Wiregrass Georgia Technical College
Request for Proposals
Bank Depository and Cash Management Services

(Version 3 - Revised 12/5/2012. See pages 7 & 8)

Request for Proposals
The objective of this Request for Proposal (RFP) is to identify the financial institution (Bank) that can provide the highest quality and greatest breadth of banking services at a competitive value to Wiregrass Georgia Technical College (WGTC).

The response to the RFP must be received no later than 10 a.m. on December 10, 2012 by Ms. Keren Wynn at keren.wynn@wiregrass.edu.

General Information
WGTC is a unit of the Technical College System of Georgia (TCSG). TCSG provides a unified system of technical education, adult education, and customized business and industry training.

WGTC has four campuses: Ben Hill-Irwin Campus (Fitzgerald), Coffee Campus (Douglas), Cook County Workforce Development Center (Adel), and the Valdosta Campus. Two extended campuses include the Wilcox Learning Center in Rochelle and a Moody Air Force Base location in Valdosta. WGTC provides adult education services in eleven counties: Atkinson, Ben Hill, Berrien, Brooks, Coffee, Cook, Echols, Irwin, Lanier, Lowndes, and Wilcox counties.

WGTC requests information for the banking services as specified herein. Questions regarding this proposal should be in writing and addressed to:

Ms. Keren Wynn, VP Administrative Services
Wiregrass Georgia Technical College
4089 Val Tech Road
Valdosta GA 31602

Questions may also be submitted to her email account: keren.wynn@wiregrass.edu

The response to this RFP must be emailed to keren.wynn@wiregrass.edu with a hard copy provided in a sealed envelope which must be clearly marked “Information for Banking Services”.

The information must be signed in the name of the proposer and the signature must be the handwritten signature of the person(s) duly authorized to sign the information.
All exhibits and information forms must be included in the response.

Terms and Conditions
The award will be made to that proposer whose information, in the opinion of WGTC, is in the overall best interest of the College. Criteria used in the evaluation process will include:

- Banking services and incentives
- Lowest cost to the College
- Return on deposits
- Ability to meet requirements
- Proximity of main/branch locations of the bank to main campuses

WGTC’s accounts are depositories of both state and federal funds. The bank accounts must meet all terms and conditions for handling state and federal funds.

The depository of WGTC must be approved by the State Depository Board.

By submitting information, the Bank certifies that it has fully read and understood the RFP and has full knowledge of the scope, nature, quantity, and quality of work to be provided and the conditions under which the services are to be performed.

WGTC assumes no cost by the proposers in preparation of the information.

The banking services as described herein are requested to commence March 1, 2013 and shall continue in force for a period of three (3) years, with the option to continue service after the three (3) year period ends. Either party may terminate banking services by providing three (3) months written notice or anytime upon mutual consent of both parties.

NOTE: According to the Office of the State Treasurer (OST), all banks participating in the RFP process must agree to offer their services at the same fee rates offered to any University System of Georgia institution or unit of State Government. In addition, all banks currently participating in the State Bank Fee Program are eligible to provide banking services.

Submitting Questions
All questions concerning this RFP must be submitted in writing via email to the Issuing Officer identified above. No questions other than written will be accepted. No response other than written will be binding upon the State. All Banks must submit questions by the deadline identified in the Schedule of Events for submitting questions. Banks are cautioned that the College may or may not elect to entertain late questions or questions submitted by any other method than as directed by this section. All questions about this RFP must be submitted in the following format:

Bank Name

Question #1 Question, Citation of relevant section of the RFP
Restrictions on Communicating with Staff

From the issue date of this RFP until the final award is announced (or the RFP is officially cancelled), Banks are not allowed to communicate for any reason with any State staff except through the Issuing Officer named herein, or as defined in this RFP or as provided by existing work agreement(s) or as indicated by any addendum. Prohibited communication includes all contact or interaction, including but not limited to telephonic communications, emails, faxes, letters, or personal meetings, such as lunch, entertainment, or otherwise. WGTC reserves the right to reject the response of any Bank violating this provision.

