



# Request for Proposals

## Mississippi Valley State University

**THIS IS  
NOT AN  
ORDER**

MVSU #7244 / 14000 Hwy 82-W  
Itta Bena MS 38941-1400

Web Address: [www.mvsu.edu/purchasing/](http://www.mvsu.edu/purchasing/)

Phone No: (662) 254-3319 Fax (662) 254-3314

**Proposal Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Proposals No.** \_\_\_\_\_

**Requesting Department:** \_\_\_\_\_

**Number of Pages** \_\_\_\_\_

**Term – End of Month**

**Bids/Proposals** – Do not include State or Federal Taxes in your bids/proposals. The University is exempted from these taxes. All order will be placed with successful bidder by Official Purchase Order.

**Change Order:**

Mississippi Valley State University is considering the purchase of the following item (s). **We ask that you submit your Bids/Proposals in three copies.** Rights are reserved to accept, or reject any and all parts of your bid/proposals. Your bid/proposals will be given consideration if received in this Office on or before the date and time below.

This bid/proposal will be awarded on a line by line basis

This bid/proposal will be awarded on a all or none basis

However, the University reserves the rights to award any and all bids/proposals in the best interest of the University.

Bid/Proposal opening {Date and Time}

Mississippi Valley State University

*Carla T. Williams*

By: Billy D. Scott Purchasing Agent

Email: [bscott@mvsu.edu](mailto:bscott@mvsu.edu)

**NOTE:** If you cannot quote on the exact material shown, please indicate any exceptions, giving brand names and complete specifications on any alternate. Mississippi Valley State University reserves the rights to accept any alternate of equal or greater quality or performance. We also reserve the rights to waiver any irregularities that may appear in the Bids/Proposals specifications.

ITEM	QUANTITY	DESCRIPTIONS	UNIT PRICE	TOTAL NET PRICE
<i>Please show Bid/Proposals No. on outside of Envelope</i>				

If checked, Mississippi Valley State University reserves the rights for an additional 60 days to purchase and additional 20% of this bid/proposal at the same cost.

**We quote you as above F.O.B – Mississippi Valley State University. Shipment can be made within \_\_\_\_\_ days from receipt of the order.**

### Company Quoting

Terms: \_\_\_\_\_

Date: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

**Official Signature:** \_\_\_\_\_

# Mississippi Valley State University



**Request for Proposal for Banking Services**

**Housing Account**

**Due January 27, 2021**

**Mississippi Valley State University**  
**Request for Proposal for Banking Services**  
**January 27, 2021**

**I. Overview**

The purpose of the Request for Proposal (RFP) is to solicit proposal for banking services. Mississippi Valley State University is under the jurisdiction of Mississippi Board of Trustees of State Institution of Higher Learning. In accordance with the Board policies and bylaws, RFP's must be used to obtain depository contracts for all institutions under the broad jurisdiction.

Mississippi Valley State University (MVSU) seeks to utilize a depository account that consist of general appropriation of the Legislature, student tuition and fees, federal grants, and self-generated funds.

**II. Background**

Mississippi Valley State University, as a Carnegie Classified Master's University, provides comprehensive undergraduate programs in education, the arts and sciences, and professional studies. The University is driven by its commitment to excellence in teaching, learning, service, and research—a commitment resulting in a learner-centered environment that prepares critical thinkers, exceptional communicators, and service-oriented, engaged, and productive citizens. MVSU is fundamentally committed to positively impacting the quality of life and creating extraordinary educational opportunities for the Mississippi Delta and beyond.

Mississippi Valley State University is a residential institution with approximately 2,000 student equivalents. The university has approximately 525 employees (part-time and full-time combined) on its payroll which are paid bi-weekly and monthly.

**III. Administrative Information**

The terms and conditions, specifications and instructions that govern the proposals to be included are listed in the RFP. The purpose of RFP is as followed:

- To provide Mississippi Valley State University with the most efficient and cost-effective banking services
- To offer banking services to expedite deposits and collections of funds
- To offer banking institutions the opportunity to do business with Mississippi Valley State University on an economical foundation

**A. Term of Contract**

The anticipated term of the contract awarded pursuant to this RFP (the "Contract") will be 5 years with an option for 2 one-year extensions. The contract will begin on or about July 1, 2021 and ending June 20, 2025. MVSU reserves the right to terminate a contract at any time with ninety's day written notices.

