BIBB COUNTY SCHOOL DISTRICT

BIBB COUNTY PUBLIC SCHOOLS – Request for Proposals

RFP: 26-033
RFP TITLE: Banking Services – District-Wide
Pre-Bid Meeting:
RFP Schedule - **Date & Time**

RFP Issued	**02/24/2026**
Pre Bid Meeting – Teams **Microsoft Teams meeting** **Join:** https://teams.microsoft.com/meet/27798704191344?p=lxQnVAZimOH0A8aVEq Meeting ID: 277 987 041 913 44 Passcode: Pj2YQ7zK Need help? | System reference **Dial in by phone** +1 478-239-0720,,864307626# United States, Macon Find a local number Phone conference ID: 864 307 626# For organizers: Meeting options | Reset dial-in PIN	**03/10/2026 @ 9:00 AM, EST.** **If you DIAL in, please note you will be requested to state your name and organization for attendance purposes.**
Questions Due	**03/13/2026 @ 8 am, EST.**
RFP Due Date and Time	**03/24/2026 @ 8 am, EST.**
Proposals must be received by the due date and time. No late proposals will be accepted.	

RFP Buyer Contact Information

Name	Elaine M Wilson - Beverly
E-Mail	Elaine.Wilson@bcsdk12.net;

Any inquiries or requests regarding clarification of this RFP document shall be submitted to the buyer in writing. Offerors may contact ONLY the buyer regarding the terminology stated in the procurement documents.

RFP Submittal Location

All Submittals are completed Via BONFIRE:	https://bcsdk12.bonfirehub.com/portal/?tab=openOpportunities. **Registration is FREE – A valid account is needed to review the bid opportunity.**

RFP Term

Bibb County Public Schools reserves the right to enter a one-year contract with renewal if deemed necessary. This is anticipated to be a one-year contract.

BIBB COUNTY SCHOOL DISTRICT

Good Day,

The Bibb County School District takes this opportunity to announce that we are requesting bids for District-Wide Banking Services, to include ALL Banking Needs of the district.

All bids will be evaluated as described in the attached document. The time is of the essence, and any bids received after the announced time and date for submittal, whether by mail or otherwise, will be rejected.

Late bids received will be so noted in the bid file in order that the vendor's name will not be removed from the subject commodity/service list. Late bids will not be considered.

If you have any questions concerning this bid, please submit them in writing to Elaine M. Wilson, **Elaine.wilson@bcsdk12.net.**

In addition, all communication relating to this bid solicitation, either before or after the bid opens, must be coordinated through the Purchasing Department to Elaine Wilson, via email ONLY; Elaine.Wilson@bcsdk12.net.

Dr. Elaine M. Wilson-Beverly
Executive Director of Procurement

Introduction/Background:

The Bibb County School District (BCSD or the District) is currently seeking qualified Proposers to provide banking services for the District. The District has approximately 20,000 students attending 37 sites. Each of these sites have two depositing entities (i.e., School Nutrition Program and School Activity Fund). The District maintains its primary financial operations centrally at 484 Mulberry Street in downtown Macon, Georgia. As one of the largest employers in Bibb County, Georgia, the District employs approximately 3,550 employees.

The annual budget for the fiscal year is in excess of $400 million.

Idle cash not immediately required for current operations is invested in a variety of instruments, including bank CD's, government securities, and the Georgia Fund 1 investment pool through the Office of Treasury and Fiscal Services of the state of Georgia. The terms of these investments range from one day to three years.

1. **Invitation:**

On behalf of the Bibb County School District, the Procurement Department would like to extend a formal offer to all qualified Proposers to bid for banking services according to the specifications indicated within this Request for Proposal (RFP). Please review carefully all sections of the RFP, including the mandatory pre-bid meeting, along with the closing date and time. All questions pertaining to this RFP should be emailed to the Procurement Director, Elaine M. Wilson, elaine.wilson@bcsdk12.net. Please make sure that you put the Bid Number in the subject line (26-033). All questions and answers will be posted under the purchasing menu, located on the Bibb County Board of Education Procurement portal, BONFIRE/EUNA.

