



Request for Proposals

Comprehensive Banking Services
For Dodge City Community College

Proposal due: December 15, 2025

By: 12:00 pm CST

Dodge City Community College
Request for Proposals (RFP)
Seeking
Comprehensive Banking Services

Table of Contents

I.	Introduction	3
II.	RFP Requirements and Schedule	3
III.	Scope of Services	8
IV.	Information Requested	9
V.	Evaluation and Award Criteria	22
	Appendix A: Intention to Submit Proposal	23
	Appendix B: Historical Data / Expected Volumes	24
	Appendix C: Current Account Structures	25
	Appendix D: Three Months Activity for Account Analysis	26

I. Introduction

Dodge City Community College seeks a financial partner that shares the core values of the College. The College desires a relationship where students come first; our community is embraced and celebrated; integrity and innovation are the expectations for a successful partnership. The College is looking for a financial partner who can provide excellent customer service; innovative banking products; and can be a good steward of the public funds entrusted to it.

II. RFP Requirements and Schedule

This Request for Proposal (RFP) is issued to solicit proposals from qualified, experienced, financially sound and responsible financial institutions to provide comprehensive banking services for Dodge City Community College (the College). The services required are outlined below. A more detailed scope of services is defined in Section III.

- Depository services
- Positive pay service
- Remote deposit capture
- Electronic Funds Transfer; originate and receive
- Wire Transfers (prefer an online option)
- Cash management and investment services
- Electronic / online banking

In selecting a financial institution, the College's primary goals are to partner with a financial institution that demonstrates quality and responsive communication in matters of customer service, and demonstrates local decision-making capabilities to handle any emergency needs the College may require.

A detailed description and a representation of the current account structure of the College is given in Appendix C. Proposals may include alternative account structures that offer the College improved efficiencies and economy.

A. Schedule of Proposal

Issue RFP to Prospective Bidders	11/21/2025
Written Questions due to College	12/01/2025
Responses to Questions by College	12/08/2025
Proposals due to College	12/15/2025
Bid Reviews (Trustee Finance Sub-Committee)	01/20/2026
Award Bid – Selection (Board of Trustee Meeting)	01/27/2026
Implementation / Go Live	TBD

B. Intention to Submit Proposal

If your financial institution is interested in receiving updates to this RFP, including responses to submitted questions from all participating financial institutions, please complete Appendix A: Intention to Submit Proposal. If we have not received the requested information in Appendix A from you by November 21, 2025, we shall assume that you are not submitting a proposal.

C. Submission of Written Questions

All questions about the RFP shall be submitted by email by end of business on 11/21/2025 to Jeff Cermin (jcermin@dc3.edu).

The College will provide an electronic response to questions to all prospective proposers by 12/01/2025.

D. Preparation of Proposal

Careful attention must be paid to all requested items contained in this RFP. Please read the entire package before posing questions and/or bidding.

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate, and reliable presentation. For ease of review, the proposals must follow the outline in Section IV of this RFP. Each response should be clearly numbered and the full question listed. Each page of the proposal must be sequentially numbered.

E. Submission of Proposals

In order to be considered for selection, financial institutions must submit response to this solicitation no later than noon on December 15, 2025.

Proposals must be submitted by email to:

Jeff Cermin, VP of Administration & Finance/CFO, jcermin@dc3.edu

Erica Littlewood, Director of Business Services/Comptroller,
elittlewood@dc3.edu

No other distributions of the proposals shall be made by the financial institution. It is the responsibility of the financial institution to assure that the proposal is delivered to the place designated to receive proposals prior to the deadline. Offers received after the deadline may not be considered. No unsolicited, corrected or resubmitted proposals will be accepted after the proposal submission deadline.

F. Time and Location of Proposer's Presentation

If deemed necessary, the College may invite selected financial institutions to meet with the evaluation team at a time to be determined at the College.

G. Effective Period of Proposals

Proposals must state the period for which the proposal shall remain in effect (i.e. how much time does the College have to accept or reject the proposal under the terms of the proposal).

