

RFP SECTION 2—INTRODUCTION

The Housing Authority of the City of Anniston requests proposals from qualified financial institutions interested in providing the Authority with banking and investment services as outlined in the Scope of Services section of this RFP.

The Housing Authority of the City of Anniston (Authority) is a public housing authority created by resolution of the City of Anniston in 1938 under the statutes and laws of the State of Alabama. The Authority is a quasi-governmental unit, and its functions are essential governmental functions. The property of the Authority is used for essential public and government purposes and is exempt from all income taxes.

The Authority enters into and executes contracts and other instruments that are necessary and convenient to exercise its powers. The Authority maintains contractual arrangements with the United States Department of Housing and Urban Development (HUD) to manage and operate its low rent public housing program (417 units) and administers the Housing Choice Voucher Program (588 vouchers). The Authority operates and manages its housing developments to provide decent, safe, sanitary, and affordable housing to low-income families, the elderly, and the disabled, and implements various programs designed and funded by HUD.

Additional information about the Authority can be obtained from our website at www.annistonhousing.org.

The Authority seeks Proposals from qualified financial institutions to provide banking and investment services to the Authority. All proposals submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document and any designated attachments in its entirety. In particular, the financial institution will be required to fully execute without modifications, the HUD-required General Depository Agreement. The Agreement requires the financial institution to continuously and fully (100%) secure all deposits regardless of type (i.e., checking, savings, money market, certificate of deposits, etc.) that are in excess of the Federal Deposit Insurance Corporation (FDIC) insured amount.

Prospective offerors requiring any explanation or interpretation of the solicitation must request it in writing no later than 2:00pm CST on 09/30/2024. The request must be addressed to Alan Brown at the following email address: tbrown@annistonhousing.org. Any information given to a prospective offeror about this solicitation will be furnished to all other prospective offerors as a written amendment to this solicitation.

Intention to Bid/Not Bid. We request that your banking institution indicate whether it plans to submit a bid by completing the attached Intention to Bid/Not Bid form and return this form to Alan Brown at the following fax number: (256) 236-3981 or email address: tbrown@annistonhousing.org by 10/15/2024.

All responses to the RFP must be enclosed in a sealed envelope and labeled with the specific information: **RFP: Anniston HA, Banking and Investment Services** 12/02/2024, 2:00pm CST. Note: Incomplete or non-compliant proposal submissions cannot be considered.

The Authority intends to award the contract pursuant to a “best value” basis, not a “lowest bid” basis. An evaluation committee shall review and rank each of the offerors proposals using the method of evaluation described in this request. The evaluation committee shall enter into negotiations with the highest ranked proposal first, and if necessary, any or all of the other proposals and submit the list of ranked offerors to the Executive Director. The Executive Director shall make a recommendation to the Board of Commissioners to award a single contract to the most competent, responsive, and responsible offeror submitting a proposal in accordance with the proposal evaluation criteria.

The Authority reserves the right to award contracts to multiple offerors, to reject any or all bids, to waive for all applicants any information in the specifications or bidding process or to cancel in whole or in part solicitation if it is in the best interest of the Authority to do so.

The awarded contract will be for three (3) years with the option to renew in increments of one-year for two (2) additional years. The Authority requires fixed pricing for the first three years of the contract, with any price increases in years four (4) and five (5) limited by the prevailing Consumer Price Index (CPI) for the local area. Requests for price increases shall be submitted by the banking institution in writing, ninety (90) days prior to the anniversary date of the contract to be effective for the subsequent year.

RFP SECTION 3—CURRENT BANKING SERVICES

The Authority currently uses one banking institution, Regions Bank, that handles all its cash management needs. Rental payments and other fees received (i.e., maintenance charges, late fees, etc.) are paid by check, credit/debit card or money order to the Authority's main administration office. The Finance department makes daily deposits via remote deposit through the bank's "Quick Deposit" option to the appropriate accounts as funds are received. Revenue from HUD and other governmental entities is received via ACH or electronic funds transfer into the appropriate program account.

