

REQUEST FOR PROPOSAL BANK DEPOSITORY SERVICES

Park Hill School District
7703 NW Barry Road
Kansas City, Missouri 64153

In accordance with 165.211 RSMo, Park Hill School District, 7703 NW Barry Road, Kansas City, MO 64153, (hereinafter referred to as the "District") will accept sealed bids for banking services until 12:00 PM, CDT, Friday, April 19, 2024. Proposals must be mailed or hand carried to Paul Kelly, Assistant Superintendent, Park Hill School District, 7703 NW Barry Road, Kansas City, MO 64153. Late bids will not be accepted. Bids will remain the District's property.

The District invites full service banking institutions (hereinafter referred to as the "Bank") to submit written proposals to serve as the depository for its demand deposits, other monies, and funds, except such portions thereof as the District may elect to invest in interest bearing securities with it or other financial institutions. The bank acting as depository for the District must have office(s) located in Platte County or an adjoining county in Missouri, preferably within the District's geographic boundaries.

Please review all proposal submission requirements stated in the bid document and return the proposal, together with a cashier's check in the amount of \$2,500.00 payable to the Park Hill School District. Bids should include one hard copy, and one digital version of the entire bid (in Adobe Acrobat PDF format). The digital version is to be submitted on a USB flash drive and should be included with the hard copy within the sealed envelope. Envelopes containing bids are to be marked: "BANK DEPOSITORY BID" in the lower left hand corner of the sealed envelope. The bid must be signed in the name of the bidder and must bear the signature in longhand of the person or persons duly authorized to sign the bid. The name, address, and telephone number of the point of contact must be clearly identified.

The District reserves the right to reject any and all bids and to waive any irregularities or any parts thereof. Bidders are requested to respond to all bid items utilizing the District's depository bid sheets, as follows. If a service requirement cannot be met by the bidder, then a phrase "No Bid" should be entered on the bid form for that service requirement.

Misinterpretation of the specifications by the bidder shall not relieve the Bidder(s)/contractor(s) of the responsibility to perform.

Oral communications cannot be relied upon and shall not be the basis for responding to any part of the RFP. Clarification or questions can be addressed to Susan Bartlett, Accounting Coordinator, at bartletts@parkhill.k12.mo.us. Clarifications and responses will be shared with all banks via email.

PARK HILL SCHOOL DISTRICT

Invitation for Banking Services

Request for Proposal (RFP)
&
Guidelines for Submittal

Issued March 22, 2024

Request for Proposals are due to
Park Hill School District on or before
12:00 PM, CDT, Friday, April 19, 2024.

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I. Background/Financial Information

- A. Park Hill School District serves approximately 11,600 students K-12, 400 students in Pre-K and employs 1,900 staff members. The District's revenue budget for the 2023-2024 school year is in excess of \$220,500,000. The district currently has three high schools, four middle schools, eleven elementary schools, a day treatment school, and an Early Education Center. A new elementary school will open in August 2025.
- B. The District receives monthly state aid payments. Local tax revenue is primarily received in January and February. This revenue may be received as early as December.
- C. Accounts payable disbursements are primarily issued once a week. During the prior calendar year, the District issued approximately 5,985 accounts payable checks.
- D. Payroll disbursements are made semi-monthly on the last day and 15th day of each month (or nearest working day) for some staff. Most staff (i.e. teachers, administrative staff) are paid monthly on the 25th of each month (or nearest working day). The District pays approximately 2,330 employees. The month of May is the peak expenditure period for payroll transactions.
- E. The District operates student nutrition service and office operations in 20 locations which require daily deposit and cash services.
- F. The District utilizes **alio** financial accounting software from LINQ (<http://www.linq.com/>). Currently, the district does not interface this software package with bank output files for full bank reconciliation.
- G. If you would like to learn more about the Park Hill School District visit our website at <http://www.parkhill.k12.mo.us>.

II. General Information & Specifications

The depository will be selected to receive funds of the District and provide services to the District for a term beginning July 1, 2024, through June 30, 2027, and will automatically renew at the same terms for up to two (2) additional years, at the District's option, based upon satisfactory annual review. The following required provisions and exclusions for maintaining school district funds must be met:

- A. Funds so deposited by the school district must be fully secured as required by law. In the proposal, the District requests the bank to describe the type of security which will be used as collateral for the account, and name the trustee for securities pledged.
 - 1. The Depository shall at all times maintain the security in an amount equal to at least 102% of the amount on deposit with the Depository, less the amount, if any, which is an insured deposit pursuant to the Federal Deposit Insurance Act of November 27, 1974, heretofore or hereafter amended.
 - 2. Acceptable collateral to secure deposits are the same as those for state funds on deposit. The list of acceptable collateral instruments and procedures can be viewed on the Internet at <http://www.treasurer.mo.gov/link/time.pdf>.
 - 3. If in any case, or at any time, such securities are not satisfactory to the District for deposits made as provided by law, (Missouri School Law 110.010, 110.020) said District may require additional security as needed to be deemed satisfactory.
 - 4. Any securities so deposited may from time to time be withdrawn and other bonds or securities of like kind and character may be substituted only upon written consent of the school district. A list of the securities held will be sent to the District after June 30, year end.
 - 5. A sufficient amount of bonds or securities which can be evidenced with safekeeping receipts held by the District to secure said deposits shall always be held by a third party financial institution. Upon request, proper officials of the District may examine said documentation.
 - 6. In the event the depository shall fail to pay any deposit of the District, or any part thereof, on the check or checks of the District, then the District shall have the right, forthwith, to convert such bonds or securities into money and disburse the same according to law (RSMo 165.271).
- B. It will be the responsibility of the individual financial institution to adhere to all State of Missouri Statutory provisions applicable to public school districts in addition to furnishing securities as stipulated.

- C. The District operating funds, as designated by the District, shall be included in the depository contract. This agreement is not exclusive. The District reserves the right to deposit surplus funds with other financial institutions as it deems prudent.
- D. The successful bidder will provide all accounts necessary to allow the District to best manage its funds. At a minimum, the District currently utilizes nine separate accounts; one for general deposits, one for payroll, one for debt service, one for office activity, one for Benefits, one for Nutrition Services, one for technology, one for campus activity, and one money market account.
- E. The bidder must have a secure online or internet banking system that will allow the District to perform typical banking services.
- F. According to the Missouri School Law, the District must account for four (4) different funds for expenditures and receipts, however; only the Debt Service Fund must be maintained in a separate account. The four different funds include:
 - 1. General Fund (Incidental Fund)
 - 2. Special Revenue Fund (Teachers' Fund)
 - 3. Debt Service Fund
 - 4. Capital Projects Fund (Building Fund)
- G. Current financial records are available for examination by interested bidders in the Business Department, Park Hill School District, 7703 NW Barry Road, Kansas City, MO 64153, upon appointment between the hours of 8:00 a.m. and 4:00 PM weekdays.
- H. Investment advisory services for excess District funds are outside the scope of the RFP.

III. Calendar of Events

The table below highlights the calendar of events surrounding this RFP for banking services.

DATE	ITEM
Friday, March 22, 2024	RFP Issue Date
Friday, March 22, 2024	Publish public notice
Friday, April 19, 2024 12:00 PM CDT	Bid Submission Deadline Bid Opening Date
Thursday, May 9, 2024 6:30 PM CDT	Board of Education Meeting – First Read
Thursday, May 23, 2024 6:30 PM CDT	Board of Education Meeting – Approval
Monday, July 1, 2024	Implementation

IV. Procedures for Receiving & Awarding Depository Contract

- A. Bids are to be submitted to the Business Department of Park Hill School District, 7703 NW Barry Road, Kansas City, MO 64153 by 12:00 PM CDT, on April 19, 2024. Bids should include one hard copy, and one digital version of the entire bid (in Adobe Acrobat PDF format). The digital version is to be submitted on a USB flash drive and should be included with the hard copy within the sealed envelope. Envelopes containing bids are to be marked: "BANK DEPOSITORY BID" in the lower left hand corner of the envelope. The District reserves the right to reject any and all bids and to waive any and all irregularities.
- B. Once submitted to the District in sealed form, the bids cannot be altered. Bids received after the set date and time will be returned unopened. Bid proposals may be withdrawn or modified by written instrument if received prior to the April 19, 2024, 12:00 PM CDT, deadline.
- C. After all written bids are opened and read following the April 19, 2024, 12:00 PM CDT, deadline, each bid proposal will be taken under advisement. Bid documents become the property of the district and will not be returned. Bid documents will be subject to public disclosure after opening.
- D. The District may choose to interview any, all or none of the bidders to obtain an accurate understanding of each bid proposal received.
- E. Each bid will be accompanied by a cashier's check for not less than two thousand, five hundred dollars (\$2,500) (RSMo 165.221) made payable to the Park Hill School District. This check will be returned after the bid has been awarded.
- F. The selection of the Depository will be made at the regularly scheduled Board of Education business meeting tentatively scheduled for 6:30 PM CDT, May 23, 2024.
- G. The Depository contract will be on form submitted with this request as Attachment C. Any proposed changes to this form must be submitted in your response to this request. District reserves the right to change the language in proposed contract.

