

DISTRICT BOARD OF TRUSTEES  
PENSACOLA STATE COLLEGE  
1000 COLLEGE BOULEVARD  
PENSACOLA, FL 32504-8998

February 11, 2011

ADDENDUM NO. 2  
TO  
REQUEST FOR PROPOSAL RFP 09 – 2010.11 BANKING AND RELATED SERVICES

The following are answers to the additional and final questions submitted to the referenced RFP specifications:

General Banking Services

1. Please provide analysis / merchant statements from all current providers.  
*See Attachment J for bank analysis and Attachment D for merchant statement.*
2. Does the College currently print checks in house or is their check printing outsourced? *The college currently prints checks in-house.*
3. How many items does the College deposit on a monthly basis? *See Exhibit 1*
4. How many wires are being initiated on a monthly basis out of the Colleges' accounts? Repetitive? Non-Repetitive? *See Exhibit 1*
5. Is the College currently utilizing any fraud prevention products such as Positive Pay or ACH fraud control? *The college uses positive pay.*
6. How many times per month does the College cut checks and for what application are they being cut (payroll, payables etc.)? *2 times per week – payables and 2 times per month – payroll.*
7. Is the College using Controlled Disbursement totals to fund their account each day or are they funding the account when they issue checks? *controlled disbursements*

ATM - College *is not interested in ATM service at this time. See addendum 1, (3.13.19).*

1. How many ATMs are being requested? Where are the sites?
2. Can we get specific address, provider, and monthly transaction volumes for each ATM currently installed?
3. Are the ATMs being requested required to accept deposits, or are cash dispenser ATMS acceptable?
4. Are the ATM placements within each facility already identified, or will SunTrust have the right to select the sites?
5. Will SunTrust be allowed to use external signage to direct clients to the ATM?
6. Will SunTrust have exclusivity in the placements?
7. If additional ATMs are requested in the future, will SunTrust have the 'right of first refusal' or will additional RFPs be issued?  
How long after the contract is awarded with SunTrust have to install the ATMs

What is their average annual check volume? *12,000*

Is the average transaction amount about the same as it is for card, which is \$266? *\$315*

What is their return volume? *For calendar year 2010, the College had 74 returned checks.*

Of those returns, what are they able to collect and what goes uncollected? *The College was able to collect 63 of 74 returned checks or 85% collected (15% uncollected).*

What percentage of the checks they take in are from face-to-face transactions vs. mailed-in and/or dropped off?  
*75% of checks are taken face-to-face (other 25% received in the mail).*

Will they want us to provide pricing for Checks by Phone and/or Internet Check Acceptance? I am assuming so. *Yes.*

**Change:** On-line Banking Monthly Maintenance - Volume of 7 to 2 like the other account maintenance items. See **Revised 2/11/11 Exhibit 1.**

Zero Balance Account Monthly Maintenance - Volume of 2 and Sub Account - Volume of 14. **We have 2 ZBA accounts as answered in the space. The Volume of 14 is the average number of transactions to the NOW account from Payroll & Operating – to zero-out Payroll & Operating – the College's ZBA (zero based) accounts.**

On-line Banking per Outgoing Repetitive Wire monthly volume is listed as 32. Wire Transfers (Manual) Outgoing - Repetitive monthly volume is listed as 33. Will you please verify that these volumes are correct? I am concerned that it is duplication. **Change: On line banking per outgoing repetitive wire to 33 and Wire Transfers (Manual) Outgoing Repetitive to 0. See Revised 2/11/11 Exhibit 1.**

Also, you should have received all attachments and Addendum 1. Both addendums must be signed and submitted with proposal. Exhibits 3, 4, and 6 did not change therefore please use those in the original RFP.

All other requirements remain the same.

**Angie C. Jones**  
Director of Purchasing  
and Auxiliary Services

Please acknowledge and return this addendum with your proposal. If you have already submitted a proposal, please return this addendum, with signed acknowledgment, by the proposal opening deadline, **February 22, 2011 at 2:00 p.m. CST.** Addendum cannot be faxed or emailed.

ADDENDUM ACKNOWLEDGED BY: \_\_\_\_\_

FIRM/ENTITY \_\_\_\_\_

SIGNATURE OF REPRESENTATIVE: \_\_\_\_\_