

Bob Keefer Center for Sports and Recreation, 250 S. 32nd St., Springfield OR 97478-6302
541-736-4034 | willamalane.org

REQUEST FOR PROPOSAL: BANKING SERVICES

Springfield, Oregon

Date Issued: April 23, 2025
Proposals Due: May 23, 2025

District RFP Website: <https://willamalane.org/projects/rfp>

Note: The above RFP website will provide access to the RFP, supporting information and links to associated Willamalane documents. If questions are submitted, they will be responded to in writing and posted to the website. Please contact the district with questions.

District Contact for RFP: Betty Nielsen, CFO
(541) 736-4034
Finance@willamalane.org

To request this information in an alternate format, please call (541)736-4034 or send email to finance@willamalane.org

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INTRODUCTION

Willamalane Park and Recreation District (Willamalane), through its Finance Department, invites proposals for business banking services for a term of not less than five (5) years, with an optional two (2) year extension upon mutual agreement. The purpose of this procurement is to secure high quality depository and banking services at a competitive price. Examples of the required services include, but are not limited to:

- **Cash and Liquidity Management:**
Implementing a pooled cash method of accounting, which combines cash from all governmental, proprietary, and fiduciary funds to optimize earnings. This includes maintaining an adequate cash balance in the Oregon State Treasury's Local Government Investment Pool (LGIP) and performing electronic transfers to meet immediate cash needs.
- **Deposit and Disbursement Account Services:**
Managing a primary depository account for daily deposits, including the secure handling of cash, checks, and change requests. Additionally, providing a zero balance disbursement account with a sweep mechanism to facilitate employee payroll disbursements.
- **Payroll and Transaction Processing:**
Supporting direct deposit for payroll and utilizing electronic transaction processes such as ACH origination for outgoing payments. This also covers the creation of ACH files compatible with Willamalane's Caselle financial software, along with the provision of check protection ("Positive Pay") services.
- **Additional Operational Efficiency Measures:**
Assisting in the implementation of technologies and procedures that enhance overall cash management efficiencies, such as laser printed checks on blank check stock and timely handling of deposits via scheduled courier transfers.

Proposals should demonstrate a creative, expert approach that not only aligns with these outlined requirements but also offers innovative solutions to further improve operational efficiencies.

The scope of the contract excludes the following, for which Willamalane has existing contracts that will be retained: 1) ActiveNet Recreation Fees and merchant services; and 2) courier service for delivery of deposits to financial institutions.

A Microsoft Word version of this RFP plus two (2) Excel documents, containing historical Willamalane information, is available electronically. Interested parties may view the RFP on Willamalane's website at <https://willamalane.org/projects/rfp>.

Willamalane Park and Recreation District Banking Services RFP (4/23/25)

To qualify for consideration, interested financial institutions should submit a letter of interest by May 7, 2025 at 3:00pm. The letter of interest should provide any requests and questions, along with the name and contact information, including email address, of the authorized representative.

The deadline for submitting proposals is no later than 3:00 pm on Friday, May 23, 2025, at which time proposals shall be opened but not read aloud. Proposals must address all the items listed in this request for proposal, and be submitted in a sealed envelope marked "Banking Services Proposal" addressed to:

Betty Nielsen, CFO
Willamalane Park and Recreation District
250 S. 32nd Street
Springfield, OR 97478-6302

Contact telephone number: 541-736-4034
Email address: Finance@willamalane.org

Proposers must submit an electronic version via email or a hard copy to the address provided. Any questions or requests for clarification regarding this RFP must be submitted in writing by May 7, 2025. Inquiries should be directed to the contact person listed above, either via email or mail. Late submissions or incomplete proposals may not be considered.

This RFP will not preclude Willamalane from utilizing services of other financial institutions to complement this agreement.

Willamalane reserves the right to reject any and all proposals, to waive irregularities, to retain all proposals submitted and to use any idea in a proposal regardless of whether that proposal is selected, and to cancel this request for proposal if Willamalane determines doing so would be in the public interest.

WILLAMALANE BANKING PROCEDURES

Willamalane provides a full range of services including recreation programs, camps, kids club, and early childhood youth programs and daycare. Willamalane includes the communities of the City of Springfield and surrounding area. There are approximately 400 people employed by Willamalane.

Willamalane Park and Recreation District Banking Services RFP (4/23/25)

Willamalane uses a pooled cash method of accounting, whereby cash from all governmental, proprietary, and fiduciary funds is combined to maximize its earnings potential. An adequate cash balance is maintained in the Oregon State Treasury's Local Government Investment Pool (the "LGIP") to meet short-term requirements. Electronic transfers are made to and from the LGIP to meet immediate cash needs and maximize earnings.

