

**STATE OF LOUISIANA  
SOUTHEASTERN LOUISIANA UNIVERSITY  
HAMMOND, LOUISIANA  
(A Member of the University of Louisiana System)**

**REQUEST FOR PROPOSAL  
TO PROVIDE BANKING SERVICES FOR  
SOUTHEASTERN LOUISIANA UNIVERSITY**

**ISSUING AGENCY:** Southeastern Louisiana University  
Purchasing Department  
SLU 10800  
Hammond, LA 70402

**DIRECTOR OF PURCHASING:** Richard Himber  
Ph: (985) 549-2064  
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**CONTRACT COORDINATOR:** Khalli Hagan, Controller  
Ph: (985) 549-2088  
Fax: (985) 549-5143

**RFP RELEASE DATE:** February 9, 2023

**PROPOSAL INQUIRY DEADLINE:** February 22, 2023 @ 5:00 p.m., Central Time

**RFP RETURN DATE:** March 7, 2023 @ 4:00 p.m., Central Time

**RFP OPENING LOCATION:** Southeastern Louisiana University  
Purchasing Department  
Property Control & Supply Building  
2400 North Oak Street  
Hammond, Louisiana

**NOTE:** THIS SOLICITATION IS A SEALED RFP AND MUST BE RETURNED BY MAIL OR DELIVERED IN PERSON. PROPOSAL FORMS CANNOT BE FAXED AND ANY FAX RESPONSES SHALL BE REJECTED.

This RFP is available in electronic form at:

<https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/dspBid.cfm?search=department&term=42>

It is available in PDF format or in printed form by submitting a written request to the Director of Purchasing listed above. It is the Proposer's responsibility to check the Office of State Purchasing LaPAC website frequently for any possible addenda that may be issued. Southeastern is not responsible for a bidder's failure to download any addenda documents required to complete a Request for Proposal.

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## GENERAL INFORMATION

### OVERVIEW

Proposals for Banking Services are hereby solicited by Southeastern Louisiana University, Hammond, Louisiana, in accordance with Louisiana R.S. 49:319, *et seq.* and all applicable rules and regulations promulgated thereunder. Specific qualifications for Banks submitting proposals are included in Attachment A.

### INTRODUCTION

Southeastern Louisiana University is a four-year public university located in Hammond, Louisiana. Founded in 1925, Southeastern is the state's fourth largest publicly supported university. The university offers more than 60 undergraduate and graduate degree programs with strong academic programs in arts and sciences, business, teacher preparation, industrial technology, and nursing. The university's educational programs are based on evolving curricula designed to meet emerging regional, national and international priorities. Its educational experiences emphasize challenging, relevant course content and innovative, effective delivery systems, including compressed video and Internet courses. Once known as the "fastest growing university in the nation," Southeastern recently instituted quality admission standards for new and transferring students. Enrollment appears to have stabilized at approximately 13,500 students, who are served by more than 1,600 full time and part time faculty and staff.

The mission of Southeastern Louisiana University is to lead the educational, economic and cultural development of southeast Louisiana. The university operates satellite campuses in nearby Livingston Parish and Baton Rouge and offers courses in various locations in several area parishes.

## INSTRUCTIONS TO PROPOSERS

### PURPOSE

This Request for Proposal (RFP) sets forth requirements and criteria of Southeastern Louisiana University and proposer. The contents of this RFP and the Proposer response shall become contractual obligations if a contract ensues. The RFP, Proposal response and any resulting contract shall be governed under the laws of the State of Louisiana.

### GOVERNING REGULATIONS

Currently exist and remain, throughout the term of the contract, designated as an authorized fiscal agent of the State by the State of Louisiana Interim Emergency Board, in accordance with LA R.S. 49:317 and LA R.S. 49:319.

Currently exist and remain, throughout the term of the contract, qualified to accept deposits for the University in accordance with LA R.S. 49:317 and LA R.S. 49:319.

### PROPOSAL RESPONSE FORM

All Proposals shall include the Proposal response forms provided in the RFP. The Proposal response form for signature must be signed by an officer of the proposing entity authorized to sign the Proposal. Any alterations of the Proposal response form or foreign conditions attached thereto may cause rejection of the Proposal.

### CORRECTION OF MISTAKES

Erasures, write-overs, corrections or other changes in the Proposal are to be initialed by the Proposer. Failure to do so may result in rejection of the Proposal without further consideration.

### NUMBER OF COPIES

The Proposer shall submit **one (1) signed Proposal Response Form with Proposer's Response** and the Proposer should submit **three (3) photocopies** of same. The Proposer shall be responsible for duplicating and retaining any Proposal forms and responses for personal record.

### REJECTION OF PROPOSALS

The University reserves the right to reject any and all Proposals, and to waive any informalities. Incomplete, illegible, partial, or informal Proposals may be rejected.

