



Request for Proposal

Depository Services 2013-2015

Prepared By:

Crowley Independent School District

512 Peach Street

Crowley, TX 76036

**CROWLEY INDEPENDENT SCHOOL DISTRICT
REQUEST FOR PROPOSALS (RFP)**

RFP Title: Depository Services 2013-2015

Due Date: Friday, April 19, 2013

Prior to: 2:00 p.m.

Sealed proposals will be received in accordance with the attached specifications. The sealed envelope containing your proposal should be **plainly marked with the RFP title, opening/due date and time**. Proposals will be publicly opened and the name of the respondents read aloud. Prices will not be read nor disclosed in any other manner until award is made. Proposal offer must remain valid for at least 180 days. **Late proposals WILL NOT be accepted.**

**Mail or deliver one (1) original and two (2) complete paper copies of
proposal package plus one (1) electronic copy (CD or flash drive) to:**

Crowley Independent School District
Attn: Dwayne Jones - Executive Director of Business Services
512 Peach Street
Crowley, Texas 76036

All questions must be submitted in writing (email preferred) and received on or before Monday, April 8, 2013 by 3:00 p.m.. **No verbal responses will be provided.** Please note that RFP tabulations are available on our website (www.crowleyisdtx.org >> [InsideCISD](#) >> [Departments](#) >> [Purchasing](#) >> [Bid Tabulations](#)). Please address all questions to:

Dwayne Jones

dwaynejones@crowley.k12.tx.us

PROPOSER IDENTIFICATION: *(Please print information clearly)*

Firm Name: _____

Date: _____

Address: _____

Phone: _____

Fax: _____

City/St/Zip: _____

Email: _____

INSTRUCTIONS TO PROPOSERS

1. The Proposer is strongly encouraged to read the entire Proposal document prior to submitting response. Failure to provide the information requested in its entirety may be grounds for disqualification of proposal.
2. Proposals must be received in the Purchasing Department office **prior to** the hour and date specified in the proposal document or any subsequent Addenda. No other published dates will be binding. **LATE PROPOSALS WILL NOT BE ACCEPTED.** No oral, telegraphic, telephonic, electronic mail or facsimile transmitted proposals will be considered.
3. Sealed proposals shall be mailed or otherwise delivered to the following address:

Crowley Independent School District
Attention: Dwayne Jones
Executive Director of Business Services
512 Peach Street
Crowley, Texas 76036
4. All questions regarding this invitation **must be submitted in writing** (email preferred) to Dwayne Jones (dwaynejones@crowley.k12.tx.us). Requests for information/interpretation must be received on or before Monday, April 8, 2013 by 3:00 p.m. Only questions answered by formal written addenda will be binding.
5. All Proposers must execute the forms enclosed (or otherwise requested herein) for the proposal to be considered responsive. The name of the company representative on these forms should be the same. All supplemental information required herein must be included with the Proposal. Failure to provide complete and accurate information may disqualify the proposer.
6. It is the policy of the Crowley Independent School District not to discriminate on the basis of sex, disability, race, color, or national origin in its educational programs and/or activities, nor in its employment practices.
7. In order to ensure the integrity of the selection process, Proposer's employees, officers, agents, or other representatives shall not lobby or attempt to influence a vote or recommendation related to the Proposer's response, directly or indirectly, through any contact with school board members or other district officials from the date this Proposal is released until the award.
8. This proposal is subject to cancellation by the District if any person significantly involved in initiating, negotiating, securing, drafting, or creating the offer on behalf of Crowley Independent School District, is at any time while the proposal is in effect, an employee of any other party to the proposal in any capacity or a consultant to any other party of the proposal with respect to the subject matter of the proposal.
9. Any board member who has any substantial interest, either direct or indirect, in any business entity seeking to contract with the District, shall, before any vote or decision on any matter involving the business entity, file an affidavit stating the nature and extent of interest and shall abstain from any participation in the matter. This is not required if the vote or decision will not have any special effect on the entity other than its effect on the public. However, if a majority of the governing body are also required to file, and do file similar affidavits, then the member is not required to abstain from further participation. Vernon's Texas Codes Annotated, Local Government Code, Ch. 171.
10. Vendors (owners, officers, employees, volunteers, etc.) may not work on district property where students may or may not be present when they have charges pending, have been convicted, received probation or deferred adjudication for the following:

- A. Any offense against a child
 - B. Any sex offense
 - C. Any crimes against persons involving weapons or violence
 - D. Any felony offense involving controlled substances
 - E. Any felony offense against property
 - F. Any other offense the District believes might compromise the safety of students, staff, or property
11. All contractors, subcontractors and their employees must submit to the Crowley ISD proof of a satisfactory criminal record history of all individuals working on District property through background checks conducted as required by Senate Bill 9. The criminal record history must be obtained by the successful proposer before any work is performed. The information regarding the requirements for conducting a criminal records check is posted on The Texas Department of Public Safety's website, www.txdps.state.tx.us by clicking open Crime Records and reading School District Guide to Senate Bill 9. The cost for each criminal records check is approximately \$100.00.
12. Use or possession of weapons, fire arms, tobacco, alcohol beverages, controlled substances, and/or drugs, even in vehicles, is strictly prohibited on school district property. Any harassment of employees, students, or volunteers is also strictly prohibited.

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GENERAL CONDITIONS

In submitting a proposal, Proposer understands and agrees to be bound by the following terms and conditions which shall be incorporated into any future contracts, agreements or purchase orders relating to this proposal between the vendor and the Crowley Independent School District. By submitting a proposal, each proposer agrees to waive any claim it has or may have against the Crowley Independent School District arising out of or in connection with the administration, evaluation, or recommendation of any proposal; waiver of any requirements under the Proposal documents; acceptance or rejection of any Proposals; and award of Contracts, if any.

1. WITHDRAWING PROPOSALS

Proposals deposited with the Crowley Independent School District (hereinafter called "CISD" or "District") can be withdrawn, upon written request, prior to the time set for opening proposals. A proposal may not be withdrawn after the RFPs have been opened, and the Proposer, by submitting a proposal, warrants and guarantees that the proposal has been carefully reviewed and checked and that it is in all things true and accurate and free of mistakes.

RFPs cannot be altered or amended after opening time. Any alterations made before opening time **must** be initialed by proposer or his/her authorized agent.

2. CONSIDERATION OF PROPOSALS

Proposals must be signed, sealed and delivered to the Crowley Independent School District Purchasing Department PRIOR TO the proposal due date and time. Unsigned, unsealed or late proposals will not be considered.

The Crowley Independent School District Board of Trustees reserves the right to reject any or all proposals, to waive technicalities, and to re-advertise for new RFPs, or proceed to do the work otherwise in the best interests of the District.

3. IRREGULAR PROPOSALS

Proposals will be considered irregular if they show any omissions, alterations of form, additions, or conditions not called for, unauthorized alternate proposals, failure to return all forms and copies, or irregularities of any kind. However, the District reserves the right to waive any irregularities and to make the award in the best interests of the District.

4. REJECTION OF PROPOSALS

The District reserves the right to reject any or all proposals, and all proposals submitted are subject to this reservation. Proposals may be rejected, among other reasons, for any of the following specific reasons:

- A. Proposal received after the time limit for receiving proposals as stated in the advertisement.
- B. Proposal containing any irregularities.
- C. Unbalanced value of any items.
- D. Improper or insufficient proposal guaranty, if required.
- E. Where the Proposer, any Sub-contractor or Supplier, or the surety on any bond given, or to be given, is in litigation with the District or where such litigation is contemplated or imminent, in the sole opinion of the District.

5. DISQUALIFICATION OF PROPOSERS

Proposers may be disqualified and their proposals not considered, among other reasons, for any of the following specific reasons:

- A. Reason for believing collusion exists among the Proposers.
- B. Reasonable grounds for believing that any Proposer is interested in more than one proposal for the work contemplated.
- C. Where the Proposer, any Sub-contractor or Supplier, or the surety on any bond given, or to be given, is in litigation with the District or where such litigation is contemplated or imminent, in the sole opinion of the District.
- D. The Proposer being in arrears on any existing Contract or having defaulted on a previous Contract.
- E. Lack of competency as revealed by pertinent factors, including but not necessarily limited to, experience and equipment, financial statement and questionnaires.
- F. Uncompleted work that in the judgment of the District will prevent or hinder the prompt completion of additional work if awarded.
- G. Where the Proposer has failed to perform in a satisfactory manner on a previous Contract.

6. CONFIDENTIAL OR PROPRIETARY MARKINGS

Any portion of the proposal that Proposer considers confidential or proprietary information, or to contain trade secrets of Proposer, must be marked accordingly. This marking must be explicit as to the designated information. This designation may not necessarily guarantee the non-release of the information under the Public Information Act or as otherwise required by law, but does provide the District with a means to review the issues thoroughly and, if justified, request an opinion by the Attorney General's office prior to releasing any information requested under the Public Information Act.

7. TERMS OF PAYMENT

Terms of payment to the successful Proposer will be contingent upon the terms offered based on invoices submitted to and approved by the District for payment. Invoices shall be fully documented in accordance with the specifications and contain individual pricing for each item.

Invoices will be paid upon completion of delivery and acceptance. Invoices must reflect only the amount due for goods or the portion of the services performed, materials and equipment furnished for the period covered by each invoice. Invoices shall be priced per unit prices as awarded.

