

University of Central Florida



Request for Proposal 7018ZCSA for Banking Services Dated January 30, 2007

University of Central Florida
12479 Research Parkway
Orlando, FL 32826-3248
407-823-2661

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SUBMIT PROPOSAL TO: PURCHASING DEPARTMENT UNIVERSITY OF CENTRAL FLORIDA 12479 RESEARCH PARKWAY, BLVD. 600 ORLANDO, FL 32826 Phone:(407)823-2661 – Fax (407) 823-5551 www.purchasing.ucf.edu	University of Central Florida REQUEST FOR PROPOSAL Contractual Services Acknowledgement Form
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Page 1 of	Pages	PROPOSALS WILL BE OPENED February 28, 2007; 2:00pm EST	PROPOSAL NO. 7018 ZCSA
		and may not be withdrawn within 120 days after such date and time.	

UNIVERSITY MAILING DATE: January 30, 2007	PROPOSAL TITLE: UCF BANKING SERVICES
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FEDERAL EMPLOYER IDENTIFICATION NUMBER OR S.S. NUMBER

VENDOR NAME	REASON FOR NO PROPOSAL
-------------	------------------------

VENDOR MAILING ADDRESS	
------------------------	--

CITY - STATE - ZIP CODE	POSTING OF PROPOSAL TABULATIONS
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AREA CODE	TELEPHONE NO.	Proposal tabulations with intended award(s) will be posted for review by interested parties at the location where the proposals were opened and will remain posted for a period of 72 hours. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.
	TOLL FREE NO.	
	FAX NO.	

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Government Classifications

Check all applicable

<input type="checkbox"/> African American	<input type="checkbox"/> American Women
<input type="checkbox"/> Asian-Hawaiian	<input type="checkbox"/> Government Agency
<input type="checkbox"/> Hispanic	<input type="checkbox"/> MBE Federal
<input type="checkbox"/> Native American	<input type="checkbox"/> Non-Minority
<input type="checkbox"/> Non-Profit Organization	<input type="checkbox"/> Pride
<input type="checkbox"/> Small Business Federal State	<input type="checkbox"/> Small Business

I certify 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. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal for the proposer and that the proposer is in compliance with all requirements of the Request for Proposal, including but not limited to, certification requirements. In submitting a proposal to an agency for the State of Florida, the proposer offers and agrees that if the proposal is accepted, the proposer will convey, sell, assign or transfer to the State of Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the state of Florida. At the State's discretion, such assignment shall be made and become effective at the time the purchasing agency tenders final payment to the proposer.

permitted. All corrections to prices made by proposer must be initialed. The company name and F.E.I.D. or social security number must appear on each pricing page of the proposal as required.

2. NO PROPOSAL SUBMITTED: If not submitting a proposal, respond by returning only this proposer acknowledgment form, marking it "NO PROPOSAL," and explain the reason in the space provided above. Failure to respond without justification may be cause for removal of the proposer's name from the proposal mailing list. NOTE: To qualify as a Proposer, proposer must submit a "NO PROPOSAL," and it must be received no later than the stated proposal opening date and hour.

GENERAL CONDITIONS

SEALED PROPOSALS: All proposal sheets and this form must be executed and submitted in a sealed envelope. (DO NOT INCLUDE MORE THAN ONE PROPOSAL PER ENVELOPE.) The face of the envelope shall contain, in addition to the above address, the date, and time of the proposal opening and the proposal number. Proposal prices not submitted on attached proposal price sheets when required shall be rejected. All proposals are subject to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.

1. EXECUTION OF PROPOSAL: Proposal must contain a manual signature of authorized representative in the space provided above. Proposal must be typed or printed in ink. Use of erasable ink is not

AUTHORIZED SIGNATURE (MANUAL)

AUTHORIZED SIGNATURE (TYPED), TITLE

3. **PROPOSAL OPENING:** Shall be public, on the date, location and the time specified on the proposal form. It is the proposer's responsibility to assure that the proposal is delivered at the proper time and place of the proposal opening. Proposals which for any reason are not so delivered, will not be considered. Offers by telegram or telephone are not acceptable. A proposal may not be altered after opening of the proposals unless allowed by the Director of Purchasing in accordance with the rules of negotiation.

NOTE: Proposal tabulations will be furnished upon written request with an enclosed, self addressed, stamped envelope. Proposal tabulations will not be provided by telephone.

4. **PRICES, TERMS AND PAYMENT:** Firm prices shall be proposed and include all services rendered to the purchaser.

(a) **TAXES:** The university does not pay Federal Excise and Sales taxes on direct purchases of tangible personal property. See tax exemption number on face of purchase order or agreement form. This exemption does not apply to purchases of services in the performance of contracts for the improvement of state-owned real property as defined in Chapter 192, Florida Statutes.

(b) **DISCOUNTS:** Cash discount for prompt payment shall not be considered in determining the lowest net cost for proposal evaluation purposes.

(c) **MISTAKES:** Proposers are expected to examine the conditions, scope of work, proposal prices, extensions, and all instructions pertaining to the services involved. Failure to do so will be at the proposer's risk.

(d) **INVOICING AND PAYMENT:** All vendors must have on file a properly executed W-9 form with their Federal Employer Identification Number prior to payment processing.

Vendors shall submit properly certified original invoices to:

Finance & Accounting
12424 Research Parkway, Suite 300
Orlando, Florida 32726-3249

Invoices for payment shall be submitted in sufficient detail for a proper preaudit and postaudit. Prices on the invoices shall be in accordance with the price stipulated in the contract at the time the order is placed. Invoices shall reference the applicable contract and/or purchase order numbers. Invoices for any travel expenses shall be submitted in accordance with the State of Florida travel rates at or below those specified in Sections 112.061 and 287.058 F.S. Travel Reimbursement must be made using the UCF Voucher for Reimbursement of Traveling Expenses available on the web at <http://www.fa.ucf.edu/forms/forms.cfm#>.

Final payment shall not be made until after the contract is complete unless the university has agreed otherwise.

Interest Penalties: In accordance with UCF Policy 3-208, available on-line at <http://www.ucf.edu/president/policies.php>. Vendor interest penalty payment requests will be reviewed by the UCF ombudsman whose decision will be final.

Vendor Ombudsman: A vendor ombudsman position has been established within the Division of Finance & Accounting. It is the duty of this individual to act as an advocate for vendors who may be experiencing problems in obtaining timely payments(s) from the University of Central Florida. The Vendor Ombudsman may be contacted at (407) 882-1104 or in writing at the address above to the attention of the UCF Vendor Ombudsman.

The ombudsman shall review the circumstances surrounding non-payment and apply the rules outlined in the UCF Prompt Payment Compliance policy to determine if:

- an interest payment amount is due;
- the amount of the payment; and
- Shall ensure timely processing and submission of the payment request in accordance with university policy.

(e) **Annual Appropriations:** The university's performance and obligations to pay under this contract in contingent upon an annual appropriation by the Legislature.

5. **CONFLICT OF INTEREST:** The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All proposers must disclose with their proposal the name of any officer, director, or agent who is also an employee of the University of Central Florida, or any of its agencies. Further, all proposers must disclose the name of any State employee who owns, directly or indirectly, an interest of five percent (5%) or more in the proposer's firm or any of its branches. No person or firm who receives a contract to perform a feasibility study for potential implementation of a subsequent contract, participates in the drafting of a competitive solicitation, or develops a program for future implementation shall be eligible to contract with the University of Central Florida for any dealing with that specific subject matter in accordance with chapter 255,FS. Proposers must disclose with their proposal

6. **AWARDS:** As the best interest of the University of Central Florida may require, the right is reserved to reject any and all proposals or waive any minor irregularity or technicality in proposals received. Proposers are cautioned to make no assumptions unless their proposal has been evaluated as being responsive.

7. **GOVERNMENTAL RESTRICTIONS:** In the event any governmental restrictions may be imposed which would necessitate alteration of the material quality of the services offered on this proposal performance of the items offered on this proposal prior to their completion, it shall be the responsibility of the successful proposer to notify the purchaser at once, indicating in writing the specific regulation which requires an alteration. The University of Central Florida reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no expense to the university.

8. LEGAL REQUIREMENTS: Applicable provision of all federal, state, county and local laws, and of all ordinances, rules and regulations shall govern development, submittal and evaluation of all proposals received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a proposal response hereto and the University of Central Florida, by and through its officers, employees and authorized representatives, or any other person, natural or otherwise: and lack of knowledge by any proposers shall not constitute a cognizable defense against the legal effect thereof.

9. ADVERTISING: In submitting a proposal, the proposer agrees not to use the results there from as a part of any commercial advertising.

10. ASSIGNMENT: Any Contract or Purchase Order issued pursuant to this Request for Proposal and the monies which may become due hereunder are not assignable except with the prior written approval of the purchaser.

11. LIABILITY: The supplier shall hold and save the university, its officers, agents, and employees harmless against claims by third parties resulting from the contractor's breach of this contract or the contractor's negligence. This requirement does not apply to contracts between governmental agencies.

12. FACILITIES: The university reserves the right to inspect the proposer's facilities at any time with prior notice.

13. PUBLIC RECORDS: Any material submitted in response to this Request for Proposal will become a public document pursuant to Section 119.07, F.S. This includes material which the responding proposer might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Section 119.07, F.S.

14. EQUAL EMPLOYMENT OPPORTUNITY: The nondiscrimination clause contained in Section 202, Executive Order 11246 as amended by Executive Order 11375 relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex, or national origin and the implementing rules and regulations prescribed by the Secretary of Labor, are incorporated herein.

15. DEFAULT: Failure to perform according to this proposal and/or resulting contract shall be cause for your firm to be found in default in which event any and all reprourement costs may be charged against your firm. Any violations of these stipulations may also result in:

- (a) Contractor's name being removed from the Purchasing Department vendor mailing list
- (b) All State agencies being advised not to do business with the contractors without written approval of the Purchasing Department..

16. CANCELLATION: The university shall have the right of unilateral cancellation for refusal by the contractor to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the contractor in

The University of Central Florida REQUEST FOR PROPOSAL FOR BANKING SERVICES

I. INTRODUCTION

The University of Central Florida (the “university” or “UCF”), is currently seeking proposals from qualified public depositories in accordance with Florida Statute 280.17 who are interested in providing comprehensive banking services to the university and its Student Card Program. The university is requesting that the Responding banks offer other entities of the university; such as the University of Central Florida Foundation (the “Foundation”) and the University of Central Florida Athletic Association, Inc. the opportunity to participate in the pricing offered to the university. Volumes for both the Foundation and the Athletic Association are presented separately in Section XVII. These entities currently have separate contracts with local financial institutions. Information for the Student Card Program is presented in section V. Section 5.2. Currently the service to the Student Card Program is provided under a separate bank contract.

The University of Central Florida Foundation, Inc. (“Foundation”) serves as a direct support organization for the University of Central Florida (“UCF”), and is a 501(c)(3) not-for-profit organization that enhances the mission and vision of UCF through its many fundraising and alumni activities. The Foundation is separately incorporated, with its own federal employer identification number, and therefore has separate bank accounts from the university. In addition, the Foundation has a separate accounting software system.

The objective of the university is to secure the most efficient and effective banking services while maintaining sufficient liquidity and protection of all the funds entrusted to the university. The university may award a contract to the best service provider with innovative ideas, which may not be the lowest price Proposer. The university reserves the right not to award some or all of the services contemplated herein.

It is the intent of UCF to award all the services contemplated herein to one Proposer, however; UCF has highly advanced and sophisticated Procurement Card and Student Card programs that may require the university to award these services separately. When proposing on the Procurement Card and Student Card programs please provide both stand alone pricing and overall relationship pricing.

The university has received goodwill in many areas such as; academic programs, marketing, student programs, campus life, and social programs. When responding to the university please address some of the areas the Proposer is willing to provide sponsorship to the university.

