must not be disclosed further without the written permission of the TOL.

8.25 No Contract A and No Claims

This RFP process is not intended to create binding offers and no contractual obligations whatsoever (including what is commonly referred to as 'Contract A') shall arise between the TOL and any proponent upon the submission of a proposal in response to this RFP. For extra clarity, both the proponent and the TOL are free to cancel their participation in this RFP process at any time up until the execution of a written contract or issuance of a purchase order by the TOL for the services.

Without limiting the above paragraph, no proponent shall have any claim whatsoever against the TOL for any damage or other loss resulting from a proponent's participation in this RFP, including where the TOL does not comply with any aspect of this RFP and including any claim for loss of profits or proposal preparation costs should the TOL not execute a contract with the proponent for any reason whatsoever.

8.26 Right to Cancel RFP

Although the TOL fully intends to conclude a contract as a result of this RFP, the TOL may at its sole discretion, cancel or amend this RFP process at any time without any liability to any proponent.

8.27 Governing Law and Trade Agreements:

This RFP is governed by the laws of the Province of British Columbia and any other agreements which exist between the Province of British Columbia and other jurisdictions.

PART D - SAMPLE CONTRACT

The contract provided on the following page is provided for reference only. The final agreement may require some modifications as a result of any clarifications or amendments, as outlined in section 13.6

SERVICES CONTRACT FOR “EXAMPLE”

THIS AGREEMENT dated the _____ day of _____, 202__.

BETWEEN: **TOWN OF OLIVER**

6150 Main Street, PO
Box 638

Oliver, BC V0H 1T0

(the “TOL”)

AND: **COMPANY**

Address

(the “Financial Institution”)

GIVEN THAT the TOL wishes to engage the Financial Institution to provide certain services to the TOL and the Financial Institution wishes to contract with the TOL to provide such services to the TOL, THIS AGREEMENT is evidence that in consideration of \$1.00 paid by each party to the other, and other good and valuable consideration, (the receipt and sufficiency each party acknowledges), the TOL and the Financial Institution agree as follows:

9.0 Definitions

In this Agreement, in addition to the words defined above,

“Financial Institution’s Proposal” means the Financial Institution's written proposal to the TOL for performance of the services, dated _____, a copy of which is attached.

“TOL Representative” means _____ or such other person as the TOL may appoint in writing.

“Governmental Approvals” means any licenses, permits, consents, authorizations, certificates, operating certificates and other approvals of any kind from any

governmental authority that are required for or in connection with the performance of the services.

“Governmental Authority” means any federal, provincial, local or other government or governmental agency, authority, board, bureau or commission.

“Personnel” means any individuals identified by name in the Financial Institution’s quotation and any individuals employed or otherwise engaged by the Financial Institution to perform the services with the prior consent of the TOL.

“RFP” means the Request for Proposals for the services issued by the TOL dated August 1st, 2025.

“Services” means the services and work described in the RFP, including all acts, services and work necessary to achieve the objectives set out in the RFP.

“Specifications” means the specifications and other requirements for the services set out in the RFP.

“Standards” means any and all laws, enactments, bylaws, statutes, regulations, rules, orders, permits, licenses, codes, building codes, professional standards and specifications (including Canadian Standards Association standards) applicable to the provision of the services, as they are in force from time to time or in the latest current version, as the case may be.

9.1 Financial Institution Services

The Financial Institution shall perform the services and shall do so in accordance with the specifications, all standards and the terms of this Agreement.

The Financial Institution shall:

- (a) supply all labour, machinery, equipment, tools, supplies, material, labour and other services and things necessary to perform the services in accordance with this Agreement;
- (b) obtain, maintain in good standing and comply with the terms of all governmental approvals;
- (c) perform promptly and safely all of its obligations under this Agreement;
- (d) be just and faithful in the performance of its obligations under this Agreement, in its dealings with the public and in its dealings with the TOL and the TOL representative;
- (e) promptly pay amounts owing to the TOL under this Agreement when due; and
- (f) pay all costs and expenses whatsoever associated with performing the services and its other obligations under this Agreement.

