

STATE OF FLORIDA

DEPARTMENT OF FINANCIAL SERVICES

DIVISION OF TREASURY

REQUEST FOR PROPOSAL RFP 02/03-13

CONSOLIDATED REVOLVING ACCOUNT SYSTEM SERVICES

ISSUING OFFICER:

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STATEMENT OF WORK

The State of Florida Department of Financial Services referred to as the “Department” or “Treasury”, requests written proposals from qualified financial institutions to provide banking services to support a consolidated revolving system for the State of Florida. The Treasury has operated a statewide-consolidated revolving account since June 1993.

Details of the services, information and items to be furnished by the Contractor are described below under **Scope of Services**. The term "proposal" means the complete written response of the Proposer to the Request for Proposal, including properly completed forms, supporting documentation, and attachments.

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SECTION 1: SCOPE OF SERVICES

1.1 Account Specifications Overview. The Treasury’s consolidated revolving account system consists of a single bank account at the selected financial institution with the capability to track activity of multiple statewide participants through the use of a ten-digit agency location number in the auxiliary on us field of check/deposit slip. (Please see example of check and deposit slip, **Attachment 2.**) The consolidated revolving account concept allow state agencies to establish signatory authority, write checks, and fund disbursement activity on their individualized “sub-account”. The sub-account numbering system allows the Treasury to operate an internal system to sort and post transactions. The Treasury’s internal system delegates numbering in the ten-digit field as follows:

Positions 1,2	State Agency
Positions 3,4	Agency Location
Position 5-10	Check/deposit serial number

The financial institution will capture the activity including these participant codes and transmit this detail on a daily basis to the Treasury. The Treasury will require this account activity early enough to update the Treasury’s accounting records and monitor relative balances of participants. The Treasury will cash position the account system and instruct the financial institution to wire transfer funds to the state’s investment bank as deemed appropriate. The financial institution will execute all orders as specifically described in the services contract and only upon the order of a properly authorized departmental official.

1.2 Cash Management Information System. The Financial Institution will provide information to support the Treasury’s investment and internal accounting functions on a daily basis by 7:45 A.M., local time. Information provided must reflect balances and transactions posted as of the contracted closeout for the prior day.

A. Balances. Include Beginning and Ending Ledger Balance, Collected Balance, Collected Balance Period-to-Date, Total Dollar Amount of Credits, and Total Debits, and Total Number of Credits and Debits.

B. Detail. Provide detail on all transactions posted as a data transmission (dial up) of a delimited form ASCII file (BAI version 2) (see **Attachment 1**), include the Bank Administration Institute (BAI) code, amount, description, data, location code (auxiliary on-us field information) and sequence number. If data transmission fails, backup notification will include basic balance reporting that normally is provided daily. The means to effect this notification may be by phone, telex or facsimile transmission. The Treasury desires this back-up notification to be accomplished by 11:00 A.M. each day. All costs associated with providing this service must be specifically set forth on a transaction and account basis in the pricing response.

1.3 Other Requirements.

A. Bank Statements. Hard copy statements must be generated at the end of each month. Statements will include checks on CD-ROM. Checks shall be sorted in check number sequence order.

B. Account Analysis. The Contractor will provide an account analysis statement on a monthly basis detailing account balance and transaction volume information. It will include customary average ledger and collected balance figures and price extensions by transaction type. Analysis adjustments resulting from bank errors will be included as a separate schedule detailing individual analysis issues. Excess collected balances left on deposit in the demand deposit account as well as other analysis credits will serve to reduce banking fees. Balances should earn analysis credit at an interest rate, which is the average of the thirteen-week Treasury bill coupon equivalent rates reported in the four weekly auctions immediately preceding the calculation. If analysis credits exceed banking fees for a period, the net analysis credit shall be rolled into the next month's fee calculation. The analysis statements are to be rendered to the Treasury no later than the 20th of each month following the month being analyzed.

C. Compensation

(1) Compensation will be based on actual banking activity volumes at the contracted rate established by execution of an ensuing contract. If the Contractor is "passing on" fees originated by the Federal Reserve or some other organization beyond the control of the Contractor, the Contractor may request a change in fee or charge and support the request with proper documentation. Any such change in service charge rate will be at the sole discretion and authorization of the Treasury. Billing information shall be furnished by the Contractor to the Treasury no later than the 20th of the month following the billing period.

(2) The Contractor shall submit its invoice in triplicate for the amount due and deliver it to the Treasury after having delivered the product(s) and service(s) required under the contract. The invoice shall set forth details sufficient for a proper pre-audit and post-audit. Upon approval by the Treasury, the invoice shall be processed in accordance with the provisions of Section 215.422, Florida Statutes.

a.) Vendors providing goods and services to an agency should be aware of the following time frames. Upon receipt, an agency has five (5) working days to inspect and approve the goods and services, unless the bid specifications, purchase orders or contract specifies otherwise. An agency has 20 days to deliver a request for payment (voucher) to the Division of Accounting and Auditing. The 20 days are measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved.

b.) If a payment is not available within 40 days, a separate interest penalty, computed at the rate determined by the State of Florida Division of Accounting and Auditing pursuant to Section 215.422 F.S., will be due and payable, in addition to the invoice amount, to the vendor. The interest penalty provision applies after a 35 day time period to health care providers, as defined by rule. Interest penalties of less than one (1)

dollar will not be enforced unless the vendor requests payment. Invoices which have to be returned to a vendor because of vendor preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the agency.

c.) A Vendor Ombudsman has been established with the Division of Accounting and Auditing. The duties of this individual include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 410-9724 or by calling the Chief Financial Officers Hotline, 1-800-342-2762.

D. StartUp Implementation Costs. The Contractor will be required to bear implementation costs created by the award of this contract. These costs are associated with endorsement stamps, deposit supplies and programming costs. Following are estimates associated with start-up for the existing 103 locations:

150 Checks for Each Location
50 Deposit Slips for Each Location
5 Endorsement Stamps Per Location
80 Hours of Computer Programming Time

E. Qualification of Financial Institution. Proposals will be accepted only from individual financial institutions that meet all of the following requirements:

(1) Total assets of not less than \$100 million as of December 31, 2002.

(2) Maintain a clearing account at the Jacksonville Branch or the Miami Branch of the Federal Reserve Bank of Atlanta.

(3) Have been designated as a "Qualified Public Depository" by the Treasury in accordance with Chapter 280, Florida Statutes.

F. Funds Availability. Most deposits will consist of Florida State warrants issued by the Department of Financial Services. In the future, deposits may be made by ACH credit. **The Treasury will require 100% one (1) day availability on warrants or checks deposited. Cash, EFT receipts and other "ready money" deposits such as wire transfers and ACH deposits will receive same day availability.** It is expected that deposits will be made close to the contracted closeout time.

G. Customer Services. The financial institution will provide daily support for inquires related to account discrepancies or operational concerns. The financial institution shall provide a central contact person to service as daily liaison, and a senior manager to service as a resource for resolving sensitive operational and contract issues. Operational and contract issues, including research on deposit discrepancies, balance inquires, stop pay requests, check and deposit slip orders, and changes in signers on the account will be handled by the Treasury. Except for making deposits, participating agency contact with the financial institution should be minimal.