1.1. QUALIFIED PUBLIC DEPOSITORY

1. The Proposer must meet the following:
 - a. Be designated by the Chief Financial Officer of the State of Florida as a Qualified Public Depository.
 - b. Maintain the designation Qualified Public Depository throughout any Contract Period(s) resulting from this solicitation.
 - c. Maintain its home office or a full service branch within Orange County, Florida.
2. The Proposer must provide proof of the above qualification by furnishing copies of letters, certificates, etc. which document said status. Such proof must be provided in Attachment 1, Qualified Public Depository.

1.2. ACRONYMS USED WITHIN THIS REQUEST FOR PROPOSAL

ACH	--	Automated Clearing House
BAI	--	Bank Administration Institute
CD-ROM	--	Compact Disk – Read Only Memory
E.S.T.	--	Eastern Standard Time
FDIC	--	Federal Deposit Insurance Corporation
NLT	--	Not Later Than
OCR	--	Optical Character Recognition
RCK	--	Re-presented Check Entries
RFP	--	Request for Proposal
TBD	--	To Be Determined
UCF	--	University of Central Florida
UPS	--	United Parcel Service
USPS	--	United States Postal Service
ZBA	--	Zero Balance Account

II. PROPOSAL PROCEDURES

2.1. SCHEDULE OF PROPOSAL

Event	Date
<i>Issue RFP</i>	<i>January 30, 2007</i>
<i>Pre-Proposal Conference</i>	<i>February 02, 2007 @ 3:30pm.</i>
<i>Deadline for Proposers to submit written Questions or seek clarification of the Specifications</i>	<i>February 09, 2007@ 11:00 am.</i>
<i>Addendum to answer questions, if any, issued</i>	<i>February 14, 2007 @ 5:00pm.</i>
<i>Proposal Submission Deadline</i>	<i>February 28, 2007 @ 2:00pm. E.S.T.</i>
<i>Contract Commencement Date</i>	<i>July 01, 2007</i>

2.2. NON MANDATORY PROPOSAL CONFERENCE

The proposal conference will be held on February 02, 2007, at 3:30 pm. in the Finance and Accounting (3rd Floor) conference room. The purpose of the conference is to familiarize prospective Proposer or their representatives with the specification requirements and to answer questions that may arise prior to the proposal submission date.

To facilitate the clarification of requirements, Proposers are requested to submit questions no later than 11 am on February 01, 2007. As well as submitting written questions, Proposers will have an opportunity to ask questions at the proposal conference. Please submit all questions to Mr. Greg Robinson via e-mail at grobinso@mail.ucf.edu. Written responses to questions by e-mail as well as those generated at the pre-proposal conference will be issued to all prospective Proposers on or about February 14, 2007.

2.3. PREPARATION OF PROPOSAL

Each proposal shall be prepared simply and economically avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate and reliable presentation. An authorized representative of the bank shall sign the original proposals. All information requested should be submitted. Failure to submit all information requested may result in a proposal being considered “non-responsive,” and, therefore, rejected.

Each proposal must include an Executive Summary of not more than two (2) pages that highlights each of the key areas of the proposal and that summarizes the Proposer’s case why such bank should be selected as the university’s bank.

2.4. SUBMISSION OF PROPOSAL

Proposals must be mailed to or delivered to:

**University of Central Florida
Orlando Tech Center
Purchasing Department
12479 Research Parkway
Orlando, FL 32826-3248**

Proposer's response to this RFP shall be due and must be received by UCF's Authorized Representative in UCF's Purchasing Department, Orlando Tech Center, 12479 Research Parkway, Orlando, FL 32826, no later than February 28, 2007 @ 2:00pm according to the time clock in UCF's Purchasing Department. UCF shall not extend or waive this time requirement for any reason whatsoever. Proposals or amendments to proposals that arrive after February 28, 2007 @ 2:00pm will not be accepted/considered for any reason whatsoever. Telephone, including facsimile and electronic mail, telegraphic proposals and/or amendments to proposals shall not be accepted at any time. At February 28, 2007 @ 2:00pm all timely proposals will be opened for the sole purpose of recording the names of the Proposers submitting written proposals.

If it elects to mail in its proposal package, the Proposer must allow sufficient time to ensure UCF's proper receipt of the proposal package by the time specified above. Regardless of the form of delivery, it is the responsibility of the Proposer to ensure that the proposal package arrives at UCF's Purchasing Department no later than February 28, 2007 @ 2:00pm.

Proposals will be accepted up to, and no proposals may be withdrawn after, the deadline for proposal submission time and date shown above. Proposals must be delivered in sealed envelopes clearly marked: [7018ZCSA, Banking Services](#). One (1) Signed Original, Eight (8) CD-Rom copies and seven (7) paper copies of the proposal must be submitted. Only one copy needs to contain original signatures of the Proposer's authorized representatives on the document titled "REQUEST FOR PROPOSAL ACKNOWLEDGMENT FORM (Form RFP/CS)." The copy containing the original signature must be marked "ORIGINAL."

2.5. TIME AND LOCATION OF PROPOSER'S PRESENTATION

Selected Proposers may be requested to provide oral presentations. Those Proposers will be notified to arrange specific presentation times.

2.6. EFFECTIVE PERIOD OF PROPOSAL

All proposals must state the period for which the proposal shall remain in effect. Such period shall not be less than 120 days from the proposal date.

2.7. AUTHORIZED UCF REPRESENTATIVE/PUBLIC NOTICES/UCF DISCRETION

Proposer's response to this RFP and any communications and/or inquiries by Proposer during this RFP process must be submitted in writing to the individual and address stated below. **Inquiries are preferred via email.** UCF will consider only those communications and/or inquiries submitted in writing to the individual below on or before the date and time specified in Section 2.1, "Schedule of Proposal." To the extent UCF determines, in its sole discretion, to respond to any communications and/or inquiries, such response will be made in writing and mailed,

emailed and/or transmitted by facsimile to all Proposers. UCF shall not accept or consider any written or other communications and/or inquiries (except a Proposal) made between the date of this deadline and the posting of an award, if any, under this RFP.

Greg Robinson
Purchasing Department
12479 Research Parkway
Orlando, FL 32826-3248
grobinso@mail.ucf.edu
PH: 407-823-2661
Fax: 407-823-5551

Advance notice of public meetings regarding this RFP, if UCF determines in its sole discretion whether any such meetings will be held, will be in writing and posted in UCF's Purchasing Department, 12479 Research Parkway. UCF reserves the sole discretion over the conduct of such meetings and the extent, if any, that public attendees may participate in such meetings. UCF also reserves the right and sole discretion to REJECT any proposal at any time on grounds that include, without limitation, either that a proposal is nonresponsive to the RFP or is incomplete or irregular in any way, or that a responsive proposal is not in UCF's best interest.

Written Addenda to this RFP along with an Addenda Acknowledgment Form will be mailed to all Proposers. The Addenda Acknowledgment Form shall be signed by an authorized representative of the Proposer, dated and returned with the proposal.

2.8. EVALUATION CRITERIA AND SELECTION PROCESS

- 2.8.1** UCF reserves the right to conduct negotiations if Vice President William F. Merck, II or his designee with the advice and consent of the Purchasing Director determines negotiations to be in the best interest of the university. Discussions with offeror(s) after receipt of a proposal do not constitute a rejection or counteroffer by UCF.
- 2.8.2.** UCF reserves the right to conduct negotiations with the highest ranked offeror(s). In the event the decision maker determines it to be in UCF's best interest to enter into negotiations, he/she after receiving the advice and consent of the Purchasing Director shall:
- a. Establish an Evaluation Committee tailored for the particular acquisition that includes appropriate expertise to ensure a comprehensive evaluation of proposals (an evaluation committee is always created for an acquisition that uses the RFP method). The Committee will review all responsive proposals and develop a ranked order of offeror(s) based on the points given each evaluation criteria contained herein;
 - b. Develop the acquisition plan (strategy to award with or without negotiations) after review of proposals;
 - c. Ensure consistency among the solicitation requirements, notices to offeror(s), proposal preparation instructions, evaluation criteria, solicitation provisions or contract clauses, and data requirements;
 - d. Ensure that proposals are evaluated based solely on the evaluation criteria contained in the solicitation;
 - e. Consider the recommendations of the evaluation committee in determining which proposer(s) to enter into negotiations; and
 - f. Select the negotiation team. This can be the evaluation team or any other individual(s) the decision maker deems necessary for the acquisition. The negotiation team will invite the highest ranked offeror(s) falling within the desired competitive range to enter into negotiations.
- 2.8.3** All proposals shall be initially evaluated based on weighted criteria set forth in the table below by members of an evaluation committee. Such committee shall consist of three (3) or more individuals who have expertise regarding, or some experience with, the subject matter of the RFP or, if none, then individuals who could

be characterized as recipients, beneficiaries, or users of the RFP's subject matter. Vice President William F. Merck, II or his designee will appoint the evaluation committee members. Each evaluation committee member shall function independently of all persons including, without limitations, the other committee members, and, throughout the entire evaluation process, each evaluation committee member is strictly prohibited from meeting with or otherwise discussing this RFP and any aspect thereof including, without limitation, the proposals and their content with any other individual whatsoever. After thoroughly reading and reviewing this RFP, each evaluation committee member shall conduct an independent evaluation of the proposals in accordance with the weighted evaluation criteria set forth in section XV Evaluation and Award Criteria.

Each evaluation committee member must independently score, in writing, each proposal on the form depicted in section XV. Each evaluation committee member shall enter comments, if any, regarding the proposal and then sign the completed score forms and deliver them, in a sealed envelope, to Greg Robinson, who will forward copies to the Vice President William F. Merck, II or his designee. At the time of such delivery to Greg Robinson, the evaluation committee member shall cease to participate further in this RFP process unless expressly requested otherwise by Vice President William F. Merck, II or his designee.

Vice President William F. Merck, II or his designee shall review, in the manner and to the extent he/she deems reasonable under the circumstances, the RFP, the proposals, and committee members' scoring forms. While not bound to them, Vice President William F. Merck, II or his designee may give deference to the scoring forms. Based on what Vice President William F. Merck, II or his designee determines is in the best interest of UCF, Vice President William F. Merck, II or his designee will then make the final decision whether or not to recommend the award of a contract to a Proposer to this RFP, negotiate with the highest ranked proposer(s) or cancel the RFP.

Vice President William F. Merck, II or his designee may, at any time during this RFP process, assign one (1) or more UCF staff member(s) to assist Vice President William F. Merck, II or his designee review prior to his/her decision-making in this process. UCF is not obligated to make an award under or as a result of this RFP or to award such contract, if any, on the basis of lowest cost or highest commission proposed. UCF reserves the right to award such contract, if any, to the Proposer(s) submitting a proposal that UCF, in its sole discretion, determines is in UCF's best interest.

2.9 POSTING OF RECOMMENDED SELECTION

The recommendation to award a contract, if any, to a Proposer(s) to this RFP will be posted for review by interested parties in the Purchasing Department and will remain posted for a period of seventy-two (72) hours (three (3) business days).

2.9.1 If the Proposer desires to protest the recommendation to award a contract, if any, the Proposer must file with UCF:

- a. A written notice of intent to protest within seventy-two (72) hours (three (3) business days) of the posting of the recommended award. UCF shall not extend or waive this time requirement for any reason whatsoever.
- b. A formal written protest by petition within ten (10) calendar days of the date on which the notice of intent to protest is filed. UCF shall not extend or waive this time requirement for any reason whatsoever.

2.9.2 Failure to file in writing either a notice of intent to protest or a formal protest by petition within the time prescribed in Section 120.57 (3), Florida Statutes, shall constitute a waiver of all proceedings under Chapter 120, Florida Statutes.

2.9.3 A formal written protest by petition must be accompanied by a Protest Bond payable to UCF in the amount of \$10,000 or 10% of UCF's estimate of the total value of the proposed contract, whichever is less. The form of the Protest Bond shall be a cashier's check or money order made payable to UCF.

2.9.4 In addition to all other conditions and requirements of this RFP, UCF shall not be obligated to pay for information obtained from or through the Proposer.