9.2 **Project Scope Modifications**

The Financial Institution is advised that the TOL may modify elements of the project scope where these modifications are in the best interests of the TOL. This may include deletion of certain tasks/deliverables, and/or cancellation of the project. The TOL will ensure the Financial Institution is paid all eligible fees for works completed to the date of any proposed modification. Where unanticipated delays occur (for any reason) that impact (delay) aspects of the Financial Institution work program, the Financial Institution shall not seek compensation for said delays. Further, no additional works shall be undertaken in relation to this assignment without the prior written approval of TOL staff.

9.3 **Term**

This Agreement shall commence on _____ and expire on _____.

9.4 **Financial Institution Personnel**

The Financial Institution will perform the services using only the personnel named in the Financial Institution's proposal, unless otherwise approved in writing by the TOL representative.

9.5 **Warranty as to Quality of Services**

The Financial Institution represents and warrants to the TOL that the Financial Institution and the personnel have the education, training, skill, experience and resources necessary to perform the services in accordance with this Agreement and the Financial Institution acknowledges and agrees that the TOL has entered into this Agreement relying on the representations and warranties in this section.

9.6 **Remuneration & Reimbursement**

The TOL shall pay the Financial Institution for the performance of the Services as follows:

[Identify fees/disbursements or reference schedule or Financial Institution's Quotation]

9.7 **Taxes**

The TOL shall be responsible for paying any goods and services taxes, harmonized sales taxes and provincial sales taxes payable with respect to the provision of the services to the TOL.

9.8 Invoices & Payment

Not more than once each month, the Financial Institution may deliver an invoice to the TOL, in respect of the immediately preceding month, setting out the aggregate amount of fees and disbursements claimed for services performed in that preceding month. The TOL shall, to the extent the TOL is satisfied the fees and disbursements are for services satisfactorily performed by the Financial Institution, pay the Financial Institution the fees and disbursements claimed in any invoice delivered in accordance with this Section, within 30 days after delivery of such invoice to the TOL.

9.9 Hold Back or Set Off

The TOL may hold back payment or set off against payment if, in the opinion of the TOL acting reasonably, the Financial Institution has failed to comply with any requirements of the contract.

9.10 TOL's Representative

The TOL appoints the TOL representative as the only person authorized by the TOL to communicate with the Financial Institution in respect of this Agreement. The TOL shall not be bound to the Financial Institution by communication from any person other than the TOL representative.

9.11 Indemnity

The Financial Institution shall indemnify, and save harmless, the TOL, and its elected and appointed officials, employees, Financial Institution and agents, from and against all claims, losses, damages, costs, expenses (including legal fees and disbursements), liabilities, actions and proceedings, suffered, made, incurred, sustained, brought, prosecuted, threatened to be brought or prosecuted, in any manner caused by, based upon, occasioned by or attributable to, any willful or negligent act or omission, or other actionable wrong, on the part of the Financial Institution, its employees, Financial Institution or agents, connected with the performance or breach of this Agreement by the Financial Institution. The Financial Institution's obligations under this section shall survive the expiry or earlier termination of this Agreement.

9.12 Workers Compensation

The Financial Institution shall, at all times, in providing the services and otherwise performing its obligations under this Agreement, comply with the *Workers Compensation Act* (British Columbia) and all regulations and orders from time to time in force thereunder, including the Occupational Health and Safety Regulation, and, upon request from the TOL, provide evidence of any required registration under that Act and evidence of compliance with any requirement under that Act to make any payments or pay assessments.

9.13 Insurance Requirements

The Financial Institution shall obtain and maintain during the currency of this Agreement commercial general liability insurance providing coverage for death, bodily injury, property loss and damage and all other losses arising out of or in connection with the provision of the services in an amount not less than \$5,000,000.00 per occurrence, or in such a greater amount as may be required by the TOL representative from time to time, acting reasonably.