## **SEALED PROPOSAL**

The entire Proposal response shall be sealed. The name and address of the Proposer name should appear on the outside of the Proposal response envelope or container. The Proposal response envelope/s or container/s should clearly identify the Proposal and scheduled return date and time.

For example: Request for Proposal To  
Due: 4:00 p.m., Central Time, [Month] [Day], [Year].

## **PROPOSALS BINDING**

All formal Proposals shall be binding for a minimum of (120) calendar days and shall not be withdrawn after the specified return date.

## **PROPOSAL CONFIDENTIALITY**

All proposal responses shall become a matter of public record at time of proposal award unless otherwise exempted under the Louisiana Public Records Law. By submitting a proposal response, proposer assumes all risks and liability associated with information marked confidential in the proposal and the release of the information. However, the University will endeavor to protect from public access and review any trade secrets and/or financial information designated as confidential by the proposer and specifically requested in response to the RFP.

## **PROPOSALS DUE**

Proposers shall be responsible for the timely delivery of the Proposal by the RFP return deadline. Proposals received after the specified time and date will not be considered, whether delayed in the mail or for any other causes whatsoever.

Proposals may be withdrawn by the Proposer upon written or fax request prior to the designated time for return of Proposals. Withdrawal notification must be by signature and received by the Southeastern Purchasing Department prior to the designated deadline for return of Proposals.

## **DELIVERY OF PROPOSALS**

Each Proposal response shall be time recorded upon its delivery by Purchasing Department personnel. The Proposer or its agent may hand deliver the Proposal and the deliverer should request a written receipt of its delivery. Or the Proposer may deliver the Proposal by an express carrier securing the signature of the person accepting delivery. Or the Proposer may mail the Proposal by registered or certified mail return receipt requested.

## **PROPOSER INQUIRIES**

No negotiations, decisions or actions shall be executed by any Proposer as a result of any oral discussion with any state employee. Only those transactions which are in writing, signed by the Director of Purchasing in addendum form, shall be considered as valid. Telephone inquiries are discouraged.

Inquiries concerning the instructions and other administrative requirements of the RFP shall be submitted in writing and faxed to the Director of Purchasing.

Inquiries concerning the Proposal section of the RFP shall be submitted in writing and faxed to the Contract Coordinator with a copy faxed to the Director of Purchasing.

Inquiries shall be in written form and signed by the inquirer, and received no later than the time and date designated herein. Answers to inquiries that change or substantially clarify the RFP shall be issued in the form of addendum to all known to have received a complete set of documents.

### **PROPOSAL COST INCURRED**

This solicitation does not commit the University to award a contract and the University shall not be responsible for any costs incurred by any Proposer in the preparation of any Proposal.

### **CERTIFICATE OF AUTHORITY**

The successful Proposer shall furnish a photocopy of the company's authority to do business in the State of Louisiana pursuant to LA R.S. 12:301. If Proposer does not presently possess such Certificate of Authority, then the Proposer should with urgency contact the Louisiana Secretary of State Corporations Division (225-925-4704) regarding application. Application process may take several weeks to secure certificate and time is of the essence.

## **GENERAL CONDITIONS**

### **ACCESS TO RECORDS**

The Contractor agrees that the University and the Legislative Auditor of the State of Louisiana shall have access to, and the right to audit and examine, any pertinent books, documents, papers, and records of the Contractor relating solely to this Proposal and any resulting contract agreement.

### **ASSIGNMENT**

The Contract or any portion thereof or any interest therein shall not be assigned, transferred, conveyed, sublet or disposed of without the previous consent, in writing, of the University. Any attempted assignment under the Contract shall be void and of no effect.

### **CONTRACT AGREEMENT**

The Contract, and any properly executed amendment thereto, the Request for Proposal, and the Proposer's response shall constitute the entire agreement between the parties and shall supersede all prior oral or written agreements or understandings.

In the event of any inconsistent provisions, the Contract (excluding the RFP and Contractor's Proposal response) shall take precedence, followed by the provisions of the RFP and then by the terms of the Contractor's Proposal response.

The Contractor shall execute a contract with the University, in a form prescribed by the University, no later than ten (10) calendar days of University notification to execute the contract.

The Contract shall not be modified, altered, or changed except by mutual agreement amended in writing by the authorized representative of each party to the Contract.

### **CONTRACT EXTENSION**

Based upon the mutual agreement of the successful Proposer and Southeastern Louisiana University, this contract may be extended for two (2) additional twelve (12) month periods.

“The continuation of this contract at all times is contingent upon the appropriation of funding to the University by the Louisiana State Legislature.”

### **COPYRIGHTS AND PATENTS**

The Contractor shall indemnify and hold harmless the State, the University, its officers, agents and employees harmless from liability of any nature or kind for the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented, invention, article or appliance furnished or used in the performance of the contract agreement of which Contractor is not the patentee, assignee, or licensee.

