



**RFP-17-MH-001**  
**Banking and Depository Services for TSTC Statewide**  
**Proposals Due: May 2, 2017 at 2:00 p.m. CST**

**ADDENDUM # 2**  
**(Posted 4/20/17)**

The following information becomes a permanent part of the RFP:

***General note regarding answers:*** The statewide operating bank account will be a completely new aspect of TSTC's operations. Accordingly, some answers will be based on estimates or assumptions of how we anticipate the new processes and transactions will flow. The overall goal with the new 'single bank' structure is to increase efficiency and functionality of our banking processes.

**1. Does TSTC have a comprehensive cybersecurity policy at each campus?**

A: TSTC does not have a separate policy at each campus. Instead, all of our policies are statewide, meaning we use the same standard for all campuses.

**2. How long does TSTC require online images to be available for retention and research purposes?**

A: TSTC retention policy for checks is fiscal year end plus 5 years. For research purposes we prefer 12 months.

**3. Will bank files be submitted and retrieved from 1 central location point at TSTC?**

A: No, files will be submitted and retrieved from multiple locations.

**4. Please clarify – Where is the vault that will serve the College? (which campus address?)**

A: Each campus has a safe on site to temporarily store cash. TSTC police or armored cars transport cash from each safe to local banks. This procedure is subject to modification based on services offered from the new bank.

**5. Thank you for providing credits/debits & balances with the first addendum. Would the College please provide a complete list for all campuses that reflect all of the existing service used by the college as well as monthly volumes for each service?**

A: See answer to question #40.

**6. Does the College currently have online services for information reporting?**

A: Yes

**7. Does the College currently receive daily online images of paid checks?**

A: Yes, in some locations, but not all.

**8. Does the College currently receive daily online images of deposited items?**

A: Yes, in some locations, but not all.

**9. Does the College currently receive daily online images of return deposited items?**

A: Yes, in some locations, but not all.

**10. Does the College have online bank statements for all accounts?**

A: Yes

**11. Does the College currently send wires via an internet platform? If yes, how many accounts are set up to send wires?**

A: All accounts send wires; some are via an internet platform, and others are manual paper/signature transactions.

**12. Does the College currently have any zero balance accounts in place? If so, how many main accounts? How many sub accounts?**

A: No

**13. Does the College currently receive monthly CDRoms of their account activity for permanent storage? If yes, how many accounts are included?**

A: No

**14. Does the College currently use Account Reconciliation?**

- a) Does the College currently subscribe to Check Recon or Deposit Recon, or both?
- b) Does the College currently have full or partial reconciliation in place?

A: No, we do not currently use any type of account reconciliation service.

**15. Is the College currently submitting ACH files to the bank today? How? (i.e. manual, file pass thru, transmission, etc.)**

A: Currently originating a limited number ACH transactions - approximately 25 per month statewide (manually).

**16. Please confirm the type of files you send/receive:**

A: See answers at end of each question.

- a) Payroll? With addenda record? A: This account will not include payroll.
- b) Other consumer credits (expense reimbursement)? With addenda record? A: No

- c) Consumer debits? With addenda record? A: No
- d) Corporate Debits or cash concentration? With addenda record? A: Yes - 4,756 ACH deposits received over a 12 month period (payments from other governmental agencies and merchant services)
- e) Vendor Payments? With addenda record? A: Yes - we currently send approximately 25 vendor payments and other transfers per month via ACH. See item (d) for vendor payments received.

**17. How many, of each of the ACH file types listed above, does the College submit to the bank per month?**

A: See answers for question above.

**18. Approximately how many payees are in a standard file submitted by the College?**

A: Currently only up to 10.

**19. Does the College currently have the ability to receive addenda records information (EDI) on any incoming ACH credits to the College's account(s)?**

A: No

**20. Does the College currently use pay cards for payroll. Approximately how many pay cards might be needed? How many new cards might the College issue per month?**

A: This account will not include payroll.

**21. On average, how many checks does the College deposit monthly?**

A: Varies by location and by month. During the registration months (January, May, and August) the volume of checks increases in all locations. Average of 727 checks deposited per month over the last 12 months statewide.

