



**HADDON TOWNSHIP BOARD OF EDUCATION
500 RHOADS AVE
WESTMONT, NJ 08108**

REQUEST FOR PROPOSAL

Banking Services

Request for Proposal Available: 05/4/2026

Proposal Submission Deadline: 05/21/2026

Anticipated Proposal Award: 06/11/2026

RFP Submission Contact:

Jennifer Gauld,
Business Administrator/Board Secretary,
856-869-7750 x. 1105,
jgauld@htsd.us

Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A-20, New Jersey Pay to Play, and other legislative enactments, more specifically Chapter 271 of the laws of the State of New Jersey, the Haddon Township Board of Education located at 500 Rhoads Avenue, Westmont, New Jersey 08108 is seeking RFPs for proposals for professional services for **BANKING** to be provided to the Board of Education for the period July 1, 2025 to June 30, 2027.

Requests for Proposals (RFPs) are on file at the Board Secretary/Business Administrator's office at 500 Rhoads Avenue, Westmont, New Jersey 08108 and may also be downloaded from the Board of Education's website at <https://www.haddontwpschools.com/>

All RFP's must be received by the Board of Education Board Secretary/Business Administrator no later than 10:00 am on Thursday, May 21, 2026 at the Board of Education office located at 500 Rhoads Avenue, Westmont, New Jersey 08108. All questions concerning this notice should be addressed to Jennifer Gauld, Business Administrator/Board Secretary at 856-869-7750 x 1105.

MINIMUM REQUIRED INFORMATION/DOCUMENTATION

All RFPs for professional service contracts shall include at a minimum the following information/documentation.

1. Names of individuals who will perform required tasks as well as the listing of their licenses.
 - a. Identify the person who will be primarily responsible for the services required by the Board of Education and provide a description of the experience of the primary person with projects and issues similar to those more specifically set forth in this proposal and on behalf of the Board of Education of Haddon Township.
 - b. Identify persons who will serve as back up to the primary person including resumes of all parties.
2. Describe ability to provide services in a timely fashion including a description of your staffing and a description of your familiarity with the services required by the Board of Education of Haddon Township per the information below.

INFORMATIONAL ITEMS:

1. General Account

Our current bank pays us interest on the entire balance (i.e. no compensating balances are required) in our general account. In an average month we write approximately **300** checks from and make approximately **200** deposits to this account. The average daily balance is approximately **\$2,000,000.00**. We also have approximately **50** wire transfers from the State of New Jersey or other funding sources made monthly into the account.

 - a. What suggestion(s) would you make to obtain the best return on these funds? Identify the rate that you offer. If your proposed rate is not tied to a published rate, please include the amount of time that this rate is guaranteed.

- b. If you suggest an investment vehicle such as the New Jersey Cash Management Fund, are automatic overnight sweeps included? What monitoring requirements would we have?
 - c. What fees would be charged for each of these services: wire transfers, check clearing, check deposit processing, stop payments, check sorting, deposit slip and check printing? Is there a fee for investment sweeps? Are there any other transactions for which fees would be required?
 - d. Is a compensating balance required? If so, how much and how is this calculated? Is interest paid on the compensating balance? If so, how much?
2. Student Activities Account
- We have a student activities account out of which we write an average of **30** checks and make approximately **25** deposits per month. It carries an average balance of **\$200,000**.
- a. As above, how would you maximize our interest in this account?
 - b. Would there be fees for this account above and beyond those for the general account? If so, how would these fees be assessed, directly or through compensating balances? How much would the fees be?
3. Government Employee Trust
- We have an unemployment account out of which we write an average of 2 checks and make approximately 2 deposits per month. It carries an average balance of **\$520,000**.
- a. As above, how would you maximize our interest in this account?
 - b. Would there be fees for this account above and beyond those for the general account? If so, how would these fees be assessed, directly or through compensating balances? How much would the fees be?
4. Payroll and payroll agency accounts
- a. Even though our payroll accounts are zero balance accounts, there are residual balances in each. The payroll account has an average daily balance of approximately **\$10,000** and the agency account has an average daily balance of about **\$100,000**. We write approximately **450** checks per month from the payroll account and have **4-10** deposits per month. The agency account has about **35** checks written per month and approximately 20 ACH or wires, also with **4-10** deposits. Payroll direct deposit is offered to all employees and approximately **85%** are enrolled.
 - b. We are also required to make a summer savings plan available to our 10 month employees. The bank must maintain an interest bearing account for each interested employee and distribute the funds to the employee in the amount of 100% on July 15.
 - c. Would any fees be assessed of compensating balances be required for Direct Deposit or payroll services? If so, what would the charges be?

- d. What hardware requirements are there for these services? Software?
- e. What would be the total cost of maintaining these accounts?

5. General Questions

- a. Other than the questions above, what can you offer to maximize our interest income?
- b. What other services, if any, can you provide to maximize our banking relationship?
- c. What is the physical location of the branch with which we would transact our business?
- d. At both the branch and corporate levels, who would our contacts be?

