

BANKING/FINANCIAL MANAGEMENT
SERVICES – Request for Proposals
Hopatcong Board of Education

SCOPE OF SERVICES:

The Board of Education requires the following minimum services on each of their accounts. Any charges for these services **MUST** be noted on the attached proposal form. Any variation from the minimum requirements **MUST** be noted:

1. Monthly statements of all bank accounts are due on or about the fifth business day of each month. Statement dates of all accounts are to be the last calendar day of the month.
2. All monthly statements must include deposits and checks cleared in check number order.
3. Monthly Statements available via hard copy by mail, or on-line if desired by the district.
4. Interest on all accounts of the Board of Education, regardless of balance or activity, including but not limited to the following accounts:
 - a. General Fund
 - b. Payroll
 - c. Payroll Agency
 - d. Unemployment
 - e. Flexible Spending
 - f. Student Activities
 - g. Adult School
 - h. Cafeteria
 - i. Athletics
 - j. Petty Cash (10 accounts)
5. Wiring services and ACH deposits and withdrawals.
6. Monthly account analysis to include bank earnings credit, itemized fees, and interest earned to be credited to the district. Also, reconciliation of outstanding items General Account, Payroll Salary Account and any other account deemed necessary by the Board of Education.
7. A bank office at which the district can transact business, in a location convenient to Hopatcong's BOE's business office.
8. Remote Deposit.
9. Eligibility to act as depository for public funds under the Governmental Unit Deposit Protection Act (GUDPA).

10. Cost of printing all checks/check stock, laser check chip encoding, toner, laser check chip encoding changes of signatures, depository stamps, deposit slips and deposit bags for courier pick-up at no charge to the Board of Education.
11. Proven Secure Electronic/On-Line banking program for Governmental Units that allows stop payments, transfers between accounts, generation of reports, etc.
12. Notification of all electronic fund transfers via secure online banking program or email, with source and purpose described.
13. The ability to process employee direct deposits for payroll, with at least two repositories per employee.
14. Fixed minimum interest rate to be applied to all accounts.
15. Copies of deposit slips/receipt of deposits to be returned to Board of Education via U.S. mail, courier, or electronic means.
16. Accept deposits on behalf of Board of Education from local municipality for payment of school taxes either by ACH, wire or branch deposit.
17. No service charge for returned items for the Board of Education accounts.
18. Notification via fax or e-mail the same day of any returned items.
19. Positive Pay fraud detection service, or equivalent to include ACH blocks, etc.
20. Cash management features for investing district funds in accordance with State Regulations.

SELECTION CRITERIA:

The selection criteria to be used in awarding a contract for the services described herein, shall include:

1. Qualifications of the individuals who will perform the service and overall knowledge and familiarity with the operations of a School District.
2. Qualifications and experience of other members of the professional's firm and experience of the firm in providing similar services to other public bodies, with special emphasis on experience in New Jersey.
3. Ability to perform the services in a timely fashion, including staffing and familiarity with the subject matter and the Board.
4. Location (distance) of primary office in relation to the Board's administrative offices.
5. Thoroughness and completeness of the applicant's submittal.
6. Cost.

The Hopatcong Board of Education reserves the right to award a contract to firm or individual that best meets the needs and interests of the Board.

The Board reserves the right to negotiate the terms and conditions of a contract with the successful firm or individual to obtain the most cost advantageous services for the Board. The Board further reserves to reject the proposal if necessary.

TERMINATION:

Either party may terminate the consultant agreement upon providing thirty (30) days written notice to the other party. Written notice shall be sent certified mail, return receipt requested.

PROPOSAL AWARD:

The Hopatcong Board of Education of Sussex County will award a contract for banking services based upon the most advantageous proposal provided by the bank as determined by the Hopatcong Board of Education. The Hopatcong Board of Education retains the right to decide what services/proposal is in their best interest.

INFORMATIONAL ITEMS:

- 1. General Account** - The district has an annual operating budget of approximately \$34.5 million, all of which flows through the general account. The average daily balance is approximately \$3,500,000. In an average month, we write 250 checks and make approximately 30 branch deposits into this account. We also have approximately 30 wire or inter-account bank transfers made monthly into and from the account.
- 2. Payroll and Payroll Agency Accounts** – Although our payroll accounts are zero balance accounts, there are residual balances in each. From the payroll account, approximately 100 live checks per year are presented as well as 700 monthly direct deposit transactions from the payroll account, in addition to 15 deposits/transfers per month. The agency account has about 25 checks written per month, also with two inter-account transfers. Payroll direct deposit is strongly suggested of all regular employees.
- 3. Student Activities Accounts** – The district maintains multiple student activities account, individually managed by each school. We write approximately 35 checks per month and make approximately eight weekly deposits. The average daily balance(s) for this/these accounts is approximately \$80,000.
- 4. Athletic Account** – The Athletic Account carries an average daily balance of approximately \$95,000. Approximately 700 checks are written annually.
- 5. Cafeteria** – The Cafeteria account carries an average daily balance of approximately \$65,000. Generally, only one check is written per month and, on average, ten deposits

are made each month (August through May).

