

**6) Attachment F - Addendum Acknowledgement Form - Tab 11**

ADDENDUM ACKNOWLEDGEMENT FORM

RFP # 2018-01

ADDENDUM #1

Polk State College

999 Ave H N.E.

Winter Haven, FL 33881

863-297-1000

[www.polk.edu](http://www.polk.edu)

Bid No: RFP # 2018-01

Bid Title: Banking Services

Opening Date: April 3, 2018 @ 4:00 p.m.

ADDENDUM NO: One (1) Date: February, 16, 2018

PLEASE BE ADVISED THAT THE FOLLOWING CHANGES ARE APPLICABLE TO THE ORIGINAL SPECIFICATIONS OF THE ABOVE-REFERENCED RFP:

This addendum includes the following: Answers to questions regarding RFP 2018-01.

**Questions for Polk State College**

Please provide Analysis Statements for the last 3 months

Due to security reasons regarding account information these are only available for pick up in the Purchasing office located at:

999 Ave H N.E.

Winter Haven FL 33881

WAD 139 from 9am to 5pm

How many accounts will be transferred over as a part of this RFP?

Two. Operating and Payroll (ZBA)

Please provide a list of Accounts with their related purposes?

Operating and Payroll (ZBA)

How many ZBA sub accounts does the College have?

One

What balances are currently on deposit with investment firms?

Approximately \$5.5 million is held in a money market account.

How much cash is deposited monthly in to all accounts?

Approximately \$9 million. Varies due to the nature of our business.

Please provide a breakdown of all cash deposit and currency order needs per College location.

Cash deposits are picked up by armored car services. Currency needs at two main campuses is approximately \$3,000 each for change drawers and petty cash reimbursements.

Will Purchasing Cards be a part of the proposal?

No

Please share your annual spend and rebate schedule with regards to the Purchasing card?

Does not apply

How many users will be needed on the Information Reporting platform?

Approximately 10 will need access.

How do you initiate ACH transactions, via direct send or through your bank's online product?

ACH transactions are initiated by direct send and through the bank's online product.

Do you currently utilize Same-Day ACH services?

At this time the College does not use this service.

If so, what is your average monthly volume?

N/A

Does the College have any type of ACH fraud prevention?

The college uses pre-note prior to running payroll each month

How many Remote Deposit scanners does the College utilize?

None

How many items per month total?

N/A

What are the make and models of the Remote Deposit Scanners?

N/A

Is the CD ROM for paid items or all items?

The CD ROM is for paid items

Please advise on how the College is utilizing Deposit Recon services?

Our current banking agreement does not include deposit reconciliation services.

What is the frequency, if any, of daylight overdrafts?

None

What is your current ACH credit and/or debit exposure?

In January, 2018: The College processed outgoing payments of approximately \$10.5 million; the College received ACH payments of approximately \$4.5 million.

Which accounts utilize check positive pay?

Both operating and payroll

Does the College utilized ACH positive pay for fraud prevention and for which accounts?

No

Does the College currently utilize a Smart/Remote Safe at any of its locations and if so how many?

No

#### **Merchant Service Questions:**

**Merchant Services are not part of this banking RFP**

Who is your current Merchant Services provider?

How many Merchant IDs do you have?

What kind of hardware/equipment are you seeking?

Please provide your current and last 2 months of merchant service statements?

Please describe how you are currently processing card payments today. (Terminals, Software, Gateways, Web , etc- )

How many Terminal IDs per location?

What percentage of your transactions are Card Present? and Card Not Present?

What are your concerns with your current provider?

How long have you accepted credit cards for payment?

How many times have you changed processors in the past; and please provide the reasons for change.

What led to the decision to invite qualified firms to submit proposals for banking services?

The college has not done a banking RFP in several years and would like to explore options.

The RFP states that the current banking institution is Wells Fargo. What do you like/dislike about the services and the relationship you are currently utilizing?

The college likes the web based functions which provide for secure transaction processing. We have no specific dislikes about current services.

Please provide the College's existing account structure along with the average balance maintained in each account.

Currently we have two accounts. Operating, with an average of \$5 million; Payroll, ZBA

How much did the College pay in banking service fees in 2017?

\$8,695.93

How much interest did the College earn in 2017 in their bank accounts (excluding investment accounts)?

Zero

Please explain the College's current investment strategy.

We currently have no funds invested in anything other than a money market account. This provides for liquidity and security of principal. We are interested in potentially exploring other options.

Regarding the specific services indicated in the RFP, please explain how you currently utilize these services in particular:

ACH Services Electronic vendor, employee and student payments

Check Image Technology Retrieval of check images via the banking web interface

Controlled Disbursement Accounts Not currently using. Exploring options.

Data Transmission Services Transmission of payment files for ACH processing

Individual ACH Settlements Online ACH payments via web interface

Depository Account Services The college currently does not earn interest on the operating account.

Full Account Reconciliation Not currently using. Exploring options. College reconciles on a daily basis and would like to do this as efficiently as possible.

Merchant Services Currently in a separate contract. Would like to know options for adding to the college banking contract at a future date.

Web-based Information Reporting Services Used for research and reconciliation

Wire Transfer Services Done frequently via web

Zero Balance Accounts Currently using ZBA for payroll

Banking Supplies Deposit books and deposit bags are currently purchased

Please explain how you currently utilize the following services listed on Attachment A – Price Proposal Sheet of the RFP

Vault Deposits (is this an armored car service)?

Cash Vault (Curr/Coin Dep per \$100). Are these deposits made via armored car or directly at the branch?

Deposit Reconciliation

Currently the college uses an armored car service. They take funds to a cash vault and not directly to the bank. We do not have deposit reconciliations as part of our existing banking agreement.

Regarding the request for ATM services, what locations are you requesting be covered by this service? Also, has the college performed any research to determine potential ATM usage at the various locations? If so, please provide that information.

The request for ATMs is an optional service. In the past, the college had ATMs (cash disbursement only) on the two main campuses. Lakeland and Winter Haven. These were provided through a third-party vendor. They have been removed and currently we have no ATMs on any campus or site. No usage data is available.

If the bank is unable to provide the following services, will that disqualify the bank from being allowed to bid?

Controlled Disbursement

Full Reconciliation

Deposit Reconciliation

ATM Services

The inability to provide the above services will NOT mean disqualification.

Does the College have any expansion plans that will affect their current processing environment?

NO

Does the College have any new needs from a processing perspective?

NO

THIS ADDENDUM NOW BECOMES A PART OF THE ORIGINAL RFP.

THE ADDENDUM ACKNOWLEDGMENT FORM SHALL BE SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE, DATED, AND RETURNED WITH THE RESPONSE.

RESPONDENT: \_\_\_\_\_ BY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_ DATE: \_\_\_\_\_

AUTHORIZED SIGNATURE:

---