



# **BANKING SERVICES**

Request for Proposal

July 26, 2012



## **Banking Services Request for Proposal**

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## **Banking Services Request for Proposal**

### **Section 1.0 ~ RFP OVERVIEW AND PROPOSAL PROCEDURES**

*The information in this document will enable the recipient to formulate a proposal to meet the workload requirements as described in this RFP. The information regarding the volume and scope of services in this RFP is based upon the Memorial Healthcare System's reasonable best knowledge and belief, but is not guaranteed to be correct. A proposal must satisfy all criteria to qualify for evaluation.*

#### **1.1 Introduction/Background**

South Broward Hospital District d/b/a Memorial Healthcare System (hereafter known as "MHS") is a special tax district under the laws of the State of Florida that owns and operates public hospitals known as Memorial Regional Hospital (MRH), Hollywood, Joe DiMaggio Children's Hospital, (JDCH), located across the street directly east of MRH; Memorial Regional Hospital South (MRHS), located about 2 miles south of MRH; Memorial Hospital West (MHW), located about 8 miles west of MRH; Memorial Hospital Miramar (MHM) located 7 miles southwest of MHW; and operates a hospital known as Memorial Hospital Pembroke (MHP), located midway between MRH and MHW. MHS has a total of 1,800 licensed beds. In addition to its six hospitals, MHS owns and operates a skilled nursing home known as the Memorial Manor, the Memorial Home Health Agency, several outpatient community health centers, medical office buildings, physician practices, and other outpatient facilities. Today, MHS is the fifth largest public Healthcare System in the nation.

This Request for Proposal (RFP) is considered an invitation to negotiate for the goods and services referenced herein. MHS reserves the right to modify or waive Terms and Conditions of the RFP and the description of the Goods and Services, and how they are to be provided, and to withdraw this Request in part or in its entirety.

#### **Mandatory Requirements**

#### **No Proposals will be given consideration unless the Proposer:**

- Is a Qualified Public Depository as defined in Florida Statutes 280.17;
- Currently provides services of the nature described in this RFP to multi-hospital systems similar in size to MHS;
- Is able to provide the Banking Services as defined herein; and,
- Provides references from similar healthcare systems who have converted to its collection, disbursement and web-based information and transaction products.



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### 1.2 Objectives

MHS primary objectives in evaluating proposals for Banking Services are:

- To have one provider for all Banking Services. These include:
  - Accounts Structure
    - Collections – paper and electronic lockboxes
    - Zero balance concentration and controlled disbursement accounts
    - Disbursements – paper, direct deposit, ACH, wire transfer
    - Account Reconciliation – full, partial and 3-way positive pay with visual image
    - On-line Transaction Capabilities -Web-based access to account information and transactional capability
  - Employee Services:
    - Competitive “bank-at-work” product offerings
    - On-line and convenient branch access
    - Installation and maintenance of on-site bank ATMs
  - Short Term Investment/Sweep Account
- To ascertain and prioritize potential upgrades to the Banking Services
- To evaluate terms for a multi-year revolving credit facility
- To receive consistent, high quality customer service at a competitive cost
- To enter into a fixed price contract for a period of three (3) years, with the option to renew up to two (2) consecutive one (1) year terms at the initial contract pricing, or lower.

### 1.3 Instructions to Proposers

This is a Request for Proposal, not an order, nor an offer. This document shall not be construed as a request or authorization to perform work at MHS expense. Any work performed by a Proposer in connection with evaluation and responding to the RFP and, if selected, negotiating a definitive agreement will be at the Proposer's own discretion and expense. This RFP does not represent a commitment to purchase or lease. ***MHS reserves the right to reject any and all proposals at its sole and absolute discretion.***

The information in this RFP is proprietary and may not be used for any other purpose other than the preparation of the RFP response submitted to MHS. It may not be disseminated to a third party without prior consent to the MHS. DO NOT make any changes to the wording or format of this information contained in this RFP.

Proposers should carefully examine the RFP information and make certain they have a clear understanding of the requirements.