H. Bid Reservations

Notwithstanding any other provisions of this RFP, the College reserves the right to award this contract to the financial institution that best meets the requirements of the RFP and not necessarily to the lowest cost proposer. Furthermore, the College reserves the right to reject any or all bids, to award in whole or in part, and to waive minor immaterial defects in bids. The College may consider, at its sole discretion, any alternative bid.

I. Contract Negotiations

Negotiations may include all aspects of services and fees. After a review of the proposals, and potential in-person presentations, the College intends to enter into contract negotiations with the selected financial institution. If a contract with the selected financial institution is not finalized within 90 days, the College reserves the right to open negotiations with another financial institution.

J. Award of Contract

The selected financial institution shall be required to enter into a written contract with the College in a form approved by legal counsel for the College, and subject to conformity with all relevant statutes of the state of Kansas. This RFP and the proposal, or any part thereof, may be incorporated into and made a part of the final contract. The College reserves the right to negotiate the terms and conditions of the contract with the selected proposer.

K. Contract Term

It is the intent to award the contract for an initial five-year period, with the option to renew the original contract for an additional five-year period. The decision to renew the contract will be at the sole discretion of the College.

Proposers must agree to fix contract fees for the first three (3) years. If the proposer intends to revise its fee schedule after the initial period, it must give written notice to the College 90 days in advance of any fee change. Fees may be changed only once a year, on the anniversary date of the original contract date. These fees are subject to negotiation and approval by the College and may not exceed the published annual consumer price index-urban (CPI-U) for the most recently available 12-month trailing period.

L. Disposition of Proposals

All proposals submitted to the College become the property of the College and will not be returned to the bidder.

M. Costs Incurred in Responding to RFP

This solicitation does not commit the College to pay any costs incurred by the proposer in preparation and submission of proposals or in making the necessary studies for the preparation thereof, nor to procure or contract for services.

N. Assignment

The successful proposer shall not assign, transfer, convey or otherwise dispose of the contract, or right, title of interest, or power to execute such a contract to any person, firm, or corporation without the previous written consent of the College.

O. Contract Stipulations

The laws of Kansas shall govern the interpretation and performance of the resulting agreement. Any action brought forth to enforce any provision of the agreement shall be brought in the appropriate courts of Kansas.

The contents of the proposal and any clarification thereto submitted by the successful proposer shall become part of the contractual obligation incorporated by reference into the ensuing agreement, unless modified by mutual agreement in writing.

The successful proposer represents that the terms, conditions and prices established under the subsequent contract resulting from this RFP are equal to or better than those offered to other institutions, comparable colleges and universities, and/or community colleges. If during the term of the contract the successful proposer offers more favorable terms, conditions or prices to another institution, comparable college or university, and/or community college, the successful proposer agrees to notify the College. The contract resulting from this RFP shall be amended to reflect more favorable terms, conditions, or prices.

P. Causes for Termination

Causes for termination of the agreement may include any of the following:

- Failure to promptly and faithfully provide the services required at the prices indicated in the proposal;
- Violation of any law governing services provided to the College.
- Failure to cooperate upon receiving any reasonable request for information or service.

- Improper actions of the officers or employees which, in the opinion of the College, would adversely affect its interest or endanger the structure of the banking institution such as a spin off or merger which materially affects the terms of this agreement.

The College may terminate the agreement without penalty on a 90-day notice.

III. Scope of Services

A. General Requirements

The College prefers that the financial institution have a local branch network in order to meet the organization's cash management needs and to serve its employees and students.

B. Deposit Services

Currency and coin deposits will be delivered to the financial institution by a College employee. Annual in-bank deposits are approximately \$2.5 million.

Required services include

- Process foreign and domestic wires received and sent by the College,
- Image deposited items,
- Provide online access for deposit and account reconciliation including images of deposited items.

C. Disbursement Services

The College currently disburses 500 checks per month. Positive pay services are not available for its current disbursement account. Every semester, the College disburses up to 1,000 financial aid refund checks to students. The College may or may not continue this practice of disbursing physical refund checks.

Required services include:

- Provide payee positive pay services with online transmission of check details,
- Provide positive pay exception item review and correction online,
- Provide online stop payment service,

- Provide electronic archival of cleared checks (images of front and back),
- Provide online access to cashed check images, and
- Provide check cashing services for employees and/or students at no cost to them.

