

**Town of Glasgow, Virginia**  
**Request for Proposal (RFP)**  
**BANKING SERVICES**

**Issue Date: November 6, 2019**  
**Due Date: November 27, 2019 at 12:00 p.m.**  
**Bid Opening: November 27, 2019 at 1p.m.**

Point of Contact: Eric S. Pollitt, Town Manager:  
Email: [epollitt@glasgowvirginia.org](mailto:epollitt@glasgowvirginia.org)  
Phone: 540-258-2246

Mailing Address:  
Town Hall  
ATTN: Eric S. Pollitt, Town Manager  
P.O. Box 326  
Glasgow, Virginia 24555

**A. PURPOSE:**

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals and to establish a contract through competitive negotiation for Banking Services for the Town of Glasgow.

**B. BACKGROUND:**

The Town of Glasgow, covers 1.53 square miles of nearly level plain at the base of the Blue Ridge Mountains in the southeastern portion of Rockbridge County. Home to roughly 1,000 residents, the Town is bounded on the south by the James River, on the east by the Maury River and on the north and west by Miller and Sallings Mountains. All powers of the town are vested in the Council who enacts ordinances (local legislation), adopts resolutions and budgets, determines policy, and appoints the Town Manager.

The Town operates and provides services to residents through utilities, local Town taxes, Town Business Licenses, Town Meals and Beverage Tax, and all other forms of Town receipts.

The Town's current general banking services is facing high fees for its checking account earning no annual interest. The community has only in the last 6 months opened an interest bearing account with its current institution. The Town is looking for an institution who wants to be a visible and participating partner in the community.

**C. SCOPE OF SERVICES:**

**1) General Requirements:**

- a) Prior to the deposit of any Town funds in a financial institution, the institution must, for the protection of any such deposits, have first pledged or deposited into escrow securities of such quality, in such manner and to the extent required by the Director of Finance as provided by Virginia Security for Public Deposits Act, Chapter 44 of the Code of Virginia.
- b) The Offeror shall appoint one Account Executive who will be the primary contact person for the Town related to all services obtained under the contract.
- c) The offeror must have a branch of operation located directly within 15 driving miles of Town limits.
- d) The offeror must be federally insured under the Federal Depository Insurance

- e) Corporation and not on the FDIC “problem list.”
  - f) The offeror having similar governmental banking experience is ideal.
  - g) Statistics showing the average monthly transaction volumes for various banking accounts used by the Town are contained in Appendix A.
- 2) **General Banking Services:** The Town is seeking Banking Services that specifically include, but are not limited to the following:
- 3) **Bank Deposit Services:**
- a) The Offeror shall provide bank deposit services made by the Town. The deposits may include cash, coins or check.
  - b) Returned deposited checks shall be returned to the Town with a debit advice attached either by mail or electronically.
  - c) Online access to images of deposited items shall be made available.
  - d) Blank deposit tickets in such quantities are required from time to time.
  - e) Must be compatible with our online and over the phone utility & tax payment vendor Open Edge
  - f) Without a banking institution in Town, pick-up service for deposits once or twice a week would be a plus but not required
- 4) **Check Disbursement Services:**
- a) Positive pay capabilities for check disbursement fraud protection with electronic file submission and with online decision-making capabilities.
  - b) Stop payment services via online platform.
  - c) Images of all cancelled checks, front and back, accessible online.
- 5) **ACH Services:**
- a) Electronic deposits and disbursements utilizing ACH debits and credits. An online platform shall be provided for processing ACH transactions from or to any Town account.
  - b) ACH and or Direct Deposit capability for Town’s payroll purposes.
  - c) ACH fraud protection services are requested.
- 6) **Wire Transfer Services:**
- a) Ability to utilize formatted and free-form transfers as well as phone initiated wire transfers
- 7) **Online Banking Services:** Full service online banking shall be provided, including but not limited to:
- a) Prior day balance reporting capabilities with debit and credit transaction listings.
  - b) Online image retrieval of cleared and deposited checks.
  - c) Capability to search for transactions.
  - d) Online ACH debit and credit processing, to include direct deposit
  - e) Online transfers between accounts
  - f) Online wire transfers
  - g) Online stop payments
- 8) **Remote Deposits**
- 9) **Reconciliation and Reporting Services**
- 10) **Account Maintenance Services**
- 11) **Deposits from Merchant Services Accounts**
- 12) **Customer Service:** The offeror shall provide an officer of at least a Vice President level to act

