

# YELLOWSTONE COUNTY, MONTANA



## Request for Proposal

Comprehensive Banking Services

Proposal Due Date: March 2<sup>nd</sup>, 2026, by 3:00 p.m.

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**YELLOWSTONE COUNTY, MONTANA**  
**REQUEST FOR PROPOSAL (“RFP”)**  
**FOR**  
**COMPREHENSIVE BANKING SERVICES**

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## **I. Introduction**

**YELLOWSTONE COUNTY, MONTANA** (the “County”) is an independent governmental organization governed by an elected three–member Board of County Commissioners. The County seat is located in Billings, Montana. The Yellowstone County Treasurer’s Office levies and collects taxes for not only the County but also for all tax levy-based entities within the County such as cities and towns, school districts, fire districts, and irrigation districts. The funds held by the County for these other entities are known as “custodial funds”, whereby the County collects the taxes without equity ownership.

## **II. RFP Requirements and Schedule**

This Request for Proposal (RFP) is issued to solicit proposals from qualified, experienced, financially sound and responsible financial institutions to provide comprehensive banking services for the County. The services needed are outlined in Section III.

**The custodial funds use the County as their “bank” so attention must be paid to Section III, item B.**

In selecting a financial institution, the County’s primary goals are to partner with a financial institution that demonstrates quality and responsiveness in its customer service and can demonstrate the local decision-making authority available to handle the County’s needs.

The County Finance Department, under the direction of the Board of County Commissioners, has the responsibility for contracting banking services for the County. The County expects the selected financial institution to assist the County in enforcing this responsibility by not entering into any agreements with custodial entities (as defined above) or their representatives without the written approval of the County and/or the Board of County Commissioners.

### **A. SCHEDULE OF PROPOSAL**

Publication Dates	<b>Friday, December 5<sup>th</sup>, 2025 Friday, December 13<sup>th</sup>, 2025</b>	<b>n/a</b>
Sealed Proposals Due	<b>Monday, March 2<sup>nd</sup>, 2026</b>	<b>By 3:00 p.m.</b>
Proposals Opened	<b>Tuesday, March 3<sup>rd</sup>, 2026</b>	<b>9:00 a.m.</b>
Invitations to present (if needed)	<b>Tentatively scheduled for week of March 9<sup>th</sup>, 2026</b>	<b>TBD</b>
Notice of Intent to Award Posting	<b>TBD</b>	<b>TBD</b>
Notice of Award/Contract negotiations begin	<b>TBD</b>	<b>TBD</b>
Implementation/Go-live	<b>Tuesday, December 1, 2026</b>	<b>n/a</b>

Yellowstone County reserves the right to modify the above timeline as needed.

B. PREPARATION OF PROPOSAL

Careful attention must be paid to all requested items contained in this RFP. Please read the entire package before bidding. Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate, and reliable presentation. **For ease of review, the proposals must follow the outline in Section IV of this RFP. Each response should be clearly numbered with each page sequentially numbered.**

C. QUESTIONS & INQUIRIES

Questions and inquiries should be addressed in writing to Jennifer Jones, Director of Finance and Budget, via e-mail at [jjones@yellowstonecountymt.gov](mailto:jjones@yellowstonecountymt.gov).

D. SUBMISSION OF PROPOSALS

In order to be considered for selection, financial institutions must submit 4 copies of their response to this request for proposal **IN A SEALED ENVELOPE** no later than Monday, March 2<sup>nd</sup>, 2026, at **3:00 p.m.** All proposals must be labeled “**Banking RFP**”.

**Proposals must be submitted either by postal service or hand-delivered to:**

**Mail To:**

Yellowstone County BOCC  
PO Box 35000  
Billings, MT 59107

**Physically Deliver To:**

Yellowstone County BOCC  
Ostlund Building, Room 420, 4<sup>th</sup> Floor  
2825 3<sup>rd</sup> Ave N  
Billings, MT 59101

It is the responsibility of the financial institution to assure that the proposal is mailed or delivered to the Yellowstone County Commissioners’ Office **by 3:00 p.m. on Monday, March 2<sup>nd</sup>, 2026, IN A SEALED ENVELOPE**. Proposals received after the above deadline will not be considered.