## **EQUAL EMPLOYMENT OPPORTUNITY**

The Contractor shall be an equal employment opportunity employer. The Contractor shall neither discriminate nor permit discrimination in its operations or employment practices against any person or group of persons on the grounds of race, color, religion, sex, age, national origin, handicap, disability, veteran status or any other factor prohibited by law.

## **FORCE MAJEURE**

Both parties agree that, if by reason of strike or other labor disputes, civil disorders, inclement weather, acts of God, or other unavoidable cause, either party is unable to entirely perform its obligations, such performance shall not be considered a breach of the Contract.

## **GOVERNING LAW**

The Contract, and all matters or issues related to it, shall be governed by and shall be in accordance with the laws of the State of Louisiana.

If any provision of the Contract, as applied to either party or to any circumstance, shall be adjudged by a court to be void or unenforceable, the same shall in no way affect any other provision of the Contract or the validity or enforceability of the Contract.

## **INDEPENDENT CONTRACTOR**

All of the Contractor's employees furnishing or performing services under the contract agreement shall be deemed employees solely of the Contractor and shall not be deemed for any purposes whatsoever employees or agents of, acting for or on behalf of, the University. The Contractor shall perform all services as an independent Contractor and shall discharge all its liabilities as such. No acts performed or representations made, whether oral or written, by the Contractor with respect to third parties shall be binding on the University.

## **LAWS**

The Contractor shall comply with all applicable laws, ordinances, and regulations of the local, state, and federal government in the performance of the Contract.

The Contractor shall be responsible for strict compliance with all applicable local, state and federal laws concerning fair employment, minimum wage and equal opportunity practices.

## **NON-EXCLUSIVE AGREEMENT**

The University reserves the right to purchase or receive services within the scope of the contract determined by the University to be within its best interests.



**NOTICES**

Any notice required under the Contract shall be in writing and may either be given by personal delivery or sent by registered or certified mail to the other party. Notification to the Contractor shall be to the last known address on file with the University, unless otherwise amended in the Contract. Notification to the University shall be to Southeastern Louisiana University, Controller's Office, SLU 10720, Hammond, LA 70402.

**PERMITS AND LICENSES**

The Contractor shall, at its sole expense, procure and keep in effect all necessary permits and licenses required for performance under the Contract, and the Contractor shall post or display in a prominent place such permits and/or notices as are required by law.

**PUBLICITY**

The Contractor shall not in any way or in any form publicize or advertise in any manner the fact that the Contractor is providing services to the University without the express written approval of the Contract Coordinator, obtained in advance, for each item of advertising or publicity. However, nothing herein shall preclude the Contractor from listing the University on its routine client list for matters of reference.

**SURVIVAL**

The terms, conditions and representations contained in the Contract shall survive the termination or expiration of the Contract.

**TERMINATION**

If, because of reasons beyond the control of the University (e.g. fire, legislative funding), business operation in any or all of the facilities of the University are interrupted or stopped, then the University shall have the right to terminate or suspend the contract immediately by certified written notice without any penalty thereof.

The University may terminate the contract agreement for convenience upon (60) calendar days written notice. Any contract cancellation shall be served by registered or certified mail.

The Contractor may terminate the contract agreement for convenience upon (180) calendar days written notice. Any contract cancellation shall be served by registered or certified mail.

In the event, either party breaches any terms or conditions of the contract agreement, the aggrieved party shall give the other party at least ten (10) calendar days written notification of the alleged breach. The aggrieved party shall set forth the alleged breach and demand compliance with the contract. Unless within ten (10) calendar days after receiving such notice, the notified party has not contested such alleged breach or such breach has ceased or the notified party has made arrangements to correct the alleged breach, then the aggrieved party may terminate the contract, without prejudice to any right or remedy the aggrieved party may have, by giving ten (10) calendar days written notice. Any contract cancellation for cause shall be served by registered or certified mail.

All of the above termination provisions shall be subject to final negotiation and mutual agreement between the University and Contractor.

## **GUIDELINES FOR RESPONSE, SELECTION AND AWARD**

### **REQUEST FOR PROPOSAL**

The Request for Proposal (RFP) process is a procurement option allowing the award to be based upon stated criteria or evaluation factors; monetary considerations will not be the only consideration.

### **EVALUATION COMMITTEE**

All responses received as a result of this RFP shall be subject to review by a duly authorized committee for the purpose of selecting the Proposer with whom the contract shall be signed. No information shall be given out as to opinions concerning the ultimate outcome while consideration of the award is in progress.