D. Electronic Funds Transfer

The College processes approximately 250 ACH Credits and 100 ACH Debits each month.

Required services include:

- Accept and send ACH transactions,
- Provide ACH debit blocking services,
- Provide a secure electronic method to initiate intra-bank transfers, and
- Provide a secure electronic method for authorization for wiring funds.

E. Coin/Currency Services

The College places approximately 10 coin/currency orders a month ranging from \$600 to \$2,200 each.

F. Reporting

The College requires access to daily reports of balances and transaction information. Prior day reporting must include ledger balances, available balances, and summary and details of debits/credits posted. Current day reporting requirements include wire transfer activity and ACH receipts/disbursements.

Required services include:

- Provide online balance reporting services,
- Allow College employees with different levels of authority to access the financial institution's online reporting system,
- Provide monthly activity statements and reports electronically, and
- Provide a detailed monthly account analysis statement for each individual account and a consolidated statement showing charges for all account services.

G. Historical Bank Balances

During the past 12 months, the College's cumulative bank balances at its primary depository institution fluctuated from \$1 million to \$7 seven million. The College did not earn interest on these balances. The College is interested in earning interest on excess cash balances daily. The College is open to creating a sweep account to accomplish this desire.

Required services include:

- Provide an overnight investment service (sweep) and/or interest-bearing account for excess cash balances in demand deposit accounts.

IV. Information Requested

A. Qualifications and Experience

1. Provide a general overview and brief history of your organization, including any parent/holding companies, along with relevant subsidiaries.
2. Provide the address of the location of the banking office(s) which will service the account. How many employees will be available to service the College's accounts?
3. Discuss the financial institution's current capital structure, adequacy, and coverage. If applicable, provide the financial institution's risk-based capital classification (Well-Capitalized, Adequately Capitalized, Under Capitalized, Significantly Undercapitalized).
4. Include an electronic copy of the financial institution's most recent audited financial statement and if applicable, the latest 10-K report.
5. Provide the financial institution's Community Reinvestment Act (CRA) rating.

B. Personnel

1. Provide the name, title, address, phone number, fax number (if applicable), and email address of the primary contact person(s) assigned to the College's accounts.
2. Describe the financial institution's procedure on changing the primary contact for the College at the financial institution.

3. Name the individuals who will work with the College on a day-to-day basis. Information should include:
 - a. Experience working with public funds, especially educational institutions.
 - b. Proposed role with regard to the College's accounts.
 - c. Number of years of experience in this field.
 - d. Number of years with the financial institution.
 - e. Describe the level of local decision-making authority these individuals have to handle emergency needs of the College as they arise.
4. Will a specific customer service representative or a customer service department be assigned to handle day-to-day transactions for the College?
 - a. Describe the responsibilities of the customer service personnel, including the chain of command for problem resolution.
 - b. Is local customer service support available at the financial institution's local branches?
 - c. What are the hours of operation of each customer service unit involved in supporting the proposed services?
 - d. If an error is discovered by the College, how would you propose to resolve it (i.e. who should the College contact first?)
5. IT Resources

Will the financial institution provide a dedicated IT liaison(s) to work on set-up, file transfer, testing and troubleshooting/issue resolution? During what hours is technical support available? What is the best and fastest way to contact them?

C. General Banking Services

1. Deposit Processing
 - a. Please provide a listing of bank branches, noting the address and the distance of the branch closest to the College.
 - b. For deposits collected and transported by the College, which branch location do you propose the College use to deposit funds?
 - c. Does the financial institution accept loose and/or rolled coin for deposit at this branch?
 - d. What is the cutoff time for a deposit to be accepted for that day's banking business?

- e. How are deposits credited? Are all items immediately proofed/verified? If provisional credit is given, when does verification take place. If the financial institution corrects a deposit, how will the College be informed of the correction?