H. Chargebacks. Checks that have been deposited and returned NSF must be sent through the banking system one additional time. If these items are returned a second time, they will become chargebacks to the Treasury. Chargebacks will be debited to the account using the ten digit agency participant number, i.e. four digits of the agency/location followed by 999999 in the auxiliary on-us field. Chargebacks will be mailed to the Treasury.

I. Negotiation of Checks by Payees. The Contractor will be required to negotiate checks drawn on the account payable to individuals if the following conditions exists:

(1) The check is not altered.

(2) The check is not stale-dated, e.g. over 90 days old.

(3) The presenter of the check is the payee and can present identification, which is acceptable to the Financial Institution.

J. Error Corrections and Other Account Adjustments. All checks, deposits, and other items, including internal bank debits and credits, such as adjustments for posting errors and wire transfer activity, must contain the appropriate agency participant number in the auxiliary on-us field.

K. Systems Changes. The Treasury will require ninety (90) days written notice for financial institution systems changes that affect the Treasury's internal accounting and cash management system.

L. Image Technology. The Proposer is requested to provide details and systems requirements of its available image services for archiving and retrieval of statement and other account information either through CD-ROM or on line dial up through a desktop personal computer.

M. Enterprise Resource Planning (ERP). During the term of the contract awarded as a result of this Request for Proposal the state may implement an ERP accounting and cash management system. The selected Contractor will be expected to provide appropriate interfaces for conversion to this system as deemed necessary by the Department. Please provide the hourly rate for providing additional programming for such conversion.

SECTION 2: PROPOSAL FORMAT INSTRUCTIONS

This section contains instructions that describe the required format for the proposal. *All proposals submitted shall contain two parts/packages and shall be marked as follows:*

PART I: TECHNICAL PROPOSAL NUMBER RFP 02/03-13

One Separately Sealed Package/Box with a CD-ROM and 5 copies included.

The Technical Proposal, Form 4, includes the methods to be used in accomplishing the requirements of the RFP along with the required documentation, and is to be divided into the sections described in Form 4. Since the Department requires all technical proposals

to be in this format, **failure of the Proposer to follow this outline may result in the rejection of the proposal.**

2.1 Executive Summary. The Proposer shall provide an Executive Summary to be written in non-technical language to summarize the Proposer's overall capabilities and approaches for accomplishing the services specified herein. Describe the qualifications of the financial institution relative to the requirements of the Request for Proposal.

2.2 Management Plan.

A. The Proposer shall provide a management plan, which describes administration, management and key personnel, and strengths and experience in providing similar programs.

B. Proposer shall include a description of the organizational structure and management style established, as well as the means of coordination and communication between the organization and the Department.

C. Proposer shall provide the names and locations of key management personnel on the Proposer's team as well as a resume' for each individual proposed and a description of the functions and responsibilities of each key person relative to the task to be performed.

D. Provide information on your company's financial strength and capabilities.

(1) Include audited financial statements for the past two fiscal years.

(2) Provide at least four references (see **Form 2**) of the largest dollar transaction business and governmental agencies for which you are currently furnishing similar services. Include company name, contact name, address and telephone number.

(3) List the names, addresses, functions, and professional experience of primary and support personnel involved with providing services.

2.3 Technical Plan. The Proposer must provide a technical plan, which explains technical approach.

A. Assuming a contract starting date of July 1, 2003 provide an implementation schedule for start-up and conversion of the Treasury's current system.

B. The Proposer should explain the approach, capabilities, and means to be used in accomplishing the requirements of the RFP. Any specific techniques to be used should also be identified.

- (1) Describe the approach for providing a single bank account with the capability to capture, track and report account information of multiple statewide participants, as specified in the Scope of Services.
- (2) Describe the approach to support the Treasury's internal accounting system and cash management information system, with specific emphasis on capabilities to provide daily balance reporting and transaction detail information, in accordance with specifications provided in **Attachment 1 (BAI File)**.
- (3) Detail the Contractor's branch match-up with current state agency participants shown in **Form 3 (Geographic Location)**, and indicate the state agency proximity (number of miles) to the branch that would service the agency.
- (4) Describe the Contractor's capabilities to post error corrections at the agency level using participant sub-account included in the auxiliary on-us field of the check or deposit slip, as provided for in the Scope of Services.
- (5) Describe available imaging services for statements and other account information.

PART II: COST PROPOSAL NUMBER RFP 02/03-13

(One Separately Sealed Package with a CD-ROM and one paper original only)

2.4 Cost Proposal. Information shall be submitted on the forms provided in the Request for Proposal. The Cost Proposal package **must also include the MBE Utilization Form**, if applicable.

2.5 Pricing of Proposals.

A. **The Cost Proposal Form (Form 5)** identifies services, which must be priced individually. **Tiered pricing, e.g. pricing based on fluctuation in activity volume, is not acceptable.** The form must be completed by indicating the price and the basis of pricing for each service activity. All costs associated with providing this service must be specifically set forth in the pricing schedule. Except as provided elsewhere in this RFP, the prices established by this RFP response and ensuing contract will be fixed for the duration of the contract and subsequent renewals and will not be changed unless more favorable terms are offered and accepted by the Treasury.

- (1) If for any reason, during the terms of the contract, the Contractor reduces the pricing for similar services to a similarly situated entity with similar contract volume, the Treasury shall receive an equivalent reduction in pricing.
- (2) If there are other charges, they must be noted in "other" spaces, clearly defined. **THIS IS A REQUIREMENT. ANY CHARGE FOR SERVICES NOT ADDRESSED IN THE PRICING PROPOSAL WILL NOT BE**

ALLOWED DURING THE PERIOD OF THE CONTRACT or any extensions to the contract. **NO CHARGE:** If there is no charge for any of the services listed, please note with a "N/C" in the extension column.

2.6 Certified Minority Business Enterprise (CMBE) Participation.

The Department will add up to 5 points to the scores of CMBE firms or non-CMBE firms utilizing Certified MBEs as subcontractors for services. **Complete and attach the MBE Preference Points Certification Form (Form 6), to the Cost Proposal.**

The Department wishes to encourage award of the **Contract**, or subcontracting of portions of the **Contract** to, or purchase of goods and services from State of Florida Certified Minority Business Enterprises (CMBEs). All Respondents must state the percentage of the total **Contract** price that will be spent with CMBE subcontractors and suppliers. The Respondent must identify the goods and services to be furnished by CMBEs, and list the CMBE firms who will be supplying them. The CMBE participation claimed in the technical proposal must be substantiated in the price proposal, or points assigned for the unsubstantiated CMBE participation will be withdrawn. NOTE: Not all minority business enterprises are presently certified by the State of Florida. However, only Certified MBEs will be considered in evaluating this portion of a Respondent's proposal. Respondents may obtain information on CMBEs by contacting:

Department of Management Services
Office of Supplier Diversity
4050 Esplanade Way, Suite 360
Tallahassee, FL 32399-0950
Telephone: (850) 487-0915

2.7 MyFloridaMarketPlace – Vendor Registration

It is anticipated, that effective July 1, 2003, each vendor doing business with the State of Florida shall register in the MyFloridaMarketPlace system, unless exempted under Rule 60A-1.030(3). Information about the registration process is available, and registration may be completed, at the MyFloridaMarketPlace website (link under **Hot Topics** on the State portal at www.myflorida.com). Interested persons lacking Internet access may request assistance from the MyFloridaMarketPlace Customer Service at (866) FLA-EPRO (866-352-3776) or from State Purchasing, 4050 Esplanade Way, Suite 300, Tallahassee, FLorida 32399.

