



RONALD L. WALKER

County Judge

Jefferson County Courthouse
P. O. Box 4025
8466
Beaumont, Texas 77701

Beaumont (409) 835-8466
Pt. Arthur (409) 727-2091 Ext.
Facsimile (409) 839-2311

March 9, 2009

TO: Jefferson County Banks

RE: Jefferson County Depository

Ladies and Gentlemen:

The County of Jefferson is currently seeking competitive proposals for banking services from all banks located in Jefferson County.

Jefferson County is seeking a contractual banking relationship that conforms to all applicable state and federal laws, which will provide for all banking services required for the funds of Jefferson County, (pursuant to Sec. 116.021, V. T. Local Government Code and V.C.T.S. 842a-2).

The County requests a four year contract, with selection to be determined by the Jefferson County Commissioners Court.

Sealed proposals from banking corporations desiring to be selected as Depository, will be accepted prior to, but no later than, 1:00 p.m., on April 20, 2009. Proposals will be opened at the regular session of Commissioners' Court, in Beaumont, Texas, Monday, April 20, 2009, at 1:30 p.m.

Proposals should be addressed to the Commissioners' Court of Jefferson County, and delivered to Linda Robinson, Jefferson County Treasurer, at the County Judge's Office, Jefferson County Courthouse, 1149 Pearl St., 4th Floor, Beaumont, Texas 77701. Any questions concerning this proposal should be addressed to County Treasurer, Linda Robinson, phone 409/835-8509.

Proposals received later than the date and time above will be returned unopened.

Proposals must be submitted on the attached Bid Worksheet. Proposals not submitted on the attached Bid Worksheet, using the EXACT format provided, will be disallowed. You are encouraged to offer any alternative approaches which will further enhance our operational and

financial success.

The County expressly requests that proposers not discuss this engagement or the bank's plans, experience or credentials with other banks or any member of Commissioners' Court until requested by county officials to make a personal presentation.

The Jefferson County Treasurer's Office has available for examination, statements and other information of past County Depositories. This information is voluminous and copies can be provided upon request for a reasonable charge. To examine this information please call the Treasurer's Office at 409/835-8509 so arrangements can be made.

The County expressly makes no representation that County deposits will continue at the same level of previous years, or that the character of deposits will follow the same or similar patterns of previous years.

A Certified or Cashiers Check for **\$515,434.36** must accompany the bid and is tendered under the terms of the law (116.023, V.C. Local Government Code) and of these conditions.

Each bank must submit a copy of their plans showing that they are in compliance with the Community Reinvestment Act of 1977, Sec. 2903, as well as a list of references of other public entities currently under depository contract.

Jefferson County reserves the right to reject in part or in whole any or all bids, waive minor technicalities, and award the bid which best serves the interest of Jefferson County. Jefferson County reserves the right to informally negotiate certain finer points of the final contract with a qualified offerer.

Very Truly Yours,

Ronald L. Walker
Jefferson County Judge

Linda Robinson, CTT, CIO
Jefferson County Treasurer

REQUEST FOR PROPOSAL

PROPOSAL TITLE: JEFFERSON COUNTY BANK DEPOSITORY CONTRACT

**PROPOSAL NUMBER: RFP 09-068/ KJS
JEFFERSON COUNTY BANK DEPOSITORY CONTRACT**

OPENING DATE: APRIL 20, 2009

**RECEIVING TIME: 1:00 P.M.
OPENING TIME: 1:30 P.M.**

**CONTACT PERSON: LINDA ROBINSON
(409)835-8509
E-mail: treas@co.jefferson.tx.us**

SPECIFICATIONS FOR PROPOSALS
RFP 09-068 KJS JEFFERSON COUNTY BANK DEPOSITORY CONTRACT

The selection of County Depositories and the terms of depository contracts are governed by Tex. Loc. Gov't. Code Ann., Chapter 116 and Chapter 117 (Vernon 1999 and Supp. 2000)

GENERAL SPECIFICATIONS:

- 1.1 **SCOPE OF THE CONTRACT** - It is the intent of Jefferson County to execute a contract with a bank desiring to be designated as the County Depository Bank. The Contract will include Jefferson County Public Monies, including all funds collected by the Jefferson County Tax-Assessors Collector, District Attorney, Sheriff, District and County Clerks, Community Supervision, Juvenile Probation, and all accounts opened using the Jefferson County Tax ID number.
- 1.2 **RESPONSE REQUIRED FOR EACH SECTION AND SUBSECTION** – Each and every section and subsection of this bank proposal requires a response from the Bank Depository applicants. Responses should be carefully considered. Applicants must format responses in the same sequence as the bank proposal.
- 1.3 **MINOR EXCEPTIONS** – Minor exceptions, conditions, or qualifications to the provisions of the County’s specifications must be clearly identified as such, with the reasons therefore.
- 1.4 **DOCUMENT ON DISK** – At Bidder’s request, this document will be furnished as a “WORD” file on C.D. to facilitate the completion of the bid. This document will also be available on the Jefferson County Web Site www.co.jefferson.tx.us
- 1.5 **EVALUATION PROCESS** – Jefferson County will award the Depository Bank contract based on, but not limited to, the following criteria:
 - a) Bank’s financial position.
 - b) Bank’s ability to pledge adequate securities against County funds.
 - c) Experience in providing depository services requested with other public entities.
 - d) Net rate of return on County funds.
 - e) Ability to meet service requirements.
 - f) Cost of services.
 - g) Cash management products available that will enhance the County’s banking procedures.
 - h) The experience and continuity of the bank officials who have been identified as primary contact personnel.
- 1.6 **INTERVIEWS** - The County may require Proposing Banks to attend an interview with the Jefferson County Officials reviewing the proposals.
- 1.7 **QUESTIONS AND CLARIFICATIONS** – Any questions or requests for clarifications should be submitted to:

Linda Robinson, County Treasurer
Phone: 409/835-8509 Fax: 409/839-2347
E-mail: treas@co.jefferson.tx.us

CONTRACTURAL REQUIREMENTS:

- 2.1 **TYPE OF BANKING RELATIONSHIPS** – The Depository Bank will handle daily banking services including, but not limited to, checking accounts, other types of interest-bearing accounts, non interest-bearing accounts, time deposits, and/or Certificates of Deposit.
- 2.2 **COMPLIANCE WITH STATUTES** - By returning the Bid Worksheet, the Bank acknowledges that it understands the Revised Civil Statutes of Texas (Article 2544, et. Seq., of the Revised Civil Statutes of Texas, as revised by Local Government Code, Chapter 116.000 through 116.155 as passed by the 70th leg. 1987; Article 2547 a,b,c; and Article 2558a et. Seq.) that pertain to the managing and safekeeping of County funds and will comply with those statutes.
- 2.3 **BANK AFFILIATION** – A proposing bank must be a member of the Federal Reserve System and the Federal Deposit Insurance Corporation. The bank must be a Federal or Texas chartered bank doing business in and having a service facility within Jefferson County.
- 2.4 **DURATION** - The Bank contract will be effective for a period of four (4) years ending sixty (60) days from the time fixed by law for the next selection of a depository. If a time deposit or certificate of deposit maturity extends beyond the expiration date of the depository contract, the depository will pledge sufficient securities as required by law for public funds, to provide for the maturity of the time deposit or certificate of deposit.
- 2.5 **RENEGOTIATIONS** - This four year contract shall allow the bank to establish, on the basis of negotiations with the county, new interest rates and financial terms of the contract that will take effect during the final two years of the four year contract if:
 - a) the new financial terms do not increase the prices to the county by more than 10 percent; and
 - b) the county has the option to choose to use the initial variable interest rate option, or to change to the new fixed or variable interest rate options proposed by the bank.
- 2.6 **INVESTMENTS MADE OUTSIDE DEPOSITORY BANK** - Jefferson County reserves the right to make investments outside the Depository Bank in accordance with the Laws of the State of Texas, as a result of court order, and the Investment Policy of Jefferson County. All investment purchases shall be made on a delivery versus payment basis.
- 2.7 **SUBMITTING FINANCIAL STATEMENTS** - All Banks wishing to be designated as a Depository Bank will include as part of the Proposal:
 - a) The Bank’s last three (3) quarterly Uniform Bank Performance Reports.
 - b) The Bank’s last three (3) Call Reports
 - c) The Bank’s Annual Financial Reports for the past 2 years.

