

ATTACHMENT A

FORMS

Request for Proposal Number #NST082017 Z1

Bidders are required to complete all forms provided in this attachment.

Forms A.1 – A.5 are to be included as part of the Technical Approach.

- Form A.1: Mandatory Project Requirements
- Form A.2: Functional and Technical Proposal Requirements
- Form A.3: Functional and Technical Proposal Requirements for NDCS
- Form A.4: Cost to User Proposal Template
- Form A.5: State Rebate Proposal Template

FORM A.1

Mandatory Project Requirements

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Please answer the following eight (8) mandatory questions with a check mark after the appropriate response. Any "No" answer will eliminate the bidder from further evaluations.

Yes_____ No_____ Is the bidder a state or national bank licensed to do business in the State of Nebraska and of approved standing and responsibility pursuant to Neb. Rev. Stat. §77-2387(2)?

Yes_____ No_____ Bidder agrees to supply ATMs that comply with Americans with Disabilities Act (ADA) Accessibility Guidelines.

Yes_____ No_____ Bidder must have a minimum of five (5) years' experience in providing ATMs.

Yes_____ No_____ Bidder agrees to comply with all Nebraska State Statutes.

Yes_____ No_____ Bidder agrees to comply with all banking and industry regulations in the operation of the ATMs.

Yes_____ No_____ Does the ATM support the following transaction types in both English and Spanish language formats?
Cash withdrawal from checking account
Cash withdrawal from savings account

Yes_____ No_____ Does the ATM support the following transaction types in both English and Spanish language formats?
Transfer from checking to savings
Transfer from savings to checking

Yes_____ No_____ Does the ATM support the following transaction types in both English and Spanish language formats?
Balance inquiry from checking
Balance inquiry from savings

FORM A.2

Functional and Technical Requirements	
2.1	<p>Does the bidder agree that ATM's will be placed in existing locations as provided on page 29 and 30 of the RFP?</p> <p>Yes___ No___</p>
2.2	<p>Please list the space requirements for the proposed ATM's.</p>
2.3	<p>Currently a 110 volt 20 amp dedicated circuit is available for use of the ATM, will this circuit be acceptable to the bidder?</p> <p>Yes___ No___</p> <p>If no, please list the electricity requirements.</p>
2.4	<p>Does the bidder agree to pay all installation costs and phone lines as necessary?</p> <p>Yes___ No___</p>
2.5	<p>Does the bidder agree to pay all on-going service for communications media (in any form) as necessary to operate the ATM?</p> <p>Yes___ No___</p>
2.6	<p>Does the bidder understand that the state will provide the electrical power for the operation of the ATM's?</p> <p>Yes___ No___</p>
2.7	<p>Does the bidder agree to post a phone number on each machine so users may report any machine problems?</p> <p>Yes___ No___</p>
2.8	<p>Does the bidder agree it is their responsibility to maintain and service the ATM's?</p> <p>Yes___ No___</p>
2.9	<p>Does the bidder agree they will provide maintenance for necessary problem resolution and repairs by qualified technicians?</p> <p>Yes___ No___</p>

2.10	<p>The bidder must list what their response time will be to a maintenance call, Monday thru Friday 8 AM to 5 PM.</p> <p>Within 1 hour___ Between 1 to 3 hours___ Over 3 hours___</p>
2.11	<p>The availability of the ATM system must be Ninety Five Percent (95%) uptime (22.8 hours) for each twenty-four (24) hour period, seven (7) days per week, does the bidder agree to provide this availability?</p> <p>Yes___ No___</p>
2.12	<p>Does the bidder agree to inspect the machines for signs of tampering and to ensure the ATM has not been compromised while balancing and filling the ATM?</p> <p>Yes___ No___</p> <p>If yes, how often will the machines be filled, balanced and inspected?</p> <p>Monthly___ Biweekly___</p> <p>Weekly___ As necessary___</p>
2.13	<p>Does the bidder agree to be insured to cover the cost of the machine and its contents in case of theft or robbery?</p> <p>Yes___ No___</p>
2.14	<p>Does the bidder agree they will provide operational support for ATM balancing, settlement, adjustment and captured card processing?</p> <p>Yes___ No___</p>
2.15	<p>Please list all the Cash Access Networks the bidder uses in operating their ATM's (example: Nets, Cirrus, Plus, Interlink, Cirrus, other).</p>
2.16	<p>Does the bidder agree that ATM's must accept universally branded ATM, debit and Visa/MasterCard branded cards?</p> <p>Yes___ No___</p>

2.17	Does the bidder agree that ATM's must accept EMV or "chip" cards? Yes___ No___
2.18	Does the bidder agree to stock the ATM's with \$10 and/or \$20 bills depending on the location? Yes___ No___
2.19	Does the bidder agree that prior approval is needed if new or modifications of existing equipment is required? Yes___ No___
2.20	Does the bidder agree, if a rebate will be paid to the State, payment will be paid on a monthly basis? Yes___ No___

