DeKalb County School District

**Vendor Services Department**
Procurement
1701 Mountain Industrial Boulevard
Stone Mountain, Georgia 30083

# REQUEST FOR PROPOSAL (RFP) 27-804

## Banking and Non-Banking Monetary Services

### Schedule of Events

| EVENT | DATE(S) | TIME | LOCATION |
|---|---|---|---|
| Solicitation Posts | 11/05/2026 | | https://dekalbschoolsga.ionwave.net |
| Optional Pre-Proposal Conference | 11/17/2026 | 11:00 AM | Via Microsoft Teams (registration required) |
| Deadline to Submit Questions (Q&A) | 11/20/2026 | 12:00 PM | https://dekalbschoolsga.ionwave.net |
| Q&A Deadline Responses | 12/04/2026 | 4:30 PM | https://dekalbschoolsga.ionwave.net |
| Submission Deadline | 12/10/2026 | 2:00 PM | https://dekalbschoolsga.ionwave.net |
| Virtual Public Acknowledgement | 12/10/2026 | 3:00 PM | Via Microsoft Teams (Registration required) |

***SUBMISSIONS MUST BE RECEIVED ELECTRONICALLY VIA https://dekalbschoolsga.ionwave.net***

**DeKalb County School District Solicitation Contact Person:**
*Fred Christopher, Procurement Director*
**(678) 676- 0217 and/or email at *solicitationquestions@dekalbschoolsga.org***

DeKalb County School District

1701 MOUNTAIN INDUSTRIAL BLVD, STONE MOUNTAIN, GEORGIA 30083

*https://dekalbschoolsga.ionwave.net*

# REQUEST FOR PROPOSAL

## RFP 27-804
## Banking and Non-Banking Monetary Services

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Appendix A – Sample Service Agreement
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DeKalb County School District ("DCSD") extends this offer to submit a proposal for the possible purchase or lease of goods and/or services conforming to the following designated specifications, terms, and conditions. This solicitation will require DCSD Board of Education approval.

***Format and Submission of Proposals***

Submittal responses to this solicitation will be received electronically on the DeKalb County School District website at ***https://dekalbschoolsga.ionwave.net.***

The format requirements for RFP responses are designed to ensure uniformity in the responses, provide the information necessary to understand each offeror's proposal, and facilitate an efficient and comprehensive evaluation of all responses. Proposals must comply with the specifications and detailed instructions stated in this RFP document, be signed by the certifying company official, and be presented to the DCSD Purchasing Department according to the detailed instructions stated in this document.

- RFP responses must be submitted electronically via ***https://dekalbschoolsga.ionwave.net***.
- Proposals must be presented in a PDF format. All attachments must be identified properly for easy recognition and association.
- Each page of the response must be numbered.
- Each proposal must contain a detailed Table of Contents and must be organized in the same order as the requirements are outlined in this RFP document. Each separate bullet point must be addressed individually. A response that does not adhere to a "point-by-point" format may be disqualified.
- Responses shall be organized simply and economically. Emphasis must be placed on completeness and clarity. Proposals that do not include all the required information may be disqualified.

***All potential respondents must register as a vendor at https://dekalbschoolsga.ionwave.net.***

Time is of the essence. Specify your earliest _____ and latest _____ service commencement dates after receipt of award letter.

***Approval by the DeKalb County Board of Education***
Official approval by the DeKalb County Board of Education is required for this procurement. No contract shall be construed to be formed without the advance official approval of the DeKalb County Board of Education. **The successful offeror will be notified after DeKalb County Board of Education approval.**

***Funding Provisions***
No award or contract will be made if funding is not approved by the DeKalb County Board of Education.

***Compliance with Requirements***
Offeror must indicate below whether or not their proposal is in complete compliance with the stated requirements. If there are any deviations from these requirements, offeror must indicate in writing what the exact deviations are and what actual services will be provided. Attach and label additional sheets if necessary.

___ Proposal is in complete compliance with proposal requirements.
___ Proposal deviates from stated requirements as follows:

_____

_____

_____

_____

***Cancellation***
Awards, contracts, and extensions may be canceled for convenience by the DeKalb County School District (DCSD) at any time. In the event of termination of contract by DCSD, the DCSD will be responsible only for those services that have been delivered and accepted according to the RFP requirements. Any cancellation for convenience by DCSD shall be effective three (3) business days after receipt of the Notice of Cancellation for convenience from DCSD by the Offeror.

***Fiscal Year Funding Implications***
The fiscal year for DCSD begins July 1 and ends June 30. This solicitation and any resulting contract(s) may contain renewal and extension options.
This solicitation, any resulting contract(s), and any renewal and extension options shall terminate absolutely without further obligation on the part of DCSD at the end of the fiscal year in which this solicitation was issued and at each June 30 renewal anniversary date thereafter unless the successful offeror is notified otherwise and agrees in writing to the exercise of renewal and extension options.

***Payment to Successful Vendor(s)***
Payment for goods and services will be made by electronic funds transfer (EFT). Vendor(s) doing business with DCSD are required to provide EFT payment information when registering as a DCSD vendor at: *https://www.dekalbschoolsga.org/purchasing/.*

***Rights Reserved***
DCSD reserves the right to accept or reject any and/or all parts of responsive proposals received and/or to reject all proposals submitted. DCSD reserves the right to award any resulting contract in the manner that is in the best interest of and most advantageous to DCSD. DCSD reserves the right to waive any technicalities or minor irregularities in responses received and to award the contract in the most beneficial manner for DCSD. The decision of DCSD shall be final.

DCSD reserves the right to request and negotiate a “best and final” response from offerors.

***Taxes***
Purchases made by DCSD are not subject to federal, state, or local sales tax. A Sales Tax Exemption Certificate will be furnished upon request.

***F.O.B. Delivery***
All prices are to be F.O.B. delivery to various DCSD locations.

***Estimated Quantities***
The quantities shown in this RFP document are estimates, which are provided for your information. However, actual quantities purchased by DCSD may vary.

***Exclusions of Trade Usages***
This RFP contains all of the terms, conditions and obligations to which the parties agree, and shall not be modified, controlled, explained, supplemented or affected in any way by any usage of trade not expressly included in this agreement.

***Conditional Proposals***
Proposals that are conditional and/or in any way qualify or vary the terms of these instructions, conditions, and specifications shall be considered non-responsive and disqualified.

***Offeror Failure***
In the event services to be furnished by the successful offeror should for any reason fail to conform to the scope of work contained herein, DCSD reserves the right to reject the services and further reserves the right to terminate the contract.

Failure of the successful offeror to perform contracted services may also result in the removal of that offeror from doing business with DCSD for a period of not less than one year.

***Georgia Open Records Act***
All proposals submitted in response to DCSD solicitations may be subject to the Georgia Open Records Act, which permits any member of the public to inspect and/or copy documents prepared and maintained or received in the course of the operation of the public office or agency.

***No Assignment of Award***
The successful offeror may not assign the award or contract to or subcontract with another party without the express written permission of DCSD.

***The Laws of the State of Georgia***
This RFP and subsequent agreement are subject to the laws of the State of Georgia.

***2 CFR 200.322(a)***
***§ 200.322 Domestic preferences for procurements.***
(a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, or other manufactured products).

***Additional Terms***
In the event an award is made to an offeror, the resulting contract shall not depart from this document unless agreed to in writing by DCSD and the successful offeror. DCSD shall not be bound by additional terms and conditions and/or extraneous language added to this document by offerors.

**ALL SOLICITATIONS ISSUED BY DCSD ARE ADVERTISED IN THE LEGAL SECTION OF THE CHAMPION NEWSPAPER, (404) 373-7779, POSTED ON THE DCSD IONWAVE WEBSITE, AND POSTED IN THE TEAM GEORGIA MARKETPLACE'S GEORGIA PROCUREMENT REGISTRY. *Offerors are solely responsible to review and make themselves aware of DCSD solicitations posted on the following website:***

***https://dekalbschoolsga.ionwave.net/Login.aspx***

# PART I
# BACKGROUND AND INFORMATION

### *A. Objectives*

DeKalb County School District (hereinafter, "DCSD") is requesting qualified vendors to submit proposals to provide ***Banking and Non-Banking Monetary Services***.

Awarded offeror(s) shall provide services in accordance with the specifications, requirements and terms and conditions stated herein. Services shall include all labor, materials, tools, specialized equipment, supplies, trained personnel, insurance, travel, per diem, direct and indirect administrative costs, overhead, tolls, parking, fuel, lodging, all other cost and charges, and all things and services necessary to provide services, in accordance with the requirements of this RFP. There shall be no add-on charges of any kind. DCSD reserves the right to make multiple awards.

### *B. General Information*

DCSD is a metropolitan Atlanta public school system organized and existing under the Constitution and laws of the State of Georgia. DCSD is located in the fourth largest county in Georgia. DeKalb County is one of the most culturally diverse counties in the nation. DCSD has a student enrollment of over 91,000 students in pre-kindergarten through grade 12. With more than 138 schools and centers, DCSD educates the third largest pre-kindergarten through grade 12 student population in the State of Georgia. DCSD is the second largest employer in DeKalb County with approximately 14,000 employees.

DCSD is dedicated to giving every student the best possible education through an intensive core curriculum and specialized, challenging instructional and career programs. DCSD is striving to become the premier K-12 school system of choice and desires to significantly improve leadership, teaching, and student learning to fulfill its mission as an organization for public education.

DCSD includes approximately:

- 77 Elementary Schools
- 19 Middle Schools
- 22 High Schools
- 8 Start-up Charter Schools
- 12 Specialized Learning Centers
- 7 Administrative Centers, and
- 5 Athletic Stadiums

DCSD's wide-area network connects instruction and administration sites to deliver technology and learning tools to every child. The main administrative offices are located at 1701 Mountain Industrial Boulevard, Stone Mountain, Georgia 30083. DCSD is governed by a seven-member Board of Education.

### *C. Procurement Process*

The procurement will be on a formally advertised basis. Proposals must be responsive to all aspects of this RFP.

### *D. Addenda*

It is the responsibility of offerors to frequently check for any addenda, questions, and answers posted on the Purchasing Bulletin Board on the DCSD website. Failure on the part of offerors to make themselves aware of and comply with addenda requirements will not relieve them of this obligation.

All posted addenda must be printed, signed by the offeror, and included in the offeror's RFP submission.

