

REQUEST FOR PROPOSAL NOTICE FOR DEPOSITORY SERVICE

To be eligible for consideration under this request, three (3) complete paper copies of each proposal shall be submitted by 10:00 am/pm CST/CDT on May 3, 2013 to the address below. Proposals received after that time by the District will not be accepted. Late submissions to the District address will be returned unopened.

The proposal must be submitted in a sealed envelope or packet marked "Depository Services". An accompanying transmittal letter must be signed by an individual authorized to bind the institution, state that the proposal is valid for 180 days from the submission date, and give full contact information regarding the proposal.

The proposals must be delivered by mail, express mail, or in person to:

Brazos Independent School District

Jack Ellis

P.O. Box 819

227 Educator Lane

Wallis, TX 77485

All questions in the attached uniform proposal blank should be answered and provided to the District as the Depository's proposal.

The Depository is to attach a Cashier's Check in the sum of \$ N/A payable to the District. If any portion of this contract is awarded to the Depository the check will be returned to the Depository. If the Depository fails to execute the contract in a reasonable time, the check shall be cashed by District as liquidated damages. If the proposal is not accepted, the check will be returned to the Depository immediately after contract award.

This proposal is/is not being provided electronically by the District also. The fee schedule, Attachment A, is in Excel format. The submitted proposal must be made in both paper and electronic form.

Evaluation Process

Selection Criteria

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

The following criteria will be used by the District for evaluation and award of the contract.

- xx % - Cost of services (charges for keeping District accounts, records, reports and furnishing checks)
- xx % - Additional services offered (purchasing card, payroll card, lease rate, other)
- xx % - Funds availability schedule
- xx % - Automated services offered
- xx % - Ability of the proposer to provide the necessary services and perform the duties as Depository. Experience in providing Depository services to similar accounts (strength of project team)
- xx % - Collateralization policy and type of third-party institution holding collateral
- xx % - Fraud prevention/notification policy
- xx % - Interest rates offered on time deposits
- xx % - Other – Specify - _____