**B. Schedule of Proposal Submission**

**Submission Date**

1. First Date of Advertisement	December 8, 2020
2. Release of Request for Proposals to Banks	December 15, 2020
3. Second Date of Advertisement	December 15, 2020
4. Deadline for Submitting Written Inquiries	January 13, 2021
5. Submission of Written Inquires Available Online	January 20, 2021
6. Proposal Due to the Office of Purchasing	January 27, 2021

**C. Inquires**

Questions regarding the RFP, or the services requested in it, should be emailed to the following address no later than 2:00 p.m. (CST) on January 13, 2021.

Send all inquiries to:

Machelle Stockstill – [stockstill@mvsu.edu](mailto:stockstill@mvsu.edu).

Subject: Q&A Banking Services RFP- Housing

Vendors can also send questions via email to [purchasing@mvsu.edu](mailto:purchasing@mvsu.edu) the subject line of the email should read "Q&A Banking Services RFP." All questions should be received by MVSU no later than 2:00 p.m. CST on January 13, 2021 and will be answered by January 20, 2021. Questions received after the January 13, 2021 deadline will not be answered.

All questions will become a form of written addendum to the specifications All addenda issued shall become part of the RFP. The written addendum for banking services for the Housing Account can be retrieved at <http://www.mvsu.edu/current-bids>. It will be the institution responsible to visit the purchasing website daily for additional addendums. Failure of the bank to receive such addendum or clarification shall not release the bank from any obligation of the proposal as submitted.

**D. Proposal Submission**

Proposal must be submitted on the enclosed pricing form. Proposals received on any other forms will not be accepted. Proposal must be received in the Office of Purchasing no later than 2:00 p.m. (CST) on January 27, 2021. Any proposal received after the time or specified date will not be considered. The opening time for the bill proposal for the Housing Account will be at 2:30 p.m.

The proposal must give the full name and business address and must be signed by an individual authorized to bind the bank.

The proposal must be submitted in a sealed envelope or packet clearly marked "Proposal for Banking Services" to the following address:

Mississippi Valley State University  
Office of Purchasing  
Attn: Carla Williams  
W.W. Sutton Administration Building  
Suite 155, Office 160  
14000 Hwy. 82 West  
Itta Bena, MS. 38941

#### **E. Evaluation of Proposals**

A committee will evaluate all proposals received. Evaluations will be based on the criteria outline in the proposal in a manner it deems appropriate. All proposal will be evaluated on the same criteria. The following will be considered when examining the proposals:

- Fees for various banking services
- Bank services provided at no charge
- Checking Accounts Services
- Ability to provide office remote capability with same day credit and availability of funds.
- Cut-off time deposits must be made for same day credit and availability.
- Earnings credit rate allowed on deposits
- Night Depository Services
- Internet on-line access to bank accounts including the ability to search transaction details, transfer funds, complete incoming/outgoing ACH transactions and the ability to issue stop payments on checks.

#### **F. Selection Criteria**

The following criteria will be used by MVSU for the evaluation of the proposals and the award recommendation:

- 30 points- the ability to provide services and reports as required,
- 20 points- banking services costs and earning potential,
- 15 points- Technology innovativeness in providing banking services (online capability)
- 15 points-experience, references, and continuity of bank and bank officials
- 15 points-creditworthiness and stability of the bank
- 5 points-compliance with requirements as described in the RFP

Mississippi Valley State University reserves the right to waive any defect, irregularity, or informality, and to reject any or all proposals or any parts thereof, and select the proposal deemed to be in the best interest of Mississippi Valley State University.

#### **IV. Description and Scope of Services Requested**

##### **A. Banking Account**

1. **Housing Account:** A minimum balance housing account and related banking transactions. Checks are drawn from this account to cover disbursement of housing deposits and to cover obligations owed by the University.
2. Fully describe the bank's on-line capabilities, i.e., balance reporting, positive pay, stop payment, etc.
3. The Bank shall provide a night depository for services where the University may deposit funds.
4. Bank must provide month-end statement by the 5<sup>th</sup> of the following month.
5. Describe the standard services for processing of checks and deposits.
6. Describe the process used to calculate funds availability on daily deposit items.
7. Describe your process of notifying MVSU of non-payment of checks, initiated by the University that are returned.