as primary liaison between the Town and the bank. The Officer shall be responsible for conflict resolution between the Town and the selected bank. The Officer shall also be the primary contact when partnering and sponsoring community events.

### 13) Transition of Services

- i) The Officer and key staff shall meet with the Town and affected staff immediately after the contract has been executed for a project kickoff meeting. In addition, the Officer and key staff shall be available for other meetings as needed by Town staff.
- ii) The Officer shall provide within ten days of contract execution a schedule of the transition process.
- iii) The Offeror shall provide training to Town staff for online banking services.
- iv) The Offeror understands that the Town may not wish to implement all the above services at one time, therefore, the offeror shall be accommodating of the implementation of services the Town currently does not have.

## D. PROPOSAL SUBMISSION:

### 1. General Instructions:

- a. Each offeror must submit one original hard copy, 4 copies and one electronic copy on USB flash drive.
- b. Each proposal shall be in writing and received in hard copy by the deadline. ***Oral proposals, telephone, fax or email will not be accepted.***
- c. Proposals shall be signed by an authorized representative of the offeror. All information requested should be submitted. Failure to submit all information requested may result in the purchasing agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the purchasing agency. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- d. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
- e. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered.
- f. Ownership of all data, materials, and documentation originated and prepared for the State pursuant to the RFP shall belong exclusively to the State and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the offeror must invoke the protections of § 2.2-4342F of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal. If, after being given reasonable time the offeror

refuses to withdraw an entire classification designation, the proposal will be rejected.

- g. Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the agency. This provides an opportunity for the offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. The issuing agency will schedule the time and location of these presentations. Oral presentations are an option of the purchasing agency and may or may not be conducted.

2. **FORMAT:** The Town will follow the evaluation process and selection criteria described in this RFP. In order to provide each offeror an equal opportunity for consideration, adherence to standardized proposal format is required. The format of each proposal must contain the following elements organized into separate chapters and sections, as the offeror may deem appropriate. The following paragraphs provide guidelines to each offeror for information to include in the proposal.

- a. The Proposal package shall include at a minimum:
  - i. Provide a cover letter that confirms the offeror's understanding of the RFP, an overview of the history and qualifications of the firm.
  - ii. A detailed description of the services to be provided which addresses each requirement of the Banking Services contained in the Scope of Services.
  - iii. The RFP document with any addenda's and all required forms filled out and signed as required.
  - iv. Company background information, to include but not limited to the following:
    - (a) Provide the legal name of the company, the size of the company and the organizational structure.
    - (b) Date the company went into business and the date the company became a Qualified Public Depository.
    - (c) Offerors shall provide a minimum of three (3) client references that are similar in size and scope to the Banking Services requested by the Town in this RFP.
- b. Provide copies of any supplemental agreements or documents that contain any terms and conditions that will be requested to be incorporated in the overall agreement (direct deposit agreement, wire transfer agreement, etc). These agreements are an integral part of the resulting contract and will be reviewed by the Town Manager, Finance Committee and Town Attorney.
- c. The offeror shall provide information or a response to the following inquiries:
  - i. The interest rate calculation that would be used for the interest-bearing checking account and or investment account. A detailed fee schedule breaking down each proposed and or recommended account & service.
  - ii. Provide copies of reports, statements, invoices or other material that would be provided to the Town on a monthly basis.
  - iii. Provide a work plan that would detail the transition process.
  - iv. Describe in detail internal controls used to prevent the loss and/or corruption of the electronic transaction processing.
  - v. Briefly describe new services or ideas that will enhance the Town's utilization of banking.
  - vi. Provide any additional information that you believe to be pertinent but not specifically requested elsewhere in the RFP.

