

SUBJECT: BANKING

This policy specifies the necessary requirements for an institution to qualify to submit proposals; the duration of a banking agreement; an outline of the banking specifications; and the approach to be used in the evaluation of submissions.

As outlined in this policy, the University will request proposals for banking services from financial institutions able to meet the following requirements:

- a) Federally or Provincially (BC) chartered and inspected;
- b) Have a head office located in the central business district of Prince George;
- c) Have the ability to obtain bank accounts and clear funds from locations north of 100 Mile House on behalf of the University;
- d) Be a member of the Canadian Deposit Insurance Corporation, or equivalent;
- e) Be a member of the Canadian Clearing House Association; and
- f) Provide all of the services outlined in the specifications section, which will be further detailed at the time of calling for proposals.

Duration of Banking Agreement

The banking agreement will be for a three-year term with an option for a one-year extension by mutual agreement between the University and the banker.

Near the end of the third year of a banking agreement, the Controller will make a recommendation to the Board, either recommending a call for proposals, or the extension of the existing agreement for a further one-year by mutual agreement with the banker. If a call for proposals is recommended, the Controller will generally outline the specifications and other requirements for the Board's approval.

In general terms, the University will require the following:

- a) Bank accounts consisting of:
 - i) a general operating account - lead bank
 - ii) capital accounts as required
 - iii) ministry transfer account(s)
 - iv) general accounts at satellite locations
 - v) payroll account
 - vi) trust accounts (savings).
- b) Payment of interest/overdraft charges, on the pooled net balance of all University accounts.

-
- c) Provision of account reconciliation services, account balance information, confirmations, etc.
 - d) As the lead bank, the ability to provide direct deposit of payroll.
 - e) Provide other lead bank services as may be required to allow for such items as the direct deposit of payroll.
 - f) The provision of a safety deposit box.
 - g) Computerized banking services.
 - h) Senior officer as the main contact.
 - i) Other banking services as required at the time of calling for proposals.

Evaluation

All submissions must be received as per University policy on requests for proposals. The Controller will review and evaluate the proposals and make recommendations to the Board giving consideration to the following:

- a) cost of services;
- b) ability to provide all requested services;
- c) cost of changing bankers;
- d) quality and convenience of the proposed services; and
- e) other considerations as may be applied from time to time (e.g. financial strength, mergers or take-overs).

It should be noted that the lowest cost proposal might not necessarily be accepted as a result of the forgoing evaluation.

Sufficient time will be given to the institutions to allow for meetings with University employees; submission of questions in writing to employees for a response to all institutions submitting proposals; and for preparation of the final submission.