- 2.8 **GOOD FAITH GUARANTEE** – A Bank desiring to be the Depository Bank must submit with the Bid Proposal Worksheet, a certified cashier’s check in the amount of **\$515,434.36** (one-half of one percent of the county’s revenue for the preceding year) payable to Jefferson County as a guarantee of good faith. The County will hold the check until a Depository Bank is selected and the bond and/or security has been filed.
- 2.9 **LIQUIDATED DAMAGES FOR NOT PROVIDING SECURITY** – As stated in Code Section 116.023:
 “If a bank is selected as a depository and does not provide the bond and/or security, the county shall retain the amount of the check as liquidated damages.”
 A new depository shall then be selected.
- 2.10 **SECURITY** - Within fifteen (15) days after selection of the Depository, the Bank so selected is to qualify as a County Depository. As soon as the contract for securities pledged is provided and approved by the Commissioners' Court, an order will be entered by the County designating the successful applicant, or applicants, as Depository for the funds of Jefferson County. This contract shall remain in place until sixty (60) days after the time fixed for the next selection of a Depository, to-wit, May, 2013, or until such time as a new Bank has qualified as County Depository, whichever should sooner occur. Thereupon, the County Treasurer will place with said Depository all the funds belonging to Jefferson County.
- 2.11 **PLEGGED COLLATERAL** -
- a) Pledged Securities in the amount provided by law under Sec. 116.054, V. T. Local Government Code, will be provided in quantities sufficient to fully collateralize all of the Funds of Jefferson County and their subdivisions.
 - 1) U.S. Treasury Notes
 - 2) U.S. Treasury Bills
 - 3) Federal Farm Credit Banks Notes and Bonds
 - 4) Federal Home Loan Banks Notes and Bonds
 - 5) Federal National Mortgage Association Notes and Bonds
 - 6) Federal Home Loan Mortgage Corporation Notes and Bonds
 - 7) Federal Home Loan Bank Letters of Credit

The bank must be the true and legal owner of all securities, which will be pledged to the County. The securities must be free and clear of all liens, claims, or pledged for other purposes. The County will not accept any security acquired by the bank under a repurchase agreement. The securities will be deposited with the Federal Reserve Bank without expense to the County under an appropriate contract to be drawn to the provisions of Tex. Loc. Gov’t Code Chapter 116 and amendments in accordance with the application, if approved.

- 2.12 **COLLATERAL MANAGEMENT**- The Depository Bank must include, as part of the Bid, a statement as to how the bank intends to ensure, on a daily basis, that sufficient collateral is pledged to protect covered accounts. Also a detailed monthly collateral report is required. The report shall contain security descriptions, par value/current face and current market value.
- 2.13 **VALUE OF COLLATERAL** - The Depository Bank must propose how it will value pledged securities. The County at any time may investigate the value of any of the

securities that may be pledged by the Bank. The full cooperation of the Bank will be required in such instance.

- 2.14 **DAILY REPORTS** - A **daily** list of account balances and market value of pledge collateral will be provided to the County Treasurer.

SERVICE REQUIREMENTS :

- 3.1 **CONTACT PERSON** - Bank must identify a local senior level management person who will be responsible for overseeing the County's entire relationship, who would serve as the County's primary contact and who would be able to make decisions regarding operational aspects of this contract.

Bank must also provide a list of contact personnel and phone numbers within the bank who are qualified to provide information and assistance in the following areas:

- General Information
- Safekeeping and Securities Clearance
- Posting and Deposit Discrepancies
- Stop Payments
- Balance Adjustments
- Collateral Adequacy
- Internal Transfers
- Wire Transfers
- Online PC Service
- Certificates of Deposit rate quotes
- Signature Cards
- Opening and Closing of Accounts
- On-Line Services

- 3.2 **ON-LINE SERVICES** - It is requested that as a part of the proposal the Depository Bank will provide an on-line PC communication link to the County for daily reporting of fund balances, wire and book transfers, managing controlled disbursements, collected and ledger balances, check imaging, stop payment requests, confirmations, and detailed debits and credits. Attach product description, pricing, and sample reports for the on-line PC link available. **Banks should be prepared to provide the Treasurer's office an opportunity to physically work with this technology before the bid is awarded.**

- 3.3 **ANALYSIS REPORT** - Monthly account analysis reports will be provided for each account and on a total account basis. The account analysis will contain, at a minimum, the following:

- average ledger balance
- average float
- average collected balance
- average negative collected balance
- average positive collected balance
- reserve requirement

- available balance for earnings credit
- price levels for each activity
- monthly volumes by type
- earnings credit allowance (provide an explanation of how the earnings credit rate is calculated)

A sample account analysis report will be provided as part of the Bid.