SECTION 3: ATTACHMENTS AND FORMS

3.1 Attachment 1 - Specifications for BAI Delimited ASCII File (BAI Version 2)

3.2 Attachment 2 - Sample Check and Deposit Slip

The Proposer shall complete the following forms and submit as part of the Proposal Package as described below. Any Proposal in which these forms are not used or are improperly executed may be considered non-responsive and the proposal may be subject to rejection.

3.3 Technical Proposal Package (See Part I)

Form PUR 7033: RFP Contractual Services Acknowledgment Form

Form 1: Drug-Free Workplace Certification Form

Form 2: Client References

Form 3: Geographic Match-up

Form 4 Technical Proposal

3.4 Cost Proposal Package (See Part II)

Form 5: Cost Proposal Form

Form 6: MBE Preference Points Certification Form

SECTION 4: GENERAL INFORMATION AND SCHEDULE

Request for Proposal (Issued) (Released): April 17, 2003

No negotiations, decisions or actions shall be initiated or executed by a Proposer as a result of any oral discussions with a Department employee. Only those communications, which are in writing from the Department, shall be considered as a duly authorized expression on behalf of the Department.

DEADLINE FOR TECHNICAL QUESTIONS: May 1, 2003 at 5:00 p.m., Local Time.

Any technical questions arising from this RFP must be forwarded to the Issuing Officer identified on Page 3 of this RFP by regular mail, fax or email. In order for technical questions to be answered in a timely manner, they must be received no later than the date specified below.

RESPONSES TO TECHNICAL QUESTIONS

Responses to the technical questions will be in the form of an addendum to the RFP posted on the world wide web, **Vendor Bid System** located at www.myflorida.com. All addenda shall be acknowledged by the recipient's signature and subsequently **returned as a part of the Technical Proposal** when so stated in the addenda. **RESPONSES TO TECHNICAL QUESTIONS TO Respondents will be posted on the Vendor Bid System located at www.myflorida.com on or about May 9, 2003.**

RFP BID/PROPOSAL OPENING

The proposal shall be submitted to the Issuing Officer identified on Page 3. **Proposals will be received until 2:30 P.M., local time, on May 20, 2003.** *Both Technical and Cost Proposals will be opened at this time.* Proposals received after that time and date will not be opened and will be returned to the sender **after the posting period ends.**

SECTION 5: PROPOSAL EVALUATION

5.1 Proposal Responsiveness. Prior to the evaluation process, the Purchasing Office will conduct examinations of proposals for responsiveness to format, forms, and addenda (if applicable) requirements of the RFP. **Those determined to be non-responsive, including proposals that substitute the Proposer's requirements in place of the Department's requirements, will be subject to rejection.**

5.2 Selection Team Evaluation. The Selection Team members will independently evaluate the proposals on the criteria established in the section entitled "Criteria for Evaluation" in order to assure that proposals are uniformly rated. The Team will assign points, utilizing the technical evaluation criteria identified herein. The Department reserves the right to request additional information from a respondent in order to clarify a proposal or to make a thorough review and fair comparison of all proposals submitted.

5.3 Cost Proposal Evaluation. The Department/Purchasing Office will open the cost proposals and assign points based on cost evaluation criteria identified herein.

5.4 Recommendation for Award. The responsive proposal scoring the highest number of points may be recommended for award. A responsive proposal is an offer to perform the Scope of Services taking into consideration the price and other criteria set forth in the Request for Proposal.

SECTION 6: CRITERIA FOR EVALUATION

Technical Proposal	40 Points
Geographic Locations	20 Points
Cost Proposal	40 Points

Evaluation of cost proposals will be accomplished by multiplying the Proposer's unit cost in **Form 5**, by the annual volume shown.

The criteria for cost evaluation shall be based on the following formula:
 $(\text{Lowest Cost} / \text{Proposer's Cost}) \times 40 = \text{Proposer's Total Cost Points}$

6.1 Geographic Service Evaluation. Geographic service evaluation will be accomplished by assigning points to the various branch match-ups provided in the Proposer's response on **Spreadsheet (Form 3).** Points will be allocated as follows: (Form 3 must be submitted with the Technical Proposal.

<u>Mileage of Branch To State Location</u>	<u>Branch Points</u>
0.00	10.00
0.25	9.50
0.50	9.00
0.75	8.50
1.00	8.00
1.25	7.50
1.50	7.00
2.00	6.50
2.50	6.00
3.00	5.50
3.50	5.00
4.00	4.00
4.50	3.00
5.00	2.00
5.50	1.50
6.00	1.00
7.00	0.75
8.00	0.50
9.00	0.25
10.00	0.00

The criteria for geographic service evaluation shall be based on the following formula:
 (Proposer's Branch Points/Highest Branch Point Total) x 20 =
 Proposer's Total Geographic Points

TOTAL POSSIBLE POINTS FOR GEOGRAPHIC LOCATIONS 20 Points

6.2 Certified Minority Business Enterprise 5 Points

Points will be awarded to the Proposer based upon information supplied to the Department on **Form 6: MBE Preference Points Certification Form**.

TOTAL POINTS FOR REQUEST FOR PROPOSAL 105 Points

SECTION 7: POSTING OF TABULATIONS

POSTING OF AGENCY'S DECISION FOR 72 HOURS BEGINS ON OR ABOUT JUNE 2, 2003.

The Proposal Tabulation will be posted on the worldwide web, Vendor Bid System located at www.myflorida.com. The Department may execute a **Contract** with the responsible and responsive Respondent whose proposal is determined to be the most advantageous to the Department. The Department reserves the right to reject any and all proposals received or waive any minor irregularity in proposals received.

SECTION 8: SPECIAL ACCOMMODATION

Any person requiring a special accommodation at the pre-proposal conference (if applicable) or the proposal opening because of a disability should call the Issuing Officer at the number listed on Page 3 at least five (5) workdays prior to the proposal opening. If you are hearing or speech impaired, please contact the Division of Purchasing by using the Florida Relay Service, which can be reached at (800)955-8771 (TDD).

SECTION 9: DISCRIMINATION AND PUBLIC ENTITY CRIMES

In accordance with Section 287.134, F.S., an entity or affiliate who has been placed on the Discriminatory Vendor List may not submit a bid on a contract to provide goods and services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on lease of real property to a public entity, may not award or perform work as a Contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

A person or affiliate who has been placed on the convicted Contractor 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, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, F.S., for Category Two for a period of 36 months from the date of being placed on the convicted Contractor list.

