

**LARAMIE COUNTY COMMUNITY COLLEGE
Foundation**

Cheyenne Wyoming

Request for Proposals

to provide

Banking Services

Due Date – Proposal Submissions

October 11, 2018 @ 4:00 p.m.

RFP-19032

Solicited by:

Department of Administration and Finance
Division of Contracting and Procurement
1400 East Foundation Drive
Cheyenne, WY 82007

September 17, 2018

Laramie County Community College Foundation Request for Proposals – Banking Services

I. Proposal Overview

A. Overview of Laramie County Community College Foundation

The Laramie County Community College Foundation (*hereinafter Foundation*) was organized to develop and sustain support for the College through solicitation, management, and recognition of donations. The Foundation is dedicated to providing services and assistance to the students, faculty, staff, alumni, and community, thereby enhancing a sense of tradition and pride that will assist in advancing the College. The Foundation is a non-profit organization.

B. Solicitation Intent

The Foundation is soliciting proposals for a primary banking relationship with a financial institution, which operates locally. To be considered for selection, financial institutions must meet at a minimum the following requirements:

- Authority to offer banking services; therefore institution must hold a charter from the United States Government or the State of Wyoming.
- Access to the Federal Reserve System (FRS). Institution must be a member of (or have access to) the FRS and have access to all FRS services.
- FDIC Insured.
- Legal Compliance. Institution must be in compliance with all applicable laws, rules, regulations, and ordinances of the federal government, state of Wyoming and Laramie County Wyoming.
- Public Deposit Protection Act. Institution must be a State of Wyoming qualified depository for public funds and must be in compliance with all applicable State of Wyoming Statutes.
- Local Office: Institution must have an established office or local branch within the City of Cheyenne Wyoming or Laramie County Wyoming.

C. Contract Term

The Foundation's intention is to award a three (3) year contract with the option to renew for three (3) additional one-year periods, subject to satisfactory performance and at the option of the Foundation Administration and/or the Foundation Board of Directors. The Foundation reserves the right to review and adjust the contract on an annual basis as the need dictates.

D. Proposed Calendar

Request for Proposal released	September 24, 2018
Deadline to submit written questions	October 2, 2018
Deadline for Proposal submissions	October 11, 2018
Review Proposal submissions	October 15-22, 2018
Recommend finalist*	On or About October 25, 2018
Award contract to finalist**	November 16, 2018
Contract Start	January 1, 2019

*Approval by LCCC Foundation Finance Committee **Approval by LCCC Foundation Board of Directors

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II. Scope of Services

The following is a listing of mandatory services the Foundation requires of its financial Institution:

- Checking Account
 - LCCC Foundation write approximately 15-20 checks per month
- ACH services and reporting
- ACH Credit/Debit Services
- On-line balance reporting
- Other On-line services
- No fee for counting loose change
- Excellent customer service

SERVICES REQUIRED

Checking Account: The Foundation currently utilizes one (1) primary checking account; however, the Institution may be asked to furnish the Foundation with additional checking accounts as needed. NSF checks must be processed twice before being returned to the Foundation. The basic checking account services should at least consist of:

- Provide yearly statements to the auditors during the Foundation's audit;
- Provide an on-line wire transfer system for transferring money to other Institutions, along with appropriate security levels for wire transfer initiations and approvals;
- Provide an on-line computer balance reporting system, with information on collected, available and closing balances, as well as a detail of total debits and credits posted to the account for the previous day, by 10:00 a.m. each business day;
- Provide an on-line reporting system that shows current day ACH credits and debits, by 10:00 a.m. each business day;
- Provide deposit reporting;
- Provide support in answering questions, trouble-shooting problems and resolving issues in a prompt manner;
- Provide means to inquire about canceled checks and stop payment on checks upon proper authorization.

ACH Services: For the purposes of the Foundation receiving donations from individuals who request automatic deductions from their checking accounts.

Miscellaneous Optional Services: In addition to the requirements listed above, the proposal shall identify proposed fees and service availability for the following services:

- ACH payments from the Foundation to outside organizations/businesses
- Electronic Check Deposit (and supporting equipment/processing charges)

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IV. Selection Criteria

The award will be made to the Institution whose proposal best meets the specifications of this RFP, is in the best interests of, and most advantageous to the Foundation. The inclusion of cost as a proposal factor is **not** intended to require the Foundation to select the lowest cost proposal; therefore, cost **will not** be the sole basis for selection. Personnel from the Foundation staff will review and score the proposals according to the criteria listed below.