The original invoice should be mailed to:

Crowley Independent School District
ATTN: Accounts Payable
P.O. Box 688
Crowley, Texas 76036

8. TAX EXEMPT STATUS

The Crowley Independent School District is exempt from Federal Excise Tax. **DO NOT INCLUDE TAX IN PROPOSAL PRICES.** Excise Tax Exemption Certificate will be furnished upon request. CISD Federal ID Number is 75-1247307.

9. RIGHTS TO INSPECT AND AUDIT

The Vendor (and Vendor's suppliers, Vendors, sub-contractors, insurance agents, and other agents) shall maintain and the District shall have the right to examine records, documents, books, accounting procedures and practices and any other supporting evidence deemed necessary by the District to substantiate compliance with the terms of this agreement. Such right of examination shall include reasonable access to and cooperation by all Vendors personnel who have worked on or have knowledge related to the performance of this proposal. Proprietary/Trade Secret information pertaining to this proposal may not be withheld from the District or its Authorized Representative.

10. VENDOR RESPONSIBILITIES

The Vendor shall be fully responsible for the quality and accuracy of any and all services performed in conjunction with this Proposal. Neither acceptance of such services by the District, nor payment therefore, shall relieve the Vendor of this responsibility. If and when applicable, the Vendor shall complete all services in conformity with professional standards, and shall provide qualified personnel to meet agreed upon schedules.

11. ASSIGNMENT

The successful Proposer may not assign its rights and duties under an award without the written consent of the Crowley Independent School District. Such consent shall not relieve the assignor of liability in the event of default by its assignee.

12. TERMINATION OF WORK FOR DISTRICT CONVENIENCE

Whenever CISD, in its discretion, deems it to be in the District's best interests, it may terminate any resulting award for the District's convenience. Such termination shall be effective thirty (30) days after CISD delivers written notice of such termination for convenience to the Vendor. Upon receipt of such notice from the District, Vendor shall not thereafter incur, and CISD shall have no liability for, any costs under this Proposal that are not necessary for actual performance of the Proposal between the date of the notice of termination for convenience and the effective date of that termination for convenience. In the event of a termination for convenience hereunder, CISD shall have no liability to Vendor for lost or anticipated profit resulting there from.

The CISD can terminate any resulting award for this proposal with thirty (30) calendar days notice, in the event no funds or insufficient funds are appropriated and budgeted or are otherwise not available in the next fiscal year for obligations herein provided, however, this provision shall not be construed so as to permit the CISD to terminate this proposal in order to enter other Contracts or make other arrangements for essentially the same services made the subject of this proposal. **Multi-term agreements are subject to review, ratification, or renewal by the Board of Trustees at the end of each term.**

13. DEFAULT AND REMEDIES

The Vendor shall be considered in default of this proposal, and such default shall be grounds for the District to terminate any resulting award for this proposal and/or pursue any and all relief, at law or in equity, to which it may be entitled by reason of such default if Vendor fails to perform any of its obligations under this proposal and fails to correct such non-performance within ten (10) calendar days of written notice from the District to do so. Should any termination of this proposal under this paragraph be held to be unenforceable or otherwise improper by a court of competent jurisdiction, then such termination shall be considered a termination for convenience.

14. GRATUITIES

The District may, by written notice to the Vendor, cancel this Proposal without liability to Vendor if it is determined by the District that gratuities, in the form of entertainment, compensation, gifts, or otherwise, were offered or given by the Vendor, or any agent or representative of the Vendor, to any Board Member, officer, or employee of the Crowley Independent School District with a view toward securing a proposal or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such an agreement.

15. JURISDICTION

The Contract resulting from this proposal shall be enforceable in Tarrant County, Texas, and if legal action is necessary by either party with respect to the enforcement of any and all of its terms and conditions, exclusive venue for same shall lie in state courts in Tarrant County, Texas.

16. NOTICE OF DELAYS

Whenever the Vendor encounters any difficulty which is delaying or threatens to delay timely performance (including actual or potential labor disputes), the Vendor shall immediately give notice in writing to the District, including all relevant information. Such notice shall not in any way constitute a basis for an extension of the delivery or performance schedule or be construed as a waiver by the District of any right or remedies to which it is entitled by law or pursuant to provisions herein. Failure to give such notice, however, may be grounds for denial of any request for an extension of the delivery or performance schedule because of such delay.

17. FORCE MAJEURE

Neither Vendor nor the District shall be responsible or deemed to be in default of its obligations to the other to the extent any failure to perform or delay in performing its obligations under this Proposal is caused by events or conditions beyond the reasonable control of that party, and are not due to the negligence or willful misconduct of such party (hereinafter, "Force Majeure events"). For purposes of this Proposal, Force Majeure events shall include, but not be limited to, acts of God or public enemy, war, riot or civil commotion, strikes, epidemic, fire, earthquake, tornado, hurricane, flood, explosion, or other catastrophes, or events or conditions due to governmental law, regulations, ordinances, order of a court of competent jurisdiction, executive decree or order. However, in the event of such delay(s) or nonperformance, the party so delayed shall furnish prompt written notice to the other party (including the date of inception of the Force Majeure event and the extent to which it will affect performance) and shall undertake all efforts reasonably possible to cure the delay or nonperformance and mitigate its effects or to otherwise perform. The District shall not be responsible for payment for any product or service delayed or foreclosed by any Force Majeure event unless and until such delayed or foreclosed product or service is provided. The provisions of this section shall not preclude the District from canceling or terminating any resulting award (or any order for any goods or services included herein), or from revising the scope of the Work, as otherwise permitted under this Proposal.

18. PERFORMANCE OF SERVICES

- A. The scope of this proposal and requirements of the District as shown in the specifications shall not be considered as binding on the District, and the service actually may be less than or greater than projected.
- B. Proposer warrants that all service will be of the type and quality specified, and the District may reject and/or refuse service that falls below the quality required in the specifications.

- C. Failure by the Vendor to make reasonable progress as and when requested shall entitle the District to seek services from alternate sources wherever available, with the right to seek reimbursement from the Vendor for amounts, if any, paid by the District over and above the proposal price.
- D. All services performed, as herein shown under the Specifications, shall be of the highest quality workmanship and shall in every respect meet or exceed the industry standards for this type Proposal.
- E. If deemed necessary, inspections will be made by authorized district personnel on a routine basis. Any deficiencies in the services performance disclosed during such inspections must be corrected following receipt of notification by the Vendor. Continued failure to take such corrective actions could, at the District's discretion, lead to termination of any resulting award.
- F. Failure of Vendor to fully comply with the terms and provisions of this Proposal shall constitute grounds for declaring the Vendor in default.

19. PRICE WARRANTY

The price to be paid by the District shall be that contained in Vendor's proposal which Vendor warrants to be no higher than Vendor's current prices on orders by others for products of the kind and specification covered by this proposal for similar quantities under similar or like conditions and methods of purchase. In the event Vendor breaches this warranty, the prices of the items shall be reduced to the Vendor's current prices on orders by others. Or in the alternative, the District may cancel the contract without liability to Vendor for breach of Vendor's actual expense.

20. INDEMNIFICATION AND HOLD HARMLESS

The Vendor shall defend, indemnify, and hold harmless the Crowley Independent School District, all of its officers, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, arising out of, connected with, or resulting from any acts or omissions of Vendor or any agent, employee, sub-contractor, or supplier of Vendor in the execution or performance of this proposal

21. PRICE INCREASES

If this document includes the option to extend for additional year(s), price increases for each additional year will be negotiated not to exceed the CPI in the Dallas/Fort Worth area at the time of renewal. Price negotiations may be negotiated to prices below the current pricing. Negotiations for price changes, when required, will be completed forty-five (45) days before date of renewal.

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**FAILURE TO PROPERLY COMPLETE THIS FORM AND SUBMIT WITH YOUR RESPONSE MAY
RESULT IN A WAIVER OF YOUR RIGHTS UNDER THE LAW TO MAINTAIN CONFIDENTIALITY
TREATMENT OF SUBMITTED MATERIALS.**

**CONFIDENTIAL INFORMATION SUBMITTED IN RESPONSE TO COMPETITIVE PROCUREMENT
REQUESTS OF CROWLEY ISD IS GOVERNED BY TEXAS GOVERNMENT CODE, CHAPTER 552**

If you consider any portion of your proposal as confidential information and not subject to disclosure pursuant to Chapter 552 Tex Gov't Code or other laws, you **must make a copy** of all claimed confidential materials within your proposal and put this COMPLETED form as a cover sheet to said materials and place this completed form and the copied materials in a separate envelope and include the confidential materials envelope with your proposal submission. *(The envelope will not be opened unless a Public Information Request is made. You must include the confidential information in the submitted proposal as well, the copy in the envelope is to show CISD which material in your proposal you deem confidential only in the event of a Public Information Request.)* You must place the wording within the box on the outside of the envelope containing the copies of the confidential materials. You may copy, complete and affix the below said envelope. Crowley ISD will follow procedures of controlling statute(s) regarding any claim of confidentiality. Pricing of solicited product or service may be deemed as public information under Chapter 552 Tex Gov't Code.