3. **DEADLINE:** All proposals are due by November 27, 2019 at 12:00 p.m. to Eric S. Pollitt, Town Manager at the Town Hall building. If submitting proposals by mail please mail to:

Town Hall  
ATTN: Eric S. Pollitt, Town Manager  
P.O. Box 326  
Glasgow, VA 24555

If sending by carrier the physical location is;  
Town Hall  
ATTN: Eric S. Pollitt, Town Manager  
1100 Blue Ridge Rd.  
Glasgow, VA 24555

It is the responsibility of the offeror to have all proposals in by the deadline. Any delay in mail timing must be considered when sending in proposals. Any proposals submitted past 12:00 p.m. on the due date will be marked late and will not be opened or considered.

**E. CONTRACT TERMS:**

The initial term of the contract will be for a 3 year period. At the Town's option, the contract may be renewed for up to three (3) additional one (1) year terms. All terms and conditions shall remain in force for the term of the contract and for any renewal period unless modified by mutual agreement of both parties. *Cost of services shall not be increased during the initial term of the contract.* Comparable services as a result of system upgrades or bank mergers shall not cause an increase in pricing. Cost of services for any renewal periods shall be subject to the mutual agreement of both parties with written justification by the Offeror of any proposed price increases. If a bank merger or acquisition occurs, the institution must provide written notice of at least 60 days. The Town has the right to void the contract and seek other banking services if the cost of services increases without a mutual written agreement in place or if a merger or acquisition occurs.

**F. EVALUATION AND AWARD CRITERIA (100 points):**

**1. Offeror's Qualifications and Submission (30):**

This criterion includes the Offeror's submission package, did they submit all the necessary documents outlined in Sections C&D of the RFP. Do they have the financial ability, necessary facilities, staff/personnel, equipment and past experience of the Offeror to meet the terms of the RFP, the quality controls in place to ensure a high-quality service and any special processes which the Offeror feels may increase its ability to perform the contract.

The Finance Committee may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offerors to perform the work. The Offerors shall furnish to the Committee such information and data for this purpose as may be requested. The Committee reserves the right to inspect the Offeror's facilities, resources, and staff prior to the award to examine and satisfy questions regarding Offeror's capabilities. Lastly, the Finance Committee must be able to contact the references provided by the Offeror.

**2. Cost (30):**

Offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in "Request For Proposals", including cost, if so stated in the "Request For Proposals".

**3. Supplemental & Customer Support Services (20):**

Customer support services provided by the Offeror. Additional services and features offered but not specifically requested or outlined in Sections C&D.

**4. Interview (20):**

If the Offeror is selected for an interview, how the offeror performs in the interview.

**G. AWARD OF CONTRACT:**

Selection shall be made to the offeror deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price. Negotiations shall be conducted with the offerors so selected. Price shall be

considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The Town may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (Code of Virginia, § 2.2-4359D).

**Anticipated Schedule:**

Request for Proposals distributed	November 6, 2019
Written proposals received	12:00 p.m., November 27, 2019
Oral Presentation, Interviews, and Negotiations	December 2 – December 6, 2019
Contract Award	December 10, 2019
Contract Effective Date	January 1, 2020

**H. GENERAL TERMS AND CONDITIONS:**

1. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia, without regard to its choice of law provisions, and any litigation with respect thereto shall be brought in the circuit courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2- 4366). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.
2. **ANTI-DISCRIMINATION:** By submitting their (bids/proposals), (bidders/offerors) certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

- a. During the performance of this contract, the contractor agrees as follows:
  - i. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