3.4 **STATEMENTS –**

- Monthly and/or weekly bank statements will include checks or image of checks on CD Rom, deposit slips, transfer slips and debit and credit memos, processed for ALL accounts. The daily ledger balances, average daily collected balances, number of debits, number of credits, and other items on which charges are based, should also be included in each monthly statement.
- A hard copy of canceled checks or checks on CD Rom shall be furnished to the County at months end.
- Statements should be processed no later than ten (10) business days after the close of each month.
- If a weekly bank statement is required, the preceding week’s statement should be available on the Thursday of the current week.
- A sample bank statement will be included as a part of the Bid.

3.5 **PAYROLL DIRECT DEPOSIT** - Bank must provide the capability for the county to utilize “Direct Deposit” payroll processing, allowing employees to select the bank of their choice.

3.6 **ACH TRANSACTIONS-** Bank must provide for acceptance of ACH (Automated Clearing House) credits and debits. **Bank will be required to provide detailed information, as well as ACH blocks on certain accounts.**

3.7 **WIRE TRANSFERS** - Bank must provide the ability to send wire transfers on an automated or manual basis, and also provide the ability to receive wire transfers. Bank must provide the ability to restrict outgoing wire transfers (debits) to only those authorized.

3.8 **INTEREST RATES** - Floating interest rate bids and a fixed interest rate bids on accounts and certificates of deposit will be quoted by the Bank. Jefferson County reserves the right to select the rate most favorable to the County at anytime during the term of the contract, within the guidelines of Section 116.021 (b) of the Code.

3.9 **DISBURSEMENT SERVICES** - A successful Bidder will furnish standard disbursing services for all accounts to include the payment of all County checks upon presentment. Bank must also agree to cash, without charge to the County or County employee, an employee’s payroll check whether or not the employee has an account with the Bank. This will include any of the Bank’s locations or motor-bank facilities in Jefferson County, Texas.

3.10 **POSITIVE PAY** – The Bank will provide a means for the County to upload disbursed check information that will be compared to checks that are presented to the bank for clearing. Any discrepancies shall be cleared by a designated County employee before checks are paid by the bank. Any applicable cost should be quoted.

3.11 **DEPOSIT SERVICES** - The Bank will guarantee immediate credit on all wire transfers, ACH transactions and government checks upon receipt and all other checks based on the Bank’s Availability Schedule. All deposits received before the Bank’s

- established deadline will be credited daily. Bank will include a copy of their Availability Schedule as part of the bid.
- 3.12 **CASH OVERDRAFTS** - For the purpose of determining cash overdrafts, the daily cash balance in all County accounts will be added together and if a negative balance occurs, the County's account is considered to be over-drafted. An applicable insufficient funds fee can then be charged.
- 3.13 **COMPUTERIZED OUTPUT** - The Bank must provide the capability for the County to download paid items that will be utilized in the bank account reconciliation process.
- 3.14 **SECURITY SAFEKEEPING** - Bank must provide for book entry/DTC acceptance and safekeeping of investment securities. A month end safekeeping statement including market values will be provided.
Indicate costs associated with a security purchase settlement.
- 3.15 **PAYMENT FOR SERVICES** - The County may elect to pay for service either by direct fee payment or by compensating balance.
- 3.16 **CASH MANAGEMENT** - On an ongoing basis the County will require cash management advice as to how accounts and procedures should be structured. Also, the County will want to be kept informed of recent developments in cash management products.
Bidders are invited to propose additional cash management services that are not specified herein.
- 3.17 **EXPENSE ALLOWANCE** – State the dollar amount, if any, that the Bank will provide for expenses incurred due to changing depository banks.
(For example: checks, deposit slips, endorsement stamps, and etc.)
- 3.18 **ATM SERVICES** – Jefferson County is exploring the possibilities of adding ATM services. If Bidding Bank is interested in exploring this opportunity please provide product and cost information.
(THIS IS FOR INFORMATION ONLY AND WILL NOT BE INCLUDED IN THE BANK DEPOSITORY BID. PLEASE PROVIDE AN ADDITIONAL SHEET CONTAINING THIS INFORMATION.)
- 3.19 **CAPITAL TO ASSETS RATIO** - Depository Banks will have and maintain a minimum five percent primary capital to assets ratio as compiled by dividing line 28 (total equity capital) by line 42 (total assets) on the Federal Financial Institutions Examination Council Form 032. Copies of the FFIEC form 32 statement will be included in the bid and shall be a continuing quarterly reporting requirement of the Depository Bank.
Should primary capital ratio fall below five percent, the Commissioners Court will review bank plans to future earnings and capital increases before determination is made to close out the depository.
- 3.20 **STOP PAYMENTS** - The Bank will be required to process stop payments on verbal, faxed or e-mailed instructions from the designated county employees with follow-up written confirmation.
- 3.21 **CREDIT CARDS** - Should Jefferson County choose to utilize Credit Cards, please include Bank information concerning the use of and policy regarding Credit Cards.
- 3.22 **DISBURSEMENT SERVICES** - Disbursing services for all accounts are required to include the payment of all County checks upon presentation. The County currently

