

**SANTA FE INDEPENDENT SCHOOL DISTRICT**

P.O. BOX 370  
SANTA FE, TEXAS 77510-0370

PHONE: (409) 925-9026  
FAX: (409) 925-4002

[www.sfisd.org](http://www.sfisd.org)

**REQUEST FOR PROPOSAL**

**RFP Number:** RFP21-001  
**Project Name:** Depository Bank Services  
**Proposal Due Date & Time:** February 17, 2021, at 2:00 PM, CST

Proposals must be addressed to the Purchasing Department at the address listed below and marked as follows:

**RFP# 21-001 Depository Bank Services**  
**Due 2:00 PM, CST, on February 17, 2021**

Santa Fe Independent School District  
Purchasing Department  
4133 Warpath Ave.  
PO Box 370  
Santa Fe, TX 77510

\_\_\_\_\_  
Amy Presley, Purchasing Specialist  
Email: amy.presley@sfisd.org  
Phone: 409/925-9026

\_\_\_\_\_  
Date

# Request for Proposal Notice

for Depository Services by  
Santa Fe Independent School District  
PO Box 370, Santa Fe, Texas 77510-0370

Santa Fe Independent School District is soliciting proposals from banks to serve as a depository to assist with the banking functions for funds of the district.

## Project Overview

SFISD, ("SFISD") or ("District") is soliciting sealed proposals from qualified banking institutions to provide primary bank depository services to be performed in accordance with the scope of services noted below. Qualified respondents are invited to submit a written response outlining their qualifications and experience to provide the services as described in the scope of services and in accordance with the terms, conditions and requirements set forth in the Competitive Sealed Proposal (RFP). The qualified banking institution must be within the school district's boundaries or in close proximity within Galveston County. This is a requirement due to the necessity of a deposit being made each business day by a SFISD police officer. The successful proposer will provide the scope of services in accordance with all applicable laws, regulations and professional standards.

In accordance with the Texas Education Code (TEC), Chapter 45, Subchapter G, School District Depositories, the Board of Trustees of the district will select a depository through soliciting proposals for a depository services contract for a term of two years beginning July 1, 2021 and ending June 30, 2023 or until a successor depository is selected, qualified, and agrees to a depository agreement based on either fees or compensating balances.

The district and the depository may agree to extend this contract for two additional two-year terms in accordance with the TEC, §45.205. This section requires that the contract and any extension of this contract coincide with the district's fiscal year. If the district changes its fiscal year, the term of the contract may be shortened or extended no more than one year by mutual agreement to coincide, provided that this contract remains in effect until its successor is selected and has been qualified. If the parties cannot agree, the district has the option to change the term of this contract.

The legal provisions providing for naming a depository of the district are set forth in the TEC, Subchapter G, School District Depositories, §§45.201 through 45.209. Investments by the district are governed by the Texas Government Code (TGC), Chapter 2256, Public Funds Investment. Securities pledged as collateral to secure district deposits are governed by the TGC, Chapter 2257, Collateral for Public Funds.

## Scope of Services

SFISD anticipates establishing an account configuration that consists of the following bank accounts:

- General Operating Fund Account
- Payroll Account
- Nutrition Services
- Debt Services
- Tax Refund
- Tax Collector
- Capital Projects

SFISD issues checks through the Payables Account which is utilized to issue vendor payments. The average number of checks per month is 100 and the estimated dollar amount per month is \$700K. The average number of ACH's from the General Operating Account per month is 40 and the estimated dollar amount per month is \$2M.

SFISD provides its employees direct deposit of payroll and approximately 750 employees use this service for an estimated monthly debit amount of \$3M.

## Request for Proposal Notice for Depository Service

SFISD reserves the right to open or close any number or type of accounts as it deems necessary through the term of the Depository Services Contract. The form of Depository Services Contract will be the form mandated by state law for Texas Public School Districts. Any services not listed, but later requested by SFISD, will be charged for at a mutually agreed upon fee. Fees are to be fixed for the entire contract period. No additional setup fees or software fees will be charged if the Depository Bank merges or is acquired by another bank.

The activity for the accounts in this proposal is provided for December 2019 in Attachment A. Balance data is provided for the General Operating fund for July 2019 through June 2020 in Attachment A1. Actual balances and transaction activity could vary significantly.

### Bank Questions

There will not be a preproposal conference. Instead, there will be an RFP preview conference for all potential respondents. Questions regarding this proposal request, or the services requested, will be accepted in email form only, and must be submitted to Amy Presley at amy.presley@sfisd.org on or before 2:00 pm on November 2, 2020. Responses to all material questions submitted will be communicated in writing or by email to all known interested banks by 2:00 pm on December 15, 2020.

### Proposal Submission

To be eligible for consideration under this request, **the bank must submit in separate three-ring binders one (1) original and (2) hard copies** of each proposal by 2:00 PM CST on February 17, 2021 to the address below. The original set shall be identified on the face of the packet as "ORIGINAL." **The bank must also submit one (1) digital copy on a USB drive.** The district will not accept proposals received after that time. Late submissions to the district address will be returned unopened. The original paper document shall be the prevailing document in case of any discrepancies between the paper submission and the digital copy.

The proposal must be submitted in a sealed envelope or packet marked:

**"RFP# 21-001 Depository Bank Services Due 2:00 PM, CST, on February 17, 2021"**

**Transmittal Letter** - An accompanying transmittal letter must be:

- (1) signed by a person authorized to bind the institution,
- (2) state that the proposal is valid for 180 days from the submission date, and
- (3) give full contact information regarding the proposal.

The proposals must be delivered by US mail, express mail, or in person to:

Santa Fe Independent School District  
Purchasing Department  
4133 Warpath Ave.  
PO Box 370  
Santa Fe, TX 77510

All questions in the attached uniform proposal blank should be answered and provided to the district as the bank's proposal.

The bank must attach a cashier's check in the sum of **\$500.00** payable to the district. If any portion of this contract is awarded to the bank, the check will be returned to the bank. If the bank fails to execute the contract in a reasonable time, the district will cash the check as liquidated damages. If the proposal is not accepted, the check will be returned to the bank immediately after contract award.

The District may also provide this proposal request electronically. The fee schedule, Attachment C to the Proposal Form, is in Excel format. The bank must submit the proposal in both paper and electronic form as detailed above.

## Request for Proposal Notice for Depository Service

### Evaluation Process

As required by Texas Education Code § 45.206(d) the district will use the following criteria to evaluate the proposal and award the contract:

- 20 % - Cost of services (charges for keeping district accounts, fee schedule records, and reports and for furnishing checks)
- 0 % - Additional services offered (purchasing card, payroll card, lease rate, other)
- 10 % - Funds availability schedule (payroll cutoff)
- 10 % - Automated services offered
- 40 % - Ability of the bank to provide the necessary services and perform the duties as depository. Experience in providing depository services to similar accounts (strength of project team)
  - 10% Online Services
  - 10% Customer Service
  - 10% Safekeeping
  - 10% Experienced strength of project team
- 5 % - Collateralization policy and type of third-party institution holding collateral
- 10 % - Fraud prevention and notification policy
- 0 % - Interest rates offered on time deposits
- 5 % - TEC Section 44.301(b)(5): Vendors past relationship with district as it relates to being a successful depository
- 100 - Total

The district reserves the right to reject any or all proposals and to accept the proposal the district considers most advantageous. If any portion or provision of this proposal and any contract between the depository and district entered into is invalid, the remainder, at the option of the district, must remain in full force and effect and not be affected. Acceptance of a proposal will be based on the total package of services offered by the bank.

### Legislative Change

Changes in the law that may be enacted by the Texas Legislature, in session, could alter the scope of requirements as stated in this document. The proposal should conform to all statutes in effect at the time of proposal opening.

### Schedule for Selection Process

Although the district will make every effort to adhere to the following schedule, this schedule is considered preliminary:

10/26/2020	Advertise and notices to banks for Request for Proposal (RFP) preview
11/2/2020-11/5/2020	Conduct RFP previews with banks (10:00am-1:00pm)
12/15/2020	Release and notices to banks of (RFP)
1/13/2021	Deadline for questions concerning the RFP or services requested (2:00pm)
1/18/2021	Responses given to any questions provided to all known interested banks
2/17/2021	Deadline for proposal submission
5/17/2021	District Board award of contract
7/1/2021	Contract commencement

This schedule may be modified or changed at the sole discretion of the district. Any such revision will be formalized by the issuance of an addendum to the RFP.

### Other Requirements

The following requirements must be met:

1. The bank selected as the depository will notify the district in writing within 10 days of any changes in federal or state regulations or laws that would affect the depository agreement.

#### Request for Proposal Notice for Depository Service

2. The depository's records relating to the district's accounts must be open to review by the district, its independent auditors, and the Texas Education Agency.
3. The district reserves the right to pay for depository services by targeted balances or by fees.
4. The district reserves the right to exclude direct payroll deposit service from the depository contract if the bank does not offer direct payroll deposit service.

#### **District Rights**

The district reserves the right to:

- waive any defect, irregularity, or informality in the proposal or proposal procedures;
- reject any and all proposals;
- accept any proposal or portion thereof most advantageous to the district;
- request additional information or require a meeting with bank representatives for clarification;
- cancel, revise, or reissue this request for proposal or any portions of it,
- negotiate any conditions;
- retain all other provisions even if any provision of the proposal is determined invalid;
- modify deadlines; and
- select any proposal considered to be in its best interest as determined by the district.

## **Schedules and Attachments**

The District has provided the following:

- Copy of SFISD's audited financial statements available at <https://www.sfisd.org/Page/168>
- Attachment A1, A2, A3 - District's Current Account Structure
- Attachment B – Proposal Form
- Attachment C to the Proposal Form, Volumes for Pricing Transactions (filled in with volumes)
- District Investment Policy  
[https://pol.tasb.org/Policy/Download/504?filename=CDA\(LOCAL\).html&title=OTHER%20REVENUES&subtitle=INVESTMENT](https://pol.tasb.org/Policy/Download/504?filename=CDA(LOCAL).html&title=OTHER%20REVENUES&subtitle=INVESTMENT)  
[S](#)

The Depository must include the following information with the proposal:

- Copy of the Depository's audited financial statements or a link to its website
- Corporate audited financial statements and the individual depository's call report (for members of your holding companies) or a link to the Depository's website
- Uniform Bank Performance Report reference
- Volumes for Pricing Transactions (filled in with rates)

Request for Proposal Notice for Depository Service

- **Sample Account Analysis Statement**
- Sample Collateral Agreement
- Any service agreements (including those not directly referenced in this proposal) that must be executed under the contract (if applicable)
- Screen shots of major pages within your automated cash management system, or online web demo access (if available)
- Sample daily balancing report for remote deposit (if applicable)
- Sample account reconciliation reports (if applicable)
- A completed Confidentiality Declaration Form (blank form attached hereto)
- A completed Felony Conviction Form (blank form attached hereto)
- A completed Certificate of Interested Parties – Form 1295 (instructions for completing the form online is attached hereto)
- A completed Conflicts of Interest Questionnaire (CIQ) (instructions for completing the form online is attached hereto)

**Attachment A1**  
**BANK TRANSACTIONS BY ACCOUNT**  
**December 2019**

DESCRIPTION	BEGINNING BALANCE	NUMBER OF CREDITS	CREDIT AMOUNT	NUMBER OF DEBITS	DEBIT AMOUNT	ENDING BALANCE
General Operating Fund	2,735,007.89	84	12,453,810.02	147	12,809,413.76	2,379,394.15
Payroll	1,602,224.25	8	3,034,188.92	67	3,356,135.08	1,280,278.09
Capital Projects	3,805.42	1	3,271,759.53	0	-	3,275,564.95
Debt Service	367,345.16	2	1,347,641.41	1	1,500.00	1,713,486.57
Nutrition Services	352,368.93	75	33,636.07	2	50.00	385,955.00
Tax Collector	1,316,569.17	37	10,492,405.58	12	6,479,982.25	5,328,992.46
Tax Refunds	10,928.37	1	5,968.52	13	8,235.44	8,661.45
<b>Total</b>	<b>\$ 6,388,249.19</b>	<b>208</b>	<b>\$ 30,639,410.05</b>	<b>242</b>	<b>\$ 22,655,316.53</b>	<b>\$ 14,372,332.67</b>

**ACCOUNT  
STRUCTURE**

<u>Type of Account</u>	<u>Number of Accounts</u>	<u>Description of Accounts:</u>
Controlled Disbursement	4	General Operating, Payroll, Tax Collector, & Tax Refund
Positive Pay	2	General Operating & Payroll
Checking	7	General Operating, Capital Projects, Debt Service, Payroll, Nutrition Services, Tax Collector, & Tax Refund