- ii. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
  - iii. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
  - iv. The requirements of these provisions 1. and 2. are a material part of the contract. If the Contractor violates one of these provisions, the Town may terminate the affected part of this contract for breach, or at its option, the whole contract. Violation of one of these provisions may also result in debarment from State contracting regardless of whether the specific contract is terminated.
  - v. In accordance with Executive Order 61 (2017), a prohibition on discrimination by the contractor, in its employment practices, subcontracting practices, and delivery of goods or services, on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, disability, or veteran status, is hereby incorporated in this contract.
  - vi. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
3. **ETHICS IN PUBLIC CONTRACTING:** By submitting their (bids/proposals), (bidders/offerors) certify that their (bids/proposals) are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other (bidder/offeror), supplier, manufacturer or subcontractor in connection with their (bid/proposal), and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
4. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** Applicable for all contracts over \$10,000: By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
5. **DEBARMENT STATUS:** By participating in this procurement, the vendor certifies that they are not currently debarred by the Commonwealth of Virginia from submitting a response for the type of goods and/or services covered by this solicitation. Vendor further certifies that they are not debarred from filling any order or accepting any resulting order, or that they are an agent of any person or entity that is currently debarred by the Commonwealth of Virginia.

If a vendor is created or used for the purpose of circumventing a debarment decision against another vendor, the non-debarred vendor will be debarred for the same time period as the debarred vendor.

6. **ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.

7. **CLARIFICATION OF TERMS:** If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

**8. PAYMENT:**

a. To Prime Contractor:

- i. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
- ii. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- iii. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
- iv. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- v. Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be resolved in accordance with *Code of Virginia*, § 2.2-4363 and -4364. Upon determining that invoiced charges are not reasonable, the Town shall notify the contractor of defects or improprieties in invoices within fifteen (15) days as required in *Code of Virginia*, § 2.2-4351. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia*, § 2.2-4363).

9. To Subcontractors:

- a. Within seven (7) days of the contractor's receipt of payment from the Town, a contractor awarded a contract under this solicitation is hereby obligated:
  - i. To pay the subcontractor(s) for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
  - ii. To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.
- b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Town, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest



charge to a subcontractor may not be construed to be an obligation of the Town.

10. **PRECEDENCE OF TERMS:** General Terms and Conditions shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
11. **QUALIFICATIONS OF OFFERORS:** The Town may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services/furnish the goods and the offeror shall furnish to the Town all such information and data for this purpose as may be requested. The Town reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The Town further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Town that such offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
12. **TESTING AND INSPECTION:** The Town reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
13. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the Town.
14. **CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:
  - a. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
  - b. The Town may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Town a credit for any savings. Said compensation shall be determined by one of the following methods:
    - c. By mutual agreement between the parties in writing; or
    - d. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Town's right to audit the contractor's records and/or to determine the correct number of units independently; or
15. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Town, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies, which the Town may have.
16. **TAXES:** Sales to the Town of Glasgow are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request.
17. **USE OF BRAND NAMES:** Unless otherwise provided in this solicitation, the name of a certain

brand, make or manufacturer does not restrict offerors to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the public body, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The offeror is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the Town to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless the offeror clearly indicates in its proposal that the product offered is an "equal" product, such proposal will be considered to offer the brand name product referenced in the solicitation.

18. **INSURANCE:** The Consultant shall be required to maintain in force such insurance, in amounts acceptable to the Town, as will protect it and the Town from claims which may arise out of or result from the execution of the work, whether such execution be by the firm, its employees, agents, subcontractors or by anyone for whose acts any of them may be liable. This coverage should include, at a minimum, Worker's Compensation and General Liability (including premises/operations, independent successful firms, products and completed operations, contractual liability and personal injury liability). All insurance shall be provided by companies authorized to conduct business in the Commonwealth. The Consultant shall furnish the Town with an original Certificate of Insurance upon request. The Certificate should name the Town as additional insured under their General Liability coverage. The Consultant shall notify the Town at least 30 days prior to policy cancellation, non-renewal or reduction of coverage.
19. **AVAILABILITY OF FUNDS:** Agreements are made subject to the appropriation of funds by the Town of Glasgow Council and are null and void in the event of non-appropriation by the Town Council. Non-appropriation of funds shall not be deemed a cancellation and shall terminate this agreement without recourse and with no liability on the part of the Town.
20. **SELECTION PROCESS/AWARD:** Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the department will publicly post such notice for a minimum of ten (10) days, or will notify all responsive offerors.
21. **DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to
  - (i) provide a drug-free workplace for the contractor's employees;
  - (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
  - (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and
  - (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession

or use of any controlled substance or marijuana during the performance of the contract.

