



LUZERNE COUNTY COMMUNITY COLLEGE

Request for Proposal Banking & Financial Services

April 12, 2019

RFP Due Date:

**Wednesday, May 8, 2019
12:00 P.M.**

**All proposals must be mailed or hand delivered to the
Luzerne County Community College Purchasing / Finance Office
in a sealed envelope marked:**

BANKING & FINANCIAL SERVICES PROPOSAL

INTRODUCTION

Luzerne County Community College (LCCC) is soliciting proposals for a Banking and Financial Services Contract as outlined in the following Request for Proposal (RFP) specification package. Any award resulting from this proposal will be issued to the vendor whose proposal is deemed by LCCC to be the most advantageous to the College.

The Request for Proposal specification package includes criteria for selecting a vendor, instructions for submitting proposals, and descriptions of the terms and conditions that the College will require in the contract.

This RFP is part of a competitive procurement process which will serve the College's best interests and provide financial institutions with a fair opportunity for their services/products to be considered. The intent of this process is to enter into competitive negotiations with price required to be a significant factor, although it may not be the determining one. The process will also evaluate the vendor's proposal based upon a number of other factors including, but not limited to fees, services, and products.

The goal of the College in issuing this RFP is to award a contract at pre-determined fees for exclusive Banking Services for all of the College's operating accounts including Auxiliary Enterprises, unless a particular service cannot be handled, in which case, it will be the College's right to seek that service elsewhere.

All parties interested in providing the services and products requested in this proposal must meet all requirements defined herein and accept LCCC's terms and conditions.

Should you have any questions, please contact Mr. Robert Linskey at 570-740-0367.

Notice of the Purchasing and Conflict of Interest Policies in place at Luzerne County Community College ("LCCC")

Each owner/operator/individual/officer submitting a proposal or for whom a proposal is being submitted on behalf of the owner (each being referred to as a "Provider") to LCCC certifies that he/she/they are not a spouse, child, parent, brother/sister (each being referred to as an "Immediate Family Member") of any LCCC employee or Board of Trustee member at LCCC who owns more than a one (1%) percent ownership interest in the Provider/Provider's business.

If the Provider is an Immediate Family Member, according to College Policy and Procedure, disclosure must be made, and LCCC may decline entering into a business relationship with the Provider. Disclosure shall be made in writing at the time of submitting the proposal to the Director of Purchasing.

Violations of any of the policies or procedures may result in rejection of the proposal. Additionally, LCCC may have the right to recover damages suffered by LCCC in obtaining an alternative proposal, which damages may include, but are not limited to, consequential damages and reasonable attorney's fees.

Copies of these policies and procedures are available from LCCC upon request.

Under the Right to Know Law, the College is required to post to the PA Treasury Website all documents (BPO, PO, contract or agreement) for transactions valued at \$5,000.00 and above.

SUBMISSION OF PROPOSAL

- 1) No Faxed Proposals will be accepted.
- 2) Proposals must be signed by an authorized bank representative.
- 3) Proposal and subsequent contract relationships are made subject to all applicable laws of the Commonwealth of Pennsylvania.
- 4) It is the responsibility of the Service Provider to submit a proposal that best meets the requirements outlined herein. Service Providers may elect to include additional information not requested.
- 5) LCCC reserves the right to award a contract or reject a Proposal for any or all line items of a Proposal received as a result of this RFP, if it is in the best interest of Luzerne County Community College to do so.
- 6) LCCC reserves the right to reject any or all Proposals or waive defects, errors, omissions, irregularities or information in the Proposal if it is in the best interest of the College to do so and to award contracts only to those whose Proposal is deemed by the College to be most advantageous to the interest of the College
- 7) **Three (3) typed copies of your signed proposal must be mailed or hand delivered in a sealed envelope marked "BANKING & FINANCIAL SERVICES PROPOSAL" by 12 Noon on Wednesday, May 8, 2019.** FAXED PROPOSALS will not be accepted. Proposals must be complete and include all information requested under the Terms and Conditions as outlined and delivered to:

**Luzerne County Community College
Purchasing /Finance Office Building 5
1333 South Prospect Street
Nanticoke, PA 18634-3899**

- 8) An oral presentation by one or more bank may be required following initial review of proposals. The Purchasing Office will notify those banks considered as finalists for award and schedule a time and place for the presentations.