**District's Current Account Structure  
Attachment A2  
December 2019**

**VOLUMES**

\*individual ACH origination items

<b><u>Type of Account</u></b>	<b><u>Number of Items</u></b>	<b><u>Amount of Items</u></b>
<b>General Operating Fund</b>		
Internal Transfer Deposits	6	\$ 4,940,853.88
ACH Credits	11	\$ 5,830,698.06
Internal Transfer Withdrawals	3	\$ 3,028,282.37
ACH Debits	32/132*	\$ 9,307,151.43
Checks Cleared	110	\$ 502,083.96
Bank Deposits	10	\$ 177,980.58
Incoming Wire	2	\$ 3,000,000.00
<b>Payroll</b>		
Internal Transfer Deposits	3	\$ 3,028,282.37
ACH Credits	3	\$ 2,616.31
ACH Debits	13/1700*	\$ 3,309,417.44
Checks Cleared	54	\$ 45,611.72
<b>Capital Projects</b>		
ACH Credits	1	\$ 3,269,899.14
<b>Debt Service</b>		
Internal Transfer Deposits	2	\$ 1,346,009.15
Internal Transfer Withdrawals	1	\$ 1,500.00
<b>Nutrition Services</b>		
Bank Deposits	75	\$ 33,636.07
<b>Tax Collector</b>		
Checks Deposited	1000	\$ 10,226,543.66
ACH Credits	21	\$ 263,002.12
ACH Debits	6	\$ 189,793.50
Internal Transfer Withdrawals	6	\$ 6,290,188.75
<b>Tax Refunds</b>		
Checks Cleared	13	\$ 8,217.57
Internal Transfer Deposit	1	\$ 5,949.51
Internal Transfer Withdrawal	1	\$ 17.87



Attachment A3  
OPERATING ACCOUNT BANK BALANCE  
JULY 2019 - JUNE 2020

Period	Balance
July 2019	\$ 892,276.73
August 2019	\$ 1,340,046.69
September 2019	\$ 2,161,624.92
October 2019	\$ 3,841,441.17
November 2019	\$ 2,735,007.89
December 2019	\$ 2,379,394.15
January 2020	\$ 6,689,572.84
February 2020	\$ 2,731,160.31
March 2020	\$ 1,941,337.87
April 2020	\$ 4,314,315.40
May 2020	\$ 4,778,925.80
June 2020	\$ 5,502,116.50

**ATTACHMENT B**

# Proposal Form

for Depository Services  
by Santa Fe Independent School District

## Instructions

The Depository must answer all questions in this form and provide it to us as its proposal.

The District has the right to reject any proposal. If any part of this proposal or any contract entered into between the Depository and the District is invalid, the remainder, at the District's option, remains in force and is not affected. The District has the right to use a sub-depository bank other than the primary bank and those deposits will be collateralized.

## Bank Compensation

Does the District have the option to pay for the Depository services by:

\_\_\_\_\_ target balances or  
\_\_\_\_\_ by fees?

Please describe any differences in related costs to the District with either option. If the District chooses one option for the life of the contract, is there a difference in service fees?

## Compensation Based on a Targeted Balance

The District may choose to pay for the Depository's services by maintaining a targeted amount of its funds in the depository. The District will maintain balances in the checking accounts to compensate the Depository in full or in part for services provided. The Depository must provide a monthly account analysis that reflects the earnings credited for these balances.

The Depository may invest any excess collected balance daily as directed by the District in an overnight investment that we approve, an interest bearing account, or a money market mutual fund registered with the Securities and Exchange Commission (SEC) which strives to maintain a \$1 NAV. Please list below the overnight investment and any index upon which the rate will be based.

The rate history by month at the Depository bank for the months beginning 07/19 and ending 06/20, fill in attachment C on page 29.

If any of these rates is based on an index rate (such as the T-Bill auction rate), stipulate how the Depository will use the index to calculate the rate.

### **Compensation Based on Fees**

The District may choose to pay for the Depository's services on a straight fee basis in which the District will not maintain a targeted balance. The Depository will assess fees, and the District will pay them in accordance with the Depository's proposed fees as listed on Attachment C, Volumes for Pricing Transactions.

### **District Investments**

The District reserves the right to purchase, sell, and invest its funds and funds under its control, including bond funds, as authorized by the Texas Government Code, Chapter 2256, Public Funds Investment Act, and in compliance with our investment policy, located at SFISD Board Policy CDA (Local):

[https://pol.tasb.org/Policy/Download/504?filename=CDA\(LOCAL\).html&title=OTHER%20REVENUES&subtitle=INVESTMENTS](https://pol.tasb.org/Policy/Download/504?filename=CDA(LOCAL).html&title=OTHER%20REVENUES&subtitle=INVESTMENTS)

We may choose to invest in time deposits at the depository, but all investments including certificates of deposit are bid competitively at the time of purchase.

### **Collateral**

The Depository must provide either corporate surety bonds or pledged securities in accordance with the Texas Education Code (TEC), §45.208. Please specify which method the Depository will use as collateral for the District's funds.

### **Collateral Conditions**

Depository must provide collateral equal to 102 percent of all of District's time and demand deposits plus accrued interest minus applicable Federal Deposit Insurance Corporation (FDIC) coverage. Collateral will be pledged to District and held in an independent safekeeping institution by a custodian or permitted institution as specified by the Texas Government Code, Chapter 2257, Public Funds Collateral Act.

The Depository will be liable for monitoring and maintaining the collateral and the required margin at all times and will provide an original safekeeping notice and a monthly report of the collateral including at least the security description, par amount, cusip, and market value.

The Depository and the District must execute a collateral agreement in accordance with the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA). Provide a sample collateral agreement as Attachment D, Sample Collateral Agreement.

We estimate our maximum anticipated collateral requirement to be \$15,300,000. Historically, the District's maximum ledger balances are approximately \$15,000,000.

The Depository must clearly explain any collateral limitations or fees. The District reserves the right to maximize or minimize the bank balances regardless of historical patterns.

If voluntary collateral pooling is legislated during the period of this contract, you and we may consider it and agree to use it under this contract.

### **Eligible Collateral**

We will accept only approved securities as specified by the TEC, §45.201, as pledged collateral, voluntary pooled collateral (if available) or a Federal Home Loan Bank Letter of Credit.

Substitutions of pledged securities will be permitted as provided for in the District's Investment Policy. Reductions in the total amount pledged shall be made only by and with the proper written authorization of an authorized District signatory. The District shall approve, in advance and in writing, all proposed collateral. In the case of reduction requests, the successful proposer shall provide in writing that collateral shall be available when needed to meet balance increases throughout the term of any agreement resulting from this RFP.

### **Banking Services Fees**

Based on the services the District requires from the Depository, complete the proposed fee schedule, Attachment C, Volumes for Pricing Transactions. All fees which may be charged to supply the services must be included or will not be eligible under the contract. The District and the Depository reserve the right to mutually agree upon any change of contract terms or pricing during the contract extension periods.

### **Depository Information**

Please answer the following questions about the Depository.

1. State the full name and address of the depository and any parent holding company. List all branch locations within the District's boundary.

Primary Location

Address:

Location Phone:

Location Hours:

Contact Person (May or may not work at location):

Contact Phone:

Cell:

Contact's Email:

Branch Location (if applicable)

Address:

Location Phone:

Location Hours:

Contact Person (May or may not work at location):

Contact Phone:

Cell:

Contact's Email:

2. Provide the annual audited financial statement for the most current fiscal year. This may be in printed form, but the District prefers an electronic link to the website.

Electronic Link: \_\_\_\_\_

OR Check if no link is available \_\_\_ and printed annual financial statements are enclosed.

Members of your holding companies must include corporate annual financial statements and your individual call report for the most recent operating quarter. Audited financial statements are required each year of the contract.

3. State the Depository's rating from an independent depository rating agency or, if that rating is not available, the rating on your senior and subordinate debt. Depository must inform the District of any change in this rating during the period of the contract within a reasonable period.

4. Contact Information

To ensure smooth communication and continuation of services, you must assign a specific account executive and a backup to our account to coordinate services and help solve any problem encountered.

a. Designate a depository officer as a primary contact with the District.

Name \_\_\_\_\_

Title \_\_\_\_\_

Telephone # \_\_\_\_\_

Fax # \_\_\_\_\_

Email \_\_\_\_\_

b. Designate a depository representative as a backup contact with the District.

Name \_\_\_\_\_

Title \_\_\_\_\_

Telephone # \_\_\_\_\_

Fax # \_\_\_\_\_

Email \_\_\_\_\_

c. If the primary and backup contacts are not available, how does the District contact someone in an emergency? After hours?

d. Describe in detail how the Depository will handle problem resolution, customer service, day-to-day contact, and ongoing maintenance for governmental clients. Please be specific about exactly whom we will be calling and working with for the situations described above.

5. List references from at least three of the Depository's current, comparable governmental clients. Include the length of time under contract and a client contact, title, and telephone number.
6. Based on the services the District requires, please provide a proposed timeline for implementing the contract; include the timeline activities and direct responsibilities of both the District and the Depository during implementation.
7. Provide a copy of all agreements (including those not directly referenced in this proposal) that will be required under the contract.
8. If the District awards the contract to the Depository, the Depository must review the District's then-current district investment policy and certify in writing to that review in accordance with the Public Funds Investment Act verifying that you have sufficient controls in place to avoid transactions not authorized by SFISD Board Policy CDA (Local).
9. We may conduct a pre-award interview on-site at your depository bank before awarding the contract. Please provide us with a contact name for arranging the pre-award interview.
10. Is the Depository offering any transition or retention incentive to the District? If so, please describe it in detail

## Banking Services

### 1. Consolidated Account Structure with Sweep Mechanism

The District is not interested in Consolidated Account Structure with Sweep Mechanism.

### 2. Automated Cash Management Information

The District is interested in automated balance and detail information and online retention. Minimum automated services must include the following:

- prior-day summary and detail balance reporting on all accounts
  - intraday detail and summary balances (on local main and payroll accounts)
  - initiation and monitoring of stop payments
  - positive pay exception transactions
  - initiation and monitoring of internal and wire transfers
  - image access
  - controlled disbursement presentment totals
- a. Fully describe the Depository's online service. **List** the system capabilities (for example, balance reporting, wires, positive pay, stop payment, etc.).
  - b. What is your backup process to report balances and transactions in case the system is not available?
  - c. When is daily balance information available?
  - d. Submit samples of major screens available, or provide web link access to a demonstration module.
  - e. How is an individual security sign-on assigned, and who maintains the security module? How many levels of security are available?
  - f. With regard to controlled disbursements:
    - What is the cutoff time for disbursements?
    - What Federal Reserve location do these accounts clear through?
    - How do we have access to this information?

### 3. Deposit Services

The District require standard commercial deposit services for all accounts.

The District expects all deposited checks to clear based on the Depository's current published availability schedule, but please note any options for expedited availability in the Depository's proposal. For all cleared deposits the Depository receives by its established deadline, the Depository must process them for same-day ledger credit. If the Depository fails to credit the District's accounts in a timely fashion, the Depository must pay interest to the District at the then-current effective federal funds rate.

- a. What is the Depository's daily cutoff time to ensure same-day ledger credit?
- b. Describe how and when the Depository sends credit and debit advices to the District.
- c. What type of deposit bags does the Depository use or require? Are these available from the Depository?

- d. In what city does item processing occur?

#### **Remote Deposit**

The District is interested in establishing or using remote check deposit for a few high-volume locations during the contract period. These deposits include both consumer and commercial checks.

- e. What is the Depository's current capabilities in remote check deposit? Describe how checks are processed and cleared. Please state the cutoff time for same-day ledger credit.
- f. Give two comparable references with contact information.
- g. Does the Depository produce a daily balancing report? Provide a sample.
- h. What scanner equipment is required to operate the system? Is this equipment available through the depository bank for purchase or lease? Please list the equipment required along with its cost.

#### **4. Standard Disbursing Services**

The District is interested in standard disbursing services for designated accounts.

- a. Does the Depository image all paid checks, deposit items and deposit slips?
- b. Are check and deposit images available online? When? Does the Depository provide a monthly compact disc (CD)? If not, are reports downloadable?
- c. How long does the Depository maintain check and deposit images online?
- d. Does the Depository pay all of the District's checks without charge upon presentation?

#### **5. Positive Pay**

The District is interested in positive pay services if available at the bank for designated accounts on which checks are written. The positive pay process should be fully automated and web based. The District will transmit check information electronically to the Depository on each check run and as we create checks manually.

- a. Describe the data transmission and transfer requirements for automated and manual checks.
- b. Is input available online for manual checks? If it is not available online, how would the District transmit information on individual manual checks to the Depository?
- c. How can the District change or delete check records, if necessary?
- d. How does the Depository notify the District of a positive pay exception?
- e. When would the Depository report exception information to the District? When is the deadline for the District's exception elections? Are images of exceptions available?
- f. Are all checks, including those received by the tellers and vault, verified against the positive pay file before processing? How often does the Depository update teller information?
- g. Does the Depository offer payee positive pay?
- h. Please provide a copy of the Depository's file layout format.



## **6. Account Reconciliation**

The District anticipates using partial or full reconciliation services on all accounts in concert with positive pay, depending on cost effectiveness.

- a. Describe the partial and full reconciliation processes.
- b. With what format(s) does the Depository's system interface? What record formats are required? The District reserves the right to specify its interface for the depository to determine compatibility.
- c. How does the Depository send reconciled data to the District? When?
- d. Specify all reporting alternatives.
- e. Are reports available online? How long are reports maintained online? Provide a sample copy of reports.
- f. Are adjustments with all the detailed information per check and deposit available online?