- A. Responsiveness to the RFP. The Foundation will consider all the material submitted to determine whether the financial institution's offering is in compliance with the RFP documents.
- B. Ability to Perform Required Services. The Foundation will consider all the relevant material submitted by each Financial Institution, and other relevant material it may otherwise obtain, to determine whether the financial institution is capable of providing services of the type and scope specific to the RFP. The following elements may be given consideration by the Foundation in determining whether a financial institution is capable:
 - 1. The ability and capacity of the financial institution and the skills, experience, and availability of the specific individuals to be assigned to the Foundation to perform the services required.
 - 2. The quality of performance by the financial institution on previous and similar contracts and such other information as may be secured and considered relevant by the Foundation, including information on customer service.
 - 3. The ability of the financial institution to present professional and innovative work; the skill of the financial institution as demonstrated by samples of similar work and/or references from similar organizations.
 - 4. Strength and stability of the financial institution. The Financial Institution's financial standing among its peers and the associated credit quality ratings.
- D. References – prefer references from businesses, non-profits or government agencies.
- C. Fees, including the cost of transitioning and changing financial institutions.

The Foundation reserves the right to reject any or all proposals, including without limitation, if they are, in its' sole discretion judged unacceptable, non-responsive, non-conforming, conditional, to waive any technical or formal defect therein, to accept or reject any part of any proposal.

V. Proposal Content

- A. All participating Institutions are required to provide the following information in their proposals which shall be **bound, sorted and organized** into either "Tabs" or "Headings" as defined below.

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Proposals shall address each bullet and letter item specified below per the respective Tabs or Headings.

Tab/Heading #1 – Institution’s Profile:

- Name and address of Institution.
- Brief summary of Institution, to include: history, financials, main office location, organizational chart, key personnel, and other pertinent information.
- References. Provide a minimum of three (3) references, preferably from current local foundations or government customers. Include name, title, address, e-mail address and phone number.
- Name of individual(s) who will be designated as the primary and secondary contact person.

Tab/Heading #2 – Experience and Qualifications:

- Describe how your Institution will deliver and perform the requested banking services, including reports and ACH services.
- Describe the Institution’s experience with relevant types of banking, particularly with non-profit organizations.
- Describe how you handle errors, adjustments, NSF procedures.
- Describe your security and protection measures, including your disaster recovery plan.
- Describe any special conditions, other services, or deviations your Institution would offer the Foundation.

Tab/Heading #3 – Implementation and Transition:

- Provide a detailed description of the implementation process you will use to transition to this service, including testing procedures and a proposed implementation schedule.

Tab/Heading #4 – Fees:

- Monthly checking account fees.
- Credit/debit card fees.
- ACH fees.
- Interest earned on account(s).
- Electronic deposit and necessary equipment.
- Describe and detail any other fees that would apply to this service.

VI. Submission of Proposals

1. Participating Institutions shall submit one (1) original (*original to be stamped “original”*) and four (4) copies of their proposal in hard-copy format. Faxed or electronic proposals will NOT be accepted. Proposal packages shall be delivered via mail, courier service or hand-delivered to the address below. **All submittals must be received no later than 4:00 p.m. (prevailing local time) on October 11, 2018.** Proposals shall be sent to:

**Laramie County Community College Foundation
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Jamie Spezzano
Director, Contracting and Procurement
Laramie County Community College
1400 East College Drive
Cheyenne, WY 82007
Office: (307) 778-1280 / E-mail: jspezzano@lccc.wy.edu

2. Proposal submissions may be hand delivered, mailed, or sent via courier. Each respondent is solely responsible for the timely delivery of its proposal by the deadline prescribed above. LCCC will not be responsible for lack of timely delivery regardless of the reason. Failure to meet the submission deadline will result in removal from consideration.
3. Minority business enterprises will be afforded full opportunity to submit a proposal and will not be subject to discrimination on the grounds of race, creed, national origin, sex, or handicap in consideration for an award.
4. Confirmation and receipt of all submitted proposals is the responsibility of each prospective Institution to verify. Verification can be obtained by contacting the LCCC Purchasing Office at (307) 778-1280 or via e-mail at: jspezzano@lccc.wy.edu.

VII. General Requirements

A. Addenda

Certain responses to written questions or inquiries which will result in a revision of the RFP specifications will be specifically addressed via an addendum. Such addenda will be issued to all parties who have received this RFP in order that they may adjust their submittals. Addenda are only issued when the intent and/or specifications of the RFP has been altered or revised; therefore all respondents are required to acknowledge receipt of each respectively issued addendum via written instrument.

B. Acceptance of Submissions

The Foundation reserves the right to accept or reject any or all submissions received as a result of this solicitation if they are judged to be unacceptable, non-responsive, non-conforming, or conditional; to waive minor irregularities; or to negotiate with any respondent, in any manner necessary, to serve the best interests of the Foundation.

C. Certificate of Insurance

Awarded Institution will be expected to meet the minimum insurance coverage requirements of the Foundation per Appendix "A". No work will begin until the Foundation is in receipt of an approved Certificate of Liability Insurance form.

