

**Addendum #3**

**Date: March 9, 2017**

**Rockwood School District – RFP No. RFP0217FINANCE**

**Bank Depository, Procurement Card and Investment Advisory Services**

The Request for Proposals (RFP) for the above named project is amended as noted in this Addendum. This Addendum consists of questions and Rockwood School District’s responses. **An additional Acknowledgement Form is attached for proposers bidding solely on the Procurement Card Services portion of the RFP.**

Question 1: Can you please explain the decrease in instruction expense at 6/30/15 vs 6/30/14?

Response: The June 30, 2014 audited financials were restated due to adoption of GASB68 and 71.  This was a non-cash transaction and was a result of a restatement to the net position for the proportionate share of the District's net pension liability at June 30, 2014.

Question 2: Can you please explain what type of electronic copy the District would prefer for our response?

Response: A flash drive or CD Rom is preferred.

Question 3: **Depository + Sub Acct Maint** - Would this be for locations used in deposits?

Response: Rockwood School District’s depository account has (36) sub accounts, (1) per school location or a specific department.

Question 4: **Deposit Account Statements -** Would this be for paper statements mailed?

Response: Yes

**Question 5: Check Deposit-ICL or RDSO -** Is this per deposit on remote deposit scanner?

Response: Yes

Question 6: **CP Biller GTW Maintenance -** I see that you provided 30000 as an answer previously could you offer more information regarding this item?

Response: Gateway biller for online payments, not in use anymore which is why a zero is indicated

Question 7: If we elect to bid solely on the Procurement Card Services portion of the RFP, other than responding to the questions asked in Section IX-Procurement Card Services and Attachment B (References & Experience), please indicate any other sections or information that is required for proposals to be considered?

Response: Please refer to requirements below.

**Requirements for Proposers Bidding Solely on Procurement Card (P-Card) Services**

A. Proposals shall be prepared simply, but completely, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. At the same time, proposals should be as thorough and detailed as possible so that the District may properly evaluate the Proposer's capabilities to provide the required services.

B. Proposers must include at least the following information, data and responses labeled accordingly in their proposals (i.e. B1, C, D. etc.):

 (1) Proposer's full name and principal office address, and descriptions of the type of business entity (e.g., publicly held corporation, private non-profit, proprietorship, partnership, etc.).

 (2) If Proposer is incorporated, include the State, in which it is incorporated, and list the name and occupation of those individuals servicing on the board of directors, along with the name of any entity or person owning 10% or more of the corporation.

 (3) The name, title, mailing address, telephone number, fax number, and email address of the contact person for this RFP and the proposal.

 (4) A summary description or work plan which describes how Proposer intends to perform the required services and include a description of any involvement and responsibilities which would be required of the District.

 (5) The name(s) of the employees, persons or contractor(s) proposed to perform the services, and describe the qualifications and experience of each.

 (6) Description of the manner by which Proposer proposes to be compensated for the services to be provided, including a listing or schedule of fees, commissions, costs and expenses, including reimbursable costs and Proposer’s total cost for the services to be provided.

C. Proposers must provide a description or evidence of their experience and qualifications to undertake and to provide the services described in this RFP with a particular emphasis upon experience and services provided to Missouri K-12 school districts.

D. Proposers must provide evidence or information as to their financial condition and stability.

E. Proposers must provide a minimum of three (3) references with names, addresses and phone numbers, and including specifically any governmental entities and school districts for which each Proposer has provided services. (Attachment B)

F. Proposers must state whether they have been involved in any litigation during the last five years, and if so, describe any such litigation.

G. Proposer must provide a completed Acknowledgement Form (attached).

Question 8: If we elect to bid solely on the Procurement Card Services portion of the RFP, what signature pages are required to be submitted along with the proposal? (The Bid Submittal Form, Page 13, of the Bank Depository Services section?)

Response: It is not necessary to submit the Bid Submittal Form on Page 13 of the RFP. An additional Acknowledgement Form is attached for those submitting bids exclusively for Procurement Card Services. This document should be completed and returned as part of your proposal.

Question 9: If we elect to bid solely on the Procurement Card Services portion of the RFP, are we still required to submit a check in the amount of $2,500, or is this only specific to the Bank Depository portion?

Response: No, the $2,500 cashier’s check is only required for the Bank Depository portion.

**ACKNOWLEDGEMENT FORM**

The Proposer hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements and specifications of the original Request for Proposal (RFP) and as modified by any addenda.

Company Name Representative's Name Title

Address City/State/Zip Telephone # Fax #

E-mail Address

Years in Operation Years under current structure and/or under previous structure

1. Name of Company’s Officers:

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| --- | --- | --- |
| NAME |  | TITLE |
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1. The undersigned hereby acknowledges the receipt of the following addenda:

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| --- | --- | --- | --- | --- | --- | --- |
| Addendum Number |  | Date Issued |  | DateAcknowledged |  | Signature |
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1. The undersigned hereby acknowledges that the Company has read and agrees to the terms and conditions set forth in the RFP, and that the terms and conditions set forth in the Proposal will remain open for at least 90 days from the deadline for submission of Proposals

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| --- | --- |
|  |  |
|  | Company Officer’s Name |
|  |  |
|  | Signature Date |

End of Addendum #3