Timely proposals will be opened and acknowledged at 9:00 a.m., on Tuesday, March 3<sup>rd</sup>, in room 309 on the 3<sup>rd</sup> Floor of the Ostlund Building, 2825 3<sup>rd</sup> Ave N, Billings, MT 59101.

E. TIME AND LOCATION OF PROPOSER’S PRESENTATION

The selection committee may recommend an award based only on an evaluation of the written response or decide to invite participants for a presentation and interview. If the committee decides to conduct presentations and interviews, the top three scoring participants will be contacted, and a meeting time will be scheduled.

F. EFFECTIVE PERIOD OF PROPOSALS

Proposals must state the period for which the proposal shall remain in effect (i.e. how much time does the County have to accept or reject the proposal under the terms proposed). Such period should not be less than 120 days from the submitted proposal date.

G. BID RESERVATIONS

Notwithstanding any other provisions of this RFP, the County reserves the right to award this contract to the financial institution that best meets the requirements of the RFP and not necessarily to the lowest cost proposer. Further, the County reserves the right to reject any or all bids and to waive minor immaterial defects in bids. The County may consider, at its sole discretion, any alternative bid.

H. CONTRACT NEGOTIATIONS

Negotiations may include all aspects of services and fees. After a review of the proposals, and potentially in-person presentations, the County intends to enter into contract negotiations with the selected financial institution. If a contract with the selected financial institution is not finalized within 60 days after entering negotiations, the County reserves the right to open negotiations with another financial institution.

I. AWARD OF CONTRACT

The selected financial institution shall be required to enter into a written contract with the County in a form approved by legal counsel for the County. This RFP and the proposal, or any part thereof, may be incorporated into and made a part of the final contract. The County reserves the right to negotiate the terms and conditions of the contract with the selected proposer.

J. CONTRACT TERM

The effective date of the intended contract will be December 1, 2026. The termination date of this proposal will be November 30, 2031, which represents a term of five years. The County reserves the right to extend the term of the agreement if mutually agreeable terms can be agreed to with the successful bidder. The effective date of the intended contract may be delayed if a changeover from our current banking arrangement necessitates additional time to complete the transition.

Proposers must agree to fix contract fees for the first three (3) years of the agreed upon contract. If the proposer intends to revise its fee schedule after the initial three-year period, it must give written notice to the County 90 days in advance of any fee change. Fees may be changed only on the contract anniversary date. These fees are subject to negotiation and approval by the County.

K. DISPOSITION OF PROPOSALS

All proposals submitted become the property of the County and will not be returned to the bidder.

L. COST INCURRED IN RESPONDING

This solicitation does not commit the County to pay any costs incurred in the preparation and submission of proposals or in making necessary studies for the preparation thereof, nor to procure or contract for services.

M. ASSIGNMENT

The successful proposer shall not assign, transfer, convey or otherwise dispose of the contract, or right, title of interest, or power to execute such a contract to any person, firm, or corporation without the previous consent in writing by the County.

N. CONTRACT STIPULATIONS

The successful proposer shall indemnify and hold harmless the County from and against any and all claims, losses, actions, damages, expenses and all other liabilities, including, but not limited to attorney's fees, directly or indirectly arising out of or resulting from the successful proposer's operations hereunder.

The laws of the State of Montana shall govern the interpretation and performance of the resulting agreement. Any action brought to enforce any provision of the agreement shall be brought in the appropriate courts of the State of Montana.

The contents of the proposal and any clarification thereto submitted by the successful proposer shall become part of the contractual obligation incorporated by reference into the ensuing agreement, unless modified by mutual agreement in writing.

The successful proposer represents that the terms, conditions and prices established under the subsequent contract resulting from this RFP are equal to or better than those offered to other government or private institutions. If during the term of the contract the successful proposer offers more favorable terms, conditions or prices to another government or private institution, the successful proposer agrees to notify the County. The contract resulting from this RFP shall be amended to reflect the more favorable terms, conditions, or prices.

