

August 26, 2013

To: His Worship the Mayor
and Members of City Council

Re: Authorization to Initiate a Process to Engage Banking Services

**RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE
- AUGUST 6, 2013**

1. That the Deputy City Manager of Corporate Services be authorized to issue a Request for Proposals (RFP) for professional banking services using the evaluation criteria as presented in this report.
2. That the Deputy City Manager of Corporate Services be authorized to award a contract for the professional banking services for the period of September 1, 2014 to August 31, 2019 to the successful proponent selected by the RFP and based on the approved criteria and to finalize the terms with the successful proponent.

FINANCE AND ADMINISTRATION COMMITTEE – AUGUST 6, 2013

The Committee adopted a resolution to concur in the recommendation contained in the report. Recommendation #3 does not require City Council approval.

Councillors: Bryon Burnett, Shawn Fraser, Bob Hawkins and Wade Murray were present during consideration of this report by the Finance and Administration Committee.

The Finance and Administration Committee, at its meeting held on August 6, 2013, considered the following report from the Administration:

RECOMMENDATION

1. That the Deputy City Manager of Corporate Services be authorized to issue a Request for Proposals (RFP) for professional banking services using the evaluation criteria as presented in this report.
2. That the Deputy City Manager of Corporate Services be authorized to award a contract for the professional banking services for the period of September 1, 2014 to August 31, 2019 to the successful proponent selected by the RFP and based on the approved criteria and to finalize the terms with the successful proponent.
3. That this report be forwarded to the August 26, 2013 City Council meeting for consideration.

CONCLUSION

The appointment of the current Financial Institution expires at the end of August 2014. Per section 127(2) of the *Cities Act*; council must designate a financial institution.

“The accounts that hold the money of a city are required to be kept in a financial institution designated by council.”

The designation of a financial institution is a matter than can be delegated to the Administration to award pursuant to a competitive process. The administration is requesting that the authority to initiate a process to engage the services of a financial institution as well as the authority to award the contract following the expiry of the current contract be delegated to the Deputy City Manager of Corporate Services.

BACKGROUND

In 2009, Conexus Credit Union and Concentra Financial Services were appointed as the City of Regina’s financial institution for a five year term which ends on August 31, 2014. In order to appoint a financial institution for the next five-year-term, the Administration is requesting authorization for the Deputy City Manager & CFO to initiate a process to engage professional financial/banking services. The contract value for the length of the contract is projected to exceed \$500,000. The scope of the contract will include all of the consolidated accounts of the City of Regina and several of its related entities.

DISCUSSION

The request for proposals (RFP) will be advertised through an opportunity notice posted on the SaskTenders website. The Administration expects that a limited number of financial institutions will reply given the specific qualifications required to provide the services. As in past years, a review committee has been established to evaluate the proposals received.

Each financial institution must meet the qualifications based on predetermined criteria to have their proposal considered.

The proposals will be evaluated based on a grid that lists the services required. A summary evaluation form is attached in Appendix A. Proponents who meet the requirements are then evaluated based on the following criteria:

- Fees Schedule (summary Appendix B)
- Customer Service which will consider items listed on the grid as well as other info provided in the proposals
- Technology which will consider items as listed on the grid as well as information/enhancements as provided in the proposals.
- Transition Plan - will evaluate the plan to support the City of Regina, during transition to the new institution or to the new contract.
- Qualifications and experience of management team and bank.

RECOMMENDATION IMPLICATIONS

Financial Implications

The operating budget for each fiscal year includes the costs for the services provided by the financial institution based on historical costs. Actual 2012 fiscal year financial banking services cost \$270,000 however future costs cannot be fully determined until the RFP has been awarded.

Environmental Implications

None related to this report.

Policy and/or Strategic Implications

None related to this report.

Other Implications

None related to this report.

Accessibility Implications

None related to this report.

COMMUNICATIONS

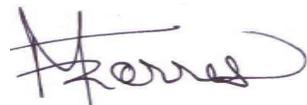
The request for proposals will be advertised through an opportunity notice posted on the SaskTenders website.

DELEGATED AUTHORITY

The recommendation of this report requires City Council approval.

Respectfully submitted,

FINANCE AND ADMINISTRATION COMMITTEE



Mavis Torres, Secretary