### **BASIS OF EVALUATION AND SELECTION**

1. The basis of evaluation and selection shall be as follows:
  - A. Proposals shall be evaluated to insure all mandatory administrative requirements have been met. Failure to meet all of these requirements may result in rejection of the entire proposal without further consideration.
  - B. Southeastern reserves the right to reject, without further consideration, any proposal submitted by a proposer not responding to all criteria as stated in attachments.
  - C. Southeastern reserves the right to reject, without further consideration, any proposal failing to follow the proposal response format outlined in the RFP.
  - D. The proposals shall then be evaluated by an evaluation committee to judge the merit of the proposal received in accordance with the criteria outlined. The written recommendation of this committee shall be forwarded to the Southeastern Administration for final decision and award.
  - E. During the evaluation process, discussions may be conducted with the proposers who submit proposals determined to be reasonably susceptible of being selected for award, but proposals may be accepted without such discussions.
  - F. The sole objective of the evaluation committee shall be to recommend the proposer whose proposal is most responsive to Southeastern's needs and other criteria set forth in the RFP.

2. Selection of Proposal shall be as follows:

Upon review and approval by the Southeastern Administration of the evaluation committee's recommendation for award, Southeastern Purchasing will issue a "Notice of Intent to Award"

letter to the apparent successful proposer. A contract must be completed and signed by all parties concerned on or before the date services are commenced. If this date is not met, through no fault of Southeastern, Southeastern may elect to cancel the "Notice of Intent to Award" letter and make the award to the next most advantageous proposer.

Southeastern Purchasing will notify all unsuccessful proposers as to the outcome of the evaluation process. The evaluation factors, points awarded, the evaluation committee member names, and the evaluation summary and recommendation report will be made available to all interested parties after the "Notice of Intent to Award" letter has been issued.

## PROPOSAL RESPONSE FORMAT

Proposals should be submitted in the following format and order of presentation:

- A. **Proposal Response Form:** Should contain a summary of proposer's ability to perform the services described in the RFP and that proposer is willing to perform the services and enter into a contract with Southeastern. The proposal response form must be signed by a person having the authority to commit the proposer to a contract.
- B. **Table of Contents:** Should be included and organized in the same order cited in the Table of Contents.
- C. **Proposer Response:** Should be submitted in an 8-1/2 x 11 letter size form with all criteria addressed in detail. Proposals should be prepared simply and economically, providing a straightforward, concise description of the proposer's ability to meet the requirements of the RFP. Elaborate binders, colored displays and promotional materials are not necessary or desired. Legibility, clarity and coherence are more important. Proposal should present information in the order requested in the RFP. Proposer should use the same numbering format as used to identify criteria so that responses correlate to the same RFP criteria. This will make the proposal more "evaluator friendly" to the evaluation team conducting the evaluation of the proposals.

Responsiveness shall be measured by the proposer's response to the requirements in each criteria of the RFP. Merely "parroting" back the RFP requirements statement in the proposer's proposal may deem the response as non-responsive. The proposer's response must demonstrate an understanding of the criteria. This might be done by providing what was asked for, or citing how the proposer has achieved the requirements in its normal business practices.

The Proposer shall submit **one (1) signed Proposal Response Form with Proposer's Response** and the Proposer should submit **three (3) photocopies** of same for the evaluation committee.

## **CRITERIA TO BE EVALUATED AND POINTS ASSIGNED**

Proposals will be evaluated according to the point weights assigned to each criteria below. A total of (100) points will be used in evaluating proposals. The evaluation committee shall be the sole judge in awarding points and making recommendation for award to the Southeastern Administration.

Criteria to be evaluated and points weighted to each criteria are as follows:

A.	Interest Rate paid on Southeastern's Accounts	60 points
B.	Financial Stability	5 points
C.	Reporting and ERP Compatibility	15 points
D.	Service	10 points
E.	E-Banking/Mobile Banking	10 points

## **ALTERNATE PROPOSALS**

Alternate proposals shall be submitted separately, as individual proposals.

## **PRE-AWARD CONTRACT NEGOTIATIONS**

An award shall only be considered made after the Director of Purchasing has issued a "Notice of Intent to Award". If for any reason the proposer notified to be the most responsive to Southeastern's needs and other evaluation criteria fails to negotiate a contract within a reasonable time, then that proposal shall be rejected. Southeastern may notify and negotiate with the next responsive proposer, and so on, until a contract is negotiated or the award canceled.

## **AWARD AND FINAL CONTRACT**

Southeastern intends to award to a single proposer.

Southeastern is not liable for any cost incurred by the proposer prior to issuance of a "Notice of Intent to Award" and the issuance of a contract.

Award shall be made to the proposer whose proposal, conforming to the RFP, will be the most advantageous to Southeastern, and other criteria considered.

It is agreed and understood that any contracts and/or other agreements be determined in accordance with the laws of the State of Louisiana.

The proposal with the highest point score for all evaluated criteria will be summarized and recommended for award by the evaluation committee to the Southeastern Administration.