The Financial Institution shall cause all policies of insurance required to be taken out by it under this Agreement to be with insurance companies satisfactory to the TOL and to:

- (a) name the TOL as additional insured
- (b) include that the TOL is protected notwithstanding any act, neglect or misrepresentation by the Financial Institution which might otherwise result in the avoidance of a claim and that such policies are not affected or invalidated by any act, omission or negligence of any third party which is not within the knowledge or control of the insureds;
- (c) be issued by an insurance company entitled to carry on the business of insurance under the laws of British Columbia;
- (d) be primary and non-contributing with respect to any policies carried by the TOL and shall provide that any coverage carried by the TOL is in excess coverage;
- (e) not be cancelled or materially changed without the insurer providing the TOL with 30 days written notice stating when such cancellation or change is to be effective;
- (f) be maintained for a period of 12 months per occurrence;
- (g) not include a deductible greater than \$5,000.00 per occurrence;
- (h) include a cross liability clause; and
- (i) be on other terms acceptable to the TOL representative, acting reasonably.

9.14 Errors & Omissions Insurance

The Financial Institution shall, at the Financial Institution's expense, establish and maintain professional errors and omissions insurance to the following minimum requirements:

Minimum Insurance

- (a) Contractor services for projects
not exceeding \$500,000 in value-----\$1,000,000
- (b) Contractor services for projects
exceeding \$500,000 in value-----\$2,000,000

*The maximum deductible in all categories shall be \$50,000/\$100,000

The Contractor accepts responsibility for the acts and omissions of all Sub-Contractors it may engage in rendering the service on the project.

The Contractor's professional errors and omissions insurance shall remain in force for the life of the project and for twenty-four (24) months after substantial completion, and shall contain the following endorsement to provide the TOL with prior notice of changes and cancellations.

"The Insurer and the Insured Financial Institution shall provide written notice to be delivered by hand, or sent by registered mail to the TOL at least thirty (30) days in advance of the activation date of any proposed cancellation, change or amendment restricting coverage under this policy"

9.15 Insurance Certificates

The Financial Institution shall provide the TOL with certificates of insurance confirming the placement and maintenance of the insurance, promptly after a request to do so from time to time by the TOL.

9.16 TOL May Insure

If the Financial Institution fails to insure as required, the TOL may affect the insurance in the name and at the expense of the Financial Institution and the Financial Institution shall promptly repay the TOL all costs incurred by the TOL in doing so. For clarity, the TOL has no obligation to effect such insurance.

9.17 Termination at TOL's Discretion

The TOL may, in its sole discretion and without reason, terminate this Agreement upon notice to the Financial Institution. If the TOL terminates this Agreement under this section, the Financial Institution shall be entitled to be paid for all services satisfactorily performed by the Financial Institution up to the date of such termination in accordance with this Agreement. The Financial Institution is not entitled to, and irrevocably waives and releases the TOL from any and all claims for, any damages or compensation for costs incurred, loss of profit or loss of opportunity, directly or indirectly arising out of termination of this Agreement.

9.18 Termination for Default

The TOL may terminate all or any part of, the services by giving notice of termination to the Financial Institution, which is effective upon delivery of the notice, if:

- (a) the Financial Institution breaches this Agreement and the Financial Institution has not cured the breach, within five days after notice of the breach is given to the Financial Institution by the TOL; or
- (b) the Financial Institution becomes bankrupt or insolvent, a receiving order is made against the Financial Institution, an assignment is made for the benefit of its creditors, an order is made or resolution passed for the winding up or dissolution of the Financial Institution, or the Financial Institution takes the benefit of any enactment relating to bankrupt or insolvent debtors.