2. Remote Deposit Capture

- a. Describe the financial institution's ability to process checks by RDC.
- b. Is there a limit on the number of checks that can be contained in a single deposit for RDC?
- c. Does your RDC service allow for multiple deposits in a single day?
- d. How will the College be notified of deposit corrections and/or adjustments?
- e. Describe the process used for proofing and correcting deposits transmitted to your institution.
- f. Does your service offer the ability to adjust data using recognition technology that was not captured correctly by the scanner? If yes, please describe. If not, does the service allow the addition, deletion, and rescanning of checks during both the proofing and balancing functions?
- g. What equipment does the financial institution recommend for RDC and what is the price for this equipment?
- h. Can checks be automatically endorsed with the financial institution's RDC service? Is the automatic endorsement an electronic image or is it printed on the check when received by the financial institution?
- i. Are checks cleared as ACH items or as image replacement documents? How does the financial institution's software determine the clearing mechanism?
- j. Is there a difference in legal standing for items cleared by ACH or image replacement documents? If so, please describe.

3. Coin/Currency Ordering Service

- a. Does the financial institution have an automated coin/currency ordering service? Describe the deposit and change order procedures, cutoff times, security and other features of the process.
- b. Describe change order procedures and restrictions for branch pick-up.

4. Returned Item Processing

- a. Can returned items be automatically re-deposited? If so, how many times?
- b. Does the financial institution offer any options that may increase the collection of NSF checks deposited?
- c. Can the financial institution provide online access to electronic images (front and back) of returned items? How soon after an item is returned can these images be accessed?
- d. Can the financial institution provide a summary report of returned items identifying the payer's name, depositing location, deposit date, and the type of item being returned?

5. Availability of Deposits

- a. How does the financial institution determine and calculate availability of deposited items?
- b. Does the financial institution give immediate credit for on-us items?
- c. Does the financial institution calculate availability by item or by formula?
- d. Is the availability assignment made continuously as checks are released for collection, or is assignment made at specific times during the day?
- e. Provide a copy of the availability schedules the financial institution proposes to use. Is this the best schedule offered to any of its customers? If not, quantify the difference and explain how the College may obtain the financial institution's best availability schedule. Describe the extra charge, if any, for obtaining the financial institution's best availability schedule.
- f. List your cutoff times for giving same-day credit on EFTs (e.g. wires, ACH/bulk) received. How soon after the bank receives incoming funds (e.g. wire, ACH/bulk), or notification of incoming funds, does the College receive usable credit in its account?
- g. What is the float period assigned to foreign items?

6. Positive Pay

- a. Does the financial institution offer Positive Pay and Payee Positive Pay?

- b. How would the College transmit check issuance information to the financial institution?
- c. What is the deadline for the transmission of the check issuance files to the financial institution?
- d. How frequently can transmission files be uploaded to the financial institution for the additional checks, and/or recently voided items? Is there a limit on the number of files per day?
- e. Does the financial institution offer the ability to manually enter a one-time check?
- f. What controls are in place to protect the College against lost files and duplications of transmissions? If duplicates are sent, is there a penalty or potential processing issue?
- g. How will the College be notified of exception items? What time will the College receive the information on exception items? What time does the College have to notify if an exception should be accepted or rejected? Does the financial institution offer a “do not pay” default for exception items?
- h. Will stale-dated checks be reported as exception items?
- i. Is Positive Pay required for all demand deposit accounts, even on accounts with no check writing functionality? Can accounts be designated as “post no checks” to prevent potential fraud? Is there a cost to make this account designation?
- j. Is Teller Positive Pay available? How frequently is check issuance information updated and available to tellers?
- k. Are there any other fraud protection services that the financial institution provides and/or recommends?

7. Stop Payments

- a. How are stop payment orders placed?
- b. Are stop payment requests effective immediately? If not, how long does it take for a stop payment request to be effective?
- c. Will the financial institution’s system verify if a check has been paid before processing the stop payment request?
- d. What term options are available for stop payments?

- e. Can stop payments be automatically renewed? If so, for how long? What is the associated fee for each renewal?

