District Board of Trustees

General Information Supplement

RFP 15-06

Request for Proposals

College Banking Services
<table>
<thead>
<tr>
<th>Legal Name of Proposer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Employee Indentification Number</td>
<td></td>
</tr>
<tr>
<td>Mailing Address</td>
<td></td>
</tr>
<tr>
<td>Contact Persons Name:</td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
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<tr>
<td>Telephone Number:</td>
<td></td>
</tr>
<tr>
<td>Fax Number:</td>
<td></td>
</tr>
<tr>
<td>Authorized Signature:</td>
<td></td>
</tr>
<tr>
<td>Print Name and Title:</td>
<td></td>
</tr>
</tbody>
</table>
Introduction

Lake Sumter State College (LSSC) is a richly diverse comprehensive two-year institution with a history of achievement since 1962. Lake-Sumter State College’s vision is to be a leader in higher education and the destination of choice for education, training, and cultural activities in Florida. The mission of Lake Sumter State College is to respond to community needs by providing high-quality, accessible programs from enrichment and career training to associate and baccalaureate degrees. The College embraces excellence, diversity, and innovation to maximize student learning and success.

The District Board of Trustees of Lake Sumter State College is requesting Banking Services proposals for its Main Campus, located in Leesburg, Florida, as well as the South Lake Campus, located in Clermont, Florida and the Sumter Center, located in Sumterville, Florida.

The intent of this RFP is to establish a contract beginning February 1, 2016, or date of award, or whichever is later and continuing through June 3, 2021, for a period of five (5) years. However, if necessary and in the best interests of Lake Sumter State College, the term of the contract may, by mutual agreement between the College and the awardee(s), upon final College approval, be extended beyond the expiration date of the initial contract period or final renewal period. The Board of Trustees, through the Senior Vice President of Business Affairs, will, if considering to renew, request a letter of intent to renew from the awardee(s), prior to the end of the current contract period. The awardee(s) will be notified when the recommendation has been acted upon by the College. All prices shall be firm for the term of the contract. The successful awardee(s) agrees to this condition by signing its proposal.

Lake-Sumter State College reserves the specific right to award this contract based on non-economic factors if, in the opinion of the College, it is in the College’s best interest.

For detailed information on the College visit www.lssc.edu

Purpose of the RFP

The College is releasing this RFP with the intent to receive proposals from State of Florida-qualified banking institutions to provide the College professional banking services and cash management services in accordance with the terms, conditions and specifications contained in this RFP. The purpose of this RFP is to identify the banking institution that can offer Lake-Sumter State College the best value and the highest level of personalized and professional services that are both cost efficient and easy to manage.

Proposer selected by the College as its depository must comply with Florida Statutory Law as it relates to public depositories - specifically Chapters 280,136,18,230, and State Board of Education Rules 6A-14.0751, 6A-14.0752 and 6A-14.0765.
REQUEST FOR PROPOSALS 15-06
COLLEGE BANKING SERVICES

Required services and expectations are further defined herein, to include the following core banking services and objectives:

Core Banking Services Required:

1. Master Funding / Depository Operating Account
2. Accounts Payable Disbursement Accounts (ZBA)
3. Payroll Disbursement Account (ZBA)
4. Online Banking/Cash Management
5. Information Reporting
6. Positive Pay
7. Account Reconciliation
8. Online Stop Payments
9. Online Return Items
10. Online Retrieval of Check and Deposit Images
11. Automatic Clearing House (ACH) Transfers
12. ACH Blocks and Filters
13. Bank Wire/Funds Transfers (BWT)
14. Purchasing Cards
15. Merchant Services
16. Repurchase Sweep Account

RFP Objectives:

- Local customer service representative.
- Accurate, reliable, and timely information in a user-friendly format.
- Quality service - including security, customer service, and pricing.
- Automated processing to ensure efficiency.
- Lowest reasonable transaction costs that ensure safety and liquidity, and maximize interest earnings.
REQUEST FOR PROPOSALS 15-06
COLLEGE BANKING SERVICES

Section B
General Information

Proposal Delivery

Responses must be submitted in the appropriate format and clearly marked with the Request for Qualifications, RFQ 15-05, and the firm’s name and address on the outside of the sealed package. All Submittals must be in writing and delivered by hand, mail, or courier service by 3:00 p.m. (EST), on January 4, 2016.

The response package shall be addressed to:

Bill Ponko, Assistant Director of Purchasing
Lake-Sumter State College
Williams-Johnson Building, Room 133
9501 U.S. Highway 441
Leesburg, Florida 34788
(352) 365-3502
ponkow@LSSC.edu

Pre-Proposal Conference

A Pre-Proposal Conference will not be held for this RFP.

Interpretations and Questions

Any question(s) which requires a response which amends the RFP document in any way will be answered via addendum by the Purchasing Department to all proposers. Any verbal or written information received by proposers, which is obtained by any means other than this RFP document or by Addenda shall not be binding on the College.