SECTION 10: NOTICE TO CONTRACTOR

The employment of unauthorized aliens by any contractor is considered a violation of section 27A(e) of the Immigration and Naturalization Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of contract.

SECTION 11: PROHIBITION FROM LOBBYING

No funds received by Contractor under any contract resulting from this RFP will be expended for the purpose of lobbying the Legislature or a state agency pursuant to Section 216.347 F.S.

SECTION 12: PROVISIONS OF CH. 287.058 F.S.

The provisions of Ch. 287.058 (a-f) F.S. are hereby incorporated by reference into any contract resulting from this RFP unless specific provisions are modified within the actual contract.

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, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity, and may not transact business with any

public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

SECTION 13: CONTRACT TERMS AND CONDITIONS

13.1 Entire Contract or Agreement. The contract between the Department and the successful Contractor shall incorporate this RFP, amendments to this RFP, and the Contractor's proposal, as an integral part of the contract except to the extent that the contract explicitly provides to the contrary. In the event of a conflict in language among any of the documents referenced above, the provisions and requirements of the contract shall govern.

13.2 Term of Contract. The contract shall be in effect from July 1, 2003, through June 30, 2006, unless terminated earlier by the Department or the Contractor under the terms provided herein, subject to an annual appropriation by the state legislature. Upon mutual consent, the Department and Financial Institution may renew the contract or any portion of the contract for two (2) additional one-year periods or portions thereof. Except as provided in the RFP, pricing for services shall not be increased during the term of the contract, including any renewals, if any. Any contract resulting from this RFP shall be subject to cancellation by the Department at any time without penalty or cause upon 30 days written notice to the Financial Institution.

13.3 Renewals and Transition. Renewals shall be contingent upon availability of funds and satisfactory performance by the contractor. If any time the contract is canceled, terminated, or expires, and a contract is subsequently executed with a firm other than the Contractor, the Contractor has the affirmative obligation to assist in the smooth transition of contract services to the subsequent Contractor.

13.4 Additions, deletions and substitutions. In the event services are required to be performed or equipment required to be purchased that are not set out in the RFP, but are within the general scope of the requirements, the Department and the successful Contractor will reserve the right to negotiate the terms covering the required services or equipment by adding or deleting any item from this RFP on a periodic basis as necessary when deemed in the best interest of the Department. The Contractor will be responsible for submitting requests on a timely basis with sufficient documentation to allow evaluation of the request. The Department will consider changes by the contractor to contract items provided revisions are in accordance with the conditions and specifications contained in this RFP. The Department reserves the right to accept or reject changes proposed by the vendor.

13.5 Department's Data. All data collected, stored, or otherwise utilized by the Contractor, in conjunction with the execution of the duties and responsibilities specified in the contract with the Department, shall remain the sole property of the Department. If at any time the contract is canceled, terminated, or expires, the Contractor is obligated to return all such data to the Department at no additional cost and in a medium specified by the Department.

13.6 Contractor Responsibility. The Department will consider the Contractor to be the sole point of contact with regard to contractual matters. The Contractor will assume sole responsibility for providing the commodities and/or services offered in its proposal, whether or not the Contractor is the supplier of said commodities and services or any component. The Department prefers that the Contractor would have the professional and technical staff within their own firm to handle all aspects of the services to be

provided in this Request for Proposal. However, the Department will accept proposals that contemplate the use of sub-contractors.

13.7 Sub-Contractors. If the Proposer contemplates the use of sub-contractors on any aspect of the services to be provided, then the name of any such sub-contracted firm, names of contact personnel and an explanation of the qualifications of such sub-contracted firm including resumes must accompany the proposal. Any sub-contractor must meet the same qualifications as a "Qualified Public Depository". The request to use subsequent sub-contractors during the contract period must be submitted to the Department for approval. The Contractor will be solely responsible for all activities of any sub-contracted party.

13.8 Termination Clauses. Either the Department or the Contractor, at either party's sole discretion, may terminate the contract at any time by giving 30 days written notice to the other party. All services (performed by the Contractor prior to the termination date) must be professionally serviced to conclusion in accordance with the requirements of the contract. In case of either party's termination of the contract, should the Contractor thereafter fail to perform all services under this contract, the Contractor shall be liable to the Department for any fees or expenses, legal or otherwise, that the Department may incur in securing a substitute provider to assume completion of those services. The Contractor shall also be liable for any and all legal fees and expenses necessary to enforce payments by Contractor for those fees and expenses incurred by the Department to secure a substitute provider. In such event, the 30-day written notice provision set forth in this paragraph shall not apply.

In the event the Department or Contractor defaults in the performance of any covenant or obligation contained in this proposal, including but not limited to the inability or refusal of Contractor to provide or arrange for the provision of covered services, or in the event of any material breach of any other provision of the contract by the Department or Contractor, where such default or breach is not cured within fifteen (15) days after written notice is given to the defaulting party specifying the nature of the alleged default or breach, then the other party may at its option, upon giving written notice to the defaulting party, terminate the contract effective as of the date of receipt of said notice.

13.9 Public Access. The successful Contractor shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes. As provided in Section 287.058, Florida Statutes, the Department may terminate the Contract immediately in the event that the Department requests in writing that Contractor allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, which are made or received by Respondent/Contractor in conjunction with the Agreement, and Respondent/Contractor refuses to allow such access. The Contractor shall not be required to disclose to the public any proprietary copyrighted trade secrets or other material protected by law as referred to in Section 119.07, Florida Statutes. However, nothing herein is intended to expand the scope or applicability of Chapter 119, Florida Statutes.

13.10 Relationship of Parties. In the performance of their respective responsibilities, duties and obligations under this Agreement, Contractor and the Department will at all times be performing as independent contractors. No act, work, commission, or omission by either party, its agents, servants, contractors, or employees pursuant to the terms and conditions of the Agreement shall be construed to

make or render Contractor or the Department, an agent, servant, employee of or joint venture with, the other.

13.11 Insurance Requirements. The Contractor shall maintain such insurance during the course of the contract as necessary to protect such Contractor from claims filed under the Florida Workers' Compensation laws or from liability claims for damages resulting from bodily injury, death, property damages, personal injury, or products and completed operations liability.

Contractors Liability Insurance - The Contractor shall maintain general liability coverage for limits off not less than of \$100,000 per person, \$300,000 per occurrence. Coverage shall be maintained without interruption from date of commencement of work until date of final payment.

Worker's Compensation - The Contractor shall secure and maintain for the life of this Agreement, valid Worker's Compensation Insurance as required by Chapter 440, Florida Statutes.

Automobile Liability - The Contractor shall secure and maintain during the life of this Agreement, Automobile Liability insurance on all vehicles against bodily injury and property damage in the amount of at least \$100,000 per person, \$300,000 per occurrence.

13.12 Conflict of Law and Controlling Provisions. Any contract resulting from this RFP, plus any conflict of law issue shall be governed by the laws of the State of Florida. In the event of a conflict in language among the agreement, the RFP or the Financial Institution's response thereto, the provisions and requirements of the Contract shall govern. In the event that an issue is addressed in the Financial Institution's response that is not addressed in the RFP, no conflict in language shall be deemed to be present.

