



REQUEST FOR PROPOSAL

BANKING & DEPOSITORY SERVICES

**CHILDNET, INC.
REQUEST FOR PROPOSAL**

BANKING & DEPOSITORY SERVICES

Issued: October 9, 2009

CN 2009-03

Instructions

Background on Childnet, Inc.

ChildNet Inc, Broward's Community Based Care (CBC) lead agency, is the not for profit organization created specifically to manage the child welfare system in Broward County, Florida, as part of a statewide initiative transferring responsibility for child protection, foster care, adoptions and related services to private community based organizations. Child Net's mission is to protect Broward County's abused, neglected and abandoned children, to assure their safety and to swiftly provide them with a permanent, loving home.

Program Scope

ChildNet, Inc. is requesting competitive proposals from qualified financial institutions to act as the organizations primary banking and depository of funds provider.

ChildNet, Inc. encourages all prospective bank representatives to examine this Request for Proposal (RFP) carefully. Qualified banks are requested to submit proposals to provide services as defined in this RFP. Bank representatives responding to this RFP should note that ChildNet Inc. wishes to maximize interest revenues while minimizing costs, fees, and service charges, and, generally, obtain the absolute lowest true cost of banking services to ChildNet. Although ChildNet welcomes creativity and innovation regarding the methods bank representatives choose to arrive at the "lowest true cost of services," representatives must also note that security of underlying funds is the foremost consideration.

ChildNet, Inc. expects its financial institution to be a leader and innovator in the development and execution of financial products and services and requires these services to be of the highest quality.

MINIMUM QUALIFICATIONS

To be considered for selection, proposing banks must meet the following qualifications:

1. Be capable of providing the services sought by the agency.
2. Have an established full service branch within Broward County.
3. Ensure that ChildNet Inc.'s funds are adequately collateralized at all times
4. Provide banking services and technology that increase the efficiency of ChildNet's operations
5. Provide outstanding customer service
6. Maximize interest earnings while minimizing expenses to arrive at the absolute lowest true cost of services
7. Assume existing mortgage account
8. Increase our current Line of Credit

ACCOUNT DESCRIPTION

Our general business requires the following demand accounts:

- General Account
- Employee Account
- Separate Loan Accounts
- Investment Account

Required Services

Deposit Processing: Describe the deposit options available as well as the bank's ability to collateralize the deposits.

Account Reconciliation: The bank must provide monthly account reconciliation reports, bank statements, account analysis statements, confirmations and other report related features. Describe the account reconciliation services offered by the bank.

Electronic Money Transfers: Describe the bank's incoming and outgoing electronic money transfer services. Include safeguards and security measures offered by your service.

Direct Deposit: The bank must have the capability to accommodate a wide range of electronic payment and deposit services. We utilize deposit services for our bi-weekly payroll. All of our employees utilize direct deposit. Describe the banks direct deposit services. Include the costs, if any, for the software to meet the standards of your bank for direct deposit services on Exhibit A.

Payroll Tax Processing: Describe the services available from the bank to accommodate the payment and reporting of payroll taxes.

Interest Bearing Account/Overnight Sweep Account Facility: Describe the banks options for earning interest on operating cash. Also include other investment options available to maximize our earnings potential.

Collected Balances and Earning Allowance: Describe the bank's calculation of collected balances. Describe the methodology that would be used to give credit for bank balances.

Credit/Debit Card Processing: Describe your ability to provide an electronic system to accommodate credit/debit card authorizations and processing for customers. The bank will specify in their proposal what credit cards the bank will process and the related cost to ChildNet Inc. The bank shall indicate if these fees are charged against compensating balance earnings.

Credit Card Services: The bank shall provide selected ChildNet Inc. employees with credit cards for the purpose of making purchases. These credit cards are not to be debit or transaction cards such that ChildNet Inc. would be charged, but rather ChildNet Inc. will make a payment from statements. The bank is to include in their proposal whether ChildNet Inc. can obtain general corporation cards in addition to cards issued to specific individuals. Statements for each individual card should be available on line.

Conversion Plan: Describe the overall plan your bank would coordinate to ensure a smooth transition from the current provider. The bank must also provide on-site training to our personnel for the operation and use of the bank's services and automated systems for all areas of service.

Service Enhancements: Based upon information presented in our Request for Proposal and your bank's knowledge of the public sector, describe any enhancements, technological or otherwise, that we should consider to improve operational or cash management efficiencies.

Additional Information: Describe any other information not previously mentioned that the bank believes should be given consideration. If there is no additional information to be presented, simply state "No additional information".

Proposal Format

The proposal should be submitted using the following format and should be based on the activities of your office, unless directed otherwise. If expertise from other offices will be available and/or necessary in servicing ChildNet Inc.'s account, please specify these services, the office(s) and personnel to be involved. In order for us to adequately compare and evaluate proposals objectively, all proposals must be submitted in accordance with this format:

Title Page/Cover This should include the name of the proposing bank, principal business address where the relationship will be managed, and the local branch address that can meet our daily banking needs.