This envelope contains material from our proposal that I classify and deem confidential under Texas Gov't Code Sec. 552 and I invoke my statutory rights to said confidential treatment of the enclosed materials:

Name of company claiming confidential status of material

Printed Name and Signature of authorized company officer claiming confidential status of material

Address City State ZIP Phone

**ENCLOSED ARE COPIES OF _____ PAGES OF CONFIDENTIAL MATERIAL FROM OUR RESPONSE
TO RFP – Depository Services 2013-2015**

**EXPRESS WAIVER: I desire to expressly waive our claim of confidentiality of any information contained
within our response to the competitive procurement process by completing the following and submitting this
sheet with our response to Crowley ISD procurement process (e.g. RFP, CSP, Bid, RFQ etc).**

Name of company expressly waiving confidential status of material

Printed Name and Signature of authorized company officer waiving confidential status of material

Address City State ZIP Phone

THIS EXPRESS WAIVER IS FOR RESPONSE TO: RFP – Depository Services 2013-2015

INDEMNIFICATION/LIABILITIES

1. **Infringement(s)**: The successful vendor will be expected to indemnify and hold harmless the Crowley ISD and its employees, officers, agents, representatives, contractors, assignees and designees from any and all third party claims and judgments involving infringement of patent, copyright, trade secrets, trade or service marks, and any other intellectual or intangible property rights in connection with the vendor's proposal or ultimate contracts awarded and approved.
2. **Acts or Omissions**: The successful vendor will be expected to indemnify and hold harmless the Crowley ISD, its officers, employees, agents, representatives, contractors, assignees and designees from and against any and all liability, actions, claims, demands or suits, and all related costs, attorney's fees and expenses arising out of, or resulting from any acts or omissions of the vendor or its agents, employees, subcontractors, or suppliers in the execution or performance of any agreements ultimately made by Crowley ISD and the vendor.
3. **NOTICE**: The Crowley ISD is a Texas Political Subdivision and a local governmental entity; therefore, it might not be permitted or authorized by Texas law to indemnify other persons or entities. Any contract made or entered into by the Crowley ISD is subject to and is to be governed by Section 271.151 *et seq*, Tex Loc Gov't Code. Otherwise, Crowley ISD does not waive its governmental immunities from suit or liability except to the extent expressly waived by other applicable laws in clear and unambiguous language.

Insurance and Fingerprint Requirements

If applicable to this procurement and your staff will be on Crowley ISD premises for delivery, training or installation, etc. and/or with an automobile, the following insurance provisions must be followed. See attached "Insurance and Indemnity Provisions" if applicable.

Your insurance agent should be able to assist you as it is standard business practice for vendors/contractors to public entities.

If vendor's staff will be on a school site where student will be present, vendor must comply with Texas Education Code Chapter 22. See attached. This is required for all Texas Public Schools. If your staff will not be on campus when students are present, you MAY not have covered employees. Crowley ISD recommends all vendors consult their legal counsel for guidance in compliance with this law.

If you have questions on how to comply, see below.

If you have questions on compliance with this code section, contact the Texas Department of Public Safety Non-Criminal Justice Unit, Access and Dissemination Bureau, FAST-FACT at NCJU@txdps.state.tx.us and you should send an email identifying you as a contractor to a Texas Independent School District. Texas DPS phone # is 512-424-2474.

The Texas Education Code, Chapter 22, Section 22.0834. Statutory language may be found at: <http://www.statutes.legis.state.tx.us/>.

Texas Education Code Chapter 22 Contractor Certification for Contractor Employees

Introduction: Texas Education Code Chapter 22 requires entities that contract with school districts to provide services to obtain criminal history record information regarding covered employees. Contractors must certify to the district that they have complied. Covered employees with disqualifying criminal histories are prohibited from serving at a school district.

Definitions: Covered employees: Employees of a contractor or subcontractor who have or will have continuing duties related to the service to be performed at the District and have or will have direct contact with students. The District will be the final arbiter of what constitutes direct contact with students. **Disqualifying criminal history:** Any conviction or other criminal history information designated by the District, or one of the following offenses, if at the time of the offense, the victim was under 18 or enrolled in a public school:

(a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or (c) an equivalent offense under federal law or the laws of another state.

On behalf of _____ ("Contractor"), I certify that

[check one]: ☐ None of the employees of Contractor and any subcontractors are *covered employees*, as defined above. If this box is checked, I further certify that Contractor has taken precautions or imposed conditions to ensure that the employees of Contractor and any subcontractor will not become *covered employees*. Contractor will maintain these precautions or conditions throughout the time the contracted services are provided.

Or

☐ Some or all of the employees of Contractor and any subcontractor are *covered employees*. If this box is checked, I further certify that:

(1) Contractor has obtained all required criminal history record information regarding its covered employees. None of the covered employees has a disqualifying criminal history.

(2) If Contractor receives information that a covered employee subsequently has a reported criminal history, Contractor will immediately remove the covered employee from contract duties and notify the District in writing within 3 business days.

(3) Upon request, Contractor will provide the District with the name and any other requested information of covered employees so that the District may obtain criminal history record information on the covered employees.

(4) If the District objects to the assignment of a covered employee on the basis of the covered employee's criminal history record information, Contractor agrees to discontinue using that covered employee to provide services at the District.

Noncompliance or misrepresentation regarding this certification may be grounds for contract termination.

Company name _____

Printed name of Company Representative: _____

Signature _____ Date _____

INSURANCE AND INDEMNITY PROVISIONS

If more restrictive requirements are within the project specifications, most restrictive requirements control.

- A. Prior to approval of this contract/agreement by CISD, the vendor shall furnish a completed Standard Certificate of Insurance to the Risk Manager, which shall be completed by an agent authorized to bind the named underwriter(s) and their company to the coverage, limits, and termination provisions shown thereon, and which shall furnish and contain all required information referenced or indicated thereon. CISD shall have no duty to pay or perform under this contract or agreement until such certificate shall have been delivered to the Risk Manager, and no officer or employee shall have authority to waive this requirement.
- B. CISD reserves the right to review the insurance requirements of this section during the effective period of the contract and to adjust insurance requirements and their limits when deemed necessary and prudent by the Risk Manager based upon changes in statutory law, court decisions, or the claims history of the industry as well as the VENDOR.
- C. A vendor's financial responsibility is of interest to CISD; therefore, subject to the vendor's right to maintain reasonable deductibles in such amounts as are approved by CISD, the VENDOR shall obtain and maintain in full force and effect for the duration of the contract, and any extension hereof, at the vendor's sole expense, insurance coverage written by admitted carriers authorized or approved to do business by the State of Texas and otherwise acceptable to CISD, in the following types and amounts:

TYPE	Amount
1. Workers' Compensation Employer's Liability	Statutory \$100,000/500,000/100,000
2. Commercial General (public) Liability Insurance to include coverage for the following:	
a. Premises operations	Combined Single Limit
b. Independent contractors	Bodily Injury and
c. Products/completed operations	Property Damage of
d. Personal injury	\$1,000,000 per occurrence
e. Contractual liability	or its equivalent
3. Business Automobile Liability	Combined Single Limit
a. Owned/leased vehicle	Bodily Injury and
b. Non-owned vehicles	Property Damage of
c. Hired vehicles	\$100,000 per occurrence
	or its equivalent

- D. CISD shall be entitled, upon request and without expense, to receive copies of the policies and all endorsements thereto as they apply to the limits required by CISD.
- E. The vendor agrees that with respect to the above required insurance, all insurance contracts and certificate(s) of insurance will contain the following required provisions:
 - 1. Name the CISD and its Board members, officers, employees, student teachers, volunteers, and elected representatives as additional insured's, (as the interests of each insured may appear) as to all applicable coverage;
 - 2. Provide for 30 days notice to CISD for cancellation, non-renewal, or material change;
 - 3. Provide for an endorsement that the "other insurance" clause shall not apply to the Crowley ISD where CISD is an additional insured shown on the policy;
 - 4. Provide for notice to CISD at the address shown below by registered mail;

5. Waive subrogation against CISD, its officers, elected representatives, employees, student teachers, and volunteers for injuries, including death, property damage, or any other loss to the extent the same may be covered by the proceeds of insurance;
 6. Provide that all provisions of this contract concerning liability, duty, and standard of care, together with the indemnification, shall be underwritten by contractual liability coverage sufficient to include such obligations within applicable policies.
- F. The vendor shall notify CISD, in the event of any change in coverage and shall give such notices not less than 30 days prior to the effective date of the change, which notice must be accompanied by a replacement Certificate of Insurance.

All notices shall be given to CISD at the following address:

Crowley Independent School District, Business Office, Attn: Dwayne Jones, P.O. Box 688, Crowley, TX 76036.

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CHOICE OF LAW AND VENUE

All contracts, agreements or any other business affairs with the Crowley Independent School District, Crowley Texas shall be construed according to the laws of the State of Texas and have venue in a court of competent jurisdiction in Tarrant County, Texas.

NON-COLLUSIVE BIDDING CERTIFICATE

By submission of this bid or proposal, the Bidder certifies that:

- a) This bid or proposal has been independently arrived at without collusion with any other Bidder or with any Competitor;
- b) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other Bidder, Competitor or potential competitor;
- c) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- d) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the Bidder as well as to the person signing in its behalf.

Texas Education Code Section 44.034. Notification of Criminal History of Contractor

a) A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

Vendor response (MUST initial): negative? or see attached information

b) A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.

c) This section does not apply to a publicly held corporation. Initial if (c) applies _____

If awarded under this document, vendor agrees to be aware and comply, in all relevant respects, with all Federal, State, and Local laws and regulations related to the performance of services or supply of goods to Crowley ISD.

yes _____ no _____

Signature below certifies accuracy of answers to all sections on this page.