8. ACH Processing

- a. What ACH file transmission options are available?
- b. What are the transmission deadlines for ACH files? When does the financial institution need the file from the College and when are the funds debited from the College's account for an ACH file?
- c. How are returned and rejected ACH transactions handled? What information does the financial institution provide to assist in identifying returned and rejected ACH transmissions? When is this information available?
- d. Describe the financial institution's procedures for handling debits to the College's accounts that were not authorized by the College. Does the financial institution notify the College of the receipt of an unauthorized ACH debit?
- e. If the financial institution provides ACH debit blocking, what level of filtering can be applied?
- f. Does the financial institution offer ACH Positive Pay (ability to make pay/no pay decisions on unidentified ACH transactions)?
- g. Does the financial institution offer Universal Payment Identification Codes (ability to mask visible account numbers to reduce the risk of unauthorized direct debits)?

9. Wire Transfers

- a. Describe the process that allows the College to initiate a wire transfer, including USD domestic wires, repetitive wires, USD international wires, and foreign currency international wires.
- b. During what hours is the wire transfer system available.
- c. Can wire transfers be initiated by the College using an online process? If so, describe the financial institution's security protocols for an online wire transfer system. Can the College set degrees or limit on online wire transfer requests (number of employees to authorize, approval levels, maximum dollar amounts, etc.)?

- d. Does the financial institution offer dual control options for the creation and/or the release of an online outgoing wire transfer? If so, please describe.
- e. What is the cutoff time for sending same-day wire transfers?
- f. What is the financial institution's maximum retention period for future dated transactions? For future dated transactions, at what time are warehoused wire transfers automatically released on the transaction date? What types of wired transfers can be warehoused? Are there warehousing charges?
- g. Describe the financial institution's procedure for providing payment confirmation information (e.g. reference numbers) upon acceptance and execution of the wire transfer request, including the availability and method of delivery of internal confirmation/sequence numbers and clearing system reference numbers.
- h. Describe the financial institution's policy for handling a failed wire transfer. How and when would the College be notified?

10. Inter-financial

- a. Describe the process of initiating an intra-bank account transfer.
- b. Does the financial institution offer dual control release options (secondary approval levels) for electronically initiated transfers? If so, describe.
- c. What is the cutoff time for same-day intra-bank account transfers?

11. Statements and Documents

- a. How soon after the cutoff date are the following items ready:

	Physical copy	Online
Bank statement	_____	_____
Full reconciliation information	_____	_____
Account analysis statements	_____	_____

- b. Are electronic images stored on the financial institution's online reporting system?

- c. How long are electronic images for deposited and disbursed items stored on the reporting system and how long are they available for customer access?
- d. How does your image system capture and report images of damaged checks/items?
- e. If online access only, how long after the termination of a contract will the financial institution allow the College to access historical images on the reporting site? Can historical data be downloaded? Are hard copies of historical data made available through thumb drives or other media?

12. Online Reporting

- a. Describe the different reporting solutions and methods by which the institution makes deposit and balance information available.
- b. How will the College access the reporting system?
- c. What levels of authorization (e.g. accounts viewed, transaction capabilities, etc.) can be permitted or turned off for individual users? Is there a limit on the number of users that can access the online services?
- d. What current day reporting is available through the reporting system (e.g. beginning and ending ledger balances, collected balances, available balances, transaction data, and float assignment)?
- e. Are there differences in information available for current day and previous day reporting? If yes, please describe.
- f. What time is previous day information available?
- g. In what file formats can data be downloaded? What information is available to be downloaded?
- h. What electronic reports are available to the College? Can the College customize reports for its purposes? Is there a charge for these reports?
- i. How many business days of balance history is stored in the reporting system for previous day's reporting? If there are differences in information available for current day and previous day reporting, how many business days of balance history is stored on the reporting system for current day reporting?
- j. List all other transaction types that can be initiated/accessed on the online system.

13.Reconciliation Services

- a. Does the bank offer Account Reconciliation Program (ARP) services? Please discuss options, provide sample reports and file specifications for reconciliation services.
- b. Are the systems integrated for check, ACH and wire transfers? If so, describe. If not, describe any future plans to do so.
- c. Describe how reconciliation data is transmitted to the College.

14.File Transfers

- a. How are file transfers initiated? In what formats is the information available for uploading/retrieval?
- b. Do the means to connect to the financial institution's systems vary by transaction type?
- c. Does your system provide for electronic confirmation of receipt of the transmissions?
- d. How is connectivity initiated? What protocols are used to facilitate the interface?
- e. Describe the process the financial institution uses to verify all records have been received/downloaded and processed.
- f. What controls are in place to protect against lost files and duplicate transmissions? How will the College be notified of a duplicate file?

