

Alaska Industrial Development and Export Authority
REQUEST FOR PROPOSALS PACKAGE

PART

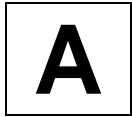


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ISSUING OFFICE

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| Agency Contact & Phone No.....: Brenda Applegate, 907-771-3021 Contracting Division: Alaska Industrial Development and Export Authority |
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PROJECT

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| <p>RFP NUMBER : 19011</p> <p>Project Site (City, Village, etc.)..... : Anchorage, Alaska</p> <p>Project Title & Contract Description : Alaska Industrial Development and Export Authority and Alaska Energy Authority Banking and Trust Services</p> <p>The Alaska Industrial Development and Export Authority ("AIDEA") and Alaska Energy Authority ("AEA") together the "Authority", "Authorities", or "AIDEA and AEA" are requesting proposals for Banking and Trust Services from Alaskan financial institutions.</p> |
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SCHEDULE & PAYMENT

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| <p>Anticipated period for performance-Begin/End: The contract will initially be for two years, beginning September 2018 with the option to renew for three (3) additional two-year periods.</p> <p><u>Estimated amount of proposed contract:</u></p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Less than \$100,000</td> <td><input type="checkbox"/> \$100,000 to \$250,000</td> <td><input checked="" type="checkbox"/> \$1,000,000 or greater</td> </tr> <tr> <td><input type="checkbox"/> \$250,000 to \$500,000</td> <td><input type="checkbox"/> \$500,000 to \$1,000,000</td> <td></td> </tr> </table> | <input type="checkbox"/> Less than \$100,000 | <input type="checkbox"/> \$100,000 to \$250,000 | <input checked="" type="checkbox"/> \$1,000,000 or greater | <input type="checkbox"/> \$250,000 to \$500,000 | <input type="checkbox"/> \$500,000 to \$1,000,000 | |
| <input type="checkbox"/> Less than \$100,000 | <input type="checkbox"/> \$100,000 to \$250,000 | <input checked="" type="checkbox"/> \$1,000,000 or greater | | | | |
| <input type="checkbox"/> \$250,000 to \$500,000 | <input type="checkbox"/> \$500,000 to \$1,000,000 | | | | | |

SUBMITTAL DEADLINE AND LOCATION

*OFFERORS ARE RESPONSIBLE TO ASSURE DELIVERY PRIOR TO DEADLINE (3 AAC 100.360).
 ONLY PROPOSALS RECEIVED PRIOR TO THE FOLLOWING DATE AND TIME WILL BE OPENED.*

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| <p>DATE: September 5, 2018 PREVAILING TIME: 2:00 P.M.</p> <p>HAND DELIVER ONLY DIRECTLY TO FOLLOWING LOCATION (and person, if named):</p> <p>AIDEA & AEA Michele Hope Sr. Contracting Officer 813 West Northern Lights Blvd. Anchorage, Alaska 99503</p> <p>IMPORTANT NOTICE: If you downloaded this solicitation from the AIDEA or AEA's Website, you must register on the online planholders list to receive subsequent addenda. Failure to register may adversely affect your proposal. It is the Offeror's responsibility to insure that they have received all addenda affecting this RFP. To register, go to http://www.aideaaeaprocmement.org/ and provide the project name & number, company name & contact person, address, phone number & fax number.</p> |
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SELECTION PROCEDURE

1. Competitive Sealed Proposals will be evaluated by a committee (3 AAC 100.370). Evaluation of responses to criteria set forth in Part C results in a numerical score for each proposal. Each criterion in Part C has an assigned weight for this RFP which demonstrates its relative importance. The total of all weights is 100 (100%). Each one-percent weight equates to a potential range of 0-5 points per Evaluator. The maximum points (score) obtainable for any proposal is equal to the product of 500 multiplied by the number of Evaluators.
2. Scoring of proposals will be accomplished as follows:
 - 2.1 Each Evaluator will individually read and rate each Offeror's response to each criterion described in Part C - Section I - Technical Proposal. Ratings will be based solely on contents of proposal and in compliance with the Authority's standard Instructions for Evaluation Committee. Except as may be stated within any criterion description in Part C, a rating of "5" = Best Response from all Offerors; "4" to "1" = Progressively Less Responsive; "0" = Non-Responsive. Ratings are multiplied by the assigned weights for each criterion to obtain criteria scores.
 - 2.2 If only 1-3 proposals are received the rating scale may be adjusted. A rating of "5" = Best Response from all Offerors "4" to "3" = progressively less responsive; "0" = Non-Responsive. (1-2 will not be used)
 - 2.3 After completion of individual ratings in Part C, Section 1, Technical Proposal, the Evaluation Committee will meet to discuss proposals. Evaluators may then alter their ratings; however, any changes shall be based solely on the criteria set forth in Part C.
 - 2.4 After scoring Part C - Section I - Technical Proposal, criteria scores for Part C -and Section II - Price (if applicable) and bidder preference will be calculated based on criteria descriptions.
 - 2.5 The total score for each Offeror will be obtained by summing the scores determined for each criterion in Sections I, II and III of Part C. The order of ranking for negotiations shall be as follows: highest scored Offeror will be ranked first, next highest scored second, and etcetera.
3. Evaluators may discuss factual knowledge of, and may investigate Offerors' and proposed Subcontractors' prior work experience and performance, including but not limited to, projects referenced in proposal, available written evaluations, and may contact listed references or other persons knowledgeable of a Contractor's and/or a Subcontractor's past performance. Factors such as, but not limited to, overall experience relative to the proposed contract, quality of work, control of cost, and ability to meet schedules may be addressed. If any issues of significant concern to the proposed contract are discovered, the Committee may:
 - 3.1 Provide written recommendations for consideration during contract negotiations;
 - 3.2 Conduct discussions after the Evaluation Committee, in accordance with paragraph 4, below.
4. The Committee may decide to conduct discussions (or "interviews") with responsible Offerors whose proposals are determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements (3 AAC 100.400). Offerors selected by the Committee for discussions may be permitted to submit Best and Final Offers (BAFO) for final Committee Evaluation. After discussions and any BAFO's, Evaluators will determine the final scoring and ranking for contract negotiations by evaluating written and oral responses using only the criteria set forth in Part C of this RFP (3 AAC 100.400).
5. If contract negotiations are unsuccessful with Offeror(s) selected for negotiation, the Contracting Agency may either cancel the solicitation or negotiate with other Offerors in the order of ranking.

NOTICES

PART

A

1. The Contracting Agency is an equal opportunity employer.
2. Copies of the Contract General **Conditions** are attached.
3. Offerors are specifically advised that a contract shall not be in effect until a written agreement is executed by an authorized agent of the Authority. The Authority shall not be liable for any cost incurred by an Offeror in response to this solicitation, including any work done, even in good faith, prior to execution of a contract and issuance of a Notice to Proceed.
4. The Authority expressly reserves the right to waive minor informalities, negotiate changes or reject any and all proposals and to not award the proposed contract, if in its best interest. "Minor Informalities" means matters of form rather than substance which are evident from the submittal, or are insignificant matters that have a negligible effect on price, quantity, quality, delivery, or contractual conditions and can be waived or corrected without prejudice to other Offerors.
5. All proposals shall be open for public inspection per (3 AAC 100.680) after a Notice of Intent to Award is issued. Offerors should not include proprietary information in proposals if such information should not be disclosed to the public. Any language within a submittal purporting to render all or portions of a proposal confidential will be disregarded. Proprietary information which may be provided after selection for contract negotiations will be confidential if expressly agreed to by the Authority and Executive Director.
6. Substitution for any personnel named in a proposal may result in termination of negotiations and the contract.
7. If it is discovered that a selected Offeror is in arrears on taxes due the State of Alaska, a contract may not be awarded until the Alaska Department of Revenue approves the payment provisions for the contract.
8. Offerors and proposed subcontractors shall be in compliance with the statutory requirements for Alaska business licensing and professional registrations included in the certification statement on Page 2 of Part D in this RFP package.
9. **PRICE COMPETITION:** Price cannot be an Evaluation Criterion in accordance with PL-92.582 Brooks Act for services that must be performed only by Architects, Engineers or Land Surveyors (A/E or LS) licensed in the State of Alaska, UNLESS the provisions of AS 36.30.270(d) apply; i.e., unless the services required are repetitious in nature, and the nature and amount of services required are thoroughly defined by measurable and objective standards to reasonably enable firms or persons making proposals to compete with a clear understanding and interpretation of the services required.
10. Standard insurance provisions for Worker's Compensation, General and Automobile Liability, and Professional Liability are contained in Appendix D, Indemnification and Insurance. Coverages may be modified under very limited circumstances. Offeror should not assume any modification of coverages.

11. Professional Liability Insurance for the proposed contract: is not required
 is required as shown on Appendix D, Indemnification and Insurance.

12. Pre-proposal Conference: None As follows:

13. Special Notices:

13.1 Minimum Requirements to Respond

- * The Offeror must provide banking services with collateralized accounts to include deposit taking and payment processing in Anchorage, AK. (Note the Authority uses the State of Alaska EIN and; therefore, FDIC insurance would be minimal.)
- * The Offeror must provide investment custodial services by a trust department, subsidiary or related entity.
- * The Offeror must have minimum equity of at least \$100 million.
- * The Offeror must be in compliance with applicable state and federal banking and trust requirements.

13.2 Per Alaska Statute (AS) 36.30.210(e): An Alaska Business License is required of Contractors who do business in Alaska and is a prerequisite to Proposal. Offerors should be aware of this requirement and are advised that proof of application for an Alaska Business License will satisfy this requirement. Information regarding applying for an Alaska Business License can be found on-line at http://www.dced.state.ak.us/occ/home_bus_licensing.html or by calling 1-907-465-2550. The business license must be in the name of the company under which the proposal is submitted. This is a requirement regardless of funding source. If an Offeror fails to comply with this requirement, their proposal will be rejected as non-responsive.

SUBMITTAL CHECKLIST

Offeror may use left margin to check off items when completed.