Authorized Signature _____ Printed Name _____

Company Name and address _____

Telephone Number _____ Date _____

Notice to Vendors
Conflict of Interest Disclosure Statements
Texas Local Government Code, Chapter 176

Vendors are required to file a Conflict of Interest Questionnaire with the District if a relationship exists between the vendor's company and an officer of the District. Vendors are encouraged to review and become familiar with all disclosure requirements of Texas Local Government Code, Chapter 176.

Disclosure is required from vendors regarding each affiliation/ business relationship between vendor and:

1. an officer of the District;
2. an officer of the District that results in the *officer or family member* receiving taxable income;
3. an officer of the District that results in the *vendor* receiving taxable income that does not come from the District;
4. a corporation or other business entity in which an officer of the District serves as an officer or director, or holds an ownership interest of 10% or more;
5. an employee or contractor of the District who makes recommendations to an officer of the District regarding the expenditure of money;
6. an officer of the District who appoints or employs an officer of the District that is the subject of the questionnaire; and
7. any person or entity that might cause a conflict of interest with the District.

Forms must be filed:

1. No later than the seventh business day after the date that the person begins contract discussions or negotiations with the government entity, *or* submits to the entity an application, response to a request for proposal or bid, correspondence, or other writing related to a potential agreement with the entity.
2. The Vendor also shall file an updated questionnaire:
 - a. no later than September 1 of each year in which a covered transaction is pending, and
 - b. on the seventh business day after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.
3. A vendor is not required to file an updated questionnaire if the person had filed an updated statement on or after June 1, but before September 1 of the year.

* No one is required to file a disclosure under this statute before January 1, 2006. *

Officers of the Crowley Independent School District are as follows:

- Dan Powell, Ed.D., Superintendent of Schools
- June Davis, Board of Trustee President
- Deborah Alenius, Board of Trustee Vice President
- Sherri L. Whiting, Board of Trustee Secretary
- Dr. P.K. Chowdhury, Board of Trustee Member
- Heather Bright, Board of Trustee Member
- Ryan Ray, Board of Trustee Member
- Thedrick Franklin, Board of Trustee Member

The Conflict of Interest Questionnaire is attached below. If you are required to file, send the completed form to Crowley ISD Purchasing Department, P.O. Box 688, Crowley, Texas 76036.

CONFLICT OF INTEREST QUESTIONNAIRE

For Vendor or other person doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person doing business with local governmental entity.

2 ☐ Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐

Yes

☐

No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐

Yes

☐

No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐

Yes

☐

No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date

NOTIFICATION OF NO CONFLICT OF INTEREST

RFP – DEPOSITORY SERVICES 2013-2015

Crowley ISD

512 Peach Street

Crowley, Texas 76036

If applicable, please sign and return this form with your proposal:

Crowley ISD requires this notification to document the vendor's acknowledgement of requirements of Texas Government Code, Section 176.00 of the Texas Local Government Code for disclosure of Conflicts of Interest. Submission of this form is an affidavit that the vendor submitting this form is stating that no conflict exists, as detailed in Texas Local Government Code Section 176.006 (a).

This form is in addition to any other reporting requirement required under Texas state law and does not supplant any additional reporting requirements.

_____	()	()	_____
<i>Company (Print or Type)</i>	<i>Phone</i>		<i>Fax</i>

_____	_____
Signature in ink	Date

Printed Name & Title of Signatory

THIS PAGE MUST BE RETURNED WITH THE RFP (If applicable)
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LOSS OF FUNDING AND COMMITMENT OF CURRENT REVENUE:

District shall have the continuing right to terminate this Agreement at the end of each fiscal year or end of the special revenue fund or grant during the term of the Agreement with regard to any services to be performed after the end of such fiscal year or end of the special revenue fund or grant, without District incurring any liability to Contractor as result of such termination, including early termination charges. If District terminates this Contract pursuant to this paragraph, Contractor will have the right to collect and retain payment for services rendered to District through termination date but shall not be entitled to any early termination charges.

Termination of the Agreement under this paragraph is to be considered Termination for Non-Appropriation of Funds.

INTERLOCAL AGREEMENT CLAUSE

Several governmental entities around the Crowley Independent School District have indicated an interest in being included in this contract. Should these governmental entities decide to participate in this contract, would you, (the vendor) agree that all terms, conditions, specifications and pricing would apply?

Please initial on the appropriate line below.

Yes _____

No _____

If you (the Vendor) answered yes, the following will apply:

Governmental entities utilizing Internal Governmental contracts with the Crowley Independent School District will be eligible, but not obligated, to purchase materials/services under the contract(s) awarded as a result of this solicitation. All purchases by governmental entity other than Crowley Independent School District will be billed directly to that governmental entity and paid by that governmental entity. Crowley Independent School District will not be responsible for another governmental entity's debts. Each governmental entity will order their own material/service as needed.

(This space left blank intentionally)

RFP Introduction

The Crowley Independent School District (CISD) is seeking a licensed financial institution to provide Depository Services as required in Texas Education Code §45.201. Qualified financial institutions are defined as follows:

2.1 "Bank" means a bank, a savings and loan association, or a savings bank organized under the laws of this state, another state, or federal law that has its main office or a branch office in this state. The term does not include any bank the deposits of which are not insured by the Federal Deposit Insurance Corporation. *Texas Education Code §45.201 (2)*.

2.2 Depository must be a bank located in the state of Texas. *Texas Education Code §45.203*.

Pursuant to existing provisions of Chapter 45, Subchapter G, School District Depositories, Texas Education Code, it is the intent of the Board of Trustees of the Crowley Independent School District (CISD) to enter into a contract for Depository Services for banking functions for all funds of the District for a two-year period. The period where Depository Services are needed will cover July 1, 2013 through June 30, 2015. To accomplish this, Crowley ISD is issuing this Request for Proposal, which incorporates its standard RFP boilerplate along with the constructed RFP Form created by the Texas Education Agency in its entirety. The Crowley Independent School District is seeking proposals from depositories as required in Texas Education Code §45.201. The district will award this RFP to a single respondent, based upon the evaluation of all proposals received. A contract for Depository Services will be executed with the successful vendor as a result of this process. More details are included in the Specifications section of this Request for Proposals.

The District and the Depository may agree to extend this contract for two additional two-year terms in accordance with Section 45.205 of the Education Code. This Section requires that the contract and any extension of this contract coincide with the District's fiscal year. In the event the District changes its fiscal year, the term of the contract may be shortened or extended no more than one year by mutual agreement to coincide, provided that this contract is to remain in effect until its successor is selected and been qualified. If the parties cannot agree, the District may, at its option, change the term of this contract. Should the services awarded under this RFP be acceptable, Crowley ISD may elect to extend this awarded contract for up to two additional two year periods, extending the agreement through the following two contract periods:

Extension Period One: July 1, 2015 through June 30, 2017

Extension Period Two: July 1, 2017 through June 30, 2019

The resulting contract and any extension(s) shall become binding upon the District and the Depository only upon acceptance by the Texas Education Agency.

The legal provisions providing for the naming of a Depository of the District are set forth in Subchapter G, School District Depositories, Sections 45.201 through 45.209, of the Texas Education Code. Investments by the District will be governed by the Government Code, Chapter 2256, Public Funds Investment. Securities pledged as collateral to secure District deposits will be governed by the Government Code, Chapter 2257, Collateral for Public Funds.

Evaluation Criteria

The Following evaluation criteria are required by Texas Ed. Code §45.207(c)

- (1) The interest rate bid or proposed on time deposits;
10% weight; the district will assign a score of 0 to 10.
Score will be based on the listed interest rates paid to the district.
- (2) Charges for keeping district accounts, records and reports;
40% weight; the district will assign a score of 0 to 40.
Score will be based on the estimated total cost per month for all services provided.
- (3) The ability of the bank submitting the bid or proposal to provide the necessary services and perform the duties as school district depository.
50% weight; the district will assign a cumulative score of 0 to 50.
Score will be based on the summative evaluation of the responses to all requirements, questions and performance criteria listed in the Request for Proposal document other than what is applicable to evaluation criterion 1 and 2.

Questions or clarification:

Any explanation desired by an offeror regarding the meaning or interpretation of these instructions or any other RFP documents must be requested in writing to Crowley ISD, Executive Director of Business Services, 512 Peach Street, Crowley, TX 76036 or via email to dwaynejones@crowley.k12.tx.us with sufficient time allowed for a reply to reach offerors before the submission of their offers. The deadline for submitting questions is Monday, April 8, 2013 by 3:00 p.m. Any information given to a prospective offeror will be furnished to all prospective offerors as an amendment to the RFP if such information is necessary to offerors in submitting proposals or if the lack of such information would be prejudicial to uninformed offerors.

Responsiveness:

Offerors are expected to examine the specifications, standard provisions and all instructions. Failure to do so will be at the offeror's risk. Offers submitted on non-authorized forms or with different terms or provisions may be considered to be non-responsive.

Withdrawal of proposal:

Proposals may be modified or withdrawn by written notice received by CISD prior to the exact hour and date specified for receipt of proposals. Proof of identity is required. A proposal may also be withdrawn in person by an offeror or his/her authorized representative prior to the opening date/time, provided the offeror's identity is made known and he or she signs a receipt for the proposal. Proof of identity as authorized representative of proposing company is required.

