

# **NEW PRAIRIE UNITED SCHOOL CORPORATION LAPORTE/ST. JOSEPH COUNTIES, INDIANA REQUEST FOR PROPOSAL BANKING SERVICES**

**DUE DATE: 12:00 P.M. (NOON) CDT, OCTOBER 16, 2018**

Detailed Request for Proposal (RFP) information is available from the New Prairie United School Corporation Treasurer, 5327 N. Cougar Rd New Carlisle, IN 46552. This RFP is also available on the internet at [www.npusc.k12.in.us](http://www.npusc.k12.in.us). The New Prairie United School Corporation (NPUSC) reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate NPUSC to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate NPUSC to accept or contract for any expressed or implied services. The successful vendor must comply with county, state, and federal equal opportunity requirements. The NPUSC is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, or disability. Vendors submitting proposals must be certified in Indiana to accept public funds.

Dated: October 1, 2018.

Jim Holifield, Director of Finance  
New Prairie United School Corporation

## **Section 1-General Information**

### **Introduction and Mandatory Requirements**

The NPUSC's expectation, upon completion of the RFP process, is to enter into a 24-month contract beginning December 1, 2018, with the option of extending the contract for one or more additional two-year periods pursuant to IC 5-12-11-2.5. The NPUSC expects to develop and/or maintain a collaborative relationship with the successful vendor for banking services. Proposals should demonstrate the Vendor's cost effective and innovative approach to current banking needs as well as a commitment to developing technologies and procedures. To be considered for selection, vendors must meet at least the following minimum requirements:

1. Accessibility-must have at least one banking branch within LaPorte and/or St. Joseph counties, Indiana that is within the NPUSC district boundaries.
2. Legal Compliance-must be in compliance with all applicable banking laws, rules, regulations, and ordinances of LaPorte and St. Joseph counties, the State of Indiana (IC 5-13-8) and the United States.
3. Public Depository-must be qualified to receive deposits of Indiana public funds and must be listed on current Indiana Approved Depository List.
4. Internet access-must be able to allow full account management, including transfer of funds, stop payments, statement histories, account histories, and e-mail notifications of incoming EFT's on the Internet, with adequate firewall protection and various levels of administrative password accessibility.

### ***Account Description***

The NPUSC maintains at a minimum the following accounts:

Corporation

Food Service

1 Extra-Curricular Account at each of the five building locations

Grant/Scholarship Account

Various CD Investments

The NPUSC deposits approximately \$38,000,000 annually through tax collections, fees, extra-curricular deposits, cafeteria sales, EFT's from state of Indiana funds and grants, and federal grants of varying amounts. The NPUSC's net payroll, which is managed through bi-weekly check and direct deposit, is approximately \$11,800,000 for two separate payroll accounts. The NPUSC issues approximately 3,500 warrants/checks annually and deposits on a daily basis. Cash may be invested. These investments will be made according to Indiana Law.

### **Public Records**

Under Indiana State Law, any documents submitted in response to this RFP become a public record upon submission to NPUSC, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law.

### ***RFP Coordinator,***

Upon release of this RFP, all vendor communications concerning this request should be directed to the RFP Coordinator listed below. Unauthorized contact regarding this RFP with other NPUSC employees or elected/appointed officials may result in

disqualification. Any oral communications will be considered unofficial and non-binding on NPUSC. The vendor should rely only on the written statements contained within this RFP or issued by the RFP coordinator. Questions regarding this RFP must be submitted in writing no later than October 12, 2018 to:

Jim Holifield, Director of Finance  
New Prairie United School Corporation  
E-mail: [jholifield@npusc.k12.in.us](mailto:jholifield@npusc.k12.in.us)

***Amendments to the RFP***

The NPUSC reserves the right to request that any vendor clarify its proposal or supply any additional material deemed necessary to assist in the evaluation of a proposal. The NPUSC reserves the right to change the RFP due date or issue amendments to the RFP at any time. The NPUSC also reserves the right to cancel or reissue the RFP. The NPUSC reserves the right to reject any and all responses, to waive any irregularities and/or informalities in the selection process, to request clarification of information from any vendor and to effect any agreement deemed by the NPUSC to be in its best interest. The NPUSC will not reimburse any vendors for any costs involved in the preparation and submission of responses to this RFP or in the preparation for and attendance at subsequent interviews, if scheduled. Furthermore, this RFP does not obligate the NPUSC to accept or contract for any expressed or implied services. In the event of a material modification, vendors will be given an opportunity to modify their proposal in the specific areas affected by the modification.

Completed proposals shall be received at:

New Prairie United School Corporation  
Care of Corporation Treasurer  
5327 North Cougar Road  
New Carlisle, IN 46552

***Proposal Submission***

Six copies of any printed proposal must be received by the RFP Coordinator no later than due date and time set forth on the cover page of this RFP. Proposals received after the due date and time specified will not be accepted. Vendors accept all risks of late delivery of any mailed proposal regardless of fault. All proposals and accompanying documentation will become the property of NPUSC and will not be returned.



## **Section 2-RFP Response Elements**

### ***Statement of Qualifications Checklist***

The vendor shall submit a checklist using the form supplied in Attachment I. Proposals should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirement of the request.