## **7. Funds Transfer and Wire Services**

Incoming wire transfers must receive immediate same-day collected credit. Wire initiation should be available online. We require that wires be released the same business day if information is provided by the established deadline. Notification of incoming wire transfers shall be made by written confirmation emailed to the District the same date of the transaction. Please note that wires may be one time wires or be set up as repetitive wires of varying amounts.

- a. Describe the process of online wire initiation. What backup process is available for the online process in case the system is unavailable?
- b. Is any paper transaction required for transfers or wires as follow-up?
- c. How and when will you notify us of incoming wires? Online? Email?
- d. Is future dating available for both repetitive and non-repetitive wires and transfers? How far in advance?
- e. What is the deadline for initiation:
  - by telephone?
  - online?
- f. Are templates available for repetitive transfers?
- g. Is there a fee associated with such wire transactions? If so, provide a fee schedule.

## **8. Optical Imaging**

The District desires optical images that are downloadable or on CD on all accounts.

- a. What items and reports are available online (checks, statements, deposit slips, deposited items, etc.)? How long are each available?
- b. What items are captured on the monthly CD, if provided?
- c. When do you make the monthly CD or imaged reports available?
- d. When and for how long are statements and account analyses available online?

## 9. Automated Clearinghouse (ACH) Services

The District requires a robust ACH system with the capability to create ACH credits for direct deposit of payroll and vendor payments. The District reserves the right to require a prenotification (prenote) on all new transactions.

- a. Describe the transmission alternatives for individual ACH transactions. Can the District initiate individual ACH transactions online?
- b. What filters and blocks are available on our accounts for ACH transactions?
- c. Are ACH addenda shown in their entirety online and in reports?
- d. What is the Depository's policy on pre-notification? Is the pre-note charged as a standard ACH transaction?
- e. What is the deadline for transmission (hour and day) for a payroll to credit employee accounts on a Friday?
- f. Is ACH positive pay available?
- g. Does ACH debit the account on day of initiation or settlement?

## 10. Safekeeping Services

The District may require the Depository or another eligible offeror to provide book-entry safekeeping services for any securities the District owns. The District will make all its investments and transmit instructions for clearing and safekeeping to the Depository in writing or electronically.

All securities must be cleared on a **delivery versus payment (DVP)** basis. Ownership must be documented by original clearing confirmations, and safekeeping of receipts must be provided within one business day of the transaction. Funds for investments must be drawn from our designated demand deposit account. All principal and interest payments, coupon payments, and maturities must receive automated same-day collected credit on our designated account without requiring any additional action by us.

If the Depository uses a correspondent bank for safekeeping the District's securities, the transactions must be handled through the Depository's systems and must not require additional interaction by the District with the correspondent bank. No delay in transactions, wires, or flow of funds is acceptable under a correspondent relationship.

- a. Is the Depository a member of either the Federal Reserve or a Federal Home Loan Bank? If not, name the correspondent depository the Depository would use for clearing and safekeeping. Describe any safekeeping arrangement proposed with a correspondent depository including processing requirements by the District.
- b. Are security transactions available online for either originating or monitoring?
- c. What is the deadline for settlement instructions on a cash (same-day) settlement? Would the District incur any charge for late instructions?

The District may choose to purchase time deposits from you, but all time deposits will be competitively bid at the time of purchase.

## 11. Collateral Requirements

The Depository must meet all the requirements, including those beyond the Public Funds Collateral Act, as stated below. The proposal must state that the Depository agrees to the following terms and conditions:

- All collateral pledged to the Depository must be held by a custodian or permitted institution as specified by the Texas Government Code, Chapter 2257, Public Funds Collateral Act. The District reserves the option to specify any limitation(s) on its preferred custodial arrangement in its investment policy
- The District, the Depository, and the safekeeping bank must execute a triparty safekeeping agreement for custody of pledged securities in full compliance with the FIRREA requiring a depository resolution. (Or completion of Circular 7 if a Federal Reserve bank is acting as custodian. Even if a Federal Reserve bank is used, the Depository and the District must still execute a depository agreement.)
- All time and demand deposits above FDIC coverage must be collateralized at a minimum of 102 percent of principal plus accrued interest at all times (110 percent on mortgage-backed securities).
- The Depository is contractually liable for continuously monitoring and maintaining collateral at the District's required margin levels.
- The custodian must provide evidence of pledged collateral by sending original safekeeping receipts or a report directly to us within one business day of receipt.
- The District must receive a monthly report of collateral pledged including description, par, market value, and cusip, at a minimum.
- The District must grant substitution rights if the Depository obtains the District's prior approval and if substituting securities are received before previously pledged securities are removed from safekeeping.

Authorized collateral includes only approved securities as specified by the Texas Government Code, Chapter 2257, Public Funds Collateral Act and noted above.

- a. Does the Depository propose any collateral charges? If so, under what conditions are they charged, and how is the charge applied?
- b. What is the Depository's deadline for requesting collateral in excess of existing requirements?

## 12. Account Analysis

The Depository should provide monthly account analysis reports for each account and on a consolidated account basis.

- a. When is the account analysis available each month?

- b. Is the account analysis available online? Is it imaged on electronic media monthly?
- c. Are paper statements also sent to us? If so, when?
- d. How long will it take the Depository to correct any billing errors on the account analysis?

### **13. Monthly Statements**

You must provide monthly account statements on all accounts with complete supporting documentation.

- a. State when monthly statements will be available each month online and on paper.
- b. Is the monthly statement available online? If so, when and for how long? Are the statements imaged and/or put on electronic media monthly?
- c. If imaged, are paper statements also sent to the District? If so, when?

### **14. Overdrafts**

- a. Are all accounts aggregated for overdraft calculation purposes?
- b. State the rate basis for intraday and interday overdrafts.
- c. What is the policy for daylight overdrafts?

### **15. Stop Payments**

The District desires an automated stop payment process.

- a. What are the time period options available for stop payments?
- b. What are the options for extended stop payment periods? How are they extended?
- c. What is the cutoff hour for same-day action on stop payments?
- d. Can the District initiate stop payment orders online? If so, does the District require any paper follow-up document?
- e. What information on current and expiring stop payments is available online?

### **16. Customer Service**

Does the Depository offer customer services in languages other than English? What languages are offered? What are the hours of operation?

### **17. Service Enhancements**

Based on the information the information the Depository provides in the proposal and its knowledge of the public sector, please describe any services or technological enhancements, not previously mentioned, that the District should consider to manage its treasury operations more effectively.

## **Optional Services**

### **1. Nonsufficient Funds (NSF) Checks Re-presented as ACH (Re-presented Check [RCK] Entry)**

The District may want the option of the second presentment to be made by ACH to targeted dates for maximum collection potential.

- a. Is the Depository currently using ACH for collection of NSF checks? How long have the Depository been providing this service? Provide two comparable references with contact information.
- b. How are the NSF and the later ACH transactions matched and reconciled? Does the Depository system cross-reference the two transactions in any way?
- c. Is the NSF information, image, or occurrence available online? When and how? For how long is it available online?
- d. Can the District specify any target pay day(s)?

**2. Check Printing**

- a. Does the Depository offer check printing services? Describe.
- b. What is the deadline for same-day and next day printing?
- c. Where are checks printed and sent from?

**3. Smart Safes**

- a. Does the Depository offer smart safes? Describe.
- b. Based on the District's deposit history, is this cost effective?

**Acknowledgments**

The Depository confirms that it will not charge interest earned on the account analysis.

If awarded the contract, the Depository must review the District's then-current district investment policy and certify in writing to that review in accordance with the Public Funds Investment Act verifying that the District has sufficient controls in place to avoid transactions not authorized by the policy.

The Depository accepts the investment options and/or collateral conditions as specified in the District's investment policy.

By submitting this proposal, the Depository acknowledges that it agrees with and accept all specifications in the proposal except as the Depository expressly qualified in the proposal.

Bank: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Typed Name: \_\_\_\_\_

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

**ATTACHMENT C**

**INSTRUCTIONS**

**SUMMARY PAGE**

The district will fill in the volumes (when available) to provide the bank with information necessary to provide the appropriate pricing for the service.

The bank will fill in the pricing when returning the bid or proposal package.

**DISTRICT HISTORICAL INFO PAGE**

The district can fill in the historical available information in the following categories to provide the bank with information necessary to provide the appropriate pricing for the service:

Average ledger balance  
Average collected balance  
Merchant services (credit  
cards) Purchasing cards

The district may add information for additional services if available and relevant to the district's required services. The district may also omit any information if it is not interested in certain services.

**BANK HISTORICAL INFO PAGE**

The district can request the bank to provide the historical available information in the following categories to provide the information necessary to evaluate the bids or proposals:

ECR Rate  
Interest-bearing accounts  
rate Money market accounts  
rate Sweep accounts rate

The district may add information for additional rates if available and relevant to the district's required services. The district may also omit any information if it is not interested in certain services.

**Bank 1, Bank 2, etc Pages**

These tabs are included for the district to accumulate information by bank in order to evaluate bids/proposals after receipt.

Volume and cost data is entered in columns D and E, and the total is calculated in column F.

These tabs are not required information. The tabs have been provided for the district to use in order to make comparisons if they choose. The district will be evaluating bids or proposals based on the criteria specified when requests for bids/proposals are made.

**ATTACHMENT C – SUMMARY PAGE****INSTRUCTIONS:**

- 1) The bank enters the unit charges according to the unit basis in column c.
- 2) The district enters the estimated volumes when available (from their monthly account analysis statements).
- 3) For any items which are not applicable, the district or bank may enter "N/A" in the cell.

**PURPOSE:** The purpose of providing this information when sending bids or proposals is to provide the district with information to evaluate the bid or proposal and to provide the bank with volume information to provide the appropriate pricing information.

**Provide a price schedule for all services and include any one-time charges or set-up fees.**

Service	Unit Basis	Est. Vol.	Unit Bank Charge	Notes, if applicable
<b>Account Deposit Services</b>				
Master Account Maintenance Fee	Per account	1		
Subsidiary Account Maintenance	Per account			
Money Market Account Maintenance Fee	Per account	1		
Interest Bearing Accounts Maintenance Fee	Per account			
ZBA Accounts Maintenance Fee Master	Per account			
ZBA Accounts Maintenance Subsidiary	Per account			
ZBA Account Transfers	Per item			
Investment Sweep - master account	Per account/mo			
Investment Sweep - Subsidiary accounts	Per account/mo			
Debits Posted	Per item	190		
Credits Posted	Per item	40		
<b>Automated Services - Balance &amp; Detail</b>				
<b>If Services are Bundled:</b>				
Bundled Balance & Activity Reporting	Per month	1		
Monthly Maintenance	Per month/account	1		
Detail Item Fees	Per item	1		
<b>If services are Un-Bundled (by Module)</b>				
Balance Reporting Module Maintenance	Per account	1		
Daily Balance Reporting	Per account	1		
Previous day Reporting	Per account	1		
Previous Day Dr/Cr Items	Per item	1		
ACH Module Maintenance	Per account/overall	3		*3 accounts with ACH
ACH Detail	Per item	1900		
Reconciliation Module Maintenance	Per account/overall	1		
Recon detail	Per item	1		
Stop Pay Module Maintenance	Per account/overall	7		
Stop pay item	Per item	1		
Wire and Internal Transfer Module Maintenance	Per account/overall	7		
Addenda reporting	Per item	1		
Positive Pay Module	Per account/mo	3		*3 accounts with Positive Pay
PP Detail	Per item	1		
Detail Transactions - All modules	Per item	7		
<b>Deposits</b>				
Commercial Account Maintenance	Per account	7		
Banking Center Deposits	Per item	80		



Request for Proposal Notice for Depository Service

Night Drop Deposit	Per item		
<b>Items Deposited</b>			
Items deposited	Per deposit	20	
On-us Items	Per item	1	
Local Items	Per item	1	
Local Fed/RCPC Clearing	Per item	1	
City Items (in state)	Per Item	1	
Other State Items	Per item	1	
11th Fed Country Items	Per item	1	
Other 11th Fed RCPC Items	Per item	1	
Transit Item Clearing	Per item	1	
Encoding Charge	Per item	1	
<b>Cash Vault</b>			
Cash Vault Base Fee Processing Fee	Per item	1	
Standard Deposit Vault	Per deposit	1	
Standard Deposit Note Vault	Per deposit	1	
Currency Deposits			
Cash deposited	Per \$1,000	180	
Strapped currency furnished			
Currency Wraps Shipped	Per strap		
Coin Deposits			
Full bag - loose coin			
Partial bag of loose coin		1	
Rolled Coin Furnished	Per roll		
Minimum Change Order		1	
Branch Order Processing	Per Order		
Branch Per Deposit	Per Deposit	1	
Branch Coin Shipped	Per Shipment		
Change Order	Per item	1	
Deposit Corrections	Per item	1	
Return Item - Per item	Per item	1	
Return Items Return and Reclear	Per item	1	
Charge-backs	Per item	1	
Return Check Notice Fax	Per item		
Return Check Notice Internet	Per item	1	
<b>ACH Processing</b>			
Service Monthly Maintenance (Base) Fee	Per month/account	3	
ACH Transactions Originated	Per item	1900	
Debits originated	Per item	1900	
Credits Originated	Per item	1	
Electronic Credit Received/Posted	Per Item	35	
Electronic Debit Received/Posted	Per item	200	
Electronic Originated Addenda	Per item	1	
ACH Return Items	Per item	4	
Return Notification	Per Item	1	
Deletions or Reversal Charges	Per item	3	
Transmission	Per file	1	
Fraud Filter - Review - Base Fee	Per month	1	
Fraud Filter - Review - Per Item	Per item	1	
Reports - by Fax	Per item		
<b>Positive Pay</b>			
Service Monthly Maintenance (Base) Fee*	Per account or mo	3	
Positive Pay Item	Per item	25	
Per item charge with Partial Recon	Per item	1	
Per item charge with Full Recon	Per item	1	
Per item without recon services		1	
Transmission - File Transmission	Per item	1	

