



## REQUEST FOR PROPOSAL FOR BANKING SERVICES

### I. INTRODUCTION

The Tarrant County 9-1-1 Emergency Assistance District (TC9-1-1) requests proposals for a banking services contract from July 1, 2024, through June 30, 2029. District operations are funded through a landline surcharge collected monthly by telephone companies and transferred to the depository demand account. In addition, the State of Texas collects a \$.50 monthly surcharge on wireless customers and remits it to each agency in the State that provides 9-1-1 service, a portion of the monthly revenue matching the entity's proportion of the State population. During fiscal year 2023 (October 1, 2022 – September 30, 2023), revenue was \$6,205,029 for the landline surcharge and \$13,963,311 for the wireless surcharge. In addition to the demand account, the District invests its contingency reserve and reserve capital expenditure funds in time deposits. Current assets as of September 30, 2023, were \$15,578,678. The District intends to minimize banking costs, improve operational efficiency, and maximize investment capabilities through this contract.

### II. PROPOSAL INSTRUCTIONS AND QUALIFICATIONS

#### A. MINIMUM QUALIFICATIONS

To ensure a close working relationship, facilitate available services, and support local business, the District may give priority to those banks with full-service capabilities within a fifteen-mile radius of the District office. The bank must be authorized to do business in the State of Texas and must comply with state and local laws. A statement regarding equal opportunity and affirmative action should be included. The proposal submitted will become part of the final contract.

#### B. PROPOSAL SUBMISSION INSTRUCTIONS

##### 1. Proposal Format

To fully and equitably evaluate each bank's ability to meet the banking services needs of the District, a standard reply format is required. Each proposal must include a response





to each item in the RFP in the order given. Only proposals submitted in the prescribed format will be evaluated for contract award.

## 2. Submission Requirements

All proposal questions should be directed via email to:

Aniel Austin, ACCA  
Chief Financial Officer  
[aaustin@tc911.org](mailto:aaustin@tc911.org)

All proposal submissions must be in a sealed envelope and clearly marked in the lower left-hand corner “RFP – Banking Services.” All proposals must be received by noon on May 31, 2024. No faxed, e-mailed, or telephone proposals will be accepted. Proposals must be submitted to:

Aniel Austin, ACCA  
Chief Financial Officer  
Tarrant County 9-1-1 Emergency Assistance District  
2600 Airport Freeway  
Fort Worth, TX 76111

**Any proposals received after the scheduled time for receipt of proposals will not be accepted or considered.**

## 3. Selection Criteria

Evaluation of proposals will be made based on the following objectives:

- Financial strength and capacity of the financial institution.
- Ability to provide all current and projected service requirements for the District in an efficient and responsive manner over the term of the banking agreement.
- Capacity to provide a wide range of electronic banking services.
- Ability to comply with the Public Funds Investment Act Chapter 2256, Texas Government Code (Enclosed).
- Ability to comply with the Investment Policy of Tarrant County 9-1-1 District (Enclosed).
- Overall costs.
- Proposed interest rate to be earned on the District’s checking account and investment accounts.





### **C. RIGHTS TO REJECT PROPOSALS**

TC9-1-1 reserves the right to reject any and all proposals or any part of any proposal, to waive minor defects or technicalities, or to solicit new proposals on the same project or on a modified project which may include portions of the originally proposed project as TC9-1-1 may deem necessary in its interest. Receipt of any proposal shall under no circumstances obligate TC9-1-1 to make an award.

### **III. REQUIRED FINANCIAL INSTITUTION INFORMATION**

All banks must provide the following as part of the proposal:

- Audited financial statements for the most recent fiscal year,
- A copy of the current call report, and
- A statement regarding any recent or foreseen merger or acquisition.

### **IV. REQUIRED BANKING SERVICES**

This section lists all the services to be provided by the bank under this agreement.

#### **A. Checking Accounts**

The District requires two checking accounts: 1) general checking account for the majority of the District's transactions, and 2) a flexible benefits account. The basic account service should consist of at least:

- Month-end statements available no later than the 5<sup>th</sup> of the month.
- General ACH services.
- Electronic account access.
- Unlimited account transfers (between accounts).
- Positive Pay.
- Remote deposit.
- Unlimited check-writing.
- Excellent customer service & response.
- Online check images (front and back) for all accounts.
- Lockbox Services to handle mailed checks sent by customers.
- Banking Fraud Detection & Cyber Controls.





#### B. Wire Transfer Services

The District currently generates approximately 10 incoming wires each month. The District requires adequate security provisions and procedures.

#### C. Sweep Account Provisions

The bank will be responsible for automatically sweeping the balance in the general checking account daily to an investment option. Describe the sweep options available.

#### D. Investments and Safekeeping of District Securities

All time deposits will be bought through the bank awarded this banking services contract. If the bank proposes an overnight repurchase agreement, an executed Master Repurchase Agreement is required. In order to fulfill GASB III requirements for reporting, if a repurchase agreement is executed with the bank itself, the collateral must be held in the trust department of the bank in a separate account.

All securities will be handled on a delivery versus payment (DVP) basis as they are cleared into and out of the account. All clearing and safekeeping will be in the bank or its correspondent. All correspondence and safekeeping arrangements will be stipulated in the proposal.

#### E. Standard Deposit Services

The bank must guarantee immediate credit on all incoming wire transfers and upon receipt of all other checks based on the bank's published availability schedule.

#### F. Reporting and Account Analysis

Monthly account analysis reports must be provided by the bank on a timely basis for each account within ten business days of the next month.

#### G. Account Executive

An account executive must be assigned to the account to coordinate the account services and expedite the solution of any problem. A trained and competent backup for the account executive who is familiar with the account should be assigned to the proposal.





#### H. Collateralization of Deposits

The bank must agree to obtain and maintain acceptable collateral sufficient to cover all anticipated time and demand deposits, above the FDIC insured limit of \$250,000. Securities used to pledge against time and demand deposits must be held in an independent third-party safekeeping institution outside the bank's holding company. The bank will execute a tri-party safekeeping agreement with the District and the Safekeeping bank for the safekeeping of these securities. Collateral will be maintained at a minimum of 102% and marked to market at least once a month. Control will be shared jointly between the bank and the entity. The District will approve the substitution and not unduly withheld. Substitutions of collateral will be requested in writing, and new collateral will be received before the existing collateral is released. The proposal will name the safekeeping bank for collateral.

#### I. Vault Services

The District requires the use of a Safe Deposit Box for storage of offsite security tapes. The District will need to access this box weekly.

#### J. Additional Services

Describe any alternatives, enhancements, or improved methods of providing the services mentioned in the RFP. In addition, describe any products or services not specifically mentioned in the RFP that the bank believes would benefit the District.

If new services become available and are provided during the period of this contract, they will be charged at the bank's current published rate.

#### **ENCLOSURES:**

Public Funds Investment Act Chapter 2256, Texas Government Code

Investment Policy of Tarrant County 9-1-1 District

District's Current Account Analysis