SCOPE OF CONTRACT

To Act as the General Depository of Funds for the Luzerne County Community College. The initial contract shall cover the period of July 1, 2019 through June 30, 2020. During this initial contract, there will be no increase in the rates or fees assessed to LCCC for any contracted services. This contract shall be automatically renewable for two successive one year periods spanning July 1, 2020 through June 30, 2021 and July 1, 2021 through June 30, 2022, respectively. Renewal of the contract after year one (1) is at the discretion of LCCC. Luzerne County Community College reserves the right to cancel the contract if at any time during the period the bank fails to comply with provisions mutually agreed upon. An optional renewal period of two successive one year periods spanning July 1, 2022 through June 30, 2023 and July 1, 2023 through June 30, 2024 respectively shall be considered and the decision placed in writing to the other party within 120 days of the start of the first optional renewal period.

It is the intent of the College to award a Contract for Banking Services, as a result of this Request for Proposal. The details provided in the RFP will become the eventual contract terms.

TERMS AND CONDITIONS

PLEASE NOTE: SUBMITTED PROPOSALS SHOULD INCLUDE TABS FOR EACH OF THE FOLLOWING OUTLINED CATEGORIES:

I. FUNDS/PROPOSAL PRICING:

Please provide the monthly fees, if any, for service for these accounts along with the specific interest rate earned and basis of calculation on each account. Also, it is required that you submit a detailed collateral description outlining the types of collateral used by your institution.

NOTE: All investments must be fully collateralized in accordance with the provisions and guidelines as set forth by Pennsylvania General Assembly Act 72 of 1971 in addition to FDIC insurance on all deposits.

The following funds and six (6) month *average collected* monthly activity are included in the scope of services (July 2018 through December 2018):

	FUND	MONTHLY BALANCE	MONTHLY DEPOSITED AMOUNT	NO. OF MONTHLY DEPOSITS	MONTHLY CHECKS CASHED/DR
A.	Current Fund	\$5,052,288	\$3,254,561	58	468
B.	Federal Funds	\$2,712,697	\$ 127,081	2	246
C.	Plant Fund	\$ 792,663	\$ 483,882	3	18
D.	Restricted Fund	\$2,288,041	\$ 1,349	1	0
E.	Student Activity	\$ 122,789	\$ 44,004	3	28
F.	Payroll Account	\$ 0	\$1,992,351	21	423
G.	Health Insurance	\$ 0	\$ 547,982	9	9
H.	Credit Card	\$2,086,563	\$ 469,722	47	4
I.	Bookstore Account	\$3,536,842	\$ 145,879	50	51 Outsourced 3/11/2019
J.	Food Service	\$ 1,258,725	\$ 23,514	43	13
K.	Health Savings	\$ 399,726	\$ 236	1	0
L.	Federal Loan	\$3,557,346	\$ 140,513	2	124
M.	PHEAA	\$1,877,157	\$ 163,818	3	144

Certificates of Deposits – The College has four (4) Certificates of Deposit. As of 4/5/2019, each is valued at \$2,521,250. The maturity date is 8/8/2019.

Each Service Provider shall list and describe all charges and fees, if any, in detail and the method of computing, e.g. a monthly charge or a charge per transaction. Service Providers shall indicate whether all required services related to the activity are incorporated into the unit price or separately detailed as a monthly charge. The pricing must be comprehensive and include account maintenance, reporting, bank statements, transportation, deposit bags, account analysis and computer support, whether incorporated into the unit price or separately detailed. Include pricing information for each category listed. A copy of the Service Providers standard account analysis format should also be included.