FORM A.3

Functional and Technical Requirements for Nebraska Department of Correctional Services (NDCS)	
3.1	<p>Does the bidder agree that they will make all employees aware of the provisions of Neb. Rev. Stat. §28-322.01 that states it shall be a felony for individuals working for or under contract to the NDCS to engage in sexual contact or relations with an inmate or parolee within the State Correctional system, and that no inmate nor parolee is legally capable of giving consent to any such relationship?</p> <p>Yes___ No___</p>
3.2	<p>Does the bidder agree that they are responsible for making their employees aware of NDCS Administrative Regulation 112.31 – Code of Ethics and Conduct before going to any NDCS facilities? (Code of Ethics and Conduct can be found at http://www.corrections.nebraska.gov/policieshr.html)</p> <p>Yes___ No___</p>
3.3	<p>Does the bidder agree that they are responsible to inform their personnel of the NDCS Tobacco Policy, which states that tobacco and tobacco-related products are contraband and must not be carried into any NDCS owned or controlled property? Such products must remain in Contractor’s locked vehicle while on NDCS property.</p> <p>Yes___ No___</p>
3.4	<p>Does the bidder agree that the Contractor will be responsible for ensuring all personnel, equipment, tools, keys, and supplies/materials comply with any and all rules, regulations, and procedures of the NDCS and the individual facilities?</p> <p>Yes___ No___</p>
3.5	<p>Does the bidder agree that all equipment, tools, supplies, and materials will be subject to search and inventoried at any time?</p> <p>Yes___ No___</p>
3.6	<p>Does the bidder agree that tools and materials must be carefully controlled at all times and locked when not in use?</p> <p>Yes___ No___</p>
3.7	<p>Does the bidder agree that all Contractor personnel entering a correctional institution will be subject to a search of their person and personal items?</p> <p>Yes___ No___</p>

3.8	<p>Does the bidder agree that cellphones and other electronic devices will not be brought into correctional institutions without prior authorization from the facility warden or designee?</p> <p>Yes___ No___</p>
3.9	<p>Does the bidder agree that personnel shall be subject to departmental security checks prior to their arrival on NDCS property?</p> <p>Yes___ No___</p>
3.10	<p>Does the bidder agree that personnel must carry proper identification with them at all times while on NDCS property?</p> <p>Yes___ No___</p>
3.11	<p>Does the bidder agree to abide by all NDCS policies and review them with all new contractor staff?</p> <p>Yes___ No___</p>
3.12	<p>Does the bidder agree to only stock \$10 bills in the ATMs at the Omaha and Lincoln Correctional facilities?</p> <p>Yes___ No___</p>

FORM A.4
Cost to User Proposal Template
Request for Proposal Number NST082017 Z1

Section 1:

The bidder must detail the cost for the user to withdraw cash 'In Network' and 'Out of Network'. Enter the cost per withdraw in the "User Cost" column, multiply the number of transactions by the "User Cost" and the total will be the "Total Cost for Users".

Section 2:

The bidder must complete the "User Cost" per balance inquiry for an 'In Network' and 'Out of Network' transaction.

Section 3:

The bidder must detail any other fees to the user associated with all possible type of transactions.

Reminder: No fees shall be charged to the State of Nebraska for any services provided under this contract.

The Nebraska State Treasurer's Office reserves the right to review all aspects of the Cost to User Proposal for reasonableness and to request clarification of any proposal where the cost component shows significant and unsupported deviation from industry standards or in areas where detailed pricing is required.

Financial Institution Name:			
Section 1:			
User Cost Per Withdraw In Network	Number of Transactions 1 Year Period	User Cost Per Transaction	Total Cost for Users
From checking	10,441	\$	\$
From savings	1,842	\$	\$
User Cost Per Withdraw Out of Network	Number of Transactions 1 Year Period	User Cost Per Transaction	Total Cost for Users
From checking	27,333	\$	\$
From savings	4,824	\$	\$
Section 2:			
User Cost per Balance Inquiry	In Network	Out of Network	Other Fees
From checking	\$	\$	\$
From savings	\$	\$	\$

Section 3:			
List any Additional User Costs	In Network	Out of Network	Other
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

FORM A.5
State Rebate Proposal Template
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The bidder must complete the State Rebate Proposal based on the transaction count listed below, listing the rebate per transactions and calculating the rebate for the State.

State Rebate Fee Schedule for ATM transactions			
Financial Institution Name:			
Section 1:			
State Rebate Per "In Network" Transactions	Number of Transactions 1 Year Period	Rebate Per Transaction	Total Rebate for State
From checking	10,441	\$	\$
From savings	1,842	\$	\$
State Rebate Per "Out of Network" Transactions	Number of Transactions 1 Year Period	Rebate Per Transaction	Total Rebate for State
From checking	27,333	\$	\$
From savings	4,824	\$	\$
Section 2:			
State Rebate Per Balance Inquiry	In network	Out of network	Other Fees
From checking	\$	\$	\$
From savings	\$	\$	\$
Section 3:			
List Other ATM Services rebate options	In network	Out of network	Other
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$