



TROUP COUNTY SCHOOL SYSTEM

OUR SCHOOLS • OUR COMMUNITY • OUR FUTURE

REQUEST FOR PROPOSAL

Banking Services

RFP #2027-11-6

Any inquiries regarding the school district or this invitation should be directed to:

Christy Tidwell
Budget & Procurement Analyst
100 North Davis Road, Building C
LaGrange, GA 30241
Phone: (706) 812-7900
Fax: (706) 883-1534
tidwellcm@troup.org

Invitation to Submit Proposal

Troup County School System (hereinafter, "TCSS" or "the District"), in an effort to maximize the use of funds and to comply with state and federal mandates, is seeking proposals from qualified financial institutions to secure a contract for Banking Services.

Tentative Submission Schedule

Request for Proposal Issued	Wednesday, October 14, 2026
RFP Question Deadline (4:30 PM)	Friday, October 23, 2026
Proposals Due (4:30 PM)	Friday, November 6, 2026
Proposal Evaluations	Week of November 16, 2026
Oral Presentations (if needed)	Week of November 30, 2026
Negotiation Period (if needed)	Week of November 30, 2026
Respondent Notifications of Contract Award	* Week of December 14, 2026
*Upon determination of the winning proposal, if Board approval is needed, respondents will be notified on the day following the regularly scheduled Board Meeting to be held on Thursday, December 17, 2026.	

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Instructions for Submission of Request for Proposal (RFP)

All proposals must be received at the above address no later than:

Friday, November 6, 2026, at 4:30 PM EST

Please submit your sealed response, labeled **“TCSS RFP #2027-11-6 Banking Services”** to the address listed below. Late and/or incomplete responses will be disqualified. Section I (Technical Proposal) and Section II (Financial Proposal) must be labeled and submitted in separate sealed envelopes labeled “Section I” and “Section II”. Each proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. If supplemental materials are a necessary part of the proposal, the proposer should reference these materials, identify the document(s) and cite the appropriate section and page(s) to be reviewed.

- Section I. Technical Proposal: Submit seven (7) copies of all related documents. Include responses to all items in the Specifications section found on pages 5 and 6. **Do not include cost information in the Technical Proposal.**
- Section II. Financial Proposal: Submit one (1) copy of the Financial Response Form and supporting documentation of the financial proposal.
- Digital Copy Include one (1) full digital copy of the proposal (Section I and Section II) on electronic media such as a flash drive in PDF or Microsoft Word format. If there is a discrepancy between a hard copy submission and the companion digital submission, the hard copy will take precedence.

Submission Address:

Troup County School System
100 N. Davis Road, Building C
LaGrange, GA 30241
Attn: Christy Tidwell
706-812-7900 x1134

Any proposal received after the due date and time will not be evaluated. The proposer has the sole responsibility to ensure that the proposal is delivered to the correct place by the proposal deadline. Faxed and emailed proposals will not be accepted.

TCSS reserves the right to reject any and all proposals submitted and to request additional information from all proposers. Any contract awarded will be awarded to the vendor, who based upon evaluation of all proposals, is determined to have submitted the best proposal, considering both technical and cost factors. TCSS will not pay any vendor any cost incurred in making their proposal or presentations or for any information learned in the course of the selection process.

General Project Information

The Troup County School System is a political subdivision of the State of Georgia and is officially governed by the Board of Education, comprised of seven members elected by the people. They serve four-year terms and are elected by districts on a staggered basis. TCSS employs approximately 2,000 employees. The District has more than 12,000 students and is an accredited educational system that offers a free Pre-K program at each elementary school.

TCSS currently maintains 11 elementary schools, 3 middle schools, 3 high schools, 3 special programs, and 5 administration locations. Most of these locations have some cash collections operations. Each of the schools has two depositing entities (i.e., School Nutrition Program and Activity Fund). Annual cash flow for the fiscal year ending June 30, 2025 was approximately \$300 million across all funding sources and extensive banking services are required to effectively manage the financial operations of the school district.