O. CAUSES FOR TERMINATION

Causes for termination of the agreement may include any of the following: Failure to promptly and faithfully provide the services required at the prices indicated in the proposal; violation of any law governing services provided to the County; failure to cooperate upon receiving any reasonable request for information or service; or improper actions of the officers or employees which, in the opinion of the County, would adversely affect its interest, or endanger the structure of the banking institution such as a spin off or merger which materially affects the terms of this agreement. The County may terminate the agreement without penalty on 90-days' notice.

### **III. Scope of Services**

#### **A. MINIMUM REQUIREMENTS**

The financial institution must meet the following general requirements:

- Physical presence in Yellowstone County in order to meet the County's cash management needs with local liaison strongly preferred,
- Be FDIC insured,
- Be able to secure the County's deposit for the portion that is in excess of the FDIC insured amount,
- Possess a charter from a national or state bank authority,
- Have the technological ability to interface with the County's current software system, School ERP Pro (by Infinite Visions), including daily uploading of cleared checks into the County system,
- Have ability to process online payments and credit card via terminals and our website,
- Have ACH capabilities, and
- Be able to issue corporate credit cards for authorized County users. The County is under no obligation to utilize this program, if the credit card program terms, features and benefits do not, at the County's sole discretion, best meet the County's needs.

#### **B. CUSTODIAL FUNDS**

The County's banking services include not only Yellowstone County, but also many custodial funds within the County as discussed in the Introduction on the first page. A list of the custodial funds is included in Attachment A. These funds use Yellowstone County as their "bank" so they would need "sub-accounts" set-up for their checking needs. The current set-up is that each custodial fund has a unique identifier in their MICR number preceding their check number on the bottom of their checks.

#### **C. MAIN CHECKING ACCOUNT**

##### **1. INVESTMENT**

On a daily basis the bank will automatically invest collected County funds in securities issued by the U.S. Treasury, FNMA, Federal Home Loan, Federal Home Loan Mortgage Corporation, Federal Farm Credit, or other U.S. Agency securities as permitted by the state of Montana's statute. The collateral used by the investment will have a market value of 102% of the County investments. Such collateral will be repurchased by the bank the following banking day. A collateral statement describing the collateral provided will be provided on a minimum of monthly basis.

The proposals must be expressed in interest basis points as a deviation from the daily Fed Funds rate, or similarly published benchmark. The deviation from the Fed Funds rate should include the cost of all services requested in the RFP. The County will negotiate any preferred minimum level of daily collected balance but may instead choose to allow all funds be swept into a qualifying account at the end of each day's business, and allow all fees incurred in any month to be deducted from the County's account at the beginning of the following month.

##### **2. WARRANTS**

The successful bidder will be required to process county, school, irrigation districts, rural fire district or service areas and other special district warrants as they are redeemed. Redeemed warrants must be transmitted electronically to the County on a daily basis. Electronic images of redeemed warrants are required to be available for download and retention requirements. Printing of warrants is the responsibility of the County and its participating districts.

### 3. DEPOSIT SERVICES

Deposits will originate from several sources, including the Yellowstone County Treasurer's office, school districts, and MetraPark.

The depositing entities will wrap the coins if there is a sufficient amount for a roll. The financial institution will have to supply deposit slips and about 35 bags or other amount agreed upon.

- a. Process deposits of approximately 7,500 checks per month and approximately 25,000 in November and May (tax collection months),
- b. Process foreign and domestic wires received and sent by the County,
- c. Image deposited items,
- d. Financial institution to provide daily pick-up service for deposits, and
- e. Provide online access for deposit reconciliation including images of deposited items.

### 4. WIRE TRANSFERS

Most initiated wire transfers are repetitive. Call backs are required on non-repetitive wire transfers. Wire transfers should be able to be initiated on-line with secure access. The County may require that international wires be blocked. Costs for wire transfer processing should be included in the bid response. Banking system must allow for internal control measures to be implemented.

### 5. DIRECT DEPOSITS

The County requires the capability to process online banking transactions (direct deposits, federal tax deposits, etc.) from multiple users each having their own secure credentials.

