



## REQUEST FOR PROPOSAL (RFP): BANKING SERVICES

The California Partnership to End Domestic Violence (Partnership) invites you to submit a proposal for banking services.

Additional information about our organization, project & scope of services are provided in subsequent pages.

### Questions Regarding RFP

Inquiries concerning this RFP should be submitted to [procurement@cpedv.org](mailto:procurement@cpedv.org) using the subject line: *%Banking RFP Inquiry%* by 3:00pm on 06/09/2017. Answers will be posted to [www.cpedv.org/procurement](http://www.cpedv.org/procurement) by 3:00pm on 06/14/2017.

### Submission of Proposals

Documents must be submitted in PDF format via e-mail to [procurement@cpedv.org](mailto:procurement@cpedv.org) by 5:00pm on 06/23/2017.

### Award of Contract

The Partnership intends to award a contract by July 15<sup>th</sup> with the goal of full account functionality by 08/01/2017. All candidates will be informed of a decision by July 31, 2017.

### Note

All costs related to the submission of this RFP must be assumed by the submitting contractor/firm. No expenses will be reimbursed.

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## SECTION I. Organizational Overview & Introduction

The California Partnership to End Domestic Violence (the Partnership) is California's recognized domestic violence coalition, representing over 1,000 survivors, advocates, organizations & allied groups. With offices in Sacramento, the Partnership's diverse membership spans the entire state. Through our public policy, communications & capacity-building efforts, we align prevention & intervention strategies to advance social change.

The Partnership believes that by sharing expertise, advocates & policy-makers can end domestic violence. Working at the state & national levels for nearly 40 years, the Partnership has a long track record of successfully passing over 200 pieces of legislation addressing domestic violence. Every day we inspire, inform & connect all those concerned with this issue, because together we're stronger.

The Partnership currently maintains accounts with both Wells Fargo and Bank of America, but we are looking to move our accounts to a local bank or credit union that can offer a similar range of services and has a commitment to corporate social responsibility.

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## SECTION II. Scope of Work

The Partnership seeks to contract with a local bank or credit union for full-service banking functions for our 501(c)(3) organization.

### A. Financial Structure

The organization's current financial profile is as follows:

- Annual budget: \$2.5 million
- Revenue mix:
  - Government grants: 66%
  - Private grants: 14%
  - 10% Remainder: Membership dues, Conference & event revenue, Contributions & sponsorships
- Major expenses:
  - Salaries: 43%
  - Sub-awards: 14%
  - Operating expenses: 13%
  - Conferences & workshops: 12%
  - Remainder: Other programmatic expenses, travel assistance, etc.
- For more information please see [www.cpedv.org/annual-reports-financials](http://www.cpedv.org/annual-reports-financials)

Other aspects relevant to the organization's operations & financial management:

- Cost allocations & grant-reporting are a significant focus of our accounting
- Relatively small employee workforce (e.g., 14.0 FTE) necessitates careful attention to maintain appropriate segregation & internal controls
- Use of online tools including:
  - Web-based merchant services portals (Moolah)
  - Online time-tracking (TSheets) & payroll (Intuit)
  - QuickBooks Online (recent conversion)
  - Online AP (recent adoption of Bill.com)

**B. Required Services and Capabilities**

The bank/credit union selected will be responsible for providing the following services:

- Checking, savings, investment and credit accounts
  - Primary checking account
  - CDARS or IDC/MMAX account to ensure all deposits are FDIC insured, or similar capabilities from credit union
  - Payroll checking account with automatic transfer, otherwise carrying \$0 balance (payroll is direct deposit, twice monthly, through 3<sup>rd</sup> party service)
  - Interest bearing savings account
  - Two credit cards with limits of \$20,000 and \$10,000
- Online banking services
  - Full online capabilities
  - Ability to have multiple user accounts with access and permissions determined on a by-user basis
  - Ability to auto-pay credit card accounts from checking account, and to limit who can make payments to which card account
  - Online statements delivered within 5 days of month end

**C. Account activity**

- The following data are collected from the period spanning February 2016 to April 2017

Account	Deposit Amount	Number of Deposits	Electronic Deposits	Checks Written	Electronic Debits	Daily Balance	Payroll Transfer	Savings
Annual Avg	\$214,221.84	4	15	1	19	\$570,658.21	\$68,467.75	\$138,386.35
Annual Low	\$7,323.95	2	6	0	16	\$332,998.38	\$43,710.59	N/A
Annual High	\$715,667.53	10	35	1	28	\$838,484.10	\$85,330.34	N/A

## SECTION III. Proposals

Those wishing to submit proposals for this contract should carefully review & submit the following information:

### A. General Information

- Name of financial institution
- Contact Person
- Title
- Mailing Address
- Telephone Number
- E-mail

### B. Organizational Overview & Qualifications

- Describe the financial institution, including history & scope of practice
- Identify key measures of financial strength, including any applicable ratings
- Provide copies of two most recent annual financial reports
- Provide ownership information, including a statement of any recent or foreseen mergers and/or acquisitions.

### C. Services and fees

- Describe the services available to meet the needs outlined above (Sec. II) as well as any and all associated fees, minimum balances, interest rates, etc.
  - Include details on sweep account options and, if a money market fund is used provide a prospectus
  - While we do not currently expect to utilize other borrowing services, please provide a brief summary of available options if determined appropriate
- Provide a brief description of the online reporting services offered, including sample reports, and a sample monthly statement
- Provide a brief explanation of your commitment implementing new technologies
- Provide a detailed depository agreement, including availability schedule
- Provide a sample of your standard contract terms

### D. Corporate Social Responsibility

- Describe the ways in which the financial institution is committed to social responsibility

### E. References

Contact information for three (3) specific professional references including at least two (2) non-profit clients, for whom the financial institution has provided similar banking services

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## SECTION IV. Selection Criteria

The Partnership's decision to select a candidate will be based on, but not limited to, the following priorities:

- Availability and costs of required services
  - Investment/Sweep Yield
  - Ability to customize online experience based on user
  - Commitment to social responsibility
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## SECTION V. Additional Terms

### A. Applicant Rights

All materials submitted in response to this RFP become the property of the Partnership upon delivery & shall be appended to any formal documentation, which would further define or expand the contractual relationship between the Partnership & the contracted vendor. Each applicant, as an express condition for the Partnership's consideration of such proposal, agrees that the contents of every other proposal submitted by other applicants with respect to this RFP are confidential, proprietary & trade secret information in all technical areas, and waives any right to access such proposals during the RFP process. No submissions or supporting documentation will be returned to the submitting applicant. Neither party shall be liable for disclosures that are required by law.

### B. Conflict of Interest

Proposing contractors/firms are asked to identify any conflicts of interest in serving the Partnership & to clarify, if applicable, how conflicts will be managed/mitigated to ensure the best interests of the Partnership are met.

### C. Reservation of Rights

This RFP does not commit the Partnership to award a contract, to pay any costs incurred in the preparation of the proposal to this request, or to contract for services. The Partnership reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified contractor or firm, or to cancel in part or in its entirety this RFP if, at the sole discretion of the Partnership, the organization determines that it is in its best interest to do so.