

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

December 16, 2005

ADDENDUM NO. 1
TO
REQUEST FOR PROPOSALS (RFP 9 - 2005/2006) for Banking and Related Services
FOR
PENSACOLA JUNIOR COLLEGE

The following is in response to vendor questions received for the referenced RFP:

1. Is an electronic copy of the RFP available in Microsoft Word format?

This will be sent to those I have emails for. The version on our website is through PDF.

2. Would it be possible to obtain copies of 3 months of bank statements, investment statements and account Analysis statements for all accounts referenced in the proposal? We would appreciate getting this information before the college closes for the Christmas holidays.

See Attached

3. Please describe the current bank structure (i.e. number of accounts and purpose of each account and banking services utilized)

The College currently has two checking accounts, one for operating funds and one for payroll. We pay biweekly and the payroll net is transferred from operating to payroll to cover the direct deposits and checks. We only carry a balance of the outstanding payroll checks in that account. All funds are initially deposited to the operating account.

4. Page 9 - B. Basic Banking Services, Number 3 states "A magnetic tape of this data must be provided" Would the college be willing accept other formats (i.e. online or electronic transmission) to meet this requirement?

The College will accept and actually prefers electronic transmissions.

5. Page 9 - B. Basic Banking Services, Number 6 - Could you please supply a sample of what the College is currently using or provide more details on the check paper you would like to use going forward?

Payroll Checks: Payroll checks, bottom check, blue, 8 ½ x 11, 24 lb bond paper, 1,000 checks/lot

Vendor Checks: Folder/Sealer Vendor Brown checks, 8 ½ x 11, 24 lb MICR bond paper, standard check stock, 1,000/lot, 2,000 checks/box

Direct Deposit: Direct Deposit Stubs #KINGSEAL 811Z white folder/sealer forms, standard check stock, 8 ½ x 11, 24 lb MICR bond paper, 1,000/lot

6. Page 10 - B. Basic Banking Services, Number 10 - Please describe the current process for generating ACH transaction for employee payroll and vendor payments. Does the accounting software utilized by the College have the ability to generate a NACHA formatted file?

The College does not currently pay vendors through ACH transactions except for a VERY LIMITED few that are done by hand through the on-line internet banking cash management system our current bank provides. We are interested in expanding this practice.

For payroll direct deposit ACH the College creates a file to bank specifications and sends the file to our present bank.

7. How many employees does the college have? How often do you pay your employees and what is the percentage that gets paid by direct deposit?

The College has approximately 730 full time employees and 400 to 500 part time adjuncts and students during the Fall and Spring terms. We pay bi-weekly and approximately 85% of the employees are on direct deposit.

8. Page 10 - B. Basic Banking Services, Number 13 - Please describe in greater detail what data is included in the Microfilm/Fiche masters. How often do you utilize it?

The microfiche masters hold old registrar records of the College. We are looking for a space (we have the file cabinet) that is away from one of the College campus' so that the records would be protected in the event of an emergency. The masters are very rarely accessed by the Registrar's office.

9. Page 10 - B. Basic Banking Services, Number 15 - Is a software solution necessary or would the College be willing to accept an Internet option?

The College would prefer an internet option.

10. Does the college currently use the online banking software to initiate ACH transactions for employee payroll and vendor payments?

The College currently uses online banking software to initiate ACH transaction for a VERY LIMITED numbers of vendors and transmits a file for the direct deposit to the bank.

11. What is the credit limit that the college is requesting on the credit cards for the President, Senior VP and VP of business affairs? Would these cards be separate from the Procurement card services that the college is requesting or can it be part of it.

The College is requesting \$25,000 per card to be used in emergencies. These cards would be separate from the purchasing card if there were limits on the items that could be purchased on the Purchasing cards.

12. Page 13 - VI. Financial Aid Disbursement - How is the College currently handling the disbursement of Financial Aid?

The College currently issues checks to students for financial aid.

13. Does the college currently have a Purchase card program or a Corporate card program? If so, how many cards do you have and what department/groups use these cards? What is you average program spend each month/year? Does the college use any online reporting tools?

The College does not have a purchasing card at the present time.

14. Please provide the following information regarding ATM transactions:

Number of ATM transactions by month for 12 month period.

Dollar amount of ATM transactions by month for 12 month period.

The College does not currently have an ATM at any location. Several years ago we had a machine at the Pensacola Campus that was removed due to lack of use.

15. How many copies of the Bank response is the College requesting?

The College is requesting one original and 4 copies of the proposal.

16. What equipment is the college currently using to accept credit cards? How many locations does the college accept credit cards at?

Culinary and Lyceum programs use Cardnet Tranz 330, Bursar has a swiper computer board (Cherry)

17. What is the enrollment of students per campus?

**Pensacola: 2,915 FT, 8743 PT (includes Downtown Center)
Warrington: 624 FT, 1872 PT
Milton: 688 FT, 2064 PT**

18. What is the dollar amount of financial aid distributed?

The College receives approximately \$ 12,000,000 in financial aid each year.

19. What is the percentage of students utilizing financial aid?

Approximately 75% of the students receive or participate in some form of Financial Aid.

20. What is the process for overnight investments through your current bank?

This is handled through an Interest Bearing Deposit Account – NOW account only.

21. Please provide an analysis of 3 months of transactions through your current merchant card services.

See Attached

22. How many purchase orders do you process for \$1,000 and under?

At least 75-80% of purchase orders are \$1,000 and under.

23. How many cardholders do you anticipate will have the Purchasing Card?

We will begin with test departments but eventually all appropriate employees will be utilizing them.

Angie C. Jones
Director of Purchasing
and Auxiliary Services

Please acknowledge and return this addendum with your proposal. If you have already submitted a bid, please return this addendum, with signed acknowledgment, by the proposal opening deadline, **January 18, 2006.**

ADDENDUM ACKNOWLEDGED BY: _____

FIRM/ENTITY _____

SIGNATURE OF REPRESENTATIVE: _____