

## University of Maine System Addendum #1

### Response to questions regarding RFP #42-16

January 20, 2016

Q1. What, if any, banking services are currently used or needed at the “numerous centers” mentioned in Section 1.1 Overview?

A1. As explained in **Section 2 (2.0) Background of UMS Banking/Scope of Services**, the various campuses and other locations that do not use Remote Deposit Capture (RDC) use local banks to make deposits (including cash/coin deposits and foreign checks). The University only has depository accounts with these local banks.

Q2. What is the intention of the Scope of Services requirement “Review contracts/agreements and propose adjustments as needed”? Is UMS looking for outside legal counsel? Please further clarify the intent of this Scope of Services Requirement.

A2. The University is looking for an experienced consultant that will be able to review contracts/agreements and communicate to the University what is usual and customary for a banking/merchant services contract and recommend any modifications and amendments that need to be made that would better suit the University. For example, it would be helpful to know the term of the contract that is typical in the banking or merchant services industry and how long fees should be guaranteed. Other useful information would be how the contract compares to a “standard” bank contract. The University of Maine System has in-house legal counsel that would review all contracts. We are not looking for outside counsel.

Q3. What is the intention of the Scope of Services requirement “Assist with the transition and implementation process if a new bank and/or merchant services provider is/are selected”? Are you looking for a project manager? Compliance to proposal submitted? It is expected that the banks will provide skilled and experienced project managers to implement a transition to a new bank, if selected. Please clarify the extent of the transition assistance being requested.

A3. The University would like the consultant to be available during the transition/implementation process. It is understood that if the University chooses to go forward with new banking and/or merchant services, that there will be an implementation manager that the University would work with to transition the banking and merchant services. However, it would be helpful to continue to have contact with the consultant during this process to know if the process and timeline are moving forward in a customary basis.

Q4. Section 3.2 “Proposal Format Instructions” states “The response shall be submitted under the same cover at the same time, in the seven (7) distinct sections noted below:”. There are only six (6) distinct sections listed. Is there a section missing from the outline or are there six sections to be submitted?

A4. Section 3.2 contains a typographical error. There are only 6 Sections listed (not 7)