Request for Proposal Notice for Depository Service

<b>Imaging</b>			
Imaging Maintenance	Per month	7	
CD Rom Service - Per Item	Per item		
CD Rom Service - Per Disk	Per item		
<b>Reconciliation</b>			
ACH Monthly Maintenance	Per Month	3	
Partial Recon Monthly Maintenance	Per Month		
Partial reconciliation - detail	Per item		
Full recon monthly maintenance	Per month		
Full recon detail	Per item		
Deposit Reconciliation - Mo Maintenance	Per Month		
Deposit Recon - per detail	Per item		
Transmissions	Per Transmission	1	
Transmission Detail	Per item		
<b>Safekeeping</b>			
Service Monthly Maintenance Custody	Per month	1	
Clearing Fees			
Securities Received/ Delivered - DVP	Per item		
Safekeeping Fees	Per item	1	
Custody per Cusip/Holding	Per cusip		
Income Collection to DDA	Per item		
<b>Stop Pays</b>			
Stop Pays (automated)	Per item	1	
<b>Wire Transfers</b>			
Service Monthly Maintenance*	Per month	2	
Incoming - domestic Straight	Per item	2	
Outgoing - repetitive - automated,domestic	Per item		
Outgoing - non-repetitive - automated,domestic	Per item	1	
Book Transfer Internet Initiated	Per item	2	
Wire Advices Faxed/Mailed	Per item		
<b>OPTIONAL SERVICES REQUESTED</b>			
<b>Remote capture of checks</b>			
One-time set-up or training fees	One time	3	
Monthly maintenance	Per month/card	3	
Capture and transmission fee from provider	Per item	1500	
On-us Item	Per item	30	
Local Item	Per item	1000	
Transit Item	Per item		
<b>RCK Services</b>			
RCK Maintenance	Per account/mo	1	
RCK Detail	Per items	1	
<b>Pay/Debit Cards</b>			
Service Monthly Maintenance	Per month		
Processing and servicing	Per card		
Implementation fee	One time		
Initial system design and development	One time		
Enrollment	Per card		
Corrections	Per item		
<b>Employee Charges</b>			
ATM Cash Withdrawal - On-us	Per item		
ATM Cash Withdrawal - non-bank	Per item		
Cash Advance OTC	Per item		
ATM Balance Inquiry	Per item		
Overdraft Fee	Per item		
Lost/stolen replacement fee	Per card		
Standard reporting	Per item		

Request for Proposal Notice for Depository Service

<b>Purchasing Cards</b>				
Service Monthly Maintenance	Per month			
Card Issuance Fee	Per card			
Transaction Fee	Per item			
License Fee	Per month			
Rebate on amt purchased <\$1mm				
<b>Merchant Card Services</b>				
<b>Fees</b>				
One-time set up fee				
Application fees: First location				
Locations 2-5				
Locations >5				
Annual fee / Monthly Maintenance fee	Per month/location			
Monthly Statement Fee	Per month			
Supply fee	Per month			
Minimum processing fee				
Internet Set-up fee	Per location			
<b>Credit Card Processing fees</b>				
VISA CPS-2 Interchange	%			
Association	%			
Visa fee	\$			
Bank fee	\$			
MC Merit III Interchange	%			
Association	%			
MC fee	\$			
Bank fee	\$			
Visa Check Card Interchange (Signature)	%			
Association	%			
Visa fee	\$			
Bank fee	\$			
MC Debit Card Interchange (Signature)	%			
Association	%			
MC fee	\$			
Bank fee	\$			
Debit Card Processing MC/Visa				
<b>Authorization Fees</b>				
Voice authorizations				
Address verification				
Terminal Authorizations				
MC Electronic authorization				
Discover Electronic authorization				
AmEx Electronic authorization				
<b>Processing Fees</b>				
Chargeback processing				
Batch settlement fee				
Transmission Fee	Per item			
Transmission - Item	Per item			

**ATTACHMENT C – District Historical Information**

**INSTRUCTIONS:**

- 1) Enter the 1<sup>st</sup> Month for data (most recent) in the first the first row in the following format (mm/15/yyyy) and calculate the previous months' headings.
- 2) Enter the dollar amounts or number of transactions from previous bank statements or reports.

**PURPOSE:** The purpose of providing this information when sending bids or proposals is to provide the bank with information to provide an accurate bid or proposal.

Average Ledger Balance	Account #1 General Op	Account #2 Payroll	Account #3 Capital Proj	Account # 4 Debt Serv	Account # 5 Nutr. Serv	Account # 6 Tax Collect.	Account # 7 Tax Refund	Notes, if applicable
Month	Dollars	Dollars	Dollars	Dollars	Dollars	Dollars	Dollars	
July-19	\$ 1,300,138.95	\$1,348,460.80	\$ 502,281.90	\$ 97,739.64	\$167,776.30	\$ 118,548.19	\$13,015.92	
August-19	\$ 950,474.95	\$1,157,027.09	\$ 612,638.89	\$ 149,668.39	\$169,782.43	\$ 120,345.90	\$16,420.13	
September-19	\$ 1,769,355.64	\$1,646,105.94	\$ 3,735.09	\$ 190,670.50	\$180,278.70	\$ 55,787.67	\$15,817.67	
October-19	\$ 1,885,346.46	\$1,465,164.33	\$ 3,795.31	\$ 208,788.67	\$226,694.39	\$ 87,198.64	\$17,776.53	
November-19	\$ 2,523,878.23	\$1,582,543.64	\$ 3,800.44	\$ 351,151.05	\$274,986.87	\$ 840,432.95	\$13,648.06	
December-19	\$ 3,164,786.20	\$1,587,834.22	\$1,375,053.29	\$1,206,419.53	\$329,512.77	\$3,001,729.00	\$14,049.60	
January-20	\$ 2,868,454.00	\$1,563,691.94	\$3,064,178.23	\$3,193,008.67	\$373,818.18	\$2,981,586.88	\$24,742.87	
February-20	\$ 3,313,195.94	\$1,713,273.59	\$ 3,850.32	\$ 916,598.27	\$395,958.89	\$1,756,047.97	\$19,512.65	
March-20	\$ 2,608,358.07	\$1,656,649.11	\$1,574,595.56	\$ 666,137.10	\$117,258.67	\$ 305,042.08	\$29,321.99	
April-20	\$ 2,603,193.91	\$1,661,925.33	\$ 749,021.87	\$ 790,404.45	\$150,201.32	\$ 181,421.24	\$28,347.98	
May-20	\$ 3,458,038.10	\$1,776,993.51	\$ 49,999.90	\$ 860,177.11	\$152,267.05	\$ 187,437.35	\$22,933.60	
June-20	\$ 4,716,024.15	\$1,693,038.38	\$ 50,000.28	\$ 946,719.27	\$153,159.41	\$ 192,704.62	\$34,874.04	

Average Collected Balance	Account #1 General Op	Account #2 Payroll	Account #3 Capital Proj	Account # 4 Debt Serv	Account # 5 Nutr. Serv	Account # 6 Tax Collect.	Account # 7 Tax Refund	Notes, if applicable
Month	Dollars	Dollars	Dollars	Dollars	Dollars	Dollars	Dollars	
July-19	\$ 1,296,745.16	\$1,348,429.38	\$ 502,281.90	\$ 97,739.64	\$167,776.30	\$ 103,956.35	\$13,015.92	
August-19	\$ 934,392.06	\$1,157,027.09	\$ 612,638.89	\$ 149,668.39	\$169,782.43	\$ 106,180.45	\$16,420.13	
September-19	\$ 1,763,268.38	\$1,646,005.81	\$ 3,735.09	\$ 190,670.50	\$180,278.70	\$ 52,420.74	\$15,817.67	
October-19	\$ 1,877,839.85	\$1,465,161.23	\$ 3,795.31	\$ 208,788.67	\$226,694.39	\$ 71,636.63	\$17,776.53	
November-19	\$ 2,514,414.23	\$1,582,543.64	\$ 3,800.44	\$ 351,151.05	\$274,986.87	\$ 688,331.47	\$13,648.06	
December-19	\$ 3,160,921.90	\$1,587,805.80	\$1,375,053.29	\$1,206,419.53	\$329,512.77	\$2,028,154.89	\$14,049.60	
January-20	\$ 2,863,390.83	\$1,563,016.74	\$3,064,178.23	\$3,193,008.67	\$373,818.18	\$2,563,544.56	\$24,742.87	
February-20	\$ 3,310,933.65	\$1,713,232.01	\$ 3,850.32	\$ 916,598.27	\$395,958.89	\$1,516,787.80	\$19,512.65	
March-20	\$ 2,577,585.35	\$1,656,587.02	\$1,574,595.56	\$ 666,137.10	\$117,258.67	\$ 277,324.01	\$29,321.99	
April-20	\$ 2,597,058.78	\$1,661,908.98	\$ 749,021.87	\$ 790,404.45	\$150,201.32	\$ 171,983.00	\$28,347.98	
May-20	\$ 3,444,493.62	\$1,776,988.22	\$ 49,999.90	\$ 860,177.11	\$152,267.05	\$ 161,635.83	\$22,933.60	
June-20	\$ 4,709,479.60	\$1,693,006.81	\$ 50,000.28	\$ 946,719.27	\$153,159.41	\$ 174,878.31	\$34,874.04	

**ATTACHMENT C – Bank Historical Information**

**INSTRUCTIONS:**

- 1) Enter the 1<sup>st</sup> Month for data (most recent) in the first row in the following format (mm/15/yyyy) and calculate the previous months.
- 2) Enter the rates in effect for the months requested by the district.

**PURPOSE:** The purpose of providing this information when sending bids or proposals is to provide the district with information to evaluate the bid or proposal and to provide the district with information to evaluate the bid or proposal.

ECR Rate	Account #1 General Op	Account #2 Payroll	Account #3 Capital Proj	Account # 4 Debt Serv	Account # 5 Nutr. Serv	Account # 6 Tax Collect.	Account # 7 Tax Refund	Notes, if applicable
Month	%	%	%	%	%	%	%	
July-19								
August-19								
September-19								
October-19								
November-19								
December-19								
January-20								
February-20								
March-20								
April-20								
May-20								
June-20								

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<b>Interest Bearing Accounts</b>	Account #1 General Op	Account #2 Payroll	Account #3 Capital Proj	Account # 4 Debt Serv	Account # 7 Tax Refund	<b>Notes, if applicable</b>
<b>Month</b>	%	%	%	%	%	
July-19						
August-19						
September-19						
October-19						
November-19						
December-19						
January-20						
February-20						
March-20						
April-20						
May-20						
June-20						

<b>Money Market Accounts</b>	Account # 6 Tax Collect.	<b>Notes, if applicable</b>
<b>Month</b>	%	
July-19		
August-19		
September-19		
October-19		
November-19		
December-19		
January-20		
February-20		
March-20		
April-20		
May-20		
June-20		

**ATTACHMENT C – BANK #1 General Operating/AP**

	Service	Unit Basis	Vol	Bank Account # 1 General Operating	
				cost	total
1	<b>Monthly Account Maintenance Fees</b>				
	Master Account Maintenance Fee	Per account	1		
	ZBA Accounts Maintenance Fee	Per account			
	Money Market Account Maintenance Fee	Per account			
	Interest Bearing Accounts Maintenance Fee	Per account			
	Non-interest Bearing Account Maint. Fee	Per account			
	FDIC Assessment	Per account			
	Negative Collected Balance Fee	Per account			
2	<b>Sweep Account Fees</b>				
	Monthly Maintenance (Base) Fee*	Per month			
	Master Account	Per account			
	Swept Accounts	Per account			
	Sweep Reporting	Per account			
3	<b>On-Line Reporting</b>				
	Set up fee	One Time	1		
	One Time Software Fee Required	One Time	1		
	Monthly Maintenance (Base) Fee*	Monthly	1		
	Cost per account	Per account/overall			
	Cost per additional accounts	Per account/overall			
	Balance Reporting Module	Per account/over	1		
	Additional Accounts	Per account/overall			
	Daily Balance Reporting	Per account/over	1		
	Transactions	Per item	1		
	Detail Daily Reporting	Per account/over	1		
	Previous day Reporting				
	Intra-day Reporting	Per item			
	ACH Module	Per account/over	1		
	EDI Reporting Module	Per account/overall			
	Reconciliation Module	Per account/over	1		
	Stop Pay Module	Per account/over	1		
	Sweep Module	Per account/over			
	Wire Transfer Module	Per account/over	1		
	Addenda	Per item			
	Internal Transfer Module	Per account/over	1		
	Detail item fee (all modules)	Per item	1		
	Addenda Received	Per item			
4					
	<b>Deposits - Include and list <u>branch</u> fees if different</b>				
	Deposit	Per item	12		
	Electronic Credits Posted **		11		
	On-us Deposits	Per item	1		