SPECIFICATIONS/REQUIREMENTS:

A. Specifications: Scope of Banking Services - See Section II

B. Specific Requirements: Proposal Instructions and Evaluations- See Section II/III

C. Evaluation:

The contract will be awarded to the bidder, evaluated as most responsive based on the scoring criteria listed below.

A maximum point system of 1,000 points will be utilized and will be weighed by the following schedule.

Experience with Similar Size Business and Locations	**300 Points**
Fees and Compensation Schedule	**250 Points**
Scope of Services Offered (Including Software Platform)	**200 Points**
Financial Strength of Proponent	**150 Points**
Bank Main Office Location and Branch Locations *(or Alternative Courier Service)*	**100 Points**

1. **INTERPRETATION/ADDENDA:**
    - If any questions should arise pertaining to the RFP Documents, the bidders may email the Director of Procurement, Elaine M. Wilson, Elaine.wilson@bcsdk12.net. Please include the RFP number in the Subject line, in order to guarantee a response to the question submitted. The questions should be received prior to the deadline within the **TENTATIVE TIMELINE.**

2. **AWARDS**

    - The BCSD reserves the right to accept or reject any part of a submitted bid (in whole or in part), to accept the entire bid from one bidder, to accept portions of the bid from several bidders, or to reject any and/or all bids submitted or waive any minor irregularity.
    - The BCSD reserves the right to award by line item, to more than one vendor, and/or to award by group or any combination thereof.
    - Award will be made to the lowest responsive and responsible bidder meeting all specifications and requirements. This is the bidder who submits the lowest price, whose bid meets the specifications, terms, and conditions set forth in the Invitation to Bid, and who is clearly capable of delivering the product or services specified. The lowest responsible bidder will not, therefore, always be the bidder who has submitted the lowest monetary bid. Award of bids will be made in the best interest of BCSD

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3. **CONTRACT:**
    - THE CONTRACT AGREEMENT MUST BE COMPLETED BY THE BIDDER AND RETURNED WITH THIS BID IN ITS ENTIRETY.
    - It is understood and expressly agreed that, upon proper acceptance of any or all items by the Purchasing Department, a contract shall hereby be created.
    - Failure to observe any of the general or special terms of this contract may constitute for rejection of the award and removal from the bidders list.
    - Unless otherwise stated in the Special Terms and Condition, BCSD requires that all prices quoted will be firm for 12 months from the award of contract.
    - By signing of contract, the vendor confirms responsibility as an authorized agent to sell, distribute all products and services as bid. In addition, vendor confirms ability and responsibility of providing all manufacturer warranties for the items proposed. This includes additional warranty items that may be included in Special T&C.
    - Authority- Each party warrants that such party has full power and authority to enter into and perform this contract. The person signing on behalf of each party represents that person as duly authorized to enter into this contract on behalf of such party.
    - Choice of Law and Venue-The Laws of the State of Georgia shall govern this contract in all respects. Any lawsuit or other action based on claims arising from this contract shall be brought in a court or other forum of competent jurisdiction in Bibb County, Macon Georgia.
    - Entirety of Contract- All documents submitted in response to the BID, including any attachments and appendices are incorporated into the contract between BCSD and the

Vendor and contain the entire agreement between the parties and supersedes all prior oral and written agreements and understandings between the parties with respect to the subject matter hereof. If any language of the Bid Response by the Vendor conflicts with the language of the Bid, the language of the Bid shall govern and control for all purposes, unless consented and agreed to by BCSD in writing.

- BCSD reserves the right to review and accept or deny requests for price changes due to extenuating circumstances in the economy, marketplace or acts of God. This option will only be exercised if it is deemed in the best interest of the BCSD.