Willamalane utilizes one depository account for the deposits of monies collected and one zero balance disbursement account with a sweep from the primary depository account that is utilized for employee payroll related disbursements. Willamalane's software allows for laser printed checks on blank check stock.

Daily deposits of cash and checks and change requests prepared by Willamalane Finance Department are transported by a courier to its bank, typically two times per week in downtown Springfield.

Willamalane offers direct deposit of payroll, utilizes check protection ("Positive Pay") services and ACH filter blocks. Willamalane uses Caselle financial software and creates an ACH file for direct deposits. Willamalane also utilizes online origination of outgoing ACH transactions.

Willamalane seeks to improve operational and cash management efficiencies that may be available with alternative systems and procedures and will look to its bank for creativity, expertise, and flexibility.

BANKING SERVICES PROPOSAL INSTRUCTIONS

Your response to Willamalane's RFP must follow the enclosed Proposal Response Format, in the exact order listed. The banking services Willamalane has identified for inclusion in the RFP include: (A) Required Banking Services, (B) Optional Banking Services, and (C) Conditions Qualifying a Bank to Propose. Additionally, other information is requested under the heading (D) Other Instructions.

Any proposal that does not address or cannot provide all of the required banking services elements or conditions qualifying a financial institution to propose, or does not provide the information requested in "other instructions", will be excluded from consideration unless the deviations are considered immaterial by the selection committee. The selection committee is comprised of Willamalane CFO and other persons designated by the CFO.

All proposals are considered public records subject to disclosure to the extent that any information contained within the proposal is not exempt under Oregon Public Records Law. The Applicant must specifically identify in the proposal what information, if any, is considered exempt and the Applicant shall assume all responsibilities for such defense. Willamalane will endeavor not to disclose such information to the extent allowed under Oregon law. Pricing is not considered proprietary information and is not confidential in nature.

Should there be any changes made in the RFP, a written addendum will be provided to all parties and will include any required adjustments in schedule dates. This addendum may be published on the internet or emailed to those identified.

NOTE: All proposals submitted in response to this Request for Proposal (RFP) shall become the property of Willamalane and may be utilized in any manner and for any purpose by Willamalane. Be advised that proposals and all documents submitted in response to this RFP are subject to public disclosure as required by applicable state and/or federal laws. If you intend to submit any information with your proposal which you believe is confidential, proprietary, or otherwise protected from public disclosure (trade secret, etc.), you must separately bind and clearly identify all such material. The cover page of the separate binding must be **red**, and the header or footer for each page must provide as follows: "Not Subject to Public Disclosure." Where authorized by law, and at its sole discretion, Willamalane will endeavor to resist disclosure of properly identified portions of the proposals.

Willamalane Park and Recreation District (WPRD) will provide the results of each tier of the competitive evaluation to all Proposers via email.

Any Proposer who claims to have been adversely affected or aggrieved by the selection of a competing Proposer may submit a written protest within seven (7) days of the issuance of the Notice of Intent to Award. Protests must be sent via email to:

Betty Nielsen, CFO
(541) 736-4034
Finance@willamalane.org

A. REQUIRED BANKING SERVICES

- A1. A general account and one zero-balance sweep account.
 - a. General – deposits, disbursements and sweep activity.
 - b. Payroll – payroll payments, disbursed weekly/daily
- A2. Account management and relation manager for situations.
- A3. Check protection (“Positive Pay”) services for Payroll and Accounts Payable. We currently use the Caselle system to generate a file to transmit the data.
- A4. Automated account reconciliation services (daily download of transactions for all accounts). Data is imported utilizing (.txt) file format.

Provide blocks and filters that can limit electronic credits and debits by Originating ID and limit debits by dollar amount on ACH transactions (“Electronic Payment Authorization”).

- A5. Automatic redeposit of returned checks a second time if the instruments are initially dishonored due to “NSF” notations. NSF fees are to be assessed against the monthly analysis.
- A6. Willamalane requires that all deposits delivered to the bank by 5:00 p.m. will be given ledger credit balance that same day.
- A7. Full-service bank branch located in Springfield, Oregon with additional depository facilities conveniently located near Willamalane operations. Willamalane is to be given credit as collected funds for all items that are cleared by the bank on the same day as the deposit is made. Items deposited that clear at institutions located within the Federal Reserve Region will be considered collected funds within one business day at a maximum. The bank will credit Willamalane’s account for incoming wire

transfers on the day received regardless of the time of receipt during the day.