Request for Proposal Notice for Depository Service

	Local City Clearing	Per item	1		
	Local RCPC	Per item	1		
	11th District City	Per item	1		
	11th District RCPC	Per item	1		
	In District Country	Per item			
	Cash Deposits - Coin Rolls	Per item			
	Currency Straps	Per item			
	National FRB	Per item			
	Commercial Check Cashing	Per item			
	Debits Posted	Per item	113		
	Deposit Corrections	Per item	1		
	Encoding Charge	Per item			
	Night Deposit charge	Per item			
	Rejected items	Per item			
	Return Items	Per item	1		
	Advice	Per item			
	NSF Paid	Per item			
	Immediate Verification	Per item	1		
5	<b>Checks Paid</b>				
	Checks and Other Debits	Per item	113		
	Special Signature Requirement	Per account	109		
	Special Signature Items	Per item	1		
	<b>Payroll Cards</b>				
	Card origination				
	Credits				
	Notification				
	Transmission				
	Corrections				
6	<b>ACH Processing</b>				
	Set Up Fees	One time	1		
	Monthly Maintenance (Base) Fee*	Per Month	1		
	Origination of file	Per file	32		
	Entries	Per item	132		
	Debits two day	Per item			
	Credits two day	Per item			
	ACH Return Items	Per item	1		
	ACH Items - On-us	Per item	1		
	Out of District	Per item			
	Deletions or Reversal Charges	Per item			
	Transmission - on disk or tape	Per file			
	- via transmission	Per file			
	Notification	Per item/file	1		
7	<b>Returned Items</b>	Per item	1		
	Reclear	Per item	1		
	Buybacks	Per item			
	Telephone notification	Per item	1		
	Alternative Address	Per item			



Request for Proposal Notice for Depository Service

8	<b>Positive Pay</b>			
	Monthly Maintenance (Base) Fee*	Per month	1	
	Per item charge	Per item	20	
	Notification Charges	Per item	1	
	Reporting	Per month	1	
	Image	Per item	1	
	CD Image - Item	Per item	1	
	Transmission	Per item	1	
9	<b>Reconciliation</b>			
	Monthly Maintenance (Base) Fee*	Per Month	1	
	Monthly Sort & List Maintenance	Per month		
	Serial Sort and List	Per item		
	Partial Recon Monthly Maintenance			
	Partial Recon without positive pay	Per item		
	Partial Recon with positive pay	Per item		
	Full Recon Monthly Maintenance			
	Full Recon without positive pay	Per item		
	Full Recon with positive pay	Per item		
	Deposit Reconciliation - Partial	Per item		
	Transmissions	Per	1	
	Credits received	Per item	1	
	Debits received	Per item	1	
	Addenda	Per item		
10	<b>Safekeeping</b>			
	Monthly Maintenance (Base) Fee*		1	
	Asset Maintenance	Per item	1	
	Clearing Fees		1	
	FRB	Per item		
	Safekeeping Fees		1	
	FRB	Per item		
	Income Collection to DDA		1	
	Coupons	Per item		
	Maturities	Per item		
11	<b>Stop Pays</b>			
	Monthly Maintenance (Base) Fee*	Per item	1	
	Automated	Per item	1	
	Manual	Per item	1	
	Confirmations	Per item	1	
	Renewals	Per item	1	
12	<b>Wire Transfers</b>			
	Monthly Maintenance*	Per month	1	
	Incoming - domestic	Per item	1	

Request for Proposal Notice for Depository Service

	Outgoing - repetitive - phone	Per item			
	- repetitive - automated	Per item			
	- non-repetitive - phone	Per item			
	- non-repetitive - automated	Per item	1		
	Internal transfers	Per item	1		
	Phone or Fax Advice	Per item	1		
	Access Charges		1		
13	<b>Inter-Account Transfers</b>				
	Transfer with PC	Per item	1		
	Transfer with telephone	Per item			
14	<b>Overdraft Charges</b>	Charge or cap			
15	<b>Optical Imaging</b>				
	Software and Setup	One time	1		
	Monthly Maintenance (Base) Fee*	Per month	1		
	Per item Fee	Per item	1		
	CD Charges	First CD	1		
	Additional CD	Additional CDs			
16	<b>Vault Services</b>				
	Vault Deposit	Per item	1		
	Coin	Per item	1		
	Mixed	Per item	1		
	Locked bag	Per item	1		
	Strapped	Per item	1		
	Change order	Per item	1		
	Drop bag processing	Per item	1		
17	<b>Lockbox</b>				
	Monthly Maintenance	Per account			
	Processing	Per item			
	Transmission	Per item			
	Special Handling	Per item			
18	<b>Collateral Restriction Fees</b>	(note basis)	1		
	<b>Excess Collateral Fees</b>	(note basis)	1		
	<b>Security Pledging and Releasing</b>	(note basis)	1		
19	<b>Bank Supplies</b>				
	Bank Bags	Per item	1		
	Deposit Slips	Per item	1		
	Extra Statement	Per item	1		
	Photocopies	Per item	1		
	Cashier Checks	Per item			
	Check Printing	Per 1,000	2		

**ATTACHMENT C – BANK #2 Payroll**

	Service	Unit Basis	Vol	Bank Account # 2 Payroll	
				cost	total
1	<b>Monthly Account Maintenance Fees</b>				
	Master Account Maintenance Fee	Per account	1		
	ZBA Accounts Maintenance Fee	Per account			
	Money Market Account Maintenance Fee	Per account			
	Interest Bearing Accounts Maintenance Fee	Per account			
	Non-interest Bearing Account Maint. Fee	Per account			
	FDIC Assessment	Per account			
	Negative Collected Balance Fee	Per account			
2	<b>Sweep Account Fees</b>				
	Monthly Maintenance (Base) Fee*	Per month			
	Master Account	Per account			
	Swept Accounts	Per account			
	Sweep Reporting	Per account			
3	<b>On-Line Reporting</b>				
	Set up fee	One Time	1		
	One Time Software Fee Required	One Time	1		
	Monthly Maintenance (Base) Fee*	Monthly	1		
	Cost per account	Per account/overall			
	Cost per additional accounts	Per account/overall			
	Balance Reporting Module	Per account/over	1		
	Additional Accounts	Per account/overall			
	Daily Balance Reporting	Per account/over	1		
	Transactions	Per item	1		
	Detail Daily Reporting	Per account/over	1		
	Previous day Reporting				
	Intra-day Reporting	Per item			
	ACH Module	Per account/over	1		
	EDI Reporting Module	Per account/overall			
	Reconciliation Module	Per account/over			
	Stop Pay Module	Per account/over	1		
	Sweep Module	Per account/over			
	Wire Transfer Module	Per account/over	1		
	Addenda	Per item			
	Internal Transfer Module	Per account/over	1		
	Detail item fee (all modules)	Per item	1		
	Addenda Received	Per item			

4	<b>Deposits - Include and list <u>branch</u> fees if different</b>			
	Deposit	Per item	6	
	Electronic Credits Posted **		3	
	On-us Deposits	Per item		
	Local City Clearing	Per item		
	Local RCPC	Per item		
	11th District City	Per item		
	11th District RCPC	Per item		
	In District Country	Per item		
	Cash Deposits - Coin Rolls	Per item		
	Currency Straps	Per item		
	National FRB	Per item		
	Commercial Check Cashing	Per item		
	Debits Posted	Per item	55	
	Deposit Corrections	Per item		
	Encoding Charge	Per item		
	Night Deposit charge	Per item		
	Rejected items	Per item	1	
	Return Items	Per item	2	
	Advice	Per item		
NSF Paid	Per item			
Immediate Verification	Per item			
5	<b>Checks Paid</b>			
	Checks and Other Debits	Per item	56	
	Special Signature Requirement	Per account	55	
	Special Signature Items	Per item	1	
	<b>Payroll Cards</b>			
	Card origination			
	Credits			
	Notification			
	Transmission			
Corrections				
6	<b>ACH Processing</b>			
	Set Up Fees	One time	1	
	Monthly Maintenance (Base) Fee*	Per Month	1	
	Origination of file	Per file	2	
	Entries	Per item	1700	
	Debits two day	Per item		
	Credits two day	Per item		

Request for Proposal Notice for Depository Service

	ACH Return Items	Per item	4		
	ACH Items - On-us	Per item	1		
	Out of District	Per item	1		
	Deletions or Reversal Charges	Per item			
	Transmission - on disk or tape	Per file			
	- via transmission	Per file			
	Notification	Per item/file	1		
7					
	<b>Returned Items</b>	Per item			
	Reclear	Per item	2		
	Buybacks	Per item			
	Telephone notification	Per item	1		
	Alternative Address	Per item			
8					
	<b>Positive Pay</b>				
	Monthly Maintenance (Base) Fee*	Per month	1		
	Per item charge	Per item	1		
	Notification Charges	Per item	1		
	Reporting	Per month	1		
	Image	Per item	1		
	CD Image - Item	Per item			
	Transmission	Per item	1		
9	<b>Reconciliation</b>				
	Monthly Maintenance (Base) Fee*	Per Month			
	Monthly Sort & List Maintenance	Per month			
	Serial Sort and List	Per item			
	Partial Recon Monthly Maintenance				
	Partial Recon without positive pay	Per item			
	Partial Recon with positive pay	Per item			
	Full Recon Monthly Maintenance				
	Full Recon without positive pay	Per item			
	Full Recon with positive pay	Per item			
	Deposit Reconciliation - Partial	Per item			
	Transmissions	Per			
	Credits received	Per item			
	Debits received	Per item			
	Addenda	Per item			
10					
	<b>Safekeeping</b>				
	Monthly Maintenance (Base) Fee*				
	Asset Maintenance	Per item			

Request for Proposal Notice for Depository Service

	Clearing Fees				
	FRB	Per item			
	Safekeeping Fees				
	FRB	Per item			
	Income Collection to DDA				
	Coupons	Per item			
	Maturities	Per item			
11	<b>Stop Pays</b>				
	Monthly Maintenance (Base) Fee*	Per item	1		
	Automated	Per item	1		
	Manual	Per item	1		
	Confirmations	Per item	1		
	Renewals	Per item	1		
12	<b>Wire Transfers</b>				
	Monthly Maintenance*	Per month	1		
	Incoming - domestic	Per item	1		
	Outgoing - repetitive - phone	Per item			
	- repetitive - automated	Per item			
	- non-repetitive - phone	Per item	1		
	- non-repetitive - automated	Per item	1		
	Internal transfers	Per item	1		
	Phone or Fax Advice	Per item	1		
	Access Charges		1		
13	<b>Inter-Account Transfers</b>				
	Transfer with PC	Per item	1		
	Transfer with telephone	Per item	1		
14	<b>Overdraft Charges</b>	Charge or cap	1		
15	<b>Optical Imaging</b>				
	Software and Setup	One time	1		
	Monthly Maintenance (Base) Fee*	Per month	1		
	Per item Fee	Per item	1		
	CD Charges	First CD	1		
	Additional CD	Additional CDs			
16	<b>Vault Services</b>				
	Vault Deposit	Per item			

Request for Proposal Notice for Depository Service

	Coin	Per item			
	Mixed	Per item			
	Locked bag	Per item			
	Strapped	Per item			
	Change order	Per item			
	Drop bag processing	Per item			
17	<b>Lockbox</b>				
	Monthly Maintenance	Per account			
	Processing	Per item			
	Transmission	Per item			
	Special Handling	Per item			
18	<b>Collateral Restriction Fees</b>	<i>(note basis)</i>	1		
	<b>Excess Collateral Fees</b>	<i>(note basis)</i>	1		
	<b>Security Pledging and Releasing</b>	<i>(note basis)</i>	1		
19	<b>Bank Supplies</b>				
	Bank Bags	Per item			
	Deposit Slips	Per item			
	Extra Statement	Per item	1		
	Photocopies	Per item	1		
	Cashier Checks	Per item			
	Check Printing	Per 1,000	1		

**ATTACHMENT C – BANK #3 Capital Projects**

	Service	Unit Basis	Vol	Bank Account # 3 Capital Projects	
				cost	total
1	<b>Monthly Account Maintenance Fees</b>				
	Master Account Maintenance Fee	Per account	1		
	ZBA Accounts Maintenance Fee	Per account			
	Money Market Account Maintenance Fee	Per account			
	Interest Bearing Accounts Maintenance Fee	Per account			
	Non-interest Bearing Account Maint. Fee	Per account			
	FDIC Assessment	Per account			
	Negative Collected Balance Fee	Per account			
2	<b>Sweep Account Fees</b>				
	Monthly Maintenance (Base) Fee*	Per month			
	Master Account	Per account			
	Swept Accounts	Per account			
	Sweep Reporting	Per account			
3	<b>On-Line Reporting</b>				
	Set up fee	One Time	1		
	One Time Software Fee Required	One Time	1		
	Monthly Maintenance (Base) Fee*	Monthly	1		
	Cost per account	Per account/overall			
	Cost per additional accounts	Per account/overall			
	Balance Reporting Module	Per account/over	1		
	Additional Accounts	Per account/overall			
	Daily Balance Reporting	Per account/over			
	Transactions	Per item			
	Detail Daily Reporting	Per account/over			
	Previous day Reporting				
	Intra-day Reporting	Per item			
	ACH Module	Per account/over			
	EDI Reporting Module	Per account/overall			
	Reconciliation Module	Per account/over			
	Stop Pay Module	Per account/over	1		
	Sweep Module	Per account/over			
	Wire Transfer Module	Per account/over	1		
	Addenda	Per item			
	Internal Transfer Module	Per account/over	1		
	Detail item fee (all modules)	Per item	1		
	Addenda Received	Per item			