### 6. ACH

The County requires the ability to block ACH withdrawals when fraudulent attempts are made. The ability to preauthorize ACH transactions and set limits is preferred.

The County processes approximately 750 ACH Credits and 1000 ACH Debits each month which includes school districts and special districts.

Required services include:

- a. Ability to interface with the County's Payroll software, School ERP Pro (by Infinite Visions) (current process is to create a file upload from School ERP Pro (by Infinite Visions) that is then transmitted to the bank for processing),
- b. Accept and send ACH transactions,
- c. Provide ACH debit blocking services,
- d. Provide a secure electronic method to initiate intra-bank transfers, and
- e. Provide a secure electronic method with dual authorization for wiring funds.

### 7. REPORTS

The County shall be supplied with a daily online report detailing the activity for this account. The report(s) shall include collected funds, 1-day float, 2-day float, deposits made, warrants redeemed, wire transfers, credit/debit card activity, and other debits and credits. In addition, a monthly statement reporting the account activity shall be available. The statement shall list as individual debits and credits, amounts for individual deposits, wire transfers, ACH transactions, checking account funding, daily repo transactions, etc.. One amount shall be listed as funding for warrants clearing each day. Ability to search warrants or transactions online should also be available.

Required services include:

- a. Provide online balance reporting services,
- b. Allow authorized County employees and other district representatives different levels of authorization to access the bank's online reporting system,
- c. On a daily basis, provide a file of checks cleared to upload to the County's software system, School ERP Pro (by Infinite Visions), for daily bank reconciliations, conforming to the County's needs,
- d. Access monthly activity statements and reports for all accounts by the end of the month.

#### 8. STOP PAYMENT

Costs for stop payment processing should be included in the bid response.

#### 9. ACCOUNT ADMINISTRATION AND SECURITY

Banking software needs capacity to administer and establish security controls effectively and efficiently.

#### D. POSITIVE PAY ACCOUNT

The County requires the capability for check verification before release of funds on a restricted account. Issuers of warrants on this account will transmit file info detailing Payee name, amount, warrant #, date. Verification of warrant info is required on warrants drawn on this account before release of funds. Daily exception reporting of rejected warrants is to be provided online with the capability of approving rejected items before they are returned. The County should be able to generate on-demand reports for the account. Redeemed warrants must be transmitted electronically to the County on a daily basis. Funding for the account would be transferred daily automatically from the main depository account. Electronic files of redeemed warrants need to be available for download each month in order to comply with record retention requirements. Printing of warrants is the responsibility of the County and its participating districts, if necessary.

This account would have the capability to view online items being cleared before they are accepted for payment, allowing the County to reject an item for payment and ability to generate reports.

#### E. DISBURSEMENT SERVICES:

1. Process disbursements of approximately 3,000 checks per month,
2. Provide positive pay exception item review and correction online,
3. Provide online stop payment services,
4. Provide payee validation exception item review and correction online,
5. Provide electronic archival of cleared checks (images of front and back), and
6. Provide online access to cleared check images.

F. COIN/CURRENCY ORDERING SERVICES

The County places approximately 4-6 coin/currency exchange orders per month.

G. BANK BALANCES

During the past 12 months, the County maintained an average collected balance of \$19 million, however that included ARPA funds that have now been spent. Estimated annual bank balance is \$9 million. Balances fluctuate throughout the year. The County is also interested in investing funds in an overnight sweep or interest-bearing account which is done with the current financial institution.

H. OTHER CHECKING ACCOUNTS

The bank will include, as part of its bid, the ability of the County to establish up to ten regular independent low volume checking accounts. Bank fees should consolidate into main banking fees and not be charged to each bank account. A monthly bank statement should be provided which lists the redemption date, check amount, a check number and the checks returned sequenced.

I. EXCLUDED BANK ACCOUNTS

The MetraPark Trust is not included in the services provided in this RFP.

J. ALTERNATIVE COST PROPOSALS

Any financial institution may submit alternative service fee structures to the RFP. If any alternative to Section 1(a) of the RFP is submitted, the County must be able to reasonably estimate the cost effect in order to compare the proposals. Any charge which is not included in item 1(a) should be specified under Exhibit A.

