COVER PAGE

REQUEST FOR PROPOSAL ("RFP")

Port of Astoria is issuing an RFP for Banking Services

ISSUE DATE:
September 8, 2026

QUESTION/CLARIFICATION DEADLINE:
September 22, 2026

DUE DATE:
September 29, 2026

IN-PERSON INTERVIEWS AND DEMONSTRATIONS:
Months of October & November, 2026

RFP SUBMISSIONS AND QUESTIONS
proposals@portofastoria.com

RFP POINT OF CONTACT
Melanie Howard, Finance Director
Port of Astoria
422 Gateway Ave, Suite 100
Astoria, OR 97103
Email: mhoward@portofastoria.com

It is the Proposer's responsibility to continue to monitor the Port of Astoria Public Notice Page for Addenda.

A copy of the Request for Proposal for the Banking Services is on file at the Port of Astoria, 422 Gateway Ave, Suite 100, Astoria, OR 97103, and is available to all Proposers by calling 503-741-3300, by emailing proposals@portofastoria.com or online at www.portofastoria.com/public-notices.

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SECTION I – SCOPE OF SERVICES AND PORT OVERVIEW

A. Scope of Services

The Port of Astoria seeks proposals from qualified financial institutions to provide comprehensive, secure, and efficient banking services for a period of not less than five (5) years, with one (1) optional two-year extension. The Port seeks a banking partner that prioritizes relationship management, invests time in understanding the Port's operations, and proactively supports the Port's evolving financial needs. The Port expects a collaborative approach marked by consistent communication, continuity of assigned personnel, and a commitment to shared problem-solving.

In addition to core banking services, the Port requires a banking partner that can reliably extend credit and provide access to a broad range of loan products. The Port anticipates periodic needs for short-term credit facilities, equipment loans, project financing, and other forms of liquidity support.

The selected institution ("Bank") will provide all personnel, systems, technology, equipment, training, and services necessary to support reliable, compliant banking and cash-handling operations. All services must comply with applicable federal and state regulations, NACHA rules, and Oregon public-funds requirements.

The Port intends to contract with a single financial institution for its primary banking services. However, the Port reserves the right to add, modify, or discontinue services based on operational needs and to maintain additional banking relationships when necessary to support public-facing operations or Port tenants.

The Port aims to improve operational efficiency and leverage banking advancements that support automation, fraud prevention, cybersecurity, and real-time visibility into cash activity. The Port expects its banking partner to provide creativity, technical expertise, and flexibility in recommending process and technology improvements throughout the life of the contract.

In addition, the Port is interested in learning about the full range of merchant-services capabilities offered by responding institutions. This includes, but is not limited to: credit-card processing, mobile or remote payment solutions for marina and tenant billing, point-of-sale options, online payment portals, and any other services that could improve revenue collection efficiency across Port operations. While merchant services are not currently required, the Port welcomes proposals that explain available options, pricing structures, system features, integration capabilities, and any value-added solutions that may benefit Port customers or tenants.

As part of the evaluation process, the Port will conduct in-person interviews to assess the proposer's relationship-management approach, communication style, and overall alignment with the Port's operational needs. Attendees should include the Port's intended relationship manager.

B. Port Overview

The Port of Astoria, established in 1910, operates under the laws of the State of Oregon and is governed by an elected Board of Commissioners, with daily operations managed by the Executive Director. The Port provides services to commercial and recreational boaters at its Marina and Boatyard, supports commercial and cargo vessels, fish processing operations, cruise ships, and research vessels at its deep-draft marine terminals, and operates the Port of Astoria Regional Airport.

The Port's fiscal year runs from July 1 to June 30, and its accounting policies conform to GASB requirements using the Modified Accrual Basis for governmental funds. The Port operates as an enterprise-fund entity and functions largely as a business enterprise, with a combined annual operating budget of approximately $16.9 million.

The Port employs approximately 25 full-time equivalent (FTE) staff and manages financial activities for 400–500 vendors and approximately 300–400 recurring customers, including marina users, tenants, and airport clients. The Port processes a variety of payment types, including lease and rent payments, marina and moorage fees, fuel dock transactions, boatyard service and storage fees, fuel sales, and grant reimbursements. These payments are received through a combination of checks, ACH credits, wires, and card payments.