Assignment:

No right or interest in this contract shall be assigned or any obligation delegated by offeror without the written permission of CISD.

**** There will NOT be a pre-proposal conference. ****

Bid Bond or Surety

A bid bond or surety is required; bid/proposal must be accompanied by a cashier's check on any state or national bank in Texas, or an acceptable bid bond, payable unconditionally to Crowley ISD. The cashier's check or bid bond shall be in the amount of \$2,000.00. This security is required by Crowley ISD as evidence of good faith and as a pledge that, if awarded the contract, the offeror will enter into a contract with Crowley ISD on the terms stated in the RFP. Should the offeror refuse to enter into such a contract in accordance with his/her offer, the amount of the bid security shall be forfeited to Crowley ISD as liquidated damages, not as a penalty.

VENDOR DEBARMENT FORM. Federal law requires that persons or entities entering into business agreements with School districts must give notice to the district if the person or owner has been debarred from participation in or contracting with school districts. This form addresses this requirement and must be submitted.

NOTE Debarred vendors are ineligible from contracting with public school district and will not be considered. To verify that vendors who respond to any procurement solicitation process, whether it is a Request for Bid, Proposal or Competitive Sealed Proposal, District officials will perform a search for each responding vendor of the Federal Excluded Parties List System to verify if a vendor is currently on the list of debarred vendors. The location of that website is as follows: <https://www.epls.gov/>. This site is developed and administered by the General Services Administration (GSA) for the purpose of efficiently and conveniently disseminating information on parties that are excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Non-Procurement suspension and debarment.

The successful proposer will notify the District in writing within ten (10) days of any changes in Federal or State regulations or laws that would thereafter affect the depository agreement.

The bank's records relating to the District's accounts shall be open to review by either the District, its independent auditors and the Texas Education Agency.

VENDOR DEBARMENT FORM

NOTICE TO BIDDER: This document must be signed in order to be deemed eligible for award. Please submit this document with your bid submittal. Offeror's signature affirms compliance with the following:

I. DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

- (a) In accordance with the provisions of Appendix A to 49 CFR (Code of Federal Regulations), Part 29, the offeror certifies to the best of the offeror's knowledge and belief, that it and its principals:
 - (1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State or Local Government department or agency;
 - (2) have not within a three (3) year period preceding this offer been convicted of or had a civil judgment rendered against them for the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (3) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in (a)(2) above; and
 - (4) have not within a three (3) year period preceding this offer had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (b) Where the offeror is unable to certify to any of the statements above, the offeror shall attach a full explanation to this offer.
- (c) For any subcontract at any tier expected to equal or exceed \$25,000:
 - (1) In accordance with the provisions of Appendix B to 49 CFR, Part 29, the prospective lower tier subcontractor certifies, by submission of this offer, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
 - (2) Where the prospective lower tier participant is unable to certify to the statement, above, an explanation shall be attached to the offer.
 - (3) This certification (specified in paragraphs (c)(1) and (c) (2), above, shall be included in all applicable subcontracts and a copy kept on file by the prime contractor. The prime contractor shall be required to furnish copies of the certifications to the Authority upon request.

Signature below acknowledges compliance with Section I.

DEBARMENT, SUSPENSION, INELIGILITY AND VOLUNTARY EXCLUSION

AUTHORIZED SIGNATORY OF OFFEROR: _____ **DATE:** _____

AUTHORIZED SIGNATORY'S TITLE: _____

PRINTED/TYPED NAME OF OFFEROR: _____

COMPANY NAME: _____ **TEL#:** _____

THIS PAGE MUST BE EXECUTED AND RETURNED WITH THE RFP

OFFER FORM

REQUEST FOR PROPOSAL - DEPOSITORY SERVICES

TO: Crowley ISD

I, or we, the duly authorized undersigned, having carefully read the Instructions to Offerors, General Conditions, Notice to Offerors, Contract Specifications, Responsibilities of Offerors, and Offer Forms, do hereby agree to enter into a contract with Irving ISD by tendering this offer to perform the work required and/or provide the product(s) specified in this solicitation. I, or we, will deliver the product(s) per specifications found in this RFP document for the prices indicated.

I, or we, also certify to the accuracy of the certifications required (including, but not limited to, Felony Conviction Notice) which accompany this offer.

The prices in this offer have been determined independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter related to such prices, with any other offeror or with any competitor. I, or we, are authorized to submit this offer and have not been a party to any collusion among offer/offers in restraint of freedom of competition by agreement to offer at a fixed price or to refrain from offering; or with any Crowley ISD employee, Board Trustee, or consultant as to quantity, quality, or price in the prospective contract, or in any terms of the prospective contract except in any authorized discussion(s) with Crowley ISD's Purchasing personnel; or in any discussions or actions between offer/offers and any Crowley ISD employee, Board Trustee, or consultant concerning exchange of money or other things of value for special consideration in the award of this contract.

_____ An individual proprietorship

_____ A partnership

_____ A corporation chartered under the laws of the State of _____, acting by its officers pursuant to its by-laws or a resolution of its Board of Directors

Company Officer:

Date: _____

Name of Firm: _____

Signature: _____

Firm's Address: _____

Street Address

Name: _____

Please Print

City State Zip

Title: _____

Please Print

Phone #: _____

E-mail: _____

Fax #: _____

SS or Fed ID #: _____

THIS PAGE MUST BE EXECUTED AND RETURNED WITH THE RFP

PROPOSAL FORM FOR DEPOSITORY SERVICES

All questions in this form should be answered and provided to the District as the Depository's proposal.

The District reserves the right to reject any and/or all proposals and if any portion or provision of this proposal and/or any contract between Depository and District entered into is invalid, the remainder at the option of the District shall remain in full force and effect and not be affected.

BANK COMPENSATION

Does the District have the option to pay for Depository services by targeted balances or by fees? Please describe any differences in related costs to the District with either option. If the District chooses one option for the life of the contract, is there a difference in service fees?

Target Balance Compensation Basis:

The District may choose to pay for Depository services on a compensating balance basis, maintaining a targeted amount of its funds in the Depository. The District will maintain balances in the checking accounts to compensate the Depository in full or in part for services provided. Earnings credit for these balances shall be reflected on the monthly account analysis provided to the District.

Any excess collected balance may be invested daily by the Bank as directed by the District, in a District approved overnight investment, an interest bearing account, or an SEC registered money market mutual fund. The overnight investment and any index upon which the rate will be based should be listed below.

The rate history at the Depository for the months beginning February 2011 and ending February 2013 was:

ECR Rate: _____%

Interest Bearing Accounts: _____%

Money Market Accounts: _____%

Sweep Accounts: _____%

If any of these rates is based on an index rate (such as the T-Bill auction rate) stipulate the index calculation basis.

Fee Basis Compensation:

The District may choose to pay for Depository services on a straight fee basis in which no targeted balance will be maintained by the District. Fees will be assessed and paid in accordance with the Depository's proposed fees as listed on Attachment A.

The district would like to review the option of paying on a flat fee basis for each month. Example: Bank XYZ proposes to provide all services listed in this proposal and required under the Request for Proposal document for \$X per month total cost to the district. Attachment A is a good faith estimate of the number of transactions in each category as provided by our current depository bank and should be used to aid the proposer in providing pricing in a flat fee cost structure to the district IN ADDITION TO your standard per item/service proposal.

DISTRICT INVESTMENTS

The District reserves the right to purchase, sell and invest its funds and funds under its control, including bond funds, as authorized by the Government Code, Chapter 2256, Public Funds Investment Act, and in compliance with the District's Investment Policy. Links to the District's investment policy on the District's web site are provided in Attachment C.

The District may choose to invest in time deposits at the Depository, but all investments including CDs are bid competitively at the time of purchase.

COLLATERALIZATION

The Depository must provide either corporate surety bonds or pledged securities as per Texas Education Code §45.201. Please specify which method the Depository will use for collateralization of District funds.

Collateral Conditions

The Depository shall provide collateral equal to 102% of all District time and demand deposits plus accrued interest minus applicable FDIC coverage. Collateral will be pledged to the District and held in an independent safekeeping institution by a custodian or permitted institution as specified by the Public Funds Collateral Act (Texas Government Code, Chapter 2257). Alternatively, the District may specify any limitations on its preferred custodial arrangement. The Depository will be liable for monitoring and maintaining the collateral and the required margin at all times and will provide original safekeeping notice and a monthly report of the collateral to include the security description, par amount, cusip, and market value, at a minimum.

The Depository and District shall execute a collateral agreement in accordance with FIRREA. A sample Collateral Agreement should be attached as Attachment D if one is available or required by the proposing bank.

The District estimates its maximum anticipated collateral requirement to be \$20 - \$25 Million.

If voluntary collateral pooling is legislated during the period of this contract, the District may consider and agree to its use under this contract with mutual agreement of the Depository.

Eligible Collateral

The District will accept only approved securities as specified by Texas Education Code §45.201 as pledged collateral.

BANKING SERVICES FEES

Based on the Depository services required by the District, the Depository shall provide both a proposal of a flat monthly fee structure and a unit/per item pricing structure for specific services. See Attachment A for historical data on types and number of transactions.

DEPOSITORY INFORMATION

Please answer the following questions concerning the Depository.