Specifications

I. Account Structure & Interaction

The Troup County School System (TCSS) is requesting proposals from qualified financial institutions to provide banking services for its accounts, as outlined below. The District will maintain a structure of accounts designed to support daily operations, employee payroll & benefits, payables, and foundation activities.

- A. General (Operating)**
- B. eSPLOST**
- C. Capital Outlay**
- D. Student Nutrition**
- E. Worker's Compensation**
- F. Grants**
- G. Student Activity (Internal)**
- H. AP Clearing Account**
- I. Payroll** – Used exclusively for managing and disbursing funds related to the District's semi-monthly payrolls.
- J. Trust Account**

II. Banking Services Required by the District

A. Banking Platform, Reporting & Security

The bank must provide a secure, web-based online banking platform with the following features:

1. Account Information and Reporting

- a. Previous-day and intra-day balances and transactions.
- b. Notice of returned items and ACH returns.
- c. Controlled disbursement reporting.
- d. Real-time inquiry of cleared checks, deposits and account activity.
- e. Online statements and reporting with export capability, no later than 10 (ten) business days of the following month.
- f. Ability to export transactional data to Excel or CSV.
- g. Online imaging of all transactions in a searchable format, including checks, deposits, credit and debit memos, accessible for a minimum of seven years.
- h. Ability to create custom reports with assistance from the bank at no additional cost.

2. Transaction Capabilities

- a. Initiate book transfers and wire transfers.
- b. Initiate stop payments.
- c. Approve payment of checks (positive pay).
- d. Display ACH files for review and approval.
- e. Allow remote electronic deposit of checks.

3. Security and User Administration

- a. Multi-factor authentication and role-based security required.
- b. Designated TCSS administrators must be able to add, delete, or modify users and their access levels.
- c. Designated TCSS administrators will have full access to manage users, initiate transfers, approve wires and stop payments.

- d. Ability to establish multiple levels of user access for approximately 12 users (e.g. view-only, initiator, approver)

B. Payroll and Accounts Payable Processing

1. The District issues vendor payments preferably through ACH, though checks are also utilized as a primary method. Wire transfers are used as needed for certain transactions.
2. The District processes payroll exclusively by ACH on a semimonthly schedule. Accounts payable is processed biweekly, with additional runs as needed.
 - a. Ability to upload ACH files through secure site for processing by the bank.
 - b. Ability to process ACH files same day, on an as needed but occasional basis.
3. Support for customer-maintained wire templates with safeguards against unauthorized wires; support for occasional non-repetitive wires.
4. TCSS will transmit check issue files with date, check number, amount, and payee.
5. The District requires the ability to block or restrict all external debit ("pull") transactions on its accounts. No ACH debit entries may be processed unless the District has provided prior written authorization or has established pre-approved vendor authorizations with defined limits (e.g., vendor name, transaction type, and/or amount range)
6. Transfer collected balances each day from the Operating Account to the Controlled Disbursement Payroll, Accounts Payable and Flex Accounts.

C. Depository and Treasury Services

1. TCSS has more than 20 locations that make weekly deposits of checks, money orders, and cash.
2. Deposit reconciliation is done by using unique location codes on deposit slips, with data sufficient to track and subtotal deposits by location.
3. Ability to accept electronic or wire deposits from outside entities or bank accounts.
4. Availability of funds
 - a. Same-day availability required for: items on depository, wire transfers, ACH deposits, cash, coupon payments, and security maturities.
 - b. Next-day availability for items on local institutions.
 - c. Other items per Federal Reserve requirements.

D. Credit and Card Services

1. Provide approximately 30-40 corporate credit cards for authorized District use.
2. Provide online portal with reporting and reconciliation capabilities including:
 - a. Monthly reports;
 - b. Ability to upload receipts for charge verification and reconciliation purposes.
3. Rebate based on annual spend of \$450,000, detailing:
 - a. Volume-based tier schedule (incremental bands v. retroactive to dollar one)
 - b. Mathematical formula used to calculate the net rebate (gross sales volume v. net sales volume)
 - c. Frequency of rebate payout & timeline for funds to be disbursed
 - d. Rebate issuance (statement credit against future balances v. ACH deposit into main corporate account)
 - e. Spend exclusions if any

E. Interest and Investment Services

1. Trust Fund Account
 - a. No account maintenance fees.
 - b. No minimum balance requirements.
 - c. Free transfers between accounts.