The Port is currently in the process of converting to an Enterprise Resource Planning System, Business Central, using a reseller.

Current Banking Structure

The Port currently maintains: Operating Checking Account, Money Market Savings Account, Payroll Operating Account, and a restricted Money Market Savings Account for AOC4 Funds.

The Port maintains funds in the Oregon State Treasury LGIP and will continue to do so.

The Port offers direct deposit of payroll. The Port does not currently utilize check protection ("Positive Pay") services and ACH filter blocks but would be interested in those services.

The Port is currently working towards implementing Business Central for finance and operations and will require integrations with the application, managed through Softera Bankfeed.

The Port is to be provided a remote deposit check scanner by banking institution for remote depositing of customer payments.

Summary of Current System

Operating Checking Account

Low/high monthly bank balance: $300,000-$1,000,000
Average monthly bank balance: $676,000
Average number of transactions per month:

- Physical checks – 110

- Physical bank deposits – 31
- Customer ACH deposits – 29
- Credit card batch deposits – 26
- Vendor EFT payments – 20
- Outgoing wires – 1
- Transfers out – 5

Payroll Checking Account

Low/high monthly bank balance: $5,000-$141,000
Average monthly bank balance: $73,000
Average number of transactions per month:

- Physical checks – 2
- Vendor EFT payments – 8
- Transfers in – 2

Money Market Savings Account

Low/high monthly bank balance: $2,000-$200,000
Average monthly bank balance: $100,000
Average number of transactions per month: 1-2 transfers, 1 interest deposit

Restricted Money Market Savings Account

Bank balance: $265,000
Number of transactions per month: 1 interest deposit

LGIP Short-Term Savings Account

Low/high monthly bank balance: $200,000-$750,000
Average monthly bank balance: $500,000
Average number of transactions per month: 1 transfer, 1 interest deposit

SECTION II – REQUIREMENTS AND EVALUATION

A. Relationship Expectations

The Port seeks a banking partner that demonstrates a strong commitment to long-term relationship management, proactive communication, and high-quality customer service. The Port places great value on stable, knowledgeable relationship personnel who understand public-sector operations and can provide consistent support throughout the duration of the contract. The Port is looking for a financial institution that offers reliable and experienced points of contact, maintains clear communication channels, responds promptly to service needs, and ensures continuity of staffing and service delivery even in the event of organizational changes. The selected partner should be prepared to engage collaboratively with Port staff, understand the Port's operational and strategic objectives, and support the Port as a trusted financial resource over time.

B. Credit and Lending Capabilities

The Port seeks a banking institution that provides dependable access to a comprehensive range of credit and lending products tailored to the needs of public agencies. This includes lines of credit, term financing, capital-improvement loans, project-specific financing, and lease-financing options that align with the Port's financial planning and operational requirements. The Port is looking for a lending partner with knowledgeable local or regional credit personnel, transparent and predictable approval processes, and reasonable turnaround times for credit decisions. The institution should maintain stable financing availability and clearly communicate the circumstances under which credit terms or availability may change. The Port values a banking partner that can serve as a strategic advisor in evaluating funding needs and offering financing structures that support the Port's long-term goals.

C. Banking Services

The selected banking partner will provide the core banking services necessary to support the Port's operations, including depository services, electronic payment processing, cash-management tools, and integration with the Port's financial systems. At a minimum, proposers must support ACH and wire capabilities, daily reconciliation data, remote-deposit capture, and secure online-banking functionality with appropriate user permissions and approval workflows. Proposers must also support integration with Microsoft Dynamics 365 Business Central through API, SFTP, BAI, or similar methods that enable automated reconciliation and reduce manual processing.

The Port requires access to cash and coin services to support marina and public-facing operations, as well as timely availability of deposited items.

The Port welcomes information on value-added services that enhance operational efficiency or customer experience, including merchant-services solutions compatible with marina, boatyard, and tenant-billing activities. Proposers may also describe optional tools or services that support fraud prevention, payment optimization, reporting enhancements, or other operational improvements.