- [] 1. Offerors must carefully review this RFP Package for defects and questionable material and become familiar with submittal requirements. Submit written comments to the address shown under "Submittal Deadline and Location" on page 1 of Part A - RFP. Substantive issues will be addressed in a written addendum to all RFP recipients on record. Failure to comply with directions may result in lower score and may eliminate an Offer from consideration. Protests based on alleged improprieties or ambiguities in a solicitation may be disallowed at the discretion of the Authority if the protest is not received in writing at least ten Authority work days prior to the Offer deadline (3 AAC 100.200).
- [] 2. Review Part A - RFP and the proposed Statement of Work and any other attached or referenced materials. If no Statement of Work is attached, telephone the Authority contact person identified on page 1 of Part A.
- [] 3. Review Part C - Evaluation Criteria. Read each criterion in light of the proposed Statement of Work. Note any project specific criteria which may have been added or any changes to standard criteria descriptions which may have been made. Be aware of the assigned weight for each criterion. If a weight is not entered for any criterion on Part C, notify the Agency contact person. Plan your proposal to address the applicable criteria. Criteria Responses shall not exceed the number of pages stated below.
- [] 4. Prepare a distinct Response for each criterion that has a weight more than zero. Failure to respond directly to any criteria weighted more than zero will result in an evaluation score of zero for that criteria. Any Responses to criteria weighted zero will be disregarded. Acceptable Responses must be specific and directly related to the Contracting Agency's proposed Statement of Work. Marketing brochures, marketing resumes, and other non-project specific materials will be discarded without evaluation and should not be submitted.
- [] 5. *Each criterion Response must be titled, numbered and assembled in the order in which the criteria are listed in Part C, so the criterion to which information applies shall be plainly evident. Material not so identified or assembled may be discarded without evaluation.*
- [] 6. Price is is not an evaluation criterion for the proposed contract.
If Price is a Criterion, prepare *Billing Rates and/or Price Proposals* as described in Criteria #7, 8 and #9.
- [] 7. Complete all entries on Part D - Proposal Form. Note the statutory requirements for Alaska business licenses and professional registrations and be sure to sign and date the Certification. Copies of licenses and registrations may be provided with Offer, and will not count in the requirements of #8 below.
- [] 8. Attach Criteria Responses (*except any Billing Rates or Price Proposals*) to Part D - Proposal Form. The maximum number of attached pages (*each printed side equals one page*) for Criteria Responses shall not exceed: **Ten**. Attached page limit does not include the four-page Part D - Proposal Form, or any Billing Rates or Price Proposals.

Criteria Responses shall be presented in *8-1/2" X 11" format*, except for a minimal number of larger sheets (e.g. 11" x 17") that may be used (e.g. for schedules) if they are folded to 8-1/2" X 11" size.

CAUTION: Criteria Responses which do not comply with the required page limit or presentation size, may result in disqualification. Further, small print or typeface that is difficult to read may negatively influence evaluation of your submittal and affect scoring for "Quality of Proposal."

CHECKLIST IS CONTINUED NEXT PAGE

Submittal Items

- [] 9. None.
- [] 10. Parts A, B and C of the RFP and the proposed Statement of Services shall not be returned to the Contracting Agency. *Offers shall consist of the following applicable items assembled as follows and in the order listed:*
- [] 10.1 Completed Part D - Proposal Form (generally at least one copy with original signature) and Responses to all evaluation criteria -- *except Billing Rates, Price Proposals* -- attached. Each copy shall be fastened with one staple in the upper left corner. No other form of binding shall be used and no cover and no transmittal letter will be included. CAUTION: Failure to comply with this instruction will negatively influence evaluation of Submittal.
- [] 10.2 Number of copies of Part D (*all pages*) and Criteria Responses (*except Billing Rates, and Price Proposals*) required is: **Five (5) plus One (1) copy provided via electronic file on a flash drive.**
- [] 10.3 If *Billing Rates and/or Price Proposals* are required, *one copy* bound with one staple in the upper left corner separately enclosed in a sealed envelope marked on the outside to identify it as a *Billing Rates or Price Proposal* and the names of the Project and Offeror. Each *Billing Rates or Price Proposal* must be signed and dated by the person who prepares it (may be different signatures for each Subcontractor).
- [] 10.4 If Item 9, above, is completed for this RFP Package, any submittal items described therein. Unless otherwise stated, one copy only, bound appropriately.
- [] 10.5 CAUTION: If you replicate (other than by photocopy) Part D or any form in lieu of completing the forms provided by the Contracting Agency, provide a signed certification that lists such forms and attests that they are exact replicas of that issued by the Contracting Agency. Changed forms may be rejected at the Authority's discretion. Any alteration - other than completion of the required entries - may be cause for rejection without recourse.
- [] 11. Deliver *Offers in one sealed package* to the location and before the submittal deadline cited in Part A - RFP. *Mark the outside of the package* to identify the Project and the Offeror. Offers must be received prior to the specified date and time. Late Offers will not be opened (3 AAC 100.370).

EVALUATION CRITERIA

If a weight is not indicated for any criterion, telephone the Agency Contact person identified at the top of page 1 of Part A - RFP.

SECTION I - TECHNICAL PROPOSAL

1. Understanding of AIDEA and AEA's Service Requirements and Commitment

1. Weight: 5

Include a brief discussion of your understanding of AIDEA and AEA's service requirements, your relevant experience working with organizations similar to the Authority and how the Authority as a client would be a good client for your company. Provide a brief summary of how you meet the minimum contractor requirements listed in Part A – RFP Item 13 Special Notices. Discuss similarities and differences between working for the Authority and other clients you may have.

Include a summary of any potential issues you believe may be encountered in providing services for the Authority and creative suggestions for addressing these issues. Also include your expectations of the Authority's finance staff, or other entities that may be involved in this process.

Describe your commitment to customer service. Discuss any issues you are aware of that could impact your ability to meet those commitments and what actions you would take to minimize conflicts should they arise.

Discuss if you think there may be possible conflicts of interest, actual or perceived that could arise during the contract period that may limit the scope of what you would be able to do for the Authority.

2. Personnel & Firm Qualifications, Experience

2. Weight: 20

Include a statement of qualifications and resumes for all key personnel designated to perform work under this RFP.

The statement of qualifications should include:

- A list of key staff, their position in the company, and what role they will have under this contract. At a minimum include: Primary contact for the contract, primary contact for banking services and primary contact for investment custody services.
- A statement of anticipated availability of key personnel over the term of the contract.
- A listing of key partners or others that may be directly involved in this contract that you routinely work with, how they relate to your organization, and what their role may be under the contract.

Information for key personnel should include:

- Educational history and current certifications, and professional memberships;
- Work history with reference names and phone numbers;
- A listing of specific clients and the individual's role in working with those clients.

In addition to information about key personnel experience, provide documentation verifying the qualifications and experience of the firm as they relates to carrying out the services solicited in this RFP. Specifically include:

- An organizational chart for the company;
- Certification the Offeror meets the minimum equity requirements noted in Part A – RFP Item 13 Special Notices.

Demonstrate experience in providing banking and investment custody services for public entities, specifically entities similar to AIDEA and AEA.

Provide examples of no more than 5 clients. Include for each:

- The name of the client representative, services provided, and how long services were provided for this client.
- Client's name, their address, current telephone number, and contact person who can respond to queries concerning their experience with the Offeror's firm.

3. Proposed Banking Services

3. Weight: 10

C

Briefly discuss how you would provide the Banking Services that are requested in this RFP. Be specific as to how you would provide these services based on your understanding of AIDEA and AEA's current level of services described in the background in PSA-B Article B2 Background and Article B3 Scope of Work.

For Banking Services at a minimum address:

- Five collateralized checking accounts with related services of deposit and payment processing (cash, check, wires and ACH). Other accounts may be added during the contract term.
- Provide for transfers between Bank accounts and accounts held by the Alaska Municipal League Investment Pool.
- The following reports and on-line access to accounts:
 - Monthly hard copy checking account statements;
 - On-line daily access of checking account activity; and
 - On-line daily fraud detection reporting.
- Electronic deposit of checks.
- Courier service on as needed basis for occasional cash deposits.
- Check clearing which includes on-line reporting of account activity and check/ACH verification.
- Other services that may be of benefit to the Authority and provide for a more efficient operation and best use of existing technology with appropriate accountability.
- Describe how services will be coordinated with the investment custody services.
- Describe how you would transition from the existing service provider.

Provide hardcopy samples of banking services statements and reports with your submission.

Include your primary and secondary points of contact, any daily deadlines, or other commitments that you are able to make regarding these services. Also discuss any expectations you would have for the Authority or additional terms or conditions that you would want included in the final negotiated contract.

4. Proposed Investment Custody Services

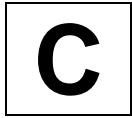
4. Weight: 20

Briefly discuss how you would provide the Investment Custody services that are requested in this RFP. Be specific as to how you would provide these services based on your understanding of AIDEA and AEA's current level of services described in the background section and the scope of work identified in PSA-B Article B3 Scope of Work.