Question Deadline

Any questions concerning any condition or requirement of this RFP must be received in the Purchasing Department, in writing, on or before close of business, on December 14, 2015

Submittal of Questions.

Any question or comment concerning any portion of this RFP must be submitted, in writing to the Assistant Director of Purchasing via email at ponkow@lssc.edu. If necessary, an Addendum will be issued.

CONE OF SILENCE: Contacting the College’s personnel or members of the College’s District Board of Trustees, either directly or indirectly, regarding this RFQ, the selection process or any attempt to further an Applicant’s interest in being selected, will result in the Applicant being disqualified.

It is expected that personnel and team members from firms that have applied for his selection refrain from posting opinions, provide commentary or engage in any discussion regarding the selection by the use of electronic media such as Twitter, Facebook, Myspace and the like. Violation of these guidelines may result in disqualification of the applicant. The latter applies to employees of the Applicant, retained
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COLLEGE BANKING SERVICES

consultants or any other representative or individual promoting on behalf of the Applicant. Violation of these guidelines may constitute ground for disqualification.

TENTATIVE CALENDAR:

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>December 4, 2015</td>
<td>RFP Release Date (On or About)</td>
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<tr>
<td>No Pre-Proposal</td>
<td>Pre-Proposal Conference (Please see question deadline below)</td>
</tr>
<tr>
<td>Conference</td>
<td></td>
</tr>
<tr>
<td>December 14, 2015</td>
<td>Written questions due in Purchasing by Close of Business</td>
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<tr>
<td>December 16, 2015</td>
<td>Estimated Addendum Release, if Necessary</td>
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<tr>
<td>January 4, 2015</td>
<td>Proposals due on or before 3:00p.m. (at location specified in Section 1.0)</td>
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<tr>
<td>January 11, 2016</td>
<td>Estimated Initial Screening / Shortlist Meeting</td>
</tr>
<tr>
<td>January 11, 2016</td>
<td>Posting of Shortlist or Award Recommendation – If Awarded</td>
</tr>
<tr>
<td>January 18-22, 2016</td>
<td>Estimated Interview Presentations (If Necessary)</td>
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<tr>
<td>January 22, 2016</td>
<td>Posting Date of Award Recommendation</td>
</tr>
<tr>
<td>January 27, 2016</td>
<td>Tentative District Board of Trustees of Approval of Award</td>
</tr>
<tr>
<td>February 1, 2016</td>
<td>Anticipated Contract Commencement</td>
</tr>
</tbody>
</table>

The following are important pre-scheduled dates regarding this RFP, though all dates are subject to change, if required.

Any person who is adversely affected by the College’s decision or intended decision concerning a procurement solicitation or contract award and who wants to protest such decision or intended decision shall file a protest in compliance with Rule 13A-1.006(3), Florida Administrative Code. Failure to file a protest within the time prescribed in F.S. 120.53(5) shall constitute a waiver of proceedings. The College reserves the right to award the contract to the next most qualified firm if the successful firm does not begin the contracted services within fifteen (15) calendar days of acceptance by the District Board of Trustees, or if an acceptable fee cannot be negotiated.
REQUEST FOR PROPOSALS 15-06
COLLEGE BANKING SERVICES

SECTION C

INFORMATION TO BE INCLUDED IN THE SUBMITTED PROPOSAL

In order to maintain comparability and facilitate the review process, it is requested that proposals be organized in the manner specified below. Include all information requested herein in your proposal.

**Title Page:** Include RFP number, subject, the name of the proposer, address, telephone number and the date.

**Table of Contents:** Include a clear identification of the material by section and by page number.

**Proposal Contact Person:** The enclosed Proposal Contact Person Information should include the names of the persons who will be authorized to make representations for the proposer, their titles, addresses and telephone numbers.

**Organizational Profile:** Size of organization and number of years in business in the State of Florida. Please include the resumes of individuals that will have a direct role in the performance and supervision of this engagement and profile of local (Lake County) account representative. Provide listing of current clients, preferable for the Florida College System.

**Banking Services Proposal:** Detail listed below in Section 4

**References:** Provide at least three (3) current clients, preferably in the Florida College System or other higher education institution for which the proposer is currently performing work similar in nature and size.

**Litigation History:** Provide a statement of any litigation or regulatory action that has been filed against your firm in the last five years. If no litigation or regulatory action has been filed against your firm, provide a statement to that effect.

**W-9 Form:** It is a requirement of this RFP that all proposers submit a completed Internal Revenue Service W-9 Form (Request for Taxpayer Identification Number and Certification) with proposal or within three (3) days of notification. The W-9 form may be downloaded at [www.irs.gov](http://www.irs.gov). Failure to submit W-9 Form as stated herein will result in proposal disqualification.
Proposal Binder Instructions. This section provides the proposer with instructions concerning required information that must be submitted in response to this proposal, submittals that must be arranged in the order outlined in these instructions. Failure to provide any of the required information or required documents or failure to arrange the proposal in accordance with these instructions may result in the proposal being rejected.