The successful bidder will be the respondent that achieves the greatest number of points awarded as outlined in Section V and as determined by the Board of County Commissioners.

The County or successful Bank may cancel any agreement or arrangement resulting from this proposal with 180 days written notice to the other party. Amendments, other than the bid rate, may be made upon mutual written consent of the County or Bank. The terminating party agrees to compensate the other party for reasonable direct costs related to the early termination.

We appreciate your institution giving consideration to this proposal. Any questions should be directed to Jennifer Jones, County Finance Director, [jjones@yellowstonecountymt.gov](mailto:jjones@yellowstonecountymt.gov).

Dated this 2<sup>nd</sup> day of December 2025.

BOARD OF COUNTY COMMISSIONERS  
YELLOWSTONE COUNTY, MONTANA

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Mark Morse, Chair

ATTEST:

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Jeff Martin  
Clerk and Recorder

## **IV. Information Requested**

### **A. QUALIFICATIONS AND EXPERIENCE**

1. Provide a general overview and brief history of your organization including parent and/or subsidiary companies.
2. Provide the address of the office location that will service the account.

### **B. PERSONNEL**

1. Provide the name, title, address, phone number and e-mail address of the primary contact person(s) that would be assigned to this account.
2. IT Resources: Will the bank provide dedicated IT liaison(s) to work on set-up, file transfer, testing and troubleshooting/issue resolution? During what hours is technical support available?

### **C. GENERAL BANKING SERVICES**

1. Deposit Processing
  - a. Does the financial institution accept loose and/or rolled coin for deposit?
  - b. What is the ledger cutoff time for deposits?
  - c. How are deposits credited? Are all items immediately verified? If provisional credit is given, when does verification take place? If the financial institution corrects a deposit, how and when will the County be informed of this change?
2. Coin/Currency Ordering Services
  - a. Describe the deposit and change order procedures, cutoff times, security and other features of this system.
3. Returned Item Processing
  - a. Can returned items be automatically re-deposited? If so, how many times?
  - b. Does the financial institution offer any options that may increase the collection of NSF checks?
  - c. Can the financial institution provide online access to electronic images (back and front) of returned items? How soon after an item is returned can these images be accessed?
  - d. Can the financial institution provide a summary report of returned items identifying the payer's name, depositing location, deposit date, and the type of item being returned?
4. Positive Pay
  - a. Does the financial institution offer Positive Pay and Payee Positive Pay?
  - b. Will stale-dated checks be reported as exception items?
  - c. Are there any other fraud protection services that the financial institution provides and/or recommends?

5. Stop Payments
  - a. How are stop payment orders placed? Can stop payments be placed online?
  - b. Are stop payment requests effective immediately? If not, how long does it take for a stop payment request to be effective?
  - c. Will the system verify if a check has been paid before processing the stop payment request?
  - d. What term options are available for stop payments?
  - e. Can stop payments be automatically renewed? If so, for how long? What is the associated fee for each renewal?
  
6. ACH Processing
  - a. What ACH file transmission options are available?
  - b. What are the transmission deadlines for ACH files? When does the financial institution need the file from the County and when are the funds debited from the County's accounts?
  - c. How are returned and rejected ACH transactions handled? What information does the financial institution provide to assist in identifying returned and rejected ACH transmissions? When is this information available?
  - d. Is your financial institution planning to opt-in and participate in processing same-day ACH debits?
  - e. Describe the financial institution's procedures for handling debits to the County's accounts that were not authorized by the County. Does the financial institution notify the County of the receipt of an unauthorized ACH debit?
  - f. If the financial institution provides ACH debit blocking, what level of filtering can be applied?
  - g. Does the financial institution offer ACH Positive Pay (ability to make pay/no pay decisions on unidentified ACH transactions)?
  - h. Does the financial institution offer Universal Payment Identification Codes (ability to mask visible account numbers to reduce the risk of unauthorized direct debits)?
  - i. What is the associated fee for ACH processing, if any?
  
