

QUESTIONS AND ANSWERS

Bank Depository Services

PROJECT NO. 10-36

To: Prospective Respondents
From: Houston Community College
Date: September 24, 2010
Subject: Informational Letter # 1 – Requests For Proposals, HCC Project No. 10-36

The following questions regarding the Request For Proposals, HCC Project No. 10-36 were received in the Procurement Operations Department within the time period stated in the RFP:

Question #1: On page 10 HCC states the institution should pledge securities equal to 110% of their market or par value and that aggregate balances are estimated not to exceed \$60,000,000. On page 25 HCC states the institution should pledge securities equal to 107% and that aggregate balances are estimated not to exceed \$200,000,000. Could HCC please confirm which is correct?

HCC Answer: The correct pledge securities rate should read 107% and the aggregate balances are should read \$200,000,000 (see Amendment #002).

Question #2: Please describe your current check/currency deposit process. Do campuses make deposits to the closest branch?

HCC Answer: Currently, HCC has daily armored car service for 20 locations; however, at various times campuses may make additional deposits at the nearest branch.

Question #3: Who is your armored car company?

HCC Answer: Dunbar Armored Car, Inc.

Question #4: Do you currently use Unique Location Identifiers (ULIDs) on your deposit tickets in order to identify which campus/who made a deposit?

HCC Answer: Yes. Every Campus has been assigned a campus number which mostly corresponds to the deposit tickets.

Question #5: Would you consider remote deposit capture for your check deposits? If so, how many locations would require a scanner?

HCC Answer: No, currently, HCC uses CashNet Cashiering for business office payments, which includes a check image feature for conversion to electronic check.

Question #6: Do you have any special requirements for returned checks (i.e. redeposit, fax or email notification)?

HCC Answer: Currently, HCC receives a fax notification including the front and back of the returned check item on all checks not converted to electronic check.

Question #7: Please confirm that the volumes described in the Depository and Cash Vault sections of the Schedule of Items and Prices the combined volumes of all accounts?

HCC Answer: Yes this is correct. However to be more specific the Cash Vault section volume is mostly only two accounts. All campus cashier center deposits are to one account; the District cashier center may make multiple deposits to various accounts (very rare) and Neo Bakery (Restaurant) deposits are to one particular account different from the campus cashier centers.

Question #8: Please clarify the image section of the Schedule of Items and Prices. What items are being imaged (i.e. checks paid, etc).

HCC Answer: Currently, HCC provides paper checks for Accounts Payable vendors and a very few payroll checks and all cancelled checks are imaged on CD ROM and viewed via a proprietary software with our current bank.

Question #9: Please answer the following three questions specific to Cashpay Cards:

1. How often does HCC pay your employees?
2. What is the average load per pay check?
3. Does HCC need to have access to an instant card loading mechanism?

HCC Answers:

1. Twice per month: 15th and 31st.
2. \$1,279.60.
3. Our current bank provides debit cards to employees who do not have a personal bank account and through our regular file for direct deposits, these cards are loaded via the corresponding routing and account number associated with the debit card.

Question #10: Could HCC please clarify what is meant by the Federal Income Tax Withholding depository services via ACH?

HCC Answer: Payroll Department enters information via the IRS Treasury System authorizing payment via ACH.

Question #11: Please provide a copy of your most current analysis statements.

HCC Answer: The most current analysis statements are available upon your written request.

Question #12: Could you also include your rates on your investment accounts?

HCC Answer: Bank of America – 0.40; JPMorgan Chase – 0.24.

Question #13: Would you please confirm the correct level of collateral required?

HCC Answer: See Question and Answer #1.

Question #14: On Page 25 H. Federal Income Tax Withholding, the College requires the Depository Bank to provide Federal Income Tax withholding services via ACH. Are you just looking for the bank to accept the format?

HCC Answer: Yes, and see Question and Answer #10

Question #15: On page 9 under Qualifications and Experience of Personnel, do you want the full resumes for the bank team or will their bios be acceptable?

HCC Answer: Provide resumes or bios on bank team who will be handling the Houston Community College account.

Question #16: Why do you all need Fiduciary Insurance coverage?

HCC Answer: It is a requirement for Houston Community College and it protects all parties.