D. Mandatory/Optional Requirements

In order for a bank to be considered for further evaluation, the proposing entity must be a full-service bank capable of providing at least the services, or acceptable alternative(s), identified in Attachment A – Mandatory/Optional Requirements Checklist. Proposers must fully complete Attachment A by indicating "Yes," "No," or "See Notes" for each requirement or value-added feature. If a proposer selects "See Notes" for any mandatory item, the proposer must attach a separate supporting document that restates the requirement number and the full text of the requirement, and provides a clear explanation of how the proposer can meet some but not all aspects of the requirement, as well as any proposed alternatives.

SUBMISSION REQUIREMENTS

1. Title Page

The Title Page shall include the name of the Banking Services and the Proposer's company name, address, contact name, email address, and telephone number

2. Executive Summary (limit 2 pages)

The Executive Summary shall provide an overview of the Proposal. It should include any points the Proposer wishes to highlight, as well as any relevant conditions or restrictions.

3. Company Profile (limit 3 pages)
   - Provide a profile of the company, including the number of employees and a list of key personnel with their years of experience. Provide a chronology of the company's growth, history, and ownership structure.
   - Provide information about past, current, or forecasted mergers or acquisitions impacting the company or any products included in the Proposal.
   - Describe how the company measures customer satisfaction with Banking Services applications and with service/support and how it gathers customer feedback.
   - Describe the company's commitment to product improvement and innovation. Give examples of improvements made to the Banking Services in the last three years.
   - Provide a list of public ports, other special districts, or similar organizations (preferably in Oregon) that utilize the proposed system, along with names and phone numbers of at least three references. At least one reference should be a port or other special district that has completed implementation of the Banking Services within the last three years.

4. Mandatory/Optional Requirements Checklist

Responders must submit a completed Mandatory/Optional Requirements Checklist (**Attachment A**).

5. Cost Estimates

Responders must submit a completed Banking Services – Price List (**Attachment B**).

6. Implementation

Provide a detailed transition and implementation plan describing the approach to onboarding Port of Astoria's banking services. The plan shall include, at a minimum, anticipated timelines, staffing roles and responsibilities, data conversion activities, system configuration, training for Port staff, and identification of required Port resources. Proposers shall also identify potential risks associated with transition and describe mitigation strategies to ensure continuity of services.

7. Additional Questions

Provide answers to the following questions. Each response should begin with a brief restatement of the original question.

Physical Proximity or Technological Alternatives

a) Describe the proximity of bank facilities to the Port or the quality of technological alternatives for deposits, cash services, and branch-equivalent functions.

Service Capabilities and Availability

b) Describe the quality and reliability of your banking services, including uptime, system performance, and customer-service responsiveness.
c) Describe the timing and processing expectations for ACH, wires, Remote Deposit Capture (RDC), deposit availability, and any service cutoff times.
d) Describe your institution’s reporting capabilities, including report types, frequency, customization, and export/file-delivery options.
e) Describe the features, rate structures, and public-funds eligibility for any interest-bearing demand-deposit accounts.

Responsiveness and Customer Service

f) Describe how your institution ensures continuity of relationship management over the life of the contract, including how transitions in personnel are communicated and managed.
g) Describe your institution’s experience supporting port authorities, special districts, or similarly complex public agencies, and how that experience informs your partnership approach.
h) Describe your customer support structure, including dedicated representatives, escalation processes, and hours of availability.

Credit & Lending Capabilities

i) Describe the internal credit-approval structure that would apply to the Port and the extent of local or regional lending authority.
j) Explain how your credit-approval process accommodates time-sensitive financing needs, such as emergency repairs or grant-matching obligations.
k) Describe the criteria your institution uses to evaluate changes to credit limits, terms, or availability, and how such changes are communicated to clients.

Local Presence & Community Support

l) Describe your institution’s commitment to maintaining local or regional presence to support the Port’s operational needs.
m) Explain how your institution engages in community investment, economic-development initiatives, or support for local industries that align with Port operations.

Merchant Services

a) If applicable, describe your recommended merchant-services solutions compatible with Port operations, including card-payment acceptance for tenant billing and marina/boatyard transactions.

Additional Support for the Port

b) Description of any additional value-added services or ways in which the bank will support Port employees, customers or Port operations.