For Investment Custody services at a minimum address:

- Provide investment custody services for 34 separate trust subaccounts. Other subaccounts may be added or deleted over the term of the contract.
- Provide a AAA rated or collateralized liquidity investment for overnight investments (all trust fund subaccount balances can be combined for one daily investment purchase). AIDEA prefers a repurchase agreement, if available, over a money market fund.
- Provide incoming and outgoing wire services.
- Provide for transfers between subaccounts as well as to and from bank accounts.
- Facilitate trades of investment securities with external money managers and third party brokers.
- Provide investment purchase and sale capability for the direct purchase/sale of treasuries, Agencies, and GSE's, per instructions from Authority staff.
- Provide for transfers between trust accounts and accounts held by the Alaska Municipal League Investment Pool.
- Provide for shadow accounting for funds held by the Alaska Municipal League Investment Pool
- Provide information necessary for the Authority to be in compliance with the requirements of the following standards:
 - Governmental Accounting Standards Board Statement No. 3, Deposits with Financial Institutions, Investments (Including Repurchase Agreements), and Reverse Repurchase Agreements
 - Governmental Accounting Standards Board Statement No. 40, Deposit and Investment Risk Disclosures
 - Governmental Accounting Standards Board Statement No. 72, Fair Value Measurement and Application

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- Provide, at a minimum, the following reports to the Authority:
 - Monthly hard copy trust subaccount reports to include CUSIP, description, cost, market value, accrued interest, and maturity date, all by asset, and monthly activity for sales, purchases and cash transactions. Statements must be on a trade date basis with unsettled transactions specifically identified.
 - Monthly downloadable comma delimited electronic trust reports to include CUSIP, description, cost, market value, accrued interest, maturity date and S&P and Moody's ratings, and hierarchy level of valuation inputs as required by Governmental Accounting Standards Board Statement No. 72, Fair Value Measurement and Application, all by investment.
 - Annual (year ending June 30) hard copy trust reports by subaccount.
 - Daily transaction summary report reflecting all investment activity for the previous day by asset and trust subaccount. Examples of transactions include investment buys, sells and interest receipts. Report should include CUSIP, investment description, par, dollar amount and transaction description.
 - Provide daily reconciliation of cash/money market position by trust subaccount including beginning balance, additions, withdrawals and end of day balance. Report should be available at the beginning of the next business day for the previous day's activity.
- Describe how services will be coordinated with banking services.
- Describe how you would transition from the existing service provider.
- Describe internal quality control procedures to assure accuracy and timeliness of transactions processed.

Within your discussion of these services for the Authority you should address your company's processes or procedures for daily cutoffs, timing of wire transfers, safekeeping of assets, internal control standards, settlement, accounting practices and reporting, procedures for account management, cash management, collecting incoming funds, commitment to client services, resolving issues that may arise with accounts, and anything else important to providing the required services.

Provide hardcopy samples of investment custody statements and reports with your submission.

Include your primary and secondary points of contact, any daily deadlines, or other commitments that you are able to make regarding these services. Also discuss any expectations you would have for the Authority or any additional terms or conditions that you would want included in the final negotiated contract.

5. Alaska Bidder (Offeror) Preference

5. Weight: 10

To be granted this preference:

Offeror must claim the Alaska Bidder (Offeror) Preference on page one of Part D Proposal Form. In claiming the Alaska Bidder (Offeror) Preference on page one of Part D, the Offeror is certifying that they meet the following requirements per AS 36.30.990:

- (A) Firm holds a current Alaska Business License;
- (B) Proposal is submitted under the name as appearing on the Firm's current Alaska Business License;
- (C) Firm has maintained a place of business within Alaska, staffed by the Firm or an employee of the Firm, for a period of six months immediately preceding the date of the offer;
- (D) Firm is incorporated or qualified to do business under the laws of the State of Alaska, is a sole proprietorship, and the proprietor is a resident of Alaska, is a limited liability company organized under AS 10.50 and all members are residents of Alaska, or is a partnership under AS 32.06, or AS 32.11 and all partners are residents of Alaska; and
- (E) If the Firm is a Joint Venture, it is composed entirely of entities that qualify under (A) - (D).

Alaska Bidder (Offeror) Preference will be scored: Rating x Number of Evaluators x Weight = Criterion Score.

Rating will be as follows:

An Alaska Offeror's preference (i.e., a Rating of 5) will be assigned to the proposal of an Offeror who certifies (by claiming the preference on page one of Part D) that they are an Alaska Bidder (Offeror) as described above.

No Alaska Offeror's preference (i.e., a Rating of 0) will be assigned to the proposal of an Offeror who does not certify (by failure to claim the preference on page one of Part D) that it qualifies as an Alaska Bidder (Offeror) as described above.

No narrative response to this criterion is required within the Offeror's Proposal.

6. Oral Presentation of Proposals

6. Weight: 5

All responsive Offerors will be given an opportunity to provide an oral presentation of their written proposal. The presentations will be scheduled after the deadline for receipt of proposals at the convenience of the Authority. The purpose of the presentations is to allow the Offeror the opportunity to explain why their proposal should be selected and provide the Authority the opportunity to clarify any issues that may have been identified during the initial review of proposals.

The presentation may not be used to offer services not included in the original proposal or negotiate additional terms or conditions.

SECTION II - PRICE

See item #9, under Notices in Part A - RFP, regarding statutory and regulatory provisions about price competition and item #10.3, in Part B - Submittal Checklist, regarding procedure for submittal of Price Proposals.

CAUTION: Submittal of Offeror's or Subcontractor's "standard" rate schedules or other pricing documents which are not in required format will be non-responsive if they do not allow direct comparison with other responsive proposals.

Offerors should provide a price for all services offered in their proposal in the format requested to allow for price evaluation. The proposal should be submitted in two parts as outlined in this section. Each part should list the price for Banking Services separate from the price for Investment Custody Services.

The price of the final contract will be based on unit prices for specific services, a monthly lump sum price, a commitment to certain minimum balances in accounts, or a combination of those pricing methodologies based on an anticipated number of transactions during the first year.

7. Authority Cost Worksheet (Required Format)

7. Weight: 20

Offerors must complete the attached unit price cost worksheet that includes an estimate of monthly and annual services that may be requested by the Authority during the contract term (Attachment 7). This document is also available as an excel file to download from the State of Alaska On-line Public Notice web site.

Offerors should consider the following assumptions in preparing a response.

- Pricing should include all costs necessary to complete the transactions or perform the services for the units identified (per transaction or per month).
- Total cost will represent lump sum cost for 12 months.
- All reports should be available in both hardcopy and electronic version.
- Unit pricing for the initial contract term and the first renewal will be fixed. Prices will be firm for the first contract period and the first 2 year renewal; after this time the Authority and contractor may negotiate price changes.

Banking Services Assumptions

- For the purpose of evaluating cost, assume the average collected daily balance of all five banking accounts is \$500,000.
- Two of the checking accounts are only used to receive deposits for subsequent transfers to trust subaccounts. No payments are made from these accounts.
- The quantities on the worksheet are estimates.
- AIDEA and AEA will provide check stock.

Trust Services Assumptions

- Number of investments, other than the overnight liquidity investment, held in all trust subaccounts is estimated high at 400.
- The transfers between trust and checking are the same transactions with debit on one side and credit on the other. The Offeror can determine where to include the cost for these transactions on their price schedule.
- The monthly customer services fee is intended to be a fixed fee to cover all professional services that may be required to provide related support and interactions with AIDEA and AEA staff and AIDEA's money managers.

Onetime costs

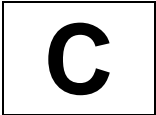
- Onetime costs should cover all costs for initial set up or transfer of existing accounts as identified in this RFP. Cost for extra services or alternative should be included in the contractor fee schedule.

The final contract cost and payment method will be negotiated between the contractor and the Authority based on an agreed upon scope of work in the final contract. Additional services and fees may be negotiated during the contract term.

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Response will be scored as follows:

$$\frac{(\text{Lowest aggregate rate from all Offerors}) \times (\text{MPP}^*)}{(\text{Offeror's aggregate rate})} = \text{Offeror's Criterion Score}$$



*MPP = Maximum Possible Points = (5) x (Number of Evaluators) x (Weight)

If no federal funding, aggregate rates shall be reduced for the above calculation by the following applicable percentages when the rates are from Offerors that **designate preferences on page one of Part D.**

- ALASKA BIDDER (OFFEROR) PREFERENCE [2 AAC 12.260(d)]..... 5%

To claim employment or disabled preference, Offeror must be on the appropriate Alaska Division of Vocational Rehabilitation list at the time designated for opening (i.e., receipt) of proposals.

8. Total Price Proposal (Required Format)

8. Weight: 5

In addition to the unit price worksheet Offerors must submit a fee schedule for all services it would propose to charge the Authority under this contract that may not be included in the unit price worksheet.

At a minimum the fee schedule must include any variations or qualifications on pricing for the transactions and services identified on the worksheet and any other customary fees the Offeror may charge in performing the services required under this contract.

Response will be scored same as Section 10 above.

9. Other Cost Information

9. Weight: 5

If renewal options are exercised, it is expected that price terms will be based on the cost schedule, terms, and conditions of the negotiated contract.

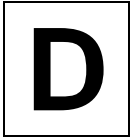
Offerors should also provide a brief discussion on any other fees or options that may be available to the Authority that may reduce the cost of services.

Include any other proposed payment terms or conditions that may be different than those indicated in Item #7 of this Criteria such as standard or proposed terms for administering price increases during contract renewals. Costs not identified as part of this solicitation may not be paid.

The Authority intends that all prices will be firm for the first two-year contract period and the first 2 year renewal.

Alaska Industrial Development and Export Authority PROPOSAL FORM

PART



THIS FORM MUST BE THE FIRST PAGE OF PROPOSAL. Attach criteria responses as explained in Part B - Submittal Checklist. No transmittal letter or cover sheet will be used.