1. State full name and address of the Depository and any parent holding company. List all branch locations within the District's boundary.
2. Provide the UPBR reference or annual audited financial statement for the most current fiscal year. This may be in printed form, but an electronic link to the web site(s) is preferable. Members of Depository holding companies must include corporate annual financial statements and the individual Depository's call report for the most recent operating quarter.

3. State the Depository's rating from an independent Depository rating agency or, if not available, the rating on the Depository's senior and subordinate debt. Any change in this rating during the period of the contract must be communicated to the District in a reasonable period of time.

4. Contact Information

To insure smooth contract implementation and continuation of services, a specific account executive and a back-up must be assigned to the District account to coordinate services and expedite the solution of any problem encountered.

- a. Designate a Depository officer as a primary contact with the District.

Name _____

Title _____

Telephone # _____

Fax # _____

E-Mail _____

- b. Designate a Depository representative as a backup contact with the District.

Name _____

Title _____

Telephone # _____

Fax # _____

E-Mail _____

- c. In the event the primary and backup contacts aren't available, what is the District's procedure for an emergency contact? After hours?

d. Describe in detail how the Depository handles problem resolution, customer service, day-to-day contact, and ongoing maintenance for governmental clients. Please be specific about exactly whom the District will be calling and working with for the above described situations.

5. List references from at least three of the Depository's current, comparable governmental clients. Include the length of time under contract, a client contact, title, and telephone number.
6. Based on the services required by the District, please provide a proposed timeline for implementation of the contract including the timeline activities and direct responsibilities of the District and the Depository during implementation.
7. Provide a copy of all agreements (including those not directly referenced in this RFP) which will be required to be executed under the contract.
8. The Depository awarded the contract will be required to review the then-current District Investment Policy and certify in writing to that review in accordance with the Public Funds Investment Act certifying that the Depository

has sufficient controls in place to avoid transactions not authorized by the Policy. The District has provided a link to the investment policy on the District's web site in Attachment C.

9. A pre-award interview may be conducted on site at the Depository prior to contract award. Please provide the District with a contact name for arranging the pre-award interview.

10. Is the Depository offering any transition or retention incentive to the District? If so, please describe in detail.

BANKING SERVICES

1. Consolidated Account Structure with Sweep Mechanism

The District is interested in earning at then-current interest rates available at all times. The District wants the option to use an automated, daily sweep to a money market mutual fund or Depository alternative account (if competitive) to reach its full investment goal.

The District's current account structure is listed as Attachment B. The District does not guarantee that the balances will be maintained at these same levels.

The Depository shall clearly describe the Depository's most cost effective account structure (interest bearing accounts, ZBA accounts, or sweep, etc.).

- a. Fully describe the proposed account structure. Would a sweep be from a master account with ZBAs or directly swept from the individual accounts. Is interest distributed at the account level?
- b. State the average interest rate on the recommended alternative structure for the past twelve months.
- c. If an SEC registered money market fund is utilized for the sweep proposal, provide the full name and a copy of the prospectus.
- d. Interest earned on interest bearing accounts shall not be charged as an expense on the account analysis. Confirm acceptance of this condition.

The District may be required or may desire to open additional accounts, close accounts, or change account types during the contract period. If this occurs, the new accounts and services shall be charged at the same contracted amount or, if unanticipated, at not more than published rates.

2. Automated Cash Management Information

The District is interested in automated balance and detail information. Minimum automated services shall include:

- prior day summary and detail balance reporting on all accounts
 - intra-day detail and summary balances (on local main and payroll accounts)
 - initiation and monitoring of stop pays
 - positive pay exception transactions
 - initiation and monitoring of internal and wire transfers
 - image access
 - controlled disbursement presentment totals
- a. Fully describe the Depository's on-line service. List the system capabilities (i.e. balance reporting, wires, positive pay, stop pay, etc.).
 - b. What is the Depository's back-up process to provide balance reporting and transactions in case of system non-availability?
 - c. When is daily balance information available?
 - d. Submit samples of major screens available or provide web link access to a demonstration module.
 - e. How are individual security sign-ons assigned and who maintains the security module? How many levels of security are available?

- f. With regard to controlled disbursements—
 - What is the cutoff time for disbursements?
 - What Federal Reserve location do these accounts clear through?
 - How does the District have access to this information?

3. Deposit Services

Standard commercial deposit services are required for all accounts.

The District expects all deposited checks to clear based on the Depository's current published availability schedule, but any expedited availability options should be noted in the proposal. All cleared deposits received by the Depository's established deadline must be processed for same day ledger credit. Failure to credit District accounts in a timely fashion will require interest payment reimbursement to the District at the then-current effective Fed Funds rate.

- a. What is the Depository's daily cut-off time to assure same day ledger credit?
- b. Describe how and when credit/debit advices are sent to the District?
- c. What type deposit bags are used/required? Are these available from the Depository?
- d. In what city does item processing occur?

4. Remote Deposit

The District is interested in establishing remote check deposit for a few high volume locations during the contract period. These deposits include both consumer and commercial checks.

- a. What are the Depository's current capabilities in remote check deposit? Describe how checks are processed and cleared. Please state the cut-off time for same-day ledger credit.
- b. Give two comparable references with contact information.
- c. Is a daily balancing report produced? Provide a sample.
- d. What scanner equipment is required to operate the system? Is this equipment available through the Depository on a purchase or lease basis? Please list the equipment required along with its cost.

5. Standard Disbursing Services

The District is interested in positive pay services for designated accounts.

- a. Does the Depository image all checks and deposits?
- b. Are checks and deposit images available on-line? When? Is a CD provided monthly? If not, are reports downloadable?
- c. How long are checks and deposit images maintained on-line?
- d. Are all District checks paid without charge upon presentation?

6. Positive Pay

The District is interested in positive pay services for designated accounts on which checks are written. The positive pay process should be fully automated and web based. Check information will be transmitted electronically to the Depository on each check run and as manual checks are created.

- a. Describe the data transmission/transfer requirements for automated and manual checks.
- b. Is input available online for manual checks? If not on-line, how is information on individual manual checks transmitted to the Depository?
- c. How can check records be changed or deleted by the District, if necessary?

- d. How is the District to be notified of a positive pay exception?
- e. At what time is exception information reported to the District? At what time is the deadline for District exception elections? Are images of exceptions available?
- f. Are all checks, including those received by the tellers and vault, verified against the positive pay file before processing? How often is teller information updated?
- g. Does the Depository offer payroll positive pay?
- h. Please provide a copy of the Depository's file layout format.

7. Account Reconciliation

The District anticipates use of partial or full reconciliation services on all accounts in concert with positive pay, dependent upon cost effectiveness.

- a. Describe the partial and full reconciliation processes.
- b. The district's financial software system is Skyward. With what format(s) does the Depository's system interface? What record formats are required? How is reconciled data sent to the District? When?
- c. Specify all reporting alternatives.
- d. Are reports available online? How long are reports maintained online? Provide a sample copy of reports.
- e. How soon after calendar month-end is the reconciliation available?

8. Funds Transfer and Wire Services

Incoming wire transfers must receive immediate same day collected credit. Wire initiation should be available online. The District requires that wires be released the same business day if information is provided by the established deadline.

- a. Describe the process of online wire initiation. What back-up process is available for the on-line process in case of system unavailability?
- b. Is any paper transaction required for transfers or wires as follow-up?
- c. How and when will the Depository notify the District of incoming wires? Online? E-mail?
- d. Is future dating available for both repetitive and non-repetitive wires and transfers? How far in advance?
- e. What is the deadline for initiation
 - by telephone?
 - on-line?
- f. Are templates available for repetitive transfers?
- g. Is a secondary authorization security feature available?
- h. What availability is placed on incoming wires?

9. Optical Imaging

The District desires optical images which are downloadable or on CD on all accounts.

- a. What items and reports are available on-line (checks, statements, deposit slips, deposited items, etc.)?
- b. What transaction information is available online daily and in what format?
- c. What items are captured on the monthly CD, if provided?
- d. When are the monthly CD or imaged reports available?
- e. When and how long are statements and account analyses available on-line?

10. ACH Services

The District expects to move toward more ACH transactions for payable and receivable transactions. The District requires a pre-notification (pre-note) on all new transactions.

- a. Describe the transmission alternatives for individual ACH transactions. Is the District able to initiate individual ACH transactions on line?
- b. What filters and blocks are available on District accounts for ACH transactions?
- c. Are ACH addenda shown in their entirety on-line and on reports?
- d. What is the Depository's policy on pre-notification? Is the pre-note charged as a standard ACH transaction?
- e. What is the deadline for transmission (hour and day) for a payroll to credit employee accounts on a Friday?

11. Investments and Safekeeping Services

The Depository will be required to provide book-entry safekeeping services for any securities owned by the District. All District investments will be made by the District and instructions for clearing and safekeeping will be transmitted to the Depository in writing.

All securities must be cleared on a **delivery versus payment (DVP)** basis and ownership documented by original clearing confirmations and safe-keeping receipts provided within one business day of the transaction. Funds for investments will be drawn from a designated District DDA account. All principal and interest payments, coupon payments, and maturities must receive automated same day collected credit on the District designated account without requiring any additional District action.

If the Depository is not a member of the Federal Reserve or a federal home loan bank and utilizes a correspondent bank for safekeeping of District securities, the transactions will be handled through the Depository's systems and shall not require additional interaction by the District with the correspondent bank. No delay in transactions, wires or flow of funds will be acceptable under a correspondent relationship.