Pursuant to HUD's requirements provided under the Annual Contributions Contract (ACC), all Public Housing and Housing Choice Voucher funds must be placed in interest-bearing accounts. Positive pay (fraud protection)¹ and on-line inquiry of transactions are available for these accounts.

The accounts and type of services currently used by the Authority is described below.

1. **Interfund Account.** This account is a federal funds interest bearing account which serves as the primary disbursement account for the Authority. Disbursements include general vendor checks, payroll related disbursements, Automated Clearing Housing (ACH) payments and Electronic Fund (EFT) payments. The other Housing Authority program bank accounts reimburse the interfund account monthly for their respective expenses. The Authority sends electronic check files as well as EFTs payment files to the banking institution for "positive pay" protection. The Authority is on a bi-weekly payroll schedule. Employees are paid every two (2) weeks or twenty-six (26) pay periods a year. The average number of transactions for the interfund account per month is 238 and the average monthly account balance is \$539,895.14.
2. **Asset Management Property (AMP) Account.** This account is a federal funds interest bearing account which receives automated clearing house (ACH) deposits from HUD and various other grants and program deposits. This account serves as the primary tenant rent collection account for the public housing program. Receipts to this account are collected through money orders and credit/debit cards. No cash is accepted for payment. Receipts are processed through electronic transfer using "Quick Deposit". An average of one (1) check per month is drawn on the account. The average number of transactions for the month is seventy-two (72) per month. The average monthly balance is \$9,720,728.72.
3. **Central Office Cost Center (COCC) Account.** This is a non-federal funds interest bearing account. The primary purpose of this account is funding the Authority's Main

¹ Positive pay is an automated fraud detection tool available from most banks. This tool matches the account number, check number, and dollar amount of each check presented for payment against a list of checks previously authorized and issued by the Authority.

Office Administrative support costs. The account receives its funding through “fee for service” method which includes management, bookkeeping, and asset management fees. [The COCC account also receives a 10% fee from the Capital Fund Program awarded yearly from HUD for administering capital funds received by the Authority.] The COCC reimburses monthly the interfund account for administrative expenses incurred. The average number of transactions for this account is two (2) per month. The average monthly balance is \$1,048,848.94.

4. **Housing Choice Voucher (Section 8) Account.** This is a federal funds interest-bearing account that is used to deposit all funds that support the program, including both HAP and administrative fee receipts via the Automated Clearing Housing (ACH) from HUD. This account is used to process payments to landlords that provide housing to the Authority’s low-income tenants in the HCV Program. The HCV Account reimburses monthly the interfund account for the HCV Program expenses incurred. The average number of monthly transactions is 148 and the average monthly balance is \$120,499.80.
5. **Family Self-Sufficiency (FSS) Accounts.** The Authority administers the public housing and HCV Family Self-Sufficiency programs. Public Housing Program and the HCV Program each have their own escrow interest bearing savings account. The public housing program has 5 participants, while the HCV program has 12 participants. There are approximately two transactions per month. The average monthly balance combined for *both* escrow accounts is \$9,121.32.
6. **Barber Terrace Apartments Account.** This account serves as a holding account for the post-RAD transition of the Former Barber Terrace on the public housing program. It primarily serves as a fiduciary account for any remaining tenants accounts receivable processing from the former public housing program. The average number of transactions is three (3) per month. The average balance is \$30,000.00.

#	Account Name	Account Description	# of Checks	# of Deposits	# of Wire/Electronic Transfers/ACH	Average Daily Balance
1	Interfund Account					
2	Asset Management Property (AMP) Account					
3	Central Office Cost Center (COCC) Account					
4	Housing Choice Voucher (HCV) Account					
5	HCV Family Self-Sufficiency (FSS) Account					
6	AMP Family Self-Sufficiency (FSS) Account					
7	Barber Terrace Apartments Account					

RFP SECTION 4—AGENCY’S RESERVATION OF RIGHTS

The Authority reserves the following rights in association with the RFP process and upon contract award.

