

# REQUEST FOR PROPOSAL

**Solicitation Number: P2223**

**Description: Banking Services  
AMENDMENT #1**

**Date: November 30, 2021**

**SUBMIT QUESTIONS BY: November 16, 2021 BY 11:00 AM**

**SUBMIT BID BY: December 14, 2021 BY 2:00 PM**

**PROCUREMENT OFFICIAL CONTACT:**

**Procurement Services  
Attention: Debra Coen  
3999 Bridge View Drive  
North Charleston, SC 29405  
Phone: 843-566-  
Fax: 843-566-1972  
Email: [debra\\_coen@charleston.k12.sc.us](mailto:debra_coen@charleston.k12.sc.us)**

**The term "Offer" means your "Bid" or "Proposal".**

**Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.**

**ALL BIDS MUST BE SIGNED BY A COMPANY OFFICIAL DULY AUTHORIZED TO BIND AN AGREEMENT FOR THAT COMPANY**

You must submit a signed copy of this form with your offer. By submitting, you agree to be bound by the terms of the Solicitation.	
Print Name of Offeror (Full legal name of business submitting the offer)	Date Signed
Authorized Signature (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)	Taxpayer Identification No.
Title (Business title of person signing above)	Telephone Number
Printed Name (of person signing above)	Facsimile Number
Company Address (Street, City, State & Zip Code)	
Contact Person(if different than authorized signature)	Email Address
Telephone Number	Facsimile Number

Cover Page

ACKNOWLEDGEMENT OF AMENDMENTS: Offerors: Acknowledges receipt of amendments by indicating amendment number and its date of issue. See “Amendments to Solicitation” in Section II Instructions to Offerors.

AWARDS & AMENDMENTS: Awards will be posted at the Physical Address stated above. The award will be posted on or before **1/14/22**. The award, this solicitation, and any amendments will be posted at the following website URL: <https://www.ccsdschools.com/Page/432>

Amendment No.	Amendment No.	Amendment No.	Amendment No.	Amendment No.	Amendment No.	Amendment No.
1	2	3	4	5	6	7
Initial	Initial	Initial	Initial	Initial	Initial	Initial

OFFEROR’S TYPE OF ENTITY: See Section VII Signing Your Offer & SWMBE Participation.

Small Women Minority Business Enterprise (Please Check appropriate boxes)

- |  |  |
|--|--|
| <input type="checkbox"/> MBE – Native American Owned                 | <input type="checkbox"/> Minority Owned Small Business Certified     |
| <input type="checkbox"/> MBE – African American Owned                | <input type="checkbox"/> Minority Owned Small Business Non-Certified |
| <input type="checkbox"/> MBE – Asian American Owned                  | <input type="checkbox"/> HUB Zone Small Business                     |
| <input type="checkbox"/> MBE – Hispanic Owned                        | <input type="checkbox"/> Small Business Certified                    |
| <input type="checkbox"/> Women Owned Small Business Certified        | <input type="checkbox"/> Small Business Non-Certified                |
| <input type="checkbox"/> Women Owned Small Business Non-Certified    | <input type="checkbox"/> Corporation                                 |
| <input type="checkbox"/> Minority Owned Small Business Certified     | <input type="checkbox"/> Partnership                                 |
| <input type="checkbox"/> Minority Owned Small Business Non-Certified | <input type="checkbox"/> Sole Proprietor                             |
| <input type="checkbox"/> Other _____                                 |  |

The District shall receive all bids by **no later than 2:00 P.M. on the date shown on the Cover Page.**  
 Important: **Clearly mark the outside of the envelope, box, or package with the following information.**

**Request for Proposal #P2223  
 Banking Services**

Proposals should be sent via United States Postal Service/hand delivered or courier service to:

**Procurement Services  
 Attn: Debra Coen  
 3999 Bridge View Drive  
 North Charleston, SC 29405**

NUMBER OF COPIES TO BE SUBMITTED: When submitting your proposal provide, one (1) Original hard copy, four (4) hard copies of original, one (1) flash drive electronic copy with original and redacted document. The redacted document will be used for FOIA purposes. The redacted document should not disclose any confidential or company trade secrets & etc.