- A8. Monthly checking account statements with images of both deposited checks and cleared checks provided to Willamalane within five (5) business days after month end.
- A9. The bank will provide online banking services to Willamalane for daily and monthly reporting of account balances, managing controlled disbursements, collected and ledger balances, stop payment requests, returned checks, confirmations, detailed debits and credits, and image access for all warrants, checks, and deposits.

Willamalane shall not be charged or penalized if an overdraft results because the account balance information is not available by 8:00 a.m.

- A10. Online banking should also provide the ability to electronically transfer balances between accounts as well as the ability to process ACH credit and debit files and perform wire transfer payments. The security administration provided within the on-line banking system should accommodate multiple users with different security levels relative to many different accounts.
- A11. Monthly account analysis statement combining all the accounts, clearly defining services, ledger and collected balances, credits for balances in excess of uncollected funds, and costs incurred by Willamalane. All fees and costs of service are to be charged against the account analysis. A separate monthly account analysis statement is required on the Workers' Compensation Payable account. Monthly account analysis statements shall be provided not later than fifteen (15) business days after the end of each month. Willamalane is requesting an annual settlement date on all account analysis charges.
- A12. The bank must maintain wire transfer facilities through the Federal Reserve Bank System. In addition, the bank must be both a sending and receiving financial institution on the Automated Clearing House (ACH) system.
- A13. Willamalane will provide all checks utilized. The bank will provide encoded deposit slips utilizing location codes that identify the depositor to Willamalane at no additional cost. This locator should be included with electronic reporting and on the bank statement. Willamalane presently uses a duplicate carbonless deposit slip.

Willamalane Park and Recreation District Banking Services RFP (4/23/25)

- A14. The bank shall provide single use secure deposit bags for courier deposits to Willamalane at no additional cost.
- A15. If Willamalane develops a need for additional accounts or services during the term of the banking services agreement, those new accounts or services shall be provided with the most favorable conditions as apply to other customer accounts.
- A16. Remote deposit capture online services enabling the electronic capturing of check images and data. Transmitting that information for deposit and clearing of these check items. Please state capabilities and costs.
- A17. Direct Deposit of Willamalane Payroll - Describe the pricing and procedures you propose for direct deposit of Willamalane payroll. Briefly include pre-noting details, direct transmission format requirements, timing requirements of data exchange, and other details you consider relevant. Data is currently being transmitted by Willamalane on approximately 400 employees utilizing a (.txt) file format with a cutoff time of transmittal by 2:00 pm for credit the following morning to individual employee's accounts.
- A18. The bank shall indicate the primary resource personnel and location of such personnel who will provide banking services to Willamalane within the scope of this agreement. One primary bank officer should be designated for communication purposes. In addition, the bank shall identify liaison staff members as well, on the basis of "primary" contact people and "backup" contact people who will be available during Willamalane business hours to assist in resolving issues. The resource personnel should be knowledgeable in government services and authorized to represent the bank.
- A19. An explanation of disaster recovery and backup procedures that are in place to protect Willamalane and the bank in the event of disaster to either entity or both.
- A20. The bank shall define, in detail, the rates and formula for calculating any charges resulting from an overdraft of minimum balance required of sweep account, (1) if balance drops below a pre-defined peg balance, (2) if account does not have sufficient balance to cover sweeps, (3) if there are insufficient collected funds to cover sweeps.
- A21. All stop payments shall be charged against the account analysis. Describe the effective length of the request and renewals. Are stop payments necessary for issued checks with a void Positive Pay in place? Is a log of current stop payments available?

- A22. The bank must meet the highest standards prevalent in the banking and finance industry in the delivery of its services.

B. OPTIONAL BANKING SERVICES

- B1. Interest earning checking account provided.
- B2. Semi-annual review of analysis statements by bank representative with CFO and staff to identify anomalies, problems, or opportunities for lower cost and improved services.
- B3. Purchase / prepaid cards capabilities and costs.
- B4. Utilizing electronic payment vs. paper check, benefits, costs, security, etc.
- B5. Provide details of cash deposit fees.

C. CONDITIONS QUALIFYING A BANK TO PROPOSE

Banking institutions submitting proposals must meet or exceed the following minimum criteria:

(Indicate this by checking YES or NO next to each item)

- C1. Comply with Oregon Revised Statute (ORS) Chapter 295 governing the collateralization of public funds?