**22. On average, how much cash does the College deposit monthly, in dollars?**

A: Varies by location and by month. Average of \$240,000 cash deposited per month over the last 12 months statewide.

**23. Are these deposits made at a local branch or deposited at a vault?**

A: Currently deposited at the local bank for each location.

**24. Are deposits delivered via armored card?**

- a) Who is the armored car courier currently used by the College? Currently only Harlingen is using an armored car service - Rochester is the service used. Other campuses use TSTC police to transport deposits.
- b) Where is the existing vault used by the College? No vault, deposits made daily. Each campus has an onsite safe.

A: See answers at end of questions.

**25. What is the average amount per change order? (i.e. rolled coins)**

A: \$250 to \$300 average.

**26. Are these change orders requested from the vault, local branch, or both?**

A: Local branch

**27. Does the College currently utilize Remote Deposit Capture? If so, how many scanners does the College have?**

A: Currently only in two locations. 3 scanners total.

**28. On page 10 of the RFP, the College inquires about e-receivables. Please provide additional information on what the goal is here? (i.e. e-lockbox, electronic bill presentment, electronic invoicing, etc)**

A: The goal is simply to learn about any electronic services the bank may offer that could improve or enhance our collection, billing, and deposit processes. There are no specific objectives or desired outcomes related to this question.

**29. Does the College use positive pay service? How many accounts does the College currently have set up on positive pay? Would the College desire additional protection on other accounts? If so, how many?**

A: Yes, currently used in 4 locations. We will require positive pay for the one account that will serve all locations.

**30. On average, how many checks does the College issue per month?**

A: Data provided in addendum 1. Looking at averages over the last two years, approximately 25,000 checks issued per year statewide (2,083 per month). However, we anticipate this number to increase somewhat based on our new tuition structure, which will cause us to write less checks out of the state treasury and more out of our 'local' (as opposed to state treasury) bank account. Our best estimate on the amount of checks to be written from the new statewide operating account would be 27,000 - 29,000 checks per year.

**31. Does the College have ACH fraud protection in place? If yes, is it full or filtered blocking?**

A: Varies by location.

**32. Does the College currently have deposit only accounts (i.e. no checks issued)**

A: Yes. Currently 3 accounts/locations. We may need to use some form of this structure if new bank doesn't have branches at all locations.

**33. Does the College currently have a purchasing card program?**

A: Yes, we currently use the purchasing card program administered by the State Comptroller.

**34. If yes, how many separate cards (cardholders) would you expect to be issued for a College purchasing card program?**

A: We do not have immediate plans to move away from the State Comptroller's program, but if we did, we would expect to issue 300-350 cards.

**35. Which of the following uses do you anticipate for purchasing cards?**

- Travel and entertainment
- Accounts payable vendor/supplier purchases
- Fleet uses such as fuel and maintenance for College vehicles

A: Travel and accounts payable vendor/supplier purchases.

**36. What is the total amount of spending you anticipate on a monthly basis for a purchasing card program?**

A: Spending will depend on terms offered.

**37. Where will the central administration and management for depository be located?**

A: Waco campus, but there will be bank signers across the state.

**38. At which TSTC location would the formal presentation be held?**

A: Waco campus

**39. For pricing, please provide the following:**

- a) # of accounts required and their purpose (i.e. 1 Operating, 1 payroll, etc.)
- b) Average balances for each of these accounts

A: One operating account. Broadly estimated average balance: \$14,000,000

**40. Appendix 2: Please provide expected or average transaction activity for the line items on services to be utilized. Expected activity will affect the pricing we can provide. (i.e. # checks written, # outgoing wires, # ACH files & items originated).**

A: Numbers below are averages/estimates:

Checks deposited per month: 727  
Cash deposited per month: \$240,000  
ACH deposits per month: 396  
Incoming wires per month: 15  
Outgoing ACH transactions per month: 25  
Outgoing wires per month: 20  
Checks written per month: 2,333

End of Addendum #2.

**Please acknowledge receipt of this addendum using the Addenda Checklist included with the RFP.**