Bid Submittal Form

(Must be submitted as part of a total bid)

V. Required Banking Services

Banking services are intended to be bundled and will be awarded to one bidder on services as described below:

- 1) Maintain proper records with cut-off at the end of each month for separate accounts and make transactions available via a web-based statement by the first (1st) working day of each month. The bank statement will be provided via email on the first (1st) working day of each month if the online system is not available. This statement will include the encoded copies of checks/deposits/transactions. Accounts required by the District may include: General, Debt Service, Payroll Checks, Benefits, Office Activity, Nutrition Service Activity, Campus, Technology, and Money Market.

- 2) Accept all District deposits from local, county, state and/or federal revenue sources. When local revenues are received in December to February each year, the individual deposits may reach or exceed \$70 million. These funds may be transferred to other financial institutions for investment or to fund payable and payroll disbursements. Historically most of these funds are transferred out on the same business day. The district had the total following transactions for 2023:
 - 1,220 incoming ACH deposits
 - 43 incoming domestic wires
 - 4,750 deposits of checks and coin

- 3) Provide secure online or internet banking services for account maintenance for 9 bank accounts: General, Payroll, Benefits, Office Activity, Debt Service, Nutrition Service Activity, Campus, Technology, and Money Market.

- 4) Provide all other banking transactions.
 - FDIC Insurance
 - Cash Management
 - Checks cleared – 5,633 accounts payable and 25 payroll
 - Collateral Custody
 - Safekeeping
 - Deposited Checks – 650 average per month
 - Encoding
 - Corrections – 1 average per month
 - Returned to District
 - Positive Pay – weekly file submitted with 5,985 accounts payable checks in 2023

- 5) Provide secure online or internet banking services to track deposits by building/department Nutrition Service handled 3,500 deposits and Office Activity account handled 1,225 deposits in 2023.
- 6) Accept any District deposit including Nutrition Service and Student Activity deposits at any location including drive-in teller locations. The deposits are to be counted and verified. Any deposit corrections are to be reported to the District via email.
- 7) Banks provide security for all District funds required by RSMo 110.010, 110.020 without notification from District.
- 8) Provide a minimum of four large safe deposit boxes. Please include box measurements in your proposal.
- 9) Provide a secure online or internet banking service, as necessary, for direct deposit of payroll and automatic debit. The district sends two semi-monthly payroll files with approximately 1,150 transactions on the 15th day and the last day of the month. The district sends one monthly file on the 25th of the month with approximately 1,250 transactions.
- 10) Provide, as necessary, depository service for local and non-local, federal and state withholding deposits, credits and debits and Electronic Federal Tax Payment System (EFTPS). The district pays taxes with each payroll. We process 41 payrolls each school year.
- 11) Provide, as necessary, acceptance of deposits in bulk including coin.
- 12) Provide, as necessary, coin counting, bill wrapping and fill orders for change/coins. Each school and nutrition service location plus several departments around the district get start-up petty cash in July of each year.
- 13) Provide secure online or internet banking services and permit, as necessary, wire transfer in and out. The district requires dual authorization of all outgoing wires.
 - Outgoing, non-repetitive wires – 4 wires for 2023
 - Incoming wires – 43 wires for 2023

- 14) Provide secure online or internet banking services, as necessary, for Automated Clearing House (ACH) in and out including ACH originated payroll and direct ACH payments to vendors. The district currently initiates one monthly file through the bank for vendor payments.
- 15) Provide notification of ACH returns.
- 16) Provide bank confirmations.
- 17) Provide auto re-cleared items and timely notification of return checks.
- 18) Provide numerical order cleared check imaging for retrieval as required by the District.
- 19) Establish given time each day when deposits will need to be made in order to receive credit.
- 20) Provide secure online or internet banking services for daily balances, statements, internal transfers and transaction history for prior and current period.
- 21) Provide secure online or internet banking services for stop payment issues, check/deposit view images, check/deposit print images.
- 22) Provide service for electronic (web-based) remittance by District patrons either using customer initiated payments or ACH debit. Credit card (Visa/MasterCard) or direct debit payments will be made for reimbursement of Nutrition Service Accounts, payment of Student Activities, insurance premiums, tuition payments for the Gerner Family Early Education Center, and to schedule and pay for classes offered through Community Education. This service must meet District security protocols and exacting customization of data retrieval for both accounts receivable posting and financial analysis reports.
- 23) Provide fraud protection on both electronic transactions and checks.
- 24) Should the District find it necessary to borrow, short-term, in anticipation of tax revenue pursuant to 165.131 RSMo, the Depository shall loan funds based on a Tax-Anticipation Note. Depository shall designate terms, interest rates and any fees to be charged or requirements and restrictions, if any.
- 25) Provide a secure online or internet banking service when district identifies incorrect check numbers on current activity to have these check numbers corrected in a timely manner.
- 26) Initiate direct debit of retiree insurance premiums. The district initiates one file per month to collect retiree/cobra premiums from approximately 460 individuals.