2.10. DISPOSITION OF PROPOSAL

All proposals become the property of the State of Florida, and the State of Florida shall have the right to use all ideas, and/or adaptations of those ideas, contained in any proposal received in response to this RFP. Any parts of the proposal or any other material(s) submitted to UCF with the proposal that are copyrighted or expressly marked as "confidential", "proprietary", or "trade secret", will be exempted from the "open records disclosure requirements" of Chapter 119, Florida Statutes, but only to the extent expressly authorized by Florida law. UCF's selection or rejection of a proposal will not affect this exemption.

2.11. AWARD OF CONTRACT

2.11.1 UCF intends to award a contract or contracts resulting from this solicitation to the responsible offeror(s) whose proposal represents the best value after evaluation in accordance with the criteria in this solicitation.

2.11.2 UCF may reject any or all proposals if such action is in UCF's best interest.

2.11.3 UCF may waive informalities and minor irregularities in proposals received.

2.11.4 UCF reserves the right to evaluate proposals and award a contract without negotiations with offerors. Therefore, the offeror's initial proposal should contain the offeror's best terms from a cost or price and technical standpoint.

2.11.5 UCF reserves the right to conduct negotiations with the highest ranked offeror(s).

2.11.6 UCF reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit cost or prices offered, unless the offeror specifies otherwise in the proposal.

2.11.7 UCF reserves the right to make multiple awards if, after considering the additional administrative costs, it is in UCF's best interest to do so.

2.11.8 A written notice of award will be sent to the successful offeror(s).

The university reserves the right to acquire banking services for specific activities outside the scope of this RFP and the resulting contract executed hereunder.

2.12. CONTRACT TERM

It is the intent to award a contract for an initial 5-year period. The university may exercise the option to renew the contract period five (5) times for two (2)-year periods each, for a possible fifteen (15) year contract. The decision to renew or extend the contract will be at the discretion of the university.

2.13. PROCUREMENT RULES

2.13.1 UCF has established for purposes of this RFP that the words “shall”, “must”, or “will” are equivalent in this RFP and indicate a mandatory requirement or condition, the material deviation from which shall not be waived by UCF. A deviation is material if, in UCF’s sole discretion, the deficient response is not in substantial accord with this RFP’s mandatory conditions requirements.

2.13.2 The words “should” or “may” are equivalent in this RFP and indicate very desirable conditions, or requirements but are permissive in nature. Deviation from, or omission of, such a desirable condition or requirement will not in and of itself cause automatic rejection of a proposal, but may result in the proposal being considered as not in the best interest of UCF.

2.13.3 **The Proposer must agree to abide by each mandatory condition and requirement included in this RFP. See Appendix II.**

2.13.4. The Proposer is solely responsible for the accuracy and completeness of its proposal. The Proposer’s errors or omissions, if any, are solely at the risk of the Proposer and may be grounds for UCF’s Rejection of the proposal.

2.14. FORCE MAJEURE

No default, delay or failure to perform on the part of UCF shall be considered a default, delay or failure to perform otherwise chargeable, hereunder, if such default, delay or failure to perform is due to causes beyond either UCF’s reasonable control including, but not limited to, strikes, lockouts, actions or inactions of governmental authorities, epidemics, war, embargoes, fire, earthquake, acts of God, default of common carrier. In the event of such default, delay, or failure to perform due to causes beyond UCF’s reasonable control, any date or times by which either party is otherwise scheduled to perform shall be extended automatically for a period of time equal in duration to the time lost by reason of the cause beyond the reasonable control of UCF.

2.15. LIMITATION OF REMEDIES, INDEMNIFICATION, AND INSURANCE

2.15.1 The Attorney General of the State of Florida has rendered an opinion that agencies of the State of Florida cannot contractually limit the State's right to redress. Consequently, any proposal by Proposer to limit the Proposer’s liabilities to the State or to limit the State’s remedies against the Proposer is unacceptable and will result in the REJECTION of the Proposer’s proposal.

2.15.2 As an agency of the State of Florida, UCF’s liability is regulated by Florida law. Except for its’ employees acting within the course and scope of their employment, UCF shall not indemnify any entity or person. The State of Florida is self-insured to the extent of its liability under law and any liability in excess of that specified in statute may be awarded only through special legislative action. Accordingly, UCF’s liability and indemnification obligations under this RFP and the resulting contract, if any, shall be effective only to the extent required by Florida law; and any provision requiring UCF to provide insurance coverage other than the State of Florida self-insurance shall not be effective.

Under this RFP and the resulting contract, if any, the Proposer must hold UCF and those in privity with UCF, and their officers, employees, and agents harmless from and indemnify each of them against any and all liabilities, actions, damages, suits, proceedings and judgments from claims arising or resulting from the acts and omissions of the Proposer and those under the Proposer's supervision and control; provided, however, such indemnification shall not include any amounts for consequential damages and shall be limited to proven damages in an amount not to exceed the required insurance policy limits of the Proposer.

2.15.3 The Proposer shall obtain, maintain, and pay for insurance in the categories listed in the following insurance schedule. It is not the intent of this schedule to limit the types of insurance otherwise required by this RFP or that which the Proposer may desire to obtain. The insurance coverage in each category shall meet or exceed the minimum limits set forth in Exhibit I. All such insurance policies must be with insurers qualified to do business in Florida. The insurance shall cover all of the Proposer's operations under the contract resulting from this RFP, if any, and shall be effective throughout the effective period of such contract. UCF, its Board of Trustees, the Florida Department of Education, and the State of Florida, shall be included as additional named insured on each of Proposer's policies. **The Proposer shall furnish UCF proof of Proposer's insurance coverage by original ACORD certificates of insurance no later than five (5) days after the contract resulting from this RFP, if any, is executed. Before commencement of work under the contract resulting from this RFP, if any, the Proposer shall submit evidence that it and all of its subcontractors, if any, have obtained full insurance coverage set forth in the following schedule.** See also Section 2.25. below entitled "Subcontracts." UCF shall always be exempt from, and in no way be liable for, any sums of money which may represent a deductible in any of Proposer's or Proposer's subcontractors' insurance policies. The payment of such deductible shall be the sole responsibility of the Proposer and/or Proposer's subcontractor that obtained the insurance. The Proposer shall always promptly notify UCF of any change in insurance coverage or carrier by it or any of its subcontractors. See also Section 2.25. entitled "Subcontracts."

2.15.4 WORKER'S COMPENSATION: During the Contract term, the Contractor at its sole expense shall provide commercial insurance of such a type and with such terms and limits as may be reasonably associated with the Contract, which, as a minimum, shall be: workers' compensation and employer's liability insurance in accordance with Chapter 440 of the Florida Statutes, with minimum employers' liability limits of \$100,000 per accident, \$100,000 per person, and \$500,000 policy aggregate. Such policy shall cover all employees engaged in any Contract work.

Employers who have employees who are engaged in work in Florida must use Florida rates, rules, and classifications for those employees. In the construction industry, only corporate officers of a corporation or any group of affiliated corporations may elect to be exempt from workers' compensation coverage requirements. Such exemptions are limited to a maximum of three per corporation and each exemption holder must own at least 10% of the corporation.. Independent contractors, sole proprietors and partners in the construction industry cannot elect to be exempt and must maintain workers' compensation insurance.

2.16. CANCELLATION/TERMINATION OF CONTRACT

Any contract established as a result of this RFP may be unilaterally canceled by UCF for refusal by Proposer to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Proposer in conjunction with this RFP or the resulting contract. UCF also may terminate such contract resulting from this RFP, if any, for cause on ninety (90) days advanced written notice to the Proposer. The parties to such contract may terminate the contract at any time by mutually consenting in writing, either party may terminate such contract immediately and also for breach by the other that remains substantially uncured after ninety (90) days' advanced written notice to the breaching party, which notice describes the breach in detail sufficient to permit cure by the breaching party.

2.17. ASSIGNMENT AND AMENDMENT OF CONTRACT

Neither the contract resulting from this RFP, if any, nor any duties or obligations under such contract shall be assignable by the Proposer without the prior written consent of UCF. Any contract resulting from this RFP may be amended only in writing signed by the Proposer and UCF with the same degree of formality evidenced in the contract resulting from this RFP.

2.18. INDEPENDENT PARTIES

Except as expressly provided otherwise in the contract resulting from this RFP, if any, UCF and the Proposer shall remain independent parties and neither shall be an officer, employee, agent, representative or co-partner of, or a joint venturer with, the other.

2.19. PERFORMANCE INVESTIGATIONS

As part of its evaluation process, UCF may make investigations to determine the ability of the Proposer to perform under this RFP. UCF reserves the right to REJECT any proposal if the Proposer fails to satisfy UCF that it is properly qualified to carry out the obligations under this RFP.

2.20. SEVERABILITY

If any provision of the contract resulting from this RFP, if any, is contrary to, prohibited by, or deemed invalid by applicable laws or regulations of any jurisdiction in which it is sought to be enforced, then said provision shall be deemed inapplicable and omitted and shall not invalidate the remaining provisions of such contract.

2.21. NOTICES

All notices and all other matters pertaining to the contract resulting from this RFP, if any, to a party shall be in writing, shall be hand delivered, or sent by registered or certified U.S. Mail, return receipt requested, and shall be deemed to have been duly given when actually received by the addressee at the address listed in section 2.8 of this RFP.

2.22. GOVERNING LAW AND VENUE

This RFP and resulting contract, if any, and any disputes there under will be governed by the laws of the State of Florida and shall be deemed to have been executed and entered into in the State of Florida. Any such contract shall be construed, performed, and enforced in all respects in accordance with the laws and rules of the State of Florida, and any provision in such contract in conflict with Florida law and rules shall be void and of no effect. UCF and Proposer hereby agree that this RFP and resulting contract, if any, shall be enforced in the courts of the State of Florida and that venue shall always be in Orange County, Florida.

2.23. LIAISON

UCF's liaison with the successful Proposer, if any, shall be Beverly DeLong, Finance and Accounting.

2.24. SUBCONTRACTS

The Proposer is fully responsible for all work performed under the contract resulting from this RFP, if any. The Proposer may, with the prior written consent of UCF, enter into written subcontract(s) for performance of certain of its functions under such contract. The subcontractors and the amount of the subcontract(s) shall be identified in the Proposer's response to this RFP. No subcontract shall be implemented or effective until approved in writing by UCF. No subcontract(s), which the Proposer enters into under the contract resulting from this RFP, if any, shall in any way relieve the Proposer of any responsibility for performance of its duties under such contract. Proposer is responsible to fully notify any subcontractor(s) of their responsibilities under any subcontract. All payments to subcontractors shall be the sole responsibility of the Proposer.

2.25. EMPLOYMENT OF UCF PERSONNEL

The Proposer shall not, without UCF's prior written consent, knowingly recruit for engagement, on a full time, part time, or other basis during the period of this RFP and any resulting contract, any individuals who are or have been UCF employees at any time during such period, except for UCF's regularly retired employees, or any adversely affected State employees.

2.26. EQUAL OPPORTUNITY STATEMENT

The State of Florida and UCF subscribe to equal opportunity practices, which conform to both the spirit and the letter of all laws against discrimination and are committed to non-discrimination on the basis of race, creed, color, sex, age, national origin, religion, veteran or marital status, or disability. Proposer commits to the following:

- 2.26.1** The provisions of Executive Order 11246, September 24, 1965, as amended by Executive Order 11375, and the rules, regulations and relevant orders of the Secretary of Labor that are applicable to each order placed against the contract resulting from this RFP, if any, regardless of value.
- 2.26.2** The Proposer, if any, awarded a contract under this RFP shall agree to comply with the Americans with Disabilities Act (ADA) of 1990.
- 2.26.3** If the Proposer anticipates receiving \$10,000 in orders during the first 12 months of the contract, if any, resulting from this RFP, Proposer must complete a Certificate of Non-Segregated Facilities form and attach the form to the proposal. A sample certificate is attached as **APPENDIX I**.
- 2.26.4** If the Proposer anticipates receiving \$50,000 in orders during the first 12 months of the contract, if any, resulting from this RFP, and employs more than 50 people, the Proposer must complete and file prior to March 1 of each year a standard form 100 (EEO-1) available at <http://www.eeoc.gov/stats/jobpat/e1instruct.html>.
- 2.26.5** If the Proposer anticipates receiving \$50,000 in orders during the first 12 months of the contract, if any, resulting from this RFP, and employs more than 50 people, the Proposer must maintain a written program for affirmative action compliance that is accessible for review upon request by UCF.

