



HAINESPORT BOARD OF EDUCATION

Home of the Hawks

REQUEST FOR PROPOSAL Banking Services 27-01

211 Broad Street, Hainesport, New Jersey 08036
(609) 267-1316

Jake Bryson, School Business Administrator / Board Secretary

SCOPE OF SERVICES

The Board of Education requires the following minimum services on each of their accounts. Any charges for these services **MUST** be noted on the attached proposal form. Any variation from the minimum requirements **MUST** be noted:

1. Monthly statements of all bank accounts are due on or about the fifth business day of each month. Statement dates of all accounts are to be the last calendar day of the month.
2. All monthly statements must include deposits and checks cleared in check number order.
3. Monthly statements must be available via hard copy by mail, and online if desired by the district.
4. Interest on all accounts of the Board of Education, regardless of balance or activity, including but not limited to the following accounts:
 - a. General Fund
 - b. Custodial
 - c. Cafeteria
 - d. Payroll
 - e. Payroll Agency
 - f. Unemployment
 - g. Student Activities
 - h. Scholarship
5. Wiring services and ACH deposits and withdrawals.
6. Monthly account analysis to include bank earnings credit, itemized fees, and interest earned to be credited to the district. Also, reconciliation of outstanding items — General Account, Payroll Salary Account, and any other account deemed necessary by the Board of Education.
7. A bank office at which the district can transact business, in a location convenient to the Hainesport Board of Education's business office.
8. Remote deposit.
9. Eligibility to act as depository for public funds under the Governmental Unit Deposit Protection Act (GUDPA).
10. Cost of printing all checks/check stock, laser check chip encoding, toner, laser check chip encoding changes of signatures, depository stamps, deposit slips, and deposit bags for courier pick-up at no charge to the Board of Education.
11. Proven secure electronic/on-line banking program for governmental units that allows stop payments, transfers between accounts, generation of reports, etc.

12. Notification of all electronic fund transfers via secure on-line banking program or email, with source and purpose described.
13. The ability to process employee direct deposits for payroll, with at least three repositories per employee.
14. Fixed minimum interest rate to be applied to all accounts.
15. Copies of deposit slips/receipt of deposits to be returned to the Board of Education via U.S. mail or courier.
16. Accept deposits on behalf of the Board of Education from the local municipality for payment of school taxes, either by ACH, wire, or branch deposit.
17. No service charge for returned items for the Board of Education accounts.
18. Notification via fax or e-mail the same day of any returned items.
19. Positive Pay fraud detection service, or equivalent.

SELECTION CRITERIA

The selection criteria to be used in awarding a contract for the services described herein shall include:

1. Qualifications of the individuals who will perform the service, and overall knowledge and familiarity with the operations of a school district.
2. Qualifications and experience of other members of the professional's firm, and experience of the firm in providing similar services to other public bodies, with special emphasis on experience in New Jersey.
3. Ability to perform the services in a timely fashion, including staffing and familiarity with the subject matter and the Board.
4. Location (distance) of primary office in relation to the Board's administrative offices.
5. Thoroughness and completeness of the applicant's submittal.
6. Cost.

The Hainesport Board of Education reserves the right to award a contract to the firm or individual that best meets the needs and interests of the Board.

The Board reserves the right to negotiate the terms and conditions of a contract with the successful firm or individual to obtain the most cost-advantageous services for the Board. The Board further reserves the right to reject the proposal if necessary.

TERMINATION

Either party may terminate the consultant agreement upon providing thirty (30) days' written notice to the other party. Written notice shall be sent certified mail, return receipt requested.

PROPOSAL AWARD

The Hainesport Board of Education will award a contract for banking services based upon the most advantageous proposal provided by the bank, as determined by the Hainesport Board of Education. The Hainesport Board of Education retains the right to decide what services/proposal is in its best interest.

INFORMATIONAL ITEMS

General Account — The district has an annual operating budget of approximately \$12.5 million, all of which flows through the general account. The average daily balance is approximately \$868,909. In an average month, we write 70 - 82 checks and make approximately 10 branch deposits into this account.

Payroll and Payroll Agency Accounts — From the payroll account, approximately 10 live checks per year are presented, as well as 200+ monthly direct deposit transactions, in addition to 4 deposits/transfers per month. The payroll agency account has about 10 checks written per month, also with 4 inter-account transfers. Payroll direct deposit is required of all regular employees.