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### 1.4 RFP Timetable

This section provides an anticipated time schedule for this RFP

EVENT	DATE
Issue RFP	July 26, 2012
Cutoff Date For Submission of Questions	August 10, 2012 <b>2:00 PM EST **</b>
Pre-bid Conference	August 20, 2012 <b>9:30 AM</b> Memorial Training Center, Green Room 2699 – 2999 Executive Way, Miramar, FL 33025
Receipt of Acknowledgement Form	August 24, 2012 <b>12:00 Noon EST</b>
Receipt of Proposals Due	August 29, 2012 <b>12:00 Noon EST</b>
Evaluation/Selection Process	August 30, 2012 through September 7, 2012
Short Listing Meeting	Week of September 10, 2012
Oral Presentations, if conducted	Week of October 15, 2012
Projected Award Date	November 1, 2012

Questions must be submitted to [jryan@mhs.net](mailto:jryan@mhs.net) no later than 2:00 PM on August 10, 2012. Responses to these questions will be shared to all vendors at the August 20, 2012 Pre bid conference.

### 1.5 RFP Availability

Copies of this RFP package may be obtained through Jackie Ryan ([jryan@mhs.net](mailto:jryan@mhs.net)) RFP Manager at the Material Services/Purchasing Department ~ MHS Support Services, 2900 Corporate Way, Miramar, FL 33025 until **2:00 PM EST, August 16, 2012**.

### 1.6 Submission of Proposals

All submissions of proposals must meet the requirements noted in this section of the RFP. The submission of a Proposal means that the Proposer has read and agrees to comply with the contents of this RFP. All proposals must be submitted on 8-1/2" x 11" paper, neatly typed on one side only, with numbered pages, normal margins and spacing. All document packages must be bound by 3-ring binder only. Original should be notated as original and additional copies should be individually bound. MHS requests that **one (1) one-sided original and three (3) copies (a total of 4)** of the complete Technical and Pricing Proposal be sent to Jackie Ryan at MSS Support Services, Purchasing Dept. 2900 Corporate Way, Miramar, FL 33025. Responses must be received by the closing date and time as stated in **Section 1.4** above. **Also include a complete copy of your Proposal on one Compact Disk, or flash drive.**

1. MHS will receive sealed proposals for Banking Services until **12:00 P.M. EST, August 29, 2012** or any time prior thereto at the MHS Support Services location.
2. Proposals may be delivered in person, or by overnight delivery to: MHS Support Services, Purchasing Department, 2900 Corporate Way, Miramar, FL 33025, no later than **12:00 PM EST, August 29, 2012. Proposals, which are not received by the closing date and time at MHS Support Services/Purchasing Department, will not be accepted. If hand delivering proposals, Proposer must first check in with Security, Door B. Therefore, please allow sufficient time for delivery.**
3. MHS will consider qualified Proposers that can meet the requirements and specifications outlined in this RFP.
4. All submitted responses must be complete. Supplemental information may be attached to the Proposal Sheet but must be designated as such.
5. **MHS reserves the right to accept all, any, or none, of the proposals submitted.** MHS reserves the right to award any contract ensuing from this proposal on the basis of total proposal, or groups of



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items, or on an item basis, whichever is in the best interest of MHS as determined by MHS in its sole discretion.

6. MHS is eligible for participating in a number of group purchasing organizations, including Florida State Contract Pricing. MHS qualifies to use the State of Florida Contract and it is also a member of Premier Purchasing Partners, Inc., and, as such qualifies for pricing available through these organizations. Proposers are encouraged to submit proposals accordingly only in instances where prices would be better than MHS would obtain through its group purchasing organizations. If applicable, please indicate beside your proposal price which of the above organizations' prices your firm will honor.
7. MHS is a Special Tax District of the State of Florida, created and established by a Special Act of The Florida Legislature and is exempt from paying sales tax, service tax or property tax. Proposers should not include taxes in their proposal.
8. It is understood by MHS that supply, products, equipment, software or services for which proposals are sought may vary from company to company in technique and material. It is not the desire of MHS to limit requested proposals to any particular brand according to these differences. All specifications, hereinafter provided, are to be considered and construed as a general description of function, purpose, and performance of the items desired. Any use of brand names or catalog numbers in the specifications is intended only as a description of the type of product and does not restrict bidding to any endorsed product. No proposal will be disqualified from consideration where items offered by the Proposer are substantially equivalent in quality, purpose, and standards, even though it does not correspond exactly to the description contained in the specifications. Where differences exist, they shall be separately identified in an addendum to the proposal with a specific and concise explanation of what differences exist, and why such differences do not substantially deviate from the quality, purpose and standards. Further data on such difference shall be provided if requested. The items shown on specification sheets are estimated requirements. Actual amounts may be more or less than quantities shown on specifications, but only the actual quantities required will be purchased.
9. If the Proposer's packaging (quantity per package) is different from that requested in the specifications, the Proposer shall correct and adjust the Proposal Sheet but the total quantity proposed, and the total extended for the item, shall agree with the quantity on the Proposal Sheet, irrespective of packaging.
10. MHS requires the selected Proposer to adhere to the "Drug Free Workplace Program" policy as established for MHS, included as an insert in the Request for Proposal packet.
11. Termination: MHS reserves the right to terminate any contract ensuing from this proposal without cause with sixty (60) days written notice.
12. **Proposer must complete the Acknowledgement form (form AF-1) and return by email or fax no later than, August 24, 2012.**
13. **Proposer must complete the enclosed form Receipt for Submission (form RS-1) and submit with Proposal, in person, or by overnight delivery to MHS Support Services, Attention: Jackie Ryan. If submitted by overnight delivery, Proposer must include a self-addressed stamped envelope, postage prepaid. A signed and dated Receipt for Submission will be returned to Proposer upon receipt of the Proposal.**
14. Proposers submitting a response to this RFP must register their firm with MHS by visiting our vendor portal link at <https://vendorportal.mhs.net/vms/>