- d. No stop payment fees.
 - e. Monthly statements required.
- 2. Pay a competitive market investment rate.
- 3. Provide safekeeping services for securities purchased by TCSS.
- 4. Provide, at the District's option, overnight repurchase agreements (REPOs) for excess funds:
 - a. Fully collateralized with U.S. government/agency obligations.
 - b. Bank responsible for safekeeping.
 - c. Execution of PSA Master Repurchase Agreement required if used.
- F. Additional Services and Supplies**
 - 1. Provide night deposit bags, zipper bags, coin wrappers, and related supplies at no additional cost.
 - 2. TCSS will purchase checks, deposit slips, and endorsement stamps separately, using bank specifications.
 - 3. Provide safe deposit box at branch nearest 100 N. Davis Road, LaGrange, GA.
 - 4. Designate a relationship manager as the District's primary contact.
- G. Records Access and Audit Cooperation**
 - 1. Provide reasonable access to bank records upon authorization by TCSS's CFO.
 - 2. Access to be granted to TCSS internal and external auditors, and State/Federal auditors as directed by TCSS.

III. Mandatory Minimum Requirements

- A. Proposers Business Qualification Requirements:** To be eligible to submit a proposal, the financial institution must:
 - 1. maintain a local presence with full-service branch offices in Troup County;
 - 2. be licensed to do business in Georgia;
 - 3. be in good standing with its primary banking regulator (FDIC, OCC, Federal Reserve, or Georgia Department of Banking & Finance);
 - 4. have the staff, expertise, and licenses necessary to provide all required services, including investment advisory, ACH payroll, accounts payable processing, and other services described in this RFP;
 - 5. pledge collateral for any deposits exceeding FDIC insurance limits;
 - 6. maintain strong cybersecurity, data protection, and business continuity practices;
 - 7. have experience serving similar public-sector clients and be able to provide reliable, equitable service across all District locations.

Proposal Format

I. Technical Proposal

Proposers must demonstrate their ability to satisfy all mandatory qualifications and technical requirements stated in the Specifications section and describe how they will perform the required services. Organize the Technical Proposal in the sequence below, using the same headings and outline structure. State all factual assumptions used to develop the proposal. A response that merely restates or agrees to the RFP requirements, without explaining how the proposer will meet them, may be considered incomplete. Each representation of fact or future performance will be incorporated into the contract as a warranty by the proposer.

A. Executive Summary

Include an abstract stating the proposer's understanding of the nature and scope of the goods and services required and a brief demonstration of the capability to comply with all terms and conditions of this RFP. Include the company name and address and the name, address, and telephone number of the person acting as the contact for matters concerning the proposal and the person who will be authorized to make legal representations. The letter is to be signed by an officer or agent of the proposer who is authorized to legally bind the Vendor. It is necessary for each proposer to include a written statement that they understand and meet the mandatory minimum requirements (Section 4.0) as a part of the proposal, including specific information as necessary to demonstrate satisfaction of each requirement.

B. Table of Contents

The proposal's table of contents and body must follow the order, headings, and subheadings of this RFP, as applicable.

C. Company Background and Experience

Proposer will describe their background, relevant experience, and qualifications. Include the following proposer information:

1. Basic Information

- a. Legal company name and parent company name (if applicable)
- b. Business address, city, state, and ZIP
- c. Type of ownership (e.g., publicly traded, privately held, credit union, mutual bank)
- d. State of incorporation / charter
- e. Primary project contact: name, title, phone, email, and business address
- f. Federal Tax Identification Number
- g. FDIC certificate number and primary regulatory authority (e.g., FDIC, OCC, Federal Reserve, Georgia Department of Banking & Finance)
- h. Number and location of branch offices, including any local offices serving the District's service area

2. Institution Overview

- a. Nature and scope of the financial institution's business
- b. Brief history of the institution, including length of time licensed to provide banking services
- c. Size of the organization (total assets, number of employees)
- d. Organizational chart showing key personnel who will manage and support the District's accounts, including relevant certifications, qualifications, and experience