RFP 02/03-13 CONSOLIDATED REVOLVING ACCOUNT SYSTEM SERVICES

FORM #1

DRUG-FREE WORKPLACE PROGRAM - BIDDER CERTIFICATION

IDENTICAL TIE BIDS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied Contractors has a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace. The business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893, F.S. or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

(Contractor Signature)

RFP 02/03-13 CONSOLIDATED REVOLVING ACCOUNT SYSTEM SERVICES

FORM #2

CLIENT REFERENCES

The bidder must list four (4) separate and verifiable clients of the bidder's firm. The clients shall be listed on this form. Any information not submitted on this form shall not be considered. The clients listed shall be for services similar in nature to that described in this solicitation. Confidential clients shall not be included. Information on each client must be provided on this page:

1. _____
Name

Address

City State Zip Code

Phone Number Extension

Contact Person Title

2. _____
Name

Address

City State Zip Code

Phone Number Extension

Contact Person Title

3. _____
Name

Address

City State Zip Code

Phone Number Extension

Contact Person Title

4. _____
Name

Address

City State Zip Code

Phone Number Extension

Contact Person Title

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CONSOLIDATED REVOLVING ACCOUNT SERVICES	FINANCIAL INSTITUTION:		
MATCH UP OF GEOGRAPHIC LOCATIONS		MILEAGE	POINTS
FORM 3		TO STATE OFFICE	
STATE OFFICE LOCATION	PROPOSER'S BRANCH LOCATION		
FLORIDA HOUSE OF REPRESENTATIVES			
OFFICE OF THE SPEAKER OF THE HOUSE			
420 THE CAPITOL			
TALLAHASSEE, FLORIDA 32399-1300			
DEPARTMENT OF ENVIRONMENTAL PROTECTION			
ADMINISTRATIVE REVOLVING FUND			
3800 COMMONWEALTH BLVD. MS 75			
TALLAHASSEE, FL 32399-3600			
DEPARTMENT OF LEGAL AFFAIRS REVOLVING FD			
REVOLVING FUND			
PL-01, THE CAPITOL			
TALLAHASSEE, FLORIDA 32399-1050			
DEPARTMENT OF LEGAL AFFAIRS REVOLVING FD			
TRAVEL REVOLVING FUND			
PL-01, THE CAPITOL			
TALLAHASSEE, FLORIDA 32399-1050			
DEPARTMENT OF LEGAL AFFAIRS			
STATEWIDE GRAND JURY REVOLVING FUND			
THE CAPITOL PL-01			
TALLAHASSEE, FL 32399-1050			
DEPARTMENT OF LEGAL AFFAIRS REVOLVING FD			
STATEWIDE GRAND JURY INFO & EVIDENCE			
PL-01, THE CAPITOL			
TALLAHASSEE, FLORIDA 32399-1050			
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DEPARTMENT OF LEGAL AFFAIRS REVOLVING FD			
CONSUMER INFORMATION & EVIDENCE			
PL-01, THE CAPITOL			
TALLAHASSEE, FLORIDA 32399-1050			
DEPARTMENT OF LEGAL AFFAIRS REVOLVING FD			
CRIMES COMPENSATION			
PL-01, THE CAPITOL			
TALLAHASSEE, FLORIDA 32399-1050			
FLORIDA ELECTIONS COMMISSION			
107 W. GAINES STREET			
COLLINS BLDG., STE.224			
TALLAHASSEE, FLORIDA 32399-1050			
DEPT OF AGRICULTURE & CONSUMER SERVICES			
DIVISION OF STANDARDS			
3125 CONNER BLVD.			
TALLAHASSEE, FLORIDA 32399-1650			
DEPT OF AGRICULTURE AND CONSUMER SERVICE			
DIVISION OF FRUIT AND VEGETABLES			
500 THIRD STREET NORTHWEST			
WINTER HAVEN, FL 33882-1072			
AGRICULTURE & CONSUMER SERVICES			
DIV OF ADMIN/TRAVEL ADVANCE			
407 S CALHOUN ST, 133 MAYO BLDG			
TALLAHASSEE, FLORIDA 32399-0800			
AGRICULTURE & CONSUMER SERVICES			
DIV OF ADMIN/GENERAL OFFICE REVOLV			
407 S CALHOUN ST, 133 MAY BLDG			
TALLAHASSEE, FLORIDA 32399-0800			
PAGE 2 OF 14 PAGES			

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AGRICULTURE & CONSUMER SERVICES			
DIV OF ADMIN/INFO & INVESTIGATION			
407 S CALHOUN ST, 133 MAYO BLDG			
TALLAHASSEE, FLORIDA 32399-0800			
DACS FORT MYERS STATE FARMERS MARKET			
2200 MCGREGOR BLVD			
FORT MYERS, FL 33901			
DACS FORT PIERCE FARMERS MARKET			
3479 SOUTH US 1			
FORT PIERCE, FL 34982			
DACS PALATKA STATE FARMERS MARKET			
225 HIGHWAY 17TH SOUTH			
EAST PALATKA, FL 32131			
DACS SANFORD STATE FARMERS MARKET			
1300 S. FRENCH AVENUE			
BOX 1-A			
SANFORD, FL 32771			
DACS STARKE STATE FARMERS MARKET			
2222 N. TEMPLE AVENUE			
STARKE, FL 32091			
AGRICULTURE & CONSUMER SERVICES			
POMPANO STATE FARMERS MARKET			
1255 WEST ATLANTIC BLVD.			
POMPANO BEACH, FLORIDA 33069			
DEPT OF AGRICULTURE & CONSUMER SERVICES			
DIVISION OF FRUITS & VEGETABLES			
P.O. BOX 1072			
WINTER HAVEN, FLORIDA 33882-1072			

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AGRICULTURE & CONSUMER SERVICES			
FLORIDA CITY STATE FARMERS MARKET			
300 NORTH KROME AVENUE			
FLORIDA CITY, FLORIDA 33034			
DEPARTMENT OF FINANCIAL SERVICES			
200 EAST GAINES STREET			
LARSON BUILDING ROOM G-10			
TALLAHASSEE, FLORIDA 32399-0315			
DEPARTMENT OF FINANCIAL SERVICES			
200 EAST GAINES STREET			
HERMITAGE, ROOM 427			
TALLAHASSEE, FL 32399-0344			
DEPARTMENT OF EDUCATION			
DOE TRAVEL REVOLVING FUND			
325 WEST GAINES STREET, FEC 944			
TALLAHASSEE, FLORIDA 32399-0400			
DEPARTMENT OF TRANSPORTATION			
DISTRICT ONE, HEADQUARTERS			
P. O. BOX 1249/801 N. BROADWAY			
BARTOW, FL 32803-1249			
DEPARTMENT OF TRANSPORTATION			
DISTRICT TWO, HEADQUARTERS			
P. O. BOX 1089/1901 S. MARION ST			
LAKE CITY, FL 32056-1089			
DEPARTMENT OF TRANSPORTATION			
DISTRICT THREE, HEADQUARTERS			
P. O. BOX 607/1074 HIGHWAY 90, EAST			
CHIPLEY, FL 32428-0607			