### 1.7 Additional Information/Addenda

**Requests for additional information or clarification must be made in writing via email and may only be sent to [JRyan@mhs.net](mailto:JRyan@mhs.net) and received by the RFP Manager no later than the deadline date for receipt of questions specified in the RFP Timetable (see Section 1.4). At no time during the RFP process shall Proposer contact any MHS staff (other than the RFP Manager) for information relating to the RFP.** The question must contain the title of RFP, Proposer's name, name of Proposer's contact person, address, phone number, as well as a clear and concise question, and references to specific points within this RFP. Answers to Proposer inquiries will be distributed in writing to all Proposers if it is determined that this clarification is required. Any verbal statements regarding this RFP may not be relied upon.



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### **1.8 Withdrawal of Proposals**

Proposals may not be withdrawn or modified after the scheduled date for receipt of proposals unless agreed to by MHS. Any request for withdrawal must be made in writing only and addressed to the RFP Manager. All responsive Proposers will be considered.

### **1.9 Late Proposals, Late Modifications**

Proposals received after the closing time and date, ***for any reason whatsoever, will not be considered.*** Any disputes regarding timely receipt of proposals shall be determined by MHS in its sole discretion.

### **1.10 RFP Postponement/Cancellation**

MHS may in its sole and absolute discretion, accept or reject, in whole or in part, for any reason whatsoever any or all Proposals; re-advertise this RFP; postpone or cancel at any time this Request for Proposal process; or, waive any formalities of or irregularities in the proposal process. Proposals that are not submitted on time and/or do not conform to MHS requirement will not be considered. After all Proposals are analyzed, MHS will make its decision at a time determined by MHS at its discretion. The selection by MHS shall be based on the proposal, which is, in the sole opinion of MHS, in the best interest of MHS. The issuance of the RFP constitutes only an invitation to make presentations to MHS. MHS reserves the right to determine, at its sole discretion, whether any aspect of the proposal satisfies the criteria established in this RFP. In all cases MHS shall have no liability to any Proposer for any costs or expense, incurred in connection with this RFP or otherwise.

### **1.11 Conflict of Interest**

There shall be no dealings between the Proposer and MHS that might be construed as a conflict of interest. The Proposer shall provide MHS with any and all information pertaining to dealings with MHS, or any of its officers, commissioners, or employees, or any other party, and any activity or other matter that might be construed as a conflict of interest.

No employee or officer of MHS shall have any ownership or monetary interest directly or indirectly in any Proposer responding to this RFP, nor shall any employee or officer of MHS personally benefit monetarily or otherwise as a result of the Agreement contemplated by this RFP.

### **1.12 Oral Presentations/Site Visits**

MHS may require Proposer's to give oral presentations in support of their proposals or to exhibit or otherwise demonstrate the information contained therein. If required, the presentations are anticipated to be conducted on the date(s) indicated in this **RFP Timetable (see Section 1.4)**. MHS may conduct site visits to Proposer's business location(s) and/or may request that the selection of a Proposer may be based wholly or in part upon the results of site visits or oral presentations.

### **1.13 Negotiations**

MHS may award the RFP for contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the Proposer's best terms from a monetary and technical standpoint. MHS reserves the right to enter into contract negotiations with the selected Proposer. If MHS and the selected Proposer cannot negotiate a successful contract, MHS may terminate said negotiations and begin negotiations with another selected Proposer. This process may continue until a contract acceptable to MHS has been executed or all proposals are rejected. No Proposer shall have any rights against MHS arising from such negotiations or termination thereof.