7. Wire Processing
  - a. Describe the process of initiating wire transfers including USD domestic wires, repetitive wires, USD international wires, and foreign currency international wires.
  - b. During what hours is the wire transfer system available?
  - c. If wire transfers can be initiated online, describe the system's security features. Can varying degrees of authorization be set (i.e. multiple authorizers, maximum dollar amounts, etc.)?
  - d. Does the financial institution offer dual control release options (secondary approval levels) for electronically initiated transfers? If so, describe.
  - e. What is the cutoff time for same-day wire transfers?
  - f. What is the financial institution's maximum retention period for future dated transactions? For future dated transactions, at what time are warehoused wire transfers automatically released on the transaction date? What types of wire transfers can be warehoused? Are there warehousing charges?
  - g. Describe the financial institution's procedure for providing payment confirmation information (e.g., reference numbers) upon acceptance and execution of the wire

- transfer request, including the availability and method of delivery of internal confirmation/sequence number and clearing system reference number.
- h. Describe the financial institution's policy for handling a failed wire transfer. How and when would the County be notified?
  - i. What is the associated fee for wire processing, if any?
8. Intra-financial Institution Account Transfers
- a. Describe the process of initiating an intra-bank account transfer.
  - b. Does the financial institution offer dual control release options (secondary approval levels) for electronically initiated transfers? If so, describe.
  - c. What is the cutoff time for same-day intra-bank account transfers?
9. Statements and Documents
- a. Are electronic images stored on the financial institution's online reporting system? If so, how does the financial institution charge for these services (per item viewed/per item loaded), if any? Is there a difference in price for deposited items versus disbursement items?
  - b. How long are electronic images for deposited and disbursement items stored on the reporting system and available for customer access?
  - c. How does your image system capture and report images for damaged checks?
  - d. What technology would you recommend the County use for archiving historical data?
  - e. If online access only, how long after the termination of a contract will the financial institution allow the County to access historical images on the reporting site? Can historical data be downloaded?
10. Online Reporting
- a. Describe the different reporting solutions and methods by which the institution makes deposit and balance information available.
  - b. How will the County access the reporting system?
  - c. What levels of authorization (e.g. accounts viewed, transaction capabilities, etc.) can be permitted or turned off for individual users? Is there a limit on the number of users that can access the online services?
  - d. What current day reporting is available through the reporting system (e.g. beginning and ending ledger balances, collected balances, available balances, and float assignment)?
  - e. Are there differences in information available for current day and previous day reporting? If yes, please describe.
  - f. What time is previous day information available?
  - g. In what file formats can data be downloaded?
  - h. Can electronic reports be customized? Is there an additional charge?
  - i. How many business days of balance history are stored on the reporting system for previous day reporting? If there are differences in information available for current day and previous day reporting, how many business days of balance history are stored on the reporting system for current day reporting?
  - j. List all other transaction types that can be initiated using the online system.

11. File Transfer
  - a. How are file transfers initiated? In what formats is the information available for retrieval?
  - b. Do the means to connect to the financial institution's systems vary by transaction type?
  - c. Does your system provide for electronic confirmation of receipt for file transmissions?
  - d. Is there an existing interface with Infinite Visions software or would a custom interface need to be developed? Is there a charge of the interface?
  - e. How is connectivity initiated? What protocols are used to facilitate the interface?
  - f. Describe the process the financial institution uses to verify all records have been received and processed.
  - g. What controls are in place to protect against lost files and duplicate transmissions? How will the County be notified of a duplicate file?
  
12. Overnight Investment/Investment Sweep
  - a. What short-term investment vehicle(s) does the financial institution propose to use for the overnight investment or sweep of the County's demand deposit accounts, that is in keeping with restrictions found under Montana law? Does a reserve requirement apply to these proposed options?
  - b. What applicable fee (if any) applies to funds swept into this investment vehicle? How is the fee calculated?
  
13. Earnings Credit Rates
  - a. Does the County have the option of compensating the financial institution on either a fee or balance basis? Is the price the same for either option? If not, what is the difference?
  - b. How is your financial institution's earnings credit determined, adjusted, and applied? Please include in the explanation the impact of the financial institution's reserve requirement, the formula for converting services charges to balance requirements.
  - c. Provide rate history on a monthly basis that covers two fiscal years (July-June).
  - d. What time frame does your financial institution use when reviewing balances for deficiency or excess (e.g. rolling 12-month average, calendar quarter, calendar year, etc.)?