Wiregrass Georgia Technical College’s Right to Request Additional Information - Supplier Responsibility

Prior to an award, WGTC must be assured that the selected Bank has all of the resources to successfully perform under the contract. This includes, but is not limited to, adequate number of personnel with required skills, financial resources sufficient to complete performance under the contract, and experience in similar endeavors. If, during the evaluation process, WGTC is unable to assure itself of the Bank’s ability to perform, if awarded, WGTC has the option of requesting from the Bank any information deemed necessary to determine the Bank’s responsibility. If such information is required, the Bank will be so notified and will be permitted approximately five (5) business days to submit the information requested.

Failing to Comply with Submission Instructions

Responses received after the identified due date and time or submitted by any other means than those expressly permitted by the RFP will not be considered. Responses must be complete in all respects, as required in each section of this RFP.

Rejection of Responses; State’s Right to Waive Immaterial Deviation

WGTC reserves the right to reject any or all responses, to waive any irregularity or informality in a response, and to accept or reject any item or combination of items, when to do so would be to the advantage of WGTC and the State of Georgia. It is also within the right of WGTC to reject responses that do not contain all elements and information requested in this RFP. A response will be rejected if the response contains any defect or irregularity and such defect or irregularity constitutes a material deviation from the RFP requirements, which determination will be made by WGTC on a case-by-case basis.

Wiregrass Georgia Technical College’s Right to Amend and/or Cancel the RFP
WGTC reserves the right to amend this RFP. Any revisions must be made in writing prior to the RFP closing date and time. By submitting a response, the Bank shall be deemed to have accepted all terms and agreed to all requirements of the RFP (including any revisions/additions made in writing prior to the close of the RFP whether or not such revision occurred prior to the time the Bank submitted its response) unless expressly stated otherwise in the Bank’s response. Therefore, each Bank is individually responsible for reviewing the revised RFP and making any necessary or appropriate changes and/or additions to the bank’s response prior to the close of the RFP. Banks are encouraged to frequently check the WGTC website for additional information. Finally, WGTC reserves the right to cancel this RFP at any time.

Schedule of Events

The schedule of events set out herein represents WGTC’s best estimate of the schedule that will be followed. However, delays may occur which may necessitate adjustments to the proposed schedule. If a component of this schedule is delayed, the rest of the schedule may be shifted as appropriate. Any changes to the dates up to the closing date of the RFP will be publicly posted prior to the closing date of this RFP.

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Release of RFP</td>
<td>November 7, 2012</td>
<td></td>
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<tr>
<td>Deadline for written questions sent via email to the Issuing Officer</td>
<td>November 16, 2012</td>
<td>5:00PM ET</td>
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<tr>
<td>Responses to Written Questions</td>
<td>November 26, 2012</td>
<td>5:00PM ET</td>
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<tr>
<td>Banks’ Responses Due/Close Date and Time</td>
<td>December 10, 2012</td>
<td>10:00AM ET</td>
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<td>Evaluation &amp; Selection of Bank Finalists</td>
<td>TBD</td>
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<td>Oral Presentations for Finalists if Needed</td>
<td>TBD</td>
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<tr>
<td>Notice of Award</td>
<td>December 21, 2012</td>
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Qualifications of Banking Institutions for State Deposits

1. The Bank must have its deposits insured by the Federal Deposit Insurance Corporation (FDIC).
2. The Bank must be an experienced provider with ten (10) years minimum experience in data processing capabilities which meet the requirements of the College.
3. To qualify to be a depository of state funds, financial institutions must meet the following criteria:
   A. Tier 1 leverage ratio of 6% or greater;
B. Return on average assets of 0.0% or greater; and,
C. Institution rating by Thomson Reuters of 35 or greater.

In the event a Bank fails to meet one or more of the above requirements, they still may be eligible for approval, if they meet the definition of “well capitalized” as defined in the federal guidelines adopted pursuant to the Federal Deposit Insurance Corporation Improvement Act of 1991 (FDICIA). The FDICIA regulations define “well capitalized” banks or bank holding companies as entities that:

A. Have a Tier 1 leverage ratio of 5% or greater;
B. Have a Tier 1 risk-based capital ratio of 6% or greater;
C. Have a Total risk-based capital of 10% or greater; and,
D. Are not subject to a regulatory order to maintain a specific capital level for any capital measure.