1. **Right to Terminate the RFP or Reject, Waive Proposals.** The Authority reserves the right to terminate the RFP process, if deemed by the Authority, to be in its best interest. Additionally, the Authority reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to, incomplete proposals and/or proposals offering alternative or non-requested services.
2. **Right to Not Award.** The Authority reserves the right to not award a contract pursuant to this RFP.
3. **Right to Make Multiple Awards.** The Authority reserves the right to make an award to more than one offeror and to award with or without negotiations or a “Best and Final Offer” (BAFO).
4. **Right to Terminate.** The Authority reserves the right to terminate a contract award pursuant to this RFP at any time for the Authority’s convenience upon ten (10) days written notice to the banking institution.
5. **Right to Retain Proposals.** The Authority reserves the right to retain all proposals submitted and not permit withdrawal for a period of ninety (90) days subsequent to the deadline for receiving proposals.
6. **Right to Negotiate.** The Authority reserves the right to negotiate fees proposed by the offeror(s).
7. **No Obligation to Compensate.** The Authority has no obligation to compensate any offeror(s) for any costs incurred in responding to this RFP.
8. **Right to Reduce or Increase Estimated/Actual Quantities.** The Authority reserves the right to reduce or increase estimated or actual quantities in whatever amount necessary without prejudice or liability to the Authority, if:
 - a. Funding is not available
 - b. Legal restrictions are placed upon the expenditure of monies for this category of service or supplies or;
 - c. The Authority’s requirements in good faith change after award of the contract
9. **Right to Request Additional Information.** The Authority reserves the right to request additional information from all proposers, if needed to evaluate the proposals. Such information shall be submitted in the form required by the Authority within seven (7) business days of written request.
10. **Unauthorized Sub-Contracting is Prohibited.** The successful offeror shall not assign any right or delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the Authority. Any purported assignment of interest or delegation of duty, without the prior written consent of the Authority shall be void and may result in the cancellation of the

contract with the Authority or in the full or partial forfeiture of funds paid to the successful offeror as a result of the proposed contract, as determined by the Authority.

RFP SECTION 5—SCOPE OF SERVICES

Current Banking Institution

The Authority currently uses one banking institution, Regions Bank that handles all its cash management needs.

Minimum Requirements

To be considered for selection, offerors must have at least the following qualifications. Please indicate for each item listed below whether the banking institution meets the requirements. If not, please explain.

1. Be a federally or State of Alabama chartered institution qualified to act as a depository bank.
2. The bank must have a branch located within 5 miles of the Authority's main administrative office: 500 Glen Addie Avenue, Anniston, AL 36201 and that location must be able to offer the full range of services required by this RFP.
3. Be a member of the Federal Reserve System and have access to all services.
4. Be insured by the FDIC.
5. Be able to initiate and receive Federal wires.
6. Pursuant to HUD's requirements provided under the Annual Contributions Contract (ACC), all Public Housing and Housing Choice Voucher funds must be placed in interest-bearing accounts.
7. Must have a Community Reinvestment Act (CRA) rating of either Satisfactory or Outstanding.
8. Must have executed HUD form 51999, General Depository Agreement, or be willing to execute the form (without changes) at the time of signing the contract (form attached).
9. Be able to provide the financial information or statements for the years specified in the RFP.
10. Be capable of providing all the services identified within the RFP.

Specific Requirements

The Offeror will provide the following banking and investment services.

1. General Account Information.
 - a. Describe the bank's capacity to handle the number and types of accounts that the Authority currently use as described in RFP Section 3—Current Banking Services.
 - b. The Authority completes online transfers between all accounts. Describe the process and the reporting available for online transfers.
 - c. Describe how the bank calculates bank balances. Describe the methodology that would be used to give credit to the Authority's bank balances.