### **1.14 Review of Proposals for Responsiveness**

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirement outlined in the RFP. A responsive proposal is one, which follows the requirements of the RFP, includes all documentation, answers all questions and is submitted in the format outlined in the RFP, and is of





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timely submission. Failure to comply with these requirements may result in a proposal being deemed non-responsive.

### **1.15 Bankruptcy**

No Proposal shall be considered from any entity who, at the time of proposal submission, is involved in bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or if a trustee or receiver has been appointed over all or a substantial portion of the property of the Proposer under federal bankruptcy law or any state insolvency law.

### **1.16 Excluded Provider**

Proposer shall represent and warrant that Proposer and any of its employees and subcontractors are not and at no time have been excluded from participation in any federally funded health care program or any other federally funded program or federal contract, including Medicare and Medicaid, and that neither it nor any affiliate is currently on the convicted vendor list or discriminatory vendor list maintained pursuant to Chapter 287.133 or Chapter 287.134 of the Florida Statutes. Proposer hereby agrees to promptly notify MHS of any threatened, proposed, or actual exclusion of said individuals from any federally funded health care program or any other federally funded program or federal contract, including Medicare and Medicaid or listing on the convicted vendor list or discriminatory vendor list maintained pursuant to Chapter 287.133 or Chapter 287.134 of the Florida Statutes. MHS has the right to immediately terminate any Agreement entered into between the parties as a result of this RFP upon notice that Proposer is debarred or excluded from participating in federal health care programs or listing on the convicted vendor list or discriminatory vendor list maintained pursuant to Chapter 287.133 or Chapter 287.134 of the Florida Statutes.

### **1.17 Nondiscrimination**

Proposer will not discriminate on the basis of race, sex, religion, age, handicap, color, creed, sexual orientation or national origin with regard to obligations, work and services performed under the terms of any contract, or any other matter ensuing from this RFP; and shall, abide by the South Broward Hospital District's Policy.

### **1.18 Florida Sunshine Act and Public Records Law**

Proposer understands that MHS is a political subdivision of the State of Florida, and as such, is subject to Florida Statute 119, commonly known as the "Public Records Law." Proposer understands that any materials it submits in connection with this RFP will be subject to that law.

MHS will notify Proposer of any instance in which the disclosure or copies of Proposer's confidential information is requested by any party to be disclosed under Florida Statute Chapter 119. If Proposer wishes MHS to deny the request for disclosure or copies, Proposer must reply to MHS as soon as reasonably possible, but in no event later than the time required for MHS to comply with the requirements of Florida Statute Chapter 119, and subject to a maximum response time of ten business days in any event. Further, Proposer shall advise MHS of the legal basis for claiming the information should be withheld, and the specific section of the Florida Statutes that exempts this material from the mandatory disclosure requirements of Florida Statute Chapter 119.

If Proposer fails to respond as required under this Section, MHS may release the requested documents. If the party requesting the disclosure contests the legal basis for withholding any of the documents Proposer contends should be held as confidential, then Proposer will, at its sole cost, defend its position that the requested documents should not be released. To the extent MHS incurs liability for costs or attorneys fees (including, without limitation, those awarded to the party requesting the disclosure) in connection with such challenge or appeal, Proposer agrees to indemnify and hold harmless MHS for those costs and fees.





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### **1.19 Public Entities Crimes**

Section 287.133 (2)(a) of the Florida Statutes states that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity. Proposer's proposal should include a verified certification that it has not been placed on the State's convicted vendor list within the last thirty-six (36) months. **Please note the "Sworn Statement Pursuant to Section 287.133 (3) (a), Florida Statutes, on Public Entity Crimes", contained in this RFP release must be signed, notarized and returned with the completed proposal.**

### **1.20 HIPAA Statement**

Both parties agree to satisfy the standards for personal health information contained in federal and state statutes and regulations, including without limitation, any regulations promulgated under the Health Insurance Portability and Accountability Act of 1996 "HIPAA"). Proposer agrees that it will enter into an appropriate Business Associate Agreement, Chain of Trust Agreement, or other agreements as may be required by law.

### **1.21 Insurance**

The selected Proposer agrees to keep and maintain in full force and affect comprehensive general liability insurance with minimum policy limits in the amount of at least one million dollars (\$1,000,000.00) per occurrence, three million dollars (\$3,000,000.00) aggregate. The selected Proposer agrees to maintain Workers' Compensation insurance with statutory limits in accord with applicable law.