- 27) Provide a minimum balance requirement (if applicable)
- 28) Provide a minimum guaranteed interest rate.
- 29) Deposit discrepancies will be emailed to District with specific school name identified.
- 30) Provide overdraft protection on all accounts with courtesy telephone notification to the Park Hill Accounting Staff.
- 31) Timeline of implementing new banking services. Please show the timeline on a separate page including a monetary value of those services and include this document with the bid.
- 32) If there are additional services available to the District, please list these on a separate page including a monetary value of those services and include this document with the bid. ALL services must include the fees charged for each service and/or any compensating balance that are required.

VI. Required Banking Supplies

33) Provide, as necessary, depository bags.

- The district deposits are placed in a tamper proof bag and a district courier collects and delivers them to the bank. Approximately 4,750 bags would be needed annually.

34) Provide, as necessary, deposit slips, pre-printed, 3-part.

- 54 different sets of deposit slips – 20 school office, 20 nutrition services, 14 departments
- 4,750 unique deposits made in 2023

35) Provide blank check stock.

- 6,000 checks printed annually

36) Provide endorsement stamps.

- 54 stamps – 20 school office, 20 nutrition services, 14 departments

Name of Bank

Name of Bank Officer

Email Address

Title of Bank Officer

Address

Telephone Number

Date

Fax Number

VI. Authorized Signatures

In accordance with 165.211 RSMo, the Park Hill School District, in Missouri will accept sealed bids for the purpose of selecting a bank depository contract.

Bidders are asked to respond to all requested information. Any questions or clarifications of the document should be directed to Susan Bartlett, Accounting Coordinator, bartletts@parkhill.k12.mo.us. Questions and clarifications will be shared with all banks.

- This document constitutes a request for sealed proposals, including prices from qualified individuals and organizations. Proposals must be received on or before 12:00 PM CDT, Friday, April 19, 2024.

School District Bank Depository

This page and the page marked "Bid Submittal Form" are required to be signed and returned. Please note that the return of the signed forms shall constitute acceptance by the bidder of all terms and conditions of the original request for proposal. The bidder is advised to review all proposal submission requirements stated in the original bid document.

The bidder hereby agrees to provide the services and/or items, at the prices quoted, pursuant to the requirements of this document and further agrees that when this document is countersigned by an authorized official of the school district, a binding contract, as defined herein, shall exist between the bidder and the Park Hill School District.

Bidder's Signature: _____ Date of Proposal: _____

Company Name: _____ Telephone: (_____) _____

Mailing Address: _____

State: _____ Zip: _____

Notice of Award

This proposal is accepted by the Park Hill School District.

Authorized Official

Date

(This Section for District Use Only)

VII. Required Vendor Information

The written proposal form shall contain the following information:

- 1) All bidders submitting responses must provide a minimum of one hard copy and one digital copy (USB flash drive) containing each of the following items:
 - a) A transmittal letter prepared on the bidder's business stationery must accompany the proposal.
 - b) Include a brief description of the institution.
 - c) Briefly describe the institution's history including the size (number of employees and/or revenues) and areas of specialization. Provide the same information for the office which would handle the District's account if the bidder has more than one office.
 - d) A list of local branches must be included with hours of operation and services.
 - e) Include job titles and description of personnel who will provide services for this contract, if applicable. This should include account executives, marketing personnel and others who would actively work on the District's account. Identify the individual within your institution who will have overall responsibility for the District's account and the office in which each account team member is located.
 - f) Describe the procedures established for disaster recovery in the event of a systems failure or other disaster at the Bank's primary processing site.
 - g) The rate of interest or method by which the interest will be determined for the advertised term provided by an independent source. Provide the URL for an online/Internet site that will provide the basis for the ongoing interest calculation (if applicable).
 - h) Provide a description for the implementation process including a detailed timeline of events.
 - i) Any Bank that knows of a District official having a material direct or indirect financial interest in such Bank shall be required to submit a written statement, along with the bid, detailing such interest.
 - j) Describe the hardware and software requirements for interface between the Bank and the District.
 - k) Acceptance of the Banking Service proposal provisions, if not accepted in its entirety, should be noted.
 - l) Documentation to services listed in *Bid Submittal Form* (pages 9-12) must be included in your proposal.
 - m) An officer of the banking institution must sign the authorized signature attachment (page 14) and the *Bid Submittal Form* (pages 13).