- utilizes one Controlled Disbursement Account. Please list clearing bank information.
- 3.23 **BANK RECONCILIATION SERVICES** - The Bank will provide partial or full reconciliation services, on specific accounts determined by the County. List what is included in both reconciliation services.
- 3.24 **ARMORED CAR SERVICES** - The County utilizes armored car service for the transport of daily deposit from several county locations. List any accommodation the bank is willing to provide to help offset these charges.
- 3.25 **OTHER SPECIFIC SERVICES** - As described on **the Bid Worksheet**, the Bank will acknowledge services provided and attendant fees for such.

STRUCTURE OF ACCOUNTS:

The County's bank accounts will be structured as follows (numbers and dollar amounts are subject to change):

- Non-Interest Bearing Checking Accounts -- 3
- Estimated balances equal -- \$ 800,000.00
- Interest Bearing Checking and/or Money Market Savings Accounts -- 47
- Estimated balance equal -- \$ 60,000,000.00
- Controlled Disbursement Accounts -- 1
- Certificates of Deposit -- 22,000,000.00
- Estimated balances equal -- \$82,000,000.00
- Return check account -- 1 (Estimated balance -\$20,000.00)

The County requests a bid for the interest rate on these accounts as a Whole.

Bid Proposal Worksheet for

RFP 09-068 KJS Depository Banks for Jefferson County

<u>Variable and Fixed Rate Bids</u> –	Variable <u>Interest Rate*</u>	Fixed <u>Interest Rate</u>
Interest Bearing Checking Accounts:	_____	_____
Money Market Accounts:	_____	_____
Sweep Accounts over \$1,000,000.00	_____	_____
Sweep Accounts under \$1,000,000.00	_____	_____

* Variable Rate = 91 Day US T-Bill Effective Rate (as determined by the latest T-Bill Auction) + Margin (Based on basis points). The source of the rate under this proposal for a given month, should be the Effective Rate as quoted in the Wall Street Journal for the last business day of the previous month.

Example: If 91 Day US T-Bill effective rate is 3.3% and basis points are 1.0, then the variable rate is 4.3%.

Minimum balance requirement or other considerations per account will be listed below:

Certificates of Deposit - Variable Interest Rate -

91 Day US T-Bill Effective Rate (as determined by latest T-Bill Auction)

	Less than <u>\$100,000.00</u>	More than <u>\$100,000.00</u>
1. Maturity 7-29 days	+ ___ basis pts.	+ ___ basis pts.
2. Maturity 30-59 days	+ ___ basis pts.	+ ___ basis pts.
3. Maturity 60-89 days	+ ___ basis pts.	+ ___ basis pts.
4. Maturity 90-179 days	+ ___ basis pts.	+ ___ basis pts.
5. Maturity 180 days-less than one year	+ ___ basis pts.	+ ___ basis pts.
6. Maturity 1 year or more	+ ___ basis pts.	+ ___ basis pts.