6. **Flexible Spending and Unemployment Accounts** – Have minimal monthly activity, all in electronic form. Average monthly balances are \$25,000 and \$100,000 for the Flexible Spending and Unemployment accounts, respectively.
7. **Petty Cash Accounts** – The district maintains ten petty cash bank accounts, each with approximately 15-20 checks presented against them annually and with a total balance for all ten accounts of approximately \$3,000.

A. BANKING PROFILE SUBMISSIONS:

The Hopatcong Board of Education requires the following of all institutions submitting proposals:

1. Provide two (2) current professional references with addresses and telephone contact numbers. They must have direct knowledge relating to your experience in the requested service.
2. Bank's annual financial reports, other evidence of financial stability, customer satisfaction, etc.
3. Any and all most recent SOC-1 and SOC-2 reports.
4. Evidence of participation in the Governmental Unit Deposit Protection Act insurance program (GUDPA).

BANKING PROPOSAL
Hopatcong Board of Education

Name of Bank: _____ Date: _____

Submitted by: _____
Name Title

NOTE: The fees/formulas/services indicated in this proposal are those, which will be in effect for the duration of the contract. The rate of interest (Item 2) is for informational purposes only, but **MUST** be completed. The bidder certifies that any fees or formulas for affixing the rate of interest or providing services will remain in effect for the duration of the contract.

The bidder also certifies that, should the bank be merged, sold, or consolidated, that this agreement shall be honored and remain in full and that the bank or financial institution will be responsible for any and all costs associated with the upgrading of computer software, printers or computer chips regarding the change in bank routing numbers, logos or any other charges on the bank accounts that are deemed necessary to process banking transactions.

Please include the following information in your RFP response:

1. Description of bank's website, including transactions that may be conducted through the site. (e.g., inter-account and wire transfers, ACH transactions, stop payment requests, current balance and transaction histories, etc.)
2. Current rate of interest on accounts as of the end of July 2022.
3. Formula for setting rate of interest (e.g . T-Bill plus 1 basis point)
4. Fixed Minimum Interest Rate:
5. Interest calculated on Bank Statement Balance, Collected Balances, Estimate of Percent of Collected Funds, Other. Explain:
6. Minimum balance required in account to collect interest (If applicable):
7. Any balance requirements, limits to number of transactions, etc. Explain funds availability policies.

8. Does the bank permit redeposit of NSF items?
9. Penalties for falling below minimum balance (if applicable):
10. List of any and all bank charges and fees, whether to be assessed periodically or per transaction.
11. Please provide the following formulas and calculations, if applicable:
 - a. Net monthly earnings calculation
 - b. Average daily ledger balance calculation
 - c. Reserve requirement
 - d. FDIC Insurance Assessment
 - e. Average daily float calculation
 - f. Average collected balance calculation
 - g. Compensating balance formula
 - h. Earnings Credit formula
12. Overdraft protection provided:
13. Accounts linked for any purpose?
14. Monthly maintenance charge (if applicable):
15. Transaction fees (if applicable, please list in detail):
16. Fee for daily courier/armored car services:
17. Time of day deposits and/or wires investments must be received for same day transactions.
18. Describe any enhanced banking services that would be provided to all employees of the Hopatcong School District.
19. Provide locations of bank branches in close proximity to the Hopatcong School District.
20. Describe in detail all additional services that would be offered to the Hopatcong School District not previously listed above (Cash Management, Investment,). Please include any fees, if applicable, associated with such services.
21. Please provide suggestions about how we may maximize our interest income with the services your bank provides.
22. Include all documents noted on page 4.
23. Any other features that you would like to be known.

24. All Proposals **MUST** be submitted to:

Hopatcong Board of Education
2 Windsor Avenue
PO Box 1029
Hopatcong, NJ 087843
Attn: Mr. Jeffrey Hallenbeck, Business Administrator/Board Secretary

On or before 11:00 AM on September 9, 2022

Person Completing Proposal: _____

Signature: _____

Title: _____

Phone: _____

Fax: _____

E-Mail: _____