SMITH COLLEGE

REQUEST FOR PROPOSAL ("RFP")

ATM SERVICES
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A. Introduction

As one of the nation's largest liberal arts colleges for women, Smith enrolls approximately 2,700 undergraduate students from nearly every state and 62 other countries. The College offers a unique breadth of resources. Outstanding academic facilities, on a New England campus noted for its beauty. Smith educates women of promise for lives of distinction.

The College currently has a free standing ATM from a local savings bank which is connected to the SUM, Money Pass, NYCE and Cirrus networks. The current ATM is located on the garden level of the Smith College Campus Center.

Throughout the proposal process, the College welcomes suggestions to improve the effectiveness, cost, and efficiency of the ATM service provided at the Campus Center. Smith would like to partner with a bank who will help increase the use of the ATM in the Campus Center.

Smith College intends to select one institution to provide an ADA compliant ATM for banking services for faculty, students and staff. The bank awarded the ATM Service Agreement will bear the cost of installation of the new ATM.

Smith College is pleased to invite Bidders to participate in a RFP for ATM Services. The College considers the ATM to be an important aspect of the college’s services that it makes available to faculty, students and staff.

B. Existing Program Overview & Site Visits

Smith College has an existing ATM in place, as described below. When preparing your proposal, please consider the following data:

1. Smith is a small to mid-sized college.
2. 3,091 total 2015 transactions broken down to 2,916 foreign transactions and 175 incumbent bank transactions
3. The program has opportunities to grow with the right ATM service
4. Vendors are strongly encouraged to conduct their own site visit to determine the potential value of the site. Thus, Vendors are invited to visit the campus center during regular business hours to determine all requirements associated with this RFP.

C. RFP Process and Timeline

E-mail Linda Hiesiger at LHiesige@smith.edu with your intention to submit a response no later than 2:00 PM on May 4, 2016

Any discrepancies, errors, questions or clarifications regarding this RFP should be directed to Linda Hiesiger and must be received via email no later than 2:00 PM on May 9, 2016. Smith will forward responses to questions no later than 2:00 PM on May 13, 2016.
All responses, including any supporting attachments, are due via e-mail to Linda Hiesiger, Procurement and Auxiliary Services Director, LHiesige@smith.edu and Laura Smiarowski, Controller and Associate Treasurer, LSMiarow@smith.edu no later than 2:00 PM on May 20, 2016.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>RFP distributed by Smith College</td>
<td>April 29, 2016</td>
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<tr>
<td>Bidders acknowledge intent to submit RFP response</td>
<td>May 4, 2016</td>
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<tr>
<td>Bidders’ deadline for submitting questions to Smith College</td>
<td>May 9, 2016</td>
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<tr>
<td>Smith College deadline to respond to bidders’ questions</td>
<td>May 13, 2016</td>
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<tr>
<td>Bidders’ RFP responses due to Smith College</td>
<td>May 20, 2016</td>
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<tr>
<td>Vendor presentations for finalists</td>
<td>Week of May 30\textsuperscript{th}</td>
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<tr>
<td>ATM delivery, set-up and installation</td>
<td>August 25, 2016</td>
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This RFP is not an offer to contract with any bidder. Smith College is not responsible for any costs associated with replying to this RFP. Smith College reserves the right to enter into an agreement with any provider or no provider at its sole discretion.

All information provided in this RFP is considered proprietary and confidential and may not be shared except for the purpose of completing a response to this RFP.

Suppliers who are submitting a proposal are not at liberty to discuss this RFP outside the Smith College community. If a supplier is awarded an agreement, they are not to release the details of this RFP without written permission from Smith College.

Expenses incurred in preparing and presenting a proposal to Smith College is the sole responsibility of the supplier and may not be charged to Smith College in any way. The supplier specifically agrees that Smith College shall not have legal liability of any kind for its actions in releasing this RFP, or considering and choosing among the proposals. Nor shall Smith College accept any liability or responsibility for the supplier’s actions vis-à-vis Smith College or any third party in receiving and responding to this RFP.