- a. Is the Depository a member of the Federal Reserve or a federal home loan bank? If not, name the correspondent Depository to be used for clearing and safekeeping. Describe any safekeeping arrangement proposed with a correspondent Depository including processing requirements by the District.
- b. Are security transactions available on-line for either origination or monitoring?
- c. What is the deadline for settlement instructions on a cash (same day) settlement? Is there any charge incurred for late instructions?

12. Collateral Requirements

All the requirements, including those beyond the Public Funds Collateral Act, as stated in the District's Investment Policy and below, must be met by the Depository. The proposal must state agreement to the following terms and conditions.

- All collateral pledged to the District must be held by a custodian or permitted institution as specified by the Public Funds Collateral Act (Texas Government Code, Chapter 2257). Please refer to the Investment Policy links as listed on Attachment C.
- A tri-party safekeeping agreement shall be executed between the District, the Depository, and the safekeeping bank for custody of pledged securities in full compliance with FIRREA requiring a Depository resolution. (Or completion of Circular 7 if the Federal Reserve is acting as custodian. Use of the FRB will still require a depository agreement be executed between the District and the Depository.)
- All time and demand deposits above FDIC coverage shall be collateralized at a minimum of 102% of principal plus accrued interest at all times (110% on mortgage backed securities.)
- The Depository shall be contractually liable for the continuous monitoring and maintaining of collateral at the District's required margin levels.
- Pledged collateral shall be evidenced by original safekeeping receipts/report sent directly to the District by the custodian within one business day of receipt.

- The District shall receive a monthly report of collateral pledged including description, par, market value and cusip, at a minimum.
- Substitution rights shall be granted if the Depository obtains the District's prior approval and if substituting securities are received before previously pledged securities are removed from safekeeping.

Authorized collateral includes only approved securities as specified by Texas Education Code §45.201. Please refer to the Investment Policy links as listed on Attachment C.

- Does the Depository propose any collateral charges? If so, under what conditions are they charged and how is the charge applied?
- What is the Depository's deadline for requesting collateral in excess of existing requirements?

13. Account Analysis

Monthly account analysis reports should be provided for each account and on a consolidated account basis.

- When is the analysis available each month?
- Is the account analysis available online? Is it imaged monthly?
- Are paper statements also sent to the District? If so, when?
- How long will it take the Depository to correct any billing errors on account analysis?

14. Monthly Statements

The Depository must provide monthly account statements on all accounts with complete supporting documentation.

- State when monthly statements will be available each month.
- Is the monthly statement available online? If so, when and how long? Are the statements imaged or on a CD?
- If imaged, are paper statements also sent to the District? If so, when?

15. Overdrafts

- Are all accounts aggregated for overdraft calculation purposes?
- State the rate basis for intra-day and inter-day overdrafts.
- What is the policy for daylight overdrafts?

16. Stop Payments

An automated stop pay process is desired.

- What are the time period options available for stop pays?
- What are the time period options for extended stop pay periods? How is it extended?
- What is the cut-off hour for same day action on stop pays?
- Can stop pay orders be initiated on-line? If so, is there any paper follow-up document required?
- What information on current and expiring stop pays is available on-line?

17. Customer Service

Does the Depository offer customer services in languages other than English? What languages are offered?

18. Service Enhancements

Based on the information provided in the RFP and your firm's knowledge of the public sector, please describe any services or technological enhancements, not previously mentioned, that should be considered for further improving the effectiveness of the District's treasury management operations.

19. Currency and Coin

The District may request change orders either daily or on a frequent basis for its operations.

- a. Are you able to provide such a service? If so, how?
- b. What fees are imposed?
- c. If a district check is presented for cashing, what fee is imposed?

20. Supplies

The District utilizes various supplies in its operations in regards to deposits.

- a. What supplies are provided?
- b. What fees are imposed?

21. References

The district requires that all proposing banks provide a list of at least three (3) references of entities, with contact information including name of company, name of contact, address, phone and email. Crowley ISD prefers references to be public entities of similar banking needs and service levels/volumes. School districts are also preferred. This will be evaluated under Evaluation criterion #3.

22. Number of total employees of banking entity?

Please provide the following:

Total number of bank employees world wide _____

Total number of employees at branch submitting proposal _____

This will be evaluated under Evaluation criterion #3.

23. Closest physical deposit location to CISD Administration Building

In miles, how far is it from the Crowley ISD Administration Building, 512 Peach Street, Crowley TX 76036 to the closest location that our courier or our staff can take deposits for processing? (Use a reputable mapping website to calculate this using the driving method, such as MapQuest, Google maps, Live maps, etc. and attach documentation) This will be evaluated under Evaluation criterion #3.

Number of miles _____

24. Total Assets of Bank

What are the total assets of the bank \$ _____

What is the total number of branches _____

This will be evaluated under Evaluation criterion #3.

OPTIONAL SERVICES

1. NSF Checks Represented as ACH (RCK)

The District may want the option of the second submission to be made by ACH to targeted dates for maximum collection potential.

- a. The District currently utilizes a third-party vendor, CheckSmart, for this service. All NSF checks are automatically sent to CheckSmart. Can this practice continue? What fees are involved?
- b. Is the Depository currently using ACH for collection of NSF checks? How long has the Depository been providing this service? Provide two comparable references with contact information.
- c. How are the NSF and the later ACH matched/reconciled? Does the Depository system cross reference the two transactions in any way?
- d. Is the NSF information, image, or occurrence available on-line? When and how? How long is it available online?
- e. Can the District specify any target pay day(s)?

2. Merchant Services.

The District is interested in possibly accepting credit card payments for various activities. The service should include daily capture, transmission and authorization of payments at point-of-sale and on the web. Reporting would be required by location.

The District can comply with PCI Standards.

- a. Does the Depository currently offer merchant card processing services? How long has this service been available? What interface format(s) does the Depository's system supply?
- b. How many institutions and end customers do you have?
- c. Describe the fee components of a merchant card processing relationship. Provide a list of all the fees to the District. State the association fees, discount rates, and the Depository's fee per transaction.
- d. Does the Depository have software available for implementation which allows on-line payments to the District through the Depository's portal?
- e. Describe the reporting functions and data availability.
- f. Detail billing options.
- g. Describe the authorization method/process used. How are incorrect authorizations reversed?
- h. Describe your debit card processing capabilities. Do you identify between debit and credit cards on BIN number? Can you program a debit card to the lowest cost network?
- i. Describe your transmission process. Describe the monitoring and notification process if transmissions fail.
- j. Is data imaging available on line? What is available online? When? For how long?
- k. Describe the dispute resolution process.
- l. Describe your security measures for internet transactions and unauthorized use.

3. Payroll Cards/Debit Cards

The District currently utilizes/offers the use of stored value cards (payroll card/debit card) as a payroll option for those employees not on direct deposit. Card holders should have the ability to use the cards for purchases at point of sale as a debit card as well as cash withdrawals at financial institutions and ATMs.

The purchasing ability of the cards must be limited to the stored value of the card. The District may choose to not pay for access fees for the employees issued the stored value cards.

The District will be responsible for any marketing of the program and has total discretion on the distribution of the cards. The District will enroll the employees. The Depository is required to provide card holders with all processing and transaction information and reports. Services expected from the Depository would include, at a minimum:

- embossing, encoding and distributing standard cards as directed by District
 - provision of paper/electronic statements to cardholders
 - administration of accounts to include maintenance of accounts, application of funds, authorization of transactions, related tracking
 - customer service functions
- a. Does the Depository currently provide this service? If so, how long has it been available?
 - b. How many institutions and end customers use the service? Provide three comparable references for the service.
 - c. Which program (authorization marks) does your program use? (Visa, MC, etc.)
 - d. Describe the enrollment process. Is enrollment batched and web-based?
 - e. Describe the manner by which funds will be made available to the card-holders.
 - f. What are the inactivity levels for the program? Do these generate additional fees? Describe any other potential fees.
 - g. Are all funding transmissions by standard ACH? Describe the data transmission requirements and deadlines.

4. Purchasing Cards

The District may consider a purchasing card program during the contract period. Cards would be assigned to District employees for defined use.

- a. What card platform does the Depository support (MC, Visa)? Is a third party processor used?
- b. What, if any, information is available on-line? When? Describe data download and integration capabilities. Describe reporting capabilities
- c. What client support is available? How is it provided?
- d. Describe the diverse parameters and restrictions available for the card control. How many access levels are available?
- e. Discuss settlement and corporate liability terms. Include information on Depository support for the program, the Depository's experience, settlement terms on payment, security procedures, and license requirements. How will billing be received?
- f. Describe how cards are issued, deleted or replaced. How are lost/stolen cards handled?
- g. Provide three comparable references for the service.

5. Company Bank Program

The District is interested in giving its employees the opportunity for enhanced, personal banking services.

- a. Does the Depository have a banking program available for District employees?
- b. List services provided under this program with applicable discounts or fees to the District or employee.
- c. Is availability of the program based on use of direct deposit or District employment?

6. Travel Card Program

The District is interested in a travel card program for use by school district employees for specified locations. The District reserves the right to obtain this service outside of this depository contract.

- a. Does the Depository have a program with individual billing per card?

- b. List services provided under this program in regards to willful misuse of the card
- c. Is an Internet management system available?
- d. No long-term contract will be imposed.

7. VISA/MasterCard Rewards Program for Accounts Payable Remittance

The District may be interested in a credit card program for use by the District's Accounts Payable Department for specified payments. The District reserves the right to obtain this service outside of this depository contract.

