



SOUTH CONWAY COUNTY SCHOOL DISTRICT REQUEST FOR PROPOSALS PRIMARY BANKING SERVICES

I. INTRODUCTION

South Conway County School District, Morrilton, Arkansas, (SCCSD) is soliciting proposals from qualified local banking institutions (bank) to provide SCCSD primary banking services. The bank must provide the highest quality of services at a reasonable cost while maintaining sufficient liquidity and protection of public funds.

SCCSD will require a primary interest-bearing demand deposit account for its operating funds. You may provide a fixed rate of interest, variable rate of interest, or both. Annual deposits and withdrawals are estimated to be \$28,000,000 and \$27,000,000, respectively, in the fiscal year beginning July 1, 2019 and ending June 30, 2020. The number of checks expected to be processed during that year is 3,000.

A non-exclusive depository agreement will be executed with the bank having the successful proposal which will include the primary checking account for the operating funds of SCCSD. The bank will provide a Depository Agreement and Collateral Agreement with SCCSD. SCCSD reserves the right to maintain accounts at other banks.

II. SERVICES TO BE PERFORMED

A. Required Services

1. **Account.** The bank will provide an interest-bearing demand deposit (checking) account which will be the primary checking account of SCCSD for its operating funds. The account will be provided without cost to SCCSD. No service fees will be charged for check clearing, stop payments, returned items and other common checking services.
2. **Deposits.** The bank shall give all deposits received by at least 4:00 PM credit as good ledger balance funds for the same day. The bank shall identify the time and branches where a final daily deposit will be accepted.
3. **Electronic Payment/Deposit.** The bank must have the capability to accommodate a wide range of electronic payment and deposit services for various transactions with authorized institutions. The bank shall provide direct deposit services for grant funds and other transactions from state and federal programs received by SCCSD. Electronic debit and credit notices must be transmitted to the Business Office of SCCSD on the same day of the transaction.
4. **Direct Deposit Services.** The bank shall provide direct deposit services for employee payroll (approximately 330 per month) to elected accounts with institutions which participate in the system for ACH/direct deposit transfers. The bank must be capable of accepting data transmissions by telephone line, tapes, and diskettes, Internet or EFT.



5. **Deposit Slips and Checks.** The bank will furnish encoded deposit slips to SCCSD as needed free of charge. SCCSD will provide its own checks. The bank will cooperate with SCCSD and its check-stock vendor to insure that the checks meet the bank's specifications.
6. **Detailed Account Information.** The bank will provide SCCSD detailed backup for any debits, credits, or corrections initiated by the bank on the same day as requested by SCCSD.
7. **Monthly Statements.** The bank will provide monthly statements to the SCCSD Business Office for any account held by SCCSD at the bank on the first day of each month. If the first day of the month falls on a Sunday, then the monthly statement shall be provided the following Monday. The monthly statements shall begin on the first calendar day and end on the last calendar day of each calendar month. Cancelled checks shall be sorted in numerical order and returned in boxes suitable for storage. The bank may propose providing check images in accordance with applicable Arkansas law in lieu of returning canceled checks. The monthly statement shall have checks listed in numerical order with any breaks in the order noted. The bank may propose account reconciliation services including but not limited to, full reconciliation and positive pay. As a part of a proposal to provide account reconciliation services, the bank shall provide and assist SCCSD and the Arkansas Public School Computer Network (APSCN) with the technical requirements necessary to initiate the services.
8. **Internet services.** The bank may propose services available by internet including, but not limited to, balance inquiry, detailed transaction inquiry, ACH credit and debit origination, wire transfer origination, and stop payment origination.
9. **Access to Records.** The bank shall, upon authorization of the SCCSD Superintendent or Chief Financial Officer (CFO), allow reasonable access to bank records by SCCSD accounting personnel, SCCSD independent auditors and state and federal auditors, to examine records relating to the use of SCCSD funds. The bank shall cooperate in any prosecution for the misuse of checks and misappropriation of funds. Copies of bank transactions, both deposits and withdrawals, requested by SCCSD will be provided by the bank the same day as requested by SCCSD.
10. **Deposit Security.** The bank shall provide collateral for deposits in excess of FDIC insurance. Collateral shall be authorized by the Superintendent or CFO of SCCSD before effected. The bank will provide a copy of the latest audited Statement of Condition or Uniform Bond Performance Report to the FDIC to the RFP for review.
11. **Reviews.** The bank will schedule annual reviews of provided services with the Superintendent and CFO of SCCSD. At these reviews, the bank will discuss new services that could be available to SCCSD. SCCSD will discuss service needs and how the bank could possibly meet them.
12. **New Accounts.** If SCCSD opens any other accounts or initiates any other services with the bank, the new accounts or services shall be provided with the same conditions as apply to accounts existing at the time. If agencies regulating banking activities, including but not limited to the Federal Reserve and Depository Institutions Deregulation Committee provide for the establishment of new accounts or services which are favorable to SCCSD, the bank shall make the new accounts or services available to SCCSD.