D. Evaluation

Smith College will evaluate all proposals based on the following criteria:

- 40% - Type of machine
- 40% - Fees
- 15% - Type of services
- 5% - Technical Support
E. Instructions/Questionnaire to Vendors/Scope of Services

The successful bidder is to supply and install an ATM machine in the garden level of the Smith College Campus Center. The college will work with the bank awarded the ATM contract to advertise the new ATM to the campus community and ensure proper signage.

The college is looking to enter into a three (3) year agreement which can be extended upon mutual written agreement.

The college will invite the successful bidder to sign up students for bank account at central check in for students at the beginning of the academic year, if they are not already do so at Smith.

Please provide a brief summary overview of your proposed offering to Smith College. Include any additional information, not requested below, that we should consider when evaluating your proposal.

Section 1 – Ownership, Risk of Loss and Release

1. Vendor must provide all equipment, labor and materials required to install, operate, maintain, and remove the ATM machine throughout the life of the contract. Smith shall supply the internet wiring and/or phone line connection.

2. The ATM machine, money in the ATM and ATM supplies installed at Smith College shall remain the sole property of the vendor. All personal property and the vendor’s ATM shall remain the property of the vendor. All personal property and ATM that is placed at the Smith location is at the vendor’s sole risk. Vendor hereby releases Smith from any claims arising from loss of or damage to vendor’s property.

Section 2 – Equipment and General Requirements of ATM

In your response to the RFP, please address each number point below:

1. Provide, install and operate one (1) Automated Teller Machine (ATM) at the Smith College Campus Center

2. Provide and maintain an ATM that is a compact, standalone model

3. The ATM must have all current, industry-standard security features and all features necessary to fully comply with the accessibility standards of the American with Disabilities Act and all other federal, state and local laws applicable to ATMs.

4. Provide security for the ATM at the bank’s expense. Security of the ATM and its contents shall be the responsibility of the bank. The college shall bear no responsibility for the security of the ATM.

5. Provide all service, maintenance and technical support for the ATM

6. Furnish cash for the provided ATM and keep cash in said ATM during Campus Center business hours

7. The ATM must accept debit and bank cards.

8. The ATM must have connections and processing capabilities with at least three (3) other networks such as SUM, Money Pass, Plus, Star, NYCE, Cirrus or Pulse

9. The ATM must have a clearly marked (toll-free) 24 hour phone number to call for user service issues and inquires
10. The ATM must have a clearly marked signage of applicable fees associated with the use of the ATM

11. Provide customer transactions competitively priced, if possible free of charge

12. Describe all applicable user fees, if any. Enumerate fees for customers who are not bank customers.

13. Provide a detailed and complete revenue/commission schedule and if applicable, rent schedule for the ATM

14. Service the ATM with sufficient frequency so that its supply of currency is not depleted and the ATM is maintained in good working order. Service of the machine must occur during the hours that the Campus Center is open

15. Subject to the Facilities Management approval, place appropriate signs and other normal business logos on the ATM only

16. Identify currency denomination capabilities

17. Describe functions available with equipment

18. Bank is responsible for the cost of removal of any ATM for any reason

19. Reporting
   a. What on-line reporting is available? Describe the reporting provided to the College. What information is included in the standard report format?

20. IMPLEMENTATION/CONVERSION
   a. Provide a plan for transitioning from the current ATM to your financial institution.
   b. Who will be responsible for coordinating the transition?
   c. Describe your company’s approach and philosophy to consulting with clients. After implementation, how frequently would you recommend meeting with the College? What level of consultation is your company prepared to provide to the College?

21. REFERENCES
   a. Provide at least five references (higher education references preferred), including client name, contact person, address, phone number, services provided, and the length of time your bank has worked for the entity.
   b. How many college or university clients have terminated services in the last three years?