Student Activities Accounts — The district maintains one student activities account, centrally managed. We write approximately 6-10 checks per month and make approximately two weekly deposits. The average daily balance for this account is approximately \$19,983.89

Cafeteria — The Cafeteria account carries an average daily balance of approximately \$15,508. Generally, only five checks are written per month and, on average, 25 electronic deposits are made each month (September through June).

Custodial & Unemployment Accounts — These accounts have minimal monthly activity, all in electronic form. Average monthly balances are \$871,440.13 and \$107,223.56 for the Custodial and Unemployment accounts, respectively.

BANKING PROFILE SUBMISSIONS

In addition to the above, please provide the following:

1. Two (2) current professional references with addresses and telephone contact numbers. They must have direct knowledge relating to your experience in the requested service.
2. The bank's annual financial reports and other evidence of financial stability, customer satisfaction, etc.
3. Any and all most recent SOC-1 and SOC-2 reports.
4. Evidence of participation in the Governmental Unit Deposit Protection Act (GUDPA) insurance program.

BANKING PROPOSAL*Hainesport Board of Education*

Name of Bank: _____ Date: _____

Submitted by: _____
Name Title

NOTE: The fees/formulas/services indicated in this proposal are those which will be in effect for the duration of the contract. The rate of interest (Item 2) is for informational purposes only, but **MUST** be completed. The bidder certifies that any fees or formulas for affixing the rate of interest, or providing services, will remain in effect for the duration of the contract.

The bidder also certifies that, should the bank be merged, sold, or consolidated, this agreement shall be honored and remain in full effect, and that the bank or financial institution will be responsible for any and all costs associated with the upgrading of computer software, printers, or computer chips regarding the change in bank routing numbers, logos, or any other charges on the bank accounts deemed necessary to process banking transactions.

PLEASE INCLUDE THE FOLLOWING INFORMATION IN YOUR RFP RESPONSE

1. Description of the bank's website, including transactions that may be conducted through the site (e.g., inter-account and wire transfers, ACH transactions, stop payment requests, current balance and transaction histories, etc.).
2. Current rate of interest on accounts as of the end of August 2026.
3. Formula for setting rate of interest (e.g., T-Bill plus 1 basis point).
4. Fixed minimum interest rate.
5. Interest calculated on Bank Statement Balance, Collected Balances, or Estimate of Percent of Collected Funds. Please explain.
6. Minimum balance required in account to collect interest (if applicable).
7. Any balance requirements or limits to the number of transactions, etc. Explain funds availability policies.
8. Does the bank permit redeposit of NSF items?
9. Penalties for falling below minimum balance (if applicable).
10. List of any and all bank charges and fees, whether assessed periodically or transactionally.
11. Please provide the following formulas and calculations, if applicable:
 - a. Net monthly earnings calculation

- b. Average daily ledger balance calculation
 - c. Reserve requirement
 - d. FDIC insurance assessment
 - e. Average daily float calculation
 - f. Average collected balance calculation
 - g. Compensating balance formula
 - h. Earnings credit formula
12. Overdraft protection provided.
13. Accounts linked for any purpose?
14. Monthly maintenance charge (if applicable).
15. Transaction fees (if applicable, please list in detail).
16. Fee for daily courier/armored car services.
17. Time of day deposits and/or wire investments must be received for same-day transactions.
18. Describe any enhanced banking services that would be provided to all employees of the Hainesport Board of Education.
19. Provide locations of bank branches in close proximity to the Hainesport Board of Education.
20. Describe in detail all additional services that would be offered to the Hainesport Board of Education not previously listed above. Please include any fees, if applicable, associated with such services.
21. Please provide suggestions on how the Board may maximize its interest income with the services your bank provides.
22. Include all documents noted on page 4.
23. Any other features that you would like to be known.

All Proposals MUST be submitted to:**Hainesport Board of Education**

211 Broad Street

Hainesport, NJ 08036

Attn: Jake Bryson, School Business Administrator

On or before 10:00 AM on October 27, 2026.

Person Completing Proposal: _____

Signature: _____

Title: _____ Phone: _____

Fax: _____ E-Mail: _____