Bank Account Structure, Operations, and Services

1. Overview
The banking services detailed in this section provide for the services to be performed for the College. The intent of the College is to have a single bank provide all of the banking services specified herein.

2. Account Structure (Note: This will not be a ZBA structure.)

A. General Operating Account – the primary concentration and disbursement account. Most of the College’s funds are held in this account and moved into the other accounts as needed. This account is a holding account for transfers to and from other accounts as well as the primary Accounts Payable account. Balances will be fully invested daily. Activity in this account will include receipts from various revenue sources, distribution to other accounts, A/P checks, wire transfers, and ACH transactions. All activities should be accessible online.

1. Alternate: Depository Accounts - Given the location of branch offices of the bank that is awarded the General Operating Account and their proximity to the 4 college campuses, WGTC may have the need for one or more additional accounts for depositing funds from Bookstore Operations. Funds will be transferred from these accounts to the General Operating account as needed.

   a. Depository Account – Coffee Campus (Douglas, GA)
   b. Depository Account – BHI Campus (Fitzgerald, GA)
   c. Depository Account – Cook Campus (Adel, GA)
   d. Depository Account – Valdosta Campus
B. **Payroll Account** – a disbursement account for payroll transactions, including direct deposits. This account is funded by transfers from the General Operating Account to cover payrolls when they are due. Approximately 585 people are paid on the last day of each month of which all but 29 are by direct deposit. Actual pay dates are adjusted to an earlier date when they would otherwise fall on weekends or holidays.

C. **Pell / Direct Loan Account** – an account for receipt and disbursement of funds from the U.S. Department of Education for direct grants and loans to students. (This account will not earn interest.)

D. **GSFC / Private Loan Account** – an account for receipt and disbursement of funds for private loans and from the Georgia Student Finance Commission (GSFC) for grants and scholarships for students.

3. **Banking Services**
   a. **Account Statements**
      A monthly statement must be provided by the Bank for each of the above accounts. These monthly statements must include all transactions through the last business day of the month and are due no later than the sixth day of the following month. Statements must include listings of specific checks in check number order, including amounts. Daily batch totals will not be acceptable. Statements must show individual deposits and total interest earned for the month. The Bank must provide clear images of all cancelled checks (front and back) on CD-ROM, DVD, or through an online service. Original cancelled checks are not to be returned to the College. The Bank shall provide software for searching, viewing, and printing check images from the CD-ROM, DVD, or online services.

   b. **Direct Deposits and Electronic Transfers**
      The Bank must provide the ability to use direct deposits and wire and electronic transfers for deposits to and from these bank accounts. The College must have the ability to move funds between these accounts through an online service.

   c. **Availability of Funds**
      The Bank will guarantee immediate credit on all wire and electronic transfers and U. S. Treasury checks upon receipt and all other checks based on the awarded Bank’s availability schedule.

   d. **Balance Reporting / Transaction Services**
      The Bank must provide an online information and reporting system giving appropriate College personnel access to accounts to enable the monitoring of available balances, review of debits and credits, examination of monthly account activity, execution of transfers between accounts, stop payments, and other applicable services. Specific information which must be available
includes – but is not limited to – Previous and Current Day Transaction Detail and Balance Information as well as ACH Credit Transaction Detail.

Any special software or equipment required (other than a PC with Internet connectivity) shall be provided by the Bank. The Bank must provide adequate on-site training and support on the system for College personnel as needed at no additional cost. Among services the Bank must provide are:

1. Balance inquiries, review of all posted transactions, and incoming or pending transactions
2. Online view of all posted check images, deposit tickets, and deposited items
3. Sort and search options to see specific range of transactions or a single item
4. Online images of current and previous statements
5. Real-time transfers of funds between bank accounts
6. Stop Payment Origination
7. ACH Origination
8. Wire transfer initiation and authorization
9. Electronic notification of return items, incoming wire transfers, and incoming ACH transactions
10. Printing capability of online statements and images

e. **Returned Checks**

Checks deposited and returned for insufficient funds should be re-deposited two (2) times before notifying the College. The College’s account will then be debited and the check returned to the College.