The above numbered Request for Proposals is amended as set forth below. The Hour and Date specified for receipt of proposals has been extended to **December 14, 2021@ 2:00PM ET.**

Bid Schedule has not been added.

**Reference and acknowledge this Addendum on the offer submitted.** Failure to acknowledge addendum may result in rejection of your offer.

If by virtue of this addendum you desire to change an offer already submitted, such change may be made by submitting an amended bid prior to the closing date and hour specified.

#### **AMENDMENTS TO SOLICITATION**

(a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments:

<https://www.ccsdschools.com/Page/432>

(b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

#### **Questions received are addressed below:**

1. Will the District accept an electronic (email) response to this RFP? If not, how many hard copies need to be delivered to the District? Will you need a flash drive?

**No, we cannot accept electronic copies at this time.**

**NUMBER OF COPIES TO BE SUBMITTED: One (1) Original Copy, Four (4) Hard Copies and One (1) USB Flash Drive**

**NUMBER OF COPIES TO BE SUBMITTED:** When submitting your proposal provide, one (1) Original hard copy, Four (4) hard copies of original, one (1) flash drive electronic copy with original and redacted document. The redacted document will be used for FOIA purposes. The redacted document should not disclose any confidential or company trade secrets & etc.

2. Please provide the last 3 month of bank analysis statements in order to provide the District with a comprehensive response. **See attachment A**
3. TD Bank uses letters of credit as collateral to protect public funds. These letters of credit are issued by the Federal Home Loan Bank of Pittsburgh. Is this an acceptable form of collateral?  
**Yes**
4. Are checks issued from the General Operating Account? **No**

## General Questions

5. Who is the current financial institution? What improvements would the District like to make when selecting a new financial partner? *We currently use Wells Fargo Bank. There are not any improvements but the items detailed in the RFP are all of general importance.*
6. Does the District upload payroll files via an online banking platform or through FTP? *We can use either method*
7. What are the average and maximum dollar amounts of payroll and vendor files? *The average bi monthly payroll file is \$9,765,000. The maximum to date is \$11,339,615. The average weekly vendor file is \$5,461,700. The maximum to date is \$19,819,000*
8. What is the annual AP dollar amount excluding payroll? *FY 21 AP dollars was \$671,266,000. This includes checks, ACH and wires*
9. Are all accounts listed eligible for Account Analysis? *Yes*
10. Please provide a monthly or annual volume of necessary banking supplies (tamper evident bags, deposit slips, checks etc.). *2 bags, 2 books of deposit tickets*
11. How many employees are administrators of the online banking platform? *Two*
12. How many of the District's employees approve funds leaving the bank (ACH, wires, positive pay)? *Four (Dual Control)*
13. How many scanners does the District anticipate utilizing and how many accounts will receive deposits from the remote scanners? *One*
14. Does the District utilize night drop services (locked or tamper-evident bags)? *Some schools use this service but it is not currently used for the General accounts.*
15. Please provide a breakdown of accounts that utilize fraud services (ACH / Check): Check Payee Positive Pay, ACH Positive Pay, Check Block, ACH Block. *All three accounts use check positive pay and ACH block*
16. Which accounts originate ACH? *Expense and Payroll*
17. Which accounts originate wires? *General Operations*
18. Does the District require paper statements or are electronic statements preferred? *Electronic*
19. Could the District provide one month Analysis Statement? *Please see attached*
20. Please expand on the requirements of #14 – *bank shall provide the District with a Tyler Technology (MUNIS) certified or approved interface that is available for use upon contract start date.*  
*The bank will need to provide a file template for reconciliation upload into MUNIS as well as a file template for positive pay*