PROJECT

| | |
|---------------------|---------------------------------------------------------------------------------------------------------|
| Project Title | Alaska Industrial Development & Export Authority and Alaska Energy Authority Banking and Trust Services |
| RFP No. | 19011 |

OFFEROR (CONTRACTOR)

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Contractor..... | |
| Street..... | |
| P.O. Box..... | |
| City, State, Zip..... | |
| Alaska Business License Number | |
| Federal Tax Identification No. | |
| Individual(s) to sign contract | |
| Title(s) | |
| Type of business enterprise (check one) | |
| <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation in the state of . : <input type="checkbox"/> Other(specify) : | |

ALASKA BIDDER PREFERENCES (IF NO FEDERAL FUNDING)

| |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Check if the preference that you claim for the proposed contract (reference applicable Criteria in Part C): <input type="checkbox"/> Alaska Bidder (Offeror) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|

PROPOSED SUBCONTRACTOR(S)

| <u>Service, Equipment, etc.</u> | <u>Subcontractor & Office Location</u> | <u>AK Business License No.</u> | <u>DOT&PF DBE Certification No.</u> |
|---------------------------------|--------------------------------------------|--------------------------------|-----------------------------------------|
| | | | |

CERTIFICATIONS

I certify: that I am a duly authorized representative of the Contractor; that this Submittal accurately represents capabilities of the Contractor and Subcontractors identified herein for providing the services indicated; and, that the requirements of the Certifications on page 2 and 3 of this Part D for 1) Alaska Licenses/Registrations, 2) Insurance, 3) Cost and Pricing Data, 4) Trade Restrictions/Suspension/Debarment, 5) Foreign Contracting and 6) Former Public Officer - will be complied with in full. These Certifications are material representations of fact upon which reliance will be placed if the proposed contract is awarded. Failure to comply with these Certifications is a fraudulent act. The Authority is hereby authorized to request any entity identified in this proposal to furnish information deemed necessary to verify the reputation and capabilities of the Contractor and Subcontractors.

| | | | |
|-----------------|--------------------|--------|--|
| Signature | _____ | | |
| Name | | Date: | |
| Title..... | Telephone (voice): | (fax): | |
| | Email Address: | | |

CERTIFICATION FOR ALASKA BUSINESS LICENSES AND REGISTRATIONS

PART

D

Contractor and all Subcontractors shall comply with the following applicable requirements of Alaska Statutes:

1. **Alaska Business License** (Form 08-070 issued under AS 43.70) at the time contract is awarded as required by AS 36.30.210(e) for Contractor and all Subcontractors. In accordance with Administrative Manual, Section 81.120, proof of application for an Alaska Business license will satisfy this requirement. Per AAM 81.120, acceptable evidence that the offeror possesses a valid Alaska business license consists of any one of the following:
 - a. Copy of the Alaska business license.
 - b. A canceled check that demonstrates payment for the Alaska business license fee.
 - c. A copy of the Alaska business license application with a receipt stamp from the State's business license office.
 - d. A sworn notarized affidavit that the bidder/offeror applied and paid for the Alaska business license.
 - e. Other forms of evidence acceptable to the Department of Law.
2. **Certificate of Registration** for each individual to be in "responsible charge" (AS 08.48.341(14)) for Architecture, Engineering or Land Surveying (Form 08-2407 issued under AS 08.48.211) issued prior to submittal of proposal. Associates, consultants, or specialists under the supervision of a registered individual in "responsible charge" are exempt from registration requirements (AS 08.48.331).
3. **Certificate of Authorization for Corporate Practice** for incorporated Contractors and incorporated Subcontractors for Architecture, Engineering or Land Surveying (Form 08-2407 issued under AS 08.48.241). Corporations offering to provide Architectural, Engineering or Land Surveying services do not need to be registered for such disciplines at the time proposal is submitted provided they obtain corporate registration before contract award (AS 08.48.241).
4. **Certificate of Incorporation** (Alaska firms) or **Certificate of Authorization for Foreign Firm** ("Out-of-State" firms). All corporations, regardless of type of services provided, must have one of the certificates (AS 10.06.218 and other sections of Title 10.06 - Alaska Corporations Code).
5. **Current Board of Director's Resolution** for incorporated Contractors and incorporated Subcontractors for Architecture, Engineering or Land Surveying (reference AS 08.48.241) which names the person(s) designated in "responsible charge" for each discipline. Such persons shall be licensed in Alaska and shall participate as project staff in the Contract/Subcontracts.
6. **All partners** in a Partnership to provide Architectural, Engineering, or Land Surveying **must be legally registered in Alaska** prior to submittal of proposal for at least one of those disciplines (AS 08.48.251) which the Partnership offers.
7. **Joint Ventures**, regardless of type of services provided, must be licensed/registered in the legal name of the Joint Venture as used in this proposal (AS 43.70.020 and 43.70.110(4)).
8. **Contracts for Architecture, Engineering or Land Surveying** may not be awarded to individuals, corporations or partnerships not in compliance, respectively, with the provisions of paragraph 2, 3, and 6, above (AS 36.90.100).

[For information about licensing, Offerors may contact the Alaska Department of Commerce and Economic Development, Division of Occupational Licensing at P.O. Box 110806, Juneau, AK 99811-0806, or at Telephone (907) 465-2550, or at Internet address: <http://commerce.alaska.gov/dnn/cbpl/Home.aspx>]

CERTIFICATION FOR INSURANCE

Contractor will ensure that it and all Subcontractors have insurance coverage to effectuate the requirements APPENDIX D, Indemnification and Insurance.

CERTIFICATION - COST AND PRICING DATA

In accordance with 3 AAC 100.560, any cost and pricing data submitted herewith, or in any future price proposals for the proposed contract, will be accurate, complete and current as of the date submitted and will continue to be accurate and complete during the performance of the contract, if awarded.

CERTIFICATION – TRADE RESTRICTIONS AND SUSPENSION AND DEBARMENT

The individual signing this proposal certifies to the best of his or her knowledge that the Contractor and any subcontractors are in compliance with Appendix A, General Conditions, Article A25 and Article A26.

CERTIFICATION - FOREIGN CONTRACTING

By signature on this solicitation, the offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States. If the offeror cannot certify that all work is being performed in the United States, the offeror must contact the Contracts Officer to request a waiver at least 10 days prior to proposal deadline. The offeror must provide with their submission a detailed description of the portion of work being performed outside the United States, where, by whom, and the reason the waiver is necessary. Failure to comply with this requirement may cause the state to reject the bid or proposal as non-responsive, or cancel the contract.

CERTIFICATION – FORMER PUBLIC OFFICER

Any proposer listing as a member of the proposer's team a current public officer or a former public officer who has left state service within the past two years must submit a sworn statement from that individual that the Alaska Executive Branch Ethics Act does not prohibit his or her participation in this project. If a proposer fails to submit a required statement, the proposal may be deemed nonresponsive or nonresponsible, and rejected, depending upon the materiality of the individual's proposed position.

The Ethics Act bars a public officer who leaves state service from representing, advising or assisting a person for compensation regarding a matter – that was under consideration by the administrative unit in which the officer served, and in which the officer participated personally and substantially through the exercise of official action, for two years after leaving state service. See AS 39.52.180(a). "Public officer" includes a state employee, a member of a state board and commission, and a trustee of the Exxon Valdez Oil Spill Trust. "Official action" means a recommendation, decision, approval, disapproval, vote, or other similar action or inaction. Possible remedies for violating the bar include penalties against the former public officer and voiding the state grant, contract or lease in which the former public officer is involved.

Additionally, former public officers may not disclose or use information acquired in the course of their official duties that could in any way result in a benefit to the former public officers or their families, if the information has not been disseminated to the public or is confidential by law, without appropriate authorization. See AS 39.52.140.

Each current or former public officer is responsible for determining whether he or she may serve in the listed capacity on this project without violating the Ethics Act. A form that a former public officer may use to certify their eligibility is attached. Current public officers may seek advice from their designated ethics supervisors concerning the scope and application of the Ethics Act. Former public officers may, in writing, request advice from the Office of the Attorney General, Ethics Attorney concerning the application of the Ethics Act to their participation in this project. It is the responsibility of the individual and the proposer to seek resolution in a timely manner of any question concerning the individual's eligibility.

AIDEA GENERAL CONDITIONS

APPENDIX A

Contract No: 19011

Date Prepared: 8/13/18

INDEX

Article Number and Title

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ARTICLE A1 DEFINITIONS

A1.1 Additional or Extra Services - Services, work products or actions required of the CONTRACTOR above and beyond provisions of the Agreement.

A1.2 Agreement – This Professional Services Agreement and its appendices that outline the terms and conditions regarding Contractor's services during the authorized period of performance.

A1.3 Amendment - A written change to this Agreement.

A1.4 Change - A revision in services, complexity, character, or duration of the services or provisions of this Agreement.

A1.5 Executive Director – Executive Director of the Alaska Industrial Development and Export Authority (AIDEA).

A1.6 CONTRACTING AGENCY – Alaska Industrial Development and Export Authority (AIDEA).

A1.7 Procurement Officer - The individual or a duly appointed successor designated as the official representative to administer contracts for the CONTRACTING AGENCY.

A1.8 CONTRACTOR - The firm (person or any business combination) providing services.

A1.9 Contractor's Manager - The CONTRACTOR's representative in responsible charge of the project(s) and directly answerable for the required services.

A1.10 Project Manager – CONTRACTING AGENCY's representative and the CONTRACTOR's primary point of contract with the CONTRACTING AGENCY.

A1.11 Funding Agency - An agency of a Federal, State, Political subdivision, or Local Government which furnishes funds for the CONTRACTOR's compensation under this Agreement and which may have established regulations and requirements binding upon the CONTRACTING AGENCY and the CONTRACTOR.

A1.12 Notice to Proceed (NTP) - Written authorization from the CONTRACTING AGENCY to the CONTRACTOR to provide all or specified services in accordance with an existing Agreement.

A1.13 Statement of Services - Services and work products required of the CONTRACTOR by this Agreement.

A1.14 Subcontractor - CONTRACTOR engaged to provide a portion of the services by subcontract with the firm which is a party to this Agreement.

ARTICLE A2

INFORMATION AND SERVICES FROM OTHERS

A2.1 The CONTRACTING AGENCY may, at its election or in response to a request from the CONTRACTOR, furnish information or services from other contractors. If, in the CONTRACTOR's opinion, such information or services is inadequate, the CONTRACTOR must notify the CONTRACTING AGENCY of the specific service or material deemed inadequate and the extent of the inadequacy prior to use in the performance of this Agreement. The CONTRACTING AGENCY will then evaluate and resolve the matter in writing. Unless so notified by the CONTRACTOR, the CONTRACTING AGENCY may assume the information or services provided are adequate.

ARTICLE A3 HOLD HARMLESS

A3.1 See Appendix D, "Indemnification and Insurance".

ARTICLE A4 INSURANCE

A4.1 See Appendix D, "Indemnification and Insurance".

ARTICLE A5 OCCUPATIONAL SAFETY AND HEALTH

A5.1 The CONTRACTOR and its Subcontractors shall observe and comply with the Federal Occupational Safety and Health act of 1970 and with all safety and health standards promulgated by the Secretary of Labor under authority thereof and with all State of Alaska Occupational Safety and Health Laws and regulations.