- d. Discuss security measure options that would restrict specific activities on the Authority's various accounts. Specifically, is Positive Pay available and if so, describe the process.
2. Branch Services. Provide a list of the banks branches within the city of Anniston. For each branch, provide the hours of operation, list of banking and investment services available, and the proximity to the Authority's main administration office at 500 Glen Addie Avenue, Anniston, AL 36201.
3. Deposit Processing.
 - a. Describe how the bank would accommodate the deposits for the Authority's accounts. Explain capabilities to provide the Authority's main administration office with a deposit check scanner for daily deposits for remote deposit. Software and hardware installation and maintenance will be provided by the bank. Include lockbox process-reporting, viewing and turn-around time, and remote deposit capability and process.
 - b. Describe the bank's procedure for the processing of returned items. When and how is the Authority notified?
 - c. Describe the process and timing for deposit corrections or other credits or charges to our account. If using "Miscellaneous" for the description, more detail needs to be provided. When these entries are made, is notification provided to the Authority? When and in what format? Describe the bank's problem resolution process for missing deposits, deposit amount differences and account adjustments.
 - d. How will deposit supplies (e.g., deposit slips) be provided to the Authority? Is there a charge for these supplies?
4. Interest Rates.
 - a. How is rate indexed?
 - b. How often does the rate change?
 - c. Is the rate applied to the preceding or following period of time? Please provide the most recent calendar year history of interest rates.
5. Monthly Bank Statements.
 - a. What is the closing date? (the Authority highly prefers month end closing dates)
 - b. What is the mail date?
 - c. What is the interest posting date?
6. Electronic Transactions. The Authority currently utilizes Treasury Management System and uses daily online banking and investment services with its current financial institution.
 - a. Describe the bank's incoming and outgoing electronic money transfer services. Include the process and type of software used for initiating repetitive and non-repetitive wire transfers and provide information on how this software can be interfaced or integrated with the Authority's financial system, and what support will be available under the contract. Include the security features utilized to

prevent unauthorized users from initiating or approving wires. Are there different controls for repetitive, non-repetitive and freeform wire transfers? If so, please describe.

- b. What equipment and/or software are required for initiating ACH transmissions for payroll and accounts payable direct deposits? Does your bank charge for the software if required? Include deadlines for initiating transmissions.
 - c. Describe the process used for initiating ACH transactions with other institutions. Please include pre-noting details, transmission format requirements and other relevant details. Provide the timing requirements of the data exchange such as the number of business days prior to pay date and the time requirements for corrections. When will transactions be posted during the day? What is the process for cancelling a transaction?
 - d. For resolution of wire transfer and ACH transaction problems, describe the procedures, the timing requirements and the deadlines for correcting errors. Does phone, fax or computer handle the resolution?
 - e. Provide information on the file requirements for direct deposit transactions.
 - f. Explain the bank's capability to accept online payments of rent with rules that the tenant's payment must match their statement with no over or under payments. If available, describe the process and stipulations.
7. Internal Controls. Provide detailed descriptions of the offeror's internal controls/procedures for wires, ACH's transfers, and signature authority.
8. Conversion Plan.
- a. Describe the overall plan your bank would use to coordinate a smooth transition from our current bank. Provide a schedule of events starting with the anticipated award date of 01/23/2025 (tentatively).
 - b. Discuss the kind of training that would be offered to Authority personnel for the operation and use of the bank's services and automated systems in all areas of banking and investment services.
 - c. Provide information on any costs that the Authority would be expected to pay to convert. Please provide information on costs associated with initial account and/or system setup, software, training, printing of deposit slips, starter checks, if necessary, other supplies, etc.
9. Automated Cash Management Information Access. The Authority utilizes web-based automated cash management services and daily balance reporting (prior and intra-day) for timely access to balance information and transactions. Downloading of report information is critical to the Authority so flexibility in customized reporting is also important. The Authority requires a high degree of automation within all service areas such as ACH and reconciliation. Imaging of all checks and image retention is required. Imaging of deposit slips and deposit items also is preferred. Statements and account analyses are preferable in electronic form along with archiving of information.

Statements are required for all accounts and should be available by the 7th of the following month.