4. INVOICING

- Payment will be made by the BCSD after final delivery and acceptance of all items/services. However, final acceptance will not be made until after inspection and approval by the BCSD authorized representative.
- All accounts are paid on a current basis. Best effort will be made by BCSD to take any discounts offered; however, cash discounts will not factor into price consideration for award of contract. Time will be computed from delivery (date of BCSD signature) at destination or from the date a correct invoice is received, if later than the date of delivery.
- Invoicing Procedure- Invoices must be original. Copies or facsimiles are not acceptable.
- Invoices must not be altered in any way from the original by handwriting or by machine. Invoices will be paid within 30 days of receipt of invoice and within 30 days of notification receipt of goods or services by receipt. Computer-produced invoices are preferred. Invoices must contain the company name, the address, and BCSD purchase order number.

ADDITIONAL INFORMATION:

We have provided documentation to be reviewed for these appraisals we asked if you have any other questions, or concerns. Please mail the Procurement Office, utilizing the email Elaine.Wilson@bcsdk12.net, please make sure you put your bid number in the subject line, and your questions will be addressed in a timely manner.

A. "Responsive" Bidder Criteria

- Capability of providing report as indicated
- Warranties /Guarantees
- Ability to meet specifications/bid documents as indicated.
- Service and Support Capability
- Documented licensed as required by the State of Georgia
- Applicable Bond Information as needed
- Responsible Award Amount for the Bibb County School District

B. Cancellation/Default of Contract

In the event the successful bidder, through any cause, should fails to fulfill the agreed-upon obligations in an effective and timely manner, the Board shall have the right to terminate its contract by specifying the date of termination in a written notice to the selected vendor at least thirty (30) days before that

termination date. The Board also reserves the right to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess cost incurred.

C. Indemnity Provisions

Where bidder is required to enter or go onto property to provide services or gather information, the bidder shall be liable for any injury (including death), damage or loss occasioned by negligence of the bidder, his agent, or any person the bidder has designated to visit Board property and shall indemnify and hold harmless the Board, its officers, employees, agents and volunteers from any liability arising offerors should not include an indemnity or hold harmless agreement from the Board in any proposal. The Board will not be bound by any such agreement. Board Policy provides in part: No contract, provision, agreement or term of any procurement, contract or agreement with the Board shall obligate the Board or System to indemnify, save or hold harmless any vendor for any future claim, loss, expense or liability.

D. Errors in Bids

Bidders or their authorized representatives are expected to fully inform themselves as to conditions, requirements, and specifications before submitting bid proposals. Failure to do so will be at the bidder's own risk. The bidder may withdraw a bid prior to the bid opening date and time by requesting to do so in writing.

E. Standards of Acceptance of Bid Proposal for Contract Award

The Board reserves the right to reject all bids and to waive any irregularities or technicalities in proposals received whenever such rejection or waiver is in the best interest of the Board. The Board has the right to disqualify a bid of any bidder as being unresponsive when such bidder cannot document its ability to deliver requested services or when investigation shows it is not able to perform the contract.

F. Compliance with Laws

The bidder shall obtain and maintain all licenses, permits, liability insurance, worker's compensation insurance and comply with all other standards or regulations required by Federal, State, or County statutes, ordinances and rules during the performance of any contract between the Board and the bidder. Any such requirement specifically set forth in any contract document between the bidder and the Board shall be supplementary to this section and not in substitution thereof.

G. PRICING

Pricing on this RFP must be firm and remain open for a period of not less than 180 days from the proposal due date. Pricing should reflect bulk purchasing benefits and be structured to accommodate various orders from different sites.

H. BCSD NONDISCRIMINATION

The contractor, by the submission of a proposal or the acceptance of a contract, does agree that he will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor shall take appropriate action to ensure that applicants are employed, and that employees are treated during employment without regard to

their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation and training. In the event of the contractor's noncompliance with the nondiscrimination policy of the BCSD, any contract or purchase order may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible to transact further.