22. **BID PRICE CURRENCY:** Unless stated otherwise in the solicitation, offerors shall state offer prices in US dollars.

23. **NONDISCRIMINATION OF CONTRACTORS:** An offeror shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

24. **SPECIAL TERMS AND CONDITIONS:**

a. **CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION:** The contractor assures that information and data obtained as to personal facts and circumstances related to patients or clients will be collected and held confidential, during and following the term of this agreement, and unless disclosure is required pursuant to court order, subpoena or other regulatory authority, will not be divulged without the individual's and the agency's written consent and only in accordance with federal law or the Code of Virginia. Contractors who utilize, access, or store personally identifiable information as part of the performance of a contract are required to safeguard this information and immediately notify the agency of any breach or suspected breach in the security of such information. Contractors shall allow the agency to both participate in the investigation of incidents and exercise control over decisions regarding external reporting. Contractors and their employees working on this project may be required to sign a confidentiality statement

b. **CONTINUITY OF SERVICES:**

i. The Contractor recognizes that the services under this contract are vital to the Agency and must be continued without interruption and that, upon contract expiration, a successor, either the Agency or another contractor, may continue them. The Contractor agrees:

(a) To exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor;

(b) To make all Agency owned facilities, equipment, and data available to any successor at an appropriate time prior to the expiration of the contract to facilitate transition to successor; and

(c) That the Agency Contracting Officer shall have final authority to resolve disputes related to the transition of the contract from the Contractor to its successor.

ii. The Contractor shall, upon written notice from the Contract Officer, furnish phase-in/phase-out services for up to ninety (90) days after this contract expires and shall negotiate in good faith a plan with the successor to execute the phase-in/phase-out services. This plan shall be subject to the Contract Officer's approval.

iii. The Contractor shall be reimbursed for all reasonable, pre-approved phase-in/phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee

(profit) under this contract. All phase- in/phase-out work fees must be approved by the Contract Officer in writing prior to commencement of said work.

25. **PROPOSAL ACCEPTANCE PERIOD:** Any proposal resulting from this solicitation shall be valid for (90) days. At the end of the (90) days the proposal may be withdrawn at the written request of the Bidder/Offeror. If the bid or proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
26. **CANCELLATION OF CONTRACT:** The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may also be terminated by the contractor, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
27. **RENEWAL OF CONTRACT:** This contract will run for one year and then may be renewed by the Town upon written agreement of both parties for three, three year renewals, under the terms and conditions of the current contract. Approximately 90 days prior to each renewal period, the awarded vendor and the Town will meet to discuss the performance of the contract and ensure that all new technologies and services in the banking industry that may benefit the Town are being taken advantage of.
28. **CERTIFICATION OF INTERNAL CONTROLS:** The contractor shall have clearly delineated processes and procedures for the internal control of sensitive data and processes, which are any data and processes of which the compromising of confidentiality, integrity, and/or availability could have a material adverse effect on of Town of Glasgow interests, the conduct of agency programs, or to the privacy of which individuals are entitled, when such sensitive data or processes are related to the goods and/or services provided pursuant to this agreement.
  - a. The contractor shall provide evidence of compliant and ongoing internal control of sensitive data and processes through a standard methodology, such as but without limitation the American Institute of Certified Public Accountant (AICPA) Service Organization Control (SOC) Reports. The evidence of compliance shall be contained in a report describing the effectiveness of the contractor's internal controls. The most recent version of the report shall be provided to the purchasing office upon request. Trade secrets or proprietary information contained within the report shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the contractor must invoke the protection of Code of Virginia, § 2.2-4342F, in writing, prior to or upon submission of the report, and must identify the data or other materials to be protected and state the reasons why protection is necessary.
  - b. If deficiencies in the contractor's internal control processes and procedures are described in the most recent version of the report, the contractor shall automatically submit the report to the purchasing office within a timely manner and shall describe the corrective actions to be put into place by the contractor to remedy the deficiencies. Failure to report and/or repair deficiencies in a timely manner shall be cause for the Town to make a determination of breach of contract.
  - c. The contractor's obligations for certification of internal controls shall survive and continue after completion of this agreement unless the contractor certifies the destruction of the sensitive data at the end of the contract term.