Phase II: Interviews

c) Confirm that your institution is able and willing to participate in an in-person interview and system demonstration at the Port of Astoria during the month of October. In your response, identify the individuals who would attend, including their titles and roles, and describe the expertise each participant would bring to the discussion.

EVALUATION CRITERIA AND SCORING

The Port will consider, at a minimum, the following criteria in evaluating Proposals, with points assigned as provided in the table on the following page.

Service, Support and Relationship Management	Rate the proposer's service model, including the structure and experience of the dedicated account team, issue resolution and escalation procedures, continuity of service, responsiveness, and experience serving public agencies or Ports.	**30%**
Credit and Lending Capabilities	Rate the proposer's ability to provide timely, reliable access to credit, including the range of available loan products, clarity of approval processes, expected turnaround times, and the level of local or regional lending authority supporting the Port's needs.	**25%**
Phase II Interviews/Demonstrations	Rate the proposer's performance during the interview and system demonstration, including the quality and clarity of responses to the Port's interview questions, the proposer's understanding of Port operations, and the effectiveness of demonstrated tools or platforms.	**25%**
Compliance & Value-Added Features	Rate the proposer's compliance with all Mandatory Requirements as identified in Attachment A. Evaluation is based on completeness, responsiveness, and adherence to requirements, with consideration given to any optional, value-added features.	**10%**
Pricing and Cost Transparency	Rate the proposed fee schedule and pricing structure provided in the Banking Services Price List (Attachment B), including clarity, transparency, and alignment with Port of Astoria's operational and budgetary needs.	**5%**
Platform Usability & Treasury Tools	As shown by the demo, rate the proposer's online interface, including functionality, reporting features, user limits, and overall ease of use. Evaluate the banking technology and operational capabilities, payment processing tools, and security features.	**5%**

PROPOSAL SUBMISSIONS

Notice of Interest

Proposers are strongly encouraged to notify the Port of Astoria of their intent to submit a proposal by emailing proposals@portofastoria.com with the subject line "Banking Services RFP – Notice of Interest." Vendors who submit a notice of interest will be included on the Port's distribution list for any addenda, clarifications, or updates related to this RFP. Failure to submit a notice of interest may result in missing important communications.

Submissions

The Proposal should be provided in PDF format and emailed to:

Katie Brown
Administrative Assistant
proposals@portofastoria.com

Emails should be titled "Banking Services Proposal."

Proposals must be submitted to the Port of Astoria no later than 5:00 PM Pacific Time (PT) on Tuesday, September 29th.

TERMS AND CONDITIONS

The following terms and conditions apply to this RFP and are not inclusive of all terms and conditions in the final contract.

In evaluating the Proposals, the Port reserves the following rights:

1. To cancel the procurement or reject any or all Proposals in accordance with ORS 279B.100;
2. To make a partial award to one or more Proposers;
3. To request additional information from any Proposer;
4. To waive technicalities when, in the Port's sole discretion, doing so will not significantly undermine the integrity of the competitive process;
5. To negotiate with any Proposer and award a contract to the vendor whose Proposal is deemed to be in the best interest of the Port; and
6. To retain all Proposals.

Incomplete Proposals

All Proposals submitted in response to the Request for Proposal must comply with all requirements of this RFP. Failure to fully complete any portion(s) of this request may, at the discretion of the Port, disqualify the Proposal.

RFP Documents

All documents submitted as part of all Proposals will be deemed confidential during the evaluation process. Proposals will not be available for review by anyone other than the evaluation team or its designated agents prior to issuance of the Notice of Intent to Award. However, after procurement all information provided by the Proposers will be subject to disclosure consistent with Oregon's Public Records Act (ORS 192.311 to 192.478). If there is any information in the Proposal which the Proposer deems to be a trade secret or otherwise proprietary in nature, Proposer must clearly mark the section or sections of the Proposal which the Proposer requests be kept confidential. The Port will make a good faith effort not to disclose properly marked information but cannot guarantee confidentiality.

Negotiations

The Port and the Proposer with the highest-ranked Proposal will discuss and refine the scope of services, including but not limited to pricing and implementation schedules.

If the Port and the Proposer with the highest-ranked Proposal are unable for any reason to negotiate a contract, the Port shall formally terminate negotiations with the selected candidate in writing. The Port may then negotiate with the Proposer with the next highest-ranked Proposal and may continue in this manner with other Proposers until an agreement is reached or the Port terminates the selection process.