Click on the following link to the Purchasing Bulletin Board: *https://dekalbschoolsga.ionwave.net*

***E. Proposal Contact Person***

The assigned contact person for offerors is Fred Christopher, Procurement Director who can be reached at (678) 676-0217 or by email to ***solicitationquestions@dekabschoolsga.org.***

***F. Prohibited Contact(s)***

Except with the consent of the proposal contact person, all offerors, including any persons affiliated with or in any way related to the offeror, are strictly prohibited from contacting DeKalb County Board of Education members and DCSD employees or consultants on any matter having to do in any aspect with this RFP between the time a request for proposal is formally released and a recommendation is made by the administration to the Board, other than as provided herein. **Communication with anyone other than the proposal contact person regarding any portion of this RFP can result in the violating firm being disqualified.** Furthermore, no employee, officer, or agent of the DeKalb County Board of Education or DCSD may participate in the selection, award or administration of a contract if he or she has a real or apparent conflict of interest.

***Board Member Communication with Prospective Vendors***

Vendors shall not contact Board members individually for the purpose of soliciting a purchase or contract between the time a request for proposal is formally released and a recommendation is made by the administration to the Board. If a vendor violates this prohibition during this timeframe, consideration for the vendor for award shall be invalidated. Board members shall be notified of possible violations and actions taken.

***G. Optional Virtual Pre-Proposal Conference***

An **optional virtual pre-proposal conference** will be held via Microsoft Teams at **2:00 PM EST on Tuesday, November 17, 2026.**

Prospective offerors must provide the following information by **5:00 PM EST, on Monday, November 16, 2026:**

Name and Title
Company Name
Telephone Number
Email Address

This information must be sent to ***solicitationquestions@dekalbschoolsga.org.*** Please enter "**Optional Virtual Pre-Proposal Conference – RFP 27-804 Banking and Non-Banking Monetary Services**" in the subject line of your email. An invitation will be sent via Microsoft Teams to those providing the above information no later than **Tuesday, November 17, 2026, by 11:00 AM EST**.

***H. Proposal Submission Deadline***

***All potential offerors must register as a vendor at https://dekalbschoolsga.ionwave.net.***

Proposals in response to this RFP must be received electronically via IonWave no later than **2:00 PM on Thursday, December 10, 2026**. Proposals received after the stated deadline will not be considered.

***I. Virtual Public Acknowledgement***

The public acknowledgment will be held virtually through **Microsoft Teams on Thursday, December 10, 2026, at 3:30 PM EST**. For those who would like to attend the acknowledgement, please register no later than **Wednesday, December 09, 2026, by 5:00 PM EST**, by sending an email to ***solicitationquestions@dekalbschoolsga.org.***

Please enter "**Virtual Public Acknowledgement - RFP 27-804 Banking and Non-Banking Monetary Services**" in the subject line of your email.

An invitation will be sent via Microsoft Teams to those participants no later than **Thursday, December 10, 2026, by 3:00 PM EST.**

***J. Questions and Answers***

It is intended that this RFP be adequate for any offeror to respond to DCSD's requirements. However, should offerors have questions, all questions shall be submitted electronically to: ***https://dekalbschoolsga.ionwave.net.*** Questions submitted to any other mailbox, voice mail or e-mail address will not be considered for response. The deadline to submit questions is **Friday**, **November 20, 2026, at 12:00 PM EST**. Questions received after the deadline will not be considered.

All questions received by the deadline shall be answered in writing and both the questions and answers will be posted to the website ***https://dekalbschoolsga.ionwave.net*** no later than **Friday, December 04, 2026, at 4:30 PM EST.** Responses to questions will not be posted on official DCSD holidays.

***https://dekalbschoolsga.ionwave.net***

# PART II
# GENERAL REQUIREMENTS

***A. Offeror Performance***

The successful offeror is required to perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of this RFP document and any negotiated contract(s). Specifications contained herein and in the successful response will become contractual obligations if an award ensues. Failure of the offeror to fully perform these obligations may result in the cancellation of the award and contract.

DCSD will look to the offeror and his/her identified personnel to coordinate and deliver the services described in this RFP. The services shall not be delegated to sub-offerors or assigned to any third party.

***B. News Release***

Any news release or publicity pertaining to any phase of this project must be cleared through the DCSD Executive Director of Communications.

***C. Non-Discrimination***

DCSD does not discriminate based on race, color, religion, sex, national origin, age, or disability in any of its employment practices, education programs, services or activities.

DCSD supports an open, fair, and impartial free-market system which maximizes competition and seeks to include all responsible businesses and to provide ample opportunities for business growth and development. Minority businesses are encouraged and given the opportunity to bid on various projects; however, all responses will be evaluated on the same criteria. It is not the intention or desire of DCSD to restrict or impede competition, nor to increase the cost of the work.

***D. Drug-Free Workplace***

By submission of a response to this RFP, the offeror certifies that he/she and his/her employees shall not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of controlled substance or drugs during the performance of the contract.

***E. Smoke-Free Workplace***

By submission of a response to this RFP, the offeror certifies that he/she and his/her employees shall not use tobacco products on DCSD property at any time during the performance of this contract.

***F. Background Checks***

A criminal background check must be performed on all contractors, consultants, subcontractors, volunteers and vendors (hereinafter jointly referred to as "Individuals") who provide services on DCSD premises, supervise services on DCSD premises, or has contact with students. These Individuals shall undergo the same criminal background check, within the last 365 days, as required by DCSD employees. Such background checks will be performed by DCSD at the expense of the Individual at a cost of $45.00 per individual.

Additionally, any charges against the Individual, may be deemed unacceptable in DCSD’s sole discretion regardless of whether dismissed, expunged, sealed, removed from the record, treated as a “first offender” or dead docketed. Upon receipt and evaluation of DCSD’s background check results, DCSD may demand that the Individual have no contact with DCSD students or parents or provide services to DCSD premises.

Any failure of the contractor to obtain a criminal records background check through DCSD, as stated herein, may result in termination of any resulting contract between contractor and DCSD.

### *G. Costs Incurred*

DCSD is not liable for any costs incurred by an offeror in preparing and/or submitting a response to this RFP or for any interview if requested. Any and all costs incurred by the offeror in preparing and/or submitting a response to this RFP and interviewing with DCSD (if requested) shall be the sole responsibility of the offeror and shall not be reimbursed by DCSD.

There is no guarantee of any offeror receiving an award as a result of submitting a response to this RFP.

### *H. Insurance*

**Certificate of Insurance and/or ACORD Form is required with solicitation submittal and required upon award.**

**Upload this documentation under the Response Attachment tab via IonWave titled "Certificate of Insurance".**

The DCSD Director of Risk Management sets insurance and indemnification requirements for each Solicitation.

Certificate of Insurance / Accord Form is required with solicitation submittal upon award. **Provision of Certificate of Insurance is a mandatory requirement.** Proposals submitted with certificates of insurance will be considered conditionally responsive to the insurance and indemnification requirement. Final award of this RFP will be contingent upon receipt within six (6) business days of request for insurance documentation complete with the following requirements and fully acceptable to the DCSD Risk Manager. No work will commence / no purchases will be made without the written statement of approval of insurance coverage from the DCSD Risk Manager. In the event the awarded offeror cannot produce insurance coverage acceptable to the Risk Manager within the time provided, DCSD reserves the right to award this solicitation to the first runner-up.

(1) The successful Offeror shall procure and maintain throughout the term of this agreement a policy or policies of insurance providing coverage as set forth below that shall protect the offeror and the Indemnitees (as defined in Part II, Section I of this RFP) from any claims for bodily injury, property damage, or personal injury which may arise out of offeror's operations under this agreement. The foregoing policies shall be obtained from insurance companies approved to do business in the State of Georgia and companies acceptable to DCSD. Offeror shall procure the insurance policy(ies) at the offeror's own expense and shall furnish to DCSD a certificate of insurance containing the following:

(a) Name and address of authorized agent;
(b) Name and address of insured;
(c) Name of insurance company;
(d) Description of coverage in standard terminology;
(e) Policy period;
(f) Policy Number;
(g) Limits of liability;
(h) Name and address of certificate holder;
(i) Acknowledgment to the DCSD of notice of expiration or cancellation;
(j) Signature of authorized agent;
(k) Telephone number of authorized agent; and
(l) Details of policy exclusions applicable to this agreement in comments section of insurance certificate.

All certificates evidencing primary and excess layers shall be renewed and kept current and up to date on an annual basis.

(2) Offeror is required to maintain the following insurance coverage during the term of this agreement:

(a) Workers Compensation Insurance in the amounts of the statutory limits established by The General Assembly of the State of Georgia. Offeror shall have the ability to self-insure its required workers' compensation coverage if offeror is an approved self-insurer in the State of Georgia.

(b) Commercial General Liability Policy, or equivalent coverage, to include products and completed operations liability and contractual liability. The Commercial General Liability Policy shall have dollar limits sufficient to insure that there is no gap in coverage between this policy and any excess or Commercial Umbrella Policy described below.

(c) Automobile Liability Policy to include but not be limited to liability coverage on any owned, non-owned and hired vehicle used by offeror or offeror's personnel in the performance of this agreement. The Comprehensive Automobile Policy shall have dollar limits sufficient to insure that there is no gap in coverage between this policy and the excess or Commercial Umbrella Policy required under this agreement.

(d) Commercial Umbrella or Excess Liability Policy, which must provide the same or broader coverage than those provided for in the above Comprehensive General Liability and Business Auto Policies. Policy limits for the Commercial Umbrella or Excess Liability Policy shall have an annual occurrence and annual aggregate limit not less than $2,000,000 per claim.

(e) Professional Liability or Errors & Omissions coverage with limits not less than $2,000,000 per claim/$2,000,000 aggregate. The deductible shall not exceed $10,000 per claim.

(f) Under all coverage and certificates required hereunder, policies shall or be endorsed to include the following terms and conditions:

(i) All policies and coverage shall be on an "occurrence" not "claims made" basis (excepting (e) above)

(ii) The foregoing policies shall contain a provision that coverage afforded under the policies will not be canceled, or not renewed, allowed to lapse for any reason until at least thirty (30) days prior written notice has been given to DCSD.

(iii) Shall waive all right of subrogation against Indemnitees (as defined in Part II, Section I of this RFP) for losses arising out of this agreement.

(iv) A severability of interest or cross liability clause or endorsement applies to commercial general liability and excess liability policies.

(v) Certificates of Insurance showing such coverage to be in force shall be filed with DCSD prior to commencement or continuation of any work under this agreement.

(vi) All such coverage shall remain in full force and effect during the term and any renewal or extension thereof.