2.26.6 Proposers shall identify their company's government classification at time of proposal submittal. See UCF Form RFP/CS (RFP acknowledgement cover page). Proposer's identity will not foster special consideration during this RFP process; this is only for informational purposes for reporting.

2.27. **WAIVER OF RIGHTS AND BREACHES**

No right conferred on UCF by this RFP or resulting contract, if any, shall be deemed waived and no breach of any such contract excused, unless such waiver of right or excuse of breach shall be in writing and signed by UCF's signatory. UCF's waiver or excuse of a breach by the other party shall not constitute a waiver or excuse of any other breach.

2.28. **HEADINGS NOT CONTROLLING**

Headings used in any contract resulting from this RFP are for reference purposes only and shall not be considered to be a substantive part of such contract.

2.29. **EMPLOYEE INVOLVEMENT/COVENANT AGAINST CONTINGENT FEES**

In accordance with Section 112.3185, Florida Statutes, the Proposer hereby certifies that, to the best of its knowledge and belief, no individual employed by the Proposer or subcontracted by the Proposer has an immediate relationship to any employee of UCF who was directly or indirectly involved in any way in the procurement of the contract, if any, resulting from this RFP or goods or services thereunder. Violation of this section by Proposer shall be grounds for cancellation of such contract. The Proposer also warrants that no person or selling agency has been employed, engaged or retained to solicit or secure any contract resulting from this RFP or any advantage hereunder upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, or in exchange for any substantial consideration bargained for, excepting that which is provided to the Proposer's bona fide employees or to bona fide professional commercial or selling agencies or in the exercise of reasonable diligence should have been known by the State to be maintained by the Proposer for the purpose of securing business for Proposer. In the event of the Proposer's breach or violation of this warranty, UCF shall, subject to Proposer's rights under Chapter 120, Florida Statutes, have the right, at its option, to annul any contract resulting from this RFP without liability, to deduct from the charges otherwise payable by UCF under such contract the full amount of such commission, percentage, brokerage, or contingent fee, and to pursue any other remedy available to UCF under such contract, at law or in equity.

2.30. **SITE RULES AND REGULATIONS**

Proposer shall use its best efforts to assure that its employees and agents, while on UCF's premises, shall comply with the State's and UCF's site rules and regulations, if any.

2.31. **TRAVEL EXPENSE**

Proposer shall not, under this RFP or any resulting contract, charge UCF for any travel expenses, meals, and lodging without UCF's prior written approval. Upon obtaining UCF's prior written approval, Proposer may be authorized to incur travel expenses payable by UCF to the extent and means provided by Sections 287.058(1) and 112.061, Florida Statutes. Any expenses in excess of the prescribed amounts shall be borne by the Proposer.

2.32. ANNUAL APPROPRIATIONS

UCF's performance and obligation to pay under any contract resulting from this RFP will be subject to and contingent upon the availability of funds appropriated by the Florida Legislature or otherwise lawfully expendable for the purposes of such contract for the current and future periods (Section 287.0582, Florida Statutes). UCF shall give notice to Proposer of the non-availability of such funds when UCF has knowledge thereof. Upon receipt of such notice by Proposer, Proposer shall be entitled to payment only for those services performed prior to the date notice is received.

2.33. TAXES

The State of Florida is a tax-immune sovereign and exempt from the payment of all sales, use and excise taxes. The Proposer shall be responsible to pay any such taxes imposed on taxable activities/services under the contract, if any, resulting from this RFP.

2.34. CONTRACTUAL PRECEDENCE

The agreement that results from this RFP and any attachments and/or addenda that are executed by university's duly authorized signatory constitutes the entire and exclusive agreement between the parties. Attachments and/or addenda may include, but are not limited to UCF Request for Proposal ("RFP") including all the university's RFP specifications, and the Payee's RFP response. In the event of any conflict or inconsistency between before mentioned documents, the order of precedence is:

- A. University's RFP and RFP specifications;
- B. The Agreement;
- C. Proposer's RFP response; and
- D. Any other attached documents signed by the university's official signatory at the time the agreement is executed.

2.35. ADDITIONAL TERMS AND CONDITIONS

- 2.35.1. Failure to observe any of the instructions or conditions in this Request for Proposal may constitute grounds for rejection.
- 2.35.2. The university has the right to award the Student Card Program and the Procurement Card Program to separate financial institution(s) due to the technical nature of these programs; non local banking entities will be able to bid on these services.
- 2.35.3. The university reserves the right to request an interview with any Proposer to determine service capabilities in greater detail and to clarify any unclear areas in the proposals. This may include a site visit to the Proposer's facilities. The university will not be liable for any costs incurred by the Proposer in connection with such an interview (i.e., travel, accommodations, etc.).
- 2.35.4. In the event the Proposer to whom the contract is awarded does not execute a contract within (15) fifteen days of such award, the university may give notice to such Proposer of intent to award the contract to another Proposer, or to call for new proposals.

- 2.35.5. By submitting a proposal, the Proposer certifies that the bank officer has fully read and understands this RFP and has full knowledge of the scope, nature, quantity, and quality of work to be performed; the detailed requirements of the services to be provided; and the conditions under which the services are to be performed.
- 2.35.6. The Proposer shall furnish such additional information as the university may reasonably require. The university reserves the right to make investigations of the qualifications of the Proposer as it deems appropriate.
- 2.35.7. This RFP contains an anticipated number of transactions. Although this is the university's average volumes over the past twelve months, the university cannot guarantee that such will be the monthly transaction volumes.
- 2.35.8. It is understood that any firm or institution awarded a contract under this Request for Proposal shall maintain the appropriate insurance(s) as indicated in, Indemnification and Insurance Requirements, for the total time period of this contract including any extensions.
- 2.35.9. The university may consider the cost associated with changing financial institutions in addition to the results of the award criteria.
- 2.35.10. All corporations seeking to do business with the State of Florida shall, at the time of submitting a proposal in response to this RFP, either be on file or have applied for registration with the Florida Department of State in accordance with the provisions of Chapter 607, Florida Statutes. A copy of the registration/application must be furnished to UCF when submitting the proposal. The successful Proposer, if any, shall be on file with the Florida Department of State at the time of execution of a contract resulting from this RFP, if any. Similarly partnerships seeking to do business with the State shall, at the time of submitting such a proposal, have complied with the applicable provisions of Chapter 620, Florida Statutes. A statement shall be required indicating that the Proposer is a corporation or other legal entity. If subcontractors are used, a statement shall also be required indicating that all subcontractors are registered with the State of Florida in accordance with Chapter 607 or 620, Florida Statutes, providing their corporate charter numbers. For additional information, the Proposer shall contact the Florida Secretary of State's Office at (904) 488-9000.
- 2.35.11. Proposers must submit Statement on Public Entity Crimes (Attachment 2) and Equal Opportunity Statement (Attachment 3) as part of the proposal.
- 2.35.12. The university requires the selected Proposer to open a banking center on the main campus in conjunction with the Student Card program. See section 5.2.3.
- 2.35.13. The university requires the selected Proposer to offer banking programs to encourage students and employees to open accounts.
- 2.35.14. The university requests the selected Proposer to install and maintain ATM machines on the main campus of the university.

2.36. **SPONSORSHIP PROGRAMS, GOODWILL, AND MARKETING**

The score for this section is 5 points based on the sponsorships, goodwill and marketing offered to the university.

- 2.36.1. Is the Proposer interested in the opportunity to sponsor the Athletic Department? Purchase signage at the new stadium? Place and maintain ATMs at the stadium at no charge to the university?

- 2.36.2. Is the Proposer interested in forming a partnership with the new medical school?
- 2.36.3. Is the Proposer willing to provide sponsorships, scholarships, and/or other goodwill and marketing support?

2.37. **AMERICANS WITH DISABILITIES ACT**

In accordance with the Americans with Disabilities Act, persons needing special accommodation to participate in this Request for Proposal should contact Mr. Greg Robinson. Not later than three (3) days prior to the proceeding, via e-mail at grobinso@mail.ucf.edu or via phone (407) 823-5348.

III. SCOPE OF SERVICES/MINIMUM SERVICES REQUIRED FOR THIS REQUEST FOR PROPOSAL

The score for this section is 20 points based on the scope of services offered by the financial institution.

The university is looking for innovative ideas, services and products from its banking partner. The current banking structure has been reduced to a simple functional structure and the university is satisfied with the current structure. Diagrams of the current structure are included in this document. Key considerations in the proposal review will be Image Technology, On-Line Banking, Remote Deposit, Lockbox technology, and Web technology.

- 3.1. Establish demand deposit accounts as may be necessary to meet the banking requirements of the university. Post deposit and withdrawals in a timely manner.
- 3.2. Provide the university copies of all debit and credit adjustment memos.
- 3.3. Provide the university all the necessary deposit slips.
- 3.4. Provide the university with an accelerated float collection schedule.
- 3.5. Provide the university all the software and training necessary to access and utilize the Proposer's on-line systems.
- 3.6. Provide the university with on-line access that equals or exceeds the safety, security and encryption standards established by the information and technology industry.
- 3.7. Disburse funds via repetitive and non-repetitive wire transfer from an on-line system or if necessary telephonic request of an authorized person. The university currently transmits non-repetitive foreign wires in both U.S. Dollar and foreign denominations.
- 3.8. Accept and send all ACH transactions (payroll, disbursement and deposit) and provide on-line notification of ACH deposits the same day.
- 3.9. Provide credit card processing.
- 3.10. Provide automated on-line balance reporting services for all university accounts. Available information should include: closing ledger, closing collected, opening ledger, opening collected, float, previous day debit and credit detail (including bankcard deposits, ZBA transfers), and ACH credit and debit detail.
- 3.11. Provide the ability to place on-line stop payments and on-line access to information regarding cleared and stop payment checks.

- 3.12. After minimum concentration account balance requirements are met, if applicable, sweep may be requested for any excess cash balances into an approved overnight investment vehicle. Proposer must submit proposals offering services based on an actual cost basis. Typically, \$3,000,000 is available for an overnight investment. Please note: the \$3,000,000 is an historical average, and going forward this may not be the case.
- 3.13. The university currently uses Full Reconciliation services with Positive Pay. The university would like to add payee positive pay and investigate additional security services that may become available in the future.
- 3.14. Provide monthly activity statements and reports for all accounts. These statements will include a monthly account analysis. The statement cutoff must be the last day of the month. Statements must be sent no later than the 10th of the following month. The university is interested in on-line month end statements for both bank account activity and for analysis statements.
- 3.15. Provide the university with the capability to retrieve images on-line.
- 3.16. Provide the university with capability to view check images of paid checks on CD-ROM.
- 3.17. Secure the university accounts with ACH Blocks and/or Filters as needed.
- 3.18. Provide a money market account for the investment of cash not used during the course of several days.
- 3.19. Provide the university with Remote Deposit Services. The university does not currently use a remote deposit system but would like to consider it in the Cashiers office.
- 3.20. The Proposer will provide overdraft protection services to the university. In the event of an overdraft, presented checks shall be paid by the bank after confirmation by the university.
- 3.21. Provide a "Lockbox" for the collection of admissions applications.
- 3.22. Provide cashing of the university-created checks at no charge to payee.
- 3.23. Provide a dedicated Customer Service Representative to service the university's accounts.
- 3.24. Provide the university with Semi-annual Treasury Review focused on new services available, and services that will streamline the current banking process as necessary.

IV. INFORMATION REQUESTED

The score for this section is 10 points based on the qualifications and experience of the financial institution and individuals who will be working with the university.

4.1. QUALIFICATIONS AND EXPERIENCE

Describe the organization, date founded, ownership, and other business affiliations.

- 4.1.1. Provide the physical address of the office location that will service the account.
- 4.1.2. Describe the experience of the financial institution in providing similar services for other university clients.
- 4.1.3. Include one (1) copy of the most recent audited financial statement with the proposal. If available, please provide an online address or link to your most recently audited financial statements.
- 4.1.4. Provide a list of branch addresses for banking centers located near each of the university's campuses (Attachment 4).