**ATTACHMENT A VENDOR DATA**

**SHEET**

Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your bid nonresponsive. (In the case of a two-step IFB, it may cause the proposal portion to be determined to be not acceptable.)

1. Qualification: The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.
2. Vendor's Primary Contact:  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_
3. Years in Business: Indicate the length of time you have been in business providing this type of good or service:  
\_\_\_\_\_ Years      \_\_\_\_\_ Months

4. Vendor Information:  
eVA Vendor ID or DUNS Number: \_\_\_\_\_

5. Indicate below a listing of at least three (3) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods. Include the length of service and the name, address, and telephone number of the point of contact.

A.     Company: \_\_\_\_\_ Contact: \_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_  
Project: \_\_\_\_\_  
Dates of Service: \_\_\_\_\_ \$ Value: \_\_\_\_\_

B.     Company \_\_\_\_\_ Contact: \_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_  
Project: \_\_\_\_\_  
Dates of Service: \_\_\_\_\_ \$ Value: \_\_\_\_\_

Company: \_\_\_\_\_ Contact: \_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_  
Project: \_\_\_\_\_  
Dates of Service: \_\_\_\_\_ \$ Value: \_\_\_\_\_

I certify the accuracy of this information.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACHMENT B**

**State Corporation Commission Form**

**Virginia State Corporation Commission (SCC) registration information. The offeror:**

- is a corporation or other business entity with the following SCC identification number: \_\_\_\_\_ -  
**OR-**
  
- is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**
  
- is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location) **-OR-**
  
- is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1- 757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

**\*\*NOTE\*\*** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
*(Print)*

Title: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

**ATTACHMENT C:**

**PROPRIETARY/CONFIDENTIAL INFORMATION**

**IDENTIFICATION**

Name of Firm/Offeror: \_\_\_\_\_

Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protections of §2.2- 4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected, including the section of the proposal in which it is contained, as well as the page number(s), and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute a trade secret or proprietary information. In addition, a summary of proprietary information provided shall be submitted on this form. The designation of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable. If, after being given reasonable time, the offeror refuses to withdraw such a classification designation, the proposal will be rejected.

<b>SECTION/TITLE</b>	<b>PAGE NUMBER(S)</b>	<b>REASON(S) FOR WITHHOLDING FROM DISCLOSURE</b>

Check here if there are none. \_\_\_\_\_

## APPENDIX A

### TOWN ANNUAL TRANSACTION SUMMARY

#### **General Operating (Checking) Account:**

Average Monthly Balance	\$50,00.00
Annual Interest	0%

#### **Annual Monthly Averages**

Deposit Services:	
Items Deposited	307
Cash & Coins Deposited	\$9,487
Returned Items	1
Disbursement Services:	
Checks Paid	54

Account Maintenance:  
    Cleared checks with Image  
    Currently General Account Online Services

#### **Supplemental Information & Other Accounts:**

##### **Payroll:**

Twice monthly Direct Deposit payroll with approximately 5 employees. Two months of the year we run three payrolls. Each payroll runs on average roughly \$10,000.

##### **Money Market:**

We have a money market account with \$250,000 vested at an annual interest of 0.75%. This was only opened within the last 6 months.

##### **Certificates of Deposits:**

We currently no CD's.

##### **Annual Operating Budget:**

The Town of Glasgow operates on a fiscal year basis, annually appropriating roughly \$1,050,000.