Without limiting any other right or remedy available to the TOL, if the TOL terminates part or all of the services under this section, the TOL may arrange, upon such terms and conditions and in such manner as the TOL considers appropriate, for performance of all or any part of the services remaining to be completed, and the Financial Institution shall be liable to the TOL for any expenses reasonably and necessarily incurred by the TOL in engaging the services of another person to perform those services (including the amount by which the fees, disbursements and other costs payable by the TOL exceed those that would have been payable to the Financial Institution for completion of the services under this Agreement). The TOL may set off against, and withhold from amounts due to the Financial Institution, such amounts as the TOL estimates shall be required to cover the TOL's costs of correcting any breaches of the Financial Institution's obligations under this Agreement and to be incurred by the TOL to complete all or any part of the services.

9.19 Records

The Financial Institution:

- (a) shall keep proper accounts and records of its performance of the services, including invoices, receipts and vouchers, which shall at all reasonable times be open to audit and inspection by the TOL, which may make copies and take extracts from the accounts and records;
- (b) shall keep reasonably detailed records of performance of the services, which shall at all reasonable times be open to inspection by the TOL, which may make copies and take extracts from the records;
- (c) shall afford facilities and access to accounts and records for audit and inspection by the TOL and shall furnish the TOL with such information as the TOL may from time to time require regarding those documents; and
- (d) shall preserve, and keep available for audit and inspection, all records described in this section for at least two years after completion of the services, expiry of this Agreement or termination of this Agreement, whichever applies.

9.20 Copyright & Intellectual Property

The Financial Institution irrevocably grants to the TOL the unrestricted license for the TOL to use and make copies of for the TOL's purposes and activities any work whatsoever generated by or on behalf of the Financial Institution in performing the services in which copyright may exist. Without limiting the foregoing, the Financial Institution irrevocably grants to the TOL the unrestricted license for the TOL to use for the TOL's purposes and activities all technical information and intellectual property, including inventions, conceived or developed, or first actually reduced to practice, in performing the services. For clarity, the licenses granted by this section shall survive the expiry or earlier termination of this Agreement.

9.21 Agreement for Services

This is an Agreement for the performance of services and the Financial Institution is engaged under this Agreement as an independent Financial Institution for the sole purpose of providing the services. This Agreement does not create a joint venture or partnership. Neither the Financial Institution nor any of its employees or Consultants is engaged by the TOL as an agent of the TOL or has any authority to bind the TOL in any way whatsoever.

9.22 Withholding Taxes

The Financial Institution will be pay and remit, and otherwise be responsible for, all withholding taxes, income taxes, Canada Pension Plan contributions, employment insurance deductions and any other deductions required by the applicable provincial or federal statutes for the Financial Institution and any of its employees. The Financial Institution agrees to indemnify and hold harmless the TOL should the TOL be required to pay any remittances described above.

9.23 Assignment

The Financial Institution shall not assign this Agreement or the benefit hereof without the prior written consent of the TOL, at its sole discretion.

9.24 Time of the Essence

Time is of the essence for this Agreement.

9.25 Alternative Rights & Remedies

Exercise by a party to this Agreement of any right or remedy of that party, whether granted in or under this Agreement or at law or equity, does not limit or affect any other right or remedy of any kind, whatever its source, that the party may have against the other party and does not affect the right of the party exercising the right or remedy to exercise other rights or remedies against the other party.

9.26 Notice

Any notice, direction, demand, approval, certificate or waiver which may be or is required to be given under this Agreement shall be in writing and delivered personally or by courier or sent by fax or e-mail, addressed as follows:

(a) To the TOL:

The Town of Oliver 6150 Main Street, PO Box 638

Oliver, BC, V0H 1T0

E-mail Address: finance @oliver.ca

Attention: CFO

(b) To the Financial Institution:

Fax Number: (250) _____

E-mail Address: _____

Attention: _____

or to such other address, e-mail address or fax number of which notice has been given as provided in this section.

Any notice, direction, demand, approval or waiver delivered is to be considered given on the next business day after it is dispatched for delivery. Any notice, direction, demand, approval or waiver sent by fax or e-mail is to be considered given on the day it is sent, if that day is a business day and if that day is not a business day, it is to be considered given on the next business day after the date it is sent. In this section, business day means a day other than a Saturday, Sunday or B.C. statutory holiday.