6. The following services/conditions will be required of the successful respondent. If additional fees are required for any, please note so:

- a. Monthly statements of all bank accounts are due the 1st day of the month.
- b. All monthly statements must include deposits and checks cleared in check number order.
- c. Wiring services and online banking services.
- d. Monthly account analysis to include bank earnings credit, itemized fees, and interest earned to be credited to the district.
- e. A bank office, at which the district can transact business, in a convenient location.
- f. Daily courier services provide by the bank.
- g. Eligibility to act as depository for public funds under the Governmental Unit Deposit Protection Act.
- h. Printing of all checks, laser check chip encoding and deposit slips.
- i. Faxed notification of all electronic fund transfers with source and purpose described.
- j. The ability to process direct deposits for payroll.

AUTHORIZATION TO WORK:

No service shall be rendered unless the successful respondent receives an approved purchase order authorizing the respondent to render the service.

DOCUMENTS TO BE SUBMITTED WITH THE PROPOSAL:

- Affirmative Action Questionnaire;
- Stockholders Disclosure Statement;
- Vendor Questionnaire/Certification;
- New Jersey Business Registration Certificate;
- Chapter 271 Political Contribution Disclosure Form;
- Non-Collusion Affidavit;
- W-9; and
- Certificate of Insurance- General Commercial Liability \$1,000,000, Professional Liability \$2,000,000, and Workers' Compensation-Statutory- stating "Haddon Township Board of Education as an additional insured on a primary insurance coverage basis".

CONTRACTS:

Upon notification of award of contract by the Haddon Township Board of Education, the respondent shall sign, send and execute a formal contract agreement with the Board of Education.

AFFIRMATIVE ACTION REQUIREMENTS:

Each respondent shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- i. Appropriate evidence that the respondent is operating under an existing federally approved or sanctioned affirmative action program; or
- ii. A certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4; or
- iii. An employee information report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor, in accordance with N.J.A.C. 17:27-4.

BUSINESS REGISTRATION CERTIFICATE (N.J.S.A. 52:32-44)

Pursuant to N.J.S.A. 52:42-44 as amended by P.L. 2004 – Chapter 57, all respondents shall submit with their proposal package a copy of their "New Jersey Business Registration Certificate" as issued by the Department of Treasury of the State of New Jersey. Failure to provide the New Jersey Business Registration Certification with the proposal package may be cause for the rejection of the entire proposal.

Goods and Services

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract: **1)** The contractor shall provide written notice to its subcontractors to submit proof of business registration to the contractor; **2)** prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used; and **3)** during the term of this contract, the contractor and its affiliates shall

collect, remit, and notify all subcontractors and their affiliates that they must collect and remit to the Director of the New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor, or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609)292-9292.

TERMINATION OF CONTRACT

If the Board determines that the contractor has failed to comply with the terms and conditions of the bid and/or proposal upon which the issuance of the contract is based or that the contractor has failed to perform said service, duties, and/or efficient manner, then the Board shall have the authority to terminate the contract upon written notice setting forth the reason for termination and effective date of termination.

Termination by the Board of the contract does not resolve the contractor from potential liability for damages caused the District by the contractor's breach of this agreement. The Board may withhold payment due the contractor and apply same towards damages once established. The Board will act diligently in accordance with governing statutes to mitigate damages. Damages may include the additional cost of procuring said services or goods from other sources.

The contractor further agrees to indemnify and hold the District harmless from any liability to subcontractors or suppliers concerning work performed or goods provided arising out of the lawful termination of this agreement.

FALSE MATERIAL REPRESENTATION - N.J.S.A. 2C:21-34-97(b)

A person commits a crime if the person knowingly makes a material representation that is false in connection with the negotiation, award, or performance of a government contract. If the contract amount is for \$25,000.00 or above, the offender is guilty of a crime of the second degree. If the contract amount exceeds \$2,500.00, but is less than \$25,000.00, the offender is guilty of a crime of the third degree. If the contract amount is for \$2,500.00 or less, the offender is guilty of a crime of the fourth degree.

POLITICAL CONTRIBUTION DISCLOSURE STATEMENT – PAY TO PLAY

A business entity as defined by law is advised of its responsibility to file an annual disclosure statement on political contributions with the **New Jersey Election Law Enforcement Commission** pursuant to N.J.S.A. 19:44a-20.13 (P.L. 2005 Chapter 271 Section 3) if the business entity receives contracts in excess of \$50,000 from public entities in a calendar year. It is the business entity's responsibility to determine if filing is necessary. Additional information on this requirement is available from the New Jersey Election Law Enforcement Commission at 1-888-313-3532 or at www.elec.nj.us.