Request for Proposal Notice for Depository Service

4	<b>Deposits - Include and list <u>branch</u> fees if different</b>			
	Deposit	Per item	1	
	Electronic Credits Posted **		1	
	On-us Deposits	Per item		
	Local City Clearing	Per item		
	Local RCPC	Per item		
	11th District City	Per item		
	11th District RCPC	Per item		
	In District Country	Per item		
	Cash Deposits - Coin Rolls	Per item		
	Currency Straps	Per item		
	National FRB	Per item		
	Commercial Check Cashing	Per item		
	Debits Posted	Per item	1	
	Deposit Corrections	Per item		
	Encoding Charge	Per item		
	Night Deposit charge	Per item		
	Rejected items	Per item		
	Return Items	Per item		
	Advice	Per item		
	NSF Paid	Per item		
Immediate Verification	Per item			
5	<b>Checks Paid</b>			
	Checks and Other Debits	Per item		
	Special Signature Requirement	Per account		
	Special Signature Items	Per item		
	<b>Payroll Cards</b>			
	Card origination			
	Credits			
	Notification			
	Transmission			
Corrections				
6	<b>ACH Processing</b>			
	Set Up Fees	One time	1	
	Monthly Maintenance (Base) Fee*	Per Month	1	
	Origination of file	Per file	1	
	Entries	Per item	1	
	Debits two day	Per item		
Credits two day	Per item			

Request for Proposal Notice for Depository Service

	ACH Return Items	Per item			
	ACH Items - On-us	Per item			
	Out of District	Per item			
	Deletions or Reversal Charges	Per item			
	Transmission - on disk or tape	Per file			
	- via transmission	Per file			
	Notification	Per item/file			
7					
	<b>Returned Items</b>	Per item			
	Reclear	Per item			
	Buybacks	Per item			
	Telephone notification	Per item			
	Alternative Address	Per item			
8					
	<b>Positive Pay</b>				
	Monthly Maintenance (Base) Fee*	Per month			
	Per item charge	Per item			
	Notification Charges	Per item			
	Reporting	Per month			
	Image	Per item			
	CD Image - Item	Per item			
	Transmission	Per item			
9	<b>Reconciliation</b>				
	Monthly Maintenance (Base) Fee*	Per Month			
	Monthly Sort & List Maintenance	Per month			
	Serial Sort and List	Per item			
	Partial Recon Monthly Maintenance				
	Partial Recon without positive pay	Per item			
	Partial Recon with positive pay	Per item			
	Full Recon Monthly Maintenance				
	Full Recon without positive pay	Per item			
	Full Recon with positive pay	Per item			
	Deposit Reconciliation - Partial	Per item			
	Transmissions	Per			
	Credits received	Per item			
	Debits received	Per item			
	Addenda	Per item			
10					
	<b>Safekeeping</b>				
	Monthly Maintenance (Base) Fee*				
	Asset Maintenance	Per item			

Request for Proposal Notice for Depository Service

	Clearing Fees				
	FRB	Per item			
	Safekeeping Fees				
	FRB	Per item			
	Income Collection to DDA				
	Coupons	Per item			
	Maturities	Per item			
11	<b>Stop Pays</b>				
	Monthly Maintenance (Base) Fee*	Per item	1		
	Automated	Per item	1		
	Manual	Per item	1		
	Confirmations	Per item	1		
	Renewals	Per item	1		
12	<b>Wire Transfers</b>				
	Monthly Maintenance*	Per month	1		
	Incoming - domestic	Per item	1		
	Outgoing - repetitive - phone	Per item			
	- repetitive - automated	Per item			
	- non-repetitive - phone	Per item	1		
	- non-repetitive - automated	Per item	1		
	Internal transfers	Per item	1		
	Phone or Fax Advice	Per item	1		
	Access Charges				
13	<b>Inter-Account Transfers</b>				
	Transfer with PC	Per item	1		
	Transfer with telephone	Per item	1		
14	<b>Overdraft Charges</b>	Charge or cap			
15	<b>Optical Imaging</b>				
	Software and Setup	One time	1		
	Monthly Maintenance (Base) Fee*	Per month	1		
	Per item Fee	Per item	1		
	CD Charges	First CD	1		
	Additional CD	Additional CDs			
16	<b>Vault Services</b>				
	Vault Deposit	Per item			

Request for Proposal Notice for Depository Service

	Coin	Per item			
	Mixed	Per item			
	Locked bag	Per item			
	Strapped	Per item			
	Change order	Per item			
	Drop bag processing	Per item			
17	<b>Lockbox</b>				
	Monthly Maintenance	Per account			
	Processing	Per item			
	Transmission	Per item			
	Special Handling	Per item			
18	<b>Collateral Restriction Fees</b>	<i>(note basis)</i>	1		
	<b>Excess Collateral Fees</b>	<i>(note basis)</i>	1		
	<b>Security Pledging and Releasing</b>	<i>(note basis)</i>	1		
19	<b>Bank Supplies</b>				
	Bank Bags	Per item			
	Deposit Slips	Per item			
	Extra Statement	Per item	1		
	Photocopies	Per item	1		
	Cashier Checks	Per item			
	Check Printing	Per item			

**ATTACHMENT C – BANK #4 Debt Service**

	Service	Unit Basis	Vol	Bank Account # 4 Debt Service	
				cost	total
1	<b>Monthly Account Maintenance Fees</b>				
	Master Account Maintenance Fee	Per account	1		
	ZBA Accounts Maintenance Fee	Per account			
	Money Market Account Maintenance Fee	Per account			
	Interest Bearing Accounts Maintenance Fee	Per account			
	Non-interest Bearing Account Maint. Fee	Per account			
	FDIC Assessment	Per account			
	Negative Collected Balance Fee	Per account			
2	<b>Sweep Account Fees</b>				
	Monthly Maintenance (Base) Fee*	Per month			
	Master Account	Per account			
	Swept Accounts	Per account			
	Sweep Reporting	Per account			
3	<b>On-Line Reporting</b>				
	Set up fee	One Time	1		
	One Time Software Fee Required	One Time	1		
	Monthly Maintenance (Base) Fee*	Monthly	1		
	Cost per account	Per account/overall			
	Cost per additional accounts	Per account/overall			
	Balance Reporting Module	Per account/over	1		
	Additional Accounts	Per account/overall			
	Daily Balance Reporting	Per account/over	1		
	Transactions	Per item	4		
	Detail Daily Reporting	Per account/over	1		
	Previous day Reporting		3		
	Intra-day Reporting	Per item			
	ACH Module	Per account/over			
	EDI Reporting Module	Per account/overall			
	Reconciliation Module	Per account/over			
	Stop Pay Module	Per account/over	1		
	Sweep Module	Per account/over			
	Wire Transfer Module	Per account/over	1		
	Addenda	Per item			
	Internal Transfer Module	Per account/over	1		
	Detail item fee (all modules)	Per item	1		
	Addenda Received	Per item			

Request for Proposal Notice for Depository Service

4	<b>Deposits - Include and list <u>branch</u> fees if different</b>			
	Deposit	Per item	1	
	Electronic Credits Posted **			
	On-us Deposits	Per item		
	Local City Clearing	Per item		
	Local RCPC	Per item		
	11th District City	Per item		
	11th District RCPC	Per item		
	In District Country	Per item		
	Cash Deposits - Coin Rolls	Per item		
	Currency Straps	Per item		
	National FRB	Per item		
	Commercial Check Cashing	Per item		
	Debits Posted	Per item	1	
	Deposit Corrections	Per item		
	Encoding Charge	Per item		
	Night Deposit charge	Per item		
	Rejected items	Per item		
	Return Items	Per item		
	Advice	Per item		
NSF Paid	Per item			
Immediate Verification	Per item	1		
5	<b>Checks Paid</b>			
	Checks and Other Debits	Per item	1	
	Special Signature Requirement	Per account	1	
	Special Signature Items	Per item		
	<b>Payroll Cards</b>			
	Card origination			
	Credits			
	Notification			
	Transmission			
	Corrections			
6	<b>ACH Processing</b>			
	Set Up Fees	One time		
	Monthly Maintenance (Base) Fee*	Per Month	1	
	Origination of file	Per file	1	
	Entries	Per item	1	
	Debits two day	Per item		
Credits two day	Per item			

Request for Proposal Notice for Depository Service

	ACH Return Items	Per item			
	ACH Items - On-us	Per item			
	Out of District	Per item			
	Deletions or Reversal Charges	Per item			
	Transmission - on disk or tape	Per file			
	- via transmission	Per file			
	Notification	Per item/file	1		
7					
	<b>Returned Items</b>	Per item			
	Reclear	Per item			
	Buybacks	Per item			
	Telephone notification	Per item			
	Alternative Address	Per item			
8					
	<b>Positive Pay</b>				
	Monthly Maintenance (Base) Fee*	Per month			
	Per item charge	Per item			
	Notification Charges	Per item			
	Reporting	Per month			
	Image	Per item			
	CD Image - Item	Per item			
	Transmission	Per item			
9	<b>Reconciliation</b>				
	Monthly Maintenance (Base) Fee*	Per Month			
	Monthly Sort & List Maintenance	Per month			
	Serial Sort and List	Per item			
	Partial Recon Monthly Maintenance				
	Partial Recon without positive pay	Per item			
	Partial Recon with positive pay	Per item			
	Full Recon Monthly Maintenance				
	Full Recon without positive pay	Per item			
	Full Recon with positive pay	Per item			
	Deposit Reconciliation - Partial	Per item			
	Transmissions	Per			
	Credits received	Per item			
	Debits received	Per item			
	Addenda	Per item			
10					
	<b>Safekeeping</b>				
	Monthly Maintenance (Base) Fee*		1		
	Asset Maintenance	Per item	1		

Request for Proposal Notice for Depository Service

	Clearing Fees				
	FRB	Per item	1		
	Safekeeping Fees				
	FRB	Per item	1		
	Income Collection to DDA				
	Coupons	Per item			
	Maturities	Per item			
11	<b>Stop Pays</b>				
	Monthly Maintenance (Base) Fee*	Per item	1		
	Automated	Per item			
	Manual	Per item			
	Confirmations	Per item			
	Renewals	Per item			
12	<b>Wire Transfers</b>				
	Monthly Maintenance*	Per month	1		
	Incoming - domestic	Per item	1		
	Outgoing - repetitive - phone	Per item			
	- repetitive - automated	Per item			
	- non-repetitive - phone	Per item			
	- non-repetitive - automated	Per item			
	Internal transfers	Per item	1		
	Phone or Fax Advice	Per item	1		
	Access Charges		1		
13	<b>Inter-Account Transfers</b>				
	Transfer with PC	Per item	1		
	Transfer with telephone	Per item	1		
14	<b>Overdraft Charges</b>	Charge or cap			
15	<b>Optical Imaging</b>				
	Software and Setup	One time	1		
	Monthly Maintenance (Base) Fee*	Per month	1		
	Per item Fee	Per item	1		
	CD Charges	First CD	1		
	Additional CD	Additional CDs			
16	<b>Vault Services</b>				
	Vault Deposit	Per item			



Request for Proposal Notice for Depository Service

	Coin	Per item			
	Mixed	Per item			
	Locked bag	Per item			
	Strapped	Per item			
	Change order	Per item			
	Drop bag processing	Per item			
17	<b>Lockbox</b>				
	Monthly Maintenance	Per account			
	Processing	Per item			
	Transmission	Per item			
	Special Handling	Per item			
18	<b>Collateral Restriction Fees</b>	<i>(note basis)</i>	1		
	<b>Excess Collateral Fees</b>	<i>(note basis)</i>	1		
	<b>Security Pledging and Releasing</b>	<i>(note basis)</i>	1		
19	<b>Bank Supplies</b>				
	Bank Bags	Per item			
	Deposit Slips	Per item			
	Extra Statement	Per item	1		
	Photocopies	Per item	1		
	Cashier Checks	Per item			
	Check Printing	Per item			