I. UTILIZATION OF MINORITY AND SMALL BUSINESS ENTERPRISES AND LOCAL AND MINORITY LABORERS

Minority and Small Business Subcontractors. The Owner has adopted a policy indicating its desire to increase the opportunity for participation by minority business enterprises and small business concerns in all its construction projects. The Contractor acknowledges this policy and agrees that it will actively solicit and encourage bids from qualified subcontractors identified by the Minority Assistance Corporation or other agencies as minority business enterprises. The Contractor shall also actively encourage and solicit bids from subcontractors who qualify as small business concerns.

Utilization of Minority and Local Labor. It is the policy of the Owner that the contractor and all subcontractors shall, consistent with efficient contract performance, utilize to the maximum extent possible minority and local laborers and mechanics as on-site employees. The Contractor acknowledges this policy and agrees that the on-site labor force of contractors and all subcontractors shall include a meaningful representation of skilled and unskilled local and minority laborers and mechanics, consistent with the efficient performance of this contract. Meaningful representation for minorities means the employment of minority laborers and mechanics in at least the same proportion that minorities are represented in a discrete construction skill or craft in Bibb County and all adjacent counties, provided such individuals are available at the time of need. Meaningful representation of local laborers and mechanics means that at least 75% of the on-site work force of contractor and all subcontractors, taken as a whole, shall reside in the Bibb County and surrounding counties, provided such individuals are available at the time of need.

J. DRUG-FREE WORKPLACE

By submission of a proposal, the Offeror certifies that he/she will not engage in the unlawful manufacture, sale distribution, dispensation, possession, or use of a controlled substance or drug during the performance of the contract and that a drug-free workplace will be provided for the contractor's employees during the performance of the contract. The Offeror also certifies that he will secure from any subcontractor who works on the contract, written certification of the same drug free workplace requirements. False certification or violation by failing to carry out requirements of O.C.G.A. 50-24-3 may cause suspension, termination of contract, or debarment of such Offeror.

K. CERTIFICATION OF NONCOLLUSION

By submitting a proposal, the Offeror certifies: "that this proposal is made without prior understanding, agreement, or connection with any corporation firm, or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. That collusive pricing is understood to be a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards."

L. IMMIGRATION REFORM AND CONTROL ACT

Offerors must abide by all federally mandated laws enforced by United States Department of Homeland Security which are established to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA) P.L. 99-603), in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

M. AUTHORIZED OFFICIAL

It is agreed that all conditions of the proposal shall be abided and that the person signing this proposal is authorized to sign the proposal for the Offeror.

N. SOLICITATION TERMINATION

In any event in which this solicitation is terminated or cancelled, in whole or in part, or all proposals are rejected, there shall be no liability on the part of BCSD for any costs incurred by Offerors or potential Offerors in relation to the solicitation.

O. RIGHTS AND REMEDIES

The rights and remedies of BCSD provided above shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.

P. BEST AND FINAL OFFER

The district will utilize the final bid as the Best and Final Offeror from each responder.

Q. TYPE AND TERM OF CONTRACT

The district intends to sign a contract with one respondent(s) to fulfill the requirements in this RFP The term of the contract shall be for one year with the option of renewals (4) four.

Proposals should not include any tax from which the State is exempt.

R. COMPLIANCE CERTIFICATION

Responses to this RFP serve as a representation that it has no current or outstanding criminal, civil, or enforcement actions initiated by the State and/or other District, and it agrees that it will immediately notify the district of any such actions. The Respondent also certifies that neither it nor its principals are presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially required payments to the district. The Respondent agrees that the district may confirm, at any time, that no such liabilities exist, and, if such liabilities are discovered, that district may bar the Respondent from contracting with the district, cancel existing contracts, withhold payments to setoff such obligations, and withhold further payments or purchases until the entity is current in its payments on its liability to the district and has submitted proof of such payment to the district.