YES _____ NO _____

- C2. Be an approved Qualified Depository for Public Funds on the Oregon State Treasury website at the following?
<https://www.oregon.gov/treasury/public-financialservices/public-depository-information/pages/list-of-qualified-depositories.aspx>

YES _____ NO _____

- C3. Have a full-service bank branch located in the City of Springfield?

YES _____ NO _____

Willamalane Park and Recreation District Banking Services RFP (4/23/25)

- C4. Be a member of the Federal Reserve System and have access to all its services?

YES _____ NO _____

- C5. Be insured by the Federal Deposit Insurance Corporation (FDIC)?

YES _____ NO _____

- C6. Be able to facilitate transfers to and from the Local Government Investment Pool managed by the Oregon State Treasurer's Office?

YES _____ NO _____

- C7. Be a full-service bank capable of providing, at a minimum, the services described in the Required Banking Services section of this Request for Proposals?

YES _____ NO _____

- C8. Be a federally or State of Oregon chartered financial institution?

YES _____ NO _____

- C9. Work with Willamalane on implementing technological advancements that would be cost effective for Willamalane? Proposals regarding these kinds of services should be described separately as "optional services".

YES _____ NO _____

- C10. Agree to assign experienced and dedicated staff who are committed and capable of servicing Willamalane's accounts?

YES _____ NO _____

- C11. Be able to facilitate NACHA formatted Automated Clearing House “ACH payments”?

YES _____ NO _____

D. OTHER INSTRUCTIONS

- D1. The proposal may include services in addition to those set forth in Parts A and B of this solicitation which Willamalane may wish to consider and acquire. Willamalane reserves the right to solicit comparable information on such services from all other banks responding to this request for proposal.
- D2. Include the bank and staff profiles with a description of the bank’s experience in providing services to the public sector, including staff resources dedicated to the public sector. Include three (3) Oregon public sector references, including a brief description of the services provided and a contact person and telephone number for each client identified.
- D3. Describe your organizational structure, identifying the process used in making decisions regarding Willamalane’s accounts. (i.e., decisions made at a local level versus regional level).
- D4. Include a sample of any service agreements your bank requires.
- D5. Include copies of audited financial statements for the past two years.
- D6. Include a schedule of all bank service fees covering all services your bank can provide.
- D7. Proposer shall complete and submit the Pricing Matrix (Exhibit A). State for what period of time the rates you propose will remain unchanged. Note any additional fees not included on the matrix.
- D8. Identify the index the earnings rate on the general account would be pegged to, listing the last six months’ applicable rates.
- D9. Though Willamalane will normally attempt to keep the collected balance as low as possible, the earnings credit for the collected balance will be

used to offset charges. Describe how the carryforward is used in determining the earnings credit and the related settlement interval, monthly, quarterly, annually? Describe in detail the method of calculating the earnings credit and any applicable reserve requirements. Explain any charges that would not be offset by compensating balances.

- D10. Include a detailed description of the bank's online services available to Willamalane and all its capabilities. Provide pricing for online services if applicable.
- D11. Include a sample of the monthly detailed statement.
- D12. Include a sample of the monthly account analysis.
- D13. Each proposer is requested to include a proximity study showing the nearest depository facility your financial institution provides, as well as other locations within Willamalane.
- D14. Briefly describe your proposed implementation plan and related timetable, including any required training and how your staff can assist Willamalane in making the transition to your financial institution. The plan should provide Willamalane with sufficient detail to allow for a reasonable estimate of the complexities and costs.

SCHEDULE FOR SELECTION AND AWARD OF CONTRACT

Distribute Request for Proposals	April 23, 2025
Letter of Interest / Questions from Proposers	May 7, 2025
Deadline for Willamalane Responding to RFP Questions	May 14, 2025
Proposals Due	May 23, 2025
Evaluate Proposals	May 26 – June 6, 2025
Interview Finalists (if necessary)	To be determined
Recommendation to Willamalane Board of Directors / Executive Director	On or before July 9, 2025
Anticipated Notice of Intent to Award Contract	July 16, 2025
Anticipated Deadline for Protest of Award	July 23, 2025
Anticipated Contract Negotiations	July – August 2025
Award Contract	August 2025
Transition	August – October 2025
Effective Date of New Contract	August – October 2025

Note: This is Willamalane' s desired project schedule. Willamalane reserves the right at its sole discretion to modify the schedule.

EVALUATION CRITERIA

It is the intent of Willamalane to select the bank most qualified to provide the best value to Willamalane for its banking activities. Best value is based not only on cost, but also includes the ability to provide quality desired services and support.

