General Requirements

The Northern Kentucky Area Development District (NKADD) is requesting sealed proposals for banking services. Seven (7) copies of your sealed proposal marked "NKADD Banking Service Proposal" must be delivered to the office of the NKADD, 22 Spiral Drive, Florence, Kentucky 41042 on or before 2:00 p.m. on Thursday, June 6, 2019, at which time the proposals will be publicly opened. Late proposals will not be accepted.

All proposals will be evaluated on the extent of services offered as required by the Request for Proposal, the cost for each service, the amount of interest paid on all accounts, and additional services offered over and above these minimum requirements.

Request for clarification of these specifications shall be reduced to writing and emailed to NKADD at lisa.cooper@nkadd.org. All prospective financial institutions shall receive a written response to any clarifications. Other details are as follows:

- Final approval of the successful proposal is to be decided at a NKADD Board of Directors meeting.
- An officer or agent of the firm, who is legally authorized, must sign the proposal form. All quotations must be in ink or typewritten.
- All proposals shall be effective for ninety (90) days from date of opening unless otherwise specified in special conditions and no proposal may be withdrawn prior to that time.
- The NKADD reserve the right to reject any and all proposals, to waive any informalities and to negotiate minor modifications of any proposal or to accept that proposal which is deemed the most desirable and advantageous from the standpoint of customer value and service and concept of operations, even though such proposal may not, on its face, appear to be the lowest and best price.
- The bank selected as the depository for the NKADD shall agree to abide by its agreement for the period beginning July 1, 2019, and extending through June 2022.

The NKADD has a total FY19 budget of $19 million. The NKADD currently has five (5) active accounts, regular deposits, interfund transfers daily via online case management, and a cash balance of all accounts that could be as high as $2 million.
**Minimum Qualifications**

Financial institutions submitting a proposal must meet the following criteria:

- Must be a full service bank that is insured by the Federal Depositors Insurance Corporation (FDIC), has a staffed physical location in Kentucky and is chartered to do business in the Commonwealth of Kentucky.

- Must pledge acceptable types of securities, per Kentucky State Statute, having a total market value equal to 100% of the highest account balances on deposit at any time reduced by the amount of FDIC insurance. All collateral must be pledged to the NKADD and must be held by the Federal Reserve Bank or Independent Third Party. This bank pledge shall be in a written form that, at a minimum, complies with U. S. Code Title 12, Section 1923. A collateral security agreement must be signed, approved by, and duly recorded in the minutes of, the Board of Directors of the bank. Bank will furnish monthly report showing daily comparison between funds on deposit and coverage.

- Provide financial data which demonstrates the bank's liquidity, asset quality, profitability and financial strength

- Provide a brief description of how the bank will safeguard the NKADD’s deposits and financial information, the bank’s emergency preparedness and disaster recovery plan, along with the Bank’s efforts to stay updated with bank security measures.

**Investment Services**

Advisory services will be furnished concerning financing, money market conditions and investments and loans as needed by the NKADD. The bank shall offer advice on the most favorable investment vehicles available at any given time. These investment vehicles may include certificates of deposit, interest bearing checking accounts, money market accounts, repurchase agreements or any other type of investment that meets statutory requirements. The proposal shall specify an indexed rate of interest the bank will pay on the daily balances of the NKADD’s accounts, where applicable. The bid must also specify the length of the rate of interest. Any investment instruments will be held in safekeeping by the NKADD.

Please provide a sample calculation of investment interest.

The NKADD reserves the right to invest any or all funds and accounts in excess of required operating needs in any manner which will be in the best interest of the NKADD.
NKADD Requirements

The successful bank will provide usual and customary banking services to the NKADD. The following is representative but not necessarily an all-inclusive list. The proposal shall indicate the cost of providing depository services and said cost is to be shown as a direct fee for the following services:

- Monthly bank statements (ending on the last day of each month) showing all deposits, checks cleared in numerical order, beginning and ending balances, and interest earned for each account. Provide monthly statements within five (5) working days from close of each month.
- Non-computerized checks (Void after ninety days to be printed on all checks.)
- The bank will automatically handle the overnight and weekend investments of the NKADD's excess funds in these accounts. The investment vehicles and procedures for these funds should be fully described in the bank's proposal.
- Three part deposit slips as needed.
- Endorsement stamps for all accounts.
- Provide occasional Cashier or certified checks or money orders.
- Accept telephone/on-line/fax stop payment orders with subsequent written or faxed confirmation.
- Wire transfer/ACH in and out capability.
- Accept telephonic/on-line/fax inter-fund account transfers.
- Accept redeposit of NSF checks at least twice.
- Major credit cards for NKADD use. All interest and/or earning credit rates should be for a specified amount or percentage. Rates quoted, which are tied to future market conditions, must be clearly identifiable and subject to independent verification by the NKADD. Any awards earned and available for credit card use should be specified. All charge cards will be paid within 30 days of receipt of bill.
- Night deposit capabilities.
- Additional accounts to be set up as the NKADD may require.
- Employee Benefit banking services.
- Provide Electronic Banking Services which include account transfers, on line inquiries, bank reconciliation, direct deposit and any other service possible with the bank's electronic banking system.
- Describe the account reconciliation services offered by the bank including CD based check document storage image, positive pay, reverse positive pay, end-of-period report availability schedule and include other electronic options and web-based options.
- Act as the depositor for all federal and state taxes.
- Provide automatic bank account overdraft transfer coverage
- Remote Deposit Check Scanner
- Provide the current Earnings Credit Rate for all non-interest bearing deposits.
- Provide your calculation of the Earnings credit Rate and how this rate offsets $1,000 in deposits in the month of March 2019.
Bank Representative to Work with Finance Staff

The NKADD requires that one bank representative be assigned to the NKADD to handle all inquiries and questions and follow through until any issues are resolved or questions answered. The bank must provide for a smooth transition.