S. INSURANCE

When the selected contractor has been identified, he will be notified of the necessity to provide required insurance. Proof of insurance shall be provided within 15 days of the date of written notification to the contractor.

Worker's Compensation and Employer's Liability Insurance
The contractor shall procure and maintain Worker's Compensation and Employer's Liability Insurance in the following limits. Such insurance is to cover each and every employee who is or may be engaged in work under the contract.

Worker's Compensation Limits: Statutory
Employer's Liability Limits:

Bodily Injury by Accident	$ 100,000 each accident
Bodily Injury by Disease	$ 100,000 each employee
Bodily Injury by Disease	$ 100,000 policy limit

Contractor waives all rights against Owner and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the workers compensation and employer's liability or commercial umbrella liability insurance obtained by Contractor pursuant to this agreement. The Waiver of Our Right to Recover from Others Endorsement, ISO Form SC 00 03 13 shall be attached to the policy showing the Owner listed in the Schedule.
Commercial General and Umbrella Liability Insurance

The Contractor shall procure and shall maintain commercial general liability (CGL) and if necessary, commercial umbrella insurance with a limit of not less than $250,000 each occurrence, as shall protect him and any Subcontractor performing Work covered by this Contract from claims for damages for bodily injury, including accidental death, as well as from claims for property damages, which may arise from operations under the Contract Agreement, whether such operations are by himself or by any Subcontractor or by anyone directly or indirectly employed by either of them.

(1) Comprehensive Form
(2) Contractual Insurance
(3) Personal Injury
(4) Broad Form Property Damage
(5) Premises - Operations
(6) Completed Operations

This coverage covers the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under the contract. Policy coverage must be on an occurrence basis.
The Board assumes no responsibility or obligation to respondents and will make no payment for any costs associated with the preparation or submission of the bid proposal. Bidders are encouraged to carefully review all provisions and attachments of this document prior to submission. Each bid proposal constitutes an offer and may not be withdrawn except as provided herein. ***

END OF SECTION I

SECTION II: SCOPE OF BANKING SERVICES

A. Current Bibb County School District Bank Account Structure and Interaction

1. General Fund/Operating Account - This account will provide for the control of deposits, the funding of all ZBA controlled disbursement accounts, and the investment of funds not needed for daily operations. Deposits from all sources, except those requiring legal separation, will be made to this account.
2. Payroll Clearing Account (ZBA or Controlled Disbursement) - This account will provide for the control and disbursement of funds for the school district's two semi-monthly payrolls as well as for any exception payrolls.
3. Accounts Payable Clearing Account (ZBA or Controlled Disbursement) - This account will provide for the control and disbursement of funds for the school district's bill paying function.
4. SPLOST Construction Account - This account will provide for the control and disbursement of funds for the school district's bill paying function for the projects included in the District's Bonds/SPLOST programs.
5. Debt Service Account- This account may be required and will provide for the control of deposits, the investment of idle cash, and the payment of interest and principal, with respect to funds designated for the retirement of bonded debt. Most payments from this account are made via wire transfer.
6. Flexible Spending Account (ZBA or Controlled Disbursement) - This account will provide for the control and disbursement of funds for the school district's flexible spending function of its benefits package.
7. School Activity Accounts - This account receives funds from each of the district’s 37 schools and various departments. A unique location code must appear on each of the individual school’s or department’s deposit tickets to identify the location making the deposit.
8. School Nutrition Accounts - This account receives funding from the state and cash and/or checks from individuals. A unique location code must appear on each of the individual school’s deposit tickets to identify the location making the deposit.
9. Contingency Fund - This account receives funding to be utilized at the Superintendent discretion.
10. Workers Compensation Fund (ZBA or Controlled Disbursement) - This account is used for worker’s compensation claims.