You must include pricing information for each account listed above and, if applicable, any other related charges.

Required Account Features and Pricing:

- M. Account Maintenance
- N. Reporting
- O. Bank Statement

- P. Transportation
- Q. Deposit Bags

R. Monthly account analysis with the following features:

1. Separate analysis for each account
2. Composite summary for all accounts
3. Profitability based of composite summary
4. Annual review for profitability
5. Payment for services via balances and annual cash settlement of fees for balance deficiencies
6. Automatic reconciliation process via electronic download
7. Zero balance account for payroll with end-of-day automatic transfer settlement from primary checking or reasonable alternative
8. Automatic investing relationship between the colleges primary checking and interest bearing investment account(s) based on end-of-day balances. Auxiliary Functions (Student Activity, Bookstore and Food Service accounts) should not be included since they are separate from the College.
9. Continued product enhancement

S. Liaison services of an account officer who coordinates College needs with the variety of banking services including, but not limited to, the following:

1. Account analysis
2. Loss prevention
3. Cash management

T. Cash management services to include the following:

1. Internet connection between the College and bank for wire transfers, balance reporting, and automated stop payments
2. Armored carrier pick-up and delivery of deposits as deemed necessary (currently once per week)

U. Money market placement service for the purchase of short term investments (commercial paper, CD's, banker's acceptance, re-purchase agreements, etc.)

V. Other operating services

1. Direct deposit
2. ACH/EFT Transfers
3. Monthly CD of checks processed (front and back)

W. Computer Support

X. Monthly Account Statements with sequential check reconciliation

Y. Automated wire service (Transmission & Verification)

Z. NACH Formatted ACH capability – In going charges

AA. NACH Formatted ACH capability – Outgoing charges

NOTE: THE COLLEGE UTILIZES A LINK-UP SYSTEM FOR PROCESSING CHECKS. CHECKS ARE PROCESSED THROUGH THE MICR LASER SYSTEM.

II. MERCHANT CARD SERVICES:

An important component of the Luzerne County Community College financial service needs include merchant card service. Please include the cost for such service from your institution along with the proposed method to invest the funds collected from your merchant card program. Credit card processing (MasterCard, Visa, and Discover)

Approximate average monthly LCCC Merchant Card Activity for the period of July 1, 2018 to December 31, 2018:

College Activity:	<u>Transactions</u>	<u>Dollar Volume</u>
A. MC/VISA/DISC	1,176	\$464,678
Cafeteria Activity:	<u>Transactions</u>	<u>Dollar Volume</u>
B. MC/VISA/DISC	1,277	\$ 6,742

NOTE: The College currently owns the Credit Card Terminals.

Proposal must include:

- C. Fees of Terminals and Printers (List rental and Purchase)
- D. Set Up Fee(s)
- E. Monthly Maintenance Costs
- F. Proposed Discount Fees and per item charges
- G. Supply costs
- H. Batch fees
- I. Charge Back Fees

NOTE: The College accepts student payments via the WEB and currently has an established account with PayPal.

III. EMPLOYEE BENEFITS:

A. Direct Deposit of Payroll

Luzerne County Community College currently offers Direct Deposit of Payroll to all Full Time Staff. Please outline your ACH Capability and its features.

B. Financial Services

Please include a package of financial services that you would be willing to provide to the employees of Luzerne County Community College should the employee choose to bank with your financial institution as well as any fees associated with this service(s).

C. Investment Options/Financial Planning

Please outline what products or means that your institution has to offer Luzerne County Community College employees as options for Investing and Financial Planning.

IV. STUDENT BENEFITS:

Please provide a detailed overview of the products and services that you are willing to offer specifically to the student population of Luzerne County Community College and any fees for such service(s).