The “original” proposal must be submitted in a three-ring binder with index tabs labeled in the sequence as stated in this section. Only the “original” copy must be submitted in a three-ring binder.

All submittals shall include a complete response on the following Bank Services Quotation Forms (Exhibits 1-6), with original and copies to be presented in some type of binding with dividers; index tabs are preferred:

- Exhibit 1: Basic Bank Services
- Exhibit 2: Merchant Services
- Exhibit 3: Treasury / Cash Management Services
- Exhibit 4: Deposits Earning Interest
- Exhibit 5: Miscellaneous Questions

Supporting material may be submitted; however, the decision in selecting the highest ranked proposal will be based upon the standard forms and provided information requested in the RFP. The award shall be made to the proposer whose proposal is determined to be the lowest cost/highest yield or best based on the criteria set forth in this RFP and at the sole discretion of the College.

Banking Service Qualifications. In addition to the completed Bank Services Quotation Forms (“Exhibits”) described above, each proposer shall provide evidence of its ability to provide the services the College requires herein. This evidence shall include but not be limited to:

1. Certificate of Qualification by the Office of the State Treasurer
2. Verification that the proposer is a member of or has direct access to, the Federal Reserve System. The Proposer must provide a statement confirming its understanding that Federal funds will be deposited and held in the College’s bank accounts.
3. A summary of the proposer’s financial resources (including audited financial statements and annual reports for the last two years). Said statements and reports should be from the corporate entity making the Proposal rather than its parent corporation.
4. The Proposer should disclose in its proposal any conditions or foreseeable circumstances (i.e., mergers, acquisitions, etc.) that would have an adverse effect on its ability to honor all terms of the contract or service it can provide.
5. **Service Locations:**

A list of the bank branch office locations that meet the proximity requirements (within ten miles) to each campus location(s), as well as the address of each related branch location and verification of the distance to the campus it will service, or verification of the method by which bank will facilitate deposits when a branch bank office does not meet proximity requirements.

Name, title, location and phone number of the Bank Officer proposed to be the College’s primary contact to be known as the Banking Contract Manager. The College would prefer one contact person as the primary contact for all banking service questions and issues.

Bank’s proposed contract with the College for Banking Services and all other resolution forms and agreement forms required by the bank for the performance of the Banking Services. The College prefers to have one contract, when appropriate, for all services selected under this proposal; however, in that certain services are provided independently of financial institutions, the College reserves the right to consider proposals for specific services requested herein separate from a complete proposal.

College is interested in receiving proposals for additional services not required herein but which the bank believes would be advantageous to the College, for example, free checking for the Colleges’ students and full time employees and direct support organization, employee Paycard, outsourcing of functions, technological enhancements or efficiencies, etc.

Although the College may not consider such additional services in its decision to award this contract, it reserves the right to include these services in its contract with the selected bank, as well as any new options and services which may become available during the term of the contract.
SECTION D  
Part I  
SCOPE OF SERVICES / BANKING SERVICES REQUIREMENTS 

**SCOPE:** Clearly describe how the proposer can accomplish each Scope of Service requirement provided in this section. Minimum response must provide clear and detailed responses, including full compliance.

**General Banking Service Requirements.**

The College would prefer to contract with one provider for all the required banking services, however, in that certain services are provided independently of financial institutions, the College reserves the right to consider proposals for specific services requested herein separate from a complete proposal. To compensate for services provided, the College will make direct payments of fixed fees per actual transactions processed. Alternatively, the College will consider maintaining a compensating balance on deposit based fixed fees (said compensating balance to be revised periodically as mutually agreed by the College and the bank to adjust for the volume of transactions for the future year) and a specified earnings credit rate.

The bank cannot make assignment of services without the College’s prior written consent. The College shall reserve the right to eliminate individual services if the charges associated with the services are considered by the College to be excessive.

Following the decision to award this contract based on the selection criteria specified herein, the requirements of the RFP, and upon agreement with selected bank in final negotiations for the contract hereunder, the College reserves the right to negotiate to alter any of the terms or conditions for banking services which, in its opinion, are advantageous to the College. Furthermore, during the term of the contract, the College reserves the right to alter current terms or add any additional banking services which may become available and which, in its opinion, are advantageous to the College.

The College intends and prefers to maintain for its operations, the minimum number of accounts appropriate for its activity. The proposing bank should include in its proposal an explanation of its recommended account structure and a brief discussion of the cost/benefit rationale for its recommendation. The College also requests the capability to define its own structure and number of accounts.

The cut-off time for delivery of deposits to the designated branch bank office for same day credit on deposits shall be 2:00 p.m. or later. The College intends that all of its cash deposits be collected by armored courier and transported to an appropriate banking facility in a timely manner for deposit. The proposing bank should include in its proposal a discussion of its cash management operation and the applicable timeliness for processing deposits and crediting said deposits to the College’s account. The proposing bank should also include whether it allows the charges for armored car service to be passed to the analysis statement.

