

**CITY OF HOLLYWOOD, FLORIDA  
RFP-4226-10-JE  
BANKING SERVICES PROPOSAL RESPONSE  
PROPOSAL CHECKLIST**

**YOUR PROPOSAL SHOULD CONSIST OF THE FOLLOWING FORMS AND ATTACHMENTS IN THE ORDER SHOWN BELOW:**

**A. FORMS:**

**PROPOSER ACKNOWLEDGEMENT (front page of RFP document)**

**FORM 1: ABILITY TO PROVIDE TYPE AND QUALITY OF SERVICES (score weighting = 40%)**

- PART A: BANK CONTACTS AND MINIMUM QUALIFICATIONS
- PART B: EXPERIENCE AND REFERENCES
- PART C: SERVICES QUESTIONNAIRE
- PART D: OTHER SERVICES
- PART E: STATEMENTS AND DECLARATIONS

**FORM 2: COST OF SERVICES (score weighting = 40%)**

The activity of the City's three major banking service areas - - main City operations, third party claims processing, and wholesale lockbox services - - is aggregated and presented along with the City's current pricing. The proposer is to complete the form with its own proposed pricing.

**FORM 3: CORPORATE COMMUNITY COMMITMENT (score weighting = 15%)**

- PART A: COMMUNITY INVOLVEMENT IN HOLLYWOOD OVER THE PAST THREE YEARS
- PART B: PROPOSED COMMITMENT TO THE HOLLYWOOD COMMUNITY OVER THE NEXT FIVE YEARS

**FINANCIAL STRENGTH OF PROPOSER: The remaining 5% of the score weighting is based on the financial strength of the proposer, as determined by a review of the proposer's most recent audited financial report (to be provided by the proposer), and of other reports and information independently obtained by the City.**

**B. ATTACHMENTS:**

- Sample Account Analysis Statement
- Resumes or experience profiles of assigned relationship manager and cash management liaison
- Copy of most recently audited financial report
- Company informational handouts explaining key or new services offered by bank
- Any other information that your bank believes is relevant to its proposal