9.27 Interpretation & Governing Law

In this Agreement

- (a) reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise;
- (b) reference to a particular numbered section or schedule is a reference to the correspondingly numbered section or schedule of this Agreement;
- (c) the word "enactment" has the meaning given to it in the *Interpretation Act* (British Columbia) on the reference date of this Agreement;
- (d) reference to any enactment is a reference to that enactment as amended, unless otherwise expressly provided;
- (e) reference to a month is a reference to a calendar month; and
- (f) section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement.

This Agreement is governed by, and is to be interpreted according to, the laws of British Columbia.

9.28 Binding on Successors

This Agreement enures to the benefit of and is binding upon the parties and their respective successors, trustees, administrators and receivers, despite any rule of law or equity to the contrary.

9.29 Entire Agreement

This Agreement is the entire agreement between the parties and it terminates and supersedes all previous communications, representations, warranties, covenants and agreements, whether verbal or written, between the parties with respect to the subject matter of this Agreement.

9.30 Waiver

Waiver of any default by either party shall be express and in writing to be effective, and a waiver of a particular default does not waive any other default.

As evidence of their agreement to be bound by this Agreement, the parties have executed this Agreement below, on the respective dates written below.

Town of Oliver by its authorized
signatories:

Mayor:

CAO:

[If Organization is a Corporation]

by its authorized signatories:

Name:

Name:

PART E – SUBMISSION SECTIONS

The following sections should be included in the respondent's submission:

- Service requirements
- Pricing
- Implementation
- Experience & Reference
- Value added
- Addendum
- Conflict of Interest
- Exceptions to Contract

Please Note: If your organization is submitting responses to both the banking and the p-card requests, please include the above sections for each submission, which may be submitted together in one response.

SERVICE REQUIREMENTS SECTION

Each respondent should provide the following in its proposal, in a format of their choice. This is to be a section in their response and named 'Service Requirements'.

- Day to day banking; deposits, payments, lending, interest rates & wire transfers
- Demand deposit accounts
- Designated Customer Service Representative (CSR)
- Online banking platform
- Line of credit
- Other services

Purchasing Card Information

- Designated Customer Service Representative (CSR)
- Online banking platform
- Financial institutions p-card terms and conditions
- Other services

PRICING SECTION

Respondents are to provide a customized pricing proposal based on the services identified and requested in this RFP. This section is to be included in their submission and named 'Pricing Section'. This section may be used as a guide for both the banking and p- card services but must be included separately.

Be sure to address the following pricing elements as applicable:

- Fees and charges
- Interest calculation on consolidated accounts
- Conversion costs
- Other costs/benefits

IMPLEMENTATION SECTION

Each respondent should provide an implementation plan, in a format of their choice. This section is to be included in their submission and named 'Implementation'. This section may be used as a guide for both the banking and p-card services but must be included separately.(i.e. 2 forms)

Through the information provided in your response, the TOL expects to gain an in-depth understanding of the respondent's experience, capabilities to provide a 'phase in and phase out' transfer plan, with minimal disruption and cost implications to the TOL.

A work break down structure should be included with the proposal. Please include the tasks involved, plus their dependencies and timelines from pre-post implementation emphasizing where the TOL needs to be involved.

EXPERIENCE, TEAM & REFERENCES SECTION

Each respondent should provide the following in its proposal, in a format of their choice. This section is to be included and named 'Experience, Team & References'. Each respondent is requested to provide three references from clients with similar banking requirements and for whom recent initiative for banking reviews were made, which materially improved their client's administrative operation.