MHS shall be named as an additional insured on the comprehensive general liability policy effective upon the commencement of any agreement ensuing from this RFP. Each insurance policy shall state it is not subject to cancellation or reduction in coverage without written notice to MHS thirty (30) days prior to the effective date of cancellation or reduction.

### **1.22 Lobbying**

The South Broward Hospital District Board of Commissioners has adopted a Policy Statement with regard to Lobbying, which requires, among other things that no persons may lobby the Hospital District or any Commissioner without first registering as a Lobbyist with the Office of the General Counsel of the Hospital District. Failure to comply with the Lobbying Policy can result in the offending parties' response to the Request for Proposal being rejected and/or stricken from consideration. A copy of the Lobbying Policy can be obtained from the Office of the General Counsel.



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### Section 2.0 ~ Scope of Services

The scope of services is outlined below. **Attachment A** reflects mandatory and general service requirements for the Proposer chosen to provide services under any contract ensuing from this Proposal. Proposer must indicate each line item in **Attachment A** whether or not it can comply with the requirements. If noncompliance is indicated, please specify the proposed alternative. All interested Proposers will have the ability to submit questions and attend a pre-bid conference prior to deciding whether to submit a proposal. **Section 1.4** provides the deadline for submitting questions and the anticipated date for the pre-bid conference.

#### 2.1 Banking Services

**Attachments B-1 and D** provide an overview of MHS' treasury and cash management products and services. **Attachment B-1** is a monthly analysis statement with representative transaction volumes. **Attachment D** is a diagram of MHS' current account structure. Together these documents detail the Corporate Accounts Structure. **Attachments B-1** should be completed with pricing for these services.

##### Corporate Accounts Structure

The District currently maintains 25 demand deposit accounts. Twenty-three function as zero balance accounts (ZBAs) and/or controlled disbursement accounts linked to one master concentration account. A separate account contains compensating balances. These accounts represent the corporate account structure.

There are 4 stand-alone accounts that represent medical staff and PHO accounts, Foundations and non-related entities that are not a part of this RFP.

##### Lockbox Collections

The District has eight lockboxes operated out of Orlando, Florida. Six are paper-based and two utilize electronic/image technology. Several of the lockboxes directly update our patient accounting system. The bank scans/keys MICR and EOB information on MHS' behalf and transmits this information daily to MHS. All enclosures are sent via over-night courier with the check photocopies to the attention of MHS' Accounts Receivable Management Department. The bank will guarantee MHS its best availability of funds schedule for the clearing of deposit items. The proposal should include the cut-off time of day for the deposit to receive the best availability and compare in its proposal availability schedules to Orlando, Florida where MHS' lockboxes are located.

##### Lockbox Image Archival

MHS utilizes its bank's online portal to research lockbox check images and data. This information is available on-line for seven (7) years.

##### Remote Deposit

MHS is in the process of implementing remote deposit technology in its Corporate Finance Department. After an initial test, a decision will be made to expand this service to other locations. Attachment B-1 does not reflect incremental volume associated with this service; however, MHS anticipates that thirty (30) checks will be deposited remotely each month from this location.



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### **Coin and Currency and On-Site Payments**

Cashier offices in each hospital location have standing orders for daily cash/change requirements. Rolled coin and strapped currency is sent to each location. Proposer must indicate the charge per roll and strap for supplying coin and currency to the hospitals. The cashier offices also prepare deposits and take patient payments. These deposits are transferred by armored car to the bank. MHS has an existing contract for armored car pick-up and delivery. Additionally, MHS is in the process of implementing a check and card payment portal through US Bank which integrates with EPIC's revenue cycle and other functions. Therefore, merchant processing of credit card payments is not a part of this RFP.

### **ACH Transactions, Direct Deposit and Wire Transfers**

MHS attempts to maximize opportunities for electronic receipts and payments. Over 95% of our employees utilize direct deposit of payroll. MHS has two (2) payroll accounts each paying bi-weekly. Data for each payroll is transmitted to the bank separately in ACH. Recurring large dollar ACH payments are initiated through templates in the web-based bank portal and directly to vendors when negotiated. Wires (repetitive and non-repetitive) are sent via PC and/or telephone and require dual controls (initiation/authorization)

### **Account Reconciliation & Imaging Services**

MHS reconciles three accounts by downloading the items paid information from the bank to their secured web site where MHS accesses the files. Digital images of checks paid from each disbursement account are provided to MHS on CDs (one CD for each) each month. The bank currently archives images available through its on-line portal for up to 3 years. Four-way positive pay (date, check number, amount and payee) is used on all disbursement accounts.