4.2. PERSONNEL

- 4.2.1. Provide biographical information on all bank officers that will be directly involved in the management of the university's accounts; who the primary contact will be and what, if any, experience these officers have in working with governmental clients. Please include customer service staff (if assigning a dedicated representative).
- 4.2.2. Provide an organizational chart for the personnel who will be associated with the university's accounts, including the roles of each person that illustrates the relationship among the personnel.
- 4.2.3. Provide the geographical area of responsibility for each person on the Responder's team that will support the university

4.3. INTEREST AND EARNINGS CREDITS

The score for this section is 10 points based on the interest and earnings credits offered by the financial institution.

- 4.3.1. Describe the investment options and how interest on funds will be calculated and credited. Be specific.
- 4.3.2. Quote the interest rate the Proposer is offering the university on funds remaining in an account overnight (Attachment 5).
- 4.3.3. Provide earnings history for overnight sweep investment agreements or any other appropriate sweep facility for the last 12 months.
- 4.3.4. Describe the method used to calculate the earnings credit rate (ECR). Is the reserve requirement deducted from the available balance before the ECR is calculated? If not, please include in the bank explanation the impact of the bank reserve requirement, the bank formula for converting service charges to balance requirements and a listing of the bank earnings credits and reserve requirements for the last 12 months.
- 4.3.5. If a Public Funds account is available to the university, describe how interest will be calculated and credited. Be specific.

4.3.6. The university would like to evaluate an overnight “sweep” arrangement. At the end of each business day, all un-invested balances (collected funds, float, etc.) in various specified accounts (less the amount required for the bank to maintain its reserve requirement) are swept into an overnight investment. The Proposer has the option to offer other alternatives to overnight repurchase agreements. The Proposer must provide full documentation of the alternative with the proposal.

4.4. **DEPOSIT PROCESSING**

The university collects checks at several locations throughout central Florida. Several of these locations will deposit checks directly into a local bank. Based on this information please provide answers to the following questions.

4.4.1. What is the deposit cut-off time to ensure same day ledger credit?

- a. Is it the same for cash as for checks, drafts, etc?
- b. Are there any options that might affect this cut-off time (e.g., provisional credit, and delayed verification)?
- c. If the university decides to use a Remote Deposit System will this change the cut off time?

4.4.2. Are weekend or holiday deposit services available? Is there an additional fee or discount for utilizing these services?

4.4.3. What type of deposit bags does the bank allow/require?

- a. Does the Proposer provide these bags?
- b. Does the Proposer charge a fee for these bags?

4.4.4. Are there any benefits to the university to separate cash and checks into two deposit bags?

4.4.5. Are the deposit slips that the bank provides available in multiple part forms? How many copies does the bank require?

4.4.6. Does the Proposer require that cash be deposited in standard straps only? Is there a penalty for using non-standard straps?

4.4.7. Does the Proposer accept loose and/or rolled coin for deposit at the vault and branch locations? Is there a fee for depositing loose or rolled coin?

4.4.8. How does the Proposer determine and calculate funds availability for deposited items?

- a. Does the Proposer give immediate credit for on-us items?
- b. Does the Proposer calculate funds availability by item or formula?
- c. Does the Proposer use a standard schedule? Accelerated schedule? How often is it updated?
- d. Provide a copy of the funds availability schedule that will apply to deposits into the university’s accounts.

4.4.9. Provide a list of the bank’s holidays.

4.5. **DEPOSIT VERIFICATION**

4.5.1. How will the Proposer return the validated deposit to the university? Within what time frame?

4.5.2. Does the Proposer identify and adjust all discrepancies?

- a. If no, at what dollar amount does the Proposer write off discrepancies?
- b. What is the standard procedure for reporting deposit adjustments? What additional options are available (e.g., copies to multiple locations)?

4.5.3. What is the Proposer's policy on receipt of tampered deposit bags?

4.5.4. When counterfeit bills are discovered, what are the Proposer's notification and adjustment policy and process?

4.6. **VAULT SERVICES**

4.6.1. Does the Proposer have an automated vault service? Describe the deposit and change order procedures, cut-off times, and other features of this system.

4.6.2. Does the Proposer offer Courier Service? Will it provide this service to the university? If so, what is the cost of this service?

4.6.3. Based on the university's volume of cash would the courier need to go to a cash vault?

4.7. **RETURN ITEM PROCESSING**

4.7.1. Can return items be automatically re-deposited? If so, how many times?

4.7.2. Does the Proposer have an electronic return notification? If so, what type of information is available? Can the data be customized?

- a. Is there a separate record for each returned item?
- b. Can these records identify the depositing location and the type of item being returned (e.g., personal check, traveler's check, and money order)?
- c. Are imaged documents available on-line?

4.7.3. Does the Proposer have a policy to refuse return items not sent through the system in a timely manner?

4.7.4. Does the Proposer assign float to return items? If so, describe.

4.7.5. Does the Proposer have the ability to convert a returned check into an ACH item (RCK)?

4.7.6. Describe any advantages and disadvantages to the university for using RCK?

4.8. **WIRE TRANSFERS**

4.8.1. What are the beginning and ending cut-off times in Eastern Standard Time for initiating wire transfers to ensure same-day execution? Is the time the same for telephone call in wires?

4.8.2. What is the cut-off time for receiving incoming domestic wire transfers in order to receive same day credit?

4.8.3. How does the university track the status of transfers once the transfer is in the system (input, approved and released)? How does this differ for telephone initiated wire transfers?

- 4.8.4. How is access to the Proposer's wire transfer system controlled?
- 4.8.5. Does the Proposer offer its customers dual control release options (intermediary approval level) for electronically initiated transfers? If so, describe.
- 4.8.7. Are security access codes (passwords) encrypted or authenticated? Is a Log-on Audit Report available that shows all log-ons over a given period, including User ID, date and time?
- 4.8.8. Can dollar limits by user and function be established for single transaction amounts and daily aggregate amounts?
- 4.8.9. Can the Proposer's on-line wire system create non-repetitive wires in both foreign and U.S. Denominated currency?

4.9. **DISASTER RECOVERY AND CONTROL**

- 4.9.1. Describe the bank's electronic data procedures and/or manual system used to provide banking services along with backup and recovery capabilities, in the event of a disaster.
- 4.9.2. Are off-site facilities strategically located away from each other in the event of a disaster?
- 4.9.3. How quickly can the "hot" site be implemented in case of an emergency?
- 4.9.4. Provide a description of the controls in place to insure the integrity of the funds transfer system.
- 4.9.5. Describe the types of insurance and bonding carried.
- 4.9.6. How often are emergency operations tested? How are they tested?

4.10. **ACCOUNT REPORTING**

- 4.10.1. Will the account reporting system provide beginning and ending ledger (book) balances, collected balances, available balances, and float assignment?
- 4.10.2. What current-day reporting is available through the reporting system?
- 4.10.3. How many business days is data stored on the Proposer's reporting system and available for the university to access?
- 4.10.4. What technical specifications will be required of the university's system?
- 4.10.5. Is specific software required to communicate with the Proposer's system?
- 4.10.6. The Proposer must have the capability to provide full reconciliation services with positive-pay protection services. Images of all paid items must be provided to the university on CD-ROM. Will the Proposer provide the software? What are the charges, if any?

4.10.7. Provide automated balance-reporting services for the university's accounts. Ledger and collected balances should be available for opening and current day. Transaction details for prior and current day should include debit and credits (i.e. wire transfers, ACH transactions, bankcard deposits, ZBA transfers).

4.11. **LOCKBOX PROCESSING**

4.11.1. The university currently has one lockbox for processing admissions deposits. It is the desire of the university to close this lockbox within the next two years. However, in the interim, it is important to maintain accurate processing of fees. Please describe briefly the accuracy controls and data capture and transmission of remittance detail

4.12. **OVERDRAFTS**

It is not the intention of the university to overdraw any account. In the event of an overdraft, all checks presented for payment must be paid. The university or designee shall confirm wires or ACH transfers that will result in an overdraft. The Proposer shall complete the wire/ACH transfer after confirmation. No service fee shall be charged to the university for overdrafts.

4.13. **STOP PAYMENTS**

Stop payment orders will routinely be initiated electronically. On rare occasions it may be necessary to initiate a stop payment by telephone. When the university initiates a stop payment order, the Proposer will immediately inform the university electronically if the check has been paid and provide an image of the paid item to the university. If not paid, the Proposer will provide an electronic confirmation of the stop payment. Stop payments shall be effective for a period of not less than twelve months. Cancellation of a stop payment order will be processed in the same way as the stop payment order. All checks paid by the Proposer after a stop payment order has been confirmed will be the responsibility of the Proposer.

4.14. **POSITIVE PAY**

4.14.1. The university currently uses Positive Pay as a fraud prevention service. Please provide information on Proposer's Positive Pay service.

4.14.2. Please explain when mismatched items are available to view and when decisions to pay or to not pay need to be sent to the Proposer. The university would like the maximum time allowable to make pay or do not pay decisions.

4.14.3. What are the Positive Pay transmission submission deadlines? What transmission method does the Proposer recommend the university use to transmit files to the Proposer?

4.14.4. Does the Proposer offer Positive Pay at the teller line? How often does the Proposer update the teller system?

4.14.5. What is the Proposer's policy regarding an individual attempting to cash a check that is not listed on the teller system?

4.14.6. Does the Respondent's system allow an on-line manual additions and voids as well as stop payment information.

4.14.7. The Respondent must have the capability to provide full reconciliation services with positive pay protection services. Image of all paid items must be provided on-line for a period of time and archived on CD_ROM. Will the Respondent provide the software? What are the charges, if any?

4.14.8. Does the Respondent's system allow for automatic escheatment of checks after six (6) months?

4.15. REMOTE DEPOSIT SERVICE

4.15.1. Please provide information on your Remote Deposit capabilities. If the service is not available please address when it may be available to the university.

4.15.2. Please indicate the processing hours for accepting a Remote Deposit file during the week and on weekends.

4.15.3. Please describe the type of equipment available to the university? The university assumes it will need a multi-tray feeder system. Can the university purchase or lease the Check 21 Remote Deposit terminal.

4.15.4. Is the Proposer's system internet based?

4.15.5. Can the Proposer's system have multiple machines linked together for information control and reporting?

4.15.6. Does the Proposer's system allow for division of duties, i.e. one employee run the work and another release the checks to the bank?

4.15.7. Does the Proposer's system have a check balance feature that allows check batch totals to balance before the batch is sent to the bank? Does the system use Optical Character Recognition (OCR) to read checks?

4.15.8. Does the Proposer's system extend the deposit times for same day ledger credit?

4.15.9. Does the Proposer's system improve availability of funds for the university?

4.15.10. Please highlight the Proposer's quality control checkpoints and the components that are directly controlled to ensure that an electronic file is received by the bank.

4.15.11. Does the Proposer's system allow for ACH check conversion as an option for consumer checks? If not; does the university need to purchase additional equipment in order to create a point of purchase check conversion?

4.16. E- COMMERCE

The university would like to maintain a leading position in e-commerce. The university currently uses many aspects of e-commerce such as web payment collections, data sharing and electronic documents.

4.16.1. Does the Proposer offer EDI, E-Banking, and other electronic data processing?

4.16.2. How does the Proposer promote or assist in the development of Business to Business (B2B) and Business to Consumer (B2C) transactions?

4.16.3. Can the University integrate banking information directly into its Peoplesoft software without using the Proposers treasury workstation?

- 4.16.4. Does the Proposer have a technical sales team that will assist the university in the identification of e-commerce opportunities?

V. **INNOVATIVE/ADDITIONAL SERVICES**

The score for this section is 20 points based on the innovative products and services of the financial institution.

The university has a complex Procurement Card and Student Card system these services are included in the RFP and the intent is to award these services to the winning Proposer however, if the winning Proposer's program is judged not to be as sophisticated as the university's current program, then they will be awarded separately. Please price these services as both a stand alone service and as part of the overall relationship. Please identify any advantages or disadvantages of being part of the overall relationship, for example faster funds availability.