- n) The names of three school districts or governmental agencies for which your banking institution currently acts as principal depository. (Attachment A)
 - o) Complete the *Park Hill School District Depository Bid Sheet* (Attachment B) providing detail/comments on services and fees.
- 2) Submittal of a current audited financial statement.
 - 3) Each bidder shall submit a check in favor of the school district, on some solvent banking institution in the county or an adjoining county in Missouri, duly certified, for not less than \$2,500, as a guaranty of good faith on the part of the bidder that if any of its bid are accepted by the Board, it will deposit the security required by law. Each certified check will be returned to the respective banking institution whose bids are rejected and upon approval of the security required by law, the accepted bidder. If a bidder is successful, but failed to comply with the contract, the District may retain the check for incurred damages. Any bid submitted without the check will not be considered even if their amount is the low bid.
 - 4) All proposals must be submitted in a sealed package(s) with the below information clearly marked on the front of the package:

“BANK DEPOSITORY BID” (lower left hand corner of envelope)

DUE DATE: April 19, 2024, 12:00 PM CDT

Park Hill School District

7703 NW Barry Road

Kansas City, MO 64153

VIII. Evaluation

Areas that will be assessed by the District shall include, but not be limited to the following.

A. Evaluation in Accordance with the Specification

1. The accuracy and professionalism with which the bidder responded to the District's Request for Proposal.
2. The completeness of the proposal.
3. The ability to meet requirements.
4. The additional services and support not specifically mentioned in the Request for Proposal but recommended by the bidder.
5. The bidder's prior experience with similar size accounts with similar banking needs in the public sector.
6. Computer systems that support the bidder and how they would be available and used in the partnership with the District.
7. The bidder's fee structure. Responses must coincide with the order presented in Attachment B and be exactly as given, to permit unambiguous evaluation.

B. Final Ranking and Selection

1. The District will evaluate the bid proposals and quotations from the information at hand and will also ask clarifying questions from bidders as necessary.
2. Upon completing evaluation of all proposals, both technical and financial factors set forth in the RFP, the District will tentatively select the bid proposal deemed most advantageous to the District or any part thereof. After selection, but prior to contract award, the District reserves the unilateral right to request a meeting with the selected bidder to negotiate any aspect of the proposal or proposed contract in any manner that best serves the needs of the District and is within the scope of the solicitation. Prices of items bid will not be raised or lowered during these meetings, although the total price of the contract may be affected by modifications in service requirements. At any time during these meetings, the District may choose to modify its choice of a selected bidder if the results of the discussions make such change to be in the best interest of the District.
3. Subject to successful negotiations and approval of the Board of Education, an award notice will be issued to the selected bidder.

IX. Terms & Conditions

The District reserves the right to accept or reject any or all bid proposals or any part thereof and to accept the proposal or proposals considered most advantageous to the District. Acceptance of the proposal or proposals will be based on the total package of services offered.

Attachment A – References & Experience

Each bidder must submit a minimum of three references in the governmental sector. Each reference must be presently using the services similar to those requested in this RFP. No reference may be an affiliate of the bidder or the bidder's officers, directors, shareholders or partners.

LIST CURRENT CONTRACTS FOR SCHOOLS AND GOVERNMENTAL AGENCIES. INCLUDE CONTACTS AND TELEPHONE NUMBERS FOR EACH REFERENCE. USE ADDITIONAL PAGES FOR ADDITIONAL CONTRACTS.

1) Company Name: _____
Business Address: _____
Name/Title of Contact: _____
Phone Number of Contact: _____
E-Mail Address: _____
Contract Length: _____ Contract Value: _____

2) Company Name: _____
Business Address: _____
Name/Title of Contact: _____
Phone Number of Contact: _____
E-Mail Address: _____
Contract Length: _____ Contract Value: _____

3) Company Name: _____
Business Address: _____
Name/Title of Contact: _____
Phone Number of Contact: _____
E-Mail Address: _____
Contract Length: _____ Contract Value: _____

Attachment B – Park Hill School District Depository Bid Sheet

Name of Depository: _____

Submitted by: _____
Signature/Title

Contact for Questions: _____
Name Phone

Email Address

Security of Funds

What type and amount of securities will the depository provide as collateral?

Who will be trustee of collateral?

Balances

Is a minimum balance required? NO ___ YES___ Amount: \$_____

Penalties for falling below minimum balance _____

Maximum balance allowed in account \$_____

Indicate the time of day when deposits and/or wired investments must be received to be transacted on that business day _____

Please provide the Bank's check-clearing method and policy for checks that are drawn on other than local banks to identify the time it will take for the deposited funds to become collected and available for investment _____

Accounts (Provide the URL for an online/Internet site that will provide the basis for the ongoing interest calculation (if applicable).

Guaranteed Minimum Interest Rate

Provide a minimum guaranteed interest rate, which is tied to the Fed Funds Rate or other published and recognized interest indicator. The chosen interest rate indicator shall be used for the term of the Depository contract.