The College prefers access to a designated bank branch office within ten (10) miles of each of its campus locations. A list of potential locations can be found in the location proximity list. Alternatively, the bank should provide, at the College’s option, daily weekday deposit pick up and/or delivery service and/or Check 21 service.
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COLLEGE BANKING SERVICES

SECTION D
EXHIBIT 1

Basic Bank Service Requirements: To deliver basic bank depository services, Bank will provide at the College’s option:

Honor request for stop payment of checks from authorized College Business Office personnel.

Automatically re-deposit all NSF checks a second time before returning to the College.

Account Statements: Provide full detail statements of the Colleges’ account with cut-off at the close of the last working day of the month on-line via Web access to account and have a hard copy delivered to the Accounting Office within five (5) working days after the last day of the month. The hard copy bank statement and on-line statement should include information on all cleared items with appropriate information (i.e., check number, date, and amount). Alternatively, the Bank should propose Full reconcilement services. Return of all checks should be made available electronically on a monthly basis with the front and back of the check imaged in numerical order. Bank shall provide Web access to check images on a next day basis between statement cycles; and all the information appearing on the statement must be accessible through a secure, internet-based treasury management system.

Supply all other routine deposit services, including but not limited to: fifteen (15) endorsement stamps, fifteen (15) locking, cloth bank bags, self-sealed tamper evident vault deposit bags, coin wrappers, bulk coin deposit bags, currency straps, deposit envelopes, and night deposit services for all campuses at no charge to the College. The cost, if any, for any other deposit service supplies should be listed as additional items on Exhibit 1.

Supply the College with two-part deposit slips to the Colleges’ specifications as to design, color, paper stock, and MICR encoding at no charge to the College.

Accommodate the need to get change funds upon request by telephone from designated College personnel.

Accommodate pre-authorized wires out upon request of authorized College personnel and guarantee arrival in the same day for requests made before 2:00 p.m. or later.

Provide daily transfer notice(s) including detailed header information for funds transferred or wired to and from the State of Florida agencies (monthly appropriations, State Board of Administration, etc.) and other accounts.

Provide ACH services for both debit and credit transactions. College requires the ability to generate ACH transactions for employee payroll and reimbursements, vendor payments and student refunds. The proposal should include the methods of transmission, cut-off times, lead time required for new locations for direct deposits, including time for pre-notifications, pre-funding requirements with time requirements, and any security features related to processing direct deposits.
Notify the College Treasury Management office immediately if any discrepancy is found with our deposit or if any counterfeit currency is included in the deposit. The College shall have the option to set minimum thresholds for these notifications.

Provide College check cashing to non-account holders without a fee assessed. Students, Faculty, Staff, and Vendors who are non-account holders shall be able to cash a College check upon presentation of appropriate identification and receive in return the gross amount of the check without fees or surcharges for not being an account holder.

Provide a fraud prevention tool such as “Positive Pay” preventing the clearing of checks that have been fraudulently altered and/or do not agree to the College’s check register data file. The bank shall perform a daily reconciliation with any exceptions being reported to the College. An online system shall give the ability to return or pay exception items. Additionally, Positive Pay system shall be enabled at the bank’s teller windows and have same day image capability. Please state if your fraud prevention tool provides exception reporting based upon amount, payee, or other.

Provide pricing and/or service fee information for on campus ATM’s with volume requirements for each fee threshold. Include installation fees and fees to be charged if minimum volume requirements are not met. State specific hardware requirements for ATM’s such as power, concrete pad, telecommunication lines, etc.

If the bank offsets bank charges with an earnings credit allowance, state how the monthly earnings credit rate is calculated. Illustrate, by example, how the bank would determine how much of the College’s account balance the earnings credit rate would be applied thereto.

Describe the bank’s process of handling a fraudulent claim against the College’s accounts including time periods between each process step to ultimate claim resolution.

The bank shall provide cash vault processing services for cost effective processing of deposited cash.

The bank shall provide deposit reconcilement services to assist College in effectively managing daily deposit from multiple locations and campuses and perhaps even to the Cashier level. Please include a description of the tools and reports available.
Respondent is required to complete the following pricing list that reflects the estimated requirements of the College. Indicate N/C if there is no charge for an item.