Certificated of Deposits - Fixed Interest Rate -

	<u>Less than</u> <u>\$100,000.00</u>	<u>More than</u> <u>\$100,000.00</u>
1. Maturity 7-20 days	_____ %	_____ %
2. Maturity 30-59 days	_____ %	_____ %
3. Maturity 60-89 days	_____ %	_____ %
4. Maturity 90-179 days	_____ %	_____ %
5. Maturity 180 days-less than one year	_____ %	_____ %
6. Maturity 1 year or more	_____ %	_____ %

Cost Analysis Worksheet -

Use the following cost analysis worksheet as a vehicle to quote your charges and rates. Please prepare a bank analysis statement based on the following using your bid figures for the service costs and your variable interest rate for interest paid. Use applicable rates for calculating interest rates and compensating balances as they stood for December 31, 2008.

Balance Summary -

Average Book Balance	\$ 47,809,912.37
Less Average Float	<u>4,622,104.02</u>
Average Collected Balance	\$ 43,187,808.35
Average Negative Collected Balance	<u>24,680.42</u>

Balance Reconciliation -

Average Positive Collected Balance	\$ 43,212,488.77
Less Cost of Analyzed Services (Balance Required)	_____
Additional Balance Required to Support Services	_____

Fee Reconciliation -

Earnings Allowance Credit	Rate: _____	_____
Less Analyzed Services Provided		_____
Services Charged to Account (Excess or Deficit)		_____

Cost Analysis Worksheet Continues -

Earnings credit calculated on the following balances:

Total **\$43,212,488.77**

PLEASE PROVIDE AN EXPLANATION OF HOW THE EARNING CREDIT RATE IS CALCULATED: _____

Depository Services -

Positive Pay with Partial Recon	6
Items Reconciled Pos. Pay Partial	3,592
Positive Pay with Full Recon	1
Items Recon Pos. Pay Full	1,425
PAPER DISB RECON SVCS	
Recon Maintenance Partial	3
Items Reconciled Partial	2,418
Recon Output Automated	8
GENERAL ACH SVCS	
ACH Credit Debit Origination	2100
ACH Received Debit	95
ACH Received Credit	271
ACH Return Items	4
ACH File Edit	1
ACH DBT Prot Selective Auths	9
ACH DBT Prot Block All DBTS	30
EDI SVCS	
EDI Reporting	2
WIRES AND TRANSFER SVCS	
Wire Transfer (electronic)	90
Wire Transfer (manual)	1
Book Transfers	28
Outgoing Wire Transfer	1
Incoming Wire Transfers	7
INFORMATION SERVICES	
Electronic Prior Day Balance RPT	6
Electronic Intra Day Balance RPT	1
Electronic Balance History RPTS	2
Electronic Balance RPT Items RPT	4,168
Electronic History RPT RPTS RPTD11	
Electronic History RPT Items RPTD	1,099

Total Analyzed Services Performed

OTHER SPECIFIC SERVICES - As described on the Cost Analysis Worksheet, the Bank will acknowledge services provided and attendant fees for such. Also indicate charges for the following:

The undersigned affirms that they are fully authorized to execute this bid. The contents of this bid has not been discussed or communicated by the undersigned, nor by any employee or agent, with any other bidder, member of Commissioners' Court, or any other persons engaged in this type of business, prior to the official opening of this bid.

All unsigned Bids will be disqualified.

Name and address of Bank/Bidder:

Signature: _____

Name: _____

Title: _____

Telephone Number: _____

E-Mail: _____

Note: By my signature above, I hereby certify that the following are attached:

- A. A list of references of current Public Funds Users that utilize cash management products similar to those requested in bid.
- B. The Bank's last three (3) quarterly Uniform Bank Performance Reports.
- C. The Bank's last three (3) Call Reports.
- D. The Bank's Annual Financial Reports for the past 2 years.
- E. A Certified Check or a Cashier's Check as a guarantee of good faith.
- F. A sample monthly Collateral Report.
- G. Product description pricing, and sample reports for the on-line PC link available.
- H. A sample Account Analysis Report.
- I. A sample Bank Statement.
- J. A Copy of Bank's Availability Schedule.
- K. A Certified and Attested Resolution from a duly authorized meeting of the Board of Directors empowering the signee to execute this contract.
- L. A response to every section and subsection in the Invitation to Bid.
- M. Completed Cost Analysis Worksheets.
- N. Attachments indicating other services and charges not specified in the Invitation to Bid.

**RETURN PAGES 11 THROUGH 16 WITH BID PACKAGE
AND ALL REQUIRED INFORMATION**