ARTICLE A6 EQUAL EMPLOYMENT OPPORTUNITY

A6.1 The CONTRACTOR shall comply with the following applicable laws and directives and regulations of the CONTRACTING AGENCY which effectuate them; all of which are incorporated herein by reference:

- Title VI of Federal Civil Rights Act of 1964;
- Federal Executive Order 11625 (Equal Employment Opportunity);
- Title 41, Code of Federal Regulations, Part 60 (Equal Employment Opportunity);
- Title 49 Code of Federal Regulations, Part 21 (Discrimination);
- Title 49, Code of Federal Regulations, Part 26 (Minority Business Enterprises);
- Office of Management and Budget (OMB) circular 102, Attachment O (Procurement Standards);
- Alaska Statute (AS) 18.80.200-300 (Discrimination).

A6.2 The CONTRACTOR may not discriminate against any employee or applicant for employment because of race, religion, color, national origin, age, physical disability, sex, or marital status, change in marital status, pregnancy or parenthood when the reasonable demands of the position do not require distinction on such basis. The CONTRACTOR shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, national origin, age, physical disability, sex, or marital status. This action must include, but need not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The CONTRACTOR shall post in conspicuous places, available employees and applicants for employment, notices setting out the provisions of this paragraph.

A6.3 The CONTRACTOR shall state, in all solicitations or advertisements for employees to work in performance of this Agreement, that it is an equal opportunity employer and that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, physical disability, sex, or marital status.

A6.4 The CONTRACTOR shall send to each labor union or representative or workers with which the CONTRACTOR has a collective bargaining Agreement or other contract or understanding a notice advising the labor union or workers' representative of the CONTRACTOR's commitments under this article and post copies of the notice in conspicuous places available to all employees and applicants for employment.

A6.5 In the event the CONTRACTOR subcontracts any part of the services to be performed under this Agreement, the CONTRACTOR agrees to make good faith efforts to utilize Disadvantaged Business Enterprises, to affirmatively solicit their interest, capability and prices and to furnish documentation of the results of all such direct contacts on forms provided by or acceptable to the CONTRACTING AGENCY.

A6.6 The CONTRACTOR shall make, keep and preserve such records necessary to determine compliance with equal employment opportunity obligations and shall furnish required information and reports. All records must be retained and made available in accordance with Article A9, Audits and Records.

A6.7 The CONTRACTOR shall include the provisions of this article in every contract, and shall require the inclusion of these provisions in every contract entered into by any of its Subcontractors, so that these provisions will be binding upon each Subcontractor.

ARTICLE A7 PAYMENTS TO THE CONTRACTOR

A7.1 Payments shall be based on approved CONTRACTOR's invoices submitted in accordance with this article and the provisions of Appendix C. The sum of payments shall not exceed allowable compensation stated in Notice(s) to Proceed and no payments shall be made in excess of the maximum allowable total for this Agreement.

A7.2 The CONTRACTING AGENCY will exert every effort to obtain required Funding Agency approvals and to issue authorizations in a timely manner. CONTRACTOR shall not perform any services without a Notice to Proceed. Accordingly, the CONTRACTING AGENCY will not pay the CONTRACTOR for services or associated reimbursable costs performed outside those which are authorized by a Notice to Proceed.

A7.3 CONTRACTOR's invoices shall be submitted when services are completed or monthly, for months during which services are performed, as applicable, in a format provided by or acceptable to the CONTRACTING AGENCY.

A7.4 In the event items on an invoice are disputed, payment on those items will be held until the dispute is resolved. Undisputed items will not be held with the disputed items.

A7.5 The CONTRACTOR shall submit a final invoice and required documentation within 90 days after final acceptance of services by the CONTRACTING AGENCY. The CONTRACTING AGENCY will not be held liable for payment of invoices submitted after this time unless prior written approval has been given by the Procurement Officer. Total payment of all Subcontractors and satisfactory compliance with Article A22, Taxes, are conditions precedent to final payment.

ARTICLE A8 CHANGES

A8.1 Changes (including "Supplemental Agreements") in the period of performance, general conditions, statement of services, or other provisions established by this Agreement may be made by written Amendment only. If such changes cause an increase or a decrease in the CONTRACTOR's cost, an equitable adjustment shall be made and specified in the Amendment. The CONTRACTOR shall not perform any additional or extra services prior to receiving a fully executed copy of an Amendment and a Notice to Proceed, except as the CONTRACTOR may be directed under the provisions of Article A20, Claims and Disputes.

A8.2 If at any time the CONTRACTING AGENCY through its authorized representatives, either verbally or in writing, requests or issues instructions for Additional or Extra Services or otherwise directs actions which conflict with any provision of this Agreement, the CONTRACTOR shall, within 30 days of receipt and prior to pursuing such instructions, so notify the CONTRACTING AGENCY in writing, and to the extent possible, describe the services and estimated cost of any Additional or Extra Services. The CONTRACTING AGENCY will then evaluate and, if appropriate, negotiate an Amendment. Unless so notified by the CONTRACTOR, the CONTRACTING AGENCY will conclude such instructions have not changed any provisions of this Agreement nor require additional compensation. No additional payments shall be made to the CONTRACTOR without such notice.

ARTICLE A9 AUDITS AND RECORDS

A9.1 The CONTRACTOR shall maintain records of performances, communications, documents, correspondence and costs pertinent to this Agreement and the Funding or CONTRACTING AGENCY's authorized representatives shall have the right to examine such records and accounting procedures and practices.

A9.2 The Funding or CONTRACTING AGENCY's authorized representatives shall have the right to examine all books, records, documents and other data of the CONTRACTOR related to the negotiation, pricing and performance of this Agreement and any modification or change for the purpose of evaluating the accuracy, completeness and currency of the

data submitted. The right of examination shall extend to all documents necessary to permit adequate evaluation of the data, computations and projections used.

A9.3 The materials described in this article shall be made available at a business office of the CONTRACTOR at all reasonable times for inspection, audit or reproduction, for a minimum of 3 years from the date of any resulting final settlement.

A9.3.1 If this Agreement is completely or partially terminated, records relating to the services terminated shall be made available for a minimum of 3 years from the date of any termination or resulting final settlement, whichever is later.

A9.3.2 Records which relate to appeals under Article A20, Claims and Disputes, or litigation or the settlement of Claims arising out of the performance of this Agreement shall be made available until such appeals, litigation or Claims have been concluded.*

ARTICLE A10 CONTRACTING AGENCY INSPECTIONS

A10.1 The CONTRACTING AGENCY has the right to inspect, in the manner and at reasonable times it considers appropriate during the period of this Agreement, all facilities and activities of the CONTRACTOR as may be engaged in the performance of this Agreement.

ARTICLE A11 TERMINATION OR SUSPENSION

A11.1 This Agreement may be terminated by either party upon 10 days written notice if the other party fails substantially to perform in accordance with its terms through no fault of the party initiating the termination (default termination). If the CONTRACTING AGENCY terminates this Agreement, the CONTRACTING AGENCY will pay the CONTRACTOR a sum equal to the percentage of work completed that can be substantiated in whole or in part either by the CONTRACTOR to the satisfaction of the CONTRACTING AGENCY or by the CONTRACTING AGENCY. If the CONTRACTING AGENCY becomes aware of any non-conformance with this Agreement by the CONTRACTOR, the CONTRACTING AGENCY will give prompt written notice thereof to the CONTRACTOR. Should the CONTRACTOR's services remain in non-conformance, the percentage of total compensation attributable to the nonconforming work may be withheld.

A11.2 The CONTRACTING AGENCY may at any time terminate (convenience termination) or suspend this Agreement for its needs or convenience. In the event of a convenience termination, or suspension for more than 3 months, the CONTRACTOR will be compensated for authorized services and authorized expenditures performed to the date of receipt of written notice of termination or suspension plus reasonable expenses. No fee or other compensation for the uncompleted portion of the services will be paid except for already incurred indirect costs which the CONTRACTOR can establish and which would have been compensated for over the life of this Agreement, but because of the termination or suspension would have to be absorbed by the CONTRACTOR without further compensation.

A11.3 If federal funds support this Agreement, settlement for default or convenience termination must be approved by the Funding Agency.

A11.4 In the event of termination or suspension, the CONTRACTOR shall deliver all work products, reports, estimates, schedules and other documents and data prepared pursuant to this Agreement to the CONTRACTING AGENCY.

ARTICLE A12 OFFICIALS NOT TO BENEFIT

A12.1 No member of or delegate to Congress, United States Commissioner or other officials of the Federal, State, Political subdivision or Local Government shall be admitted to any share or part of this Agreement or any benefit to arise therefrom.

ARTICLE A13 INDEPENDENT CONTRACTOR

A13.1 The CONTRACTOR and its agents and employees shall act in an independent capacity and not as officers or agents of the CONTRACTING AGENCY in the performance of this Agreement except that the CONTRACTOR may function as the CONTRACTING AGENCY's agent as may be specifically set forth in this Agreement.

A13.2 Any and all employees of the CONTRACTOR, while engaged in the performance of any work or services required by the CONTRACTOR under this Agreement, shall be considered employees of the CONTRACTOR only and not of the CONTRACTING AGENCY and any and all Claims that may or might arise under the Worker's Compensation Act on behalf of said employees, while so engaged and any and all Claims made by a third party as a consequence of any negligent act or omission on the part of the CONTRACTOR's employees, while so engaged on any of the services to be rendered herein, shall be the sole obligation and responsibility of the CONTRACTOR.

A13.3 This Agreement will be declared null and void should the CONTRACTING AGENCY determine that by Internal Revenue Service definitions the CONTRACTOR is an employee of the CONTRACTING AGENCY.

ARTICLE A14 PROSELYTIZING

A14.1 The CONTRACTOR agrees that it will not engage on a full or part time basis, during the period of this Agreement, any person or persons who are or have been employed by the CONTRACTING AGENCY during the period of this Agreement or during the 90 days immediately preceding the date of this Agreement except those who have been regularly retired or approved in writing by the CONTRACTING AGENCY.