**ATTACHMENT C – BANK #5 Nutrition Services**

	Service	Unit Basis	Vol	Bank Account # 5 Nutrition Services	
				cost	total
1	<b>Monthly Account Maintenance Fees</b>				
	Master Account Maintenance Fee	Per account	1		
	ZBA Accounts Maintenance Fee	Per account			
	Money Market Account Maintenance Fee	Per account			
	Interest Bearing Accounts Maintenance Fee	Per account			
	Non-interest Bearing Account Maint. Fee	Per account			
	FDIC Assessment	Per account			
	Negative Collected Balance Fee	Per account			
2	<b>Sweep Account Fees</b>				
	Monthly Maintenance (Base) Fee*	Per month			
	Master Account	Per account			
	Swept Accounts	Per account			
	Sweep Reporting	Per account			
3	<b>On-Line Reporting</b>				
	Set up fee	One Time	1		
	One Time Software Fee Required	One Time	1		
	Monthly Maintenance (Base) Fee*	Monthly	1		
	Cost per account	Per account/overall			
	Cost per additional accounts	Per account/overall			
	Balance Reporting Module	Per account/over	1		
	Additional Accounts	Per account/overall			
	Daily Balance Reporting	Per account/over	1		
	Transactions	Per item	1		
	Detail Daily Reporting	Per account/over	1		
	Previous day Reporting				
	Intra-day Reporting	Per item			
	ACH Module	Per account/over			
	EDI Reporting Module	Per account/overall			
	Reconciliation Module	Per account/over			
	Stop Pay Module	Per account/over	1		
	Sweep Module	Per account/over			
	Wire Transfer Module	Per account/over	1		
	Addenda	Per item			
	Internal Transfer Module	Per account/over	1		
	Detail item fee (all modules)	Per item	1		
	Addenda Received	Per item			

4	<b>Deposits - Include and list <u>branch</u> fees if different</b>			
	Deposit	Per item	75	
	Electronic Credits Posted **			
	On-us Deposits	Per item		
	Local City Clearing	Per item		
	Local RCPC	Per item		
	11th District City	Per item		
	11th District RCPC	Per item		
	In District Country	Per item		
	Cash Deposits - Coin Rolls	Per item		
	Currency Straps	Per item		
	National FRB	Per item		
	Commercial Check Cashing	Per item		
	Debits Posted	Per item	1	
	Deposit Corrections	Per item	1	
	Encoding Charge	Per item		
	Night Deposit charge	Per item		
	Rejected items	Per item		
	Return Items	Per item	1	
	Advice	Per item		
	NSF Paid	Per item		
	Immediate Verification	Per item		
5	<b>Checks Paid</b>			
	Checks and Other Debits	Per item		
	Special Signature Requirement	Per account		
	Special Signature Items	Per item		
	<b>Payroll Cards</b>			
	Card origination			
	Credits			
	Notification			
	Transmission			
	Corrections			
6	<b>ACH Processing</b>			
	Set Up Fees	One time		
	Monthly Maintenance (Base) Fee*	Per Month		
	Origination of file	Per file		
	Entries	Per item		
	Debits two day	Per item		
	Credits two day	Per item		

Request for Proposal Notice for Depository Service

	ACH Return Items	Per item			
	ACH Items - On-us	Per item			
	Out of District	Per item			
	Deletions or Reversal Charges	Per item			
	Transmission - on disk or tape	Per file			
	- via transmission	Per file			
	Notification	Per item/file			
7					
	<b>Returned Items</b>	Per item	1		
	Reclear	Per item	1		
	Buybacks	Per item			
	Telephone notification	Per item	1		
	Alternative Address	Per item			
8					
	<b>Positive Pay</b>				
	Monthly Maintenance (Base) Fee*	Per month			
	Per item charge	Per item			
	Notification Charges	Per item			
	Reporting	Per month			
	Image	Per item			
	CD Image - Item	Per item			
	Transmission	Per item			
9	<b>Reconciliation</b>				
	Monthly Maintenance (Base) Fee*	Per Month			
	Monthly Sort & List Maintenance	Per month			
	Serial Sort and List	Per item			
	Partial Recon Monthly Maintenance				
	Partial Recon without positive pay	Per item			
	Partial Recon with positive pay	Per item			
	Full Recon Monthly Maintenance				
	Full Recon without positive pay	Per item			
	Full Recon with positive pay	Per item			
	Deposit Reconciliation - Partial	Per item			
	Transmissions	Per			
	Credits received	Per item			
	Debits received	Per item			
	Addenda	Per item			
10					
	<b>Safekeeping</b>				
	Monthly Maintenance (Base) Fee*		1		
	Asset Maintenance	Per item	1		

Request for Proposal Notice for Depository Service

	Clearing Fees				
	FRB	Per item			
	Safekeeping Fees				
	FRB	Per item	1		
	Income Collection to DDA				
	Coupons	Per item			
	Maturities	Per item			
11	<b>Stop Pays</b>				
	Monthly Maintenance (Base) Fee*	Per item	1		
	Automated	Per item	1		
	Manual	Per item	1		
	Confirmations	Per item	1		
	Renewals	Per item	1		
12	<b>Wire Transfers</b>				
	Monthly Maintenance*	Per month	1		
	Incoming - domestic	Per item	1		
	Outgoing - repetitive - phone	Per item			
	- repetitive - automated	Per item			
	- non-repetitive - phone	Per item			
	- non-repetitive - automated	Per item	1		
	Internal transfers	Per item			
	Phone or Fax Advice	Per item	1		
	Access Charges				
13	<b>Inter-Account Transfers</b>				
	Transfer with PC	Per item	1		
	Transfer with telephone	Per item	1		
14	<b>Overdraft Charges</b>	Charge or cap			
15	<b>Optical Imaging</b>				
	Software and Setup	One time	1		
	Monthly Maintenance (Base) Fee*	Per month	1		
	Per item Fee	Per item	1		
	CD Charges	First CD	1		
	Additional CD	Additional CDs			
16	<b>Vault Services</b>				
	Vault Deposit	Per item	1		

Request for Proposal Notice for Depository Service

	Coin	Per item	1		
	Mixed	Per item	1		
	Locked bag	Per item	1		
	Strapped	Per item	1		
	Change order	Per item	1		
	Drop bag processing	Per item	1		
17	<b>Lockbox</b>				
	Monthly Maintenance	Per account			
	Processing	Per item			
	Transmission	Per item			
	Special Handling	Per item			
18	<b>Collateral Restriction Fees</b>	<i>(note basis)</i>	1		
	<b>Excess Collateral Fees</b>	<i>(note basis)</i>	1		
	<b>Security Pledging and Releasing</b>	<i>(note basis)</i>	1		
19	<b>Bank Supplies</b>				
	Bank Bags	Per item	1		
	Deposit Slips	Per item	1		
	Extra Statement	Per item	1		
	Photocopies	Per item	1		
	Cashier Checks	Per item			
	Check Printing	Per item			

**ATTACHMENT C – BANK #6 Tax Collector**

	Service	Unit Basis	Vol	Bank Account # 6 Tax Collector	
				cost	total
1	<b>Monthly Account Maintenance Fees</b>				
	Master Account Maintenance Fee	Per account			
	ZBA Accounts Maintenance Fee	Per account			
	Money Market Account Maintenance Fee	Per account	1		
	Interest Bearing Accounts Maintenance Fee	Per account			
	Non-interest Bearing Account Maint. Fee	Per account			
	FDIC Assessment	Per account			
	Negative Collected Balance Fee	Per account			
2	<b>Sweep Account Fees</b>				
	Monthly Maintenance (Base) Fee*	Per month			
	Master Account	Per account			
	Swept Accounts	Per account			
	Sweep Reporting	Per account			
3	<b>On-Line Reporting</b>				
	Set up fee	One Time	1		
	One Time Software Fee Required	One Time	1		
	Monthly Maintenance (Base) Fee*	Monthly	1		
	Cost per account	Per account/overall			
	Cost per additional accounts	Per account/overall			
	Balance Reporting Module	Per account/over	1		
	Additional Accounts	Per account/overall			
	Daily Balance Reporting	Per account/over	1		
	Transactions	Per item	50		
	Detail Daily Reporting	Per account/over	1		
	Previous day Reporting				
	Intra-day Reporting	Per item			
	ACH Module	Per account/over	1		
	EDI Reporting Module	Per account/overall			
	Reconciliation Module	Per account/over			
	Stop Pay Module	Per account/over	1		
	Sweep Module	Per account/over			
	Wire Transfer Module	Per account/over	1		
	Addenda	Per item			
	Internal Transfer Module	Per account/over	1		
	Detail item fee (all modules)	Per item	1		
	Addenda Received	Per item			

4				
	<b>Deposits - Include and list <u>branch</u> fees if different</b>			
	Deposit	Per item	1000	
	Electronic Credits Posted **		20	
	On-us Deposits	Per item	7	
	Local City Clearing	Per item		
	Local RCPC	Per item		
	11th District City	Per item		
	11th District RCPC	Per item		
	In District Country	Per item		
	Cash Deposits - Coin Rolls	Per item		
	Currency Straps	Per item	49	
	National FRB	Per item		
	Commercial Check Cashing	Per item		
	Debits Posted	Per item	6	
	Deposit Corrections	Per item		
	Encoding Charge	Per item		
	Night Deposit charge	Per item		
	Rejected items	Per item		
	Return Items	Per item	1	
	Advice	Per item		
	NSF Paid	Per item		
	Immediate Verification	Per item	1	
5	<b>Checks Paid</b>			
	Checks and Other Debits	Per item	5	
	Special Signature Requirement	Per account	1	
	Special Signature Items	Per item		
	<b>Payroll Cards</b>			
	Card origination			
	Credits			
	Notification			
	Transmission			
	Corrections			
6	<b>ACH Processing</b>			
	Set Up Fees	One time	1	
	Monthly Maintenance (Base) Fee*	Per Month	1	
	Origination of file	Per file	12	
	Entries	Per item	21	
	Debits two day	Per item		
	Credits two day	Per item		



Request for Proposal Notice for Depository Service

	ACH Return Items	Per item			
	ACH Items - On-us	Per item			
	Out of District	Per item			
	Deletions or Reversal Charges	Per item			
	Transmission - on disk or tape	Per file			
	- via transmission	Per file			
	Notification	Per item/file	1		
7					
	<b>Returned Items</b>	Per item			
	Reclear	Per item	1		
	Buybacks	Per item			
	Telephone notification	Per item	1		
	Alternative Address	Per item			
8					
	<b>Positive Pay</b>				
	Monthly Maintenance (Base) Fee*	Per month			
	Per item charge	Per item			
	Notification Charges	Per item			
	Reporting	Per month			
	Image	Per item			
	CD Image - Item	Per item			
	Transmission	Per item			
9	<b>Reconciliation</b>				
	Monthly Maintenance (Base) Fee*	Per Month			
	Monthly Sort & List Maintenance	Per month			
	Serial Sort and List	Per item			
	Partial Recon Monthly Maintenance				
	Partial Recon without positive pay	Per item			
	Partial Recon with positive pay	Per item			
	Full Recon Monthly Maintenance				
	Full Recon without positive pay	Per item			
	Full Recon with positive pay	Per item			
	Deposit Reconciliation - Partial	Per item			
	Transmissions	Per			
	Credits received	Per item			
	Debits received	Per item			
	Addenda	Per item			
10					
	<b>Safekeeping</b>				
	Monthly Maintenance (Base) Fee*				
	Asset Maintenance	Per item			

Request for Proposal Notice for Depository Service

	Clearing Fees				
	FRB	Per item			
	Safekeeping Fees				
	FRB	Per item			
	Income Collection to DDA				
	Coupons	Per item			
	Maturities	Per item			
11	<b>Stop Pays</b>				
	Monthly Maintenance (Base) Fee*	Per item	1		
	Automated	Per item	1		
	Manual	Per item	1		
	Confirmations	Per item	1		
	Renewals	Per item	1		
12	<b>Wire Transfers</b>				
	Monthly Maintenance*	Per month	1		
	Incoming - domestic	Per item	1		
	Outgoing - repetitive - phone	Per item			
	- repetitive - automated	Per item			
	- non-repetitive - phone	Per item	1		
	- non-repetitive - automated	Per item	1		
	Internal transfers	Per item	3		
	Phone or Fax Advice	Per item	1		
	Access Charges				
13	<b>Inter-Account Transfers</b>				
	Transfer with PC	Per item	3		
	Transfer with telephone	Per item			
14	<b>Overdraft Charges</b>	Charge or cap			
15	<b>Optical Imaging</b>				
	Software and Setup	One time	1		
	Monthly Maintenance (Base) Fee*	Per month	1		
	Per item Fee	Per item	1		
	CD Charges	First CD	1		
	Additional CD	Additional CDs			
16	<b>Vault Services</b>				
	Vault Deposit	Per item	123		

Request for Proposal Notice for Depository Service

	Coin	Per item			
	Mixed	Per item			
	Locked bag	Per item			
	Strapped	Per item			
	Change order	Per item			
	Drop bag processing	Per item			
17	<b>Lockbox</b>				
	Monthly Maintenance	Per account			
	Processing	Per item			
	Transmission	Per item			
	Special Handling	Per item			
18	<b>Collateral Restriction Fees</b>	<i>(note basis)</i>	1		
	<b>Excess Collateral Fees</b>	<i>(note basis)</i>	1		
	<b>Security Pledging and Releasing</b>	<i>(note basis)</i>	1		
			1		
19	<b>Bank Supplies</b>				
	Bank Bags	Per item	1		
	Deposit Slips	Per item	1		
	Extra Statement	Per item	1		
	Photocopies	Per item	1		
	Cashier Checks	Per item			
	Check Printing	Per item			

