



KEN MILLER
OKLAHOMA STATE TREASURER

Request for Information

AUTOMATED TELLER MACHINE (ATM) KIOSK

November 28, 2011

Contact:
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OKLAHOMA STATE TREASURER (OST)

**AUTOMATED TELLER MACHINE (ATM) KIOSK
REQUEST FOR INFORMATION (RFI)**

This notice is a request for information for use by OST. OST invites interested parties to submit written information relevant to the provision of ATM Services in the State Capitol for the State of Oklahoma. Information provided through public submission will be considered by OST. Materials submitted should be confined to ATM Services, pricing, and transaction fees.

DATES: Submitters of information are requested to provide one copy of their written submission to the Office of the Oklahoma State Treasurer, Banking Services at the address below by 3 p.m., December 15, 2011.

ADDRESSES: Written submissions should be addressed to Susan Eubanks, Executive Assistant at the Oklahoma State Treasurer's Office State Capitol, 2300 N. Lincoln Blvd., Room 217, Oklahoma City, OK 73105. Submissions may also be sent to Ms. Eubanks electronically via fax: 405-521-4994 or via email at: susan.eubanks@treasurer.ok.gov.

FOR FURTHER INFORMATION CONTACT: Carole J. Bailey, OST, Banking Services Division, at (405) 522-4216, fax: (405) 522-4508, or e-mail: carole.bailey@treasurer.ok.gov.

The ATM kiosk will be operated without continuing cost to OST. This provision does not cover in any way the fee structure the Vendor/Bank may have for the customers of the ATM. The ATM kiosk will handle inquiries, and be limited to transfers and cash-only services. **The ATM kiosk will be used solely for the purpose of cash withdrawals and not for the acceptance of deposits.**

ATM Services are intended to provide financial transaction services for the use and convenience of state employees, visitors and citizens.

The hours of operation for the Oklahoma State Capitol building are:

Monday – Friday	7:00 am	7:00 pm
Saturday - Sunday	9:00 am	4:00 pm
Holidays	9:00 am	4:00 pm

Information Sought

OST desires to install a freestanding ATM kiosk in the 4th Floor Snack Bar located within the State Capitol for the purpose of cash withdrawal convenience for employees, visitors and citizens. In particular, OST is seeking written submissions on the following items:

Automated Teller Machine (ATM) Kiosk Services

A. Anticipated Project Timeline

Please submit a timeline for equipment installation and implementation of ATM services. Provide a description of OST or other state resources required to assist if any. OST would like for the ATM kiosk to be placed and fully functional before the start of the 2012 Legislative Session that is scheduled to begin on February 6, 2012.

B. ATM Locations

Provide a current list of your banking and ATM locations within a 20 mile radius of the State Capitol of Oklahoma.

C. Network Attributes

1. What is the name of your network affiliation?
2. The number of institutions associated with the network?
3. The total number of customers currently using this network?

D. Transaction Fees

Please identify all ATM services that will be available and the transaction fees associated with these services.

E. Lease Agreement

The Department of Central Services (DCS) will require a lease agreement between DCS and the Financial Institution/Vendor. DCS intends to provide the ATM space rent free in exchange for the vendor not imposing fees to users of the ATM.

In the event of termination of the lease agreement for any reason by either party, the Financial Institution/Vendor shall be responsible for any costs related to the return of the space utilized for the ATM to the same condition as such space was before the ATM was installed.

F. Service and Maintenance

Will e-mail monitoring be available to quickly detect and eliminate problems and prevent downtime? Does the ATM kiosk alert the contractor automatically when service is needed or money needs to be replenished? What is your standard response time for a service call?

Provide name(s) of contact(s) for:

- (a) Standard maintenance or service?
- (b) Emergency maintenance or service?
- (c) Customer Service problems?

Vendor shall maintain and service the ATM kiosk in a manner sufficient to keep the ATM in good operating condition and shall use reasonable efforts to ensure that the ATM kiosk remains operational during the term of this Agreement. OST will use reasonable efforts to notify the Vendor within 24 hours if the ATM kiosk becomes inoperable and requires service and Vendor agrees to use reasonable efforts to respond within 24 hours of its receipt of said notice.

G. Installation and Operation

The ATM kiosk shall be installed at Vendor's sole expense, on the premises as soon as practicable after the execution of an agreement. The Department of Central Services (DCS) and OST shall grant Vendor the necessary access to the State Capitol to plan for and install the ATM in the State Capitol.

DCS will provide, at its sole expense, a phone line and adequate electrical power outlets for the operation of the ATM. DCS will pay all charges related to the electricity used to operate the ATM. Vendor shall supply, at its sole expense, the necessary equipment, transaction receipt paper, printer ribbons, cash replenishment, and all other expenses necessary to operate the ATM.

DCS will make all repairs and replacements to the premises necessary and desirable to keep the site in good order and shall keep the site free of obstructions in order that access to the ATM kiosk is unhindered.

H. Advertising and Signage:

The Vendor agrees that it will not advertise or promote its services in such a fashion which either states or implies that the State of Oklahoma or the Oklahoma State Treasurer's Office, its entities or personnel, approves, endorses, or recommends the Vendor's services.

Any reference to the ATM services must be limited solely to an identification of the location of the machine. All advertising or promotional content or media mentioning of the State of Oklahoma or the Oklahoma State Treasurer's Office with respect to any banking service shall first have the approval of the Oklahoma State Treasurer.

I. Security:

No additional security will be provided by the State of Oklahoma or the Oklahoma State Treasurer's Office's other than that which is normally provided in the usual course of operation at the site location where the ATM equipment is so located. The State of Oklahoma or the Oklahoma State Treasurer's office shall in no way be responsible for any loss, or damage to, or contents of same.

The Vendor may propose to provide at Vendor's sole expense other reasonable security services, procedures or devices that it deems desirable subject to the prior approval of OST and DCS.

J. Termination:

Either party may terminate an agreement arising from this RFI process at any time during its term without cause by giving not less than ninety (45) days prior written notice to the other party of intention to terminate this agreement and the specific termination date.

K. Miscellaneous:

1. One copy of your response to this RFI must be furnished via mail, fax or e-mail.
2. All proposals are to be returned by December 15, 2011 to:

Oklahoma State Treasurer
Susan Eubanks, Executive Assistant
2300 N. Lincoln Blvd., Room 217
Oklahoma City, OK 73105
Telephone: 405-522-4215
Fax: 405-521-4994
Susan.eubanks@treasurer.ok.gov