15.Account Analysis Statements

- a. Please provide a sample analysis statement.
- b. Are account analysis statements available online? Can the account analysis data be sent electronically?
- c. Will the financial institution assess FDIC or FICO charges to the College? If so, what would the annual charge be for a one-million-dollar balance? What is the rate assessed, and how are charges calculated?

16. Overdrafts

- a. What are the fees and interest charges assessed on an overdraft condition? How are these charges calculated?
- b. Is there a fee per check/debit or per occurrence when there is an overdraft?

- c. Is there a daily cap on fees?
 - d. Is there any overdraft protection, transfer from another account, or account blending to mitigate overdraft fees?
 - e. How is the College notified of an overdraft situation?
17. Specify whether the online capabilities are accessible twenty-four hours a day, seven days a week. If not, list the hours and availability of each service/product.
18. Describe the electronic and/or manual system used to provide the proposed services along with backup and recovery capabilities. Who would the College contact to initiate day-to-day banking transactions if online capabilities and functionality are temporarily unavailable?
19. Describe the financial institution's security procedures for its information reporting system, both for access and information protection.
20. Is system administration performed by the financial institution or the customer? What functions does the security administrator perform?
21. Is an audit trail report available, showing all activity, by whom and when, for each system?
22. Describe the types of insurance and bonding capabilities the financial institution carries.
23. Is the financial institution willing to provide a pledge of securities sufficient to cover all of the College's deposits from loss in a worst-case scenario involving the financial institution's viability? In such circumstance, the College requires a report of pledged securities on a monthly basis for its external auditor.
24. Include a copy of the financial institution's most recent reports issued in accordance with the Statement on Standards for Attestation Engagements

(SSAE 16) for any processes or systems relevant to the services under this RFP.

25. If not already covered in the SSAE 16 report, describe the disaster recovery plans for each proposed service for short-term and long-term disaster and power failure recovery.
26. Describe any additional security measures available to the College to minimize the risk of unauthorized transactions in its accounts.
27. The College requires that our students be provided a no-fee check cashing service for refund checks drawn on College's bank account. This requirement extends to international students who may not have social security numbers or Kansas driver licenses, but will have a student ID with a photograph. Additionally, work-study students will also require no-fee check cashing services for their payroll checks drawn on the bank account of ADP.

D. Implementation/Conversion

1. Provide a conversion plan for transitioning each of the proposed accounts and services to your financial institution.
2. Who will be responsible for coordinating the transition for each of the proposed accounts/services? If a conversion team is used, how will it be utilized?
3. Indicate the financial institution's plans for initial and ongoing education and training of the College's employees in the use of your banking systems.
4. Will the College be allotted a fixed number of hours of training?

E. New Services and Ideas

1. Describe any new services or ideas that will enhance the College's utilization of the financial institution services described.
2. Please provide any additional information that your financial institution believes to be pertinent, but not specifically requested elsewhere in the RFP.

F. References

1. Provide at least three reference (public funds clients) including client name, contact person, address, phone number, services provided, and the length of time your financial institution has worked with this client.
2. How many public funds clients has the proposed relationship manager gained and lost in the last five years.

G. Sample Contract

1. Provide a sample of the proposed contract for your financial institution's services. Please also provide samples of all other documents which will need to be signed/entered into related to the provision of the services requested in this RFP, including any documents referenced or incorporated into the contracts/agreements.
2. It is the intention of the College to incorporate this RFP and your financial institution's proposal response as part of the overall contract. Is this acceptable? If not, why?

H. Pricing and Account Analysis

1. How long is the financial institution willing to guarantee its proposed fees?
2. Can fees be debited directly from the College's account rather than being billed to the College?
3. Provide a complete fee schedule for all of the services described in your financial institution's proposal.

Fees related to all services described in the proposal must be listed, even if the service not shown on the schedule. Include any one-time or set-up charges research fees, minimum fees and all other fees that will be charged. Include any incentives or price breaks offered based on volume, timeliness of payment, rebates or other measures.