ARTICLE A15 COVENANT AGAINST CONTINGENT FEES

A15.1 The CONTRACTOR shall comply with the Copeland "Anti-Kickback" Act (18 USC 874) as supplemented in Federal Department of Labor regulations (29 CFR, part 3), which are incorporated by reference and made a part of this Agreement.

A15.2 The CONTRACTOR warrants that it has not employed or retained any organization or person, other than a bona fide employee, to solicit or secure this Agreement and that it has not paid or agreed to pay any organization or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the CONTRACTING AGENCY has the right to annul this Agreement without liability or, in its discretion, to deduct from the allowable compensation the full amount of such commission, percentage, brokerage or contingent fee.

A15.3 The CONTRACTING AGENCY warrants that the CONTRACTOR or the CONTRACTOR's representative has not been required, directly or indirectly as an express or implied condition in obtaining or carrying out this Agreement, to employ or retain, or agree to employ or retain, any organization or person or to make a contribution, donation or consideration of any kind.

ARTICLE A16 PRECEDENCE OF DOCUMENTS

A16.1 Components of this Agreement shall stand and prevail in the following order: Agreement over General Conditions; General Conditions over Statement of Services; Statement of Services over Basis of Compensation; Basis of Compensation over any appendices beyond Appendix C.

A16.2 If a "Request for Proposal" (RFP) and/or a proposal are appended to this Agreement, the components described in paragraph A16.1 shall stand and prevail over the proposal and the proposal over the RFP.

ARTICLE A17 ENDORSEMENT ON DOCUMENTS

A17.1 Endorsements and professional seals, if applicable, must be included on all final drawings, specifications, cost estimates and reports prepared by the CONTRACTOR. Preliminary copies of such documents submitted for review must have seals affixed without endorsement (signature).

ARTICLE A18 OWNERSHIP OF WORK PRODUCTS

A18.1 Work products produced under this Agreement, except items which have pre-existing copyrights, are the property of the CONTRACTING AGENCY. Payments to the CONTRACTOR for services hereunder include full compensation for all work products produced by the CONTRACTOR and its Subcontractors and the CONTRACTING AGENCY shall have royalty free non-exclusive and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, such work products.

A18.2 Should the CONTRACTING AGENCY elect to reuse work products provided under this Agreement for other than the original project and/or purpose, the CONTRACTING AGENCY will indemnify the CONTRACTOR and its Subcontractors against any responsibilities or liabilities arising from such reuse. Additionally, any reuse of design drawings or specifications provided under this Agreement must be limited to conceptual or preliminary use for adaptation and the original CONTRACTOR's or Subcontractor's signature, professional seals and dates removed. Such reuse of drawings and specifications, which require professional seals and dates removed, will be signed, sealed and dated by the professional who is in direct supervisory control and responsible for all adaptation.

ARTICLE A19 SUBCONTRACTORS, SUCCESSORS AND ASSIGNS

A19.1 The CONTRACTING AGENCY must concur in the selection of any person or firm that may be engaged in performance of this Agreement to provide negotiable professional or technical services, products, etc., (vs. commodity items available to the general public in stores at market prices).

A19.2 If this Agreement includes named firms or individuals, then such firms or individuals shall be employed for the designated services, unless the Agreement is changed by Amendments.

A19.3 The CONTRACTOR shall not assign, sublet or transfer any interest in this Agreement without the prior written consent of the Procurement Officer.

A19.4 The CONTRACTOR binds itself, its partners, its Subcontractors, assignees and legal representatives to this Agreement and to the successors, assignees and legal representatives of the CONTRACTING AGENCY with respect to all covenants of this Agreement.

A19.5 The CONTRACTOR shall include provisions appropriate to effectuate the purposes of this Appendix A in all subcontracts executed to perform services under this Agreement which may exceed a cost of \$25,000.

ARTICLE A20 CLAIMS AND DISPUTES

A20.1 If the CONTRACTOR becomes aware of any act or occurrence which may form the basis of a Claim by the CONTRACTOR for additional compensation or an extension of time for performance, or if any dispute arises regarding a question of fact or interpretation of this Agreement, the CONTRACTOR shall immediately inform the Procurement Officer. If the matter cannot be resolved within 7 days, the CONTRACTOR shall, within the next 14 days, submit an "Intent to Claim" in writing to the Procurement Officer.

A20.1.1 If the CONTRACTOR believes additional compensation is warranted, the CONTRACTOR shall immediately begin to keep and maintain complete, accurate and specific daily records concerning every detail of the potential Claim including actual costs incurred. The CONTRACTOR shall give the CONTRACTING AGENCY access to any such record and, when so requested, shall forthwith furnish the CONTRACTING AGENCY copies thereof.

A20.1.2 The Claim, if not resolved, shall be presented to the Procurement Officer, in writing, within 60 days following receipt of the "Intent to Claim". Receipt of the Claim will be acknowledged in writing by the Procurement Officer.

A20.1.3 The CONTRACTOR agrees that unless these written notices are provided, the CONTRACTOR will have no entitlement to additional time or compensation for such act, event or condition. The CONTRACTOR shall in any case continue diligent performance under this Agreement.

A20.2 The Claim shall specifically include the following:

A20.2.1 The act, event or condition giving rise to the Claim.

A20.2.2 The provisions of the Agreement which apply to the Claim and under which relief is provided.

A20.2.3 The item or items of project work affected and how they are affected.

A20.2.4 The specific relief requested, including Contract Time if applicable, and the basis upon which it was calculated.

A20.3 The Claim, in order to be valid, must not only show that the CONTRACTOR suffered damages or delay but that those conditions were actually a result of the act, event or condition complained of and that the Agreement provides entitlement to relief to the CONTRACTOR for such act, event, or condition.

A20.3.1 The Procurement Officer reserves the right to make written requests to the CONTRACTOR at any time for additional information which the CONTRACTOR may possess relative to the Claim. The CONTRACTOR agrees to provide the Procurement Officer such additional information within 30 days of receipt of such a request. Failure to furnish such additional information may be regarded as a waiver of the Claim.

A20.3.2 If the Claim is not resolved by Agreement within 90 days of its receipt, the Procurement Officer will issue a written decision to the CONTRACTOR.

A20.3.3 The CONTRACTOR shall certify that the Claim is made in good faith, that the supporting cost and pricing data are accurate and complete to the best of the CONTRACTOR's knowledge and belief, and that the amount requested accurately reflects the adjustment to the Agreement for which the CONTRACTOR believes the CONTRACTING AGENCY is liable.

A20.4 The CONTRACTOR will be furnished a written signed copy of the Procurement Officer's decision within 90 days, unless additional information is requested by the Procurement Officer. The Procurement Officer's decision is final unless, within 14 days of receipt of the decision, the CONTRACTOR delivers a written Notice of Appeal to the Executive Director.

A20.5 Procedures for appeals and hearings are covered under 3 AAC 100.590.

**ARTICLE A21
EXTENT OF AGREEMENT**

A21.1 This Agreement including appendices represents the entire and integrated Agreement between the CONTRACTING AGENCY and the CONTRACTOR and supersedes all prior negotiations, representations or Agreements, written or oral.

A21.2 Nothing contained herein may be deemed to create any contractual relationship between the CONTRACTING AGENCY and any Subcontractors or material suppliers; nor may anything contained herein be deemed to give any third party Claim or right of action against the CONTRACTING AGENCY or the CONTRACTOR which does not otherwise exist without this Agreement.

A21.3 This Agreement may be changed only by written Amendment executed by both the CONTRACTING AGENCY and the CONTRACTOR.

A21.4 All communications that affect this Agreement must be made or confirmed in writing and must be sent to the addresses designated in this Agreement.

A21.5 The CONTRACTOR on receiving final payment will execute a release, if required, in full of all Claims against the CONTRACTING AGENCY arising out of or by reason of the services and work products furnished and under this Agreement.

**ARTICLE A22
TAXES**

A22.1 As a condition of performance of this Agreement, the CONTRACTOR shall pay all Federal, State and Local taxes incurred by the CONTRACTOR and shall require their payment by any Subcontractor or any other persons in the performance of this Agreement.

**ARTICLE A23
GOVERNING LAW**

A23.1 This Agreement is governed by the laws of the State of Alaska and Federal and Local Laws and Ordinances applicable to the work performed. The CONTRACTOR shall be cognizant and shall at all times observe and comply with such laws which in any manner affect those engaged or employed in the performance, or which in any way affects the manner of performance, of this Agreement.

**ARTICLE A24
FEDERAL AID CERTIFICATION (HIGHWAYS)
(For Agreements exceeding \$100,000)**

A24.1 The CONTRACTOR certifies, by executing this Agreement, to the best of his or her knowledge and belief, that:

A24.1.1 No federal appropriated funds have been paid or will be paid, by or on behalf of the CONTRACTOR, to any person for influencing or attempting to influence an officer or employees of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative Agreement, and at the extension, continuation, renewal, Amendment, or modification of any Federal contract, grant, loan, or cooperative Agreement.

A24.1.2 If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress in connection with this Federal contract, grant, loan, or cooperative Agreement, the undersigned shall complete and submit Standard Form LLL, Disclosure of Lobbying Activities, in accordance with its instructions. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

A24.2 This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code.

A24.3 The CONTRACTOR also agrees by executing this Agreement that the CONTRACTOR shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

**ARTICLE A25
TRADE RESTRICTIONS**

The contractor or subcontractor, by submission of an offer and/or execution of a contract, certifies that it:

- a. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR);
- b. Has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country on said list, or is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list;
- c. Has not procured any product nor subcontracted for the supply of any product for use on the project that is produced in a foreign country on said list.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to a contractor or subcontractor who is unable to certify to the above. If the contractor knowingly procures or subcontracts for the supply of any product or service of a foreign country on said list for use on the project, the Federal Aviation Administration may direct through the Sponsor cancellation of the contract at no cost to the Government.

Further, the contractor agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in each contract and in all lower tier subcontracts. The contractor may rely on the certification of a prospective subcontractor unless it has knowledge that the certification is erroneous.

