



Request for Proposal Notice for Depository Banking and Merchant Services

**Friendswood Independent School District
302 Laurel Drive, Friendswood, TX 77546**

Friendswood Independent School District is soliciting proposals from banks to serve as a depository to assist with the banking functions for funds of the district and to provide merchant services. This Notice is being given electronically to all known banks in the jurisdiction and fulfills the advertising requirements of the statute. The Request for Proposal (RFP) and all functions of the proposal process and submission of proposals will be executed as defined in the RFP. The release of the RFP and submission of proposals will be made electronically.

If your financial institution is interested in the RFP, it will be posted on the District's website on March 31, 2025. It can also be sent to you by responding to this email.

Introduction

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 September 1, 2025 and ending August 31, 2027, 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 three additional two-year terms in accordance with the TEC, §45.205 not to exceed eight years. 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. Extensions are subject to negotiation of terms mutually agreed to by both parties.

All instructions for submission and District requirements are included in the RFP. The RFP can be found on the district's website at <https://www.myfisd.com/departments/purchasing>.

Bank Questions

Questions regarding this proposal request, or the services requested, will be accepted in email form only, at tmccain@fisdk12.net on or before 4:00 pm on April 8, 2025. Responses to all material questions submitted will be communicated by email to all known interested banks by 4:00 pm on April 15, 2025.

Proposal Submission

To be eligible for consideration under this request, the bank must submit a sealed response to the proposal, an original, (2) duplicates, and one pdf electronic copy (USB/jump drive) by 2:00 pm CST on April 28, 2025 to the address below. The district will not accept proposals received after that time. Late submissions to the district address will not be returned.

All submission requirements are detailed in the RFP. The proposal must be accompanied by transmittal letter be signed by a person authorized to bind the institution, state that the proposal is valid for 180 days from the submission date and give full contact information regarding the proposal. All required submissions should be delivered Monday through Friday, between the hours of 8:00 am and 4:00 pm (up to the deadline for submission) to:

*****No deliveries will be accepted on April 18, 2025 due to District closure.**

Mail Delivery: Response(s) sent by mail must be addressed to:

Friendswood Independent School District
RFP# 25-004 Depository Banking and Merchant Services
Attn: Tabitha McCain, FISD Purchasing Coordinator
302 Laurel Drive, Friendswood, Texas 77546

Hand Delivery: Hand delivered responses must be taken to the above address.

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

The district is providing this request for proposal electronically only. The fee schedule, Attachment A, and Attachment B for historical rates are both in Excel format. The bank must submit the proposal in both paper and electronic form as noted above to tmccain@fisdk12.net.

Evaluation

The District will use the following criteria to evaluate the proposal and award the contract:

- 35 % - Cost of services
- 35 % - Services offered
- 20 % - Potential earnings
- 10 % - Institutional credit and stability

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

The District will make every effort to adhere to the following schedule:

03/31/25	Release of Request for Proposal (RFP)
04/08/25	Deadline for questions concerning the RFP or services requested
04/28/25	Deadline for proposal submission
06/09/25	District Board award of contract <i>(Subject to change)</i>
09/01/25	Contract commencement

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.
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.

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.