(g) Under coverage and certificates required under Sections 2(a), 2(b), (c), and (d) above, policies shall be endorsed to include the following terms and conditions:

(i) Minimum limits of $1,000,000 per occurrence $2,000,000 in the annual aggregate. Primary limits of coverage in the amount of $1,000,000 per occurrence must be with insurers approved to conduct business in the State of Georgia. Excess or umbrella liability insurance may be placed with any insurer submitted by offeror, including captive or self-insured programs, with the prior written approval of DCSD.

(ii) Contractual liability coverage, specifically referencing this agreement and its Indemnity applies to liability assumed by the named insured.

(iii) Shall include Indemnitees as additional insured except on coverages (2) (a) and (2)(e).

(iv) Shall waive all right of subrogation against Indemnitees (as defined in Part II, Section I of this RFP) for losses arising out of this agreement.

(v) A severability of interest or cross liability clause or endorsement applies to commercial general liability and excess liability policies.

(vi) Shall be primary and not excess to any other coverage provided by or available to the Indemnitees (as defined in Part II, Section H of this RFP).

(h) Offeror shall require any and all subofferors performing work under this agreement to carry insurance of the types and with limits of liability as offeror shall deem appropriate and adequate for the work being performed. However, the obligations of the offeror to the Indemnitees assumed in Sections of Indemnification, and Insurance shall not be reduced or diminished by the standards set for the subofferors. Further, offeror agrees that their obligations to indemnify and insure the Indemnitees shall pertain to all losses arising out of the subofferor's acts or negligence in the same manner and to the same extent as if committed by the offeror. Offeror shall obtain and make available for inspection by DCSD, current certificates of insurance evidencing insurance coverage by such subofferors.

***I. Indemnification***

1) The successful offeror shall indemnify, defend, and hold harmless the DeKalb County School Board, the DeKalb County School District, DCSD, and their officials, officers, employees, agents, volunteers, and assigns (all of whom may collectively be referred to as "Indemnitees" throughout this RFP), from any and all claims, demands, suits, actions, legal or administrative proceedings, losses, liabilities, costs, interest, and damages of every kind and description, including any attorneys' fees and/or litigation and investigative expenses, for bodily injury, personal injury, (including but not limited to offeror's employees), or loss or destruction of property (including loss of use, damage or destruction of DCSD owned property) to the extent that any such claim or suit was caused by, arose out of, or contributed to, in whole or in part, by reason of any act, omission, professional error, fault, mistake, or negligence whether active, passive or imputed, of the offeror its employees, agents, representatives, or their employees, agents, or representatives in connection with or incidental to offeror's performance of the agreed-upon services regardless of whether such liability, claim, damage, loss, cost or expense is caused in part by an Indemnitee.

2) The successful offeror shall also indemnify, defend, and hold harmless the Indemnitees from any and all costs, expenses, claims, demands, rights, liabilities and causes of action inuring to offeror from events over which the Indemnitees exercise no control, such as Acts of God, strikes or government restrictions.

Offeror's obligation to indemnify any Indemnitee shall survive the completion, expiration, or termination of offeror's agreed-upon services for any reason.

***J. Illegal Immigration Reform and Enforcement Act of***

***Upload this documentation under the Response Attachment tab via IonWave titled "IMMIGRATION SECURITY DOCUMENTATION".***

The Illegal Immigration Reform and Enforcement Act of 2011 applies to and is a requirement for all DeKalb County School District solicitations for physical performance of services (i.e., public works contracts). **The Illegal Immigration Reform and Enforcement Act of 2011 does not apply to solicitations for items, commodities and products.**

**Offerors must complete and/or have their subcontractors complete the following forms:**

1) Immigration and Security Certification
2) Offeror E-Verify Affidavit
3) Contractor Affidavit (Contractor Only)
4) Subcontractor Affidavit (Subcontractor Only); and
5) Sub-Subcontractor Affidavit (Sub-Subcontractor Only)

The Immigration and Security Certification, the Offeror E-Verify Affidavit, the Contractor Affidavit, Subcontractor Affidavit and the Sub-Subcontractor Affidavit must be completed, notarized and submitted with your bid response.

I acknowledge the Illegal Immigration Reform and Enforcement Act of 2011 requirements for service providers and confirm by my signature below that the Immigration and Security Certification, the Contractor Affidavit, the Subcontractor Affidavit and the Sub-Subcontractor Affidavit are each completed, notarized and made a part of this solicitation response package. I also acknowledge that all items or services furnished to DCSD must comply with applicable federal and state immigration laws, and regulation.

_____Please check here if the Illegal Immigration and Reform Act of 2011 **does not** apply to your solicitation, because it is one for items, commodities, or products. If this does not apply to any portion of the solicitation, then the Offeror is not required to complete the Contractor Affidavit, the Subcontractor Affidavit and the Sub-Subcontractor Affidavit (reference Attachment page).

***K. Interviews***

DCSD reserves the right to require offerors to participate in one or more interviews with DCSD board members and/or staff. Offerors must be prepared to discuss the salient points of their proposal within two (2) normal working days of being asked to participate in interviews. There are to be no presentations, individually or collectively, without such invitation.

***L. Contract Terms***

In the event DCSD determines that outsourcing these services are in its best interest, with the approval of the DeKalb County Board of Education, the successful offeror will be notified in writing. A contract confirming firm fixed price and other terms shall be signed by the parties**. Services will begin on or about February 2027.** The initial contract duration shall be for one year from the final execution date of both parties. The contract may contain up to **four (4) 1-year extension options** contingent upon DCSD's offer of such extension, the successful offeror's acceptance and the approval of the DeKalb County Board of Education to extend the contract. The contract is subject to the approval of the DeKalb County Board of Education and to fiscal year funding limitations. The contract price must be held firm for the entire term of the contract. Only one (1) price change will be considered during any 12-month period and shall be effective at the renewal/extension anniversary, commencing the extension/renewal date on any individual product or service included in this RFP. Any price increase must be approved in writing by DCSD.

DCSD reserves the right to terminate any resulting contract for convenience. In the event of contract termination by DCSD, the DCSD will be responsible only for those services and deliverables that have been received and

accepted. Any cancellation for convenience by DCSD shall be effective three (3) business days after receipt of the Notice of Cancellation for convenience from DCSD by the offeror. Non-performance of contract terms shall give sufficient cause for DCSD to cancel the contract. Non-performance shall be construed to include, but is not limited to, failure of the offeror to deliver equipment or perform services in the time specified or in the manner required.

A contract is attached which includes all of the terms and conditions that the offeror must affirm and comply. ***Refer to Appendix A***, *Sample Service Agreement.* Please review DCSD's attached contract terms and conditions prior to submitting a response to this RFP. Offerors should plan on the contract terms and conditions attached to this RFP being included in any award as a result of this RFP. Therefore, all costs associated with complying with these requirements should be included in any pricing quoted by the offeror.

***M. Permits and Applicable Laws***

By submitting a proposal, offeror acknowledges its acceptance of the RFP specifications and the contract terms and conditions without change except as otherwise expressly stated in the submitted proposal.
If an offeror takes exception to a contract term or provision, the offeror must state the reason for the exception and state the specific contract language it proposes to include in place of the provision. Any exceptions to the contract must be submitted as an attachment to the offeror's response. Proposed exceptions must not conflict with or attempt to preempt mandatory requirements specified in the RFP.

Offerors shall at their own expense obtain all necessary permits, certifications, and licenses and shall comply with all applicable local, state, and federal laws, ordinances, rules, and regulations necessary to the full execution of the requirements stated herein. Offerors shall maintain all such permits, licenses, certifications, and compliances in a current status throughout the course of the contract. Offerors shall submit copies of permits, licenses, and certifications evidencing proof of the aforementioned immediately upon request of DCSD. Offerors shall be in compliance with registration with the Georgia Secretary of State's office as applicable.

***N. Infringement***

Offeror shall fully indemnify Indemnitees against any claims of infringement of any patent, copyright, trade secret, trademark, or other intellectual property rights related to the offeror's response to this RFP or services performed upon contract award. Offeror's obligation to indemnify any Indemnitee shall survive the completion, expiration, or termination of offeror's agreed-upon services for any reason.

***O. Ownership Rights***

DCSD shall retain ownership rights to the contents of all documents, supporting literature, and data submitted by offerors to this RFP.

***P. Non-Collusion***

**Upload this documentation under the Response Attachment tab via IonWave titled "NON-COLLUSION"**
Offerors shall fully certify that they, as individuals or as officials of a business entity, have not entered into any agreement, participated in collusion, or otherwise taken any action in restraint of free and competitive responses to this RFP. Further, offerors guarantee that their response is not made in conjunction with or on behalf of another party and that they have not been directly or indirectly induced in any manner or taken any action to result in a restriction of trade or in an unfair advantage.

***Q. Conflict of Interest***

**Upload this documentation under the Response Attachment tab via IonWave titled "Conflict of Interest".**
Offeror shall use its best efforts to disclose with their proposal the name of any officer, director, or agent who also is a DCSD employee, agent, representative, contractor, immediate family member (spouse, child, sibling, or parent or the spouse of a child, sibling or parent) or DeKalb County Board of Education member.

Offerors shall also disclose the name of any DCSD employee, agent, representative, contractor, immediate family member or board member who owns, directly or indirectly, an interest in five percent or more in the Offeror's company or any of its branches. In the event the Offeror was aware of a conflict of interest prior to the award of the contract and did not disclose the conflict DCSD may, at its discretion, terminate the contract for default.

The Offeror further agrees that, if after award, a conflict of interest is discovered, an immediate and full disclosure in writing must be made to the DCSD Purchasing Department which must include a description of the action which the Offeror has taken or proposes to take to avoid or mitigate such conflicts. If a conflict of interest is determined to exist, DCSD may, at its discretion, cancel the contract. Offerors shall certify that their response to this RFP is impartial, at arms-length, and free of any conflict of interest at this time, unfair advantage, or personal benefit to any DCSD official.

**R. *Financial Stability***

**Upload this documentation under the Response Attachment tab via IonWave titled "FINANCIAL STATEMENTS".**

1. Offerors shall provide a copy of their company's audited financial statements for the previous two (2) years – 2023 and 2024. A certified audit is preferred however, an offeror's 2023 and 2024 tax returns and balance sheets will be accepted.
2. Indicate here if your company is publicly traded or not publicly traded:
   My company is publicly traded. _____/
   My company is not publicly traded. _____/
3. If your company is a publicly traded company, provide a copy of your company's annual report for the previous two (2) years – 2023 and 2024.
4. List all civil and criminal proceedings your company has been the subject of, or named a party in, and provide the outcome of those proceedings. This list should include any lawsuits, administrative actions, or litigation to which your company is currently a party or has been a party. Please explain the basis for all claims, your response to those claims and state whether a settlement was reached, or a judgment entered.
5. State whether your company, or any affiliate currently or previously associated with your company, has ever filed a petition in bankruptcy, taken any actions with respect to insolvency, reorganization, receivership, moratoriums or assignment for the benefit of creditors, or otherwise sought relief from creditors.
6. State whether your company was the subject of any order, judgment or decree not subsequently reversed, suspended or vacated by any court permanently enjoining your company from engaging in any type of business practice.