Other

The Bank should detail any additional benefits it plans to provide to the District.

Service Charges

All anticipated services and quantities are listed below. Include the bank’s estimate of quantity, unit fee and extended cost. The district understands that differences in quantities would affect total costs. However, the district does not expect to pay for any fees not included below. If the bank has any additional fees not listed, please include them on the back of this sheet including service, quantity, fee and estimated cost for each.

Banking services fees are to remain fixed for the period of this contract.

Will bank agree to provide the following services to the District and at what cost? Where applicable for estimated quantity, refer to Bank's history from like-accounts to estimate monthly quantities. The District is in no way guaranteeing these as maximum or minimum quantity.

Service		Monthly Fees				Comments
		Yes /No	Estimated Quantity	Unit Fee	Total Cost	
1)	Account Maintenance Fee		1			
	General		1			
	Payroll		1			
	Benefits		1			
	Office Activity		1			
	Debt Service		1			
	Nutrition Service		1			
	Activity Campus		1			
	Technology		1			
Money Market		1				
2)	Accept deposits in bulk		650 deposits avg/mo			We average 3,500 checks deposited monthly along with cash and coin.
3)	System to track deposits by building/ department Nutrition Service Office Activity					Deposit slips printed with department name and building number on them.
4)	Accept deposits at any branch					We have a district employee who picks up deposits and drops off at the bank branch
5)	Online bank statements for prior month on first (1st) working day of each month					Bank statements for each account with deposit and check copy images included
6)	Positive Pay		450 avg/mo			Accounts payable positive pay files uploaded weekly
7)	Provide a service when district identifies incorrect check numbers on current activity to have these check numbers corrected in a timely manner		5 avg/mo			

Service		Monthly Fees				Comments
		Yes /No	Estimated Quantity	Unit Fee	Total Cost	
8)	Large Safe deposit boxes		4			
9)	Depository Bags		600 avg/mo			
10)	Initiate direct debit of retiree insurance premiums Monthly fee Per file fee Per ACH Credits ACH reversals ACH returns		1 file / mo 450 ACH credit average			One file per month is sent through the bank to collect premium payments from approximately 450 retirees.
11)	Deposit Slips (pre-printed) 3-part with location information printed on them		54 deposit books minimum			
12)	Check stock for General and Payroll accounts		6,000 checks written annually			
13)	Endorsement stamps		54 stamps			
14)	Direct Deposit of payroll Monthly fee Per file fee Per ACH Credits ACH reversals ACH returns		3 files sent monthly 2,000 direct deposit entries			Average 2 returns per month
15)	Coin deposits in bulk					
16)	Coin counting and Coin Wrappers					

Service		Monthly Fees				Comments
		Yes /No	Estimated Quantity	Unit Fee	Total Cost	
17)	Bill wrapping					
18)	Fill orders for change/coins					July 1 st each school receives a petty cash allotment. They will bring a check to the bank to be cashed. Largest check is \$5,000
19)	Wire transfer In/Out Outgoing-repetitive Outgoing-non-repetitive Incoming Phone notification Internal transfers		4 outgoing non-repetitive per yr 3 incoming per month 25 internal transfers per month			
20)	ACH Incoming Outgoing		In = 100 per month Out = 45 per month			
21)	ACH Originated Payroll		3 payroll files per month			
22)	Notification of ACH returns		2 direct deposit returns avg per month			
23)	Internal transfers		25 per month			
24)	Stop payment services Online Phone		2 per month			
25)	Bank confirmations		1 for each account			
26)	Depository service for federal and state withholding deposits and EFTPS		9 per month			

Service		Monthly Fees				Comments
		Yes /No	Estimated Quantity	Unit Fee	Total Cost	
27)	Numerical order cleared check imaging					
28)	Timely notification of return checks					
29)	Auto Re-cleared items					
30)	Provide secure on-line or internet banking services Daily balances Transaction history for prior & current period Statements Wire transfers Same day Future up to 30 days Preset destinations New destinations Internal transfers ACH debits/credits Stop payments Check/deposit imaging View images Print images					

Service		Monthly Fees				Comments
		Yes /No	Estimated Quantity	Unit Fee	Total Cost	
31)	Electronic (web-based) remittance by District patrons either using customer initiated payments or ACH debit					
32)	Deposit discrepancies emailed to District with specific school name					
33)	Provide all other banking transactions FDIC insurance Cash Management Fee Deposits Deposited Checks Encoding Corrections Checks Cleared Returned Items Auto Re-cleared Returned to District Collateral Custody/Mo Safekeeping Fee/Mo					
34)	Provide a minimum balance requirement (if applicable)					
35)	Provide a minimum guaranteed interest rate					
36)	Cost of implementing new banking services					
37)	All other Services that would result in monthly fees not described above					
Depository Estimated Monthly Charges					\$	

Attachment C – Depository Contract & Pledge Agreement

This Depository Contract and Pledge Agreement is made and entered into this _____ day of _____, 2024, by and between Park Hill School District (“District”) and _____ Bank, a corporation, of _____, Missouri (“Depository”).