**BANK:**

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<thead>
<tr>
<th>ACCOUNT RECONCILIATION</th>
<th>Yearly Volume</th>
<th>Unit Cost</th>
<th>Total Cost</th>
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<tr>
<td>ARP FULL PPAY INPUT PER ITEM</td>
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<tr>
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<td><strong>ACCOUNT RECONCILIATION Total</strong></td>
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| COMMERCIAL DEPS-CASH VAULT                    |               |           |            |
| CURR/COIN DEP/$100-BKG CTR                   | 1,797         |           |            |
| CURR/COIN DEP/$100-QBD-ND                    | 314           |           |            |
| CURR/COIN DEP/$100-VLT                       | 978           |           |            |
| DEP CONDITIONING-SURCHG-VAULT                | 39            |           |            |
| COMMERCIAL DEPS-CASH VAULT                   |               |           |            |
| **Total**                                    | 3,128         |           |            |

| Deposit Insurance                            |               |           |            |
| DEP INSURANCE-BANK ASSESSMENT                | 9             |           |            |
| DEP INSURANCE-BANK ASSESSMENT                | 1             |           |            |
| DEP INSURANCE-BANK ASSESSMENT                | 2             |           |            |
| Deposit Insurance Total                      | 12            |           |            |

**DEPOSITORY SERVICES**

<p>| ACCOUNT MAINTENANCE                          |               |           |            |
| BANKING CENTER DEPOSIT                      | 381           |           |            |
| CKS DEP UN-ENCODED ITEMS                    | 2,334         |           |            |
| CREDITS POSTED-ELECTRONIC                   | 1,566         |           |            |
| DEBITS POSTED-ELECTRONIC                    | 231           |           |            |
| DEPOSIT ACCOUNT STATEMENTS                  | 36            |           |            |
| DEPOSIT CORRECTION-NON-CASH                 | 1             |           |            |
| GENERAL CHECKS PAID TRUNCATED               | 6,304         |           |            |
| QBD/NIGHT DROP DEPOSIT                      | 54            |           |            |
| RETURNS-CHARGEBACK                          | 9             |           |            |</p>
<table>
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<td>RETURNS-RECLEAR</td>
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<td>RETURNS-RECLEAR SERVICES</td>
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<td>ACH CONSUMER OFF US CREDITS</td>
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<td>3,209</td>
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<td>ACH CONSUMER ON US DEBITS</td>
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<td>ACH STANDARD REPORTS-MAIL</td>
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<td>GENERAL ACH SERVICES Total</td>
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<td>CD ROM DISK</td>
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<tr>
<td>CD ROM MAINTENANCE</td>
<td>24</td>
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<tr>
<td>CD ROM PER IMAGE</td>
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<td>IMAGE ARCHIVE-90 DAYS</td>
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<td>IMAGE RETRIEVAL Online</td>
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<td>ARP ISSUE POSTED NOTIF</td>
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<tr>
<td>ARP ONLINE REPORTS</td>
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<tr>
<td>PER IMAGE ACCESS</td>
<td>10</td>
</tr>
<tr>
<td>PREM CDR ACCOUNT</td>
<td>30</td>
</tr>
<tr>
<td>PREM CDR ITEM</td>
<td>11,534</td>
</tr>
<tr>
<td>PREM IR MAINTENANCE</td>
<td>12</td>
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<tr>
<td>PREM PDR ACCOUNT</td>
<td>32</td>
</tr>
<tr>
<td>PREM PDR ITM STORED</td>
<td>14,580</td>
</tr>
<tr>
<td>PREM RESEARCH ITEM</td>
<td>1,719</td>
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</table>
### REQUEST FOR PROPOSALS 15-06
### COLLEGE BANKING SERVICES

<table>
<thead>
<tr>
<th>Service</th>
<th>Quantity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIRE PAYEE ADVISING</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>WIRE TFR EOD DETAIL NOTIF</td>
<td>49</td>
<td></td>
</tr>
<tr>
<td>WIRE TFR EOD SUMMARY NOTIF</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>SECURITY ACCESS</td>
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<td>INFORMATION SERVICES Total</td>
<td>30,076</td>
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<td><strong>WIRE TRANSFER</strong></td>
<td>84</td>
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<td>GP CUST MNT TEMP STORAGE</td>
<td>36</td>
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<tr>
<td>GP MTHLY MAINT BASIC</td>
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<tr>
<td>ELEC WIRE OUT-DOMESTIC</td>
<td>35</td>
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<tr>
<td>INCOMING DOMESTIC WIRE</td>
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<td></td>
</tr>
<tr>
<td>WIRE TRANSFER Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
For the following, assume use of on-line Cash Management System to transmit.

- Alternative: Required Compensating Balance to Support Charges: __________

- Earnings Credit Rate on which compensating balance is calculated:
  ________________________________

- Direct Deposit (ACH) Payrolls:
  o Number of days and deadline time before payroll day that deposit information to be electronically provided to bank from college.
    | Number of Days | Time of Day |
    |----------------|-------------|
  o Number of Days and deadline time on which actual funds are transferred to appropriate employee demand accounts at various banks.
    | Number of Days | Time of Day |
    |----------------|-------------|
  o Number of Days and deadline time actual college funds are transferred and do not earn interest.
    | Number of Days | Time of Day |
    |----------------|-------------|
**Mercant / Credit-Debit Card Services.** The College accepts credit cards at multiple physical locations and over the internet (WEB). The College accepts Visa, MasterCard, American Express, Discover and debit cards. Bank/Provider shall provide merchant services as follows:

Charges for credit card, debit card and point of purchase services are to be assessed as quoted in RFP response by either of the alternative methods described herein.
BANK: __________________________________________________

Merchant Activity Data for Lake-Sumter State College for FY 2015:

<table>
<thead>
<tr>
<th>Total Net Sales</th>
<th>Total # of Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approximately $3,698,000.00</td>
<td>Approximately 1,025 Transactions</td>
</tr>
</tbody>
</table>

Merchant Services Fees:

Discount Rate %

Other Costs (specify):

Total annual costs based on FY2015 volume $________________________

Alternate: Required Compensating Balance to Support Charges $________________________

Earnings Credit Rate on which compensating balance is calculated: ______________________

If Colleges’ existing equipment is not compatible with bank(s) merchant services, what is the cost of the following equipment:

- Swipe Terminals: _________ each
- Printers: _________ each
- Installation Cost: _________
- Other Charges (itemize):
  -
  -
  -

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REQUEST FOR PROPOSALS 15-06
COLLEGE BANKING SERVICES

SECTION D
EXHIBIT 3

Treasury / Cash Management System. The College requires the use of an automated cash management system to permit authorized College personnel to have secure, direct on-line computer access to account status information and for certain account activities such as stop payments, balance inquiries, paid check status inquiries, controlled disbursement authorization, user administration, online reporting, account balances, etc.

The system must include the necessary software applications to enable the College to establish a data link with the prospective provider network. A secure, internet based solution is preferred providing the ability to facilitate transfers remotely.

The system will have the capability of sending and receiving data transmissions. Data transmissions received would be in the form of summary bank account information, in addition to activity detail. Outgoing transmissions would be in the form of fund movement instructions.

The cash management information system should have the ability to interface with one or more auxiliary software packages (i.e. Microsoft Excel), as well as make available standard balance tracking, history reporting, and fund transfers.

Respondents must provide a detailed description, capacity, and flexibility of the cash management information system which will be made available. This should include a complete breakdown of all associated costs and any additional required facilities on the part of the College. Collected balance information and controlled disbursement presented the previous day shall be available by 9:30 am or earlier of the following day.

Cash management systems should also include the following information.

a. System components and requirements. A detailed description of the system being proposed including but not limited to the software requirements and the system support provided by the proposer.
b. System security and user authentication. A description of encryption methods to secure communication from client computers to host servers and user authentication security processes and features.
c. User access and maintenance. A description of user authentication and user maintenance processes including the restriction of user access to queries, funds transfer, and exception processing.
d. Any limitations foreseen as related to the short-term account implementation as well as long-term account implementation.
e. Examples and description of each of the standard reports.
f. Options regarding modification of these reports.
g. Interfacing capabilities (MS EXCEL, MS ACCESS, etc.)
h. Ability to make available memo posting/activity detail as relates to same day wire activity, check screening, etc.
i. Any effects these alternatives would have on the system (i.e., timing of file downloads, method of downloading, attended, unattended).
Respondent is required to complete the following pricing list that reflects the estimated requirements of the College. Indicate N/C if there is no charge for an item.

BANK: _____________________________________________________

Treasury / Cash Management Information System:

- Initial cost of software including installation and training (per workstation), if any $ __________
- Number of days _______________  Number of employees __________________
- Describe below bank(s) cash management system. Provide any additional attachments, especially screenshots and reports, which will be useful to the College in evaluating the system.
DEPOSITS EARNING INTEREST.

It is the College’s intent to have all monies on deposit earning interest at the best available rate. Please submit best options to accomplish this and include a schedule of the past twenty-four (24) months of earnings rates, net of fees.

The College intends to have all monies on deposit treated as, and reported as funds on deposit. Proposers are to respond as to how the deposits interest earning are calculated, how the College funds will be invested and how they will maintain compliance with safekeeping requirements. Investment options shall comply with requirements of SBE Rule 6A-14.0765 and the College’s Investment Policy.

The College reserves the right to invest any or all funds in excess of any required daily balances in any manner which will be in the best interest of the College.

PROCUREMENT CARD SERVICES.

The College currently has a procurement card program to facilitate various types of purchases.

The proposing bank may include in its proposal a description of their procurement card services, technology abilities (i.e., web enabled, downloadable files, accounting interface), card management and maintenance, rebate amounts and thresholds, and other reasons why the College would benefit by participating in their program.

Underwriting requirements of the bank shall be specified as part of the proposal.

Lake Sumter State College Procurement Card data:

a. Approximate number of cards: 50
b. Total estimated annual spending: $200,000

OTHER SERVICES.

STOP PAYMENTS. The bank shall provide stop-payment service to the College utilizing an internet-based treasury management system. If the check at issue is unpaid, the Bank will provide confirmation of the stop payment order. If the check at issue is paid at the time of request the Bank will, as soon as reasonably possible, forward to the College a copy of the paid instrument. The bank shall be responsible for any item cashed if said item was confirmed as a stop payment on an as-of-day basis and is subsequently cashed by the bank.