Contract Subject to Approval

The Port's legal counsel and the Port Commission must approve the negotiated contract prior to execution.

Protests

Protests of this solicitation shall follow the process outlined in OAR 137-047-0730 and must be received in writing not less than ten (10) days prior to closing. Protests of the contract award shall follow the process outlined in OAR 137-047-0740 and must be received in writing not less than seven (7) days after the Notice of Intent to Award the contract. Protests must be in writing and delivered to Katie Brown, Administrative Assistant, at 422 Gateway Ave, Suite 100, Astoria, OR 97103.

ATTACHMENT A – REQUIREMENTS & FEATURES CHECKLIST

For each mandatory (M) and optional (O) requirement or feature below, proposers must indicate **Yes**, **No**, or **See Notes** and provide explanations (in a separate document) when applicable.

Category	**Able To Meet Requirements?**		
Requirements/Optional Features	**Yes**	**No**	**See Notes**
M1. Regulatory Eligibility Is the bank insured by the FDIC for all applicable deposit accounts and qualified to participate in Oregon's Public Funds Collateralization Program (ORS 295)?			
M2. Deposits & Cash Handling Does the bank provide branch, courier, or approved remote-deposit options that enable same-day deposits in Astoria, including cash-and-coin services, secure deposit bags, Remote Deposit Capture equipment and support, and same-day posting for deposits and incoming wires made before cutoff?			
M3. Payments & Transfers Does the bank support ACH origination and receipt, domestic and international wire transfers, secure payment-file transmission, and dual-control functionality with configurable user-level limits?			
M4. Online Banking & Security Controls Does the bank provide a secure online-banking platform with real-time balances, transaction detail and images, role-based permissions, multi-user approvals, Positive Pay for checks and ACH, and ACH blocks and filters?			
M5. Direct Deposit (Payroll & Vendor Payments) Does the bank support direct-deposit services for payroll and vendor payments and accept file formats compatible with Paycom and Business Central, including required prenotes, deadlines, and cutoff times?			
M6. Systems Integration & Reconciliation Can the bank provide daily reconciliation files in formats compatible with Business Central, such as BAI2, CSV, or Excel?			
M7. Monthly Reporting & Statements Does the bank provide consolidated monthly account-analysis statements and monthly account statements with check images no later than three calendar days after month-end?			
M8. Relationship Manager Will the Port be assigned a local relationship manager that has experience working with public-sector clients?			
O1. Enhanced Systems Integration Does the bank offer real-time or API-based automation beyond minimum compatibility standards, including automated reconciliation or direct Business Central data feeds?			
O2. Advanced Fraud-Prevention Tools Does the bank provide expanded fraud-control modules such as behavioral anomaly detection, real-time transaction alerts, or enhanced ACH Positive Pay capabilities?			
O3. Merchant-Services Solutions Does the bank offer merchant-services support including integrated card-payment processing for marina, boatyard, tenant billing, or customer-facing operations?			

ATTACHMENT B – PRICE LIST

*The prices listed below are effective through ________________(date)

Services Listing	Approx. Monthly	Unit Price	Fixed Price	Balance Req	Comment
Depositor Services					
Account Maintenance	4				4 accounts
Deposit Correction -Non-Cash	1				Infrequent
General Checks Paid	100				Payroll/Refunds/AP
Paper Deposit Statement Mailed	4				4 accounts
Returns - Chargeback	2				
Debits Posted - Electronic	20				This might increase
Credits Posted - Electronic	80				
Checks Deposited	50				
Account Transfers	5				LGIP/Payroll
General ACH Services					
ACH Return Item	1				Refunds (infrequent)
ACH Monthly Maintenance	1				
ACH Input - File	20				Direct Deposit Files
ACH Blocks Auth Maintenance	1				ACH exceptions
Positive Pay					
Positive Pay (checks and ACH)	130				Do not currently use
Positive Pay Exceptions	5				Rough estimate
Remote Deposit Services					
Remote Dep Account Maintenance	1				
Remote Dep Check Image Proc	50				Check Scanner
Image					
Image Archive	7-years				