The contractor shall provide immediate written notice to the sponsor if the contractor learns that its certification or that of a subcontractor was erroneous when submitted by reason of changed circumstances.

This certification is a material representation of fact upon which reliance was placed when making the award. If it is later determined that the contractor or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration may direct through the Sponsor cancellation of the contract or subcontract for default at no cost to the Government.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally posed by a prudent person in the ordinary course of business dealings.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

**ARTICLE A26
SUSPENSION AND DEBARMENT**

The bidder/offeror certifies, by submission of this proposal or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this proposal that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the bidder/offeror/contractor or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/ proposal.

**ARTICLE A27
ADDITIONAL PROVISIONS**

(Any deletion or modification of Articles A1 through A26 shall be approved "as to form" by the CONTRACTING AGENCY's legal section, acknowledged in writing, and attached as an Exhibit to this Appendix.)

A27.1 None

INDEMNIFICATION AND INSURANCE

Appendix D in Professional Services Agreements

Contract No: 19011

Date Prepared: 8/13/18

CONTRACTOR shall include the provisions of this form in all subcontracts which exceed \$25,000 and shall ensure Subcontractor's compliance with such provisions.

ARTICLE D1 INDEMNIFICATION

D1.1 The CONTRACTOR shall indemnify, hold harmless, and defend the CONTRACTING AGENCY from and against any claim of, or liability for negligent acts, errors or omissions of the CONTRACTOR under this Agreement. The CONTRACTOR shall not be required to indemnify the CONTRACTING AGENCY for a claim of, or liability for, the independent negligence of the CONTRACTING AGENCY. If there is a claim of, or liability for, the joint negligent error or omission of the CONTRACTOR and the independent negligence of the CONTRACTING AGENCY, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "CONTRACTOR" and "CONTRACTING AGENCY", as used within this article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "Independent Negligence" is negligence other than in the CONTRACTING AGENCY's selection, administration, monitoring, or controlling of the CONTRACTOR and in approving or accepting the CONTRACTOR's Work.

D1.2 The CONTRACTOR shall exercise that degree of skill, care and judgment commensurate with the professional standards for the services of a similar nature. When such standards are in dispute, they shall be established by a panel of three qualified, impartial professionals objectively selected and appointed by the Appeals Officer.

D1.3 The CONTRACTOR shall correct, through re-performance at its expense, any services which are deficient or defective because of the CONTRACTOR's failure to perform said services in accordance with professional standards, provided the CONTRACTING AGENCY has notified the CONTRACTOR in writing within a reasonable time, not to exceed 60 days, of the discovery of any such deficiency during the performance of the services and within 12 months of the date of final payment under this Agreement.

ARTICLE D2 INSURANCE

D2.1 Without limiting the CONTRACTOR's indemnification, it is agreed that CONTRACTOR shall purchase at its own expense and maintain in force at all times for the duration of this Agreement, plus one year

following the date of final payment, the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the CONTRACTOR's policy contains higher limits, the CONTRACTING AGENCY shall be entitled to coverage to the extent of such higher limits. Certificates of insurance must be furnished to the CONTRACTING AGENCY and incorporated into this Agreement with copies attached to this document. Certificates must provide for the CONTRACTING AGENCY to receive notice of any policy cancellation or reduction per AS 21.36 Sections 210-310. Failure to furnish certificates of insurance or lapse of the policy is a material breach and grounds for termination of the CONTRACTOR's services and may preclude other Agreements between the CONTRACTOR and the CONTRACTING AGENCY.

D2.1.1 Worker's Compensation Insurance: The CONTRACTOR shall provide and maintain, for all employees engaged in work under this Agreement, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal USL&H and Jones Act requirements. The policy(s) must waive subrogation against the State of Alaska.

D2.1.2 Commercial General Liability Insurance: Such policy shall have **minimum** coverage limits of \$300,000 combined single limit per occurrence, covering all business premises and operations used by the Contractor in the performance of services under this agreement. The policy shall be written on an "occurrence" form and shall not be written as a "claims-made" form unless specifically reviewed and agreed to by the CONTRACTING AGENCY.

D2.1.3 Comprehensive Automobile Liability Insurance: Such policy shall have **minimum** coverage of \$300,000 combined single limit per occurrence covering all vehicles used by the Contractor in the performance of services under this agreement.

D2.1.4 Professional Liability (E&O) Insurance: Covering all negligent errors or omissions, and negligent acts, which the CONTRACTOR, Subcontractor or anyone directly or indirectly employed by them, make in the performance of this Agreement which result in financial loss to the State of Alaska. Limits required are per the following schedule:

MINIMUM LIMITS OF E&O INSURANCE

| <u>Contract Amount</u> | <u>Combined Single Limit, Per Occurrence & Annual Aggregate</u> |
|------------------------|---------------------------------------------------------------------|
| Under \$25,000 | As Available |
| \$25,000 to \$100,000 | \$300,000 |
| \$100,000 to \$499,999 | \$500,000 |
| \$500,000 to \$999,000 | \$1,000,000 |
| \$1,000,000 and over | Negotiable |

D2.1.5 Professional Liability Insurance required for this Agreement is \$ N/A

**ARTICLE D3
MODIFICATION OF INSURANCE REQUIREMENTS**

(Article D3 is completed only when some of the standard insurance coverages are not applicable.)

CONTRACTOR RELATED MODIFICATIONS

- D3.1 **Workers Compensation Insurance** is not required because the CONTRACTOR is an Independent Contractor, Sole Proprietor or Self-Employed Person having no employees in any sense of AS 23.30.045.
- D3.2 **Comprehensive or Commercial General Liability Insurance** is not required because the general public and clients do not have any business access to a place of business or home office maintained by the CONTRACTOR.
- D3.3 **Comprehensive Automobile Liability Insurance** is not required because only public transportation, or a rented passenger vehicle with business use insurance, will be used to accomplish requirements of this Agreement.

PROJECT RELATED MODIFICATIONS FOR E&O COVERAGE

When services may apply to fire, life safety or structural aspects and/or wherever the services should safeguard life, limb, health or property, Professional Liability Insurance shall be required.

(E&O Coverage may be waived only if it was specifically not required within the solicitation for proposals.)

- D3.4 **Professional Liability (E&O) Insurance** is not required because: 1) the CONTRACTING AGENCY's use of the services or Work products obtained from the CONTRACTOR will not result in significant exposure to any third party claims for loss or damage; and 2), the CONTRACTOR services will not apply to any construction, alteration, demolition, repair or direct use of any highway, airport, harbor, building or other structure.
- D3.5 **Professional Liability (E&O) Insurance** is not required because this Agreement is for one of the following applicable (*checked*) services for which E&O coverage is not needed:
 - Right-of-Way Fee Appraisals
 - Photogrammetric Mapping Services
 - Architectural/Engineering review of Construction Bid Documents wherein design responsibility clearly remains with the designer of record.

OTHER BASIS FOR MODIFICATIONS

(Requires written concurrence from Division of Risk Management)

- D3.6 Attached Exhibit D-1 identifies and provides justification for insurance modifications.

Above *checked* modifications of the insurance requirements specified in Article D2 are hereby approved:

CONTRACTING OFFICER Signature: _____ Date: _____
Name: _____
Title: _____

**ALASKA INDUSTRIAL DEVELOPMENT AND EXPORT AUTHORITY
AND ALASKA ENERGY AUTHORITY**

**CERTIFICATION OF CONTRACTOR AND LOWER-TIER PARTICIPANTS
REGARDING DEBARMENT, SUSPENSION, AND OTHER INELIGIBILITY AND
VOLUNTARY EXCLUSION**

Contractor

PLEASE INSERT YOUR COMPANY'S NAME AND ADDRESS IN THIS BOX

I, _____ hereby certify on behalf
(Name and title of official)

of _____ that:
(Name of contractor)

- (1) The prospective contractor and lower tier participant certifies, by submission of this bid or proposal, that neither it nor its "principals" [as defined at 49 C.F.R. § 29.105(p)] is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. In the event, your company or any principals become ineligible from participating in federally funded transactions, you are required to notify us immediately.
- (2) When the prospective contractor and lower tier participant is unable to certify to the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Executed this _____ day of _____, 20____

By:

(Signature of authorized official)

(Title of authorized official)

STATEMENT OF SERVICES

APPENDIX B

| |
|------------------------------------------------------------|
| Contract No: 19011 Date Prepared: 8/13/18 |
|------------------------------------------------------------|

ALASKA INDUSTRIAL DEVELOPMENT & EXPORT AUTHORITY AND ALASKA ENERGY AUTHORITY BANKING & TRUST SERVICES

ARTICLE B1 ADMINISTRATIVE REQUIREMENTS

B1.1 General. The Institution shall provide services as identified and authorized by sequentially numbered Notices-to-Proceed. The Institution shall not perform services or incur billable expense except as authorized by a NTP.

B1.2 Project Staff. All services must be performed by or under the direct supervision of the following individuals (replacement of, or addition to, the Project Staff named below shall be accomplished only by prior written approval from the Contracting Agency:

| | |
|-------------|---------------------------------|
| <u>Name</u> | <u>Project Responsibilities</u> |
|-------------|---------------------------------|

ENTER NAMES OF INSTITUTION'S
KEY STAFF

ARTICLE B2 BACKGROUND

B2.1 About AIDEA and AEA

AIDEA's board serves as the board of AEA. The Authorities also share facilities and staff. However, the two Authorities "Authority" are separate and distinct legal entities. All assets of AEA must be kept separate and cannot be co-mingled with the assets of AIDEA.

Interested Offerors should review the following documents available though AIDEA's and AEA's websites. <http://www.aidea.org> and <http://www.akenergyauthority.org>

- AIDEA Annual Report 2017 <http://www.aidea.org/Portals/0/Annual%20Reports/2017/AIDEAAnnualReport.pdf>
- AEA Audited Financial Statements <http://www.akenergyauthority.org/Portals/0/Publications/FY17Annual%20Financial%20Statement.pdf?ver=2017-12-12-165512-013>.
- AIDEA Audited Financial Statements <http://www.aidea.org/Portals/0/Financials/Fs17aidea.org>
- * Programs and Projects throughout each web site.