DEPOSIT RETURN ITEMS. All returned checks due to insufficient funds will be automatically re-deposited a second time. These checks will be returned to the College’s Accounts Receivable Department after two redeposit attempts. The bank will provide the ability to access on-line return deposits (prior day charge-backs) to include an image of the check returned. The bank will also provide the ability to retrieve a history of charge-backs.
**Wire Transfers.** The bank will provide same day wire transfer service from the College accounts and accept transfers into the account for immediate credit. The College transfers money via wire transfer using repetitive wire and non-repetitive wire. Both repetitive and non-repetitive wire transfers should be done through secure internet banking / online treasury management.

**Bank Collateralization of College Funds.** Deposits are to be collateralized as required by Chapter 280, Florida State Statutes. Florida State law requires that banks must pledge to the State certain acceptable types of securities having a market value equal to fifty percent (50%) to one hundred twenty-five percent (125%) of the highest account balance which the College may have on deposit at any one time reduced by the amount of FDIC insurance available.

**Disaster Recovery.** The bank shall provide information regarding their disaster recovery plan including specific plans related to serving the College in the event of a disaster.

**Overdraft Protection.** The College will make every effort to assure that collected funds in the bank are equal to or exceed the gross amount of checks issued. However, if an unintentional overdraft condition occurs, Respondent agrees that all checks presented for payment shall be paid. Respondent shall list fees associated with checks presented and paid during an account overdraft condition.

**Positive Pay.** The bank will provide Positive Pay to ensure the College’s protection and security against fraud and theft. Positive Pay transactions should be monitored daily for violations. The College will transmit files each time a payroll or account payable check file is processed. The bank shall have the capability to accept either an uploaded file from the College’s accounting system as well as manual issues via an online system as needed. All paid checks should be matched against the issue file for verification, giving the College the ability to instruct the bank to pay or return an item.

**Credit Cards / College Procurement Cards.** The bank will provide services necessary to continue the use of Visa, MasterCard, American Express, Discover and debit cards for financial transactions at approved locations.

**Continuous Service.** The depository bank will have and maintain sufficient staff to support these requirements on a continuing basis without interruption of service. Severe or repeated breakdown of service for this reason will be cause for cancellation of the Contract. The College requires that the Respondent designate one of its cash management services personnel who will act a liaison with the College for matters regarding its account. The College reserves the right to approve the person so designated and further reserves the right to approve in advance the designation of any successor liaison.

**Miscellaneous Charges.** If any charges apply, the Bank will supply details to support all charges for miscellaneous items such as: phone calls, copying, etc. No charge is to be submitted that is not supported by an invoice.

**Access to Records.** The College, or its authorized representatives, shall have access to the books and records maintained by the bank, with respect to such College bank accounts at all reasonable times, including the inspection or copying of such books and records and all memoranda, checks, correspondence, or documents pertaining thereto. Such books and records shall be preserved by the bank as required by applicable regulatory bodies. The bank will respond to any auditor account balance audit
confirmations on behalf of the College at no charge to the College. The Respondent should state the manner and location that audit confirmations are to be delivered.

Additionally, at the College’s request, the bank shall provide quarterly and annual financial reports to indicate the financial soundness of the institution.

**Employee Benefits.** The Bank shall state whether it may provide special low, or no fee, or other special term services to College employees, and provide specifics of any special accounts granted.

**Additional Services.** With detailed information, please describe any additional services that proposer is able to offer and provide Lake Sumter State College in relation to the scope of this RFP.

**Cost of Services / Banking Services Forms:** Using the following forms, as specified, please provide a detailed breakdown of all-inclusive cost proposal.

**Conversion Costs.** In the Cost of Services section, please incorporate the cost any conversion from the College’s current banking institution’s system to your firm’s system, to include:

- New terminals and/or equipment related to conversion;
- Any additional new equipment or supplies, as required;
- Training on new systems;
- Any cost savings to Lake Sumter State College related to conversion.
Respondent is required to complete the following pricing list that reflects the estimated requirements of the College. Indicate N/C if there is no charge for an item.

BANK: ________________________________

Deposits Earning Interest:

- Interest rate is to be paid on daily collected balance and it is the College’s intent to have all monies on deposit earning interest at the best available rate.

  _________%      Date: ______________________

- Describe the investment vehicle proposed by the bank to provide the deposits earning interest of College funds and provide twenty-four (24) months of historical percentage rate earned, net of fees.

- Describe the method of collateralization of deposits earning interests. Verify proposed method is in accordance with appropriate Florida Statutes and/or Rules.

- Are there any charges related to the Deposits Earning Interest? If so, what?

  ____________________________________________ $__________________

  ____________________________________________ $__________________

  ____________________________________________ $__________________

Total charges for Deposits Earning Interests:

$__________________
SECTION D
EXHIBIT 5
MICELLANEOUS INFORMATION

BANK: __________________________________________________

1. Please elaborate on the scope of your institution’s banking experience with Higher Education (HE):

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

a. Number of HE clients nationally? __________

b. Within what number of states? __________ Number of HE clients in Florida? __________

c. Sizes of the institutions?