Whereas, the District and Depository intend to secure the deposit of District moneys by pledging collateral securities and perfecting a security interest in and creating a lien upon same contemplated and permitted by state law; and

Whereas, the parties desire to incorporate the District’s Bid Notice and Specifications and Bid Depository Sheet and Depository’s response to same into a comprehensive depository contract and pledge agreement.

Now therefore, the District and Depository hereby agree as follows:

1. The District will from time to time deposit moneys with Depository on demand deposit; time deposit or such other deposit as may require the pledge of collateral securities. Depository agrees to safely keep the demand deposits made hereunder, to promptly collect all checks, drafts and other instruments of exchange deposited with it under this Depository Contract and Pledge Agreement (“Contract and Pledge Agreement”), and to pay out of the accounts of the District such sums as the District may draw by check, ACH or wire transfer, against the balances of said accounts and free of any expense to the District.

Depository will safely keep the time deposits or other deposits made hereunder and pay out the deposits or any part thereof when the deposits or any of them are subject to withdrawal by the terms thereof.

2. Depository will pay to the District interest on moneys deposited with depository for the period during which Depository holds a deposit or deposits. The rate or rates of interest to be paid by Depository shall be determined by the rate or rates in effect at the time of each deposit, as posed by the Depository, or based upon the applicable rates stated by the Depository in its bid applicable to such deposits, if higher. It is understood and agreed that rates may change from time to time and that District shall be notified of any such rate changes in the same manner as notification is given to other depositors of Depository for the type of deposit affected by such change except as may be provided otherwise in the Depository’s bid to the District.
3. To secure the safekeeping of the moneys deposited under this Contract and Pledge Agreement, Depository will deposit securities of the kind and character specified in Chapters 110 and 165, RSMo., as amended (“Securities”), in an amount which shall be at least equal in market value to one hundred percent of the aggregate amount on deposit with Depository hereunder less the amount thereof, if any, which is insured by the Federal Deposit Insurance Corporation (“FDIC”), or any successor federal government agency or entity established by law to insure deposits. The Securities shall be delivered to, receipted for and retained by another bank or trust company or other safe depositories at the expense of Depository. Depository does hereby grant, bargain, convey and pledge a security interest

in and lien upon any and all securities deposited with the District's custodian in accordance with the terms of this Contract and Pledge Agreement. In every pledge and transfer of Securities hereunder, Depository shall take all steps necessary to effect a "transfer" under state law, or where applicable, under any federal regulation governing transfers of securities. In addition to the rights and remedies given to the District hereunder, the District shall have all the rights and remedies of secured party under Chapter 400, RSMo, as amended.

4. The District may from time to time, and upon reasonable prior notice to Depository, inspect the Securities or book entry receipts for the Securities or request an accounting of the Securities to determine that they are kept and maintained as required by this Contract and Pledge Agreement. The necessary expenses incident to the deposit and inspection of the Securities shall be paid by Depository. If, at any time, or for any reason, the District determines that the Securities do not satisfactorily secure the deposits made or to be made hereunder, the District may require that additional or substitute Securities be given and Depository shall furnish such additional or substitute Securities as are satisfactory to the District, as appropriate.
5. Depository may withdraw any of the Securities to the extent that the market value of the deposited Securities exceeds the amount required under this Contract and Pledge Agreement, and may withdraw Securities upon the delivery of Securities in substitution for those withdrawn, provided that such substituted Securities shall have a market value equal to or greater than those withdrawn.
6. Depository shall render statements or reports to the District showing the daily balance, account activity, or other information regarding the accounts of the District at all times and in every manner specified in the District's Bid Notice and Specifications and Bid Depository Sheet and Depository's response to same.
7. In the event Depository defaults in any manner in performing any of the terms and conditions of this Contract and Pledge Agreement, including the District's Bid Notice and specifications and Bid Depository sheet and Depository's response to same, or if Depository fails to safely keep the moneys deposited with it, the District shall be authorized forthwith, without notice, advertisement or demand, and at public or private sale, to convert into money the Securities deposited by Depository or as many of them as may be necessary to pay the whole amount of the moneys deposited with Depository, with an accounting made to the Depository or its successor in interest. The District may purchase any or all of the Securities sold at any such sale.
8. If at any time during which there are District funds on deposit under this Contract and Pledge Agreement, Depository comes under investigation (other than the ordinary review of financial institutions), management or control of the FDIC or any other federal government entity authorized by law to implement the provisions of the Financial Institutions Reform and Recover Act ("FIRREA") or any similar or successor federal law, Depository shall so notify the District and shall further notify the FDIC or other appropriate federal agency or entity of the existence and terms of this Contract and Pledge Agreement. Depository or any successor, assignee or transferee in whole or part of Depository's interests under this Contract and Pledge Agreement agrees to be bound exclusively by the terms of this contract and Pledge Agreement and Missouri statutory law, and further agrees that the terms of this Contract and Pledge Agreement shall not be preempted by federal law without advance written notice to the District detailing the specific provisions of the Contract and Pledge Agreement which may be subject to preemption and the specific provisions of federal law which purport to authorize supervening.
9. Depository shall not transfer, by assignment, subcontract or otherwise, any interest or duty in this Contract and Pledge Agreement, including the services or responsibilities described in the District's