**S. *No Obligation/No Award Guaranteed/Cost to Propose***

This RFP does not commit DCSD to contract with any offeror to this RFP. There is no guarantee of any offeror receiving an award or contract as a result of submitting a response to this RFP. The contract, if any, will be awarded to the offeror whose proposal offers the best value to DCSD in meeting the required scope of work described herein, if the appropriate funds are available and the contract is approved by the DeKalb County Board of Education. No obligation or commitment is incurred by the DeKalb County Board of Education from the receipt of any proposal, marketing materials, or presentations. There is no guarantee that any offeror will receive an award as a result of submitting a proposal. Any/all costs incurred by the offeror in preparation and submission of this proposal are the sole responsibility of the offeror. Expenses incurred by the offeror will not be reimbursed by DCSD or become a reason for contracting with the offeror.

**T*. Confidentiality and Non-Disclosure***

Information made available to offerors by DCSD shall be used only for purposes related to responding to this RFP and shall not be used for any other purpose without the express written permission of DCSD.

Offerors to this RFP unequivocally agree to assume responsibility for protecting and safeguarding the confidentiality of DCSD records that are not public information. Such information may include but is not limited to student and human resource file contents.

### *U. Business License*

**Upload this documentation under the Response Attachment tab via IonWave titled "BUSINESS LICENSE".**

Offerors shall submit with their proposal, a copy of their valid company business license. If the offeror is a Georgia corporation, offeror shall submit a valid county or city business license.

If the offeror is not a Georgia corporation, offeror shall submit a certificate of authority to transact business in the state of Georgia and a copy of their valid business license issued by their home jurisdiction. If offeror holds a professional certification which is licensed by the state of Georgia, offeror shall submit a copy of their valid professional license. Any license submitted in response to this requirement shall be maintained by the offeror for the duration of the contract.

### *V. Protest Process*

This section describes the mandatory administrative procedure whereby Offerors submitting sealed competitive bids/proposals (hereinafter referred to as "bidders") to DCSD for proposals worth $100,000 or more may challenge the solicitation process, and whereby bidders/Offerors on sealed competitive bids directly related to Vendor Services for proposals worth $100,000 or more, may challenge contract awards.

1. **Protests**. A bidder may file a written protest challenging DCSD's compliance with applicable procurement procedures subject to the bidder's compliance with the provisions outlined below. Any such written protest will be resolved in accordance with these provisions:

   a) appropriate identification of the solicitation;
   b) a statement of reasons for the protest;
   c) supporting exhibits, evidence, or documents to substantiate any claims unless not available within the filing time (in which case the Offeror must proceed to file the protest during the filing period identified below but state the expected availability of the material); and the desired remedy.

2. **Types of Challenges.** Any bidder interested in and capable of responding to a competitive solicitation may file a protest with respect to the competitive solicitation process including, but not limited to, a challenge to specifications or any events or facts arising during the solicitation process. Any bidder submitting a timely bid/proposal in response to a competitive solicitation may file a protest with respect to DCSD's intended or actual contract award including, but not limited to, events or facts arising during the evaluation and/or negotiation process.

3. **Form of Protest**. At a minimum, the written protest must include the following:

   a) the name and address of the protestor;
   b) appropriate identification of the solicitation;
   c) a statement of reasons for the protest;
   d) supporting exhibits, evidence, or documents to substantiate any claims unless not available within the filing time (in which case the Offeror must proceed to file the protest during the filing period identified below but state the expected availability of the material); and the desired remedy.

   **DCSD, at its discretion, may deem issues not raised in the initial protest as waived with prejudice by the protesting Offeror.**

4. **Filing Protests.** A protest is considered to be properly filed when it is in writing, signed by a company officer authorized to sign contracts on behalf of the Offeror, and is received by the Vendor Services. The protest may be sent by any of the following means:

**MAIL: Attention: Carla Smith,** *Executive Director*
DeKalb County School District
Vendor Services
1701 Mountain Industrial Boulevard
Stone Mountain, Georgia 30083
**Email:** *solicitationquestions@dekalbschoolsga.org*

**The Offeror must observe the following deadlines when filing a protest:**

| Type of Protest | Protest Filing Deadline |
|---|---|
| Challenge to Competitive Solicitation Process | Two (2) business days prior to the closing date and time of the solicitation as identified on the Invitation to Bid. |
| Challenge to an Intended or Actual Contract Award | In the event DCSD posts a Notice of Intent to Award ("NOIA"), the protest must be filed within ten (10) calendar days of the date the NOIA is posted. |
| | In the event DCSD does not post a NOIA, the protest must be filed within ten (10) calendar days of the date the Notice of Award ("NOA") is posted. |

**If a bidder fails to file a protest by the applicable deadline, such failure shall be deemed as a waiver with prejudice of any grounds the bidder may have for protest.**

5. **Stay of procurement during protest review**.
When a protest challenging the competitive solicitation process has been timely filed at least two (2) business days prior to the closing date and time, the solicitation shall not close until a final decision resolving the protest has been issued, unless the facilities management department makes a written determination that the closing of the solicitation without delay is necessary to protect the interests of DCSD.

When a protest challenging an intended contract award has been timely filed, DCSD shall not proceed to actual contract award unless the **Vendor Services Department** makes a written determination that the issuance of a contract or performance of the contract without delay is necessary to protect the interests of DCSD. If it is determined that it is necessary to proceed with contract performance without delay, the bidder/Offeror with this contingent contract may proceed with performance and receive payment for work performed in strict accordance with the terms of the contract. The provisions of this paragraph are not applicable to a protest pertaining to events or facts arising during the solicitation process.

6. **Protest Resolution.**
The Vendor Services Department shall review and issue a written decision on the protest within seven (7) business days. This decision shall be deemed final. Available remedies for sustained protests are as follows:

- If a protest is sustained prior to the closing date and time of the solicitation, available remedies may include, but are not limited to, the following: modification of the solicitation document including, but not limited to, specifications and terms and conditions; extension of the solicitation closing date and time (as appropriate); and cancellation of the solicitation.
- If a protest of the intended/actual contract award is sustained, available remedies may include but are not limited to, the following: revision or cancellation of the NOIA/NOA, re-evaluation and re-award, or re-solicitation with appropriate changes to the new solicitation.

**7. Costs**

In no event shall a bidder be entitled to recover any costs incurred in connection with the solicitation or protest process, including, but not limited to, the costs of preparing a bid/proposal, the costs of participating in the protest process, or any attorney fees.

# PART III
# SCOPE OF WORK

## *A. Purpose*

The DeKalb County School District (DCSD) is soliciting sealed proposals from qualified, experienced, and capable to provide comprehensive ***Banking and Non-Banking Monetary Services***. The purpose of this Request for Proposals (RFP) is to identify a firm that possesses the expertise, resources, and demonstrated experience necessary to provide strategic Banking and Non-Banking Monetary Services that support the District's fiscal objectives.

Through this solicitation, DCSD seeks proposals that clearly demonstrate each Offeror's qualifications, technical expertise, approach, methodology, and ability to deliver responsive, innovative, and value-driven Banking and Non-Banking Monetary Services. Offerors should describe how their experience, professional capabilities, and proposed services will assist the District in making informed financial decisions while ensuring compliance with applicable federal, state, and local laws, regulations, and industry best practices.

Awarded Offeror shall provide services in accordance with the specifications, requirements, and terms and conditions stated herein. Services shall include all equipment, labor, materials, tools, specialized equipment, supplies, trained personnel, insurance, travel and per diem, direct and indirect administrative costs, overhead, any other charges, and all things and services necessary to provide a complete turn-key solution based on the information contained in this RFP for Banking and Non-Banking Monetary Services in accordance with the requirements of this RFP.

DCSD reserves the right to make multiple awards and will be responsible for administration of this contract.

## B. *Project Scope of Work*

DeKalb County School District (DCSD) desires responses from qualified banking institutions with expertise and experience in projects of a similar size and scope to provide competitive pricing for the banking services required by DCSD.

DCSD also requests competitive pricing for Accounts Payable automated vendor invoice payment systems, including credit card/vendor payment solutions with rebates, ACH vendor payments, and related electronic payment services, as an optional service.

Offerors responding to this RFP are encouraged to be specific and detailed in their responses. Responses will be evaluated for quality, comprehensiveness, and the ability to meet the scope of work and criteria described herein.

### I. Bank Account Structure and Operation

Proposals are requested for banking services for DCSD's operating accounts. These accounts will consist of eight (8) central depository accounts: General Fund, SPLOST 6, SPLOST 5, Athletics, School Nutrition, Catering, and two (2) ZBA Controlled Disbursement Accounts: Payroll and Voucher; and

multiple Local School Accounts. Additional accounts may be added in the future. Likewise, accounts may also be removed if no longer needed.

**a. Payroll Clearing Account (ZBA Controlled Disbursement)**

This account will provide the control and disbursement function for DCSD's various payroll cycles processed during the month.

**b. Voucher Clearing Account (ZBA Controlled Disbursement)**

This account will provide the control and disbursement function for DCSD's Accounts Payable voucher processing.

**c. General Fund Account**

This account will provide for the control of deposits and, as needed, daily disbursements from Central Administration sources, except for funds that legally may not be commingled and must be deposited or invested separately.

**d. SPLOST 6 Account**

This account will provide for the control of deposits, investment of available funds, and disbursements associated with SPLOST 6 activities.

**e. SPLOST 5 Account**

This account will provide for the control of deposits, investment of available funds, and disbursements associated with SPLOST 5 activities.

**f. School Nutrition Account**

This account will provide for the control of deposits, investment of funds, and daily disbursements associated with the DCSD School Nutrition Program, including funds collected by schools and State and Federal reimbursements.

**g. Athletics Account**

This account will provide for the control of deposits, investment of funds, and daily disbursements associated with athletic activities.

**h. Catering Account**

This account will provide for the control of deposits and transfers associated with catering services provided by the DCSD School Nutrition Program.

**i. Local School Accounts**

The bank will provide banking services for multiple Local School Accounts maintained by DCSD schools. The Offeror shall describe its capabilities for account administration, online access, reporting, check services, fraud prevention, deposits, and other treasury services applicable to these accounts.