**Southeastern LOUISIANA UNIVERSITY**  
**PROPOSAL RESPONSE FORM**

Name of Proposer: \_\_\_\_\_

Mail Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**SCOPE:** To provide Banking Services for Southeastern Louisiana University.

**CONTRACT TERM:** April 1, 2023 to March 31, 2026

**ADDENDA:** I/we do hereby acknowledge receipt of the following addenda (if any):

No. \_\_\_\_\_ Dated \_\_\_\_\_

No. \_\_\_\_\_ Dated \_\_\_\_\_

No. \_\_\_\_\_ Dated \_\_\_\_\_

No. \_\_\_\_\_ Dated \_\_\_\_\_

**Interest to be paid Southeastern**  **% ←This block must be completed by proposer.**  
This rate must be based on a percentage of the 91 day U.S. Treasury Bill yield as published in the Wall Street Journal as of the last business day of the prior calendar month. The interest rate to be paid to Southeastern shall not fall below  **% ←This block must be completed by proposer.**

**SIGNATURE CONSTITUTES ACCEPTANCE:** Signature to this proposal form shall be construed as acceptance of the RFP in its entirety.

**AUTHORIZED OFFICER:** \_\_\_\_\_  
(Signature) (Print or Type Name)

**TITLE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NOTE:** If the Proposer is a corporation, the individual signing this Proposal Response Form should provide with the proposal response a corporate resolution of his/her authority to sign on behalf of the corporation.

State of Louisiana  
Parish of Tangipahoa

**SAMPLE AGREEMENT  
BETWEEN  
SOUTHEASTERN LOUISIANA UNIVERSITY  
AND**

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WHEREAS this Agreement (the "Agreement") is made and entered into by and between SOUTHEASTERN LOUISIANA UNIVERSITY (hereinafter referred to as "University" or "Southeastern"; and \_\_\_\_\_ having its principal place of business at \_\_\_\_\_ (hereinafter referred to as "Bank"); provides as follows:

**WITNESSETH:**

WHEREAS, in response to Southeastern's Request for Proposal (herein referred to as "RFP") to \_\_\_\_\_ has been selected as the Bank; and

WHEREAS, Southeastern's \_\_\_\_\_ and

WHEREAS, Southeastern enters into this Agreement;

NOW, THEREFORE, in consideration of \_\_\_\_\_ during the term of this Agreement, and the mutual benefits accruing to the parties under this Agreement, the parties do enter into this Agreement on the following terms and conditions:

THUS DONE AND SIGNED by Southeastern in two originals as of the \_\_\_\_\_ day of \_\_\_\_\_, 2023, in the presence of the undersigned competent witnesses who have hereunto signed their names with the parties hereto.

WITNESSES: \_\_\_\_\_ For: \_\_\_\_\_  
\_\_\_\_\_ By: \_\_\_\_\_  
\_\_\_\_\_ Title: \_\_\_\_\_

**ATTACHMENT A**  
Minimum Qualifications for Submitting Proposal  
To Southeastern Louisiana University  
For Banking Services

At the time of submission of the proposal, the submitting Bank must certify that it is capable of performing all tasks and activities associated with the requirements of the Request for Proposal (RFP), its attachments, and appendices.

The following requirements must be evidenced by written documentation submitted by Bank with its proposal:

1. Currently have and maintain, throughout the term of the contract, capital (exclusive of debt), surplus and reserves of at least \$15,000,000.00 (fifteen million dollars). The capital base will be reduced by any negative amounts of equity capital. For purposes of determining the proposing bank's ability to satisfy the minimum threshold, the University will refer to the bank's most recent quarterly Consolidated Reports of Condition and Income for a Bank with Domestic and Foreign Offices (FFIEC 031).
2. Currently be and remain, throughout the term of the contract, a member of, or have access to the Federal Reserve System with full wire transfer capabilities in order to send requests for funds to various federal agencies, to receive funds, to transfer funds to other banks/institutions as directed by the University and to receive and send book entry securities. In conjunction with the receipt and transfer of book entry securities, the Bank must verify and remit funds immediately involving securities purchased under agreements to resell. This procedure must be reserved for the opening of business on the date of maturity or the next business day if maturity is on a legal holiday.
3. Currently have and maintain, throughout the term of the contract, a trust or safekeeping department capable of issuing safekeeping receipts immediately upon receipt of securities that are acceptable to the University in accordance with LA R.S. 49:321, *et seq.*
4. Currently have and maintain, throughout the term of the contract, the ability to pledge collateral in quantity, form and manner prescribed by LA R.S. 49:321. This includes pledges against balances and daily deposits. These pledged securities must be maintained in a separate account in the name of the University at an acceptable third party institution, such as the Federal Reserve Bank. The ability to provide monthly reports of securities collateralizing deposits is required. The market values of those securities must also be provided as a part of the monthly report.
5. Currently have and maintain, throughout the term of the contract, certified access to an international wire desk with a specific institution supplying this service.
6. Bank must supply certification by the Chairmen of the Board of Directors, attested by the Secretary of the Board of Directors that the Bank is not and does not contemplate, as of the date of submission and the date of the execution of the contract, operation under any consent



decree or other type of restrictive contract with any state or Federal regulatory agency. Throughout the term of the contract, the selected Bank shall not operate under any consent decree or other type of restrictive contract with any state or Federal regulatory agency without providing immediate notification to the University. The contract may be terminated immediately by the University upon notification that the Bank is under a consent decree or other type of restrictive contract with a state or Federal regulatory agency.