### **On-line Information and Transaction Capability**

MHS staff at multiple locations utilizes its bank's web-based treasury workstation to access information and handle transactions. For example, each day there are multiple inquiries for balance and transaction status information; data is exported in various formats (Excel, PDF and CSV) for analysis by corporate finance personnel; images of checks paid and collected through lockboxes are viewed and copies downloaded regularly; stop payments are initiated online; checks registers are updated online to include voiding and cancelling transactions; templated wire transfer and ACH payments are initiated by treasury personnel; and, access to this information is strictly controlled.

### **Bank Statements and Account Analysis**

The bank statement period is the calendar month. Electronic statements are expected to be available on the 1<sup>st</sup> business day after the end of the month. Paper statements and an account profitability analysis are provided to MHS no later than ten (10) business days after month end.

### **Net Cost/Benefit from Balanced Maintained**

MHS realizes that banks may prefer maintenance of balances instead of the collection of fees to compensate them for services provided. Additionally, some banks offer deposit accounts that are tailored to governmental entities such as MHS that may pay interest or have differing deposit insurance and/or reserve requirements. And, banks have differing earning credit rates and formulas for determining these rates. In evaluating pricing submitted in this RFP, MHS will consider both calculated fees in **Attachment**



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**B-1** and the Net Cost/Benefit from Balances Maintained in **Attachment B-2** in determining ranking the proposals based on price. MHS currently maintains a compensating balance account with a fixed earning credit rate to offset all monthly account charges. It is anticipated that an additional \$10 million in average collected balances result from the monthly inflows and outflows from operations.

### Bank-at-Work Products and Services for MHS Employees

MHS has approximately 10,500 full and part-time employees. MHS provides exclusive access for its Banking Services provider to its employees. Proposers should provide information on any packaged products and services that would be offered by your firm to our employees if selected. Describe how you would differentiate these products and services for our employees. Include pricing for basic services such as fees for opening and maintaining a checking account, with and without direct deposit. Describe access alternatives for employees in on-line, on-site and branch locations. Please state any policies and costs for the cashing of payroll checks by MHS employees who are currently non-bank customers. **Attachment B-3** is provided to describe and price these services.

### Automated Teller Machines (ATMs)

MHS has six, bank-owned ATMs in our five (5) hospitals and Support Services location. Space for an ATM is available in the lobby of the Joe DiMaggio Children's Hospital for an additional ATM. These ATMs are for the benefit of our employees, patients and their families. No transaction fees are levied at the point of services. A fixed monthly fee is paid to the bank that is reduced by credits for inter-bank use of the ATMs. Use **Attachment B-5** if your bank is able to provide this service.

### Short Term Investment Account

Each day MHS compiles its cash and short term liquidity position. MHS maintains additional liquidity above the level of balances required or maintained in its master account in a separately managed short term investment account. This account must comply with MHS' investment policy which is dictated in large part by F.S. 218.415. The account has a minimum requirement of 50% in U.S. Government securities and permits investments in money market mutual funds up to 50% of the account balance. The benchmark is 90-day Treasury Bills. Investment management fees are 10 basis point per annum calculated on investments *excluding* money market mutual funds. U.S. Bank is the third-party custodian required under F.S. 218.415 for all of MHS' operating funds investments. Securities custody is not a part of this RFP or to be included as a part of the Short Term Investment Account. In order to be granted the investment management of the Short Term Investment Account, the firm must be vetted by Jeffrey Slocum & Associates who is MHS' independent investment consultant. Use **Attachment B-4** to describe and price this service.

### Revolving Line of Credit

MHS is interested in evaluating terms and conditions for a multi-year revolving line of credit that is available for general corporate purposes including post-hurricane and other extraordinary events. The borrower would be the Obligated Group of the South Broward Hospital District. **Attachment B-6** provides an outline of a Term Sheet to describe and price this service. The Proposer may access South Broward Hospital District's most recent and historical financial information from the website of Digital Assurance Certification, LLC, [www.dacbond.com](http://www.dacbond.com).

### No Warranty

No warranty or guarantee is given or implied on the types and quantities of services ultimately required. The quantities used herein are approximately one month's requirements and are provided to afford standard cost comparisons between proposals.