## II. METHOD OF COMPENSATION FOR SERVICES PROVIDED

It is the intent of DCSD to pay for specified services using a fee-based or direct-charge method. The bank will prepare a monthly billing statement for services rendered in a format consistent with the Summary Cost Sheet and mutually agreed upon by DCSD and the bank.

## III. BANKING SERVICES REQUIRED BY DCSD

The following services are requested by DCSD and are expected to be performed for DCSD operating funds and accounts in accordance with the account structure described above. The Summary Cost Sheet is designed to allow Offerors to propose fees for these services.

### a. Daily Funding of ZBA Controlled Disbursement Accounts

The bank will be required to debit the General Fund account each day for the amount required to fund daily presentments on the two ZBA Controlled Disbursement Accounts. The bank will provide electronic notification to DCSD of all controlled-disbursement presentments prior to 10:00 A.M. each business day.

### b. Interest-Earning Accounts and Investment Activities

The bank will be required to provide competitive market-based interest rates on eligible DCSD operating accounts. The Offeror shall clearly describe the index, benchmark, spread, tiering, or other methodology used to determine interest rates and earnings.

At DCSD's option, the bank should be prepared to provide overnight repurchase agreements for investment of funds in excess of daily disbursement requirements, using investments permitted by applicable Georgia law. Safekeeping of securities shall be the responsibility of the bank. Any master repurchase agreement used shall be in a form acceptable to DCSD and consistent with current industry and legal requirements.

### c. Web-Based Online Banking

The bank will be required to provide DCSD with secure web-based online banking and treasury-management services that, at a minimum, provide the following:

- Daily balance information
- Detailed account activity
- Electronic statements
- Intraday reporting for controlled disbursements
- Fund transfers
- Stop payments
- Check inquiries
- Secure file transmissions, including check issue and ACH files
- Positive Pay exception reporting and decisioning

- BAI file in text format for check-clearing activity
- Outstanding check lists
- Cleared check lists
- Payroll inquiries for ACH returns and reversals

**d. Other Depository Services**

The bank will be required to provide normal depository and treasury-management services, including wire transfers, stop payments, returned items, debit and credit items, and ACH items generated by secure file transfer.

**e. Account Reconciliation**

The bank will be required to provide full account-reconciliation services, including complete summaries of account activity detailing paid and unpaid checks, deposits, and miscellaneous credits, with electronic reporting and data transmission capabilities.

**f. Check Imaging**

The bank will be required to provide secure electronic access via the internet to images of all paid checks and other check items for all DCSD accounts that issue checks. Images must be available on a timely basis through the bank's online banking platform and searchable by appropriate criteria, including account, check number, amount, and date.

**g. Monthly Statements and Reports**

Monthly statements and account analysis for all accounts will be provided electronically no later than the tenth day of the following month. Statements shall include transactions through the last business day of the month.

**h. Investment Safekeeping**

When requested by DCSD, the bank will be expected to provide safekeeping services for purchased securities.

**i. Other Employee/Client Services**

DCSD will consider other value-added services or benefits the bank is willing to offer the District or its employees at no cost or significantly reduced cost, provided such services are clearly identified in the proposal.

**j. Online Payment of Cafeteria Food, Meals, and Other Fees**

DCSD desires to enhance payment processes by reducing costs and inefficiencies associated with prepayments and payment processes for other fees and activities. DCSD seeks proposals from qualified, regulatory-compliant banking institutions to provide online payment via credit card or other electronic means. Offerors must provide high-quality customer service in a user-friendly, safe, and secure environment. The proposed solution must seamlessly integrate with DCSD's current enterprise-wide financial software, MUNIS, and must not conflict with or negatively impact DCSD's technical resources.

### k. Supplies - Checks, Deposit Slips, and Endorsement Stamps

During the term of the agreement, DCSD may request that the bank provide checks, deposit slips, and endorsement stamps pursuant to bank specifications. Offerors shall identify all applicable fees in the Summary Cost Sheet.

### l. Software and Hardware Requirements and Associated Costs

The financial institution shall identify all software, hardware, equipment, and related technology necessary to implement and maintain the proposed banking services. The proposal shall include a detailed description of each required component and an itemized breakdown of all associated costs, including initial purchase or installation fees, licensing, maintenance, upgrades, replacements, and ongoing service charges. Any equipment or software provided at no additional cost shall be clearly identified. The financial institution shall disclose all anticipated costs to ensure the District can accurately evaluate the total cost of implementation and ongoing operations.

## IV. OPTIONAL SERVICES

### Accounts Payable Automated Vendor Invoice Payment System

DCSD desires to reduce costs and inefficiencies associated with paper-check production and handling and to streamline electronic invoicing and payments in a secure environment. Offerors must provide fraud protection, strong client and customer service, customized reporting, and a demonstrated history of performance related to accounts payable execution. The proposed solution must seamlessly integrate with DCSD's current enterprise-wide financial software, MUNIS, and must not conflict with or negatively impact DCSD's technical resources.

### Armored Car Deposit Pick-Up Services

DCSD also desires secure armored car deposit pick-up services at all school locations throughout the district. The financial institution shall provide or coordinate armored transportation services for the scheduled collection and delivery of deposits from school locations to the designated financial institution or processing facility. Proposals should include service availability, scheduling flexibility, security procedures, deposit tracking and verification. The District reserves the right to adjust pick-up schedules and participating locations based on operational needs.

## V. MINIMUM QUALIFICATIONS OF PROPOSERS

### a. Investment Advisory Services

The banking institution must have appropriate expertise available to provide investment advisory services to DCSD as required.

### b. Collateralization of Deposits

The banking institution shall secure and collateralize all deposits of DeKalb County School District public funds in accordance with all applicable requirements of the laws of the State of Georgia, including, but not limited to, O.C.G.A. §§ 45-8-11 through 45-8-15, as applicable, including O.C.G.A. §§ 45-8-13.1 and 45-8-14.1, and all applicable rules, regulations, policies, and procedures of the Georgia State Depository Board and the Georgia Office of the State Treasurer.

The banking institution shall identify in its proposal the method by which DCSD deposits will be secured, including whether deposits will be secured through the dedicated method, a pooled method, the Georgia

Secure Deposit Program, or another method authorized by Georgia law. The banking institution shall maintain collateral at all times at the level required under applicable Georgia law and State Depository Board requirements, after consideration of applicable federal deposit insurance.

The banking institution shall disclose whether it is a covered depository participating in the Georgia Secure Deposit Program and, if applicable, provide evidence of current qualification or participation. The banking institution shall promptly notify DCSD of any change in its qualification, participation, collateralization method, or regulatory status that could affect the security of DCSD deposits.

**c. Experience with Similar Accounts**

The banking institution must demonstrate experience serving customers with banking structures and transaction volumes comparable to those described in this RFP.

**d. ACH Payroll Processing**

The banking institution must have experience serving customers that initiate electronic payroll transactions to other banks and financial institutions through the Automated Clearing House network.

## VI. MONTHLY SERVICE CHARGE CALCULATION

**Procedure for Billing**

On a monthly basis, the bank will prepare and submit to DCSD, along with specified monthly statements and reports, a consolidated billing for all services rendered on all accounts for the month ended. The billing will show the volume of services rendered, the per-unit price, and the calculation of the total monthly service charge. DCSD will pay for services based upon presentation of the billing and in accordance with the resulting contract.

## VII. ORGANIZATIONAL QUALIFICATIONS

- Describe the Offeror's ability to provide all requested banking services in accordance with this RFP.
- Describe reporting capabilities that will assist DCSD in monitoring, reconciling, and controlling funds.
- Describe the bank's data-processing and treasury-technology capabilities, including processing locations and schedules, electronic statements and reports, secure file transmissions, system availability, and business-continuity capabilities.
- Identify and disclose the names, addresses, and degree of utilization of any subcontractors that would be used in performance of the contract.
- Identify key measures of financial strength, such as capital ratios and total assets, and provide information demonstrating organizational continuity.
- Describe the ability to expand capabilities and provide additional value-added services not currently requested.

## VIII. Optional Accounts Payable Automated Vendor Invoice Payment System

Offeror must provide a complete fee and rebate schedule to implement and operate the proposed Accounts Payable automated vendor invoice payment system, including, at a minimum:

- Implementation
- Training
- User/software licenses
- Transaction fees for credit-card/vendor payments
- Transaction fees for ACH vendor payments
- Rebates and rebate methodology
- Other transaction or service fees

## IX. Banking Services Qualifications and Service Capabilities

- List your home office and any branch office locations within DeKalb County.
- Identify the proposed account officer, including name, title, location, telephone number, and email address.
- List three large accounts for which you provide ACH payroll services and the estimated monthly volume of each.
- Describe your controlled-disbursement/ZBA process, including account location, timing and notification of presentments, and contingency notification in the event of system failure.
- Describe your ability to provide investment advisory services to DCSD.
- Describe the basis used to determine market-based interest rates to be paid on eligible DCSD bank accounts.
- Describe your method of calculating fees for safekeeping services.
- Describe the daylight-overdraft policy and procedures recommended for the DCSD banking relationship.
- List services or benefits you are willing to provide to DCSD or its employees at no cost or significantly reduced cost.
- List any terms or conditions of this RFP to which your bank will not agree and explain each exception in detail.

### *C. Brochures, Catalogs, Manuals, Websites, Literature*

In addition to the formal response to this RFP, all offerors are encouraged to submit brochures, catalogs, manuals, website materials, industry literature, and any other marketing and informational media which will support and enhance their submission value.

### *D. Technical Proposal*

DCSD advertises this RFP as an opportunity for interested and qualified firms to submit responses consistent with the scope of work stated herein. Respondents to this RFP are encouraged to submit their most comprehensive, innovative and creative proposals for services for DCSD.

DCSD may, at its sole discretion, select or reject all or portions of the service(s) proposed from responsive offerors. As a part of the evaluation process, DCSD may find it necessary to evaluate the addition or deletion of components of an offeror's proposal in order to make equivalent comparisons to other proposals. DCSD will select the offeror whose proposal DCSD determines best meets the needs of DCSD, based on the requirements and evaluation criteria set forth herein.

The determination of the successful proposal will be based upon information supplied by the offeror in the RFP response and upon other information that will be obtained by DCSD as it deems necessary. Proposal conformance to RFP instructions, terms, conditions, and requirements is critical to offeror responsiveness.

The lowest-cost proposal submitted may not necessarily be determined to be the most responsive and responsible proposal when all factors have been considered. However, the quoted price is an important factor in the determination of the selected proposal.