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

2. Please discuss the types of bank related student services your institution offers including but not limited to:

a. Refund Processing (bank card, check issuance, wire to student account, etc):

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

b. Other Services:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

3. Which of the above services are handled by your institution directly and which are outsourced or handled through a partnership with other processors?
REQUEST FOR PROPOSALS 15-06
COLLEGE BANKING SERVICES

a. Who are those partners?

b. Are any of these services in development stages or are they fully functional and fully automated?

4. Does your institution offer an e-check verification or guarantee service for web based check processing

a. What is the cost associated with this service?

5. Is the College’s current credit & debit card and point of sale check conversion equipment compatible with your institution’s processor?

6. What is the amount or rate of rebate? $________

7. What legal entities will be operating our account?

8. Will the Lake Sumter State College account have a United States of America-regulated company operating the accounts?
9. Please provide a complete listing of all your college and university general banking services clients similar to our account.

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

10. Where is your trust and day-to-day investment operations located for our account? __________

11. Please explain your disaster recovery systems to help assure smooth operations for our account before, during and after a natural disaster.
   a. What avoidance procedures can you do for Lake Sumter State College?
      __________________________________________________________________
      __________________________________________________________________
      __________________________________________________________________

   b. What avoidance procedures have you done for other Central Florida clients?
      __________________________________________________________________
      __________________________________________________________________
      __________________________________________________________________

   c. Please provide a list of at least three (3) similarly sized accounts that you have done this for in the past two to three years.
      __________________________________________________________________
      __________________________________________________________________
      __________________________________________________________________

12. Please explain the process for possibly deploying ATM's.
    __________________________________________________________________
    __________________________________________________________________
    __________________________________________________________________
13. Under what circumstances would you charge a transactional fee for use of ATM's?
REQUEST FOR PROPOSALS 15-06
COLLEGE BANKING SERVICES

SECTION E

EVALUATION OF PROPOSALS

Evaluation Criteria: The Evaluation Committee (hereinafter referred to as “Committee”) shall evaluate all proposals received, which meet or exceed Minimum Eligibility Requirements, according to the following criteria:

**CATEGORY** | **MAXIMUM POINTS**
--- | ---
a. Experience and Qualifications | 30
b. Scope of Services Provided | 30
c. Cost of Services Provided | 40

**TOTAL 100**

The failure to respond, provide detailed information or to provide requested proposal elements may result in the reduction of points in the evaluation process or a complete disqualification of proposal.

In evaluating the responses to this RFP and in awarding any contract, the College will consider a number of factors, each listed below.

The following list is not in the order of importance, but directs you to the corresponding Exhibit that shall be used to evaluate the criteria.

- Best Value/Lowest Cost for required compensating balance for Basic Banking Services (Exhibit 1)
- Best Value/Lowest Cost for required compensating balance for Credit Card Services (Exhibit 2)
- Best Value/Lowest Cost for Cash Management System (Exhibit 3)
- Highest interest rate to be paid on Deposits Earning Interests (Exhibit 4)
- Best Value/Lowest Cost or Qualitative responses where applicable for Miscellaneous Questions (Exhibit 5)
- General compliance with the requirements of all sections of this RFP including, but not limited to, the use of required forms and the inclusion of all required materials and data.

Result of Evaluation of Proposals: Based upon the results of the evaluation, the Committee, at its sole discretion, may:

- Recommend award to the top ranked proposer
- Recommend award to more than one top ranked proposer
- Short-list the top ranked proposer for further consideration and interviews
- Reject all proposals received.

Committee members and Board Trustees are not to be contacted during the proposal selection process.

Proposal Clarification. During the review of proposals, the Committee reserves the right to ask questions of a clarifying nature in order to obtain clarity on proposal elements submitted. However, proposers will not be allowed to enhance or alter their initial proposal and may only clarify existing proposal elements.
**Interview Phase.** In the event that the College chooses to interview short listed proposers, the Committee shall interview the short-listed proposers, in order to make an award recommendation. Short-listed proposers will be interviewed against a set of standard questions (same questions for all short-listed proposers) and/or clarifying questions (proposal-specific with the intent to clarify issues), and shall be evaluated according to the following criteria:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>MAXIMUM POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Understanding of the College’s Requirements</td>
<td>20</td>
</tr>
<tr>
<td>b. Relevant Experience</td>
<td>20</td>
</tr>
<tr>
<td>c. Unique Qualifications</td>
<td>20</td>
</tr>
<tr>
<td>d. Overall Approach, Methodology, and Ability to Perform Contract</td>
<td>20</td>
</tr>
<tr>
<td>e. Financial Capacity</td>
<td>20</td>
</tr>
</tbody>
</table>

**TOTAL 100**