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DEPARTMENT OF TRANSPORTATION			
DISTRICT FOUR, HEADQUARTERS			
3400 WEST COMMERCIAL BLVD.			
FT LAUDERDALE, FL			
DEPARTMENT OF TRANSPORTATION			
DISTRICT 5, HEADQUARTERS			
719 S WOODLAND BLVD			
DELAND, FL 32720			
DEPARTMENT OF TRANSPORTATION			
DISTRICT SIX, HEADQUARTERS			
1000 NW 111TH AVENUE			
MIAMI, FL 33172			
DEPARTMENT OF TRANSPORTATION			
DISTRICT SEVEN, HEADQUARTERS			
11201 N MCKINLEY DRIVE			
TAMPA, FL 33612			
DEPARTMENT OF TRANSPORTATION-TRAVEL REV			
605 SUWANNEE STREET			
MAIL STATION 42			
TALLAHASSEE, FLORIDA 32399			
DEPARTMENT OF TRANSPORTATION-PETTY CASH			
605 SUWANNEE STREET			
MAIL STATION 42			
TALLAHASSEE, FL 32399			
DEPARTMENT OF CITRUS			
1115 E MEMORIAL BLVD			
LAKELAND, FL 33801			
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DEPARTMENT OF CITRUS			
TRAVEL REVOLVING FUND			
1115 E. MEMORIAL BLVD.			
LAKELAND, FL 33801			
DEPARTMENT OF CITRUS			
INCIDENTALS REVOLVING FUND			
1115 E. MEMORIAL BLVD.			
LAKELAND, FL 33801			
DEPARTMENT OF CITRUS			
COUPON REDEMPTION REVOLVING FUND			
1115 E. MEMORIAL BLVD.			
LAKELAND, FL 33801			
DCF DISTRICT ONE REVOLVING FUND			
ADMINISTRATIVE SERVICES			
160 GOVERNMENTAL CENTER, ROOM 412			
PENSACOLA, FL 32501			
DCF REGIONAL PROCESSING CTR REVOLVING FD			
1317 WINEWOOD BLVD, BLDG. 5 RM 300			
TALLAHASSEE, FLORIDA 32399-0700			
DCF DISTRICT THREE REVOLVING FUND			
GENERAL ACCOUNTING BOX 14			
P.O. BOX 390			
GAINESVILLE, FLORIDA 32602-0390			
DCF DISTRICT FOUR REVOLVING FUND			
FISCAL OFFICE			
5920 ARLINGTON EXPRESSWAY			
JACKSONVILLE FL 32211-0083			
PAGE 6 OF 14 PAGES			

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DCF DISTRICT FIVE REVOLVING FUND			
CLOSED JUNE 2001			
11351 ULMERTON ROAD, SUITE 100			
LARGO, FL 34648-1630			
DCF DISTRICT SEVEN REVOLVING FUND			
400 W. ROBINSON STREET			
SUITE S709			
ORLANDO, FL 32802			
DCF DISTRICT EIGHT REVOLVING FUND			
REGIONAL SERVICE CENTER, ROOM 346B			
2295 VICTORIA AVENUE			
FORT MYERS, FL 33901			
DCF DISTRICT NINE REVOLVING FUND			
ATTN: FISCAL OFFICE, 3RD FLOOR			
111 SAPODILLA AVENUE			
WEST PALM BEACH, FL 33401			
DCF DISTRICT TEN REVOLVING FUND			
201 W. BROWARD BLVD			
ROOM 101 ATTN: ROBERT TOTARAM			
FORT LAUDERDALE, FL 33301			
DCF DISTRICT ELEVEN REVOLVING FUND			
401 NW 2ND AVENUE			
SUITE S-911			
MIAMI, FL 33128			
DCF DISTRICT TWELVE REVOLVING FUND			
FISCAL OFFICE			
210 NORTH PALMETTO			
DAYTONA BEACH, FL 32114-3284			

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DEPARTMENT OF CHILDREN & FAMILIES			
DISTRICT 13 REVOLVING FUND			
1601 WEST GULF ATLANTIC HWY			
WILDWOOD, FLORIDA 34785			
DEPARTMENT OF CHILDREN & FAMILIES			
DISTRICT FOURTEEN REVOLVING FUND			
4720 OLD HIGHWAY 37			
LAKELAND, FLORIDA 33813-2030			
DCF DISTRICT FIFTEEN REVOLVING FUND			
DISTRICT 15 FISCAL OFFICE			
337 NORTH 4TH STREET, ROOM 212			
FORT PIERCE, FLORIDA 34950			
SUNCOAST REGION			
9393 FLORIDA AVENUE N.			
TAMPA, FL 33612			
DCF-HQ STATEWIDE REVOLVING ACCOUNT			
1317 WINEWOOD BLVD, ASFMS			
TALLAHASSEE, FL 32399-0700			
DCF FINANCIAL SUPPORT REVOLVING FUND			
1317 WINEWOOD BLVD BLDG1, RM 403			
CLOSED JUNE 2001			
TALLAHASSEE, FLORIDA 32316-2215			
DEPARTMENT OF HEALTH			
4052 BALD CYPRESS WAY, BIN B-01			
TALLAHASSEE, FL 32399-1729			
ALACHUA COUNTY HEALTH DEPARTMENT			
224 S E 24TH STREET			

GAINESVILLE, FLORIDA 32601			
PAGE 8 OF 14 PAGES			
RFP 02/03-13			
BREVARD COUNTY HEALTH DEPARTMENT			
2575 N COURTENAY PKWY			
MERRITT ISLAND, FL 32953-4147			
DEPARTMENT OF HEALTH			
BROWARD COUNTY HEALTH DEPARTMENT			
2421-A S.W. 6TH AVENUE			
FT. LAUDERDALE, FL. 33315-2613			
CHARLOTTE COUNTY HEALTH DEPARTMENT			
514 EAST GRACE STREET			
PUNTA GORDA, FL 33950			
CITRUS COUNTY HEALTH DEPARTMENT			
3700 WEST SOVEREIGN PATH			
LECANTO, FL 34461			
DEPARTMENT OF HEALTH			
CLAY COUNTY HEALTH DEPARTMENT			
P. O. BOX 578, 1305 IDLEWILD AVE.			
GREEN COVE SPRINGS, FL 32043-0578			
COLLIER COUNTY HEALTH DEPARTMENT			
3301 TAMAMI TR, BLDG H			
P O BOX 429			
NAPLES, FL 34106-0429			
DADE COUNTY HEALTH DEPARTMENT			
1350 NW 14 STREET			
MIAMI, FL 33125			
DUVAL COUNTY HEALTH DEPARTMENT			
515 W 6 STREET			