**Technical Proposals shall include the following:**

**<u>Compliance Information</u>**

Firms must meet minimum criteria as specified to receive further consideration. This is a compliance section and carries no evaluation points. Proposals shall include the following:

The submitting company must be licensed by the State of Georgia or otherwise duly licensed in such a manner as to be able to provide all services specified in this RFP in Georgia and all documents must be in the name of the submitting company.

All employees of the submitting company that are assigned to this project must be either licensed by the State of Georgia or, if licensed by another state, authorized by Georgia to provide the licensed services in Georgia. Company must submit copies of all employees' licenses that will be assigned to this project.

**Litigation Information**: Identify and briefly discuss any instances in the past five (5) years where your contract was terminated, with or without cause. Provide Owner name, project name and Owner Project Representative Name and Number. For joint ventures responding to this RFP, provide the above information as it pertains to the joint venture and for each partner or entity creating said joint venture. **If there is no failure or failures to complete a contract, please include a statement that the Firm has never failed to complete a contract or contracts or have defaulted or have been declared in default on any contract.**

Identify any legal actions that have been filed against your company for services rendered in connection with in the past (5) years. Provide a brief explanation for each occurrence and the outcome/disposition. **If there have been no legal actions filed against your company,**

**please include a statement that the Company has not had any legal actions filed against them in the past five (5) years.**

**E. Evaluation Criteria**

An Evaluation Committee will evaluate the proposals using the following criteria:

**1. Firm's Overview (20 Points)**

a. Provide a full and complete company profile to include, but not limited to Firm's name, address, headquarters and or branch office handling this project, as well as primary contact name, title, related telephone/fax numbers and email address.

b. State how many years licensed to do business under the name stated above. Describe firm ownership structure and history.

c. List the number of permanent employees and provide an organizational chart of the firm.

d. Include management-level employee(s) the firm intends to assign to the project. Include a professional biographical summary including any certifications/licenses (if applicable) and detailed outline of the role and responsibility of each employee that will be assigned to the project including but not limited to dedicated project manager(s), and any personnel providing professional services.

**2. Scope of Services (35 points)**

a. Please provide your company's detailed methodology and proposed strategy for providing **Banking and Non-Banking Monetary Services**. The methodology should include but is not limited to the following:

I. Bank Account Structure and Operation

II. Method of Compensation for Services

III. Banking Services Requirements

IV. Optional Service - Accounts Payable Automated Vendor Invoice Payment System

V. Banking Qualifications

VI. Monthly Service Charge Calculation

VII. Organizational Qualifications

VIII. Optional Accounts Payable Automated Vendor Invoice Payment System Post-Issuance Advisory

IX. Banking Services Qualifications and Service Capabilities

**3. Firm's Relevant Experience and Expertise (20 points)**

a. Submit past experience providing services that are comparable in scope and organizational size which best illustrates your firm's ability to provide **Banking and Non-Banking Monetary Services** for a large K-12 school district or other governmental entities.

Please list no more than ten (10) projects and do not list projects that were not completed by your firm or completed over ten (10) years ago. In addition to the information above, each project listed should include the following information:

1. Company/Entity Name
2. Contact Name, Phone Number, and Email Address
3. Scope of Services Provided
4. Project Start and Finish Date

**4. Professional References (10 points)**

a. The firm shall submit a minimum of three (3) written recommendation **letters** from current or previous clients/owners. The recommendation must state actual examples of how the firm had a positive working relationship with prior organization(s).

b. DCSD reserves the option of contacting any of the references provided to confirm information provided.

**5. Cost Proposal (15 points) – Do not include with Technical Proposal**

a. Indicate your proposed price to provide the services as stated in this RFP using **Attachment A – Cost Proposal Form** provided as part of this RFP.

b. Please provide any and all pricing breakdown as requested on the **Attachment A-Cost Proposal Form**.

c. The **Attachment A-Cost Proposal Form** shall not be altered in any way. Any alterations to the provided cost proposal form may cause your company to be deemed non-responsive and disqualified from further consideration.

**6. Added Value (0 Points)**

a. While this section will be unscored, all added value will be reviewed and taken into consideration. Added value is defined as: Additional services or benefits available and offered at no cost to DCSD. Offerors shall thoroughly explain any added value service offered.

| Relative Weight | Evaluation Criteria | |
|---|---|---|
| 10 | **Firm's Overview** | |
| 40 | **Scope of Services** | |
| 30 | **Firm's Relevant Experience and Expertise** | |
| 10 | **Professional References** | |
| 10 | **Cost Proposal** | |
| 0 | **Added Value** | |
| **100 points** | | |

### *F. Transition Plan/Transition on Commencement of Contract (If Applicable)*

The awarded offeror shall assume full services in accordance with the award of the RFP. The awarded offeror shall coordinate and cooperate with DCSD's existing provider(s) to ensure a smooth and orderly transition with uninterrupted services.

**Transition and Continuity of Service upon Expiration of Contract**

Continuity of services is necessary to DCSD. The awarded offeror agrees to this philosophy and upon expiration of contract, agrees to:

a. Exercise best efforts and cooperation for an orderly and efficient transition to another provider or to DCSD.

b. Negotiate a plan in good faith with successor to determine the nature and extent of the phase-in, phase-out services required. The plan shall specify a date for services described in the plan and shall be subject to approval by DCSD. The existing provider shall provide sufficiently experienced personnel during the phase-in and phase-out periods to ensure that the imperious services in the contract are maintained at the required level of need and proficiency.

c. All DCSD property (including but not limited to, students and DCSD records, parts, equipment, facilities, keys, and materials) shall be returned to DCSD upon expiration of contract.

d. Offeror shall include in their response any DCSD or any subsequent contractor requirements if offeror is awarded this contract and does not retain this contract upon its expiration.

## *G. REQUIRED CONTENT / DOCUMENT CHECKLIST*

***All potential respondents must register as a vendor at https://dekalbschoolsga.ionwave.net/Login.aspx.***

**IMPORTANT NOTICE:** Submittals to this solicitation will be received electronically on the DeKalb County School District website at ***https://dekalbschoolsga.ionwave.net/Login.aspx.***

IonWave will not accept a bid submission without the required documents listed below. Failure to upload the required information and/or documentation required in this solicitation may cause the submission to be declared non-responsive and rejected.

Offerors are required to upload **one (1) pdf. copy electronically via *https://dekalbschoolsga.ionwave.net/Login.aspx*** of their response. Offerors must reply in a narrative to each requirement and question. "Understand and comply" responses are not acceptable. All RFP submissions must include the following items and attachments.

### Table of Contents for your submission

- Addenda – Each individual Addendum must be printed, signed, and inserted immediately following the Table of Contents **(Upload Required)**
- Audited Company Financial Statements/Company Annual Reports for 2023 and 2024 (**Upload Required)**
- Business License **(Upload Required)**
- Georgia Secretary of State Business Registration **(Upload Required)**
- Certificate of Insurance **(Upload Required)**
- Attachment A – Cost Proposal Form **(Upload Required)**
- Attachment B - Non-Collusion **(Upload Required)**
- Attachment C – Conflict of Interest **(Upload Required)**
- Attachment D – Critical Paragraphs **(Upload Required)**
- Attachment E – Statement of Confidentiality and Non-Disclosure **(Upload Required)**
- Attachment F – Suspension and Debarment Certification **(Upload Required)**
- Attachment G – Immigration & Security Certification **(Upload Required)**
- Attachment H– Signature Page **(Upload Required)**
- Technical Proposal **(Upload Required)**
- Brochures, Catalogs, Manuals, Websites, Literature, and other marketing media
- Added Value

# Attachment A
# RFP 27-804 Banking and Non-Banking Monetary Services
# COST PROPOSAL FORM

Offeror must provide costs to DCSD associated with providing the services requested in this RFP. Pricing must be submitted on this form in the format requested. **Alterations to this cost proposal form may result in the offeror being deemed non-responsive and the proposal rejected.**

DCSD reserves the right to request and negotiate a best and final offer response from Offerors.

Pricing shall include all labor, materials, supplies, trained personnel, insurance, travel, per diem, direct and indirect administrative costs, overhead, and all other costs necessary to perform the services described in this RFP unless specifically identified as reimbursable.

## Part I - Specified Banking Services

The estimated annual volumes below are based on the August 2026 Group Account Analysis. Each reported monthly Number of Units has been multiplied by twelve (12) to annualize the volume for proposal-comparison purposes. Volumes are estimates only and are not guaranteed. Offeror shall provide a per-unit charge and estimated annual charge for every listed service. If a listed service is not separately charged, enter $0.00 or "Included."

### Balance Related Services

| Service Type / Description | Estimated Annual Volume | Per Item Charge | Estimated Annual Charge |
|---|---|---|---|
| COLL OVERDRAFT INTEREST CHARGE | 744 | | |
| DEPOSIT BANK ASSESSMENT | 1,426,564,668 | | |
| **Balance Related Services Estimated Annual Total Charge** | | | **$** |

### Depository Services

| Service Type / Description | Estimated Annual Volume | Per Item Charge | Estimated Annual Charge |
|---|---|---|---|
| ACCOUNT MAINTENANCE | 1,620 | | |
| BANKING CENTER DEPOSIT | 24 | | |
| VAULT DEPOSIT | 11,544 | | |
| DEPOSIT CORRECTION-NONCASH-RDS | 36 | | |
| GENERAL DISB CHKS PAID-TRUNC | 1,236 | | |
| ZBA-DEPOSITORY+ MASTER MAINT | 12 | | |
| ZBA-SUBSIDIARY ACCOUNT MAINT | 24 | | |

| | | | |
|---|---|---|---|
| ZBA PER TRANSACTION | 480 | | |
| RETURNS-CHARGEBACK | 84 | | |
| RET ITEM OTHER SPECIAL INSTR | 12 | | |
| CHECK SUPPLIES | 12 | | |
| RETURNS-ADDITIONAL ADVICE | 12 | | |
| CHECKS DEPOSITED-BKG CENTER | 24 | | |
| CHECKS DEPOSITED-CASH VAULT | 16,392 | | |
| STOP PAY AUTOMATED<=12 MONTHS | 420 | | |
| STOP PAY AUTOMATED>12 MONTHS | 348 | | |
| LEDGER OVERDRAFT PER DAY | 12 | | |
| CREDITS-DEBITS POSTED-ELEC | 29,628 | | |
| GENERAL DISB CHKS PAID-IMAGE | 8,268 | | |
| ACCOUNT RESEARCH | 12 | | |
| CHECK DEPOSIT-ICL OR RDSO | 672 | | |
| IMAGE DEPOSITED ITEMS-RDSO | 6,360 | | |
| ACCOUNT TRANSFER VIA ONLINE PLATFORM | 528 | | |
| **Depository Services Estimated Annual Total Charge** | | | **$** |