Please describe any new or innovative services that the Proposer feels would be important to the university. It is our desire to remain a leader in the use of new technologies and banking services.

5.1. **PROCUREMENT CARD**

During fiscal year 2005-2006, the university initiated 54,480 procurement card transactions resulting in expenditures of \$16,000,000.

- 5.1.1. Provide a brief history and overview of your Card Program and identify any joint venture or affiliated relationship, if relevant to this program.
- 5.1.2. Will the Proposer customize the Card to include the university and logo? Is there an additional cost?
- 5.1.3. Does the Proposer offer single billing to the university or to the individual cardholder, or both?
- 5.1.4. Can the Proposer mask or partially block the full credit card number from monthly statements mailed to individuals?
- 5.1.5. Can the Proposer offer multiple settlement date options or a fixed date settlement?
- 5.1.6. Please describe payment settlement and how this impacts interest rate and rebate rate? What is the Proposer's recommend settlement solution?
- 5.1.7. Are Cards limits controlled by the university via the Internet or are they programmed by the Proposer?
- 5.1.8. Please describe the rebate program offered by the Proposer? Are the rebate rates tiered?
- 5.1.9. How will the university's chart of accounts be tied to the Procurement Card expenditures?
- 5.1.10. Please describe the implementation process for the Card program?
- 5.1.11. Does the Proposer work with the university to help facilitate vendor acceptance of payments?
- 5.1.12. Are any transactions exempt from the rebate calculation? If so, why?

- 5.1.13. How is the Procurement Card credit limit established? When is it reviewed?
- 5.1.14. The university intends to pay its obligations on time, but if a payment is late or the Credit limit is exceeded, what is the rate the university will have to pay in these situations?
- 5.1.15. Does the Proposer's program offer fraud protection? If so, what are the requirements needed for the university to collect?
- 5.1.16. Please provide examples of reports generated by your Procurement Card system? Are the reports available in a flat file? Can they be customized?
- 5.1.17. Does the Proposer offer a ghost card program where the university gives a "ghost" Credit Card number to a vendor and they can make payment to that vendor electronically?
- 5.1.18. Does the Proposer offer a vendor match service that allows the university to search all vendors to see if they accept card payment through the VISA/MasterCard network? If a vendor has a merchant account can the university still pay them electronically?
- 5.1.19. Currently the university uses a Procurement Card System under contract with Bank of America utilizing the EAGLS Payment Management Software. Can the Proposer offer payment management software to the university similar to the EAGLS software?

5.2 STUDENT CARD

The university Student Card program is a very technical and sophisticated smart card program. The university purchases the blank cards from its own vendor Smart Centric Technologies. The Proposer would only be required to use the magnetic-strip on the back of the card to identify the card owner from the 16 digit ISO number. The Proposer would then use the 16 digit ISO number to allow the cardholder ATM/debit access. All other functions of the card are handled by the university. The Respondent would be the Custodian of the funds pool of the assets deposited into the Student Card account. Average monthly balance of the funds pool is \$850K. The average monthly balance for UCF student's accounts at SunTrust that are linked to the Student Card is \$15M. Our current provider, SunTrust, pays interest to UCF on these balances.

- 5.2.1. Will the Respondent be able to furnish the required banking operations for the Student Card program?
- 5.2.2. Will there be any cost involved in Student Card Program to the university?
- 5.2.3. Will the Respondant be able to maintain a full service branch on main campus consisting of approximately 1,530 sq. ft. with a rental price of \$35,190 in the first year and 3% growth in all the following years?
- 5.2.4. Will the Respondent provide the schedule of different types of accounts available for students and staff along with the fees associated with these services?
- 5.2.5. Will the Respondent provide any funds for marketing of the banking services and Student Card Program?
- 5.2.6. Will the Respondent be willing to absorb the cost of re-carding the campuses, if necessary, at the beginning of the contract or during the contract?
- 5.2.7. Will the Respondent be incorporating the latest technology during the re-carding event?

- 5.2.8. Will the Respondent absorb the cost of set-up, distribution, marketing and other related cost during the re-carding event?
- 5.2.9. Will the Respondent provide necessary testing and training associated with the Student Card Program?
- 5.2.10. Will the Respondent provide the schedule of fees paid to the university in association with internal and “foreign” ATM transactions, new accounts opened, and the interest rates for the monthly balances of Funds Pool and UCF Card Accounts?
- 5.2.11. Will the Respondent place and maintain ATM’s on the larger campuses to support the Student Card Program?

5.3 MERCHANT SERVICES

- 5.3.1. Provide a brief history and overview of your Merchant Card Program and identify any joint venture or affiliated relationship, if relevant to this program?
- 5.3.2. Does the Proposer provide the merchant equipment needed by the university or does the university need to lease, or purchase this equipment?
- 5.3.3. The university’s current merchant machines are out of date; please provide information on the type of equipment that the university should consider?
- 5.3.4. If the university has bank accounts with the bank providing the merchant services; when will funds be made available to the university? If the merchant provider is different from the banking services provider when will funds be available?
- 5.3.5. Must provide end-to-end Merchant Banking Services including equipment/software, credit and charge transaction authorization, routing and settlement for all major credit card brands and debit cards including:
 - a. MasterCard (credit and debit)
 - b. Visa (credit and debit)
 - c. American Express
 - d. Discover
 - e. Diners Club

In addition, the university processes:

- f. electronic checks
- 5.3.6. Must be able to process individual card transactions ranging from a minimum of \$1.00 to a maximum of \$50,000.00.
- 5.3.7. Must provide gross settlement using Automated Clearing House (ACH) to the designated university depository account no later than forty-eight (48) hours after the payment and credit records have been batched and transmitted.
- 5.3.8. Must have electronic reporting capabilities detailed below that will produce at a minimum daily/monthly summary reporting by Terminal ID and/or Merchant ID location:

- a. Total sales and transaction count by card type
- b. Average transaction size by card type
- c. Total disputed charges by card type

5.3.9. Must provide an invoice for services on a monthly basis for all transaction costs (processing fees and other fees) associated with the payment and credit records processed. Sufficient back up documentation to support all costs invoiced, including breakout by card type and/or transaction type, gross sales, returns, net sales and transaction counts.

5.3.10. Must provide training to university personnel, as required, related to payment and credit/debit card processing requirements, charge backs, accessing reports and transaction data, equipment, and/or other processes and procedures which may be required.

5.3.11. Must be able to provide a twenty-four (24) hour seven (7) day a week help desk for customer assistance to university staff.

5.3.12. Must be able to provide electronic check processing services detailed below:

- a. Electronic check conversion at the point of sale
- b. Internet initiated check debits
- c. Check verification

5.4. NEW SERVICES DELIVERY

The university desires the proposing bank to be a leader in new and innovative ideas and services. The university is considered a leader in many fields and needs a partner to continue our leadership position.

5.4.1. As a percent of the total budget, how much does the Proposer spends annually on product research, development and delivery?

5.4.2. Would the university be able to be a beta site for new services if requested?

5.4.3. What is the latest new service to be delivered to current clients today?

5.4.4. The university uses PeopleSoft as its enterprise software system, what recommendations would the Proposer have that will allow for seamless integration with the bank?

5.4.5. Does the Proposer have experience with Peoplesoft and bank integration?

VI. EMPLOYEE AND STUDENT BANKING PROGRAMS

6.1. Include information on any Employee and Student Banking Programs that may be offered by the Proposer.

6.2. Does the Proposer offer payroll card service that allows the university to pay employees without bank accounts electronically?

VII. CUSTOMER SERVICE AND PROBLEM RESOLUTION

The score for this section is 15 points based on the customer service and the quality of problem resolution of the financial institution and its staff members.

- 7.1. The university requires excellent customer service. Will a specific customer service representative be assigned to handle the university?
 - a. Describe the responsibilities of the customer service personnel, including the chain of command for problem resolution.
 - b. Is local customer service support available for the university's accounts?
- 7.2. What are the hours of operation of the Proposer's service unit? [Specify time]
- 7.3. How does the Proposer handle inquiries requiring research and adjustments? The university requires supporting documentation on any debit or credit correction memo.
- 7.4. Are there established turn-around times for research and adjustment items? If yes, specify.
- 7.5. Does the Proposer provide technical customer support for computer hardware, software, and communications problems?

VIII. BANK FEES

The score for this section is 10 points based on the proposed fees of the financial institution. This section will be evaluated along with the pricing in section XVII.

- 8.1. Provide the proposed prices for the list of banking services as presented on the Prices and Services Chart in Section XXVII. Prices must be guaranteed for the initial two (2) years of the contract. In an extended contract period the Proposer has the right to increase services charges. If the Proposer increases these charges, the Proposer must notify the university in writing six (6) months prior to the price increase, of the amount of the increase and the period the increase is effective. It is then the university's option to extend the contract or re-bid the services.
- 8.2. The university requires that deposit slips be furnished by the Proposer at no cost to the university. Under these circumstances, would the university order deposit slips through the Proposer or directly from a vendor?
- 8.3. The university will require the Proposer to cash university created checks without charge to the payee. Is a check cashing agreement required? If yes, include a copy. What controls are in place to minimize check fraud?
- 8.4. Will the Proposer charge any one time implementation fees to the university for setting up new services? Please explain these fees if not already included in your pricing proposal.
- 8.5. Is there a fee or other assessment for FDIC Insurance? If so, how does the Proposer calculate the charge?
- 8.6. Does the Proposer charge for use of uncollected funds? If so, how is the charge calculated?
- 8.7. How soon after the close of the billing period is the account analysis available to the university?
- 8.8. How are adjustments reflected on the account analysis?
- 8.9. Is the Proposer's account analysis available electronically via the Internet?

- 8.10. Please describe the procedures used to adjust Proposer statements and to assure corresponding adjustment to account analysis statement. How is the adjustment handled if the analysis period has already ended?
- 8.11. Please list any additional fees for additional services not specifically requested related to conversion, training, and/or other banking services. Fees for banking services not indicated within this proposal, will be considered provided at no additional cost than what is submitted in the proposal.
- 8.12. Please provide a sample invoice for the university account.

IX. PAYMENT FOR BANKING SERVICES

The university is receptive to either paying banking fees directly or applying compensating balance earnings toward bank charges. Please evaluate the best scenario for the account and make recommendation on a quarterly basis as to the best mix of balances to offset services charges?

X. CONVERSION PLAN

The score for this section is 5 points based on the proposed conversion plan of the financial institution.

- 10.1. Describe a conversion plan to transfer assets of the university to your financial institution.
- 10.2. What lead-time do you expect will be necessary before the conversion begins?
- 10.3. Indicate your plans for educating and training the university employees in the use of your systems.
- 10.4. Indicate any and all costs associated with conversion and/or training.

XI. REPORTING

Please provide copies of the reports most likely to be used by the university based on the services recommended by the Proposer.

XII. REFERENCES

Provide three (3) higher education or public references within the state of Florida, (if possible, where similar services were provided), including the length of time the Proposer has provided services, client name, contact personnel, address, and phone number. The university may contact these references during the evaluation process. If three Florida higher education or public references are not possible, provide three private references whose banking services most closely resemble the account structure used by the university.

XIII. SAMPLE CONTRACT

Provide a sample of a proposed contract for all bank services.

XIV. IMPLEMENTATION

- 14.1. Provide a copy of all agreements that will be required to initiate the banking services agreement.
- 14.2. Provide a detailed description of the implementation process, including testing and a sample implementation schedule.
- 14.3. What is the lead-time required for implementation, based on a start date of July 1, 2007? What are the critical factors that may impact that lead-time?
- 14.4. Does the Proposer assign an implementation team? If so, is an Implementation Manager assigned?

XV. EVALUATION AND AWARD CRITERIA

The university seeks a financial institution to provide comprehensive banking services. An evaluation, ranking and justification (the “Analysis”) of the proposals will be made by the university’s Selection Committee. The Selection Committee shall conduct an evaluation of all Proposers on the basis of the information provided with the proposal and other evaluation criteria as set forth in the RFP.