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C. Institution Representation

Institution's, by the act of submitting their proposal, represent that: They have read and understand the RFP document and their submittal is made in accordance therewith; They have familiarized themselves with the local conditions under which the work will be done to their satisfaction; and their submittal is based upon the requirements described in the RFP without exception.

D. Form of Contract

The successful Institution will be expected to sign a standard Foundation developed consulting contract for these services and award is contingent upon available funding and approval of this RFP. LCCC reserves the right to negotiate with the Institution or entity who proposal best meets the needs of the Foundation.

E. Incurred Expenses

Any costs incurred by the respondent in preparing and submitting a response to this solicitation will be the sole responsibility of the respondent and will not be reimbursed by the Foundation.

F. Non-Collusion

The undersigned Institution hereby certifies that is, its officers, partners, representatives, agents, or employees has not in any way colluded, conspired, or agreed, directly or indirectly, with any other Institution, potential Institution or person, in connection with this RFP, to submit a collusive proposal, or to secure through any unlawful act an advantage over other Institutions or the Foundation.

G. Property of the Foundation

Submitted Proposals and any other information submitted by respondents in response to this RFP shall become the property of the Foundation. Such proposals, as property of the Foundation, are subject to public disclosure as prescribed by Wyoming Statutes. Proprietary information must be clearly identified in writing and will be protected to the extent allowable by Wyoming Law and Foundation Policy.

H. Public Information

All information, except that classified as confidential and/or proprietary, will become public information at the time that the Proposal is awarded in accordance with applicable sections of the federal "Freedom of Information Act (FOIA) and Wyoming State Statutes §16-4-201.

I. Respondent Inquiries

To ensure uniformity and consistency, strict rules shall apply to the communication process throughout the RFP process, therefore all questions and inquiries concerning this solicitation shall be submitted in writing, either as a signed original or e-mail transmission. Oral questions and inquiries will not be allowed nor responded to. Questions and inquiries for this RFP shall be directed to:

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Jamie Spezzano, Director of Contracting and Procurement
Laramie County Community College: 1400 East College Drive, Cheyenne WY 82007
E-Mail: jspezzano@lccc.wy.edu

J. Submission of Proposals

It is the responsibility of the proposer to carefully examine this RFP and be familiar with all of the requirements, stipulations, provisions and conditions of the RFP project. All changes, additions, alterations, or clarifications shall be done so via a written instrument known as an Addendum. Oral or telephone interpretations shall not be binding on the Foundation.

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Certificate of Liability Insurance

Appendix “A”

A. Insurance Coverage / Limits:

Consultants and/or their sub-consultants shall at its own expense, obtain insurance as detailed below from reliable insurance companies acceptable to Laramie County Community Foundation (LCCC) and authorized to do business in the State of Wyoming in which the Work is to be performed, with limits as specified in U.S. currency or equivalent. Such insurance shall be in force at the time the Work is commenced and shall remain in force for the duration of this Contract, unless a later date is specified below.

- 1. Workers’ Compensation and Employer’s Liability Insurance:** Workers’ Compensation insurance or its’ equivalent, including Occupational Disease coverage, as required by law for all employees, agents, design engineers, design consultants, and subcontractors. Employer’s Liability insurance (including Occupational Disease coverage) in the amount of **\$1,000,000.00 per accident**. Such insurance shall provide coverage in the location in which the work is performed and the location in which the Consultant is domiciled. The Consultant expressly agrees to comply with all provisions of the Workers’ Compensation Laws of the state of Wyoming (*County of Laramie*) wherein said work is being performed.
- 2. Professional Liability:** This Agreement requires independent rendering and/or independent implementation of specific professional services, consequently the Consultant and their sub-consultants shall provide professional liability insurance coverage with a **minimum limit of \$1,000,000.00 per claim with an aggregate limit of \$2,000,000.00**.

B. Policy Requirements

- 1. Certificate Proof:** Prior to the commencement of the respective Contract and/or Agreement, the Consultant shall deliver certificates of insurance evidencing such policy or policies to the LCCC Director of Contracting and Procurement. Said “Certificate” may be mailed, faxed or e-mailed to:
 - E-mail: jspezzano@lccc.wy.edu
 - Fax: (307) 778-4300, Attn: Director, Contracting and Procurement
 - Mail: 1400 East College Drive, Cheyenne WY, 82007. Attn: Director, Contracting & Procurement

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- 2. Additional Insured Clause:** LCCC shall be listed as the “Certificate Holder” on all policies, but only with respect to operations of successful Institution under the Contract.

- 3. Notice of Cancellation:** Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be canceled or non-renewed except after thirty (30) days prior written notice has been given to the LCCC, except when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. Such notice shall be sent directly to **LCCC, Director of Contracting and Procurement.**