- e. Business philosophy and mission statement

3. Public Sector/Relevant Experience

Describe three of the most similar contracts with K-12 school districts, governmental agencies, or other public entities completed or currently managed within the last five years. Include:

- a. Customer name; contact name and title
- b. Telephone number and email
- c. Contract dates
- d. Description of services provided (e.g., payroll/ACH, accounts payable, investment advisory, collateralization, online banking solutions)

4. Other Qualifications

Provide any additional information demonstrating the institution's ability to provide secure, compliant, and effective banking services to public-sector clients. This may include specialized technology, disaster recovery capability, cybersecurity measures, and innovative solutions for public funds management.

D. Financial Stability

The financial stability of the proposing financial institution is of critical importance to the District. Each proposer must provide documentation sufficient to demonstrate its financial strength, stability, and ability to perform the required banking services throughout the contract period.

At a minimum, proposers shall provide the following:

1. Regulatory Filings:

- a. Copies of the institution's most recent annual report and audited financial statements, or a link to where such reports are publicly available.
- b. Most recent quarterly "Call Report" or equivalent regulatory financial report filed with the FDIC, OCC, Federal Reserve, or other appropriate regulatory body.

2. Credit Ratings and Capital Adequacy:

- a. Current credit ratings from at least one nationally recognized statistical rating organization (if applicable).
- b. A statement of the institution's capital adequacy ratios (e.g., Tier 1 capital, leverage ratio) as reported to regulators.

3. Insurance Coverage:

- a. Proof of FDIC membership, including the institution's FDIC certificate number.
- b. Confirm coverage levels for District deposits, including participation in FDIC insurance programs, and demonstrate compliance with Georgia collateralization requirements for public funds. Describe the methods used (e.g., pledged securities, pooled collateral, or other approved arrangements).

4. Other Information:

- a. Any significant pending litigation, regulatory actions, or enforcement proceedings that could materially affect the institution's financial stability.
- b. Any additional information the proposer wishes to provide as evidence of financial strength and stability.

The District reserves the right to request additional documentation or clarification to fully evaluate the proposer's financial stability.

E. Business Litigation

The proposer will disclose any involvement by the organization or any officer or principal in any material business litigation within the last five (5) years. The disclosure will include an explanation, as well as the current status and/or disposition.

F. Conflicts of Interest

Address the potential, if any, for conflict of interest.

G. Exceptions to the RFP

Note any exceptions to the requirements and conditions in this RFP where applicable. If exceptions are not noted, the District assumes that the Vendor's proposals meet the stated requirement and any discovered deviation will result in disqualification of the proposal.

H. Proposed Service Solutions (refer also to Section II – Banking Services Required by District)

1. Account Structure and Interaction

- a. Describe how your institution will support the District's account structure listed in Section I of Specifications
- b. Explain how your systems and services will facilitate the daily interaction and transfers among these accounts

2. Banking Platform, Technology and Security

- a. Describe the bank's online banking platform, including balance/transaction reporting, imaging, and export capabilities.
- b. Detail reporting tools (previous-day, intra-day, cleared checks, ACH returns, deposit imaging, controlled disbursement reports).
- c. Describe available custom reporting and data export features (Excel, CSV).
- d. Outline security features (multi-factor authentication, role-based access, encryption, user administration, contingency, and disaster recovery).

3. Payment and Disbursement Services

- a. Describe capabilities to process payroll (ACH direct deposit) and accounts payable disbursements (ACH, wire transfer, and check issuance).
- b. Explain fraud prevention tools and safeguards for disbursements (Positive Pay, Payee Verification, ACH debit blocks/filters, dual approval, real-time alerts, daily CARR (credit account reconciliation report)).
- c. Describe how your institution restricts ACH debit ("pull") transactions, including preapproval by vendor, transaction type, and/or amount range.
- d. State policies on daylight overdrafts, controlled disbursement presentments, and ACH processing cutoff times.
- e. Provide details on integrated payables/disbursement solutions, including file submission, cutoff times, and reporting.
- f. Describe your process for managing controlled disbursement accounts.