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### **2.2 Recommended Banking Services**

MHS desires to identify and prioritize potential upgrades to the Required Banking Services by having Proposers discuss functionality from their healthcare and corporate banking products and services. This section of the RFP permits proposers the opportunity to identify as Recommended Banking Services other financial services not otherwise addressed that your institution believes would be in the best interests of MHS to consider. Please explain the products and services proposed and the expected benefits and costs to MHS. **Attachment B-7** may be used to provide costs and benefits for these services

### **Section 3.0 ~ Proposal Format**

#### **3.1 Instructions to Proposers**

Proposers should carefully follow the format and instructions outlined below, observing format requirements where indicated. Proposer must submit a proposal addressing each of the following points in the same order as presented herein. Failure to do so could eliminate that proposal from consideration in the contract award.

All materials (except for plans and schematics, if any) are to be submitted on 8-1/2" x 11" pages, neatly typed on one side only, with numbered pages, normal margins and spacing. All document packages must be bound by 3 ring binders only, with the original clearly indicated. The document package copies should be individually bound. Proposals that do not include the required documents may be deemed non-responsive and may not be considered for contract award.

#### **3.2 Technical Proposal**

The Technical Proposal shall respond to all questions on Attachment A "Questionnaire". Proposers must utilize the Questionnaire Excel Document in submitting its response. Additional attachments must clearly be marked as such. Failure to respond to any questions may result in disqualification of your firm. The response must be written in sufficient detail to permit MHS to conduct a meaningful evaluation of the proposed services.

**1) Cover Page**

The attached form CP-1 is to be used as the cover page for the Technical Proposal. This form must be fully completed and signed by an authorized officer submitting the proposal.

**2) Table of Contents**

The table of contents should outline in sequential order the major areas of the proposal. All pages of the proposal, including the enclosures, must be clearly and consecutively numbered and correspond to the table of contents.



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### **3.3 Pricing Proposal**

The Pricing Proposal must be submitted in the format as outlined in the seven (7) schedules and summary provided as **Attachment B-8**. Proposer must use the Pricing Excel Document to submit its response. **PROPOSER IS RESPONSIBLE FOR CHECKING ALL FORMULAS IN THIS WORKBOOK TO ASSURE CORRECTNESS OF THE PRICING PROPOSAL.** Any fees not specifically requested on the pricing spreadsheet must be outlined as a separate line item. There must not be any hidden fees. It is MHS objective to enter into a fixed price contract for a period of three (3) years, with the option to renew up to two (2) consecutive one (1) year terms at the initial contract pricing.

## **Section 4.0 ~ Evaluation/Selection Process**

### **4.1 Introduction**

Following the opening of the proposal packages, the proposals will be evaluated and presented to the Finance Committee of the Board of Commissioners to rank and short-list the proposals. It is anticipated that the short-listed Proposers will be invited to an Oral Presentation at a subsequent Finance Committee meeting. After Oral Presentations, the Finance Committee will make a recommendation to the Board of Commissioners for its approval to award the contract. Once the recommendation to MHS' Board of Commissioners has been approved, the selected Proposer will be notified both by telephone and in writing so that contract negotiations may commence. All Proposers who are not selected will be notified in writing **only** after the RFP has been awarded.

### **4.2 Award**

***Proposers shall refrain from contacting the RFP Manager as well as any member of the Evaluation/Selection Committee, or any member of the Board of Commissioners to inquire the status of the award.***



## Banking Services Request for Proposal

### Acknowledgment Form AF-1

This form acknowledges receipt of this RFP and states whether the Proposer intends to submit or not submit a proposal.

Closing date for receipt of proposals: **August 29, 2012, 12:00 PM EST**, at the location set forth below:

**RETURN THIS FORM VIA EMAIL to [JRYAN@MHS.NET](mailto:JRYAN@MHS.NET) or FAX at (954) 276-6054 by**

**August 24, 2012 to:**

Memorial Healthcare System  
Support Services  
2900 Corporate Way  
Miramar, FL 33025  
Attn: Jackie Ryan,  
RFP Manager

Proposer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Principal: \_\_\_\_\_ Title: \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**(Check one of the following)**