4. Provide the College with a statement of the estimated interest earned and service charges billed for three months of activity in one of the College's primary accounts, as provided by the College, detailed in Appendix D.
5. Are you willing to offer any transition or retention incentives?
6. Are there any other cost savings available to the College?

V. Evaluation and Award Criteria

This RFP seeks financial institutions to provide comprehensive banking services to the College. A preliminary evaluation will be conducted identifying the financial institutions deemed fully qualified and best-suited amongst those submitting proposals on the basis of the evaluation factors listed below (not listed in priority order).

Criteria

Operational Requirements

- Understanding the needs and operational requirements of the College
- Financial institution and branch locations
- Scope of services of services offered, including degree of automation
- Maximize earnings to the College by paying interest on balances net of balances required for earnings analysis computations

Experience

- Experience, resources, and qualifications of the financial institution and individuals assigned to this account
- Relevant experience managing public fund accounts
- Quality and responsiveness of customer services
- Local decision-making authority to handle emergency needs

Financial Strength

- Financial strength of proposing institution (adequate capitalization, profitability, on-going business concerns)
- Adequacy of financial controls and protection against loss, fraud, and cyber attacks

Transition

- Quality and scope of implementation/conversion plan
- Value of any new product or service suggestion or other new ideas and enhancements

Appendix A: Intention to Submit a Proposal

In order to provide timely updates to this RFP, including the responses to questions submitted, we ask that potential financial institutions submit the information below via email no later than November 21, 2025.

To: Jeff Cermin, VP of Administration & Finance/CFO at jcermin@dc3.edu and Erica Littlewood, Director of Business Services/Comptroller at elittlewood@dc3.edu

INTENTION TO SUBMIT A PROPOSAL

Name of financial institution: _____

Contact Name & Title: _____

Email address: _____

Phone number: _____

Check the box which applies to your institution:

- Yes, we plan to submit a proposal. Please continue to provide updates to the individual listed above, or
- No, we do not plan to submit a proposal.

Appendix B: Expected Volume Levels

Service Description	Annual Volume
Checks Written	4,094
Stop Payments	49
Electronic Debits (Withdrawals)	1,135
Electronic Credits (Deposits)	2,140
Deposits (traditional)	1,284
ACH Origination batches	NONE
ACH Origination Items	NONE
Positive Pay files	NONE
Positive Pay Exception Items	NONE
Positive Pay Stops	NONE
Average Monthly Balance	\$1,843,624

Appendix C: Current Account Structure

- Operating Account – The College’s primary account; vendor disbursements via check, ACH and wire transfers. Deposit and settlement of merchant account activity; ACH to 3rd party provider for payroll processing.
- Medical Account – Used for payment of employee health insurance claims.
- Flexible Funding Account
- Fee Fund (Student Club) Accounts – Used to collect and disburse student-raised funds; primarily for student activities.

Appendix 4: Three months statement analysis

<u>General Account</u>	Dec 2024	Jan 2025	Feb. 2025
Average Balance	\$1,612,500	\$4,823,208	\$6,166,007
Stop Payments	6	1	1
Chargebacks	1	1	0
Checks Paid	283	127	71
Manual deposits	77	108	101
ACH Debits	41	146	170
ACH Credits	81	129	285
Wire Transfers (out)	0	0	0

<u>Medical Benefits</u>	Dec 2024	Jan 2025	Feb. 2025
Average Balance	\$426,618	\$457,117	\$472,294
Stop Payments	0	0	0
Chargebacks	0	0	0
Checks Paid	37	73	0
Manual deposits	5	3	2
ACH Debits	4	5	0
ACH Credits	7	10	12
Wire Transfers (out)	0	0	0

<u>Flexible Spending</u>	Dec 2024	Jan 2025	Feb. 2025
Average Balance	\$21,330	\$21,045	\$22,045
Stop Payments	0	0	0
Chargebacks	0	0	0
Checks Paid	1	2	0
Manual deposits	3	1	1
ACH Debits	16	15	13
ACH Credits	0	0	0
Wire Transfers (out)	0	0	0

Please use this information to give us estimated monthly service charges and monthly interest earnings.