Please list all necessary documentation required to open all accounts and receive online services.

The bank must also provide on-site training to our personnel for the operation and use of the bank’s services and automated systems. Please identify any charges for training.

Other Services

Indicate any other services your institution will provide the NKADD for consideration as a prospective depository. Please include the cost of these services, if applicable.
These two pages must be completed and submitted as a part of the bank’s proposal in order for the proposal to be considered valid. If supplemental schedules or documents are required they should be included as attachments, clearly identified and referenced to these pages. The format of the proposal shall be in the same order as the request for proposal.

BANK
NAME__________________________________________________________

LOCATION AND MAILING ADDRESS OF NORTHERN KENTUCKY HEADQUARTERS
____________________________________________________________

____________________________________________________________

____________________________________________________________

LOCATION OF BRANCH BANK(S) IN NORTHERN KENTUCKY
____________________________________________________________

____________________________________________________________

____________________________________________________________
NAME AND TELEPHONE NUMBER OF THE CONTACT PERSON IN THE EVENT OF QUESTIONS REGARDING THIS PROPOSAL

___________________________________________________________

____________________________________________________________

BANK REPRESENTATIVE WHO WILL BE ASSIGNED TO THE NKADD’S ACCOUNT

Name: ____________________________________________________________

Title:   ____________________________________________________________

Address:___________________________________________________________

Phone #:_________________________  Fax #:____________________________

Email Address:______________________________________________________

RETURN ON DEPOSITED FUNDS

Minimum return on deposited funds on fully collateralized investments:
The only index accepted for this bid is the 30 day U.S. Treasury Rate as contained in the prior month Federal Reserve Statistical Release. The bid must also specify the length of the rate of interest Please provide an example of the formula for the earnings rate on collected balances. Please identify any compensating balances required.

• State the minimum return on deposited funds for fully collateralized investments as noted under “Minimum Qualifications.”. Keep in mind, the only index acceptable for this bid is the 30 U.S. Treasury Rate contained in the prior month Federal Reserve Bulletin or Statistical Release.
• Please state the length of the rate of interest.
• Please provide an example of the formula of how the Earning Credit Rate would be used to offset fees on non-interest bearing collected balances. List any compensating balances required to offset monthly fees.

CREDIT CARD FEES/RATES

Annual service fee for each credit card issued to the NKADD……… $___________.
OTHER FEES OR CHARGES

Monthly maintenance service fee per checking account........$____________
Monthly maintenance service fee per investment account........$____________
Overdraft protection fee per checking account.................$____________
Returned check charge..............................................$____________
Stop payment fees.....................................................$____________
Charge per deposit processed.....................................$____________
Charge per deposited item processed...............................$____________
Checks deposited ...........................................................$____________
ACH payroll processing..............................................$____________
ACH payroll items per pay............................................$____________
ACH returned items.....................................................$____________
Electronic debits received............................................$____________
Electronic credits received..........................................$____________
Wire transfers in – automated........................................$____________
Wire transfers out – non-repetitive....................................$____________
Wire transfers out – repetitive........................................$____________
Account reconcilement issues..........................................$____________
Check photocopy..........................................................$____________
Zero balance account debit/credit....................................$____________
Zero balance account maintenance..................................$____________
Credit card service fees...............................................$____________
Provide deposit slips.....................................................$____________
Monthly charge for daily account balances........................$____________
FDIC insurance..................................................................$____________
Endorsement stamps........................................................$____________
Any additional fees the bank charges.................................$____________
Remote Deposit Check Scanner........................................$____________
Per check/ACH paid........................................................$____________
On-line Positive Pay Monthly Maintenance fee per account...$____________
On-Line Positive Pay per paid item fee per month...............$____________

Please list below any other fees or charges to the NKADD for the provision of routine banking services or for any of the other services specifically listed in this document. Please be specific. Attach additional pages if necessary.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Authorized bank official:

__________________________________________  ___________________________  __________
Signature                                      Title                                     Date
REQUEST FOR PROPOSAL
PROFESSIONAL BANKING SERVICES

The Northern Kentucky Area Development District (NKADD) is soliciting proposals from banking institutions to perform annual banking services. Specifications relating to banking proposal requirements may be obtained at www.nkadd.org or at 22 Spiral Drive, Florence, Ky 41042 during normal business hours. Proposals must be received at the NKADD, no later than 2:00 p.m. on Thursday, June 6, 2019, at which time they will be opened and read aloud. The NKADD reserve the right to reject any and all proposals.