\_\_\_\_\_ *Intend to submit a proposal*

\_\_\_\_\_ *Do NOT intend to submit a proposal*

***Please indicate your reasons for declining to submit a proposal:***

\_\_\_\_\_  
\_\_\_\_\_

Form AF-1





**Banking Services  
Request for Proposal**

# **PROPOSAL COVER PAGE**

**Form CP-1**

**Issued: July 26, 2012**

**Due: August 29, 2012**

*Proposer Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_

*City, State, Zip:* \_\_\_\_\_

*Telephone #:* \_\_\_\_\_ *Fax #:* \_\_\_\_\_

*Cell #* \_\_\_\_\_

*E-mail:* \_\_\_\_\_

*Principal:* \_\_\_\_\_ *Title:* \_\_\_\_\_

*Dun & Bradstreet Number:* \_\_\_\_\_

*Federal Employer Identification Number:* \_\_\_\_\_

*Authorized Signature:* \_\_\_\_\_

*Print Name:* \_\_\_\_\_

*Title:* \_\_\_\_\_

*Date:* \_\_\_\_\_

**Form CP-1**



## Banking Services Request for Proposal

### VENDOR RESPONSE CHECKLIST

#### Form VC-1

I have read and completed the following:

Vendor Information Form	Yes <input type="checkbox"/>	No <input type="checkbox"/>
IRS Form W-9	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Minority Certification, if applicable	Yes <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Public Entity Affidavit	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Technical Response – Original Document and Requested Copies	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Pricing Response – Original Document and Requested Copies	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Complete Submission on CD or Flash Drive	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I have retained copies of all the listed materials	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	------------------------------	-----------------------------

Signature		Date	
Print Name		Company Name	
Print Title			

Please forward all completed materials to:

Jackie Ryan, RFP Manager  
 Memorial Healthcare System – Support Services  
 2900 Corporate Way  
 Miramar, FL 33025  
 Phone: (954) 276-5490  
 Fax: (954) 276-6054  
 Email: [JRyan@mhs.net](mailto:JRyan@mhs.net)

Form VC-1



## Banking Services Request for Proposal

### RECEIPT FOR SUBMISSION Form RS-1

**Project Title: Banking Services**

**Issued: July 26, 2012**

**Due: August 29, 2012**

The Memorial Healthcare System acknowledges receipt of above referenced Proposal, and agrees to furnish the Proposal as submitted to Memorial Healthcare System, on behalf of the Proposer indicated below, in accordance with the specifications, terms and conditions of the Request for Proposal.

Proposer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Cell: #: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Received By Memorial Healthcare System:

\_\_\_\_\_  
Method of Delivery: \_\_\_\_\_  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_ a.m./p.m.

By: \_\_\_\_\_  
Jackie Ryan RFP Manager  
Memorial Healthcare System  
Phone: (954)276-5490 Fax: (954)276-6054  
Email: JRyan@mhs.net

Date Stamp:

**This receipt only acknowledges Memorial Healthcare System's Receipt of the Proposal package as submitted by Proposer, not the completeness or compliance with the Request for Proposal Instructions.**

**Form RS-1**



## **Banking Services Request for Proposal**

### **Attachment A**

#### **“Questionnaire”**

**[Please see attached Excel spreadsheet]**



## **Banking Services Request for Proposal**

### **Attachment B**

#### **“Pricing Workbook”**

**[Please see attached Excel spreadsheet]**

**(Please note that there are 8 tabs)**



## Banking Services Request for Proposal

### Attachment C “Reference Sheet”

#### Reference 1

Client Company Name (incl: total beds/# facilities)	
Client Street Address	
Client City, State, Zip Code	
Client Contact Name	
Contact Phone Number	
Contact Email Address	
Term of Contract	
Services Provided	
Other Relevant Facts/EPIC Experience	

#### Reference 2

Client Company Name (incl: total beds/# facilities)	
Client Street Address	
Client City, State, Zip Code	
Client Contact Name	
Contact Phone Number	
Contact Email Address	
Term of Contract	
Services Provided	
Other Relevant Facts/EPIC Experience	

#### Reference 3

Client Company Name (incl: total beds/# facilities)	
Client Street Address	
Client City, State, Zip Code	
Client Contact Name	
Contact Phone Number	
Contact Email Address	
Term of Contract	
Services Provided	
Other Relevant Facts/EPIC Experience	

#### Reference 4

Client Company Name (incl: total beds/# facilities)	
Client Street Address	
Client City, State, Zip Code	
Client Contact Name	
Contact Phone Number	
Contact Email Address	
Term of Contract	
Services Provided	
Other Relevant Facts/EPIC Experience	



## **Banking Services Request for Proposal**

### **Attachment D**

#### **“Account Structure”**

**[Please see attached PDF Document]**