##### **B. Bank Statement and Account Reconciliation Services**

1. Bank shall provide printed statements as well as an electronic text file monthly by email or have available for electronic download by the fifth working day following month end. This text file should contain fixed length records with fixed length fields. The required fields are:
  - Transaction Date
  - Bank Account Number
  - Bank Account Name
  - Transaction Description
  - Transaction Amount
  - Transaction Type (i.e., check, deposit, etc.)
  - Transaction Detail

Bank shall also provide record layout or any other pertinent information regarding the structure of the file, retrieval methods, and translation information for any transaction types or codes.

2. Bank shall provide last banking day of month cut-off.
3. Explain other monthly reconciliation services offered, and the costs associated with those services. Download capability of the bank statement to CVS is preferred.

**C. Additional Supplies and Services**

1. Night depository and night depository bags with lock and key closures
2. Coin Wrappers, Change Envelopes and Money Band Currency
3. Rolled Coins
4. Deposit slips, 2 part, pre-numbered

**V. Terms and Conditions**

- A. The Bank must be in good standing and provide an approved certification that it is an eligible depository under the current Mississippi law. Each bank must meet the statutory requirements of Section 27-105-5 of Mississippi Code of 1972, Annotated.
- B. Account Analysis: The Bank shall provide monthly account analysis statements for all bank activity/services by the fifth working day of the following month. Analysis statement should include the average account balance, interest earnings, credit to be received, and detailed listing of each service. Will the account analysis be available online?
- C. Bank Financial Data: Banks shall provide documentation to demonstrate the institution's qualification and capabilities to perform the requested services. The following information should be included in the proposal:
  1. Most recent audited financial statements.
  2. The bank's most recent financial rating as determined by a national banking rating agency.
  3. List references from at least three of the bank's current and comparable clients. Include length of time under contract, a client contact, title, and telephone number.
- D. Banks may be requested to provide additional information after the sealed proposals have been reviewed.
- E. The University has the right to request clarification of information submitted, in addition to that provided in any sealed proposal.
- F. Any figures outlined in this RFP as it relates to the volume of transactions are estimates and do not reflect either a minimum or maximum volume commitment on part of the University.

- G. Subcontracting by the approved bank is prohibited under the terms of this agreement unless prior permission is obtained from the University.
- H. Prices shall remain firm for this contract period.
- I. The proposal must include the following items:
  - 1. Statement of Financial Institution Qualifications form. This form must be completed and signed by authorized personnel.
  - 2. Proposal Pricing Forms (Attachment A). These forms must be completed as presented. Additional pricing schedule may be included if deemed necessary.
  - 3. Bank must complete all sections requested in the proposal. When you reach an outline point that requests information which is not applicable, the bank response should be "NOT APPLICABLE."
  - 4. Where there is an outline point that requests information about services and products that the bank does not provide, the bank response should be "NOT APPLICABLE."

## **VI. Statement of Financial Institution Qualifications**

Each financial institution submitting a proposal for items included in this document shall prepare and submit the following data along with their proposal:

1. Name of Financial Institution \_\_\_\_\_

2. Business Address: \_\_\_\_\_

3. Branches Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Business Phone: \_\_\_\_\_ Fax No. \_\_\_\_\_

5. Email \_\_\_\_\_ Address: \_\_\_\_\_

6. Federal I.R.S. Identification Number: \_\_\_\_\_

7. I certify that the institution:

- a. Is capable of providing services as outlined in this proposal,
- b. Will comply with the rules and regulations outline in this RFP and other applicable laws and regulations

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Institution Name

Authorized Signature

Sworn before me, this \_\_\_\_\_ day of, \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

**Request for Proposal for Banking Services  
Proposal Pricing Form**

**Depository Housing Account  
ATTACHEMENT A**

Bank Name \_\_\_\_\_

Service	Estimated Annual Activity	Unit Price	Annual Fees
Per Deposit Item	35,000	\$	\$
Redeposit Item	100	\$	\$
Deposit Slips	500	\$	\$
Monthly Statement	12	\$	\$
Stop Payment	100	\$	\$
Checks Paid	100	\$	\$
Return Items Checks	50	\$	\$
Foreign Exchange Transaction	25	\$	\$
Other Charges:		\$	\$
		\$	\$
		\$	\$
		\$	\$