Method of Compensation for Services Provided - It is the intent of the District to pay for specified banking services using a "fee based" or "direct charge" method. The bank will prepare a billing for services rendered on a monthly basis in a format similar to the proposal form included herein as Financial Proposal Form; Fees are to be offset by Interest Earnings).

B. Banking Services Required by the School District

The following services are expected to be performed by the bank in accordance with the banking structure described herein. The Financial Proposal Form is designed to allow banks to quote fees for these services.

1. Daily Transfer of Collected Balances - Each day the bank will be required to transfer collected balances in the appropriate amounts from the Operating Account to all ZBA Controlled

   Disbursement Accounts. The bank will notify BCSD, via on-line, of all Controlled Disbursement presentments prior to 10:30 a.m. each day.

2. Interest Earnings Accounts and Investments Activities - The bank is requested to pay a "market investment rate" on all accounts, except the controlled disbursement accounts.

3. On-Line Banking System - The bank will be required to provide BCSD with access to an on-line banking system that will at a minimum, provide the following information and capabilities:

   a. Current day balances
   b. Previous day balances
   c. Previous day and intra-day transactions
   d. Notice of returned items
   e. Controlled disbursement presentments
   f. Initiation of money transfers
   g. Initiation of stop payments
   h. Inquiry on check cleared status
   i. View and print copies of cashed check without the intervention of the bank
   j. View and print copies of deposits, including backup, without intervention of the bank
   k. Approve payment of checks (Positive Pay) with images
   l. Display ACH files for accuracy
   m. Toll free access
   n. Initiation of wires
   o. Remote electronic deposit of checks (RED)
   p. Change passwords
   q. Add or remove users
   r. On-line statement and reporting capability

s. Ability to set up multipliable levels of security access and approvers

4. Other Depository Services - The bank will be required to provide other normal depository services as listed on the proposal form. These include the processing of wire transfers, stop payments, returned items, and all debit and credit items, including ACH items.

5. Monthly Record of Paid Items - The bank will provide via an electronic file or secure website no later than the tenth of each month, the previous month's paid items on each Controlled Disbursement account and the Operating account. The record provided will be in a format acceptable to BCSD and at a minimum must include serial numbers of all disbursements and deposits, indication of type of item, date of occurrence per item and individual amounts.

6. Cancelled Checks - The bank will provide cancelled check information on an electronic file and/or a secured website which will, at a minimum, allow BCSD to retrieve, display, and print the front and back of cancelled checks. This should also allow the checks to be searched by check number, paid date, amount or any combination thereof.

7. Deposit Reconciliation - The Bank will provide means to assign each depositing entity (BCSD location) a unique number that increases for each deposit slip, which appears in the serial number field of the deposit slip. Using this numbering system the bank will provide data sufficient to track and sub-total deposit data by location. The serial number shall also appear on the bank statement.

8. Monthly Statements and Reports - Monthly statements on all accounts, including copies of all debit/credit memoranda will be provided by the bank no later than the tenth of the following month. Statements will include transactions through the last business day of the month.

9. Investment Safekeeping - The bank will provide safekeeping services for securities purchased by BCSD.

10. Payroll and Accounts Payable Direct Deposit - The bank will be required to process ACH direct deposit using files transmitted via a secure web site. The bank will be required to enter into an agreement with BCSD that specifies the steps and timing involved in this process. The District currently employs approximately 3,550 individuals. All are paid semi-monthly. The current ACH transmission on the 15th contains approximately 3,450 pay records and approximately 100 paper checks. The ACH transmission on the last business day of the month contains approximately 3,500 pay records and approximately 100 paper checks. The District's commitment is that our employees are able to access their funds by 9:00 a.m. on paydays.

Two accounts payable check runs are processed each week and include paper checks, ach payments, and aci payments

11. Corporate Credit Cards - The bank will furnish "corporate credit cards" as required by the school district to facilitate its operations. Annual fees, if any, for these cards will be included in the schedule of fees proposed by the bank.