7. Currently have and maintain, throughout the term of the contract, FDIC capital adequacy requirements, *i.e.*, core, tangible and risk-based capital requirements. This data must be provided by submitting to the University the most recent published quarterly report by the Bank to its shareholders.
8. Currently operate and maintain a branch within the city limits of Hammond, L.A. and provide for daily pickup of funds by armored car at the bank's expense. The bank will assume responsibility of all funds when picked up at the University. Pickup times will be designated by the University.
9. Currently maintain, or plan to maintain throughout the term of the contract, Fidelity and Indemnity Insurance coverage for all branches, facilities, and offices to protect the University's funds from, but not limited to, theft and fraudulent activities.

ANY PROPOSER FOR BANKING SERVICES UNABLE TO SATISFY THESE MINIMUM REQUIREMENTS AS OUTLINED ABOVE WILL BE DISQUALIFIED.

**ATTACHMENT B**  
Additional Information to be Submitted with  
Proposal for Banking Services

1. Audited annual reports for two years prior to the date of proposal, the most recently published quarterly report by the Bank to its shareholders, and the most recent Consolidated Reports of Condition and Income for a Bank with Domestic and Foreign offices (EFIEC 031).
2. The number of public fund accounts that the Bank currently holds, stated in terms of:
  - 1) the number of accounts,
  - 2) the annual volume of debit and credit transactions on all accounts, and
  - 3) the most recent 12 month dollar value of the average daily collected balances on all accounts.
3. The volume of proposer's largest commercial demand deposit account in terms of the number of debit items per month, and the volume of proposer's largest commercial demand deposit account in terms of the number of credit items per month.
4. The total processing capacity of the Bank, and the activity level in terms of number of debits and credits processed daily, assuming that the University was added to the current processing capacity.
5. A written certification from the Bank that a disaster recovery plans has been implemented. The disaster recovery plan must be available for review by the University, if requested.
6. The Bank holiday schedule for the Hammond, Louisiana branches and/or branches servicing Southeastern's accounts.
7. Copy of the Bank's account analysis format and a separate document explaining in detail the terms and calculations.
8. Provide a list of three (3) references with a monthly average balance of \$25 million or greater for which you currently provide services. Provide contact name and phone numbers/email addresses.
9. Provide a sample of available reports from online banking or temporary access to your online banking platform.
10. Provide a list of ERP platforms for which you have existing integrations.
11. Specify if there will be any charges to Southeastern employees or students for cashing a Southeastern check which is drawn on your bank and presented to any of your branches.

**ATTACHMENT C**  
Requirements for the Depository/Collection Function

Listed below are the services required to meet the University's needs with respect to depositing and/or collection of funds. In Appendix II, volume statistics are presented to assist proposing banks.

Proposing Bank must submit a written response to Attachment C, items A through I. Written response should identify each item and a statement that the bank does or does not comply / understand.

General Information

The majority of revenues deposited into the University's General Disbursement account are collected from the University of Louisiana System, Board of Supervisors (*i.e.*, appropriated funds), at the Southeastern Louisiana University Hammond Campus (*i.e.*, fee generated revenues) or from federal grant monies usually received through ACH or wire transactions.

A. Branch Location in Hammond

To facilitate the administration of University funds, and to expedite transactions related to the University's accounts, proposing institutions are required to maintain a branch office in Hammond, LA and provide for daily pick up of funds by armored car at the bank's expense. The bank will assume responsibility of all funds when picked up at the University. Pick up times will be designated by the University

B. Availability Schedules/Daylight Overdraft Policy

The Bank must provide the University with its availability schedule and daylight overdraft policy for the Hammond area depository and/or other branches/facilities serving Southeastern's account, and must notify the designated University official immediately of any proposed changes. If the proposed change is considered detrimental to the University, the University reserves the right to make immediate changes in the depository Bank in order to restore availability to the initially agreed upon level.

C. Returned Items

The University requires an automatic second deposit of items returned unpaid to be executed by the Bank. Upon second return, checks are sent to the University and charged directly to the University's General Disbursement account. Transactions must be available to be viewed through on-line computer access.

