



The School District of Okeechobee County

Addendum 2

Deadline for Proposals

Friday, June 7, 2019, 3:00pm

RFP#19-01

Proposer Question: Please provide 3 months of Account Analysis statements, bank statements, money market statements, etc.

SDOC Response: The District has made copies of the April bank statement. Copies can be picked up from Corey Wheeler or Janis Stevens at the District office which is located at 700 SW 2nd Avenue, Room 207. If you would like February and March, or are unable to pick up, please email corey.wheeler@okee.k12.fl.us to make arrangements to receive the statements.

Proposer Question: Please provide 3 months of Merchant Card statements. If any?

SDOC Response: The District does not accept credit card payments except for food service who contracts with PayPams to accept payments at no cost to the District (person making the payment pays the merchant fee).

Proposer Question: How many times per week does the District make deposits? Does the District currently use a courier service or employee to take the deposits to the bank. If courier services is being used, who is the District currently contracted with? Is deposit taken to a branch or vault location? How much cash is deposited on a weekly basis or daily basis?

SDOC Response: A food service manager from each of our 10 school sites makes deposits daily. Daycare and other miscellaneous cash collections are deposited by an employee from the Finance department weekly. Cash is taken directly to the bank branch. The District does not use a courier service. Total cash deposits for the week of May 10 were \$5,408. This number remains relatively stable, except in summer months when very little cash is collected.

Proposer Question: Does the District currently use Remote Deposit Service. If not, is the District interested in this enhanced service such as Remote Deposit Capture for check clearing?

SDOC Response: The District currently does not use Remote Deposit Service but would be willing to consider it. Please ensure your proposal includes information on any additional fees this service would cost the District.

Proposer Question: How many employees does the District have on payroll? How many of those employees are on direct deposit?

SDOC Response: The District has approximately 900 employees and substitutes. All of those employees are on direct deposit. Occasionally the District does have to void a direct deposit and reissue by paper check (account closed, unable to locate, etc.)

Proposer Question: How is ACH transmitted today, via bank software, FTP, etc.?

SDOC Response: We utilize bank software to upload ACH files.

Proposer Question: Does the District use P-card services? If yes, would the District like to see a proposal under optional services?

SDOC Response: Yes, the District uses the State contract vendor (Bank of America) for our purchasing cards. The District would be interested in a proposal for P-Card services.

Proposer Question: Would the District consider a proposal from a proposer who does **not** have a branch location within the County as responsive?

SDOC Response: In accordance with section 1.02 of the RFP, the bank must be located within Okeechobee County.