4. Credit and Card Services

Describe capabilities for managing the District's corporate credit card program including:

- a. Card issuance and account management
- b. Spending controls and approval workflows
- c. Fraud detection and security features
- d. Payment processing and reconciliation
- e. Online access and reporting for administrators

5. Interest and Investment Services

- a. Describe interest-bearing account options and competitive investment rates.

- b. Explain services, including deposits, transfers, statements, and interest crediting.
 - c. Describe safekeeping services for securities purchased by the District.
 - d. Outline options for overnight repurchase agreements (REPOs), including collateralization, reporting, and execution of a PSA Master Repurchase Agreement.
- 6. Implementation and Transition Plan**
- a. Provide a detailed transition plan, including account opening, technology setup, collateral arrangements, training, and implementation timeline for banking services.
 - b. Provide a separate, detailed transition plan for corporate card services.
 - c. Identify the transition team and key contacts for implementation and ongoing support.
- 7. Dedicated Account Service and Support**
- a. Identify the individuals or team assigned to service the District's accounts, including qualifications and roles.
 - b. Provide the primary point of contact for daily operations, escalation, and problem resolution.
 - c. Explain backup procedures to ensure continuity if key personnel are unavailable.
 - d. Describe expected response times for inquiries, errors, or exceptions.
- 8. Value-Added or Other Services**
- a. Confirm ability to provide night deposit bags, zipper bags, coin wrappers, and related supplies at no additional cost.
 - b. Describe employee banking benefits, cost savings opportunities, or additional services that could improve efficiency.
 - c. Describe any other products, services, or capabilities not specifically requested in this RFP that would benefit the District.

II. Financial Proposal

- A. The Financial Proposal must be submitted separately as described in the Instructions for Submission of Request for Proposal on page 3.
- B. Use the Financial Response form provided as a fee for service template and include any pricing if the services that we have specified require separate fees. Any changes in scope of services that would significantly lower or increase the proposed price, and the impact of altering those services on the price quoted should be specified.
- C. Respondents may also describe any alternative compensation methods (e.g., flat monthly fees, bundled service packages, or hybrid models), provided they are clearly explained and supported by detailed cost information.
- D. Supporting documentation may be included with the Financial Response form if needed.

III. Proposal Certification

Indicate a willingness to enter into an agreement by signing the Offeror Affirmation Form. Failure to sign this form will result in disqualification.

IV. Proposal Documents

Complete all proposal documents on the following pages accordingly.

Evaluation Process

The evaluation of proposals received on or before the due date and time will be conducted in three (3) phases. If a proposal does not meet the requirements of the Administrative Review phase, it will not be evaluated in future phases.

1. **Administrative Review:** The Purchasing Department will review all proposals to determine if they meet the following requirements:
 - a. Submitted by the deadline
 - b. Separate technical submission does not include any information from the Financial Proposal
 - c. All applicable forms located at the end of the RFP document have been completed and signed with original signatures
 - d. Proposer indicates with a statement in the Executive Summary that the proposer meets the Mandatory Minimum Requirements listed in section IV of this RFP
2. **Technical Proposal Evaluation:** Technical proposals which pass the Administrative Review will be evaluated and scored in categories and may receive a maximum of 800 points.
 - a. Proposals will be scored according to the requirements listed in the Technical Proposal Requirements section (5.0) of this RFP and assigned maximum points as indicated in the table below.
 - b. The following are the maximum possible points of each category:

Category	Max Points	Percent
Compliance & Security (fraud prevention, security controls, regulatory compliance, etc)	240	30%
Technical & Operational Capabilities (disbursement & treasury management, collection & deposit services, ERP integration & technology)	280	35%
Implementation & support (implementation plan, dedicated account team, customer service)	280	35%
Total	800	100%

Up to 800 points can be awarded per evaluator for the technical portion of the proposal. Evaluators will assign a score of 1 (lowest) to 10 (highest) in each category, and the scores will be weighted according to the percentages shown above to arrive at the points awarded. The technical score is derived by using the formula below:

The proposal with the highest number of points is given a Technical Score of 800. Technical scores are given to the other vendors using the following formula:

$P/H \times (\text{Maximum points available for Technical Proposal}) = V$; where:

P = Technical score of the proposal being adjusted

H = Original Technical score of the highest-ranking proposal

V = Assigned points for the proposal being adjusted

3. **Financial Proposal Evaluation:**
 - a. Proposers shall submit a financial proposal, using the Financial Response form provided in the RFP. Supporting documentation may be included with the response.

