

DISTRICT BOARD OF TRUSTEES  
PENSACOLA STATE COLLEGE  
1000 COLLEGE BOULEVARD  
PENSACOLA, FL 32504-8998

February 7, 2011

ADDENDUM NO. 1  
TO  
REQUEST FOR PROPOSAL RFP 09 – 2010.11 BANKING AND RELATED SERVICES

The following are corrections made to the referenced RFP specifications:

- 2.5            **Change:** Proposal Due date from February 21, 2011 at 2:00 p.m. to **February 22, 2011 at 2:00 p.m. This is due to banks being closed on President's Day (2/21/11).**
- 3.11.1.5        **Delete sentence:** The College intends that all of its cash deposits be collected by armored courier and transported to an appropriate banking facility in a timely manner for deposit.
- Delete sentence:** The proposing bank should also include whether it allows the charges for armored car service to be passed to the analysis statement.
- 3.11.1.7        **Change to read:** The College currently uses online banking software to initiate ACH transactions and transmits a file for payroll direct deposit to the bank.
- 3.11.2.6        **Delete**
- 3.11.2.14       **Delete**
- 3.11.2.20       **Delete**
- 3.11.3           **Delete sentence:** The College also processes point of purchase check conversion through merchant services. *(The College does not currently use PoP conversion)*
- 3.11.4.5        **Change (d)** to include: i.e., Daily Cleared check file.
- 3.11.6.2        **Delete sentence:** If the College already owns the equipment, provider's systems should be able to interface with the existing hardware. *(The College does not own this equipment).*
- 3.11.7.14       **Change to read: Additional Services.** With detailed information, please describe any additional services that proposer is able to offer and provide Pensacola State College in relation to the scope of this RFP. This includes any services not mentioned but available and recommended for College review. Please provide additional services pricing as part of Exhibit 1.
- Exhibit 1       **See Attached.** Please note the change on Serial sort monthly maintenance and per item.
- Exhibit 2       **See Attached.** Merchant Activity Data is for Calendar Year 2010 not Fiscal Year 2010/11. **See Attachment D**
- Exhibit 5       **See Attached.** Merchant Activity Data is for Calendar Year 2010 not Fiscal Year 2010/11.
- Exhibit 7       **Question 3.** For any outsourced vendors, we will need Exhibit 6 – References filled out by the company providing the service.
- Question 5. Change to read:** Is the College's current credit & debit card equipment compatible with your institution's

processor? (See 3.13.2 for list of College Equipment. College does not have PoP check conversion equipment).

**Question 16. Add to question:** How would bank prepare for disaster?

**Add Question 19:** In the past, the College has been able to send the bank a canceled check file to incorporate with its monthly recon process. Does your bank accept canceled check files? If so, please explain the process.

**Add Question 20:** Please provide your bank's error rate per transmission of check data. For example, how many checks clear with either an incorrect check number or incorrect amount? Please provide this information as a percentage of total transactions as it relates to the monthly bank recon process.

**See Revised Exhibit 7 with revised questions above.**

3.13.1 **Change to Read:** Please see Merchant Statements posted for August, September, and October 2010 on Attachment C.

3.13.10 **Change to read:** Can you provide a recent merchant statement? (Numbers as follows):

**Please see Merchant Statements posted for August, September, and October 2010 on August 2010**

- Music \$189.68
- Culinary \$0
- Bursar & Web \$37,304.13
- Cosmetology M/C \$0
- Cosmetology P/C \$29.74

**September 2010**

- Music \$20.80
- Culinary \$66.45
- Bursar & Web \$2033.96
- Cosmetology M/C \$.10
- Cosmetology P/C \$37.82

**October 2010**

- Music \$57.20
- Culinary \$61.31
- Bursar & Web \$3,846.76
- Cosmetology M/C \$4.80
- Cosmetology P/C \$60.85

3.13.11 Will you provide an account analysis statement on all accounts?

**See Attachments E, F, G, H, and I**

3.13.15 Would it be possible to provide the monthly volume figures for Exhibit #1: Basic Banking Services?

**See Revised Exhibit #1**

3.13.19 **Change to read:** The College has 3 ATMs (one on each campus) that are supplied by Higher One **and the College does not need additional ATM machines.**

5.1 **Contract Term:** The purpose of this RFP is to establish a contract beginning **May 1, 2011**, or date of award or whichever is later and continuing for a period of three (3) years with two one (1) year renewals.

5.4.7 **Change last sentence to read:** Prior to the commencement of any work the awardee must provide COLLEGE Purchasing Department with a Certificate of Insurance which is evidence of the above coverage. *(The College does not have to be named an additional insured for this type of service).*

Attachment 3 **Change to Attachment C**

The following are written questions received so far for the referenced RFP

1. **Please provide the RFP and Attachment A in Microsoft Word or Excel format as applicable.**  
See 3.13.14
2. **Please provide analysis statements for all accounts included in the RFP (group and individual) for 3 months.**  
See attached for August, September, and October from Coastal Bank and Bank of America (Merchant Services)
3. **Please provide the average balance maintained in all accounts included in the RFP, with the exception of those that are zero balance sub accounts.**  
See 3.13.12
4. **Please provide the rate of interest and, if applicable earnings credit for the all accounts other than those that are zero balance sub-accounts (i.e., Fed Funds minus X basis points).**  
Fed Funds Rate + 5 basis points
5. **Please provide merchant statements (credit card processing) for 3 months. In addition, please address the following:**
  - a. **Please provide the model of the terminals currently utilized by the College.** See 3.13.2
  - b. **Please confirm whether these terminals are leased or owned by the College.** See 3.13.2b
  - c. **Please confirm whether credit cards are only accepted over the counter or if alternate methods of acceptance (i.e., phone / VRU, online, etc.) are utilized.** See 3.13.2 and 3.11.3
  - d. **Please provide the software or system to gateway used for each collection point/method (i.e., over the counter, VRU, online).** See 3.13.3
6. **When it comes to check verification – Please confirm if there is separate equipment used to scans the checks? If so, please provide model number? Does the Point of Sale (POS) system capture / store the MICR data from the check? The College doesn't own this equipment.**
7. **Are you still receiving treasury services at no cost? Yes. Please provide an analysis statement outlining your banking fees if any.** See 3.13.11.
8. **What is the current interest rate you are receiving? .25 since 2008**
9. **Is your contract rate still FF+%? Yes, FF Rate + 5 basis points.**
10. **Does your current provider also provide the ATMs you have on campus? See Revised 3.13.19**
11. **Who is your current merchant services provider for web payments? Bank of America**

All other requirements remain the same.

**Angie C. Jones**  
Director of Purchasing  
and Auxiliary Services

Please acknowledge and return this addendum with your proposal. If you have already submitted a proposal, please return this addendum, with signed acknowledgment, by the proposal opening deadline, **February 22, 2011 at 2:00 p.m. CST.** Addendum cannot be faxed or emailed.

ADDENDUM ACKNOWLEDGED BY: \_\_\_\_\_

FIRM/ENTITY \_\_\_\_\_

SIGNATURE OF REPRESENTATIVE: \_\_\_\_\_