**ATTACHMENT C – BANK #7 Tax Refund**

	Service	Unit Basis	Vol	Bank Account # 7 Tax Refund	
				cost	total
1	<b>Monthly Account Maintenance Fees</b>				
	Master Account Maintenance Fee	Per account	1		
	ZBA Accounts Maintenance Fee	Per account			
	Money Market Account Maintenance Fee	Per account			
	Interest Bearing Accounts Maintenance Fee	Per account			
	Non-interest Bearing Account Maint. Fee	Per account			
	FDIC Assessment	Per account			
	Negative Collected Balance Fee	Per account			
2	<b>Sweep Account Fees</b>				
	Monthly Maintenance (Base) Fee*	Per month			
	Master Account	Per account			
	Swept Accounts	Per account			
	Sweep Reporting	Per account			
3	<b>On-Line Reporting</b>				
	Set up fee	One Time	1		
	One Time Software Fee Required	One Time	1		
	Monthly Maintenance (Base) Fee*	Monthly	1		
	Cost per account	Per account/overall			
	Cost per additional accounts	Per account/overall			
	Balance Reporting Module	Per account/over	1		
	Additional Accounts	Per account/overall			
	Daily Balance Reporting	Per account/over	1		
	Transactions	Per item	25		
	Detail Daily Reporting	Per account/over	1		
	Previous day Reporting				
	Intra-day Reporting	Per item			
	ACH Module	Per account/over			
	EDI Reporting Module	Per account/overall			
	Reconciliation Module	Per account/over			
	Stop Pay Module	Per account/over	1		
	Sweep Module	Per account/over			
	Wire Transfer Module	Per account/over	1		
	Addenda	Per item			
	Internal Transfer Module	Per account/over	1		
	Detail item fee (all modules)	Per item	1		
	Addenda Received	Per item			

4				
	<b>Deposits - Include and list <u>branch</u> fees if different</b>			
	Deposit	Per item	2	
	Electronic Credits Posted **		2	
	On-us Deposits	Per item		
	Local City Clearing	Per item		
	Local RCPC	Per item		
	11th District City	Per item		
	11th District RCPC	Per item		
	In District Country	Per item		
	Cash Deposits - Coin Rolls	Per item		
	Currency Straps	Per item		
	National FRB	Per item		
	Commercial Check Cashing	Per item		
	Debits Posted	Per item	15	
	Deposit Corrections	Per item		
	Encoding Charge	Per item		
	Night Deposit charge	Per item		
	Rejected items	Per item		
	Return Items	Per item		
	Advice	Per item		
	NSF Paid	Per item		
	Immediate Verification	Per item	1	
5	<b>Checks Paid</b>			
	Checks and Other Debits	Per item	15	
	Special Signature Requirement	Per account	12	
	Special Signature Items	Per item	1	
	<b>Payroll Cards</b>			
	Card origination			
	Credits			
	Notification			
	Transmission			
	Corrections			
6	<b>ACH Processing</b>			
	Set Up Fees	One time		
	Monthly Maintenance (Base) Fee*	Per Month		
	Origination of file	Per file		
	Entries	Per item		
	Debits two day	Per item		
	Credits two day	Per item		

	ACH Return Items	Per item			
	ACH Items - On-us	Per item			
	Out of District	Per item			
	Deletions or Reversal Charges	Per item			
	Transmission - on disk or tape	Per file			
	- via transmission	Per file			
	Notification	Per item/file			
7					
	<b>Returned Items</b>	Per item			
	Reclear	Per item			
	Buybacks	Per item			
	Telephone notification	Per item			
	Alternative Address	Per item			
8					
	<b>Positive Pay</b>				
	Monthly Maintenance (Base) Fee*	Per month			
	Per item charge	Per item			
	Notification Charges	Per item			
	Reporting	Per month			
	Image	Per item			
	CD Image - Item	Per item			
	Transmission	Per item			
9	<b>Reconciliation</b>				
	Monthly Maintenance (Base) Fee*	Per Month			
	Monthly Sort & List Maintenance	Per month			
	Serial Sort and List	Per item			
	Partial Recon Monthly Maintenance				
	Partial Recon without positive pay	Per item			
	Partial Recon with positive pay	Per item			
	Full Recon Monthly Maintenance				
	Full Recon without positive pay	Per item			
	Full Recon with positive pay	Per item			
	Deposit Reconciliation - Partial	Per item			
	Transmissions	Per			
	Credits received	Per item			
	Debits received	Per item			
	Addenda	Per item			
10					
	<b>Safekeeping</b>				
	Monthly Maintenance (Base) Fee*				
	Asset Maintenance	Per item			

	Clearing Fees				
	FRB	Per item			
	Safekeeping Fees				
	FRB	Per item			
	Income Collection to DDA				
	Coupons	Per item			
	Maturities	Per item			
11	<b>Stop Pays</b>				
	Monthly Maintenance (Base) Fee*	Per item	1		
	Automated	Per item	1		
	Manual	Per item	1		
	Confirmations	Per item	1		
	Renewals	Per item	1		
12	<b>Wire Transfers</b>				
	Monthly Maintenance*	Per month	1		
	Incoming - domestic	Per item	1		
	Outgoing - repetitive - phone	Per item			
	- repetitive - automated	Per item			
	- non-repetitive - phone	Per item			
	- non-repetitive - automated	Per item	1		
	Internal transfers	Per item	1		
	Phone or Fax Advice	Per item	1		
	Access Charges				
13	<b>Inter-Account Transfers</b>				
	Transfer with PC	Per item	1		
	Transfer with telephone	Per item	1		
14	<b>Overdraft Charges</b>	Charge or cap			
15	<b>Optical Imaging</b>				
	Software and Setup	One time	1		
	Monthly Maintenance (Base) Fee*	Per month	1		
	Per item Fee	Per item	1		
	CD Charges	First CD	1		
	Additional CD	Additional CDs			
16	<b>Vault Services</b>				
	Vault Deposit	Per item			

	Coin	Per item			
	Mixed	Per item			
	Locked bag	Per item			
	Strapped	Per item			
	Change order	Per item			
	Drop bag processing	Per item			
17	<b>Lockbox</b>				
	Monthly Maintenance	Per account			
	Processing	Per item			
	Transmission	Per item			
	Special Handling	Per item			
18	<b>Collateral Restriction Fees</b>	<i>(note basis)</i>	1		
	<b>Excess Collateral Fees</b>	<i>(note basis)</i>	1		
	<b>Security Pledging and Releasing</b>	<i>(note basis)</i>	1		
19	<b>Bank Supplies</b>				
	Bank Bags	Per item	1		
	Deposit Slips	Per item	1		
	Extra Statement	Per item	1		
	Photocopies	Per item	1		
	Cashier Checks	Per item			
	Check Printing	Per 1,000	1		



**CONFIDENTIALITY DECLARATION FORM**

RFP# 21-001

**CONFIDENTIAL INFORMATION SUBMITTED IN RESPONSE TO COMPETITIVE PROCUREMENT REQUEST FOR SANTA FE ISD IS GOVERNED BY TEXAS GOVERNMENT CODE, CHAPTER 552**

If you consider any portion of your proposal as confidential information and not subject to disclosure pursuant to Chapter 552 Tex. Gov't Code or other laws, **you must make a copy** of all claimed confidential materials within your proposal and put this COMPLETED form as a coversheet to said materials and place this completed form and the copied materials in a separate envelope and include the confidential materials envelope with your proposal submission. ***(The envelope will not be opened unless a Public Information Request is made. You must include the confidential information in the submitted proposal as well. The copy in the envelope is to show SFISD which material in your proposal you deem confidential only in the event of a Public Information Request.)*** You must place the following wording that is between the dotted lines on the outside of the envelope containing the copies of the confidential materials. You may copy, complete and affix the following to the envelope containing the copies of the confidential materials. SFISD will follow procedures of controlling statute(s) regarding any claim of confidentiality. Pricing of solicited products or service may be deemed as public information under Chapter 552 Tex. Gov't Code.

-----  
This envelope contains material for our proposal that I classify and deem confidential under Tex. Gov't Code § 552 and I invoke my statutory rights to said confidential treatment of the enclosed materials:

\_\_\_\_\_  
Name of company claiming confidential status of material

\_\_\_\_\_  
Printed Name and Signature of authorized company officer claiming confidential status of material

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
**ENCLOSED ARE COPIES OF \_\_\_\_\_ PAGES OF CONFIDENTIAL MATERIAL FROM OUR RESPONSE TO RFP# 21-001**

-----  
**Express Waiver: I desire to expressly waive our claim of confidentiality of any information contained within our response to the competitive procurement process by completing the following and submitting this sheet with our response Santa Fe ISD procurement process (e.g. RFP, RFP, Bid, RFRFP, etc.).**

\_\_\_\_\_  
Name of company claiming confidential status of material

\_\_\_\_\_  
Printed Name and Signature of authorized company officer claiming confidential status of material

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
**THIS EXPRESS WAIVER IS FOR RESPONSE TO RFP# 21-001**

**FELONY CONVICTION NOTIFICATION**  
**RFP# 21-001**

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or owner or operator of the business entity has been convicted of a felony." The notice must include a general description of the conduct resulting in the conviction of a felony.

Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."

**This notice is not required of a publicly held corporation.**

*I, the undersigned for the firm named below, certify that the information concerning notification of felony convictions has been by me and the following information furnished is true to the best of my knowledge.*

**Company:** \_\_\_\_\_ **Company Official** \_\_\_\_\_  
(Please type or print)(Please type or print)

A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

**Signature of authorized agent:**

\_\_\_\_\_

B. My firm is not owned or operated by anyone who has been convicted of a felony.

**Signature of authorized agent:**

\_\_\_\_\_

C. My firm is owned or operated by the following individuals who has/have been convicted of a felony.

Name of individual (s):

\_\_\_\_\_

Details of conviction (s):

\_\_\_\_\_

**Signature of authorized agent:**

\_\_\_\_\_

**CERTIFICATE OF INTERESTED PARTIES – FORM 1295**  
**RFP# 21-001**

Form 1295 must be filled out electronically with the Texas Ethics Commission’s online filing application and included with the proposal in Section 6, Required Forms. Section 2252.908 of the Texas Government Code prohibits the Santa Fe ISD from entering into a contract resulting from this RFP with a business entity unless the business entity submits a Disclosure of Interested Parties – Form 1295 to Santa Fe ISD. **Effective January 1, 2018, the Form 1295 requirement does not apply to: (1) a contract with a publicly traded business entity or wholly owned subsidiary of the same; (2) an electric utility; or (3) a gas utility.**

The Texas Ethics Commission has adopted rules requiring the business entity to file Form 1295 electronically with the Texas Ethics Commission. The following definitions apply:

- (1) **“Business Entity”** means an entity recognized by law through which business is conducted, including a sole proprietorship, partnership, or corporation. TEX. GOV’T CODE § 2252.908(1).
- (2) **“Interested Party”** means a person: a) who has a controlling interest in a business entity with whom SFISD contracts; or b) who actively participates in facilitating the contract or negotiating the terms of the contract, including a broker, intermediary, adviser, or attorney for the business entity. TEX. GOV’T CODE § 2252.908(3).
- (3) **“Controlling interest”** means: a) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent; b) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or c) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers. Subsection (c) does not apply to an officer of a publicly held business entity or its wholly owned subsidiaries. TEX. ETHICS COMM. RULE 46.3(c).
- (4) **“Intermediary”** means a person who actively participates in the facilitation of the contract or negotiating the contract, including a broker, adviser, attorney, or representative of or agent for the business entity who: a) receives compensation from the business entity for the person’s participation; b) communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and c) is not an employee of the business entity. TEX. ETHICS COMM. RULE 46.3(e).

As a “business entity,” all vendors must:

- (1) **Complete Form 1295 electronically** with the Texas Ethics Commission using the online filing application, which can be found at: [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm) All vendors must complete Form 1295 **even if no interested parties exist**. In Section 2, insert “Santa Fe Independent School District.” In Section 3, insert the Santa Fe ISD RFP # for this proposal.

- (2) **Print a copy of the completed form.** Make sure that the form has a computer-generated certification number in the “Office Use Only” box.
- (3) **Have an authorized agent of the business entity sign the form.**
- (4) **Submit the completed Form 1295 by including the form with your proposal.**

**CONFLICT OF INTEREST QUESTIONNAIRE (CIQ)  
RFP# 21-001**

**\*This form is required by law and must be submitted by all proposers. Please be certain to answer each and every question. Indicate "Not applicable," where appropriate.\***

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

**FORM CIQ**

<p><b>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</b></p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<p><b>OFFICE USE ONLY</b></p> <hr/> <p>Date Received</p>
<p><b>1</b> Name of vendor who has a business relationship with local governmental entity.</p>	
<p><b>2</b> <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>	
<p><b>3</b> Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p>	
<p><b>4</b> Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p style="margin-left: 40px;">A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="margin-left: 80px;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p style="margin-left: 40px;">B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="margin-left: 80px;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	
<p><b>5</b> Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</p>	
<p><b>6</b> <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).</p>	
<p><b>7</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of vendor doing business with the governmental entity</p> <p style="text-align: right; margin-right: 100px;">_____</p> <p style="text-align: right; margin-right: 100px;">Date</p>	

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

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(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.