JACKSONVILLE, FL 32206			
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ESCAMBIA COUNTY HEALTH DEPARTMENT			
1295 W FAIRFIELD DR			
PENSACOLA, FL 32501			
HERNANDO COUNTY HEALTH DEPARTMENT			
300 SOUTH MAIN STREET			
BROOKSVILLE, FL 34605			
HIGHLANDS COUNTY HEALTH DEPARTMENT			
7205 S GEORGE BLVD			
SEBRING, FL 33875-5847			
HILLSBOROUGH COUNTY HEALTH DEPARTMENT			
1105 E KENNEDY BLVD			
TAMPA, FL 33602			
LAKE COUNTY HEALTH DEPARTMENT			
PO BOX 1305			
TAVARES, FL 32778-1305			
LEE COUNTY HEALTH DEPARTMENT			
3920 MICHIGAN AVENUE			
FORT MYERS, FL 33916			
MANATEE COUNTY HEALTH DEPARTMENT			
410 6 AVE E			
BRADENTON, FL 34208			
MARION COUNTY HEALTH DEPARTMENT			
P.O. BOX 2408			
OCALA, FL 34478			
DOH, MARTIN COUNTY HEALTH DEPARTMENT			

620 SOUTH DIXIE HIGHWAY			
STUART, FL 34994			
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RFP 02/03-13			
MONROE COUNTY HEALTH DEPARTMENT			
5100 COLLEGE ROAD			
KEY WEST, FL 33040			
OKEECHOBEE COUNTY HEALTH DEPARTMENT			
1728 NW 9 TH AVE			
OKEECHOBEE, FL 34972			
ORANGE COUNTY HEALTH DEPARTMENT			
604 COURTLAND STREET STE 200			
ORLANDO, FL 32804			
DEPARTMENT OF HEALTH			
OSCEOLA COUNTY HEALTH DEPARTMENT			
1875 BOGGY CREEK ROAD			
KISSIMMEE, FL 34744			
PALM BEACH COUNTY HEALTH DEPARTMENT			
909 EVERNIA STREET			
WEST PALM BEACH, FL 33401			
PASCO COUNTY HEALTH DEPARTMENT			
10841 LITTLE ROAD			
NEW PORT RITCHEY, FL 34654			
PINELLAS COUNTY HEALTH DEPARTMENT			
205 M.L. KING STREET NORTH			
ST PETERSBURG, FL 33701			
DEPARTMENT OF HEALTH			
POLK COUNTY HEALTH DEPARTMENT			
1290 GOLFVIEW AVENUE 4TH FLOOR			

BARTOW, FL 33830			
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DOH, PUTNAM CO HEALTH DEPARTMENT			
2901 KENNEDY ST			
PATLAKA, FL 32177			
ST LUCIE COUNTY HEALTH DEPARTMENT			
5150 NW MILNER DR			
PORT SAINT LUCIE, FL 34983-3392			
SARASOTA COUNTY HEALTH DEPARTMENT			
PO BOX 2658			
2200 RINGLING BLVD.			
SARASOTA FL 34230-2658			
DEPARTMENT OF HEALTH			
SEMINOLE COUNTY HEALTH DEPARTMENT			
400 WEST AIRPORT BOULEVARD			
SANFORD, FL 32773			
VOLUSIA COUNTY HEALTH DEPARTMENT			
420 FENTRESS BLVD			
DAYTONA BEACH, FL 32114			
DEPARTMENT OF HEALTH			
A.G. HOLLEY STATE HOSPITAL			
1199 W. LANTANA RD.			
LANTANA, FL 33462			
FLORIDA DEPARTMENT OF LAW ENFORCEMENT			
I & E REVOLVING FUND			
2331 PHILLIPS ROAD			
TALLAHASSEE, FLORIDA 32302			

DEPT OF MGT SERVICES			
4050 ESPLANADE WAY			
TALLAHASSEE, FLORIDA 32399-0950			
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DEPT OF MANAGEMENT SERVICES			
WITNESS FEE ACCOUNT			
4050 ESPLANADE WAY STE 215			
TALLAHASSEE, FL 32399			
DEPARTMENT OF MANAGEMENT SERVICES			
PERC IMPREST FUND			
4050 ESPLANADE WAY			
TALLAHASSEE, FL 32399-0950			
DEPARTMENT OF REVENUE REVOLVING FUND			
ROOM 135, CARLTON BUILDING			
ACCOUNT CLOSED			
TALLAHASSEE, FLORIDA 32399-0100			
DEPARTMENT OF REVENUE			
CHILD SUPPORT REVOLVING FUND			
501 S CALHOUN STREET, ROOM 135			
TALLAHASSEE, FL 32399-0100			
HIGHWAY SAFETY AND MOTOR VEHICLES			
NEIL KIRKMAN BUILDING-AGENCY REFUND			
2900 APALACHEE PARKWAY			
TALLAHASSEE, FLORIDA 32399-0516			
HIGHWAY SAFETY AND MOTOR VEHICLES			
NEIL KIRKMAN BUILDING-TRAVEL REIMB			
2900 APALACHEE PARKWAY			
TALLAHASSEE, FLORIDA 32399-0516			
HIGHWAY SAFETY AND MOTOR VEHICLES			
2900 APALACHEE PARKWAY			
TALLAHASSEE, FLORIDA 32399-0518			

RFP 02/03-13

HIGHWAY SAFETY AND MOTOR VEHICLES			
NEIL KIRKMAN BUILDING-FHP REVOLVING			
2900 APALACHEE PARKWAY ROOM B-465			
TALLAHASSEE, FLORIDA 32399-0552			
HIGHWAY SAFETY AND MOTOR VEHICLES			
NEIL KIRKMAN BLDG-GENERAL COUNSEL			
2900 APALACHEE PARKWAY,M502			
TALLAHASSEE, FLORIDA 32399-0504			
DEPARTMENT OF JUVENILE JUSTICE			
OFFICE OF ADMINISTRATIVE SERVICES			
2737 CENTERVIEW DRIVE SUITE 200			
TALLAHASSEE, FLORIDA 32399-3100			
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RFP 02/03-13 CONSOLIDATED REVOLVING ACCOUNT SYSTEM SERVICES

FORM 4 TECHNICAL PROPOSAL FORMAT

The Technical Proposal shall be in this format, and must provide sufficient detail to explain how the financial institution's system works, and how the requirements of the following RFP will be met.