### **Purchasing Card Program**

21. Does the District plan to consider an evaluation of the current purchasing card program? **No.**
- What is the average monthly spend on the current card program and current credit limit on the program? N/A
  - Are transactions limited to travel and entertainment charges? Is there a single transaction limit restriction for cardholders? N/A
  - How are cardholders currently coding and submitting their transactions/statements? How are receipts provided? N/A
  - Do you currently pay any vendors (one-time or reoccurring) with a card? If so, are they paid with a static (same) card # each time or is a single-use virtual card account used? N/A
  - Are reward points or a cash rebate/statement credit associated with the account? N/A
  - What is your settlement frequency (monthly, bi-weekly, weekly) and grace period? N/A
  - Is the District's logo on the cards? N/A
  - Does the District receive any data transmissions or file extracts related to the current program? N/A

### **Merchant Processing**

22. Would the District like to evaluate merchant processing?**No**
- Please provide 3 months of merchant statements.
  - What type of equipment does the District utilize today?
  - How many terminals and stations are required?
  - How many locations utilize card processing and how does each location process?
  - Who is your current Merchant Services processor?
  - How does the District process online payments?
  - What solutions are in place? Does the District utilize any software in conjunction with merchant processing?
23. Will the District provide a formal Business (Cost) Proposal format for bidders to utilize? Please see attached Cost Analysis.  
Cost must be submitted in a separate, sealed envelope. Responding vendors must provide pricing on the form below for solution proposed. Line items listed below must correspond to information provided in response to the specifications and requirements of the RFP.

**COST PROPOSAL RFP #P2223**

**Amendment #1**

**COST OF SERVICES/COST ANALYSIS**

The district requires services in the following categories:

1. Balance Related Services
2. Depository Services
3. General ACH Services
4. Wire Transfer Services
5. Partial Account Reconciliation (Paid check file)
6. Information Services
7. Miscellaneous Services
8. On-Line Banking Services

The Cost Analysis page is a cost analysis of the estimated annual Treasury Management Services that will provide a basis to compare the cost of services for accounts needed by the district. This form may be used with the information provided, or a similar presentation may be submitted, so long as it provides the district with a complete “turnkey” costing on the account structure listed. Please note that cost of services will be a determining factor in the selection process.

**RFP #**  
**COST ANALYSIS – ESTIMATED ANNUAL TREASURY**  
**MANAGEMENT SERVICE LEVELS**

	Estimated Annual Volume	Unit Price	Annual Fee (Est)
<b><u>Account Services</u></b>			
Checks Paid	12685		
Deposited Items	3395		
Desktop Deposits	68		
Other Credits	988		
Other Debits	965		
Stop Payment	145		
Preauthorized Credit	849		
Return Deposit Items	12		
Payee Valildation	12562		
ACH Origination	252		
Ach Originated Items	210129		
ACH Return Items	165		
ACH NOC	727		
ACH Reversal	16		
ACH Delete	14		
<b><u>Coin and Currency</u></b>			
Cash Deposited	13731		
<b><u>Reconciliation Services</u></b>			
Per Item	8704		
<b><u>Wire Transfers</u></b>			
Incoming Wires	13		
Outgoing Wires	36		
<b><u>Online Banking Access Fee</u></b>			
	12		
Total of Services Annual Amount			

The district prefers to pay for services with a compensating balance method; however, the district will consider a fee method as an alternative. If you wish to receive compensation in either of this way, please provide complete details.

The district's school receipts are from food service, activity fund collections, and state and local funding. A monthly deposit reconciliation is required for these deposits made into the concentration account to which each location/site is coded on the deposit tickets.

Quantities indicated herein are estimated requirements on an annual basis, and Charleston County School District does not obligate itself to purchase the full quantities shown. If the quantities are less than those indicated, then the prices quoted shall be allowed. Requirements may exceed the quantities shown.