This section may be used as a guide for both the banking and p-card services but must be included separately. (i.e. 2 forms)

- Please include contact names and telephone numbers for each client so that the TOL may utilize these names for reference purposes

EXAMPLE

Project Experience #1

Client Company Name:	
Project Name:	
Reference Information	
Date Respondent Started Work on Project:	
Date Respondent Finished Work on Project:	
Brief Description of Project and Services Respondent Performed:	

Project Experience #2

Client Company Name:	
Project Name:	
Reference Information	
Date Respondent Started Work on Project:	
Date Respondent Finished Work on Project:	
Brief Description of Project and Services Respondent Performed:	

Project Experience #3

Client Company Name:	
Project Name:	
Reference Information	
Date Respondent Started Work on Project:	
Date Respondent Finished Work on Project:	
Brief Description of Project and Services Respondent Performed:	

Team Information

Position/Role	Employee Name	Relevant Credentials	Years of relevant Experience	Resumes Required
Project Manager				Yes
Supervisory Personnel				Yes

VALUE ADDED SECTION

Each respondent should provide the following in its proposal, in a format of their choice. This section must be included in the submission and named 'Value Added'. This section may be used as a guide for both the banking and p-card services but must be included separately

The TOL is interested in having respondents identify services or opportunities that are not addressed in other sections of this RFP which could enhance the TOL's business practices and or customer service levels which improves services and/or reduces costs.

ADDENDUM SECTION (Must be included with proponent’s submission)

ADDENDA

We confirm that we have received and carefully reviewed all of the request for proposal documents, including the specifications and the following addenda, if any:

Initials_____

Please initial the addenda form

CONFLICT OF INTERERST SECTION (Must be included with proponent’s submission)

What is a conflict of interest?

A conflict of interest is when you have a certain personal interest that may interfere with the interests you must have as someone connected to another person or entity, such an employer or client. A conflict of interest can cause one party to question what another party's intentions are.

It can also call to question your ability to remain unbiased in your thoughts, ideas and decisions.

Conflict of interest. The supplier represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the supply of goods and/or performance of services required hereunder. The supplier further represents that no persons having any such interest shall be employed to perform those services.

Company Name: _____

Name and Title: _____

Signature: _____

TOL evaluation committee members shall also sign a conflict of interest statement.

EXCEPTIONS TO CONTRACT SECTION

Proposals must include the details requested in this “Exceptions to Contract”. No changes to this section must be made, except for completing the requested information in the spaces provided.

This section of your proposal must be labelled as “Exceptions to Contract” and must be included with your submission.

Evaluation Factors:

- Ease for the TOL in accepting any proposed exceptions to the terms and conditions.

Statement on exceptions to contract:

Please check **either** statement A **or** statement B below:

STATEMENT A:

☐

We have read the contract in Part D and confirm we have no exceptions to the terms and conditions detailed, should we be selected as the Financial Institution.

We further understand that by selecting Statement A, the TOL will be relying on this statement in the RFP evaluation, and there will be no further opportunity to make changes to the terms and conditions in Part D should we be selected as the highest-ranked respondent.

STATEMENT B:

☐

We have read the contract in Part D and we have the following exceptions to the terms and conditions detailed, should we be selected as the service provider:

(please specify exceptions in space below):

CERTIFICATION SECTION



Proposals must include the details requested in this “Certification Section”. No changes to this form must be made, except for completing the requested information in the spaces provided.

This section of your proposal must be labelled as “Certification” and must be included with your submission.

Full Legal Name of Respondent:	
Other “DBA” Names the Respondent Uses:	
Registered Address:	
Contact Name:	
Contact Title:	
Contact Phone No.:	
Contact Email:	

The undersigned Respondent has carefully examined the all Addenda, Conditions, Specifications, Drawings (if applicable); and have conducted such other investigations as were prudent and reasonable in preparing this Proposal. The Respondent shall provide the services as required and outlined by the Town.

This proposal is open for consideration for 60 days.

The Respondent hereby certifies that the above statements are true and that the individual signing below has the legal authority to sign on behalf of the Respondent:

Signature of Respondent Representative

Name of Respondent Representative