B. Optional Banking Services

In addition to the required services, SCCSD requests proposals for the following optional services.

1. **Group benefits.** The bank may propose services available to employees of SCCSD including, but not limited to, banking and loan services.
2. **Safe deposit box.** Any safe deposit box proposal shall include a price list.



3. **Other services.** The bank may propose other optional services that the bank believes would benefit SCCSD. Each proposed service shall be listed separately and will be considered separately by SCCSD.

III. General Information

The bank must provide the following information to be considered for the award:

1. The bank must be a federally or State of Arkansas chartered banking institution with a main office or full service branch located within the jurisdictional boundaries of the South Conway County School District. List the location of all branches within the boundaries of the District indicating whether they are a main office or full service branch and hours of operation.
2. The bank must be designated as a qualified depository of public funds. Provide a copy of the Bank Commissioner's list of qualified banking institutions indicating the maximum amount of public fund deposits the bank is recommended to receive. Provide evidence as to the amount of deposits that the bank is able to receive from SCCSD.
3. SCCSD desires to obtain the highest interest rate possible on its deposits. The bank should describe how interest rates are set on checking accounts and its current rate available to SCCSD.
4. SCCSD desires for any change in banks to proceed as smoothly as possible and to include a transition plan.

IV. Submission and Evaluation of Proposals

An original and a copy of the proposal shall be submitted no later than 12:00 noon on April 26, 2019, to the Superintendent at the Administrative Building located at 100 Baramore St., Morrilton, AR 72110. Questions may be addressed to the Superintendent by letter to the above address, phone (501.354.9400), fax (501.354.9464) or email (shawn.halbrook@sccsd.k12.ar.us) prior to the deadline.

All proposals shall be accompanied by a cover letter certifying that the appropriate bank official has read and fully understands this RFP; has full knowledge of the scope, nature, quantity and quality of the work to be performed; the detailed requirements of the services to be provided; and the conditions under which the services are to be performed. The cover letter shall be signed by that bank official.

SCCSD reserves the right to reject any or all proposals and the right to waive any minor irregularity or technicality in received proposals. Failure to follow any of the instructions or conditions in this RFP may be grounds for rejection. SCCSD will not be liable for any costs incurred preparing the proposals. This RFP provides a good faith estimate of the number of anticipated transactions. SCCSD does not guarantee that such will be the actual number of transactions.

Proposals will be evaluated by the Superintendent of Schools and the CFO. Criteria used to evaluate the proposal will include but is not limited to:

- Completeness of the proposal
- Ability to provide the required services
- Quality and quantity of available resources
- Ability to provide ancillary services to employees
- Commitment to provide the highest level of service
- Commitment to promote SCCSD



- Quality and diversity of optional services

In evaluating the proposals, SCCSD reserves the right to request an interview with a proposer to clarify details of the proposal and visit the bank's facilities. The proposer shall furnish additional information as reasonably required by SCCSD. The SCCSD may make investigations of the qualifications of the proposer that it considers appropriate. The SCCSD reserves the right to accept or reject any item or combination of items within a proposal. The SCCSD reserves the right to use its sole discretion to accept the proposal most favorable to the interests of SCCSD.

Once a proposal is tentatively selected as most favorable to SCCSD, the Superintendent of SCCSD will schedule a conference to discuss in detail service implementation and daily operational procedures. During this conference, SCCSD reserves the right to select another proposal if in the best interest of SCCSD. Based upon this conference, a Depository Agreement and Collateral Agreement will be prepared. The agreements shall be for a three (3) year period beginning on a date agreed upon by SCCSD and the bank.

IV. Recommendation and Acceptance

The Board of Education is the depository board for the school district to "supervise the depositing of school district funds." When the evaluation process is completed, information gathered will be reported to the Board with a recommendation for the bank to be the depository for the primary checking account.