



## Contact Information

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## Request for Proposals: Business Banking and Investment Services For the Medicine Hat & District Chamber of Commerce

### Background

The Medicine Hat & District Chamber of Commerce is a member driven, volunteer led organization working to stimulate a strengthened and vibrant economy in our region through our connections, support and influence. Our vision is to be the most unified, valued and influential business network in our community.

As a member-driven organization, we seek out services from our membership that will provide us with cost effective and efficient solutions, so that we can focus our time, effort and resources on the members we serve. As part of these services, we need a strong financial agent for our banking and investment services to ensure a high level of service delivery and return on our investments. As such, the Medicine Hat & District Chamber of Commerce is seeking out financial solutions for our business banking and investment solutions. We would like to secure a financial institution in downtown Medicine Hat, in close proximity to our location at 413 6<sup>th</sup> Avenue SE, for our business banking.

For the investment solutions, we will evaluate both combined proposals from financial institutions as well as proposals from other entities submitting solely for the purpose of longer term investment options.

Financial information and history can be located through the financial reports posted to the Chamber of Commerce website Publications page: <https://www.medicinehatchamber.com/publications-media/>

It is the intention of the Chamber to award a contract to one or more bidders who would be a member in good standing with the Medicine Hat & District Chamber of Commerce.

### Response Date for Proposals

In order to be considered for selection, proposals for services must be received in a sealed envelope clearly marked "Business Banking and Investment Services Request for Proposal" no later than 4:00 PM on Friday, March 6, 2020 at the Chamber of Commerce office, 413 6<sup>th</sup> Ave SE, Medicine Hat.

### Bid and Acceptance, Rejection or Selection of Quotation

The Chamber expressly reserves the right to reject any or all proposals, to waive any informalities or irregularities in the proposals, and to accept that proposal which is in the best interest of the Chamber.

In determining the award to the proposing companies, the following will be considered:

1. Member in good standing with the Medicine Hat & District Chamber of Commerce
2. Evidence in proposal that the candidate understands the scope of the services to be performed.
3. Experience of the candidate in the provision of business banking services.
4. Costs quoted to perform the specified services.
5. Service Level Agreement and commitment to customer service.

## **Proposals Inclusions:**

All proposals for Business Banking must detail the following items and any associated fee details:

1. Executive Summary
2. Community Involvement of the organization
3. Service Level Agreement – response time for requests and assistance
4. Guarantee on Deposits
5. Business banking products and services overview
6. Cash management solutions
7. Investment solutions and current rates
8. Business internet banking services, technical compatibility requirements and security features
9. Electronic funds transfer services and details regarding transfer process
10. Payroll services
11. Business credit card options
12. Merchant services options
13. Night deposit services
14. Account set up/transfer process
15. Authorized signatory agreement process
16. All services charges and fees for all accounts, standard sundry services and non-standard sundry services

All proposals for investment solutions must include information on long term investment rates and options for \$100,000+ term deposits, including details as to withdrawal penalties and interest rates for 6, 12, 18 and 24 month terms.

## **Incurred Proposal Costs**

The Chamber is not liable for any cost incurred by the bidder prior to the issuance of an agreement or contract.

## **Confidentiality**

No respondent shall have the right to review or receive any information with respect to a proposal, documentation or information submitted by any other respondent. The content of the proposal and all documentation and information shall be held in confidence by the Chamber.

## **Unacceptable Work**

If the contractor fails to comply with any of the terms of this proposal, the Chamber may terminate the contract.

## **Response Date for Proposals: Friday, March 6, 2020 at 4:00 pm**

In order to be considered for selection, proposals for services must be received in a sealed envelope clearly marked 'Business Banking and Investment Services' at the Chamber of Commerce office, 413 6th Avenue SE, Medicine Hat or emailed to [accounts@medicinehatchamber.com](mailto:accounts@medicinehatchamber.com) no later than 4:00 PM on Friday, March 6, 2020.

Questions and communications regarding this Request for Proposal may be submitted in writing by email up to seventy-two (72) hours prior to the closing time and date to: Administrative Coordinator, Medicine Hat & District Chamber of Commerce [accounts@medicinehatchamber.com](mailto:accounts@medicinehatchamber.com).

No other representative of the Chamber is to be contacted regarding this Request for Proposal. The Chamber accepts no responsibility for, and the Bidder agrees not to rely upon, any verbal or written statements or representations from any other person, whether or not employed by the Chamber.