

**ATTACHMENT 5: COST PROPOSAL SHEET**

Cost information below as detailed in the Request for Proposal and submitted in a separate sealed envelope. Cost should be clearly marked.

Vendor Name: \_\_\_\_\_

Vendor must complete this Cost Proposal Form and submit it in a separate, sealed envelope, marked "Cost Proposal" with its Proposal. Include the per-unit and the annual fee, if any, for each. All fees shall remain fixed for the initial term of the contract. Please complete each category; if Vendor does not intend to designate a fee for a specific item, mark it as "zero" cost. Shaded areas shall not be completed.

The quantities provided are general estimates only and shall only be used for evaluation purposes. The STO makes no guarantee to the actual quantity of services that will be required by the cardholder.

Section 1: SERVICES		Quantity per Month	Unit Rate	TOTAL Annual Cost = Monthly Cost X 12
<b>1</b>	<b>DDA Account set up</b>	2		
1a	DDA Account Maintenance	2		
<b>2</b>	<b>Cash Management – Disbursement Account Ancillary Fees</b>			
2a	Stop Payments	20		
2b	Checks Paid and Other Debits	1,000		
2c	Checks Paid – Rejected	5		
2d	Check Image Transmission Maintenance Fee	1		
2e	Check Image Transmission – Per Item	1,000		
2f	Check Image Transmission Service Fee	1		
<b>3</b>	<b>Cash Management – Other Account Ancillary Fees</b>			
3a	Overdraft Fee	2		
3b	Other Credits Posted	1000		
3c	Branch Deposit	2,000		
3d	Coin and Currency Deposit Fee	1		
3e	Deposit Correction	3		
3f	Night Deposit Service	1		
3g	Replacement bags	10		
3h	Replacement keys	10		
3i	Change Orders	1		
3j	Check Image with Statement	5		
3k	Check Returns with Statement	1		
3l	Returned Deposited Items – Special Handling	5		
3m	Returned Deposits – Standard	100		
3n	Redeposit - Standard	100		
3o	Vault – Coin and Currency	200,000		
3p	Vault – Coin Deposit Standard	1		
3q	Vault – Coin Deposit Non-Standard	1		
3r	Vault – Change Order Standard	2		
3s	Vault – Change Order Non-Standard	5		
3t	Vault – Change Order Late	1		
3u	Vault – Currency Sales	20,000		
3v	Vault – Coin Roll Sales	1		
3w	Vault – Coin Supplied Box	1		
<b>4</b>	<b>Miscellaneous and Quality Control – Ancillary Fees</b>			
4a	ACH Debit Block & Filter Fee	4		
4b	ACH Account Block Report	4		
4c	Check Stock	11		
<b>5</b>	<b>Reporting – Ancillary Fees</b>			
5a	Electronic Bank Statements (2 Accounts Monthly & 1 Account Daily)	30		
5b	Hard-copy Bank Statements	2		
<b>6</b>	<b>Systems – Ancillary Fees</b>			
6a	Online System Charge	1		
6b	Online Positive Pay Maintenance Charge (Reverse Positive Pay process)	1		
6c	Online Positive Pay Items (Reverse Positive Pay process)	5		
6d	Online Positive Pay Image (Reverse Positive Pay process)	1		
6e	Online User ID (Per Each User)	20		
6f	Endorsement Stamps	5		
6g	Deposit Bags	100		
6h	Deposit Slips/Tickets (Per Order)	10		
<b>7</b>	<b>Deposit Account Usage Fee</b>			
7a	Average Ledger Balance:	\$5,500,000		
<b>GRAND TOTAL (Sum of 1 – 7):</b>				

**Base Cost Evaluation will include items 1 – 7 for the Total Annual Cost. Desirable items in 12 below may or may not be purchased in the future.**

Section 12: OTHER SERVICES		Quantity per Month	Unit Rate	TOTAL Annual Cost = Monthly Cost X 12
12a	Remote Deposit Monthly Fee	1		
12b	Remote Deposit – Per Deposit Item	3,200		