10. Minimum online services should include online balance reporting, stop pays, positive pay, account transfers, and wire transfers. Daily balance reporting should include detail on all transactions with summary reporting on closing ledger and collected balances along with one-day float, at a minimum.
 - a. Fully describe the bank's online service capabilities and systems, including user-friendliness. List the system's online initiation and monitoring capabilities (i.e. balance reporting, wires, positive pay, stop pay, transfer, etc.) and describe any differentiation of transaction and summary account types.
 - b. Provide a link for review of the online system. If not available, submit screen prints. Provide sample reports available from the online system.
 - c. Describe fully the ability to search on historical transactions and reports as well as the ability to retrieve and download historical images. **How long is historical information maintained online?** What is the ability to request date ranges and period ending filters?
 - d. Are reporting processes and services web-based? Are systems available through one portal?
 - e. When is prior day information available? Is intra-day information real-time or delayed?
 - f. Detail the level of information available on both prior and intra-day reporting.
 - g. Describe the history retention features available by information type.
 - h. Can customized reports draw across reporting modules and activities? Can the Authority customize reports? Describe and detail cross functionality features. Is information from the online system exportable to Excel or other formats?
 - i. Describe back-up procedures for the Authority's use in the case of any interruption in the automated system delivery of information or transaction input functions.
 - j. Describe the security protocols for online services. How is authentication and authorization provided? How and by whom is the administration of the security module established and maintained?
 - k. What are the hours of available technical support? How is support provided?
11. Investments. The Authority is required to invest only in instruments that are approved by State Law and HUD. Based on the list of approved instruments provided by HUD (see Attachment A, HUD PIH Notice 1996-33), please describe the investment options that the offeror can provide the Authority.
12. Financial Statements. Submit copies of the banking institution's annual audit reports for the past two (2) years.
13. Optional Services. The Authority may be interested in the following services from time to time or in the future.

- a. Business Credit Card accounts-Describe services, controls, reports, etc.
- b. Discuss any money market account options available to the Authority. Is it possible to transact same-day transfers between the Authority's other accounts and the money market account? Can the transfers be completed online? What is the latest time during the day that such a transfer could be made? Provide a history of the rates paid on the money market accounts for the most recent calendar year.
- c. The ability to distribute re-loadable debit cards to tenants for utility payments. If available describe the process, costs, etc.
- d. Describe any services your bank can provide that could eliminate employee bank visits or other advanced automated services.
- e. Add services that you feel the Authority would benefit from.

14. Additional Information.

- a. Based on information presented in the RFP and the offeror's knowledge, describe any enhancements, technological or otherwise, that the Authority should consider.
- b. Describe any other information not previously mentioned that the offeror believes should be given consideration.

RFP SECTION 6—INSTRUCTIONS TO OFFERORS

1. Proposals are to be submitted in a sealed envelope clearly marked **RFP: Anniston HA, Banking and Investment Services** and will be received until 12/02/2024, at 2:00pm CST at Anniston Housing Authority, Physical Address: 500 Glen Addie Avenue, Anniston, AL 36201 or Mailing Address: P.O. Box 2225, Anniston, AL 36202. Any proposal received/time-stamped after 12/02/2024, at, 2:00pm CST will be considered late and will be returned. If the proposal is hand-delivered, please allow enough time as there may be other clients, etc. at the front desk and you may have to wait to get your proposal time-stamped. Proposal must be time-stamped. If proposal is sent by mail or courier, the proposal will be time-stamped upon receipt.
2. The offeror should submit a signed original and three copies of their proposal.
3. No proposal may be modified in any way after the deadline for proposal submittal.
4. The proposal must be completed in its entirety, completing all forms included in the proposal packet. If the offeror should have any questions regarding the forms, contact Alan Brown at (256) 236-1575 ext. 119 or via email at tbrown@annistonhousing.org
5. Proposals are to be submitted in narrative form and are to include Bank Fee form (**see RFP Section #8-Bank Fee Proposal**) included in this package.
6. Offerors may supplement their proposal with attached sheets for the purpose of adding or otherwise explaining any further conditions the offeror wishes to have considered. Such supplemental attachments are to be considered items to be reviewed, accepted, rejected, or further considered by the evaluation committee.
7. During the period when proposals are accepted, responses to questions on the RFP will not be provided to any prospective offeror. Responses to questions must be made in writing before the deadline for the submission of written questions.