1.	Cost of service; overall cost to provide the most efficient means to manage Willamalane's cash assets.	50%
2.	Services provided; ability to provide all the minimum requirements and a proven record of technological capabilities, with plans for continued advancement / innovation. Accessibility to branches and services.	25%
3.	Communication and interpersonal skills; ability to be responsive on an ongoing basis; a track record of effective working relationships with clients. Desirable to have existing public sector clients with record of positive relationships. Understanding the nature and scope of the work involved and being able to present an effective response to accomplish the work.	20%
4.	Cost and effort of impact on Willamalane required if implementing changes proposed by the bank.	5%
5.	Financial condition; stability of current conditions and proven track record of effective management decisions. (Rating is acceptable or unacceptable).	A/U

WILLAMALANE PARK AND RECREATION DISTRICT

PROPOSAL RESPONSE FORMAT

For Banking Services

Please respond to Willamalane's RFP in the exact order as listed. Items are indexed to correspond with the numbers in the RFP instructions presented earlier. Additional comments may be added on a separate attachment; however, they must be clearly referenced to a line number on the response form.

There is a maximum 20-page limitation for the proposal submissions documents. Resumes, mandatory submission forms, and supplemental information will not be counted in the maximum 20-page limitation. Any additional information that a proposer deems appropriate may be included and submitted as an additional section after the required responses.

A. REQUIRED BANKING SERVICES

A1 – A22. Can your bank provide these services (Y / N)?

A23. Minimum peg balance required in General Account for sweep account.

A24. Direct Deposit of Willamalane Payroll

A25. Identify Assigned Personnel

A26. Disaster Recovery / Backup Procedures

A27. Rates and Formula for Overdraft Charges

A28. Stop Payments

B. OPTIONAL BANKING SERVICES

B1. Interest earning

B2. Semi-Annual Review of Analysis Statement

B3. Purchase / Prepaid Cards Capabilities and Costs

B4. Electronic payment vs. Paper Check

C. CONDITIONS QUALIFYING A BANK TO PROPOSE

C1 – C11. Answer the listed questions

D. OTHER INSTRUCTIONS

- D1. Other Services Offered
- D2. References
- D3. Organization Structure
- D4. Service Agreements
- D5. Provide Audited Financial Statements
- D6. Provide a Schedule of all Bank Service Fees
- D7. Complete Pricing Matrix (Exhibit A)
- D8. Earnings Credit Rates
- D9. Earnings Credit Methodology
- D10. Sample of on-line Balance Report
- D11. Sample of Monthly Detailed Statement
- D12. Sample of Monthly Account Analysis
- D13. Proximity Study of Bank Branch Locations
- D14. Implementation Plan and Timetable

Willamalane Park and Recreation District Banking Services RFP (4/23/25)

Willamalane Park and Recreation District
Request for Proposal
Banking Services

I, the undersigned, an authorized representative of _____
_____ whose address is: _____
_____, have read and
thoroughly understand the specifications, instructions and all other conditions of
the request for proposal issued by Willamalane for banking services.

Acting on behalf of my bank, which is listed above, I do attest that the services
offered by us meet the specifications of Willamalane in every respect, (check
one) _____ without exceptions or _____ with exceptions (attached).

We, therefore, offer and make this proposal to furnish Willamalane with the
banking services detailed in our proposal at the prices indicated.

Bank Name:

Address of Home Office:

Date: _____

Signature:

Printed Name:

Title: _____

Willamalane Park and Recreation District Banking Services RFP (4/23/25)

Exhibit A - RFP Pricing Matrix

Service Category	Description	Unit of Measure	Unit Price	Quantity	Total Cost	Notes/Optional Add-ons
Account Management	Setup, maintenance, and management of bank accounts					
Transaction Processing	Handling of deposits, withdrawals, transfers, etc.					
Merchant services	Limited access to merchant services					
Fraud Detection & Security	Security software and monitoring services					
Data Analytics & Reporting	Advanced reporting and analytics services					
API Integration	Integration with third-party applications/systems					
Customer Support	24/7 customer support services					
Software Licensing	Software licenses for banking systems					
Training & Onboarding	Employee and user training sessions					
Consulting Services	Expert consulting for implementation and strategy					
Miscellaneous Fees	Additional fees not covered above					

Summary of Total Cost:		
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Optional Services			
A TM and A TM Management			
Issue Credit Cards and have travel/credit card expense reconciliation software			
Grand Total:			