Bid Notice and Specifications and Bid Depository Sheet and Depository's response to same, without the prior written consent of the District. Notwithstanding anything of the contrary herein, Depository in performing the obligations described in this Contract and Pledge Agreement. Upon request, a list of all affiliates or contractors to be used by Depository shall be provided to the District.

10. Depository must maintain the capability to access or reconstruct necessary data files in the event of destruction or software default, and to operate on substitute equipment or software within three (3) business days if rendered inoperative.
11. Depository must maintain complete confidentiality of all records relating to services performed under this Contract and Pledge Agreement, including the District's Bid Notice and Specifications and Bid Depository Sheet and Depository's response to same, in accordance with state and federal laws, rules and regulations.
12. This contract is subject and parties shall comply with all State, Federal, and Local laws and regulations governing the relations between the subject matter of the contract.

This Contract and Pledge Agreement shall commence July 1, 2024, and remain in force and effect until June 30, 2027, or until such later date as designated by the District and agreed to by the Depository, not to exceed a total of five (5) years, provided, however, that each party reserves the right to terminate this Contract and Pledge Agreement, at any time, by giving one hundred twenty days (120) written notice to the other party of its intention to do so.

The individuals executing this Contract and Pledge Agreement on behalf of the parties hereto represent that they have the proper corporate authority to enter into the transactions evidenced hereby. No right or remedy conferred upon or reserved by any party hereunder shall be exclusive of any other right or remedy which may be available to any party. The failure of any party to insist upon the strict performance of any term or condition of this Contract and Pledge Agreement or the failure of any party to enforce any right or remedy available to it under this contract and Pledge Agreement shall not be construed as a waiver of any such term, condition, right or remedy in the future, such terms and conditions, rights, and remedies to remain in full force and effect as if no such forbearance has occurred.

Depository agrees to maintain a copy of this Contract and Pledge Agreement in its official files during any period that it serves as Depository for the District.

There is attached hereto and incorporated herein a certified copy of the minutes of the Board of Directors of Depository authorizing the execution and delivery of this Contract and Pledge Agreement by the officers of Depository, whose names are affixed on behalf of Depository.

In Witness Whereof, the parties have executed this Contract and Pledge Agreement in triplicate and affixed their seals as of the date first noted above.

(District Seal)

District

By: _____

President

By: _____

Treasurer

Attest: _____

Secretary

(Depository Seal)

Depository

By: _____

Attest: _____

Attachment D – Federal Work Authorization Program Addendum

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your company:

- a) agrees to have an authorized person execute the attached “Federal Work Authorization Program Affidavit” attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;
- b) affirms it is enrolled in the “E-Verify” (formerly known as “Basic Pilot”) work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided, by your company to the District;
- c) affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;
- d) affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto;
- e) agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;
- f) agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and
- g) agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: _____ (signature)

Printed Name and Title: _____

For and on behalf of: _____ (company name)

FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT

I, _____, being of legal age and having been duly sworn upon my oath, state the following facts are true;

1. I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.
2. I am employed by _____ (hereinafter "Company") and have authority to issue this affidavit on its behalf.
3. Company is enrolled in and participating in the United States E-Verify (formerly known as "Basic Pilot") federal work authorization program with respect to Company's employees working in connection with the services Company is providing to, or will provide to, the District, to the extent allowed by E-Verify.
4. Company does not knowingly employ any person who is an unauthorized alien in connection with the services Company is providing to, or will provide to, the District.

FURTHER AFFIANT SAYETH NOT.

By: _____ (individual signature)

For: _____ (company name)

Title: _____

Subscribed and sworn to before me on this _____ day of _____, 20_____.

NOTARY PUBLIC

My commission expires: _____