**Commercial Deps-Cash Vault**

| **Service Type / Description** | **Estimated Annual Volume** | **Per Item Charge** | **Estimated Annual Charge** |
|---|---|---|---|
| ENVELOPE DEPOSIT-DETAIL | 48 | | |
| COIN DEPOSIT-NON STD BAG-VLT | 36 | | |
| DEPOSIT CORRECTION-CASH | 36 | | |
| DEP CONDITIONING-SURCHG-VAULT | 7,164 | | |
| SAFE-RECYCLER CURR DEP-$100 | 15,636 | | |
| SAFECONNECT-RECYCLER MAINT | 708 | | |
| CURR DEPOSITED-PER NOTE-VLT | 95,664 | | |
| VAULT-BKG CTR DEPOSIT SUPPLIES | 24 | | |
| **Commercial Deps-Cash Vault Estimated Annual Total Charge** | | | **$** |

**General ACH Services**

| **Service Type / Description** | **Estimated Annual Volume** | **Per Item Charge** | **Estimated Annual Charge** |
|---|---|---|---|
| ACH REPORTS-ELECTRONIC | 720 | | |
| ACH DELETE-REVERSAL | 204 | | |
| ACH RETURN ITEM | 216 | | |
| ACH MONTHLY MAINTENANCE | 24 | | |
| ACH INPUT | 120 | | |

| | | | |
|---|---|---|---|
| ACH BLOCKS AUTH INSTRUCTIONS | 1,704 | | |
| ACH BLOCKS AUTH INSTRUCTIONS | 180 | | |
| ACH BLOCKS AUTH MAINTENANCE | 1,608 | | |
| ACH ORIGINATED ADDENDA | 3,360 | | |
| ACH NOTIF OF CHANGE (NOC) | 408 | | |
| ACH ORIGINATED CREDITS | 362,052 | | |
| ACH ORIGINATED CREDIT-SAME DAY | 2,712 | | |
| ACH CREDIT RECEIVED ITEM | 27,504 | | |
| ACH DEBIT RECEIVED ITEM | 372 | | |
| ACH POSITIVE PAY ACCT MAINT | 12 | | |
| **General ACH Services Estimated Annual Total Charge** | | | **$** |

**Controlled Disbursements**

| Service Type / Description | Estimated Annual Volume | Per Item Charge | Estimated Annual Charge |
|---|---|---|---|
| CONTROLLED DISB MAINTENANCE | 24 | | |
| CONTROLLED DISB CKS PAID-TRUN | 26,448 | | |
| **Controlled Disbursements Estimated Annual Total Charge** | | | **$** |

**Wire Transfer**

| Service Type / Description | Estimated Annual Volume | Per Item Charge | Estimated Annual Charge |
|---|---|---|---|
| WIRE MONTHLY SUBSCRIPTION | 12 | | |
| ELEC WIRE OUT-DOMESTIC | 288 | | |
| ELEC WIRE OUT-BOOK DB | 492 | | |
| INCOMING DOMESTIC WIRE | 72 | | |
| ONLINE TREASURY MGMT CUST MNT TMPLT STRG | 420 | | |
| **Wire Transfer Estimated Annual Total Charge** | | | **$** |

**Account Reconciliation**

| Service Type / Description | Estimated Annual Volume | Per Item Charge | Estimated Annual Charge |
|---|---|---|---|
| ARP AUTO CHECK RETURN MAINT | 24 | | |
| POSITIVE PAY MAINTENANCE-FULL | 72 | | |
| POSITIVE PAY INPUT ITEMS-FULL | 28,476 | | |
| ARP RECON OUTPUT FILE | 24 | | |
| ARP VOID CANCEL ITEMS | 708 | | |
| POSITIVE PAY EXCEPTIONS | 48 | | |
| POSITIVE PAY RETURN-OTHER | 60 | | |

| | | | |
|---|---|---|---|
| PAYEE POSITIVE PAY ISSUE MATCH | 28,476 | | |
| PAYEE POSITIVE PAY MAINTENANCE | 72 | | |
| **Account Reconciliation Estimated Annual Total Charge** | | | **$** |

**Information Services**

| Service Type / Description | Estimated Annual Volume | Per Item Charge | Estimated Annual Charge |
|---|---|---|---|
| ONLINE TREASURY MGMT CONNECT PDR ACCT | 96 | | |
| ONLINE TREASURY MGMT CONNECT PDR ITEM | 55,296 | | |
| ONLINE TREASURY MGMT ARP REPORTS | 24 | | |
| ONLINE TREASURY MGMT ONLINE SUBSCRIPTION | 12 | | |
| ONLINE TREASURY MGMT REPORTING SUBSCRIPTION | 12 | | |
| ONLINE TREASURY MGMT ONLINE PDR ACCOUNT | 1,632 | | |
| ONLINE TREASURY MGMT ONLINE PDR ITEM | 378,132 | | |
| ONLINE TREASURY MGMT ONLINE CDR ACCOUNT | 1,644 | | |
| ONLINE TREASURY MGMT ONLINE CDR ITEM | 335,952 | | |
| **Information Services Estimated Annual Total Charge** | | | **$** |

**Edi Services**

| Service Type / Description | Estimated Annual Volume | Per Item Charge | Estimated Annual Charge |
|---|---|---|---|
| B2B (AP) AUTOMATION SOFTWARE TRANSACTION | 2,208 | | |
| B2B (AP) AUTOMATION SOFTWARE SUPPLIER ACTIVATION | 72 | | |
| B2B (AP) AUTOMATION SOFTWARE PLUS PRINTING SVCS | 792 | | |
| B2B (AP) AUTOMATION SOFTWARE PLUS MAILING SVCS | 792 | | |
| B2B (AP) AUTOMATION SOFTWARE PLUS ENVELOPES | 792 | | |
| B2B (AP) AUTOMATION SOFTWARE PLUS MONTHLY MAINT | 12 | | |

| | | | |
|---|---|---|---|
| B2B (AP) AUTOMATION SOFTWARE PLUS POSTAGE | 12 | | |
| **Edi Services Estimated Annual Total Charge** | | | **$** |

**Remote Deposit Services**

| **Service Type / Description** | **Estimated Annual Volume** | **Per Item Charge** | **Estimated Annual Charge** |
|---|---|---|---|
| REMOTE DEPOSIT ACCOUNT MAINT | 420 | | |
| REMOTE DEPOSIT CHK IMAGE PROC | 6,360 | | |
| IMAGEDROP FILE MAINTENANCE | 12 | | |
| IMAGEDROP PER ITEM | 9,408 | | |
| IMAGE ARCHIVE | 48,264 | | |
| ONLINE TREASURY MGMT IMAGE SUBSCRIPTION | 1,644 | | |
| **Remote Deposit Services Estimated Annual Total Charge** | | | **$** |

**Miscellaneous**

| **Service Type / Description** | **Estimated Annual Volume** | **Per Item Charge** | **Estimated Annual Charge** |
|---|---|---|---|
| PHOTOCOPY-MANUAL | 36 | | |
| STATEMENT COPY | 72 | | |
| **Miscellaneous Estimated Annual Total Charge** | | | **$** |

**Software**

| **Service Type / Description** | **Estimated Licenses** | Estimated Annual Charge |
|---|---|---|
| **Master Online Banking Software Platform** | **Unlimited** | **$** |

TOTAL ANNUAL PRICE FOR SPECIFIED BANKING SERVICES:

**$**_____

**Optional Services:**

**Armored Car Service:**
**Cost Per Scheduled Pick-Up $_____**
**Cost Per Unscheduled/Special Pick-Up $_____**
**Cost of Safe Installation $_____(Per Safe)**

**Accounts Payable Automated Vendor Invoice Payment System:**
On an attached sheet, please describe the pricing structure for an Accounts Payable Automated Vendor Invoice Payment System as described in Part III of the RFP if offered.

**Hardware:**
On an attached sheet, please list any hardware that may be needed and the cost of the hardware per unit.

**Complete the following:**

_____ _____
Company Name

_____ _____
Authorized Company Representative Name (please print) Title

_____ _____
Authorized Company Representative Signature Date

_____
Address

_____
Phone Fax

_____
Email

# Attachment B
# RFP 27-804 Banking and Non-Banking Monetary Services
## Non-Collusion

**Upload this documentation under the Response Attachment tab via IonWave titled "NON-COLLUSION"**

Bidders shall fully certify that they, as an individual or as an engaging official of a formal business entity, have not entered into any agreement, participated in collusion, or otherwise taken any action in restraint of free and competitive responses to this bid. Further, bidders guarantee that their response are not made in conjunction with or on behalf of another party and that they have not been directly or indirectly induced in any manner or taken any action to result in a restriction of trade or in an unfair advantage.

Bidder must sign below acknowledging the above statement.

**Signature of Company Representative:**

_____

**Company Name/Certifying Official Signature**

**Date: _____**

# Attachment C
# RFP 27-804 Banking and Non-Banking Monetary Services
# Conflict of Interest

**Upload this documentation under the Response Attachment tab via IonWave titled "Conflict of Interest".**

Offeror shall use its best efforts to disclose with their proposal the name of any officer, director, or agent who also is a DCSD employee, agent, representative, contractor, immediate family member (spouse, child, sibling, or parent or the spouse of a child, sibling or parent) or DeKalb County Board of Education member. Offerors shall also disclose the name of any DCSD employee, agent, representative, contractor, immediate family member or board member who owns, directly or indirectly, an interest in five percent or more in the Offeror's company or any of its branches. In the event the Offeror was aware of a conflict of interest prior to the award of the contract and did not disclose the conflict DCSD may, at its discretion, terminate the contract for default. The Offeror further agrees that, if after award, a conflict of interest is discovered, an immediate and full disclosure in writing must be made to the DCSD Purchasing Department which must include a description of the action which the Offeror has taken or proposes to take to avoid or mitigate such conflicts. If a conflict of interest is determined to exist, DCSD may, at its discretion, cancel the contract. Offerors shall certify that their response to this RFP is impartial, at arms-length, and free of any conflict of interest at this time, unfair advantage, or personal benefit to any DCSD official.