Selection will be made from a short list of Proposers deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation criteria listed below:

Criteria	Possible Points
Sponsorship programs, Goodwill, and Marketing	5
Scope of Services	20
Qualifications and Experience of the financial institution and individuals	10
Interest and Earnings Credits	10
Innovative/Additional Services	20
Customer Service and Problem Resolution	15
Bank Fees	10
Conversion Plan	5
Financial Institution’s Bank Branches	5
TOTAL SCORE	100

XVI. PROPOSER'S WARRANTY

The undersigned person by his/her signature affixed hereon warrants that: (a) he/she is an officer of the institution submitting the proposal; (b) he/she has fully read and understands this RFP and has full knowledge of the scope, nature, quantity, and quality of work to be performed; the detailed requirements of the services to be provided, and the conditions under which the services are to be performed; and (c) acknowledges that the institution has no objection to incorporating the Request for Proposal and its responses to it as an attachment to the contract we may mutually develop for the provision of banking services.

PROPOSER

Name of Institution

Signature

Name (Print or Type)

Title

Date

Address

Telephone Number

Fax Number

XVII. PRICES AND SERVICES CHARTS

Listed below is a summary of the average monthly volumes for the various types of services currently being utilized by the university. This information was based, on monthly average volumes for the past fiscal year. Volumes are estimated and not guaranteed as minimums or maximums. Additionally, the university has seasonal volume fluctuations at the beginning of each semester. Based on the information contained in this proposal, provide unit charges for the new services. The Respondent must use this format, adding any other service fees that will be charged. Additionally, Respondents are requested to provide the information below electronically (Excel is preferred) to the university. Information on additional recommended banking services not covered in the proposal must be added in Attachment 7. Fees not included on the following table should be included at the bottom of each section as applicable.

Banking Services			
MINIMUM SERVICES REQUIRED			
	Average Volume	Unit Price	Monthly Cost
DEMAND DEPOSIT SERVICES			
Negative Collected Balance	25,813		
FDIC Assessment	7,822		
Account Maintenance	3		
DDA Account Supplies	\$92.32		
Deposits Credited	145		
Credits Posted - Electronic	1,290		
Deposit Corrections	3		
On Us Items	1,174		
Clearinghouse Items	3,489		
Local Fed/ In State Fed Items	1,435		
Out of State Items	1,881		
On Us Items -Pre-Encoded	63		
Clearinghouse Items - Pre-Encoded	275		
Local Fed/ In State Fed Items - Pre-Encoded	132		
Out of State Items - Pre-Encoded	137		
Deposit Item Rejects	4		
Debits Posted - Electronic	148		
ZERO BALANCE SERVICE			
ZBA Master Account Maintenance	1		
ZBA Subsidiary Account Maintenance	2		
RETURNED CHECK SERVICE			
Returns Item	55		

Banking Services

BRANCH/NIGHT DEPOSIT SERVICES

Currency/Coin Dep/\$1000	161
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CASH VAULT DEPOSITS

Cash Vault Monthly Maintenance	1
Cash Vault Deposits	355
Cash Vault Deposit Errors	1
Cash Vault Currency Deposit Strap	14
Cash Vault Currency Deposit Loose	7,844
Cash Vault Coin Deposit Full Bag	1
Cash Vault Coin Deposit Boxed	2
Deposit Receipt Mailed	3

CONTROLLED PAYMENT SERVICES

Monthly Maintenance	2
Controlled Payment Checks Paid	6,742
Controlled Payment Mismatches	24
Controlled Payment Output File	28
Controlled Payment File Items	9,273
Controlled Payment Input file	21
Controlled Payment Input file items	7,468
Controlled Payment Returned Items	16

ACCOUNT RECONCILIATION

Partial Recon - Base Fee	2
Check Storage Base	1
Check Storage Item	6,683

DISBURSEMENT CD ROM SERVICES

CD -ROM Monthly Maintenance	2
Additional CD-ROM	1
CD-ROM Items	6,744

ACH SERVICES

ACH Monthly Maintenance	1
ACH Collection Application Process	42

Banking Services	
ACH Debits Origination	406
ACH Credits Origination	25,206
ACH Addenda Originated	
ACH Deletions	2
ACH Reversals	5
ACH Return Item	67
ACH Return Item - NOC	87
ACH Input-Transmission (E)	22
ACH Input-Transmission Items	
ACH Collection App via Treasury Workstation	
ACH Items via Treasury Workstation	90
ACH Addenda Originated via Treasury Workstation	249
Treasury Workstation ACH Monthly Fee	1
ACH Corp Payments	260
 ACH FRAUD SERVICES	
ACH Fraud Protection Monthly Maintenance	4
Manual Input	1
Telephonic Rejects	1
Override per Reject	1
 EDI SERVICES	
EDI Translation Report per Item	19
EDI Translation Report per Fax Page	50
 WIRE TRANSFER	
Wire Maintenance Fee	3
Bank Assisted Domestic Non Repetitive Wire	2
Branch Assisted Wire	1
Electronic Wire Out - Domestic	9
Incoming Domestic Wire	17
Wire Tracer/ Reversal	
Wire Internal Repetitive	3
Wire International Bank Assist	1
Wire Advice - Mail	1
Wire Fax Notification	1

Banking Services

LOCKBOX SERVICES

Lockbox Monthly Maintenance	1
Lockbox Items With Copies	
Manual Lockbox Monthly Maintenance	
Lockbox Items With Copies	
Lockbox Deposits	50
Lockbox Rejected Items	6
Lockbox No Remit/No Check	155
Special Screening	272
Special Re-Association Instructions Items	272
Lockbox Photo Copy	15
InBound Receipted Delivery	27
MICR Line Capture	236
Capture Keystrokes	18,735
Package Prep	40
Postage Per Item	542
Lockbox Transmission	17
Lockbox Auto Transmission to RCRD	325
Fax Per Page	21
WLBX Standard Item	345
Item Re-association	345
Check Print	345

INFORMATION SERVICES

Information Reporting Monthly Maintenance	1
Previous Day Maintenance	1
Previous Day Per Account Fee	3
Previous Day Detail Item	2,237
Current Day Detail Maintenance	1
Current Day Detail Per Account	3
Current Day Detail Per Item	7,635
Special Reports Per month	1
ACH EDI Report per Day	21
CAR Report per Day	20
Cont Disbursement Report per Day	19

Banking Services

Stop Payment Module Monthly Maintenance	1
ACH Module Monthly Maintenance	1
Wire Module monthly Maintenance	1
Image Item Retrieval Per Image	59

INTERNATIONAL SERVICES

Intl Outgoing Wire Transfer	13
Intl Items Deposited	1

Total Monthly Service Charge _____

NOTE: The university analysis is based on a 12 month average.

UCF Athletics Association, Inc.

Banking Services	Average Volume	Unit Price	Monthly Cost
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MINIMUM SERVICES REQUIRED

DEMAND DEPOSIT SERVICES

FDIC Assessment	415		
Account Maintenance	1		
Deposits Credited	12		
Credits Posted - Electronic	74		
On Us Items	33		
Clearinghouse Items	74		
Local Fed/ In State Fed Items	34		
Out of State Items	44		
Items Paid	479		
Debits Posted - Electronic	17		

RETURNED CHECK SERVICE

Returns Item	1		
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BRANCH/NIGHT DEPOSIT SERVICES

Currency/Coin Dep/\$1000	10		
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CASH VAULT DEPOSITS

Cash Vault Deposits	1		
Cash Vault Deposit Errors	1		
Cash Vault Currency Deposit Strap	47		
Cash Vault Currency Deposit Half Strap	5		
Cash Vault Currency Deposit Loose	751		

ACCOUNT RECONCILIATION

Partial Recon - Base Fee	1		
Partial Recon Items	479		

DISBURSEMENT CD ROM SERVICES

CD -ROM Monthly Maintenance	1		
CD-ROM Items	481		

ACH FRAUD SERVICES

Banking Services

ACH Fraud Filter setup	0
ACH Fraud Protection Monthly Maintenance	1
Unauthorized Debit Report	0
Telephonic Rejects	0
Override per Reject	0

WIRE TRANSFER

Branch Assisted Wire	1
Incoming Domestic Wire	1

INFORMATION SERVICES

Information Reporting Monthly Maintenance	1
Previous Day Maintenance	1
Previous Day Detail per item	612
Image Item Retrieval Per Image	9

Investment Sweep Account

Automatic Sweep	1
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Total Monthly Service Charge _____

NOTE: The University Athletics Association analysis is based on a 6 month average.

UCF Foundation, Inc. – Research Pavilion Operating Account

Banking Services	Average Volume	Unit Price	Monthly Cost
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MINIMUM SERVICES REQUIRED

DEMAND DEPOSIT SERVICES

FDIC Assessment	22,285		
Account Maintenance	1		
Banking Center Deposit	3		
General Checks Paid Not Truncated	42		
Checks Deposited	5		
Debits Posted - Electronic	3		
Credits Posted - Other	1		
Credits Posted - Electronic	1		

ACH SERVICES

ACH Debit Received	1		
--------------------	---	--	--

WIRE TRANSFER

Bank Assisted Domestic Wire	2		
Incoming Domestic Wire	1		
Wire Advice - Fax	2		
Book Credit	1		

Overnight Sweep

Sweep Monthly Maintenance	1		
---------------------------	---	--	--

Total Monthly Service Charge _____

NOTE: The UCF Foundation analysis is based on a 6 month average.

UCF Foundation, Inc. – Orlando Tech Center

Banking Services	Average Volume	Unit Price	Monthly Cost
-------------------------	-----------------------	-------------------	---------------------

MINIMUM SERVICES REQUIRED

DEMAND DEPOSIT SERVICES

Account Maintenance	1		
Banking Center Deposit	4		
General Checks Paid Not Truncated	42		
Checks Deposited	5		
Debits Posted - Electronic	3		
Credits Posted - Electronic	1		

ACH SERVICES

ACH Debit Received	1		
--------------------	---	--	--

WIRE TRANSFER

Bank Assisted Domestic Wire	2		
Incoming Domestic Wire	1		

Overnight Sweep

Sweep Monthly Maintenance	1		
---------------------------	---	--	--

Total Monthly Service Charge _____

NOTE: The UCF Foundation analysis is based on a 6 month average.

UCF Foundation, Inc. – Bennett Building

Banking Services	Average Volume	Unit Price	Monthly Cost
-------------------------	-----------------------	-------------------	---------------------

MINIMUM SERVICES REQUIRED

DEMAND DEPOSIT SERVICES

Account Maintenance	1		
Banking Center Deposit	1		
General Checks Paid Not Truncated	29		
Checks Deposited	1		
Debits Posted - Electronic	2		
Credits Posted - Electronic	0		

WIRE TRANSFER

Standing Wire Order	1		
Incoming Domestic Wire	1		

Overnight Sweep

Sweep Monthly Maintenance	1		
---------------------------	---	--	--

Total Monthly Service Charge _____

NOTE: The UCF Foundation analysis is based on a 6 month average.

UCF Foundation, Inc. – Operating Account

Banking Services	Average Volume	Unit Price	Monthly Cost
-------------------------	-----------------------	-------------------	---------------------

MINIMUM SERVICES REQUIRED

FDIC Assessment	423,650		
Account Maintenance	4		
Banking Center Deposit	93		
Debits Posted - Other	1		
General Checks Paid Not Truncated	400		
ZBA Master Account Maintenance	1		
ZBA Subsidiary Account Maintenance	1		
Returns - Chargeback	2		
CKS Deposited	787		
Stop Payment – Manual > 12 Months	5		
Debits Posted - Electronic	16		
Credits Posted - Electronic	105		

COMMERCIAL DEPS - CASH VAULT

Currency/Coin Dep/\$101 - BKG CTR	18		
-----------------------------------	----	--	--

ACH SERVICES

ACH Monthly Maintenance (E)	1		
ACH Input-Transmission PC	1		
Consumer On Us Credits (E)	3		
Consumer Off Us Credits (E)	22		
ACH Credit Received	44		
ACH Debit Received	9		

WIRE TRANSFER

Direct Wire Maintenance Fee	1		
Incoming Domestic Wire	2		
Wire Advice - Fax	2		

ACCOUNT RECONCILIATION

Banking Services	Average Volume	Unit Price	Monthly Cost
Partial Reconciliation Maintenance	1		
Check Sorting Maintenance	1		
Check Sorting Per Item	362		
Partial Recon Input Item Transmission	362		
INFORMATION SERVICES			
Direct Previous Day Maintenance	1		
Direct Per Account Fee	2		
Direct Previous Day EXT Item	257		
AUTOMATED SERVICES			
Sweep Mutual Fund	1		
MISCELLANEOUS			
CPA Request	3		

XVIII. UCF ANALYSIS STATEMENTS

The analysis statement will be given to the Proposer at the Pre-bid Conference or can be obtained by contacting Greg Robinson by email.