- b. Financial Proposals can receive a maximum of 200 points. The Financial Proposal with the lowest rate and the highest earnings potential will be awarded the full score of 200. All other Financial Proposals will receive a prorated score calculated using the following formula:

$L/P \times (\text{Maximum points available for Financial Proposal}) = V$; where:

L = Total cost of the proposal with the lowest fees

P = Total cost of the proposal being adjusted

V = Assigned score for the proposal being adjusted

4. The scores earned by each vendor for each step will be combined and the committee will review the combined score and make a recommendation to award a vendor.
5. The District reserves the right to award the contract based on what it determines to be in the best interests of TCSS.
6. The final award of this proposal is contingent upon the approval of the Board of Education.
7. Selection of a successful proposal is not the end of the contractual process; further negotiation over the contract terms and conditions may be necessary, which, in and of itself, could change the Vendor of choice.
8. Vendors responding to the original RFP will be notified of their selection or non-selection according to the RFP timeline listed.
9. **Vendor Interviews:** Depending on the outcome of the Technical and Financial Evaluation, certain Vendors may be asked to meet with TCSS personnel to provide an in-person presentation which consists of the solution that was proposed in the RFP response, benefits of the proposal submitted, and a working demonstration of the solution. If selected for an interview, Vendor(s) will be notified via email within three (3) business days following the Proposal Evaluation.

Additional Provisions

- A. The vendor shall be an independent contractor, and their officers, agents, and employees shall not be deemed officers, agents, or employees of TCSS.
- B. The vendor shall not assign or transfer or subcontract this agreement, any interest therein, or claim thereunder without the prior written approval of TCSS.
- C. TCSS may terminate any resulting contract, in part or in whole, without penalty, upon 30 days' written notice to the vendor. Any contract cancellation notice shall not relieve the vendor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of the cancellation. In the event of termination by mutual agreement, the vendor shall be compensated for all hours worked at the specified contractual rate.
- D. The vendor shall be required at all times during the term of this agreement to subscribe to and comply with the Workers' Compensation laws of the State of Georgia and to save harmless TCSS from any and all liability from or under said act.
- E. Vendors contracting with the State of Georgia (or entities thereof as defined in the Act) further certify that they will comply with the Drug-Free Workplace Act, Official Code of Georgia Annotated, Section 50-24-1 et. seq. in carrying out any contract resulting from this proposal.
- F. TCSS operates all of its schools and offices as smoke free work places. Vendor agrees to abide by smoking restrictions in place for the offices and locations where the vendor will work under the terms of this contract.
- G. Except as otherwise provided by law or rule, vendor agrees not to publish or distribute any information concerning work done for TCSS.

General Terms & Conditions

- A. **Applicable Law & Courts:** This solicitation and any resulting contract shall be governed in all respects by the laws of the State of Georgia. The vendor shall comply with applicable federal, state, and local laws and regulations.
- B. **Ethics in Public Contracting:** By submitting their proposals, all vendors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other vendor, supplier, manufacturer or subcontractor in connection with their proposals, and that they have not conferred on any TCSS employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged. Vendors specifically certify by submitting their proposal that they are not in violation of the Official Code of Georgia Annotated, Sections 16-10-2 and 16-10-22, for acts of bribery and/or conspiracy in restraint of free and open competition in transactions with state or political subdivisions. Vendors contracting with the State of Georgia (or entities thereof as defined in the Act) further certify that Official Code of Georgia Annotated, Title 45, Chapter 10, Article 2, which prohibits certain public officials and employees of the State of Georgia from transacting business with certain state agencies, has not been and will not be violated in any respect by execution of this proposal and any contract resulting there from.
- C. **Debarment Status:** By submitting their proposals, all vendors certify that they are not currently debarred from submitting bids or proposals on contracts by any agency of the State of Georgia and the federal government, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia or the federal government.
- D. **Insurance:** The successful bidder shall supply TCSS with proof of insurance for automobile, workers compensation, and general liability. The awarded contractor shall furnish to TCSS a current Certificate of Insurance. Insurance certificates will be reviewed by GSBA. Provisions mandating TCSS to purchase insurance, increase policy limits, or name the vendor or other third party as an additional insured party shall not be included in contracts with TCSS. Troup County School System must be shown as Additional Insured with respect to liability. Attach a copy of the policy "Additional Insured" endorsement or state on the certificate that the policy has been specifically endorsed to provide coverage, including Defense Cost Coverage for TCSS as an Additional Insured. Professional Liability is excluded.
1. **COMPREHENSIVE GENERAL LIABILITY**
Standard 1986 ISO (Insurance Services Office) Occurrence Form
Bodily Injury - \$1,000,000 Each Occurrence
- \$2,000,000 Aggregate
Property Damage - \$1,000,000 Each Occurrence
- \$2,000,000 Aggregate

Or

Bodily Injury/Property Damage - \$2,000,000 CSL (Combined Single Limit) Each Occurrence/Aggregate
 2. **COMPREHENSIVE AUTOMOBILE LIABILITY**
Including Owned, Non-Owned, and Hired Vehicles –
Bodily Injury/Property Damage - \$2,000,000 CSL per Accident
 3. **WORKERS' COMPENSATION**
Georgia Statutory Coverage

Employer's Liability

- \$500,000 Each Accident
- \$500,000 Disease Policy Limit
- \$500,000 Disease Each Employee

4. UMBRELLA/EXCESS (if appropriate)

\$5,000,000 limit of liability each occurrence and aggregate

5. PROFESSIONAL LIABILITY (if appropriate)

\$1,000,000 per person

E. **Mandatory Use of Terms and Conditions:** Return of the complete RFP document is required.

Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, TCSS reserves the right to decide, on a case-by-case basis, in its sole discretion, whether or not to reject such a proposal.



Offeror Affirmation Form RFP #2027-11-6 Banking Services

(This form must be completed and returned with Section I of your response)

Full Company Legal Name: _____

After careful examination of the solicitation document in its entirety, and any addendum(s) issued, the undersigned proposes to satisfy all requirements in accordance with said documents.

For consideration of this proposal, the undersigned hereby affirms that:

1. He/she is a duly authorized official of the offeror,
2. No changes were made to the original RFP document,
3. The proposal is being submitted on behalf of the offeror in accordance with any terms and conditions set forth in this document,
4. The offeror will accept any awards made to it as a result of the proposal submitted herein for a minimum of one hundred and twenty (120) calendar days following the date of submission,
5. The offeror accepts that all of the terms and conditions of this RFP will be included in a written contract to be entered between the parties memorializing all of the terms of their agreement.

If notified in writing by mail or delivery of the acceptance of the award, the undersigned agrees to furnish and deliver the assigned Procurement officer within five (5) days of the request, a certificate of insurance indicating the coverages specified within this solicitation.

A contract shall be established which will set forth the terms of this agreement. The contract shall be interpreted, construed and given effect in all respects according to the laws of the State of Georgia.

Nondiscrimination in Employment: We, the supplier of the services covered by this bid or contract, have not discriminated in the employment, in any way, against any person or persons, or refused to continue the employment of any person or persons on account of their race, color, sex, religion, national origin, marital status, sexual orientation, age, or disability.

Respectfully submitted,

Company Name: _____

Street Address: _____

City, State, Zip Code: _____

Authorized Official Name: _____

Authorized Official Signature: _____

Phone: _____ Email: _____



Offeror Information Form

RFP #2027-11-6 Banking Services

(This form must be completed and returned with Section I of your response)

Full Company Legal Name: _____

Street Address: _____

City, State, Zip Code: _____

Contact Name for Solicitation: _____ Title: _____

Phone: _____ Email: _____

Contact Name for Purchase Orders: _____ Title: _____

Phone: _____ Email: _____

Purchase orders may be delivered via email or fax. Please indicate your preferred delivery method and provide an email address or fax number.