**Signature of Company Representative:**

**_____**
**Company Name/Certifying Official Signature**

**Date: _____**

# Attachment D
# RFP 27-804 Banking and Non-Banking Monetary Services
## Critical Paragraphs

***Offerors must put their initials in the space provided in front of each critical paragraph and sign below. Initials signify that the information has been read and the offeror agrees to comply with the requirement, stipulations, terms and conditions. Attach and label "Critical Paragraph."***

1) ____ This RFP does not commit DCSD to any offeror to this RFP. DCSD is not liable for any costs incurred by an offeror in responding to this RFP. There is no guarantee of any offeror receiving an award or contract as a result of submitting a response to this RFP.

2) ____ Any news release or publicity pertaining to any phase of this RFP will be the responsibility of DCSD and must be cleared through DCSD's Department of Communications and Community Relations.

3) ____ It is the responsibility of offerors to make themselves aware of and to comply with any addenda, questions and answers posted to the DCSD website in relation to this RFP. All addenda must be printed, signed by the certifying official and included in the RFP submittals. Failure to do so will cause the offeror to be deemed non-responsive to the requirements of this RFP.

4) ____ Offerors to the RFP agree to fully indemnify DCSD as stated in the RFP, Part II.

5) ____ Offerors certify that they have not engaged in collusion and guarantee that their response is not made in conjunction with or on behalf of another party and that they have not been directly or indirectly induced or acted in any manner to result in restriction of trade or unfair advantage.

6) ____ The DCSD reserves the right to reject any and/or all responses submitted and to waive any technicalities or minor irregularities in responses received. DCSD reserves the right to award any resulting contract in the manner that is in the best interest of and most advantageous DCSD.

7) ____ Offeror understands that this solicitation requires Board of Education Approval.

**Signature of Company Representative:**

**_____**

**Company Name/Certifying Official Signature**

**Date: _____**

# Attachment E
# RFP 27-804 Banking and Non-Banking Monetary Services
## Statement of Confidentiality and Non-Disclosure

Any non-public information made available to the offeror by DCSD in relation to this RFP shall be used only for those purposes outlined in the RFP document and shall not be used in any other way without the written permission of the DCSD.

If the offeror is uncertain about the proposed use of information provided in relation to this RFP, the offeror shall consult with the DCSD RFP contact person as identified in the RFP document for clarification.

The offeror agrees to assume full responsibility for protecting the confidentiality of DCSD records that are not public information. Such information may include but is not limited to student and employee data and other written and oral information of a personal and/or confidential nature, which shall be safeguarded by the offeror to ensure that it is not improperly disclosed.

_____
Offeror Company Name

_____
Company Representative Name

_____
Company Representative Signature

_____
Date

# Attachment F

## RFP 27-804
## Banking and Non-Banking Monetary Services

## SUSPENSION AND DEBARMENT CERTIFICATION

By submitting this RFP, the offeror certifies that the proposing company and/or its principals have not been suspended, excluded, disqualified, debarred, proposed for debarment, declared ineligible or voluntarily excluded from participation in any transaction by any federal or state department or agency and that the offeror complies with all applicable orders, rules and regulations related thereto.

Further, by submitting this RFP, the offeror certifies that all lower tier participating individuals and/or company(s) and all respective principals of lower tier participants have not been suspended, excluded, disqualified, debarred, proposed for debarment, declared ineligible or voluntarily excluded from participation in any transaction by any federal or state department or agency and that the offeror complies with all applicable orders, rules and regulations related thereto.

The certification placed herein is a material representation of fact upon which reliance will be placed as RFP submissions are evaluated and any transaction is entered into. If it is later determined that the prospective offeror has knowingly rendered an erroneous certification, the DCSD may pursue all available remedies, including but not limited to suspension and/or debarment.

The prospective offeror shall provide immediate written notice to the DCSD Purchasing Department if at any time the prospective offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

The prospective offeror agrees by submitting this form that, should the proposed transaction be entered into, the prospective offeror shall not knowingly enter into any lower tier transaction with a person or entity that is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this transaction.

By signing and submitting this form, the offeror is providing the certification set out above.

Signature of Engaging Official: _____
**(Offeror Company Name/Certifying Official Signature)**

Date:_____

Further, the DCSD's Purchasing Department will check the SAMS website at https://www.sams.gov/SAM/ to determine if the offeror is listed.

# Attachment G
## RFP 27-804 Banking and Non-Banking Monetary Services

## IMMIGRATION & SECURITY CERTIFICATION

**If you are providing service, performing work or delivering goods to the DeKalb County Board of Education/DeKalb County School District including, but not limited to schools, warehouses and central offices, the applicable Georgia Security and Immigration Compliance documents found here must be completed, signed, notarized and submitted with your bid/proposal. Failure to provide this document with your bid/proposal will result in the disqualification of the bid/proposal.**

1) Offeror/Bidder (the "Offeror") shall at all times comply with the Georgia Security and Immigration Compliance Act, as amended, O.C.G.A. § 13-10-90 et. Seq.

2) In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act, as amended by the Illegal Immigration Reform Act of 2011, O.C.G.A. § 13-10-90 et. Seq. (collectively the "Act"), the Offeror **MUST INITIAL** the statement applicable to Offeror below:

(a) _____ **(Initial here)**: order to comply with the Act; is authorized to use and uses the federal authorization program under the federal work authorization user identification number issued on the date of authorization below; will continue to use the authorization program throughout the contract period; Offeror further warrants and agrees Offeror shall execute and return any and all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. Seq. [Offerors who initial (a) must attach and return a signed, notarized Contractor Affidavit and Agreement with the Contract if awarded];

**or**

(b) _____ **(Initial here)**: Offeror warrants that he/she does not employ any other persons, and he/she does not intend to hire any employees or to perform the Contract. [Offerors who initial (b) must attach and return a signed, notarized Affidavit of Exception with the Contract if awarded];

**or**

3) I_____ **(Initial here)**: Offeror is an individual who is licensed pursuant to Title 27 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for services to be rendered by such individual and thus does not have to provide an affidavit.

4) _____ **(Initial here)** Offeror will not employ or contract with any subcontractor in connection with a covered contract unless the subcontractor is registered, authorized to use, and uses

the federal work authorization program; and provides Offeror with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. Seq.

5) _____ **(Initial here)** Offeror agrees that, if Offeror employs or contracts with any sub-contractor in connection with the covered contract under the Act and DOL Rules 300-10-1-.01, et seq that Offeror will secure from each sub -contractor at the time of the contract the sub-contractor's name and address, the employee-number applicable to the sub-contractor, the date the authorization to use the federal work authorization program was granted to sub-contractor; the subcontractor's attestation of the subcontractor's compliance with the Act and Georgia Department of Labor Rule 300-10-1-.01, et seq.; and the subcontractor's agreement not to contract with sub-subcontractors unless the sub-subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides subcontractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. Seq.

6) _____ **(Initial here) Offeror** agrees to provide the DeKalb County School District with all affidavits of compliance as required by O.C.G.A. § 13-10-90 et seq. and Georgia Department of Labor Rules 300-10-1-.01, et seq within five (5) business days of receipt.

_____ _____
Signature Date

_____ _____
EEV/Basic Pilot Program Date of Authorization
User Identification Number

Firm Name: _____

Street/Mailing Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Email Address: _____

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
_____ DAY OF_____, 20____

_____
Notary Public
My Commission Expires: _____

**DEKALB COUNTY SCHOOL DISTRICT**
**Offeror E-Verify Affidavit**

By executing this affidavit, the undersigned Offeror verifies its compliance with **Immigration Reform and Control Act of 1986 (IRCA), Pub.L. 99-603**, stating affirmatively that the individual firm or corporation which is engaged in services on behalf of the **DeKalb County School District** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established by federal law and regulation. Furthermore, the undersigned Offeror will continue to use the federal work authorization program throughout the contract period. Offeror hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification number: _____

Date of Authorization: _____

Name of Project: **Banking and Non-Banking Monetary Services**

Solicitation Number (if applicable): **RFP 27-804**

Name of Public Employer: **DeKalb County School District**

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 202__ in _____, _____
(city) (state)

Signature of Authorized Officer or Agent _____

Printed Name and Title of Authorized Agent: _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20___.

Notary Public _____

My Commission Expires: _____

**DEKALB COUNTY SCHOOL DISTRICT**
**Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual firm or corporation which is engaged in the physical performance of services on behalf of the **DeKalb County School District** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification number: _____

Date of Authorization: _____

Name of Subcontractor: _____

Name of Project: **Banking and Non-Banking Monetary Services**

Solicitation Number (if applicable): **RFP 27-804**

Name of Public Employer: **DeKalb County School District**

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 202__ in _____, _____
(city) (state)

Signature of Authorized Officer or Agent _____

Printed Name and Title of Authorized Agent: _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20___.

Notary Public _____

My Commission Expires: _____

**DEKALB COUNTY SCHOOL DISTRICT**
**Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ on behalf of the **DeKalb County School District** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five (5) business days of receipt. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number: _____

Date of Authorization: _____

Name of Subcontractor: _____

Name of Project: **Banking and Non-Banking Monetary Services**

Solicitation Number (if applicable): **RFP 27-804**

Name of Public Employer: **DeKalb County School District**

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 202___ in _____, _____
(city) (state)

Signature of Authorized Officer or Agent _____

Printed Name and Title of Authorized Agent: _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20___.

Notary Public _____

My Commission Expires: _____

**DEKALB COUNTY SCHOOL DISTRICT**
**Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)**

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A.§ 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for _____ and _____ on behalf of the **DeKalb County School District** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with information required by O.C.G.A §13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to _____. Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to the contractor within five (5) business days of receipt. Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number: _____

Date of Authorization: _____

Name of Sub-subcontractor: _____

Name of Project: **Banking and Non-Banking Monetary Services**

Solicitation Number (if applicable): **RFP 27-804**

Name of Public Employer: **DeKalb County School District**

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on ____, _____, 202___ in _____, _____
(city) (state)

Signature of Authorized Officer or Agent _____

Printed Name and Title of Authorized Agent: _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20___.

Notary Public _____

My Commission Expires: _____

# Attachment H

## RFP 27-804 Banking and Non-Banking Monetary Services

## SIGNATURE PAGE

I certify that I have read this RFP document in its entirety and agree to conform to and comply with the terms, conditions and requirements of this RFP. I also certify that I am a duly appointed official of the offering company with the authority to authorize and engage this RFP submittal. Further, I certify that the contents of the response to this RFP are true, accurate and complete.

_____ _____

Printed Name/Engaging Authorized Company Official

Position/Title

_____

Offeror's Company Name

_____ _____

Signature/Engaging Authorized Company Official

E-mail Address

_____

Telephone Number

_____

Date

# END OF RFP