XIX. MERCHANT SERVICES ANALYSIS STATEMENTS

The merchant services analysis statement will be given to the Proposer at the Pre-bid Conference or can be obtained by contacting Greg Robinson by email.

XX. ATTACHMENTS

ATTACHMENT 1

QUALIFIED PUBLIC DEPOSITORY

The Proposer must provide proof of their qualification as a Qualified Public Depository by furnishing copies of letters, certificates, etc. which document said status.

ATTACHMENT 2

**STATEMENT ON
PUBLIC ENTITY CRIMES**

In accordance with Florida Statute 287.133, the following information is provided:

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a Bid on a Contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute 287.017 for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

COMPANY: _____

NAME: _____

TITLE: _____

DATE: _____

ATTACHMENT 3

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The undersigned Proposer, by the signature below, represents that the foregoing information is true and correct. The undersigned Proposer, by the signature below, provides assurances to the University of Central Florida of its compliance with Federal, State and County affirmative action and equal employment opportunity requirements. The undersigned Proposer further assures that it and its sub-contractors/sub-recipients facilities are accessible to the handicapped (if applicable).

IN WITNESS WHEREOF, this Equal Employment Opportunity Statement is hereby signed as of the date indicated.

PROPOSER

ATTEST

By: _____
Authorized Signature signed in ink before a
Notary Public

Witness

Typed name of person signing above

Witness

Title of person signing above

Date signed

Notary Public, State of

My commission expires

ATTACHMENT 4

FINANCIAL INSTITUTION'S BANK BRANCHES

within 10 miles of branch locations

The score for this section is 5 points based on the location of the financial institution's bank branches to provide availability for personal services and consultation.

UCF Cocoa

1519 Clearlake Road
Building 3
Cocoa, FL 32922

UCF Daytona Beach

1200 W. International Speedway Blvd.
Daytona Beach, FL 32114

UCF Downtown

Ying Academic Center
36 West Pine Street
Orlando, FL 32801

UCF Heathrow

600 Colonial Center Parkway
Lake Mary, FL 32746

UCF Ocala

Central Florida Community College
3001 S.W. College Road
Ocala, FL 34474

UCF Osceola

1800 Denn John Lane
Building 3, Suite 319
Kissimmee, FL 34744

UCF Palm Bay

250 Community College Parkway
Building 3
Palm Bay, FL 32909

UCF Sanford / Lake Mary

Seminole Community College
100 Weldon Boulevard
Building R
Sanford, FL 32772

UCF South Lake

Lake-Sumter Community College
1250 North Hancock Road
Clermont, FL 34711

UCF South Orlando

7300 Lake Ellenor Drive
Orlando, FL 32809

UCF West Orlando

1800 South Kirkman Road
Building 1, Room 130
Orlando, FL 32811

ATTACHMENT 5

INTEREST RATES

Effective Federal Funds rate plus (+) _____ basis points.

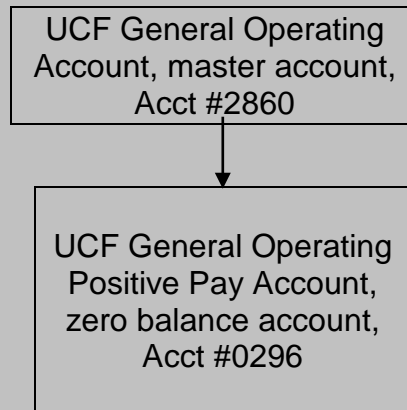
or

Effective Federal Funds rate less (-) _____ basis points.

ATTACHMENT 6

University of Central Florida Account Structure

This diagram represents the university's current account structure at SunTrust:



ATTACHMENT 7

ADDITIONAL BANKING SERVICES

Please describe any new services that the Proposer feels would be important to the university as well as the estimated pricing for these services so they can be evaluated.

ATTACHMENT 8

PROOF OF INSURANCE

The Proposer shall furnish proof of insurance coverage by original ACORD certificates of insurance no later than five (5) days after the contract resulting from this RFP, if any, is executed. Before commencement of work under the contract resulting from this RFP, if any, the Proposer shall submit evidence that it and all of its subcontractors, if any, have obtained full insurance coverage set forth in Section 2.15.

EXHIBITA to Attachment 8

**THE UNIVERSITY OF CENTRAL FLORIDA
INDEMNIFICATION AND INSURANCE REQUIREMENTS**

INDEMNIFICATION

The university shall be held harmless against any and all claims for bodily injury, sickness, disease, death or personal injury, or damage to property or loss of use of any property or assets resulting therefrom, arising out of or resulting from the performance of the products or from the services, for which, the university is contracting hereunder, provided such is caused in whole or in part by any negligent act or omission of the vendor, or any subcontractor or any of their agents or employees, or arises from a job-related injury.

The vendor agrees to indemnify the university and pay the cost of the university's legal defenses, including fees of attorneys as may be selected by the university, for all claims described in the hold harmless clause herein. Such payment on behalf of the university shall be in addition to any and all other legal remedies available to the university and shall not be considered to be the university's exclusive remedy.

It is agreed by the parties hereto that specific consideration has been received by the Vendor under this agreement for this hold harmless/indemnification provision.

INSURANCE REQUIREMENTS

The vendor providing services under this agreement will be required to procure and maintain, at their own expense and without cost to the university, until final acceptance by the university of all products or services covered by the purchase order or contract, the following types of insurance. The policy limits required are to be considered minimum amounts.

General Liability Insurance policy with a \$ 3,000,000 combined single limit for each occurrence to include the following coverage: operations, products and Completed Operations, Personal Injury, Contractual Liability covering this contract, with errors & omissions.

Bankers' Professional Liability Insurance with a \$ 3,000,000 combined single limit for each occurrence.

Directors and Officers Coverage with a \$ 3,000,000 combined single limit for each occurrence.

Workers' Compensation and Employers Liability Insurance covering all employees of the vendor and subcontractors as required by law.

Blanket Bankers Bond in the amount of \$3,000,000 on the standard bond form of the Surety Association of America that covers a financial institution for dishonest or fraudulent acts of employees, inside and outside theft of property, and losses resulting from reliance upon a document later discovered to be counterfeited or forged.

The vendor shall provide certificates of insurance to the university demonstrating that the aforementioned insurance requirements have been met prior to the commencement of work under this contract. The General Liability and Auto Liability certificates of insurance shall indicate that the policies have been endorsed to cover the university as an additional insured and that these policies may not be canceled or modified without thirty (30) days prior written notice to the university.

The insurance coverages enumerated above constitute the minimum requirements and shall in no way lessen or limit the liability of the vendor under the terms of the contract. Sub-Contractor's insurance shall be the responsibility of the vendor.

_____ACCEPTED

BY: Vendor Name _____

Address _____

Authorized Signature _____ Date _____

Print Name _____

Telephone Number _____ Fax # _____

APPENDIX I

CERTIFICATE OF NON-SEGREGATED FACILITIES

We, _____ certify to the University of Central Florida that we do not and will not maintain or provide for our employees any segregated facilities at any of our establishments, and that we do not and will not permit our employees to perform their services, under our control, where segregated facilities are maintained. We understand and agree that a breach of this certification is a violation of the Equal Opportunity clause required by Executive order 11246 of 24 September 1965.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash room, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color or national origin, because of habit, local custom or otherwise.

We, further, agree that (except where we have obtained identical certifications from proposed subcontractors for specific time periods) we will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause; that we will retain such certification in our files; and that we will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have submitted certifications for specific time periods):

NOTE TO PROSPECTIVE SUBCONTRACTORS OR REQUIREMENTS FOR CERTIFICATIONS OF NON-SEGREGATED FACILITIES. A Certificate of Non-segregated Facilities, as required by the 9 May 1967 order on Elimination of Segregated Facilities, by the Secretary of Labor (32 Fed. Reg. 7439, 19 May 1967), must be submitted prior to the award of a sub-contract exceeding \$10,000 which is not exempt from the provisions of the Equal Opportunity clause. The certification may be submitted either for each sub-contract or for all subcontracts during a period (i.e. quarterly, semiannually, or annually).

NOTE: Whoever knowingly and willfully makes any false, fictitious or fraudulent representation may be liable to criminal prosecution under 18 U.S.C. 1001.

APPENDIX I (CON'T)

CERTIFICATE OF NON-SEGREGATED FACILITIES SUBPART - CONTRACTOR'S AGREEMENTS

SEC. 202. Except in contracts exempted in accordance with Section 204 of this Order, all Government contracting agencies shall include in every Government contract hereafter entered into the following provisions:

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of face, color, religion, sex, or national origin. The contractor will take affirmative 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, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- (3) The contractor will send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of notice in conspicuous places available to employees and applicants for employment.
- (4) The contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965 and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The contractor will furnish all information and reports required by Executive order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- (6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoiced as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The contractor will include the provision of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase orders the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

SEC. 402 Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era:

(1) The contractor agrees to comply with the affirmative action clause and regulation published by the US Department of Labor implementing Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended, and Executive Order 11701, which are incorporated in this certificate by reference.

PROPOSER COMPANY NAME _____

AUTHORIZED SIGNATURE _____

TITLE _____

DATE _____

APPENDIX II

**CONDITIONS AND REQUIREMENTS
SUPPLEMENTAL PROPOSAL SHEET**

Those items in Sections 2., and III., of this RFP must each be initialed, as shown below, as YES for “understood and agreed upon” and NO for “not agreed to.” **Failure to complete and return this document with your proposal could result in rejection of your proposal. Proposers shall not check items as “understood and agreed upon” for submittal of proposal with the hope of negotiating a change of those conditions and requirements after award of a contract resulting from this RFP. Proposers disagreeing with any conditions and requirements shall act to resolve the difference prior to proposal opening. Failure to accept said conditions and requirements after contract award is grounds for rejection of that proposal and the university may seek to award the contract to the next favorable proposer.**

<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>PROPOSER INITIAL</u>
1.1	_____	_____	_____
2.1	_____	_____	_____
2.2	_____	_____	_____
2.3	_____	_____	_____
2.4 Not Required	_____	_____	_____
2.5	_____	_____	_____
2.6	_____	_____	_____
2.7	_____	_____	_____
2.8	_____	_____	_____
2.9	_____	_____	_____
2.10	_____	_____	_____
2.11	_____	_____	_____
2.12	_____	_____	_____

<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>PROPOSER INITIAL</u>
2.13	_____	_____	_____
2.14	_____	_____	_____
2.15	_____	_____	_____
2.16	_____	_____	_____
2.17	_____	_____	_____
2.18	_____	_____	_____
2.19	_____	_____	_____
2.20	_____	_____	_____
2.21	_____	_____	_____
2.22	_____	_____	_____
2.23	_____	_____	_____
2.24	_____	_____	_____
2.25	_____	_____	_____
2.26	_____	_____	_____
2.27	_____	_____	_____
2.28	_____	_____	_____
2.29	_____	_____	_____
2.30	_____	_____	_____
2.31	_____	_____	_____
2.32	_____	_____	_____
2.33	_____	_____	_____

<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>PROPOSER INITIAL</u>
2.34	_____	_____	_____
2.35	_____	_____	_____
2.36	_____	_____	_____
2.37	_____	_____	_____
2.38	_____	_____	_____
III.	_____	_____	_____

PROPOSER COMPANY NAME _____

AUTHORIZED SIGNATURE _____

TITLE _____

DATE _____