Pursuant to N.J.A.C. 6A:23A-6-3 (a1-4) please note the following:

Award of Contract - Reportable Contributions – N.J.A.C. 6A:23A-6.3 (a2)

“No board of education will vote upon or award any contract in the amount of \$17,500 or greater to any business entity which has made a contribution reportable by the recipient under P.L. 1973, c83 (codified as N.J.S.A. 19:44A-1 et. seq.) to a member of the board of education during the preceding one year period.”

Contributions During Term of Contract – Prohibited – N.J.A.C. 6A:23A-6.3 (a2,3)

“Contributions reportable by the recipient under P.L. 1973, c83 (codified at N.J.S.A. 19:44A-1 et. seq.) to any member of the school board from any business entity doing business with the school district are prohibited during the term of the contract.”

“When a business entity referred in 4.1(e) is a natural person, contribution by that person’s spouse or child that resides therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.”

Chapter 271 Political Contribution Disclosure Form – Required – N.J.A.C. 6A:23A-6-3

All bidders shall submit with their bid package a completed and signed Chapter 271 Political Contribution Disclosure Form. The Chapter 271 form will be reviewed by the district to determine whether the vendor is in compliance with the aforementioned N.J.A.C. 6a:23a-6.3 (A2) Award of Contract.

INTERPRETATIONS AND ADDENDA

No interpretation of the meaning of the specifications will be made to any Respondent orally. Every request for such interpretation should be made in writing to the Purchasing Agent and must be received at least ten (10) days prior to the date fixed for the opening of Proposals to be given consideration. Any and all interpretations and any supplemental instructions will be distributed in the form of a written addenda to the specifications. The addenda will be provided in accordance with N.J.S.A. 18a:18A-21 to the respondents by certified mail or certified fax no later than seven (7) days, Saturdays, Sundays, and holidays excepted, prior to the date for acceptance of Proposals. All addenda so issued shall become part of the contract document.

SUBCONTRACTING; ASSIGNMENT OF CONTRACT

Contractors, services providers, and all vendors with whom the Board of Education has an executed contract may not subcontract any part of any work done or consign any contract for goods or materials for the Board without first receiving written permission from the Purchasing Agent.

AWARD OF CONTRACT

It is the intention of the Board of Education to award the contract to each respondent whose response is the most advantageous to the board, price and other factors considered; and who will provide the highest quality service at fair and competitive prices. At the discretion of the Board of Education, the top three firms/agencies may be asked to do a presentation.

Haddon Township Board of Education

500 Rhoads Ave
Westmont, NJ 08108

PROPOSAL FORM

SERVICES FOR BANKING

The respondent, by signing this proposal form, acknowledges that he/she has carefully examined the proposal specifications and documents; and further acknowledges he/she understands and is able to render the scope of activity and services outlined in the proposal.

Name: _____

Address: _____

City, State, Zip Code _____

Federal Tax ID Number _____

Phone Number () _____ Extension _____

Fax No. () _____ E-Mail _____

Authorized Agent _____ Title _____

Agent's Signature _____ **Date** _____

All proposals must be received no later than **Thursday, May 21, 2026 by 10:00 a.m.** All proposals are to be sent to:

Jennifer Gauld, Business Administrator/Board Secretary
Haddon Township Board of Education
500 Rhoads Avenue
Westmont, NJ 08108
Phone # (856)869-7750 x. 1105/Fax # (856)854-7792

Proposal documents may be mailed to the above address.

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act.

* N.J.S.A. 19:44A-3(s): “The term “legislative leadership committee” means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures.”

Vendor Questionnaire/Certification

Name of Company _____

Street Address _____ PO Box _____

City, State, Zip _____

Business Phone Number (____) _____ Ext. _____

Emergency Phone Number (____) _____

FAX No. (____) _____ E-Mail _____

Years in Business _____ Number of Employees _____

References

<u>Name of District</u>	<u>Address</u>	<u>Contact Person/Title</u>	<u>Phone</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Vendor Certification

Direct/Indirect Interests

I declare and certify that no member of the Haddon Township Board of Education, nor any officer or employee or person whose salary is payable in whole or in part by said Board of Education or their immediate family members are directly or indirectly interested in this bid or in the supplies, materials, equipment, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a Board member, employee, officer of the board has an interest in the bid, etc., then please attach a letter of explanation to this document, duly signed by the president of the firm or company.

Gifts; Gratuities; Compensation

I declare and certify that no person from my firm, business, corporation, association or partnership offered or paid any fee, commission or compensation, or offered any gift, gratuity or other thing of value to any school official, board member or employee of the Haddon Township Board of Education.

Vendor Contributions

I declare and certify that I fully understand N.J.A.C. 6A:23A-6.3(a1-4) concerning vendor contributions to school board members.

I certify that I am not an official or employee of the Haddon Township Board of Education.

I further certify that I understand that it is a crime in the second degree in New Jersey to knowingly make a material representation that is false in connection with the negotiation, award or performance of a government contract.

President or Authorized Agent