D. Direct Deposits/Letters of Credit

Bank must be able to accept direct deposits made to the University's General Disbursement account or other designated University accounts through electronic funds transfer, *e.g.*, FEDWIRE, and/or ACH transactions, and must notify the University on the same day of such direct deposit items. Reporting of FEDWIREs from individuals should include sender's name and University ID

or Social Security number, amount and purpose of transfer if given by sender.

E. Foreign Items Presented for Deposit

In processing foreign deposits made to the University's General Disbursement account, the Bank must provide documentation of any adjustments made due to exchange rates or collection fees assessed on the business day following the date of such adjustment.

F. Online Banking Services

Bank must be able to provide a full line of secure online banking services for all of the University's accounts. This service must provide an Administrator access in addition to access individualized for specific University employees with separate logon and security settings.

G. Miscellaneous Items

The bank will provide as many interest bearing bank accounts as the University may require.

The Bank will be required to provide at no cost, as needed, tamper-evident cash and coin bags, coin and bill wrappers and deposit slips to be used by the University to make deposits. Approximately twenty bags are needed monthly and one hundred coin and bill wrappers are needed annually. Two accounts use pre-printed checks and one account uses deposit slips.

H. Remote Deposit

The proposing bank must provide, at no cost to the University, equipment and software for processing remote deposits for the payment of tuition, fees and other miscellaneous charges. The University is currently requiring a minimum of two remote deposit scanners.

Proposing Bank is encouraged to include in its proposal a description of any additional services offered that may benefit the University.

**ATTACHMENT D**  
Requirements of the Disbursement Function

The disbursement function involves the processing of checks presented for payment against the General Disbursement, Payroll, and other smaller accounts of the University. In Appendix II, Volume Statistics are presented to assist proposing institutions.

Proposing Bank must be able to meet these requirements and must submit a written response to the items below (A-F). Written responses should identify each item and a statement that the bank does or does not comply / understand.

A. Stop Payments

The Bank will be required to process online or email stop payment requests. The majority of stop payments will be issued with no expiration date.

B. Forgery Endorsement Charge Backs/Missing Endorsements

The Bank will be required to issue a credit to the University's accounts for all forgery items processed. This credit will be applied within three (3) banking days after receiving the original canceled check, affidavit from the University, and the investigation has been completed.

C. Stale Date/Post Date

The University's account should not be debited for checks presented more than one hundred eighty (180) calendar days from the check date unless approval is provided by the University. In the event that such checks are paid in-error by the Bank, credit must be issued within three (3) banking days after notification.

D. Foreign Currency Wires

Upon request of the University, the Bank may be required to issue foreign currency wires. Exchange rates must be guaranteed at the time of order.

E. Cashier Checks

On the rare occasion the University requests a cashier check, the bank will provide the cashier check as needed at no cost to the University.

F. Positive Pay

The University uses Positive Pay. The Bank is required to provide the University until 10:00 a.m. local time to review any checks for all accounts. The Bank is also required to review checks for the University during University holidays and closures, if the Bank is open.

**The proposing Bank is encouraged to include in its proposal a description of any additional services offered that may benefit the University.**

**ATTACHMENT E**  
Requirements for the Reporting Function  
and Other Services

The reporting function includes daily and monthly reports that will be submitted to the University in relation to bank account balances. In Appendix II, Volume Statistics are presented to assist proposing institutions.

Proposing Bank must be able to meet these requirements and must submit a written response to the items below (A-G). Written responses should identify each item and a statement that the bank does or does not comply / understand.

A. Balance Reporting

The Bank must make available account balance information by 7:30 a.m. each banking day through computer access.

B. Bank Statements

The Bank is required to provide monthly statements (electronic copy) and canceled checks for accounts to the University. A digitally imaged copy of the front and back of cleared checks must be provided in lieu of original canceled checks. In addition, correction entries made by the Bank must be itemized on the statements. Southeastern must have computer access to view all transactions for a minimum of 180 days.

C. Reconcilement

The following services shall be provided for all Southeastern accounts:

1) Access to extract and download activity files for bank reconciliation through online banking. If the standard BAI2 format is not used, you must provide a data file that is compatible with the University's current ERP system. The preferred method is daily transmittal to the SFTP server.

2) Digitally imaged checks

D. Direct Deposit of Payroll Items and Refunds

The Bank shall be required to process ACH transactions initiated by the University to facilitate direct deposit services provided to its employees and/or students. The Bank must be able to provide this service or an alternative at the Bank's expense. Please provide deadline information for Direct Deposit process.

E. Requirements for Collateral/Safekeeping function

This function entails the safekeeping of collateral for deposits in accordance with LA R.S. 49:321,

*et seq.*

The Bank is required to issue safekeeping receipts of pledged securities used to collateralize the University's deposits in accordance with the above referenced statutes. In addition, on a monthly basis, the Bank must submit a listing of pledged collateral and current market values to the University. Pledged securities may not be released or substituted without the express authorization of the designated University official(s). It is preferred for this authorization to be completed electronically. The Bank must utilize a separate account in the name of the University at an acceptable third party institution, *e.g.*, Federal Reserve Bank, for the purpose of safekeeping the securities specified in the transaction.