RFP SECTION 7—PROPOSAL FORMAT

1. The Authority intends to retain the successful offeror(s) pursuant to a “Best Value” basis, not a “Lowest Bid” basis, i.e., the Authority will consider other factors that cost in making the award decision. All proposals submitted in response to this RFP must be formatted in accordance with the sequence and instructions provided below. **Proposals are limited to thirty (30) pages excluding Bank Fee Proposal, attachments, and supporting documentation as noted below. Any proposal which fails to include all of these items will be considered a non-responsive proposal and will not be considered for evaluation.**
2. Tab 1. Banking Institution’s Qualifications and Experience.
 - a. Provide bank name, address, website and contact person name and information for the proposal.
 - b. Provide background and attributes of the bank including information on the bank size and number of branches, a description of the services that the Bank provides, and the bank’s experience in providing banking and investment services to government agencies.
 - c. Provide evidence of the banking institution’s performance history including accreditation, certification, and regulatory compliance.
3. Tab 2. Staff Qualifications and Experience.
 - a. Provide a staffing plan that describes the bank’s approach to providing the required services and identify the key personnel and other staff that will be providing the banking and investment services to the Authority.
 - b. For each bank staff that will provide support to the Authority, include information on the job title, experience, and qualifications.
4. Tab 3. Service Level and Banking Products.
 - a. Describe the offeror’s understanding and ability to meet the Scope of Services.
 - b. Describe the offeror's ability to offer products and service enhancements.
 - c. If the offeror is unable to provide any of the requested services, specifically identify those exceptions.
5. **Tab 4. References.** *(Supporting Documentation not included in 30-page limitation)* (See Attachment—References) Provide up to five (5) recent professional references from clients for whom the offeror has provided services as described in the Scope of Services within the past three (3) years. Include name, address, and telephone number, description of work performed and the date of services.
6. **Tab 5. Licensing and Insurance Requirements.** *(Supporting Documentation not included in 30-page limitation)* Provide prior to award, but not as part of the proposal submission, the successful offeror will be required to provide the following documents.
 - a. An original certificate evidencing the offeror's General Liability coverage; naming the Authority as an additional insured, together with the appropriate

endorsement to said policy reflecting the addition of the Authority as an additional insured under said policy.

- b. An original certificate evidencing the offeror's Professional Liability and/or "errors and omissions" coverage.
 - c. A copy of the offeror's business license allowing the entity to provide such services within the jurisdiction.
 - d. If applicable, a copy of the offeror's license issued by the State of record allowing the offeror to provide the services provided in the RFP.
7. **Tab 6. Bank Fee Proposal.** Provide the banking institution's fees as listed in the Bank Fee proposal using the provided form and clearly specify if any additional expenses will be charged to the Authority in connection with this proposal Note: The banking institution's general pricing sheet will not be accepted.
 8. **Tab 7. HUD Form 5199, General Depository Agreement.** *(attachment not included in 30-page limitation)* The banking institution must have or be willing to execute the form (without changes) at the time of signing the contract.
 9. **Tab 8. HUD Form 5369-B, Instructions to Offerors, Non-Construction** *(attachment not included in 30-page limitation)* Read and initial each page indicating that you have read and agree with the contents.
 10. **Tab 9. HUD Form 5369-C, Certifications and Representations of Offerors, Non-Construction.** *(attachment not included in 30-page limitation)* Read and initial each page indicating that you have read and agree with the contents.
 11. **Tab 12. Financial Statements.** The banking institution must submit copies of the banking institution's annual audit reports for the past two (2) years.

RFP SECTION 8—BANK FEE PROPOSAL

1. The awarded contract will be for three (3) years with the option to renew in increments of one-year for two (2) additional years. The Authority requires a fixed price for the first three years, with any price increases in years four (4) and five (5) limited by the prevailing Consumer Price Index (CPI) for the local jurisdiction. Requests for price increases shall be submitted by the banking institution in writing, ninety (90) days prior to the anniversary date of the contract to be effective for the subsequent year.