V. INVESTMENT OF FUNDS:

Please outline the types of investment vehicles that you offer to Higher Education Institutions and the current 30-day, 60 day, and 90 day rates for comparison purposes.

Proposals should include a description of the services available to provide overnight investment of account balances and the process by which the College may participate in the secondary market for Government Securities (Treasuries) and short-term Government Agency Securities (Agencies). Proposals should also provide a three-month history of interest rates in effect for such investments.

Proposals should include a description of insurance or collateralization requirements for overnight investments. Proposals should detail any costs associated with this service, i.e. monthly fees and/or transaction charges or reduction in interest rates.

NOTE: All investments must be fully collateralized in accordance with the provisions and guidelines as set forth by the Pennsylvania General Assembly Act 72 of 1971 in addition to FDIC insurance on all investments.

VI. LOCATION

Please provide the hours and location(s) of your nearest office along with the name(s) of the management team that would provide service to the institution.

VII. ADDITIONAL INFORMATION:

- A. Furnish a statement of qualifications, experience, present financial ability and availability to perform the services described herein in a timely and responsible manner.

- B. Background information on company, which includes information relative to the financial stability of the company. Service Providers must provide information regarding their financial stability in the form of their most recent ratings from Moodys and/or Standard and Poors. Alternative information supporting financial stability may be provided if national ratings service information is not applicable.
- C. Describe how your institution will provide for a smooth transition of services and how the firm will handle the conversion implementation (if necessary) along with training, support and customer service.
- D. Provide a copy of your organization's most recent audited financial statement.
- E. Include an implementation timetable with your response. Include discussion of service requirements or other matters from an operational and/or implementation viewpoint.
- F. Include the names and qualifications of the key personnel with whom the College will be working during the implementation phase and on an on-going basis.
- G. Provide examples of your institution's monthly account statements and account analysis statement.
- H. Include any additional suggestions or service your organization feels would be helpful to the College.
- I. Complete and include in your proposal the Non-Collusion Affidavit provided in this document.

VIII. REFERENCES:

Provide a list of at least three (3) public/commercial references of similar scope and size as the College. Include, at a minimum, the following: complete name of the organization, address, contact person, phone number, fax number and length of time servicing the account(s).

Luzerne County Community College would like thank you in advance for your interest in participating in this request for proposal. If for some reason you are unable to submit a proposal to the College, please let us know the reason why so you will remain on our active bidders list for the future.
 Fax to 570-740-0525.

You can also e-mail your reason for non-participation to lolzinski@luzerne.edu so that we can keep it in our file.

LUZERNE COUNTY COMMUNITY COLLEGE

NON-COLLUSION AFFIDAVIT

Note – This affidavit must be submitted with the Proposal. Failure to do so will result in disqualification of your Proposal.

Service Provider: _____

State of: _____

County of: _____

I state and affirm that I am _____
(Title)

of

(Name of Firm)

and that I am authorized to make this affidavit on behalf of my firm, its owners, directors and officers. I am the person responsible in my firm for the price(s) contained herein.

I state that:

1. The price(s) and amount of this Proposal have been arrived at independently and without consultation, communication or agreement with any other service provider or potential service provider.
2. Neither the price(s) nor the amount of this Proposal and neither the approximate price(s) nor approximate amount of this Proposal, have been disclosed to any other firm or person(s) who is a proposer or potential proposer and they will not be disclosed before the Proposal opening.
3. No attempt has been made or will be made to induce any firm or person(s) to refrain from proposing on this Contract, or to submit a Proposal higher than this Proposal, or to submit any intentionally high or noncompetitive Proposal or other form of complementary Proposal.
4. The Proposal from my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person(s) to submit a complementary or other noncompetitive Proposal.
5. _____, its affiliates, subsidiaries,
(Name of my Firm)

officers, directors and employees are not currently under investigation by any governmental agency and have not in the last three (3) years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion, except as follows:

