



# West Georgia Regional Library System

## REQUEST FOR PROPOSAL

West Georgia Regional Library System  
Carrollton, Georgia

The West Georgia Regional Library System Board of Trustees is soliciting sealed proposals from Banking and Investment Institutions (Firm). WGRLS desires to utilize certificates of deposit (CD) for its reserve savings balance. Proposal will base projections on Actual Rate of Return; actual rate of return is the actual amount of money gained or lost during a period of time relative to the investment's initial value.

WGRLS desires to build a "CD Ladder". WGRLS will equally allocate its reserve savings into five CD terms: 1 year, 2 years, 3 years, 4 years, and 5 years.

Proposals will be received by the West Georgia Regional Library System Board of Trustees in the upstairs conference room, located at the West Georgia Regional Library System Administrative Building at 124 W. Chandler Street, Carrollton, Georgia 30117, until 11:00 a.m., local time, on Tuesday, October 17, 2023 and then at said office publicly opened and the proposal price read aloud.

Proposals shall be evaluated by the West Georgia Regional Library System based on the following criteria:

1. Description of Firm and Capabilities – 25 points (maximum) - Provide a history and description of your firm and its capabilities with regards to this RFP. Please identify partnering firms in the RFP proposal.
2. Project Experience & References - 25 points (maximum) - Please summarize your experience providing to either governmental and/or related agencies.
3. Overall Rate of Return - 50 points (maximum) - Please see Appendix A for format of proposals and rate of return calculation.

Based on the criteria above, all scores will be added up for a maximum score of 100. The Firm with the highest total score will be selected for the project.

The West Georgia Regional Library System reserves the right to reject any and all Proposals, in whole or in part, with or without cause, and to waive informalities, technicalities or irregularities in the Proposals or the Contract Documents.

The West Georgia Regional Library System, in its sole discretion, reserves the right to select the Proposer that it deems most advantageous to the West Georgia Regional Library System.

All proposals shall be delivered to Stephen Houser, with the West Georgia Regional Library System at (770) 830-2233 ext.1010, address of 124 W. Chandler St. Carrollton, GA 30117 or emailed to [shouser@wgrls.org](mailto:shouser@wgrls.org), by the time and date specified above. Mailed proposals shall be submitted in triplicate, sealed and mailed or delivered to be received, no later than the above time and date.

Each mailed Proposal shall be submitted in a sealed envelope with the Contractor's name on the outside of the envelope. The envelope shall clearly state "Sealed Proposal WGRLS Certificate of Deposit Request for Proposal."

Main Contact:

Stephen Houser  
124 W. Chandler St. Carrollton, GA 30117  
(770) 830-2233 ext.1010  
[shouser@wgrls.org](mailto:shouser@wgrls.org)

## Appendix A

BID PROPOSAL TEMPLATE (Use this format within your proposal)

### **1. Description of Firm and Capabilities**

Respondent Profile

a) Legal name of Respondent's firm:

b) Name of Officer Representing firm:

c) Address of principal place of business:

d) Address of office that would be providing service under the Agreement:

c) Number of years in Business:

d) State of incorporation:

e) Withdrawal policies and penalties:

f) Community Reinvestment Act (CRA) rating:

g) The banking institution must maintain a portfolio of investments sufficient to collateralize all Board deposits in excess of FDIC coverage and in accordance with Georgia Statutes, and Attorney General Opinions. All collateralized securities must be held in safe-keeping at a financial institution in the State of Georgia or in the Federal Reserve Bank. Can your firm meet this requirement?:

### **2. Project Experience and References**

a) Relevant firm history and partnering firms, if any:

b)Description of firm and capabilities:

c)Experience providing similar services to governments, non-profits, or related agencies:

### **3. Overall Rate of Return**

Term: 1 year CD

Initial Investment: A

Rate: B%

Value at conclusion of term: C

1 Year Actual Rate of Return Value (a):  $a=C-(A+ \text{Fees and Other Costs})$

Term: 2 year CD

Initial Investment: A

Rate: B%

Value at conclusion of term: C

2 Year Actual Rate of Return Value (b):  $b=C-(A+ \text{Fees and Other Costs})$

Term: 3 year CD

Initial Investment: A

Rate: B%

Value at conclusion of term: C

3 Year Actual Rate of Return Value (c):  $c=C-(A+ \text{Fees and Other Costs})$

Term: 4 year CD

Initial Investment: A

Rate: B%

Value at conclusion of term: C

4 Year Actual Rate of Return Value (d):  $d=C-(A+ \text{Fees and Other Costs})$

Term: 5 year CD

Initial Investment: A

Rate: B%

Value at conclusion of term: C

5 Year Actual Rate of Return Value (e):  $e=C-(A+ \text{Fees and Other Costs})$

**Total Actual Rate of Return Value:  $a+b+c+d+e$**