D. CONTROL

1. Describe the electronic and/or manual system used to provide the proposed services along with backup and recovery capabilities. Who would the County contact to initiate day-to-day banking transactions if online capabilities and functionality are temporarily unavailable?
2. Describe the financial institution's security procedures for its information reporting system, both for access and information protection.
3. Is system administration performed by the financial institution or the customer? What functions does the security administrator perform?

4. Is an audit trail report available, showing all activity, by whom and when, for each system?
5. Describe the types of insurance and bonding carried.
6. Describe the disaster recovery plans for your short-term, long-term, and power failure recovery.
7. Describe any additional security measures available to the County to minimize the risk of unauthorized transactions in its accounts.

E. IMPLEMENTATION/CONVERSION

1. Provide a conversion plan for transitioning each of the proposed services to your financial institution.
2. Who will be responsible for coordinating the transition for each of the proposed services? If a conversion team is used, how will the County's account be transitioned to the ongoing client service team?
3. Indicate the financial institution's plans for initial and ongoing educating and training County employees in the use of your systems.
4. How many hours of training will be provided to the County?

F. PRICING AND ACCOUNT ANALYSIS

1. Confirm fees will be debited directly from the County's accounts rather than billed to the County.
2. Provide a complete fee schedule for all of the services described.
3. Are you willing to offer any transition or retention incentives?
4. Are there any additional price breaks or incentives?

## V. Evaluation and Award Criteria

This RFP seeks financial institutions to provide comprehensive banking services to the County. A preliminary evaluation will be conducted identifying the financial institutions deemed fully qualified and best suited among those submitting proposals on the basis of the evaluation factors listed below (not in priority order):

<b>Criteria</b>	
<p><b>Operational Requirements</b></p> <ul style="list-style-type: none"> <li>• Understanding the needs and operation requirements of the County</li> <li>• Scope of services offered, including degree of automation</li> <li>• Quality and responsiveness of customer service</li> <li>• Local decision-making authority to handle emergency needs</li> </ul> <p><b>Financial Strength</b></p> <ul style="list-style-type: none"> <li>• Adequacy of financial controls and protection against loss</li> <li>• Compliance with requirements of this RFP and quality of proposal</li> </ul>	40 points
<p><b>Transition Costs, Experience with Public Funds and Continuity</b></p> <ul style="list-style-type: none"> <li>• Experience, resources, and qualifications of the financial institution and individuals assigned to this account</li> <li>• Quality and scope of implementation/conversion plan</li> <li>• Value of any new product or service suggestions or other enhancements</li> </ul>	20 points
<p><b>Fees</b></p> <ul style="list-style-type: none"> <li>• Cost of proposed fees</li> </ul>	40 points

From this preliminary evaluation, the County will establish a short list of prospective proposers that may be invited to make an oral presentation.

## VI. Attachment A: Current Sub-Account Numbers

	<b>Sub-account number</b>	
	Claims	Payroll
Billings - #2	011	021
Blue Creek - #3	030	
Canyon Creek - #4	050	060
Laurel - #7	070	080
Elder Grove - #8	090	100
Custer - #15	150	160
Morin - #17	170	
Broadview - #21	211	220
Elysian - #23	230	240
Huntley - #24	250	260
Lockwood - #26	275	280
Eastern Co-op	310	320
Western Co-op	340	
Shepherd - #37	370	380
Pioneer - #41	410	420
Independent - #52	510	520
Yellowstone Education Center - #58	570	580
Lockwood Irrigation	750	
Lockwood Rural Fire - #8	710	720
Holling Drainage	730	
Danford Irrigation	770	
Huntley Project Irrigation	780	790
Victory Irrigation	830	
Justice Court	910	
District Court Jury	97	
District Court Bonds	95	
County AP	99	

## **EXHIBIT A: DISTRIBUTION LIST**

Wells Fargo  
175 N. 27<sup>th</sup> St.  
Billings, MT 59101  
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