Instructions

1. The tables below set out the services required (see Service column) and the associated activity and dollar volumes associated with service (see No. of Unit column) during a typical month for each of the Authority's bank accounts. Offerors should complete the applicable portions of each bank account table (**Unit Price** column and **Extended Price (monthly)** column) and the **Total Firm Fixed Price Monthly Service Charge** summary table at the end of this section. If any additional fees will be charged, please list at the bottom of the matrix. Note: Banking institution's generic pricing sheet will NOT be accepted.
2. All fees that will be charged under the contract must be included in the pricing schedule. Fees that are not included in the pricing schedule will not be allowed unless the Authority agrees to a contract amendment adding the item prior to including the charge.

THIS SECTION MUST BE REQUESTED AND CAN ONLY BE VIEWED BY SUBMITTING AN INTENT TO BID/NOT BID FORM. PLEASE CONTACT ALAN BROWN AT (256) 236-1575 EXT. 119 OR TBROWN@ANNISTONHOUSING.ORG FOR MORE INFORMATION.

RFP SECTION 9—EVALUATION CRITERIA

The Authority intends to award the contract to the successful offeror(s) pursuant to a “Best Value” basis. An evaluation committee will review and rank each proposal using the evaluation factor and point system shown. The award of points for each listed factor will be based upon the documentation that the offeror submits with the proposal.

#	Evaluation Factor	Maximum Points
1	Banking’s Institution Qualifications and Experience Firm's overall experience with providing financial banking and investment services to clients comparable to the Authority; quality of references and experience with public agency clients; and strength and financial stability of the firm, including ability to protect and fully collateralize the Authority’s deposits.	20
2	Team Qualifications and Experience Offeror’s level of staff who will be devoted to the banking and investment services; experience and qualifications of the specific staff assigned to the Authority’s banking services.	25
3	Service Level and Banking Products Ability to meet minimum required service levels and offer required bank products. Ability to offer products and service enhancements. Branch offices located near the PHA with hours of operation that allow for efficient and effective banking service to the PHA.	35
4	Costs and Fees Actual points assigned to each offeror will be based on the offeror’s unit price and will be compared in accordance with the total price provided. The offeror with the lowest price will receive the maximum points. All other proposals will receive a proportionally lower total score for this category.	10
5	Section 3 Requirements <i>[Note: This evaluation factor should be tailored to reflect the PHA’s procurement policy.]</i> The offeror is a Section 3 firm or has provided a plan committing to achieve certain targets with respect to training, employment, contracting, or other economic opportunities for the Authority’s low-income residents.	10
6	Responsiveness to Terms & Conditions & Financial Viability <ul style="list-style-type: none"> • Proposal contains the required documentation, and all terms and conditions are addressed, and reports are included. • Financial condition; stability of current conditions and proven track record of effective management decisions. A review of the firm’s audited financial statements demonstrate viability to provide the services of the RFP. 	Acceptable/Unacceptable
	Total Points	100

RFP SECTION 10—HUD MANDATORY CONTRACT PROVISIONS

HUD requires that certain contract provisions be contained in the contract. These contract provisions should be provided as part of the procurement package. HUD has provided the mandatory contract clause provisions as PIH forms, which can be searched via the internet by the PIH form number and simply attached to the procurement proposal or the PHA may type the clauses into the procurement package. Some PHA's procurement module in their management information system already have these HUD required clauses, which can be printed and included as part of the RFP package.

HUD Mandatory Contract Provisions

1. Form HUD 51999—General Depository Agreement without modifications.
2. Form HUD 5369-B, Instructions to Offerors—Non-Construction.
3. Form HUD 5369-C, Certifications and Representations of Offerors—Non-Construction Contract.
4. Form HUD 5370-C, General Conditions for Non-Construction Contracts **(optional)**.