f. **Other Depository Services** *(Amended 11/19/2012 to remove this section—K.Wynn)*

The Bank will provide all deposit related services such as check processing, automatic deposits and drafts, wire transfers, stop payments, returned items, and night depository services for no charge to the College.

g. **Courier Services**

With four campuses and two extended campuses, the College is interested in exploring the value of armored car services and “smart safes”. The Bank should present its capabilities and solutions.

h. **Student Checking Accounts** *(Amended 12/4/12 – K.Wynn)*

Bank is requested to provide information and corresponding fee schedules for any particular banking products or services it chooses to make available to Wiregrass students. Bank will provide a free checking account to all College students. This account includes free personal checks and a free
debit card for account withdrawals. There will be no Bank fees for ATM withdrawals to the account, regardless of the ATM used. However, terminal fees may be charged at the time of withdrawal by the Bank where the withdrawal is made. Bank will not charge for account withdrawals at any of its ATMs.

i. **Faculty and Staff Accounts** *(Amended 12/4/12 – K.Wynn)*
   Bank is requested to provide information and corresponding fee schedules for any particular banking products or services it chooses to make available to Wiregrass faculty and staff. **Bank will provide a free checking account to all College faculty and staff. This account will include a free debit card. Bank will also provide the first order of personalized checks at no charge.**

j. **Foreign Currency and Traveler’s Checks** *(Amended 12/4/12 to remove– K.Wynn)*
   Assistance in ordering foreign currency will be provided to College’s students and staff for school related functions at no charge to the College or the students.

k. **Safe Deposit Box**
   Bank will provide at no charge to College use of a safe deposit box at its branch or location.

l. **Miscellaneous Services**
   The Bank will be proactive in offering to the College any services, including customized and unique services, not specified in this proposal which can be of value to the College and which will meet the College’s specific needs.

**Your Response to This Request for Proposal.**

1. **Bank Fee Proposal, Exhibit A.** Please enter the Bank Code, AFP Code, Unit Price, and the Extended Price for each service listed. Indicate any waived fees with a “W” in the Unit Price column. Identify any regulatory charges not controlled by the Bank, e.g., FDIC assessment, which may change over the term of the contract. List any additional or support account services which may be required or offered. Please complete a separate Exhibit A-1 for each account on which you choose to bid.

2. **Online Reporting Product Information.** Please include a detailed description of any online account management services offered by the Bank. Additionally, list any fees associated with use of the online service. Complete for each account on which you choose to bid.
3. **Bank Compensation Proposal, Exhibit B.** Please include full information on the proposed interest to be paid on balances and the proposed earnings credit rate and earnings allowance to be offered in lieu of interest paid, floor rates and terms, and Bank’s policy on FDIC assessment and Reserve Requirements and the term of any waivers. Please complete a separate Exhibit B for each account on which you choose to bid.

4. **Pro Forma Account analysis statement.** Please include for all services and volumes included in each Bank Fee Proposal. The pro forma should include any applicable Earnings Credit Rates (ECRs). The ECRs should be explained in detail separately from each pro forma analysis statement. Please ensure that the pro formas match the line items, codes, volumes, fees, and extended prices in your Bank Fee Proposals and Bank Compensation Proposals. Complete for each account on which you choose to bid.

**Please also include the following additional information in your response to this RFP:**

- Identify the person or persons who will be assigned to WGTC if you are successful in your bid. Also provide contact information.
- Describe how and why your Bank would be a good choice to provide the requested services.

**Evaluation of Questions, Answers, and Proposals**

Please submit all questions in connection with the RFP to Keren Wynn on or before **5:00 PM on November 16, 2012.**

The College will respond in writing to all questions and copy all prospective vendors on or before **5:00PM on November 26, 2012.**

Please submit final proposals in response to this request by email to Keren Wynn (keren.wynn@wiregrass.edu) on or before **10:00 AM on December 10, 2012 and follow up with a hard copy by mail to Keren Wynn at 4089 Val Tech Rd., Valdosta, GA 31602.**