### ***Proposed Fee Schedule***

The vendor shall provide a schedule of fees using the form supplied in Attachment II. Volumes indicated on this form are in annual amounts due to the variation in monthly volumes. For services not specified on the form, which the vendor proposes a fee, or where a differing level of service is proposed, the vendor shall provide a description of the service and the proposed fee structure.

### ***Banking Service Questions***

1. General Banking: Describe how the vendor would accommodate the volume/activity associated with the NPUSC's demand deposit accounts. Describe your rate of return as October 1, 2018, on the types of accounts that would most closely resemble those that are recommended by the vendor.
2. Account reconciliation: Describe the account reconciliation services offered by the Vendor, including CD and/or Internet-based document image storage, end-of-periods availability schedule, and other electronic or Internet-based options.
3. Reporting and Money transfer: Describe the systems that are available to access account transactions and balances, perform electronic money transfer (ACH and wire), and perform operations such as stop payments.
4. Direct Deposit: Describe Vendor's direct deposit services, including automated electronic file transfer of data.
5. Customer Service: Describe your customer service philosophy and provide meaningful examples and/or testimonials to illustrate.
6. Service Enhancements: describe any enhancements, technological or otherwise, that we should consider to improve operation or cash management efficiencies.
7. Competitive Position: What differentiates your banking services from other vendors?
8. Emergency Preparedness and Disaster Recovery: Describe your disaster recovery procedures. How quickly would back-up facilities be activated?
9. Do you offer a desktop check deposit process? What does this look like?
10. Will you guarantee fees not to increase? If so, for how long will the guarantee last?

***Client References***

Vendor shall submit a minimum of three references (preferably from current public service and/or school clients) who can attest to the Vendor's experience as it relates to providing banking services. The references must include contact name, title, address, and phone number.

***Funds Availability Schedule***

Vendor shall provide a copy of their funds availability schedule.

***Equal Opportunity Requirements***

Vendor shall submit a copy of their EOC policy.

***Non-Collusion Certificate***

The proposal submitted for this RFP shall include a completed Non-Collusion Certificate

**Section 3-Evaluation Process**

Proposals will be evaluated by the New Prairie United School Corporation Board of School Trustees. Evaluations will be based on criteria outlined herein which may be weighted by NPUSC in a manner deemed appropriate. All proposals will be evaluated using the same criteria and weighting. The criteria will include:

1. Responsiveness to RFP—The NPUSC will consider all the material submitted to determine whether the vendor's offering is in compliance with the RFP documents.
2. Ability to Perform Required Services-The NPUSC will consider the material submitted by the vendor and determine whether the vendor is capable of providing the expertise, experience, quality, innovation, facilities, personnel, and equipment necessary to perform the required duties.
3. Reference-As described.
4. Fees-As described.
5. Interest income—A comparison of rates of returns.
6. NPUSC may conduct interviews and site visits as part of the final selection process.

**Section 4-Contract and Terms**

The term of this contract will be a 24-month contract beginning December 1, 2018, with the option of extending the contract for one or more additional two-year periods pursuant to IC 5-12-11-2.5. The vendor shall maintain strong internal controls and shall promptly notify the

NPUSC upon discovery of fraud or financial irregularity. In addition, the Vendor shall allow NPUSC and the Indiana State Board of Accounts access to requested records, documents, and information in order to perform periodic audits to assure that internal controls are established and in place. The vendor shall provide the NPUSC with a copy of the vendor's annual financial audit within 30 days of receipt by the vendor of the audit. NPUSC may terminate the contract without cause upon 90 days written notice.

## ATTACHMENT I

### STATEMENT OF MINIMUM REQUIREMENTS CHECKLIST

The following information is attached as required by the RFP:

1. Accessibility-must have at least one banking branch within LaPorte and/or St. Joseph Counties, Indiana that is within the NPUSC district boundaries .
2. Legal Compliance-must be in compliance with all applicable banking laws, rules, regulations, and ordinances of LaPorte and St. Joseph Counties, the State of Indiana (IC 5-13-8) and the United States.
3. Public Depository-must be qualified to receive deposits of Indiana public funds and must be listed on current Indiana Approved Depository List.
4. Internet access-must be able to allow full account management, including transfer of funds, stop payments, statement histories, account histories, and e-mail notifications of incoming EFT's on the Internet, with adequate firewall protection and various levels of administrative password accessibility.

Our authorized signature in the space below indicates our acceptance of all the terms and conditions as presented in the RFP.

Vendor Name: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **ATTACHMENT II**

### **PROPOSED FEE STRUCTURE FOR NEW PRAIRIE UNITED SCHOOL CORPORATION**

Provide proposed fee structure for the services identified in this attachment and any other fees that may be proposed. Please indicate any services for which you require direct payment. It will be assumed that all services may be paid for through service charge credit unless otherwise indicated in the vendor's response. Please provide a proforma account analysis including each description of service item below.

Potential Banking Services

Maintenance Fee

Wire Transfer-Incoming

Stop Payment

Charge back fee

ACH Credit Received

ACH Debit Returned

ACH Return Item

ACH Reversal-Per Item

ACH Notice of Change

EFT Receipt

Payroll Send File-Per File

Payroll Send File-Per Item

Online Banking

Cash Deposits

Deposit Slips

Per Check Fee

Desktop Deposit Services

Other Items as suggested or as deemed necessary by the vendor.