B2.2 AIDEA and AEA's Current Account Information – Trust Services

AIDEA has the investment powers and duties established in AS 37.10.071. AIDEA's current investment policy is Attachment 1; AEA currently follows the same policy. AIDEA staff invest in U.S. Treasury and Agency securities and other securities allowed under the internally managed portfolio and generally holds investments to maturity. The purchases are made utilizing a competitive process involving third-party brokers.

AIDEA also contracts with two outside investment managers to invest on AIDEA's behalf. The investment manager's role is to enhance return and they therefore actively trade investments. Approximately 15 purchases and sales of securities are initiated monthly by these managers. Additionally, AIDEA receives approximately 150 "pay downs" monthly from collateralized investments. The manager's investment scope includes corporate securities. The balances of these accounts as of 06/30/2018 were \$197,996,131 and \$195,914,432. (See Attachment 6 as a sample of Investment Manager Statements.)

In the fiscal year ending June 2020 AIDEA will be soliciting proposals for investment managers as the current contracts are expiring. AIDEA expects manager investment activities to remain approximately the same during the contract period; however, AIDEA cannot guarantee the level of future activity.

B2.2.1 Trust Subaccounts

AIDEA and AEA currently maintain 34 separate subaccounts for unrestricted, restricted and segregated funds. During the life of the contract new subaccounts will be necessary and other subaccounts will be eliminated. A copy of a Daily Summary Report listing all current subaccounts is enclosed as Attachment 2.

Approximately 6 of the existing subaccounts invest in both investment securities and the short-term investment funds; an additional 6 subaccounts invest in the Alaska Municipal League Investment Pool and the remainder of the subaccounts only invest in the short term investment funds. AIDEA makes daily deposits and withdrawals into subaccounts shown on Attachment 2. Interest earned on several of the subaccounts is automatically transferred to other subaccounts when received. Interest for most of the subaccounts remains in the subaccount in which it is earned.

B2.3 Banking Services - Checking Accounts

AIDEA and AEA maintain five checking accounts. Attachment 3 includes two monthly account statements as reference. One statement represents the most active account for making payments and one represents the most active account for receiving deposits.

Two of the checking accounts are used as conduits for collecting funds to be transferred into subaccounts and three are utilized as checking accounts. The Authority estimates current activity at approximately 3,100 checks and 1,450 electronic funds transfers (through ACH) per fiscal year; the number of payment transactions may vary over the term of the contract. The Authority receives checks and generally makes one deposit per day. Most incoming ACH's are received into the checking accounts. The number of items deposited daily is not tracked, but it is estimated that eight items appear, on average, on the daily deposit. Cash is occasionally received.

B2.4 Transfers of Funds

Wire transfers are received and disbursed periodically by the current Institution per instructions from AIDEA; amounts are also received and disbursed via ACH. The Authority estimates that there will be approximately 100 outgoing wire transfers, 30 incoming wire transfers, and 500 incoming ACH electronic funds transfers annually; however the numbers may change as circumstances change.

Generally, the day after deposits are made into the checking accounts, the Institution transfers the amounts deposited into the trust subaccounts pursuant to instructions received by the Institution from AIDEA via e-mail. See Attachment 4 for an example of Report for Transfers from Checking to Trust.

Amounts may be transferred daily from the various trust subaccounts into the checking accounts to cover payments made by the Authority. See Attachment 5 for an example of Report for Transfers from Trust to Checking e-mailed to Institution. The Authority anticipates that it will continue to provide transfer instructions in the manner similar to that currently utilized.

ARTICLE B3 **SCOPE OF WORK**

B3.1 RFP Goals and Institution Responsibilities

The primary goals of the Authority are to procure banking services and trust/custody services that will satisfy current and future requirements. Specifically, the responsibilities will include, but may not be limited to:

- Establishment and maintenance of custody subaccounts for funds.
- Establishment and maintenance of bank checking accounts.
- Safekeeping of all investments and funds delivered or collected.

- Accounting and reporting (daily, monthly and annual reports).
- Tracking historic cost of investment securities.
- Reporting investment securities' market values, interest accruals, and ratings.
- Effective cash management.
- Receiving deposits and receiving and disbursing funds (by wire transfers, ACH, or by check).
- Maintaining internal controls.
- Internet access to account information.
- Client servicing and support.
- Providing recommendations for updates or service delivery methods based on changes at the Authority, changes in banking or trust regulations, or development of new technologies.

The institution shall provide cost-effective solutions that incorporate current technology, efficient and effective systems, and a disciplined approach in the delivery of banking and trust/custody services. To this end a knowledgeable, seasoned, stable and responsive client servicing team must be assigned that is committed to knowing, understanding and meeting the Authority's needs.

B3.2 Banking Services

For banking services, the Institution shall provide the following minimum services:

- Five collateralized checking accounts with related services of deposit and payment processing, (cash, check, wires and ACH). Other accounts may be added during the contract term.
- Facilitate transfers between Bank accounts and accounts held by the Alaska Municipal League Investment Pool.
- The following reports and on-line access to accounts:
 - Monthly hard copy checking account statements;
 - On-line daily access of checking account activity; and
 - On-line daily fraud detection reporting.
- Electronic deposit of checks.
- Courier service on as needed basis for occasional cash deposits.
- Check clearing which includes on-line reporting of account activity and check/ACH verification.
- Other services that may be of benefit to the Authority and provide for a more efficient operation and best use of existing technology with appropriate accountability.

B3.3 Investment Trust and Custody Services

The Institution will be responsible for holding and safekeeping, as custodian, all securities and funds delivered or collected for the Authority.

For trust and custodial services, the Institution shall provide the following minimum services:

- Initially provide investment custody services for 34 separate trust subaccounts. Other subaccounts may be added or deleted over the term of the contract.
- Provide a AAA rated or collateralized liquidity investment for overnight investments (all trust fund subaccount balances can be combined for one daily investment purchase). AIDEA prefers a repurchase agreement, if available, over a money market fund.
- Provide incoming and outgoing wire services.
- Provide for transfers between subaccounts as well as to and from bank accounts.
- Provide for transfers between subaccounts and funds held by the Alaska Municipal League Investment Pool.
- Facilitate trades of investment securities with external money managers and third-party brokers.
- Provide investment purchase and sale capability for the direct purchase/sale of treasuries, Agencies, and GSE's, per instructions from Authority staff.
- Provide at a minimum the following reports to the Authority:
 - Monthly hard copy trust subaccount reports to include CUSIP, description, cost, market value, accrued interest, and maturity date, all by asset, and monthly activity for sales, purchases and cash transactions. Statements must be on a trade date basis with unsettled transactions specifically identified.
 - Monthly downloadable comma delimited electronic trust reports to include CUSIP, description, cost, market value, accrued interest, maturity date and S&P and Moody's ratings, and hierarchy level of valuation inputs as required by Governmental Accounting Standards Board Statement No. 72, Fair Value Measurement and Application, all by investment;
 - Annual (year ending June 30) hard copy trust reports by subaccount
 - Daily transaction summary report reflecting all investment activity for the previous day by asset and trust subaccount. Examples of transactions include investment buys, sells and interest receipts. Report should include CUSIP, investment description, par, dollar amount and transaction description.
 - Provide daily reconciliation of cash/money market position by trust subaccount including beginning balance, additions, withdrawals and end of day balance. Report should be available at the beginning of the next business day for the previous day's activity.

B3.4 Other Considerations

1. The Institution shall exercise the same care and safekeeping of the investment securities and liquidity investment held for the Authority as it exercises in the safekeeping of property of a similar character which it holds in a fiduciary capacity.
2. The Authority shall have the right, exercisable directly or through its auditors, to examine and audit all cash and securities held by the Institution for the account of the Authority, and all books, memoranda, journals, ledgers, and other records (including those related to costs) pertaining thereto during the Institution's normal business hours. This right of audit is exercisable at any time by the Authority and may be repeated from time to time without restriction during the term of the Contract at the option of the Authority, subject to the foregoing limitations of time and scope.
3. Due to financial restrictions or accounting requirements placed upon the Authority by bond covenants or otherwise, the Authority may have unique requirements from other Trust customers. The Institution must be willing and able to attempt to accommodate future Authority requirements.
4. One contact person shall be assigned to the Authority for the purposes of managing the contract. In addition the Institution is expected to provide a single point of banking services as well as trust services. This could be two people, one for trust and one for banking services. The contact person(s) will be responsible for day-to-day communications between the Institution and the Authority regarding their areas of expertise and will be able to resolve any issues that may arise regarding the contract in their area of expertise. The Authority estimate that the Institution banking and investment trust contact person(s) will be spoken to several times per week, on average.
5. The Institution must be able to accurately execute transactions and transfers within the minimum time periods required by the contract. Repeated failure to execute accurate timely transactions may result in cancellation of the contract.
6. All investment securities must be held by the Institution or its agent in an account in AIDEA's or AEA's name as appropriate over which AIDEA or AEA, as appropriate, has signatory authority. The collateral for the checking accounts must also be held in a third party custodial account in either AIDEA or AEA's name as appropriate over which the appropriate Authority has signatory authority.
7. The Institution is responsible for timely processing of incoming and outgoing wires. Outgoing wires from the Trust generally must be sent so that the recipient can invest funds on the day of receipt. Occasionally,

outgoing wires must be sent to be received prior to 10 a.m. prevailing Eastern Time. The Authority must receive notice of all deposits into a checking account before 3:30 p.m. on the day of the deposit. The Institution must notify the Authority, by e-mail to the appropriate contact person, no more than two hours after receipt of wires, ACH's and direct deposits destined for a checking account or trust subaccount.

8. The contactor must be able to provide the information necessary for the Authority to be in compliance with the requirements of the following standards:

- Governmental Accounting Standards Board Statement No. 3, Deposits with Financial Institutions, Investments (Including Repurchase Agreements), and Reverse Repurchase Agreements

- Governmental Accounting Standards Board Statement No. 40, Deposit and Investment Risk Disclosures

- Governmental Accounting Standards Board Statement No. 72, Fair Value Measurement and Application