



**REQUEST FOR PROPOSALS
FOR BANKING SERVICES**

Tender Document

Request for Proposals – Banking Services

The Qalipu Mi'kmaq First Nation Band ("the Band") was officially formed September 22, 2011 through an agreement between the Government of Canada and the Federation of Newfoundland Indians. This agreement officially recognizes QMFNB as a band under the Indian Act. Currently, QMFNB has in excess of 23,000 members, representing the largest band in Atlantic Canada.

The Band is seeking proposals from commercial banking institutions for a full range of cash management services for the Band and its four associated entities: the Federation of Newfoundland Indians (FNI), MAMKA, Qalipu Development Corporation (QDC) and Mi'kmaq Commercial Fisheries (MCF). **The term of the agreement between the financial institution and Qalipu (and its associated entities) will be five years.**

Each entity requires a deposit account with chequing and electronic funds transfer (EFT) capabilities, a corporate credit card and one entity requires a line of credit. Annex I provides a summary of the average monthly transactions for each entity as well as the line of credit and credit card limits required for each.

Each entity also requires on-line banking services. Annex II details the on-line services required by each entity.

One entity requires mortgages for two commercial properties (Annex III).

The preparation and issuance of this RFP is part of a competitive process that the Band is using to obtain the best overall quality and value for the services described herein from qualified banking institutions.

Each proposal must include the following:

- A) The name and title of one individual to be contacted, in the event that further clarification of your proposal is required.
- B) The name, title and office location of the proposed account representative.
- C) The name, title and office location of the proposed day to-day contact at the bank.
- D) A profile of the banking institution.
- E) Information technology infrastructure required by the client to execute on-line transactions.
- F) Pricing Summary:
 - a) Indicate the monthly flat rate fee your bank would charge during the term of the agreement (if any) and list all other fees not specifically covered under a flat rate fee.

- b) If your bank has other services not specifically referenced in this document, please detail these services and their associated costs/revenues in your proposal.
- c) The pricing summary must explicitly set out all fees and service charges and the method by which such fees and service charges will be calculated.
- d) The Band will not be subject to any fee or service charge during the term of the agreement which is not expressly indicated in the pricing summary.
- e) The fees established in this agreement are to remain firm over the term of the agreement.

Interested parties must submit their bid no later than **12:00 noon Thursday July 10, 2014** to the following address:

Qalipu Mi'kmaq First Nation Band
3 Church Street
Corner Brook, NL
A2H 2Z4
Attention: Lynn Kendall, B. Comm., MBA, CGA

Questions regarding this request for proposal may be forward to:

Lynn Kendall, B. Comm., MBA, CGA
Director of Finance
Qalipu Mi'kmaq First Nation Band
Telephone: (709) 634-6895
Facsimile: (709) 639-3997
Email: lkendall@qalipu.ca

Qalipu Mi'kmaq First Nation Band does not bind itself to accept the lowest or any bid.

Annex I

Company	Average monthly cash balance	Average number of EFT payments transacted monthly	Average number of cheques written monthly	Average number of direct deposits transacted monthly	Average number of manual deposits made monthly	Line of credit limit required	Credit card limit required
Qalipu Mi'kmaq First Nation Band	\$1.9 million	800	25	4	3	\$100,000	\$10,000
Federation of Newfoundland Indians	\$94,000	17	14	1	1	n/a	\$10,000
MAMKA	\$205,000	17	6	1	1	n/a	\$10,000
Qalipu Development Corporation	\$64,000	4	15	3	3	n/a	\$10,000
Mi'kmaq Commercial Fisheries	\$107,000	1	10	1	1	n/a	\$5,000

Annex II - Online transaction requirements

Qalipu Mi'kmaq First Nation Band and each of the four associated entities requires the following capabilities to execute online transactions:

1. View account transactions (including credit card transactions) on a daily basis.
2. Print account transactions (including credit card transactions) as needed.
3. Transfer funds among accounts.
4. Transfer funds to credit cards.
5. Upload payment files for EFT transactions.
6. Receive pre-authorized debits.
7. Cancel payments
8. View digital cheque images.

Annex III - Mortgages

Qalipu Development Corporation (QDC) has two rental properties that currently have mortgage balances and re-payment frequency as follows:

Property Location	Mortgage Balance	Payment Frequency
1 Church Street, Corner Brook, NL	\$424,615	Fixed monthly payments
3 Church Street, Corner Brook, NL	\$515,356	Fixed monthly payments

These mortgages are currently locked-in until 2017.