



905 Bethel Circle
Waunakee, WI 53597

Request for Proposal

Banking Services

Issue Date: February 15, 2016

Due Date: March 7, 2016 - 10:00 AM CST

Decision Date: April 25, 2016

Submit Responses to:

Waunakee Community School District
LaDonna Radel, Accounting Specialist
lradel@waunakee.k12.wi.us

This document consists of 3 pages total, including cover page

WAUNAKEE COMMUNITY SCHOOL DISTRICT

Request for Proposal Banking Services

Proposals:

All proposals and information requested must be received by the Waunakee Community School District no later than 10:00 a.m. on Monday, March 7, 2016. Each firm submitting a proposal must provide a PDF version via email with a subject line of "Proposal for Banking Services" and shall clearly identify the Firm submitting the proposals.

Please submit proposals via email to:
LaDonna Radel, Accounting Specialist
lradel@waunakee.k12.wi.us

- a. All responses must be presented on the standardized "Banking Services Bid Response Form" which has been provided.
- b. The School District reserves the right to reject any or all proposals or portions thereof, and to accept any proposal or portions thereof, which may be the most advantageous to the School District.
- c. The School District reserves the right to negotiate certain points of the final contract with the qualified bidder.
- d. Bidders may submit additional information and data they believe to be helpful to the School District in the evaluation process. However, the District's decision will be primarily based upon a comparison of the Standardized Bid Forms received.
- e. Bidders may submit partial responses on specific areas.

Questions and Additional Information:

Inquiries concerning the request for proposal must be made to:

LaDonna Radel, Accounting Specialist
905 Bethel Circle, Waunakee, WI 53597
Phone: 608-849-2426 • lradel@waunakee.k12.wi.us

Bidding Schedule:

February 15, 2016	Distribution of Request for Proposals
March 7, 2016	All proposals must be submitted by 10:00 a.m. CST
March 16 – April 1, 2016	Administrative review of proposals
Week of April 4, 2016	Budget Committee Review of Proposals
April 25, 2016	School Board Approval
July 1, 2016	Anticipated implementation date for contract

WAUNAKEE COMMUNITY SCHOOL DISTRICT

Selection Criteria:

The following criteria will be used to evaluate proposal responses and to make a recommendation for approval to the School Board.

- a. The completeness of the response to all required items on the standardized bid forms
- b. The aggregate total cost of banking services
- c. The proposed earnings rate on overnight cash balances
- d. The experience and continuity of the bank officials who have been identified as primary contact personnel
- e. Responses from references
- f. Security protocols
- g. Financial rating by independent analysts

1. **Background Information:**

The current banking services received by the district include:

Checking Accounts:

Currently located at the State Bank of Cross Plains Bank

- a. Main Operating Account – ACH: 5,380/year (actual) • Checks: 141/year (actual)
- b. Payroll Account – Payroll: ACH 14,695/year • Checks: 5/month; Other ACH 30/month average
- c. Debt Service Account – 5-10 wire transfers/year • no checks
- d. Construction Account – ACH: 6/month (average) • Checks: 1 every 3 months (average)
- e. Depository Account – average 130/month

Investment Accounts:

Currently located at the State of Wisconsin Local Government Investment Pool, and Wisconsin Investment Series Corporation

Miscellaneous:

- a. Online ACH file transfers
- b. Online wire transfers
- c. Online bank statements
- d. Online check cleared search
- e. Checks cleared download file to import into the Skyward financial accounting system

Special Notes

All submitted proposals and information shall become the property of the WCSD and public record upon their delivery.

Prices quoted should not include tax as the WCSD is tax exempt. An exemption certificate will be furnished if required.

General Terms and Conditions

The Waunakee Community School District Board of Education reserves the right to reject any or all proposals, to waive formalities, to negotiate separately in any manner necessary, and to accept the proposal which appears to be in the best interest of the WCSD. All proposals must arrive by the due date in order to be considered.