



# State of South Carolina

## Request for Proposal

Amendment 1 – Questions and Answers

Solicitation: TCTC-21-Banking  
 Date Issued: 4/26/2021  
 Procurement Officer: Matt Whitten  
 Phone: 864-646-1633  
 E-Mail Address: [mwhitten@tctc.edu](mailto:mwhitten@tctc.edu)  
 Mailing Address: PO Box 587 Pendleton, SC 29670

DESCRIPTION: **Banking Services**

USING GOVERNMENTAL UNIT: **Tri-County Technical College**

*The Term "Offer" Means Your "Bid" or "Proposal". Your offer must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior. See "Submitting Your Offer" provision.*

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

**MAILING ADDRESS:**

Tri-County Technical College  
PO Box 587  
Pendleton, SC 29630

**PHYSICAL ADDRESS:**

Tri-County Technical College  
Suite 280  
7900 Highway 76  
Pendleton, SC 29670

SUBMIT OFFER BY (Opening Date/Time): 06/04/2021 @ 2:00 pm (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: 05/10/2021 @ 2:00 pm (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: **ONE (1) Original Hardcopy Each Technical & Price Proposal** marked "Original", **THREE (3) Hardcopies** marked "Copy" and **ONE (1) Electronic Media Copy of Technical & Price Proposals** marked "Copy", **One (1) Redacted Copy** via electronic media (marked "redacted"), (See "Submitting Redacted Offers" provision Section IV., "Submitting Confidential Information" Section II.A., & "Electronic Copies-Required Media & Format" provision Section II.B.)

**Initial here if NO redacted copy is necessary \_\_\_\_\_**

CONFERENCE TYPE: **Not Applicable**  
DATE & TIME:

LOCATION: **Not Applicable**

(As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)

**AWARD & AMENDMENTS**

Award will be posted on **07/15/2021**. The award, this solicitation, any amendments, and any related notices will be posted at the following web address: <http://www.procurement.sc.gov>

Unless submitted on-line, you must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of sixty (60) calendar days after the Opening Date. (See "Signing Your Offer" and "Electronic Signature" provisions.)

**NAME OF OFFEROR**

(full legal name of business submitting the offer)

Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

**AUTHORIZED SIGNATURE**

(Person must be authorized to submit binding offer to contract on behalf of Offeror.)

**TAXPAYER IDENTIFICATION NO.**

(See "Taxpayer Identification Number" provision)

**TITLE**

(business title of person signing above)

**STATE VENDOR NO.**

(Register to Obtain S.C. Vendor No. at [www.procurement.sc.gov](http://www.procurement.sc.gov))

**PRINTED NAME**

(printed name of person signing above)

**DATE SIGNED**

**STATE OF INCORPORATION**

(If you are a corporation, identify the state of incorporation.)

OFFEROR'S TYPE OF ENTITY: (Check one)

(See "Signing Your Offer" provision.)

Sole Proprietorship

Partnership

Other \_\_\_\_\_

Corporate entity (not tax-exempt)

Corporation (tax-exempt)

Government entity (federal, state, or local)

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**(Return Page Two with Your Offer)**

<b>HOME OFFICE ADDRESS</b> (Address for offeror's home office / principal place of business)	<b>NOTICE ADDRESS</b> (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)
	_____ Area Code - Number - Extension Facsimile
	_____ E-mail Address

<b>PAYMENT ADDRESS</b> (Address to which payments will be sent.) (See "Payment" clause)	<b>ORDER ADDRESS</b> (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)
_____ Payment Address same as Home Office Address _____ Payment Address same as Notice Address <b>(check only one)</b>	_____ Order Address same as Home Office Address _____ Order Address same as Notice Address <b>(check only one)</b>

<b>ACKNOWLEDGMENT OF AMENDMENTS</b>							
Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)							
Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