- I. Account Specification Overview. Explain how the requirement to provide the capability to track activity of multiple statewide participants will be met, using a numbering system in the auxiliary on-us field. (Section 2.1)**
- II. Cash Management Information System. Comment on the Proposer's system to provide balance and BAI information. Can the Proposer provide a test BAI File. (Section 2.2)**
- III. Bank Statements. Can requested formats be met, i.e. providing paid items on CDROM? (Section 2.3A)**
- IV. Account Analysis. Describe the Proposer's account analysis system. (Section 2.3B)**
- V. Compensation. Describe compensation and billing system. (Section 2.3C)**
- VI. Start Up Implementation Costs. Describe how the Proposer will implement this requirement. (Section 2.3D)**
- VII. Qualification of Financial Institution. Does the Proposer meet these requirements? (Section 2.3E)**
- VIII. Funds Availability. Will the Proposer meet the availability requirement? (Section 2.3F)**
- IX. Customer Service. Explain how the Proposer will provide customer service. (Section 2.3G)**
- X. Chargebacks. Describe Proposer's chargeback system. (Section 2.3H)**
- XI. Negotiation of Checks by Payees. Proposer must be agreeable to this requirement (Section 2.3I)**
- XII. Error Corrections and Other Account Adjustments. Explain how adjustments and error corrections are handled. (Section 2.3J)**
- XIII. System Changes. Describe the Proposer's notification schedule for making system changes. (Section 2.3K)**
- XIV. Image Technology. Describe what information is included on CDROM. (Section 2.3L)**

- XV. Enterprise Resource Planning (ERP). Provide Proposer's capability to support Enterprise Resource Planning (EFP), and associated costs for interface. (Section 2.3M)**
- XVI. Executive Summary. Provide an Executive Summary to be written in non-technical language to summarize the Proposer's overall capabilities and approaches for accomplishing the services specified herein. Describe the qualifications of the financial institution relative to the requirements of the Request for Proposal. (Section 3.1)**
- XVII. Management Plan. Provide a management plan, which provides in information specified in the RFP. (Section 3.2)**
- XVIII. Technical Plan. Provide a technical plan, which explains the technical approach in accordance with the RFP. (Section 3.3)**

**CONSOLIDATED REVOLVING ACCOUNT SYSTEM SERVICES
FORM 5 COST PROPOSAL**

FINANCIAL INSTITUTION:				ANNUAL
	ANNUAL(1)	PRICE (2)	UNIT PRICE	COST (4)
GENERAL SERVICES	VOLUME	BASIS	BID(3)	PROPOSAL
NUMBER OF ACCOUNTS	1			
Account Maintenance	12	Per Account		
Deposits Processed	2,500	Per Deposit		
Deposits with Cash	245	Per Deposit		
Items Deposited (Unencoded)	8,035	Per Item		
Returns Resubmit for Second Presentation	10	Per Item		
Chargeback to Treasury	5	Per Item		
Official Checks	5	Per Item		
Other(Specify volume, unit & Total Cost)				
DISBURSEMENT SERVICES				
Paid Items	60,000	Per Item		
Other(Specify volume, unit & Total Cost)				
ON LINE ACCESS/REPORTING				
Balance Inquires				
BAI Transmission (Monthly Charge)	328	Per Inquiry		
BAI Data Items	60,000	Per Item		
Stop Payments	124	Per Item		
Other(Specify volume, unit & Total Cost)				
BANK STATEMENT CDROM				
Maintenance Charge (Monthly)				
Paid Items	12	Per Month		
Per CDROM	60,000	Per Item		
Other(Specify volume, unit & Total Cost)				
WIRE TRANSFERS				
Incoming				
Outgoing	24	Per Wire		
Other(Specify volume, unit & Total Cost)	24	Per Wire		
CASH SERVICES				
Change Orders	10	Per Order		
Disposable Bags Processed	132	Per Bag		
Other(Specify volume, unit & Total Cost)				
PROPOSER'S COST PROPOSAL				
(1) HISTORICAL VOLUME DATA ON				
WHICH COST PROPOSAL EVALUATION				
IS MADE				
(2) (3) VOLUME X UNIT PRICE=				
(4) PROPOSER'S PROPOSAL BID				
(Attach Separate Page for Other Costs)				

RFP 02/03-13 CONSOLIDATED REVOLVING ACCOUNT SYSTEM SERVICES

FORM #6

CMBE PREFERENCE POINTS CERTIFICATION FORM

I, _____
(Name) (Title)

of _____, certify that:
(Name of Respondent)

_____ the firm(s) listed below is a Department of Management Services
(DMS) Certified Minority Business Enterprise (CMBE).

_____ the firm(s) listed below is not a Department of Management Services
(DMS) Certified Minority Business Enterprise (CMBE).

_____ my firm is a Department of Management Services
(DMS) Certified Minority Business Enterprise (CMBE).

I also certify, if applicable, that our firm will subcontract at least _____ percent of the project costs on the above-referenced project to DMS Certified Minority Business Enterprises.

If I have indicated above that a portion of the project costs will be subcontracted to CMBE(s), the firms considered as proposed CMBE subcontractors/Contractors and the types of services or commodities to be subcontracted are as follows:

I understand that the Contractor's failure to utilize certified CMBE(s) for the percent indicated can be considered a breach of contract and may result in termination of the contract and finding the Contractor in default.

Signed: _____

Title: _____

Date: _____

THIS FORM MUST BE EXECUTED AND RETURNED IN THE COST PROPOSAL PACKAGE TO RECEIVE PREFERENCE POINTS FOR CMBE UTILIZATION.

ATTACHMENT # 1

1,06300002,0000,030311,0333,002,80,1,2/
02,0000,06300002,1,030310,0333,USD,1/
03,2079900149401,USD,015,50733122,,,045,50381615,,/
88,072,351507,,,074,,,100,351507,7,,400,4822162,201,/
16,175,1768,,34107886,,REGULAR DEPOSIT/
88,#4250000246/
16,175,146645,,34326812,,REGULAR DEPOSIT/
88,#6011003561/
16,175,107189,,34326820,,REGULAR DEPOSIT/
88,#6011003562/
16,175,52441,,34326822,,REGULAR DEPOSIT/
88,#6011003563/
16,175,3680,,31399473,,REGULAR DEPOSIT/
88,#6023000387/
16,175,784,,33582151,,REGULAR DEPOSIT/
88,#6405000127/
16,175,39000,,33582153,,REGULAR DEPOSIT/
88,#6405000128/
16,475,8173,,36432232,#10663,CHECK PAID/
16,475,17441,,36390355,#10682,CHECK PAID/
16,475,7500,,36388252,#3701004455,CHECK PAID/
16,475,3128,,36420447,#4101016545,CHECK PAID/
16,475,764,,35071203,#4101017020,CHECK PAID/
16,475,5000,,36423344,#4101017076,CHECK PAID/
16,475,600,,36365996,#4101017104,CHECK PAID/
16,475,5500,,36422942,#4101017141,CHECK PAID/
16,475,100000,,36453683,#4106010963,CHECK PAID/
16,475,100000,,36453508,#4106011790,CHECK PAID/
16,475,100000,,36369255,#4106011951,CHECK PAID/
16,475,100000,,36369091,#4106011957,CHECK PAID/
16,475,100000,,36368694,#4106011968,CHECK PAID/
16,475,100000,,35071026,#4106011989,CHECK PAID/
16,475,100000,,36436159,#4106011995,CHECK PAID/
16,475,39000,,36356942,#4110000618,CHECK PAID/
16,475,10326,,35066387,#5510400372,CHECK PAID/
16,475,6200,,36379530,#5510400384,CHECK PAID/
16,475,8157,,35066388,#5510400560,CHECK PAID/
16,475,7650,,35073271,#5510400599,CHECK PAID/
16,475,29530,,36438492,#5510400605,CHECK PAID/
16,475,30898,,36438493,#5510400606,CHECK PAID/
16,475,43071,,35066392,#5510400607,CHECK PAID/
16,475,22786,,35066390,#5510400608,CHECK PAID/