F. On-Line Services

The bank is required to provide the following services on-line:

- 1) Check daily activity and bank balances.
- 2) Check inquiry in order to process stop payments.
- 3) ACH transfers.
- 4) EDI activity and detailed wire activity.
- 5) Capability to process transfers on-line.
- 6) Create custom reports as needed.
- 7) Daily BAI2 file available for download.
- 8) Initiate wires daily as needed.
- 9) Mobile friendly website or app.
- 10) Positive pay activities must be available through the website.

## APPENDIX I

### Description of Southeastern Louisiana University Accounts

1. General Disbursement Account (Disbursement). The General Disbursement Account is the primary depository account for all appropriated, fee generated, and other revenues. In addition, all University expenditures with the exception of payrolls are drawn on the General Disbursement account.
2. Payroll Account. The Payroll account will pay all University payroll checks and ACH transfers for employees/students participating in the direct deposit program. This account will require a separate account analysis statement.
3. Federal Perkins Loan Account (NDSL).
4. Credit Card Account. This account is used for the deposit of credit card transactions and refunds to credit cards.
5. Federal Funds Account. This account is for the deposit and disbursement of Federal Loan funds.

State funds are deposited into interest bearing accounts per Southeastern investment and cash management policies. 34 CFR 668.163(C) states all Federal student aid funds must be kept in an interest bearing account. At any time, any of the accounts noted above may contain federal funds. All existing accounts are Public Fund accounts.



## APPENDIX II

For the Period January 2022 through December 2022

<b><u>Account Analysis- Disbursement Account</u></b>		
<b><u>Description</u></b>	<b><u>Annual Total</u></b>	<b><u>Monthly Average</u></b>
Average Collected Balance	\$291,362,151	\$ 24,280,179
# of Deposits/Credits	4,691	391
Amount of Deposits/Credits	\$ 17,798,571	\$ 1,483,214
# of Checks/Debits	2,998	250
Amount of Checks/Debits	\$ 26,561,260	\$ 2,213,438
# ACH items	35,267	2,939
# Wires of Domestic/International	188	16
<b><u>Account Analysis- Payroll Account</u></b>		
<b><u>Description</u></b>	<b><u>Annual Total</u></b>	<b><u>Monthly Average</u></b>
Average Collected Balance	\$ 4,461,288	\$ 371,774
# of Deposits/Credits	-	-
Amount of Deposits/Credits	\$ -	\$ -
# of Checks/Debits	25	2
Amount of Checks/Debits	\$ 8,398	\$ 700
# ACH items	143	12
# Wires of Domestic/International	-	-
<b><u>Account Analysis- Credit Card Account</u></b>		
<b><u>Description</u></b>	<b><u>Annual Total</u></b>	<b><u>Monthly Average</u></b>
Average Collected Balance	\$ 15,213,074	\$ 1,267,756
# of Deposits/Credits	-	-
Amount of Deposits/Credits	\$ -	\$ -
# of Checks/Debits	-	-
Amount of Checks/Debits	\$ -	\$ -
# ACH items	3,855	321
# Wires of Domestic/International	-	-

<b><u>Account Analysis- Federal Funds Account</u></b>		
<b><u>Description</u></b>	<b><u>Annual Total</u></b>	<b><u>Monthly Average</u></b>
Average Collected Balance	\$ 5,569,789	\$ 464,149
# of Deposits/Credits	-	-
Amount of Deposits/Credits	\$ -	\$ -
# of Checks/Debits	273	23
Amount of Checks/Debits	\$ 711,445	\$ 59,287
# ACH items	68	6
# Wires of Domestic/International	16	1
<b><u>Account Analysis- Perkins Loan Federal Assistance Account</u></b>		
<b><u>Description</u></b>	<b><u>Annual Total</u></b>	<b><u>Monthly Average</u></b>
Average Collected Balance	\$ 8,347,688	\$ 695,641
# of Deposits/Credits	3	0
Amount of Deposits/Credits	\$ 175	\$ 15
# of Checks/Debits	-	-
Amount of Checks/Debits	\$ -	\$ -
# ACH items	71	6
# Wires of Domestic/International	-	-

### APPENDIX III

#### Future/Other Services

The University presently does not require the services listed below; however, proposers should respond to capabilities and attach to their proposal. Although these services are not currently required, service charges will not be allowed.

A. IAT

The University sends ACH files and must comply with the IAT rules and regulations. Currently anyone identified as an IAT cannot receive an ACH payment. Do you support IAT files when processing direct deposit ACH items?

B. ACH Debit Block/Filter

The University does not currently use ACH Debit Block/Filter. If the University chooses to implement this service, the proposing bank should be able to provide this service.