

Questions Number One

Gulf Coast State College RFP #3-2013/2014

April 7, 2014

Questions

1. Please explain some of the driving factors that encourage the need for change and issuance of RFP? **Periodic review.**
2. Is it possible to get a Word version of the RFP and an Excel version of the Pricing List? **Yes, posted on the website.**
3. Please provide past 3 months account analysis statement and bank statements for accounts listed on page 8 and any additional accounts listed in the RFP? **Posted on website**
4. What type of accounting system/treasury workstation are you currently using? **Ellucian/Banner**
5. What is your current method to download transaction details and what are the preferred formats? **Fixed width.**
6. What are the monthly Average Collected Balances in your accounts? **See statements.**
7. What interest rate and ECR are you currently earning on your accounts? **See statements**
8. What type of short term investment products are you currently utilizing? **State of Florida accounts.**
9. Does the College currently use a Courier service? How many locations do you have for cash vault at this time? **Yes, 1 location**
10. On page 9 .B. Specific Information –
 - Banking center Deposit – how many checks are deposited annually not including the remote deposit checks. **Less than 100**
 - Cash Deposits - is the cash deposited in straps or loose bills and are the coins rolled or mixed bag? **Combination of all types**

- What is the breakdown of currency and coins deposited annually?
Breakdown is not available, but total deposited was \$680,072.63.
Cash deposited is directly correlated to the academic calendar.
 - What is the breakdown for the cash and currency ordered annually?
See list of cash order on website.
11. On page 10. Response Form. Item # 3. Please clarify the following sentence. Which services are you specifically referring to that must be provided at no charge? *“Please be reminded that services listed in the “scope of banking services” section must be provided at “no charge” or must be listed as an exception in item 2 of the Bid Response form.”* The services referenced are related to what is normally provided at no cost, such as images of cancelled checks, images of deposit slips, paper copy of bank statement if requested, etc.
 12. Do you own the Remote deposit Check scanner that you currently have? If so, what is the make and model? How many locations use a check scanner?
Yes we own Teller Scan TS230 at 1 location.
 13. Please explain your Deposit reconciliation process and requirements? How many locations do you have? Are the deposit tickets coded with the location code? Two locations that handle bank transactions, with only the Panama City location reflected in this RFP. The deposit tickets do not have the location code; not necessary at this time.
 14. How do you initiate ACH transactions? Do you use a direct transmission from your internal software or do you use a bank’s software or online data entry portal? Online using an online data entry portal.
 15. For which types of transactions are you initiating ACH credits and debits (direct deposit of payroll, financial aid to students, vendor payments, collect payments etc.)? How many ACH files do you initiate per month and is it daily, weekly, biweekly? Payroll 2-3 biweekly and 2 monthly.
 16. How many employees do you currently have? How many are on direct deposit of payroll? How often do you pay: Weekly, biweekly, monthly? Monthly 440 of which 353 are direct deposit. Biweekly 383 of which 377 are direct deposit.
 17. Please clarify your debit card program. Are these true debits cards? If so, how many cards do you have? Or are they reloadable cards? If so, how many cards do you issue annually? What is the average dollar amount on

each of these cards? What is the purpose of the Debit Card Account? **An account with a \$1,500 balance for small online transactions for 3-5 departments. An alert is generated and sent to several employees each time the card is used. They are debit cards but restricted to no cash back. Have 3-5 cards. Not reloadable.**

18. Please clarify what type of Online Maintenance is needed on the Debit card Account. **Ability to terminate the card immediately.**

19. Do you currently accept credit cards? Are you open to the bank providing a Merchant Services Proposal? If so, please provide 3 months merchant statement? **Yes This RFP is for banking services only.**

20. Do you currently have a Purchase Card Program? If so, what is the annual spend and how many cardholders? Is the card used for T&E only or also for general purchases? **No**