



Please return completed form to:
PA Bankers Services Corporation
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Select Vendor Program: Due Diligence/Approval Process

All select vendor situations are handled on a case-by-case basis.

The process below is a "typical" scenario.

1. The vendor will submit in writing an executive summary of the product/service for which it is seeking Select Vendor status. The executive summary will include:
 - a. Product/service description – include promotional pieces, if appropriate;
 - b. Financial institutions utilizing product/service to serve as references;
 - c. History of company and current annual report with financial information; and
 - d. Company payment/initial price terms to PA Bankers Services Corporation (Services Corp.).
2. The executive summary will be reviewed by the Services Corp. staff. If it meets the basic criteria for the next step of Board review (i.e., industry applicability, company financial soundness, appropriate references, meets identifiable PA Bankers member needs), the executive summary, promotional materials and financial proposal are forwarded to PA executives.
3. If the Services Corp. Board requests staff to send formal notice to continue the vetting process, the company seeking Select Vendor status must complete a business plan/revenue-sharing proposal along with a formal due diligence questionnaire. **PLEASE NOTE:** The proposal and due diligence questionnaire must be returned and accompanied by a non-refundable check, made payable to *PA Bankers Services Corporation*, for \$2,500.
4. The business plan, revenue proposal and due diligence questionnaire will then be shared with the Services Corp. Board (personal presentations and/or product demonstrations from vendor representatives may be requested). If the Board approves the business plan, revenue-sharing proposal and due diligence questionnaire, appropriate Marketing Services (with the Service Corp.) and Logo Licensing Agreements (with PA Bankers Association) will be prepared. It will be agreed upon that the Minimum Annual Compensation will be \$10,000. Five thousand dollars (\$5,000) will be upon execution of the Marketing Agreement, and the remaining deficiency amount will be invoiced 30 days prior to the vendor's renewal date and paid by the vendor no later than 30 days following the end of the contract year.
5. Following negotiations between the Services Corp. and the vendor and the subsequent execution of documents, the vendor will be presented to PA Bankers' membership as an addition to the Services Corp. Select Vendor Program.

Company Representative Signature

Date