Email: ☐ _____ Fax: ☐ _____

Company Website: _____ State of Incorporation: _____

E-Verify Number: _____ Taxpayer ID Number: _____

Does the company utilize an Affirmative Action Plan for Equal Employment Opportunity? Yes ☐ No ☐

Has the company implemented a compliance program in accordance with the Americans with Disabilities Act? Yes ☐ No ☐

Have any conditions or restrictions been placed on this proposal by the company that would cause it to be declared non-responsive? Yes ☐ No ☐

Is the company currently debarred from doing business with any federal, state, or local agency? If yes, please provide details and submit on a separate sheet. Yes ☐ No ☐

Has the company ever defaulted on a contract or been denied a contract due to non-ability to perform? If yes, please provide details on a separate sheet. Yes ☐ No ☐

Please attach a copy of your W-9 to this form.



Financial Response Form

RFP #2027-11-6 Banking Services

(This form must be completed and returned with Section II of your response)

Full Company Legal Name: _____

Street Address: _____

City, State, Zip Code: _____

Contact Name for Financial Response: _____

Phone: _____ Email: _____

Banking Fee Schedule						
Banking Services	Pricing Unit/Basis	Year 1	Year 2	Year 3	Year 4	Year 5
Account maintenance / analysis	Per account / month					
Depository Services	Per deposit / item					
ACH origination & receipt / ACH positive pay	Per file / transaction					
Wire transfers	Per domestic / international wire					
Check services & positive pay	Per item / month					
Online banking & reporting	Per user / month					
Remove deposit capture	Per scanner / month / item					
Corporate card services	Per card / transaction					
Implementation, conversion & training	One-time / recurring					
Other fees (attach detail)	Specify					

Attach all documentation supporting the Fee Structure and include one (1) copy in the sealed envelope labeled "Section II."

Signature of Authorized Agent: _____ Date: _____



e-Verify Affidavit Form

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b).

Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

TROUP COUNTY SCHOOL SYSTEM

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, __, ____ in _____, _____.

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 20____.

NOTARY PUBLIC

My Commission Expires: _____



Non-Submittal Response Form

RFP #2027-11-6 Banking Services

NOTE TO VENDOR:

If your company's response is "non-submittal", Troup County School System is interested in the reason for such response. TCSS desires to ensure that the procurement process is fair, non-restrictive and attracts maximum participation from interested companies. We therefore appreciate your responses to this non-submittal form.

Please complete and fax this form to: (706) 883-1534

Please indicate your reason(s) for responding with a "non-submittal":

- ☐ Unable to meet the requirements for this solicitation.
- ☐ Unable to provide the services specified in this solicitation.
- ☐ Unable to meet time frame established for start and/or completion of the project.
- ☐ Received too late to submit a bid. Received on: _____

Other (please explain): _____

Your response will be reviewed and placed in the solicitation file. Your input will assist TCSS in determining changes necessary to increase participation in the solicitation process.

Company Name: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Email: _____

Primary Contact: _____ Title: _____

Authorized Official Signature: _____ Date: _____



Solicitation Checklist

RFP #2027-11-6 Banking Services

(This form must be completed and returned with Section I of your response)

The following items must be completed and submitted with your response. Please only include pages on which your company has included a response.

- ☐ 1. RFP reviewed in its entirety
- ☐ 2. Seven (7) hard copies of Section I in a sealed envelope
- ☐ 3. One (1) copy of Section II in a separate sealed envelope
- | | |
|--------------------------|--|
| ☐ | 4. One (1) complete digital copy of Sections I and II in PDF or MS Word format |
|--------------------------|--|
- ☐ 5. Offeror affirmation form completed and signed
- ☐ 6. Offeror information form completed and signed
- ☐ 7. Offeror financial response form completed and signed
- ☐ 8. e-Verify Affidavit Form completed and notarized
- ☐ 9. Completed and signed W-9 (if not a TCSS registered vendor)