- a. Does the Depository offer such a program?
- b. List services provided under this.
- c. Is an Internet management system available?
- d. No long-term contract will be imposed.
- e. What are the terms for interest earned on payments passed through this credit card?
- f. How often are the rewards credited to the District?

List of schedules/attachments provided by District:

Comprehensive Annual Financial Report
(provide link to web site]

Attachment A, Volumes for Pricing Transactions (filled in with volumes)

Attachment B, District's Current Account Structure

Attachment C, District Investment Policy [with links to web site]

List of schedules/attachments to be provided by Depository:

The following information must be included with the proposal:

- Copy of Depository audited financial statements [or link to web site]
- Corporate audited financial statements and the individual Depository's call report (for members of Depository holding companies) [or link to web site]
- UPBR reference
- Attachment A, Volumes for Pricing Transactions (filled in with rates)
- Sample Account Analysis Statement and User's Guide (if applicable)
- Attachment D, Sample Collateral Agreement (if applicable)
- Any agreements (including those not directly referenced in this RFP) which will be required to be executed under the contract (if applicable)
- Samples of major screens or web access for automated cash management (if applicable)
- Sample daily balancing report for Remote Deposit (if applicable)
- Sample account reconciliation reports (if applicable)

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Optional Acknowledgements

The Depository confirms that interest earned will not be charged on the account analysis.

If awarded the contract, the Depository will be required to review the then-current District Investment Policy and certify in writing to that review in accordance with the Public Funds Investment Act certifying that the Depository has sufficient controls in place to avoid transactions not authorized by the Policy.

The Depository accepts the investment options and/or collateral conditions as specified in the District's Investment Policy.

By virtue of the proposal submission, the Proposer acknowledges agreement with and acceptance of all provisions of the specifications except as expressly qualified in the proposal.

Firm: _____

Address: _____

City/State/Zip: _____

Phone : _____

Fax : _____

Email Address: _____

Typed Name: _____

Date: _____

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ATTACHMENT A

ESTIMATED ANNUAL VOLUMES REPORTED VIA CURRENT DEPOSITORY BANK FOR PURPOSES OF PRICING TRANSACTIONS

The district would like to review the option of paying on a flat fee basis for each month. Example: Bank XYZ proposes to provide all services listed in this proposal and required under the Request for Proposal document for \$X per month total cost to the district. Attachment A is a good faith estimate of the number of transactions in each category as provided by our current depository bank and should be used to aid the proposer in providing pricing in a flat fee cost structure to the district IN ADDITION TO your standard per item/service proposal.

Service	Estimated Annual Volume	Proposed Monthly Fee
<i>Account Services</i>		
Account Maintenance	60	\$
Acct Maint-Int	120	\$
Cash Concentration Maintmaster	12	\$
Cash Concentration Maint Sub	12	\$
Statement Cycles	144	\$
Statement Cycles - Enhanced	24	\$
Account Statement - Paper	12	\$
Interest Expense	108	\$
Post No Checks Maintenance	12	\$
Overdraft NSF Item Paid	12	\$
<i>Banking Center Services</i>		
Branch Credits Posted	60	\$
Branch Deposit-Immediate Verif	6,648	\$
Branch Deposit Adjustment	108	\$
<i>Vault Services</i>		
Vault Deposit	7,848	\$
Vault Deposit Per \$1,000	1,752	\$
Vault Deposit Rolled Coin	348	\$
Vault Dep Partial Or Mixed Bag	180	\$
Vault Dep Non Std Strap - Note	633,780	\$
Vault Email Notification	6,204	\$
Vault Deposit Adjustment	144	\$
<i>Depository Services</i>		
Credits Posted	8,724	\$
Check Deposited-On Us	10,680	\$

Check Deposited-Transit	29,700	\$
Deposit Correction	60	\$
Return Item	228	\$
Return Alternate Address	228	\$
Return Detail Reporting	228	\$
Return - Email Notification	96	\$
Return Multiple Locations	228	\$
Return Maker Name	228	\$
Software Maintenance Fee	24	\$

Disbursement Services

Check / Debit Posted	11,844	\$
Check Cashing Non-Acct Holder	120	\$
Stop Payment Automatic Renewal	12	\$
PWS Exception Notif-Acct	72	\$
PWS Imaging Maintenance	12	\$
Image Retrieval Per Retrieve	432	\$
PWS Image Retrieval >91Day	276	\$
PWS Check Inquiry Maintenance	180	\$
PWS Recon Report/Stmt Maint	180	\$

Reconciliation Services

Deposit Recon Maintenance	36	\$
Deposit Recon Items	8,004	\$
Positive Pay Maintenance	72	\$
Positive Pay No Recon - Maint	36	\$
POS Pay Without Recon Items	1,656	\$
Payee Name Verification	10,872	\$
Exception Item	72	\$
ARP Shipping Prep Fee	36	\$
Image Capture Per Item	20,100	\$
Full Reconcilement - Maint	36	\$
Full Reconcilement - Per Item	9,216	\$
Data Entry - Manual	60	\$
Output File	36	\$

Funds Transfer Services

Electronic CHIP Debit S/T	12	\$
Mail Debit Advice	12	\$

Automated Clearing House

DPC Maintenance	36	\$
JPM ACCESS ACH Maintenance	72	\$

Debit Originated - JPM ACCESS	72	\$
Credit Originated - JPM ACCESS	23,712	\$
Addenda Record	528	\$
Debit Received	156	\$
Credit Received	744	\$
Return Item	48	\$
Return Notification - Online	48	\$
Debit Block Maintenance	168	\$
ACH ADA Authorized ID	132	\$
Notification of Change	12	\$

JPMorgan Access

Account Maint - 1 Year History	156	\$
Special Report Fee	108	\$
Account Maint - 45 Day History	24	\$
Acct Transfer Item	132	\$
Transaction Reported	21,312	\$
User Module Fee	156	\$
JPMorgan ACCESS Client Maint	48	\$
ACH Returns Rpt Fee	60	\$
JPM ACCESS Monthly Maint	12	\$

Chase Online Services

CCO Premium Monthly Service	12	\$
CCO Additional Account Fee	60	\$

Premium Assessment Fee

Premium Assessment Fee	146,340	\$
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PRICING PAGE FOR SERVICES

Total monthly price for all services listed in Attachment "A" \$_____

Proposed “flat” monthly \$_____

Prices for Option Services as described beginning on page 34 of this document.

Insert in list below or attach additional pages to this page.

- 1. NSF Checks Represented as ACH (RCK)**
- 2. Merchant Services.**
- 3. Payroll Cards/Debit Cards**
- 4. Purchasing Cards**
- 5. Company Bank Program**
- 6. Travel Card Program**
- 7. VISA/MasterCard Rewards Program for Accounts Payable Remittance**

ATTACHMENT B

CURRENT ACCOUNT STRUCTURE

The District presently maintains accounts as listed below. The District reserves the right to open additional accounts or to close accounts during the course of the depository contract.

<u>Type of Account</u>	<u>Number of Accounts</u>	<u>Interest Bearing/ Non-Interest Bearing</u>
General Operating	1	NIB
Payroll	1	NIB
Capital	1	IB
Worker's Comp	1	NIB
Debt Service	1	IB
Food Service	1	IB
Activity (1-461, 8-865)	9	IB

VOLUMES

<u>Type of Account</u>	<u>Average Number of Items</u>	<u>Average \$ Amount of Items</u>
Payroll		
Monthly checks	100	
Monthly direct deposit	2,000	
Semi-monthly checks	Minimal/Varies	
Semi-monthly direct deposit	Minimal/Varies	
Monthly payroll		\$7,000,000
Accounts Payable		
Monthly checks/payments	1,000	\$1,000,000

Daily Operating Deposits

General Operating	15
Food Service	21
Activity	15

ACCOUNT STRUCTURE

<u>Type of Account</u>	<u>Number of Accts</u>	<u>Description of Accts</u>
Depository Plus Accounts	1	1 Operating; 1 Debt Service; 1 Capital; 1 Payroll; 1 Workers Comp; 1 Food Service; 9 Activity
Positive Pay	7	General Operating, Food Service, Worker's Comp, 461 Activity, Capital
General Operating	1	Depository Account - Individually identified by campus
Food Service	1	Depository Account - Individually identified by campus
Activity Account (461)	1	Depository Account - Individually identified by campus
Checking	15	1 Operating; 1 Debt Service; 1 Capital; 1 Payroll; 1 Workers Comp; 1 Food Service; 9 Activity

ATTACHMENT C

DISTRICT INVESTMENT POLICY

POLICY CODE: CDA(LEGAL) and CDA(LOCAL)

TITLE: OTHER REVENUES

SUBTITLE: INVESTMENTS

<http://pol.tasb.org/Policy/Code/1107?filter=CDA>

POLICY CODE: BDAE(LEGAL) and BDAE(LOCAL)

TITLE: OFFICERS AND OFFICIALS

SUBTITLE: DUTIES AND REQUIREMENTS OF DEPOSITORY

<http://pol.tasb.org/Policy/Code/1107?filter=BDAE>

Comprehensive Annual Financial Report

<http://www.crowleyisdtx.org/>

Please use the following menu path on left side of screen:

- Inside CISD
- Departments
- Finance/Business Development
- Under “Files”, click “Financial Audit Reports”

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