<b>DISCOUNT FOR PROMPT PAYMENT</b> (See "Discount for Prompt Payment" clause)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days (%)
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<b>PREFERENCES - A NOTICE TO VENDORS (SEP. 2009):</b>  <b>Preferences do not apply. See SC Consolidated Procurement Code Reference 11-35-1524 (E) (5)</b>
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- 1) What is your card spend today?
  - a. The College participates in the State purchasing card (p-card) program. The annual spend in the p-card program is approximately \$1,725,000. The College promotes use of p-cards for payment whenever possible.
- 2) Would you consider a fully integrated payables solution for all payment types (card/ACH/check)?
  - a. Yes, the College would consider all options.
- 3) What is your overall annual AP spend (minus payroll)? Number of payments, number of vendors, payment mix (% of checks, ACH, Card)?
  - a. The College processes checks at least once per week. The College process ACH payments at least twice each month. In the past 12 months, the College has paid 872 vendors through accounts payable totaling \$44,479,255. There were 2,291 checks issued totaling \$18,930,397 and 664 ACH payments totaling \$25,548,858.
- 4) What is your expense reporting process today? On your P-Card transactions how do you reconcile those transactions? Does your card holders fill out an expense report and if so what does that look like?
  - a. Expense reporting for p-card purchases is handled through the Bank of America Works software. Individual p-card users code expenses to specific cost centers and accounts. The finance office uploads the charges weekly to the general ledger. Monthly statements are submitted with attached receipts to their designated supervisor for review and approval.
- 5) How do you currently handle vendor outreach/onboarding for AP? How do you determine how to pay your vendors? Do you reach out to them to see if they take card, ACH or check? Have you ever done a campaign to get more vendors to card or ACH?
  - a. Vendors are added to the ERP system as needed but only with appropriate paperwork including an executed W-9. Payment remittance generally defaults to check payments. The College has not performed extensive solicitation to move more vendors to ACH payments. The College does have plans to move forward with a campaign to do so in the next year.
- 6) What portion of AP spend is international? What countries?
  - a. The College generally does not spend internationally. The total international spend in recent years has been minimal and limited to purchases from Canada.
- 7) Please describe your vendor onboarding process including vendor verification and compliance. Do you do any verification on the vendors bank account? When a vendor contacts you to change bank account information, how do you verify/authenticate the legitimacy of the change requested.
  - a. The College does perform due diligence on any vendor requesting a change to an ACH or in banking information. Staff will verify information with appropriate contacts at vendors to ensure the validity of the request prior to enacting any changes to payment information.

- 8) Scanners – how many scanners are currently being used? How long have they been in use? What brand of scanner is used? Does Tri-County Technical College own the scanners or are they provided by the current service provider?
- a. The College is currently using two scanners. These particular scanners have been in use for approximately 5 years. The scanners are Panini Vision X. The scanners were provided by the College’s current financial institution.
- 9) With regard to bank financial statements, we will provide links to the most recent statements (Annual Report/Quarterly Statements). Is that acceptable?
- a. Links to this information will be acceptable.
- 10) Please explain the use of armored car services. What is the frequency and typical volume of cash and coin delivered by the courier? Does the courier provide for change orders?
- a. The College utilizes armored car services to pick up cash deposits and to deliver change orders two days a week at the Pendleton Campus. Typically, there are 12 deposits picked up each week from the Pendleton Campus. Change orders will vary. Most cash deposits range from \$1 to \$5,000. During registration months (August, January and May), individual cash deposits can exceed these amounts but are generally less than \$25,000.
- 11) With regard to deposit bags, are these for night deposits? Are one-time use bags acceptable or are the locked depository bags preferable?
- a. Deposit bags are one-time use bags used for daily cash activity. These deposits are picked up by the armored car and delivered to the closest branch for processing.
- 12) Please confirm the number of payrolls and then number of ACH items within each.
- a. The College processes payroll monthly. There are two separate payrolls processed on the last working day of the month. On average approximately 675 ACH and 7 checks are issued.
- 13) Can you send me an idea of the balances we will be dealing with so we can do an appropriate pro forma on service charges?

- a. Balances for the last 12 months and averages are below:

	Operating account	Excess reserves	Total
Mar-20	22,051,655	35,540,675	57,592,330
Apr-20	22,028,460	35,582,973	57,611,433
May-20	18,606,432	35,592,353	54,198,785
Jun-20	17,655,349	35,600,813	53,256,162
Jul-20	19,483,109	35,609,568	55,092,677
Aug-20	24,272,937	35,618,616	59,891,553
Sep-20	20,972,827	35,627,667	56,600,494
Oct-20	24,974,098	35,636,720	60,610,818
Nov-20	23,376,064	35,645,483	59,021,547
Dec-20	24,403,830	35,654,248	60,058,078
Jan-21	21,543,000	35,663,668	57,206,668
Feb-21	21,704,631	35,670,343	57,374,974
Mar-21	27,139,660	35,675,425	62,815,085
Average	22,170,158	35,624,504	57,794,662