



Request for Proposal Notice

for Depository Services by
Student Alternative Programs, Inc. (SAPI)
15-16-0523

Charter Districts

Mid-Valley Academy – McAllen, Texas Paso Del Norte Academy – El Paso, Texas
Gateway Academy – Laredo, Texas South Plains Academy – Lubbock, Texas

707 Lindberg, McAllen, TX 78501

Corporate Business Office

SAPI is soliciting proposals from banks to serve as **ONE** main depository to assist with the banking functions of **four** Charter Districts Contracts; see regional locations listed above.

Introduction

In accordance with the Texas Education Code (TEC), Chapter 12, Subchapter D, Open Enrollment Charter Schools Depositories, the Board of Trustees of the district will select a depository through soliciting proposals for a depository services contract for a term of two years beginning **09/01/2016** and ending **08/31/2018** or until a successor depository is selected, qualified, and agrees to a depository agreement based on either fees or compensating balances.

SAPI Charters and the depository may agree to extend this contract for two additional two-year terms in accordance with the TEC, §45.205. This section requires that the contract and any extension of this contract coincide with the district's fiscal year. If the district changes its fiscal year, the term of the contract may be shortened or extended no more than one year by mutual agreement to coincide, provided that this contract remains in effect until its successor is selected and has been qualified. If the parties cannot agree, the district has the option to change the term of this contract.

The legal provisions providing for naming a depository of the district are set forth in the TEC, Chapter 12, Subchapter D, Funds of Open Enrollment Charters Depositories. Investments of public funds are governed by the Texas Government Code (TGC), Chapter 2256.009-2256.016, Public Funds Investment. Securities pledged as collateral to secure district deposits are governed by the TGC, Chapter 2257, Collateral for Public Funds.

Bank Questions

There **will not** be a preproposal conference. Questions regarding this proposal request, or the services requested, will be accepted by email at bids@sapicsc.org before **5:00 pm CST on May 31, 2016**. Responses to all material questions submitted will be communicated by email to all known interested banks by **5:00 pm CST on June 3, 2016**.

Proposal Submission

To be eligible for consideration under this request, the bank must submit three complete paper copies of each proposal by **12:00 pm CST on June 9, 2016** to the address above. The Business Office will not accept proposals received after that time.

The proposal must be submitted in a sealed envelope or packet marked "Depository Services." An accompanying transmittal letter must be signed by a person authorized to bind the institution, state that the proposal is valid for 20 days from the submission date or until the depository contract is awarded, and give full contact information regarding the proposal.

The proposals must be delivered by US mail, express mail, or in person to:
 Myriam Rios, Finance Officer
 Corporate Business Office
 707 Lindberg Ave.
 McAllen, TX 78501

The bank must attach a cashier's check in the sum of \$1,500.00 payable to Gateway Academy. If any portion of this contract is awarded to the bank, the check will be returned to the bank. If the bank fails to execute the contract in a reasonable time, the district will cash the check as liquidated damages. If the proposal is not accepted, the check will be returned to the bank immediately after contract award.

SAPI charters are also providing this proposal request electronically at sapiacademies.org or mvamercedes.org. The fee schedule, Attachment A, is in Excel format. The bank must submit the proposal in both paper and electronic form.

Evaluation Process

[NOTE: According to the TEC, §45.206(d), the district must state the selection criteria and select the proposal based on the ranking in relation to the stated selection criteria.]

SAPI Charters will use the following criteria to evaluate the proposal and award the contract:

Evaluation Criteria	Points
1a. Cost of Services	
• Required compensating balance:	
• Target balance compensation fees:	
ACH	
Return Check	
Positive Pay	
Imaging	
Wire Transfer	
• Earnings credit rate:	
TEXPOOL rate of .10	
Total Points - Cost of Services	Value 25 points
1b. Interest Rates	
• Public funds accounts:	
• Public funds money market accounts:	
• Time deposits: (90-179 days)	
Total Points - Interest Rates	Value 25 points
2. Collateralization	
• Policy (minimum 102%)	
• 3 rd party collateral	
• Pledged securities	
• Letter of credit	

Total Points - Collateralization	Value 10 points
3. Automated and Additional Services	
• Automated cash management information	
▪ Positive pay/notification	
▪ Image all checks and deposits	
▪ Optical imaging	
▪ ACH services	
▪ Fund transfer and wire services	
▪ Remote deposit	
▪ Check reconciliation: partial/full	
▪ Overdrafts	
▪ Stop payments	
• Investments and safekeeping services	
• Monthly account analysis reports	
Total Points - Automated and Additional Services	Value 20 points
4. Ability to Consolidate Services	
• Meets the services required to consolidate Charter District accounts	
• Ability to perform duties as requested on Attachment C	
Ability to Consolidate Services:	Value 20 points
Point Total	Value 100 points

SAPI Charters reserve the right to reject any or all proposals and to accept the proposal the district considers most advantageous. If any portion or provision of this proposal and any contract between the depository and district entered into is invalid, the remainder, at the option of the district, must remain in full force and effect and not be affected. Acceptance of a proposal will be based on the total package of services offered by the bank.

Legislative Change

Changes in the law that may be enacted by the Texas Legislature, in session, could alter the scope of requirements as stated in this document. The proposal should conform to all statutes in effect at the time of proposal opening.

Schedule for Selection Process

SAPI Charters will make every effort to adhere to the following schedule:

05/23/16	Release of Request for Proposal (RFP)
05/31/16	Deadline for questions concerning the RFP or services requested
06/03/16	Responses given to any questions provided to all known interested banks
06/09/16	Deadline for proposal submission
08/10/16	District Board award of contract
09/01/16	Contract commencement

Other Requirements

The following requirements must be met:

1. The bank selected as the depository will notify the district in writing within 10 days of any changes in federal or state regulations or laws that would affect the depository agreement.
2. The depository's records relating to the charters' accounts must be open to review by the district, its independent auditors, and the Texas Education Agency.
3. The charters reserve the right to pay for depository services by targeted balances or by fees.
4. The charters reserve the right to exclude direct payroll deposit service from the depository contract if the bank does not offer direct payroll deposit service.

District Rights

The district reserves the right to:

- waive any defect, irregularity, or informality in the proposal or proposal procedures;
- reject any and all proposals;
- accept any proposal or portion thereof most advantageous to the district;
- request additional information or require a meeting with bank representatives for clarification;
- cancel, revise, or reissue this request for proposal or any portions of it,
- negotiate any conditions;
- retain all other provisions even if any provision of the proposal is determined invalid;
- modify deadlines; and
- select any proposal considered to be in its best interest as determined by the district.