12. Trust Funds - The bank will provide an account structure for any trust funds as follows:
1) no account maintenance fees; 2) no minimum balance requirements; 3) interest calculated on the entire balance; 4) Transfers among trust accounts and transfers between trust accounts and the operating account at no charge; and, 5) statements issued on a monthly or quarterly basis.

13. Positive Pay - The bank will provide the means for BCSD to transmit the check number, name, number of transactions and the amount paid for all accounts. The data will be compared with checks presented for payment. If the data matches {i.e. check number, payee name, and amount), the check will be paid as written. If not, a list of discrepancy items will be posted daily to the on-line banking for BCSD to make a "pay or do not pay" decision. Only items identified as "pay" will be paid as written.

14. Online Imaging -The bank will provide the means for BCSD to view and print copies of all transactions, along with any attachments, via an Online Imaging service. This includes, but is not limited to, cashed checks, deposits, and credit and debit memos.

15. Other Services and Expenses - It is the intent of the school district to pay for all services specified in this Request for Proposal unless otherwise noted. Other banking supplies, forms, and/or services not detailed in the proposal form will be provided to BCSD at no additional charge. These include night deposit bags and keys, zipper bags, coin/bill wrappers, and coin envelopes.

    BCSD will purchase checks, deposit slips, and endorsement stamps directly from vendors or the bank using bank specifications. The cost of these supplies will be borne by the school district and is not a part of the services requested herein. When new or additional services become necessary, BCSD will negotiate an acceptable fee with the bank.

16. Safe Deposit Box - BCSD will require a safe deposit box at a branch located closest to the BCSD Central Office located at 484 Mulberry Street, Macon, Georgia.

17. Employee payroll card program - BCSD wishes to offer a comprehensive semi-

monthly employee payroll card program to eliminate the writing of payroll checks to employees who for some reason cannot or will not obtain a bank account. The program must allow employees to withdraw cash from ATMs, make purchases and opt for cash back at merchants worldwide. The proposed solution must include FDIC protection, PIN and VISA and/or MasterCard capabilities. The optimum program should provide seamless integration, no employer fees, minimal employee fees, and 24-hour a day customer service support. The employee's personal and account information must be internet website supported with secure browsers.

For this payroll card program, the proposer must describe their program to include client and customer benefits; how the direct pay program works; pay card funding process; security features; customer service and internet accessibility, security and support.

Proposer must provide information regarding the enrollment process, including detailed procedures for employer and employee. Where the employer may enroll the employee as necessary to eliminate the need for paper checks. The proposer should describe how they will maximize employee participation and will provide communication tools to employees.

Proposer must propose an implementation schedule and timeline to include information seminars, sessions and enrollment forums leading up to date of implementation. Proposal must include responsibilities and requirements of BCSD and Customer (BCSD Payroll Card Users).

The Proposer must disclose a complete fee schedule for this service to the employee and/or BCSD.

18. Accounts Payable automated vendor invoice payment system (credit card vendor payments with revenue sharing, ACH/ACI vendor payments, etc.) - BCSD desires to reduce costs and inefficiencies associated with paper check production and handling. BCSD desires to enhance existing workflow processes by streamlining and maximizing electronic invoicing and payments in an internet based, real-time, safe, secure environment. Proposer must provide fraud protection, along with superior client and customer service quality, customized reporting as required by BCSD for management support, and a proven history of performance related to invoice and accounts payable execution. Proponent’s proposed solution is preferred to seamlessly integrate with BCSD's current enterprise-wide financial software – Tyler’s Munis System. The program should offer annual financial benefit to the district and reliable customer support to both the district and its vendors.

19. Employee Check Cashing - The bank will not charge a fee to cash an employee payroll check, petty cash check, or reimbursement check.

20. Detailed Information on Deposits - BCSD wishes to obtain deposit details on

invoices being paid to them through CTX files.

21. Additional services - Items may be needed for the receipt of online payments such as check scanners and tokens.

END OF SECTION II