Table of Contents

Transmittal Letter This letter should address the bank's willingness and commitment, if selected, to provide the services and why the Bank believes it should be selected. The letter should be signed by a person authorized to commit the Bank to the contents of the Proposal and the original letter must be signed in blue ink. It should provide a summary of the services to be offered through the proposal.

Bank and Staff Profile Respond to the following sections:

- a. Provide a corporate overview of your bank. Also, identify the number of branches within the region and the nearest full service branch that can assist us with our immediate banking needs.
- b. Describe the bank's experience in providing services to the public sector. Include exclusive resources dedicated for the public sector /not for profit organizations.
- c. Describe the relationship team that will be assigned to service our relationship. Describe individual roles, responsibility and related banking experience.
- d. Include a statement to confirm your bank's compliance to our minimum qualifications. Also list any exceptions to required services.

Comprehensiveness of Services To Be Provided: Overall capabilities of the bank to meet the required service levels described in this RFP.

Public Sector Experience and Resources: The Bank's experience in providing services to the public/private sector, as well as dedicated resources and personnel.

Service Enhancements: The Bank's efforts to understand our banking needs and goals and the creativity the bank shows in introducing new technologies and efficiencies to improve our current practices and procedures.

Emergency Preparedness and Disaster Recovery: Describe your disaster recovery procedures. How quickly will back-up facilities be activated?

Charges for Services: The amount of proposed charges and pricing increases in subsequent years.

EXHIBIT A

ChildNet Inc RFP for Banking Services – Response Form for Monthly Banking Cost of Services

Basic Services:

FDIC Insurance Charge
Account Maintenance
NSF Returned Items
NSF Paid Items
Other Services – Not Listed Above

Deposited Services:

Non-Cash Deposit Corrections
Debits – Checks Paid
Credits – Deposits
ZBA Service-Master
ZBA Service-Sub
Return Item
Electronic Debit
Electronic Credit
Stop Payments
Overnight Investments
Other Services – Not Listed Above

General ACH Services

ACH Maintenance
ACH Items
Data Transmission
Return Item – NOC
Return Item – Fax
Reversals
Software Charge
Other Services – Not Listed Above

Wire Transfer

Service Costs – Please list

Account Reconciliation

Service Costs – Please list

Review/Evaluation Process

Proposals must be prepared in compliance with provisions of this RFP. Failure to comply with all provisions may result in disqualification. ChildNet Inc. reserves the right to reject any and all proposals, cancel all or part of this Request for Proposal, and waive any minor irregularities and to request additional information from proposing banks. By requesting proposals we are in no way obligated to award a contract or pay expenses of the proposing banks in connection with the preparation or submission of a proposal. Our decision to award a contract will be based on many factors including but not limited to service, cost, financial strength and innovation. No single factor, such as cost, will determine the final decision to award.

A review committee will evaluate the proposals received. Although fees and compensation will be a vital factor in the evaluation of proposals, acceptance of a proposal will be based on the total package of services, qualifications, fees and compensation offered by the banking institution. The criteria to be used will include, but are not limited to, the following considerations:

Proposal must be received by mail or delivery by Noon (12 PM), November 6, 2009. Any quotation received after such time will not be considered. An opening is scheduled for 2 PM, November 12, 2009 at ChildNet Inc. headquarters at 313 North State Road 7, Plantation, FL 33317, in the Board Room.

The ChildNet Inc. Evaluation Committee will take up to 7 days to review all submissions. A meeting of the Evaluation Committee will take place on or about November 12, 2009 to review and determine next steps. The exact date, time and place of this meeting will be posted on the ChildNet Inc. Website at least five business days prior to the meeting. The Evaluation Committee consists of the (Finance Chair, Chief Financial Officer and the Director of Finance). The Evaluation Committee may elect to conduct interviews with one or more finalists.

The ultimate award of the contract will be subject to approval of the ChildNet, Inc.'s Chief Financial Officer. ChildNet Inc. encourages the vendor to submit as comprehensive and explicit a response as reasonably possible. Broad generalizations and simple statements will not provide ChildNet Inc. with the information needed to properly evaluate the efficiency of the proposed approach. When reviewing the responses, ChildNet Inc. will rate more favorably those quotes that provide sufficient and clear information and are able to demonstrate an understanding of the services to be delivered. All responses should be typed and arranged in the format outlined below. Please be clear, concise, and accurate.

Please send 6 copies of your response to:

Dipak Parekh
Chief Financial Officer
ChildNet, Inc.
313 N. State Road 7
Plantation, FL 33317

All questions should be directed ONLY to Dipak Parekh at dparekh@childnet.us. All questions and answers will be addressed via posting on the ChildNet website to be available to all applicants. Q&A will be posted within 48 hours of receipt of the questions at <http://www.childnet.us/dbwc.asp>.

